

## Case CATalyst® Manual

© 2020 Stenograph

Copyright 2020, Stenograph, LLC. All Rights Reserved.

This material is protected by law, including the Copyright Act of 1976 and is not to be copied, reproduced, modified, sold, stored or transmitted in any form or by any means (electronic, mechanical, photocopy, recording or otherwise), or used in any other manner, without the prior written permission of Stenograph.

Changes may be made periodically to the information in this electronic file and publication. Such changes will be incorporated in any new edition of the help and manual.

Stenograph is a Pettibone Company.

Case CATalyst, CATalyst, EasyLock, Luminex, Luminex II, Diamante, TrueStroke Technology, élan Mira, Stentura Fusion, SmartWriter, Stentura, RealTeam, Stenograph logo and Stenograph are trademarks and registered trademarks of Stenograph.

Windows is a registered trademark of Microsoft Corporation in the United States and other countries.

Windows Vista is either a registered trademark or trademark of Microsoft Corporation in the United States and/or other countries.

All other trademarks are the property of their respective owners.

# Table of Contents

<b>Case CATalyst .ini to .sgxml File Conversion</b>	<b>44</b>
<b>e-Key Activation</b>	<b>45</b>
<b>e-Key Reauthorization</b>	<b>48</b>
<b>Work Area Navigation</b>	<b>50</b>
Case CATalyst File Structure.....	52
Accessing Functions and Features.....	57
Dialog Panes .....	59
Messages and Prompts.....	64
Case CATalyst Student Version.....	65
<b>Common Menus</b>	<b>67</b>
File Menu .....	67
Edit Menu .....	72
View Menu .....	74
Show Toolbars and Features .....	74
Customize Toolbars .....	77
Function Menu.....	83
Window Menu .....	84
Help Menu .....	85
Case CATalyst Help .....	85
Support Help Desk .....	86
Case CATalyst Manual .....	86
Command Summary Cards .....	86
Personal Command Summary Card .....	87
View Readme .....	87
Integrated Video Training .....	88
Create Training User .....	89
Self-Study Guides .....	89
Exceptional Extras .....	90
Open Device Manager .....	91
Open User In Windows Explorer .....	91
Stenograph Home Page .....	91

Check for Updates .....	91
About Case CATalyst .....	93
<b>Getting Started</b>	<b>95</b>
Create a User Name .....	95
Changing Users .....	97
Importing a Dictionary .....	97
Viewing and Modifying a Layout .....	99
Basic Transcript Production .....	100
Step 1: Sign On To Case CATalyst .....	100
Step 2: Reading Steno Notes .....	100
Step 3: Translating Steno Notes .....	101
Step 4: Editing .....	101
Step 5: Delivery .....	102
Step 6: Job Management .....	102
Step 7: Dictionary Management .....	103
<b>Read and Manage Notes</b>	<b>104</b>
File - New - Read Notes .....	104
Read Notes .....	104
Read Setup .....	105
Read Notes to Case CATalyst .....	107
Read Notes to PDF .....	110
Read Baron TX Notes .....	112
Read élan Mira Compact Flash/Backup SD Card .....	113
Read Luminex or Diamante Backup SD Card .....	115
Manage Notes .....	118
File - New - Notes File .....	118
Advanced Manage Notes Options .....	119
Copy and Cut Steno Notes .....	120
Defining Steno in Manage Notes .....	121
Searching for Steno Strokes .....	122
Repeat Search in Manage Notes .....	123
Move By Folds .....	123
Scan For Tapemarks .....	124
Print steno notes .....	124
<b>Layout</b>	<b>126</b>



<b>Creating a New Layout</b>	127
<b>Modify an Existing Layout</b>	129
<b>Characters Per Line Assistant</b>	129
<b>Save Layout As</b>	131
<b>Print Layout Settings</b>	132
<b>Page Setup</b>	132
<b>Paragraph Setup</b>	136
<b>Headers &amp; Footers</b>	142
<b>Understanding Header Changes and Layout Changes</b>	146
<b>Manage Jobs</b>	<b>148</b>
<b>Selecting Files In Manage Jobs</b>	148
<b>Job Details Pane</b>	149
<b>File</b>	149
Quick Tran	149
Zip & e-mail	150
Compress & e-mail	151
Send 'em e-mail	153
E-mail File(s)	154
RealTeam Ready	155
RealTeam Invite	155
Create a Case	156
Print Notes to PDF	156
<b>History</b>	157
Job History Summary Data	157
Job History ASCII/Export Backup Data	158
Job History CaseViewNet User List	159
Job History Edit Data	160
Job History Notes Data	161
Job History Print Data	162
Job History Read Data	163
Job History Translation Data	163
Job History Broadcast Captioning Data	165
<b>Field Manager</b>	166
<b>User Root Folders</b>	168
<b>Refresh</b>	169
<b>Recently Saved Files...</b>	170
<b>Save and Load Alternate User Settings</b>	171

---

<b>View</b>	171
<b>Detailed List View</b>	172
<b>Icon View</b>	172
<b>Show Columns</b>	172
<b>Sort By</b>	174
<b>Restore Default Columns</b>	175
<b>Manage Jobs Text and Heading Fonts</b>	175
<b>Restore Default Fonts</b>	175
<b>Tools</b>	175
<b>Auto Logon</b>	176
<b>Back</b>	176
<b>Backup</b>	176
About Compressed Backup (.ZIP) Files	177
Backup Messages	177
Backup Job Files	181
<b>Case Prep</b>	183
Dictionary Builder List	186
Heads-Up List	189
Alphabetical (A-Z) List	195
caseprepexcludelist.txt	196
<b>Change Due Date</b>	196
<b>Change Job State</b>	197
<b>Change Case Color</b>	198
<b>Copy Job Files</b>	199
<b>Copy List View to Clipboard</b>	201
<b>Create Job Report</b>	201
<b>Delete Job Files</b>	203
<b>Delete User</b>	204
<b>Dictionary Verify</b>	204
<b>Finish 'em</b>	205
Finish 'em Options	214
<b>Forward</b>	216
<b>Move Job Files</b>	216
<b>Rename</b>	218
<b>Restore</b>	219
<b>Back Up User(s)</b>	220
<b>Restore User(s)</b>	221
<b>Cloud Back Up Now</b>	223

<b>Search</b>	224
<b>Search File Contents</b>	225
<b>Search Due Jobs</b>	230
<b>Select All</b>	231
<b>Send 'em Backup</b>	231
<b>Up One Level</b>	233
<b>Users Level</b>	233
<b>CaseViewNet Browser Link...</b>	233
<b>Options</b>	234
<b>UserSettings File</b>	235
<b>Translate</b>	235
Translate Options	235
Advanced Translate Options.....	235
<b>Edit</b>	241
Auto Recover/Auto Save	242
Auto Recover/Save Options	243
AutoArchive Case	245
Advanced Edit Options	248
Global Options - Advanced.....	254
Transcript Spell Check Options.....	259
Advanced Transcript Spell Check Options.....	263
Include Options	265
Field Options	266
Word Definition Options	267
QuickFix Prefix Options	268
QuickFix Suffix Options	268
Brief It Options	269
Contraction Rules	274
<b>Read</b>	276
Read Setup	276
Advanced Read Options	279
Read Warnings	280
<b>Advanced Manage Notes Options</b>	280
<b>Dictionary</b>	281
Dictionary Spell Check Options.....	281
Dictionary Options	285
<b>Manage Jobs/General</b>	291
Dialog Settings	292
Select User Icon	293
Backup Options	294

---

Zip & e-mail Options .....	295
Send 'em e-mail Options .....	297
Send 'em Backup Options .....	298
Job History Options .....	299
Job Manager Warnings .....	301
Job State Options .....	302
User Layout Option .....	303
<b>Import .....</b>	<b>304</b>
General Import Options .....	304
CATalyst 3.0 Options .....	305
RTF/CRE Options .....	305
Stentura Dictionary Options .....	306
Premier Power .....	306
Eclipse .....	307
<b>Export .....</b>	<b>308</b>
ASCII Export Options .....	308
ASCII Advanced Export Options .....	311
RTF/CRE Export Options .....	311
<b>International .....</b>	<b>312</b>
Document .....	312
Steno Keyboard .....	313
User Interface .....	314
Date Format .....	314
Current Display Measurements .....	314
<b>Themes... ..</b>	<b>314</b>
<b>Manage Custom Reminders .....</b>	<b>315</b>
<b>Application/Computer Options .....</b>	<b>316</b>
<b>Modifying UserSettings Options .....</b>	<b>318</b>
<b>All Options .....</b>	<b>319</b>
<b>Cloud Backup .....</b>	<b>320</b>
<b>Creating a Cloud Backup account .....</b>	<b>321</b>
<b>Cloud Backup Status dialog box .....</b>	<b>325</b>
<b>Cloud Backup Settings dialog box .....</b>	<b>326</b>
<b>Select Users/Cases .....</b>	<b>326</b>
<b>Excluding Specific File Types .....</b>	<b>328</b>
<b>Restoring files from the Cloud .....</b>	<b>329</b>
<b>Changing your Cloud Backup Password .....</b>	<b>332</b>

Forgotten Password.....	333
Deleting Files from the Cloud.....	334
Cellular Data Usage option.....	338
Cloud Backup Computer Name.....	340
Cloud Backup Windows System Tray Icons.....	341
Cloud Backup Indicators.....	343
<b>Translate &amp; Edit</b>	<b>345</b>
Translate a Note File.....	345
Optimal Conversion of Numbers.....	348
Advanced Translate Options.....	348
Input Translate Options.....	354
A_AnResolution .....	360
Auto-Conflict .....	360
Automatic Number Conversion .....	361
NumberConversion .....	362
With Thousands Separators.....	363
Display 10 and Under as Words.....	363
Otherwise Display as Digits.....	364
Don't Convert Word Numbers.....	365
Capitalize All Text .....	365
Colloquy + A = .....	365
Colloquy + Q = Auto By Line .....	366
Drag/Drop Analysis .....	368
Parenthetical + Q = Auto By Line .....	370
Delete Repeated Q/AC .....	371
Exclude Caps .....	371
EZ Choice .....	372
EZ Link .....	372
EZ Speakers Dictionary .....	373
Ignore "and" .....	373
Ignore Commas .....	373
Ignore Periods .....	374
Ignore Word Numbers .....	374
Phonetic Translation .....	374
SecondChoice .....	374
Squish Defined Numbers .....	375

Suffix Drag/Phrase Maker .....	375
Show Timers Translate Option .....	378
Translate Statistics .....	378
TrueStroke Drag/Drop .....	378
Use Alternate User Settings for Edit .....	379
Use Update Area for Translation .....	379
Use Smart Quotes .....	380
Use Smart Parentheses .....	380
Translate Commands.....	381
Auto Include .....	384
Cap Previous 1 - 9 Words .....	384
Cancel Active Dialog .....	385
Define .....	386
Creating Power Defines .....	386
Define With LS1 - LS5 .....	390
Delete .....	390
EZ Speaker Define .....	390
Glue .....	391
Ignore Steno for LS .....	392
Initial Cap On/Off .....	392
No Ending Punct .....	393
Number Conversion .....	394
Number Trigger .....	395
Number Format Guidelines .....	397
Common Number Formats.....	398
Roman, Ordinal, Time, Date Number Formats .....	400
Pause Audio .....	401
Prefix .....	402
Prefix Number .....	403
Replace With LS1 - LS5 .....	403
Resolve Conflict, Choice 1 - 9 .....	404
Resume Audio .....	404
Scan Define .....	404
Set Job End Time Field .....	405
Set Job Start Time Field .....	406
Start Timer .....	406
Stitch On/Off .....	408
Stop All Timers .....	409

Suffix .....	410
Text E-Define .....	411
Toggle Auto Conflict Resolution .....	413
Toggle Bench Mode .....	413
Toggle Follow Realtime .....	414
Toggle Phonetic Mode .....	414
Punctuation Handling During Translation.....	414
Speaker List .....	415
Set Dictionary Priorities for Translation.....	417
Define Fields .....	418
<b>Realtime Writing</b>	<b>419</b>
Realtime Setup.....	420
Save and Load Translate Options .....	425
Realtime Translate Options.....	426
AudioSync .....	430
AudioSync Codecs .....	430
Hold Strokes .....	433
Work Units .....	434
Create Work Unit .....	435
Start Work Units after realtime has started.....	436
Troubleshooting the Realtime Connection.....	437
Create EZ Speakers methods.....	438
Brief It .....	440
Navigating the Brief It pane .....	443
Brief It Options .....	448
Search the Brief It pane .....	453
Making J-Defines from Brief It Pane .....	454
Modify Steno Include & Exclude Entries .....	456
Creating Personal Briefs .....	457
Combine Personal Briefs.txt.....	458
Change Personal Briefs font.....	458
Export Briefs to CSV file .....	459
Exclude Common Words .....	459
Brief It Keyboard Commands .....	460
Brief It Right Click Commands .....	462
Brief It No Nag List .....	463
Add entries to the Brief It No Nag List.....	464

<b>Add/Remove Dictionaries During Realtime</b>	<b>464</b>
<b>Extended ASCII &amp; Greek Characters in CART Work</b>	<b>466</b>
<b>Follow Realtime</b>	<b>468</b>
<b>Live Suggestions</b>	<b>469</b>
<b>Live Suggestions Options</b>	<b>471</b>
<b>Live Suggestions Dictionary Translate Commands</b>	<b>472</b>
<b>Output Options</b>	<b>473</b>
<b>Output to ASCII/ANSI</b>	<b>473</b>
<b>Output to Other Devices</b>	<b>475</b>
<b>Output to Speche</b>	<b>478</b>
<b>Output to Caption</b>	<b>479</b>
Captioning Options	479
Captioning Realtime Commands	483
Send to an Encoder for Captioning	484
<b>Output to CaseView</b>	<b>485</b>
CaseViewNet Options	486
iCVNet options	490
CaseView II Options	490
CaseViewNet WiFi Connection	492
Start a CaseViewNet WiFi Session	493
CaseViewNet Client WiFi Connection	494
Anti-Virus and Firewall Settings	497
CaseViewNet Server Startup Error	497
Case CATalyst Server Does Not Display	497
WiFi Connection Drops	498
CaseViewNet Certificate Messages	499
CaseViewNet Cloud (internet) Connection	502
Start a CaseViewNet Cloud (internet) Connection	502
Connection via Cloud (internet) message	504
End Realtime Job	505
Session Full	505
Session Code in Use	506
CaseViewNet Cloud Availability Error	507
View CaseView Options	507
CaseViewNet Serial Connection	507
WiFi/Serial Connection Comparison	510
Cannot Receive Realtime Data Via Serial Cable	512
CaseViewNet Serial Connection Lost	513
CaseView II Connection	513
Cannot Start CaseView	514
<b>Output to StenoKeys</b>	<b>515</b>
Creating Dictionary Definitions for StenoKeys	516
Sending to StenoKeys	518
<b>Output to CARTView</b>	<b>519</b>



Customizing the CARTView window.....	520
Using Alternate User Settings with CARTView.....	523
Dragging CARTView window to another screen.....	524
<b>Using Split Screen in Realtime.....</b>	<b>525</b>
<b>AudioSync Microphone Set Up and Test.....</b>	<b>525</b>
<b>Globals Exchange realtime and writer.....</b>	<b>529</b>
<b>Realtime Commands Dictionary - System Files Case.....</b>	<b>529</b>
<b>Quick Tran .....</b>	<b>536</b>
<b>RealTeam - Simultaneous Editing.....</b>	<b>537</b>
Set up a RealTeam Realtime Test - 5 easy steps.....	539
Set up a RealTeam Non-Realtime Test.....	540
Login into RealTeam.....	541
RealTeam Host and Participant.....	543
RealTeam - Transfer to User.....	545
RealTeam Invite - Translate dialog box.....	546
RealTeam Contacts - Invite dialog box.....	546
RealTeam Connected Users Pane.....	549
RealTeam Globals.....	551
RealTeam's Toolbar.....	552
RealTeam Log Out.....	553
<b>Edit.....</b>	<b>554</b>
File - New - Text.....	554
Set Active Window.....	555
Edit's Stationary Status Bar.....	555
Editing Basics.....	556
Basic Cursor Movement Commands .....	556
Cursor Positioning in Edit .....	557
Scan To and Define Untranslates .....	557
Scan To and Resolve Conflicts .....	558
Marking Text in Edit .....	559
Inserting Text .....	561
Replace Text .....	561
Deleting Text .....	562
Creating Global Definitions .....	562
Creating Paragraph Format Definitions .....	562

<b>Creating Punctuation Definitions .....</b>	<b>563</b>
<b>File Management Tools.....</b>	<b>564</b>
<b>Save As .....</b>	<b>565</b>
<b>Save and Load Alternate User Settings .....</b>	<b>566</b>
<b>Append .....</b>	<b>567</b>
<b>Break .....</b>	<b>568</b>
<b>History For .....</b>	<b>570</b>
<b>Merge .....</b>	<b>571</b>
<b>Multi-File Append... ..</b>	<b>572</b>
<b>Stop Translation .....</b>	<b>573</b>
<b>Include .....</b>	<b>573</b>
Creating an Include File .....	575
Certificate page with signature.....	577
<b>Quick Tran .....</b>	<b>578</b>
<b>Create Work Unit .....</b>	<b>579</b>
<b>Change Writer Turn .....</b>	<b>580</b>
Change Writer Turn option.....	582
<b>Edit Commands.....</b>	<b>583</b>
<b>Copy and Cut Text in Edit .....</b>	<b>583</b>
<b>Go To .....</b>	<b>584</b>
<b>Go To Index Entry .....</b>	<b>584</b>
<b>Move to Next Red Squiggle .....</b>	<b>584</b>
<b>Move to Previous Red Squiggle .....</b>	<b>585</b>
<b>Definition Search .....</b>	<b>585</b>
<b>Internet Search .....</b>	<b>586</b>
<b>Paste Text in Edit .....</b>	<b>586</b>
<b>Search .....</b>	<b>587</b>
<b>Search and Replace .....</b>	<b>591</b>
<b>Send To Cat Scratch .....</b>	<b>593</b>
Send Text to Cat Scratch.....	593
Send Steno & Text to Cat Scratch Pane.....	594
Send Selected Brief to Cat Scratch.....	595
Send Last Brief to Cat Scratch.....	596
<b>Insert .....</b>	<b>596</b>
Insert Conflict/Text .....	598
Insert Dash .....	598
Insert Field .....	599
About Fields .....	600
How to Use Fields in a Transcript.....	605

Add Attorney Fields to Field List Group.....	606
Timer and Timer Group Fields .....	607
Insert Format Symbols .....	608
Insert Hidden Text/Comment.....	608
Insert Image .....	609
Insert Extended Characters.....	610
Make Exhibit Index Entries.....	611
Insert Speaker .....	613
<b>Tables .....</b>	<b>614</b>
Insert Table... .....	615
Insert Rows and Columns.....	616
Split Table .....	617
Join Tables .....	617
Table Properties .....	618
Copy, Cut and Paste Table Rows.....	619
Copy a Table .....	620
Table Cell, Column and Row Properties.....	620
Delete Tables, Columns and Rows.....	621
Swap Table Rows .....	622
Modify Table Column Width.....	623
<b>Special Edit Commands.....</b>	<b>623</b>
<b>Bookmark Cursor Location .....</b>	<b>623</b>
<b>Go to Cursor (Bookmark) Location .....</b>	<b>624</b>
<b>Bookmark Swap .....</b>	<b>625</b>
<b>Fill In Field .....</b>	<b>626</b>
<b>Fix Numbers .....</b>	<b>634</b>
Automatic Number Conversion.....	634
Number Conversion .....	634
Customize Edit's Number Conversion.....	635
<b>Fix Punctuation .....</b>	<b>636</b>
Cycle Possession .....	637
Interrupted Q/A/C .....	637
Smart Punctuation .....	638
Smart Remove Punctuation.....	641
Stitch .....	642
Surround Text with Punctuation.....	643
Surround with Dashes .....	643
Toggle Punctuation .....	644
Cycle Quote and Parenthesis.....	645
<b>Fix Words .....</b>	<b>645</b>
Cap/Uncap .....	646

---

All Cap .....	646
Uncap .....	646
Initial Cap .....	646
Word Swap .....	647
Restore Steno .....	647
QuickFix Prefix .....	647
QuickFix Suffix .....	648
Redact .....	648
Remove Suffix .....	650
Split Compound Word .....	650
Exclude Compound Word pair.....	652
Set Compound Word priority.....	652
Cycle Contraction .....	652
Cycle Homophones .....	653
Modifying the Homophone list .....	654
<b>Mark .....</b>	<b>657</b>
<b>Resolve All Chosen Conflicts .....</b>	<b>658</b>
<b>Scan .....</b>	<b>658</b>
<b>Scan Backwards .....</b>	<b>658</b>
<b>Scan and Fill In Fields .....</b>	<b>658</b>
<b>Scan For .....</b>	<b>659</b>
<b>Scan Backwards For .....</b>	<b>660</b>
<b>Set Job Start Time Field .....</b>	<b>661</b>
<b>Set Job End Time Field .....</b>	<b>661</b>
<b>Special Search .....</b>	<b>661</b>
Search Next/Previous Q/A/C.....	662
Search Next/Previous Hidden Text.....	662
Search Next/Previous Header.....	662
Search Next/Previous Layout Change.....	663
Search Next/Previous Sentence Ending Punctuation.....	663
Search Next/Previous Punctuation.....	663
Search Next/Previous Paragraph.....	663
Search Next Missing By Line.....	664
Search Next/Previous Search Result.....	665
<b>Use Other Field Values .....</b>	<b>665</b>
<b>Track Changes .....</b>	<b>666</b>
<b>View Commands.....</b>	<b>666</b>
<b>CaseView Options .....</b>	<b>667</b>
CaseView Passwords .....	667
Connected Users .....	669

CaseViewNet Connected Users Section.....	670
CaseViewNet Notifications.....	675
<b>Dictionary Info .....</b>	<b>676</b>
Query Realtime Translations.....	676
<b>Display .....</b>	<b>678</b>
Colors .....	678
Display Font .....	679
Vertical Notes Font .....	680
Reveal Codes Font .....	680
Set Cursor Size .....	681
Set Cursor Context .....	682
<b>Folio Count .....</b>	<b>682</b>
<b>Global Table .....</b>	<b>683</b>
<b>Show Active CartView .....</b>	<b>683</b>
<b>Hide Active CARTView .....</b>	<b>684</b>
<b>Layout Information .....</b>	<b>684</b>
<b>Panes .....</b>	<b>684</b>
Reveal Codes .....	685
Vertical Notes .....	686
TrueStroke Data .....	689
EZ Text .....	692
Speaker List .....	694
Seating Chart .....	697
Speaker List/Seating Chart Options.....	699
Clear All Speakers from Speaker List.....	701
Speaker List Right Click menu .....	702
Hidden Text .....	703
Hotspots .....	707
Clipboard .....	716
Brief It .....	717
Cat Scratch .....	721
Search Results .....	727
Track Changes .....	728
Connected Users .....	733
<b>Normal, Page &amp; Full Screen View .....</b>	<b>733</b>
<b>QuickFix Your View .....</b>	<b>734</b>
<b>Reset the View .....</b>	<b>735</b>
<b>Show .....</b>	<b>735</b>
Show Audio Indicators .....	737
Show Double Space in Normal View.....	737
Show Status Bar .....	737

Show Timers .....	737
Show Reporter's Area .....	738
Show Work Unit Area .....	738
Show Bench Text .....	738
Show Timestamps .....	739
Show Timestamps in Vertical Notes.....	739
Show Translate Statistics.....	740
Show Words Per Minute .....	741
<b>Word Definition .....</b>	<b>742</b>
<b>Zoom .....</b>	<b>743</b>
<b>Display Changes .....</b>	<b>744</b>
<b>Global Commands.....</b>	<b>745</b>
<b>Global Definitions .....</b>	<b>745</b>
D-Define .....	746
E-Define .....	747
J-Define .....	748
K-Define .....	748
Other Dictionary Define .....	749
Create a Global Definition.....	749
Add to Xtra Global Table option.....	756
Global Right Click menu .....	756
<b>Add Other Globals .....</b>	<b>759</b>
<b>Apply All Globals Backwards .....</b>	<b>760</b>
<b>Apply Personal Globals .....</b>	<b>761</b>
<b>Apply Xtra Global Table .....</b>	<b>761</b>
<b>Global Suggest .....</b>	<b>761</b>
<b>Global Table .....</b>	<b>762</b>
Global Table Options .....	763
Manage Global Table Entries.....	765
Modify Global .....	768
Search Global Table .....	769
Filter Global Table .....	770
Xtra Global Table .....	773
<b>Replace .....</b>	<b>774</b>
<b>Quick Suggest .....</b>	<b>776</b>
<b>Selective Globals .....</b>	<b>778</b>
<b>Apply Global to Current Section .....</b>	<b>779</b>
<b>Suggest a Brief .....</b>	<b>780</b>
<b>Text List Brief It .....</b>	<b>781</b>

<b>Request a Live Suggestion feature .....</b>	<b>781</b>
<b>Text To Dict Define .....</b>	<b>782</b>
<b>Transcript Brief It .....</b>	<b>784</b>
<b>Undo Globals .....</b>	<b>784</b>
<b>Formatting Commands.....</b>	<b>785</b>
<b>Font .....</b>	<b>786</b>
<b>Modify Current Paragraph .....</b>	<b>787</b>
<b>Change Header Text .....</b>	<b>787</b>
<b>Understanding Header Changes and Layout Changes .....</b>	<b>789</b>
<b>Modify Layout .....</b>	<b>789</b>
<b>Apply New Layout .....</b>	<b>791</b>
<b>Save Layout As .....</b>	<b>792</b>
<b>Section - Set Page/Paragraph Number .....</b>	<b>792</b>
<b>Delete Current Section .....</b>	<b>793</b>
<b>Remove All Paragraph Deltas .....</b>	<b>793</b>
<b>Cycle Paragraph Style .....</b>	<b>794</b>
<b>Join current paragraph to previous .....</b>	<b>794</b>
<b>Image Properties .....</b>	<b>794</b>
<b>Print Layout Settings .....</b>	<b>796</b>
<b>Format Symbols .....</b>	<b>796</b>
Format Symbol Shortcut Keys.....	797
All Caps On/Off .....	801
Answer .....	802
Attachment Point .....	803
Bench Mode On/Off .....	803
Bold On/Off .....	804
By Line .....	804
Cap Next .....	805
Centered Paragraph .....	805
Colloquy .....	806
Conflict End .....	806
Continuation Paragraph .....	807
Default Paragraph .....	808
Delete Space .....	809
Font Color .....	810
Font Size .....	810
Force Next Lower .....	811
Header .....	812
Index Allcap Cell .....	813

Index Cell .....	813
Index End Sort .....	815
Index Heading On/Off .....	815
Index Initial Cap Cell .....	816
Index Item .....	817
Index Line .....	817
Index On/Off .....	817
Index Page .....	818
Index Placeholder Text #.....	819
Index Position .....	820
Index Section .....	821
Index Sort - Alpha Case Insensitive.....	821
Index Sort - Alpha Case Sensitive.....	822
Index Sort Alpha - Exhibit.....	823
Index Sort - Alpha Word Override.....	824
Index Sort - Match Headings.....	824
Index Sort - Numeric .....	825
Index Sub Sort - Alpha Case Insensitive.....	826
Index Sub Sort - Alpha Exhibit.....	827
Index Sub Sort - Numeric.....	828
Index Volume Information.....	828
Italics On/Off .....	829
Line Numbers Off/On .....	829
New Line .....	830
New Line Paragraph .....	830
New Page .....	831
No Auto Convert .....	831
Oops .....	832
Orphan Control .....	833
Parenthetical .....	834
Pause Time .....	835
PDF Bookmark Text On and Off Format Symbols.....	835
Question .....	837
Redaction On/Off .....	837
Reset Time .....	839
Right Margin Release .....	839
Resume Time .....	840
Scanstop Begin/End .....	840
Set Time .....	841
Single Space On/Off .....	842
Sticky Space .....	842



Strikeout On/Off .....	842
Subscript On/Off .....	843
Superscript On/Off .....	844
Tab .....	844
Uncap Next .....	845
Underline On/Off .....	846
User Defined Paragraph .....	846
<b>Tools and Options.....</b>	<b>847</b>
<b>Audio .....</b>	<b>847</b>
Play Audio .....	847
Play Audio with Scroll Text.....	849
Stop Audio .....	849
Set Audio Delay .....	850
EZ Sync at Cursor .....	850
Associate Audio File .....	850
EZ Sync .....	851
<b>Attachments .....</b>	<b>852</b>
Autolink Exhibits .....	853
Manually Link Exhibits .....	854
Remove Autolink .....	855
Autolink Options .....	855
<b>Change Job Dictionary .....</b>	<b>856</b>
<b>Change Keyboard Map .....</b>	<b>857</b>
<b>Cycle Keyboard Maps .....</b>	<b>857</b>
<b>Set Custom Keyboard for Edit .....</b>	<b>857</b>
<b>Concordance Index .....</b>	<b>858</b>
Concordance Index Properties.....	863
Print Concordance Index.....	864
Delete Concordance Index.....	864
Add First/Last Word to Concordance Header.....	865
Exclude List .....	865
Phrase List .....	866
<b>Convert All Fields to Text .....</b>	<b>866</b>
<b>Convert Selected Fields to Text .....</b>	<b>867</b>
<b>Create Core List in Edit .....</b>	<b>869</b>
<b>EZ Text Table .....</b>	<b>870</b>
<b>Format Symbols Options Table .....</b>	<b>870</b>
<b>Hyperlink .....</b>	<b>871</b>
Insert/Edit .....	871
Remove .....	872

Test .....	872
<b>Index .....</b>	<b>872</b>
Build Index .....	872
Build Index Error Messages .....	874
Build Master Index .....	877
Build Index Error Log .....	879
Delete Index .....	880
Index Volume Description .....	880
Index Template Wizard .....	881
<b>Macros .....</b>	<b>881</b>
Macro Pull Away Toolbar .....	882
Record a macro .....	882
Define in dictionary to invoke macro from writer .....	884
Assign to key in keyboard map .....	884
Playback Macro .....	884
Macros Toolbar .....	885
Editing Macros .....	887
Add Functions to an Existing Macro .....	890
Add Key Combinations to an Existing Macro .....	892
Add Text to an Existing Macro .....	894
<b>Mistran Minder .....</b>	<b>895</b>
Send to Mistran Minder List .....	896
<b>Options .....</b>	<b>897</b>
Pane Options .....	897
Themes... ..	897
Auto Recover/Save Options .....	898
Advanced Edit Options .....	900
Brief It Options .....	907
Contraction Rules .....	912
Fill In Timestamps .....	914
Global Options - Advanced .....	915
Include Options .....	919
Field Options .....	920
Intuitive Replace .....	921
Orphan Control Options .....	922
Plural Endings Options .....	922
QuickFix Suffix Options .....	923
QuickFix Prefix Options .....	924
Scan For Options .....	924
Set Audio Delay .....	925
Set Words Per Folio .....	926

By Line Options .....	926
Timer Information .....	927
Edit Timers .....	931
Transcript Spell Check Options.....	932
Warnings .....	937
Word Definition Options .....	937
Application/Computer Options_2.....	938
<b>Scroll Text .....</b>	<b>940</b>
<b>Spell Check .....</b>	<b>941</b>
Spell Check Your Transcript.....	942
Spell Check While Defining.....	944
Spell Check While Defining during Realtime.....	945
Spelling Lookup .....	945
<b>Wordlists .....</b>	<b>946</b>
File - New - Wordlist .....	947
Add To Wordlist .....	947
Add Wordlist Entries During Spell Check.....	948
Apply Wordlists .....	949
Copy and Cut Wordlist Entries.....	950
Create a New Wordlist .....	951
Delete Wordlist Entries .....	951
Insert/Modify Wordlist Entries.....	952
Wordlist Options .....	953
Include Wordlist in Manage Jobs.....	953
<b>Print .....</b>	<b>955</b>
<b>Print Files .....</b>	<b>955</b>
<b>Print Current Page.....</b>	<b>961</b>
<b>Print Preview .....</b>	<b>961</b>
<b>Print Setup .....</b>	<b>963</b>
<b>Print Options .....</b>	<b>964</b>
<b>Cancel Or Pause Printing.....</b>	<b>966</b>
<b>Digital Signatures.....</b>	<b>967</b>
<b>Print Full justification.....</b>	<b>967</b>
<b>PDF Files .....</b>	<b>968</b>
<b>Print Text to PDF File .....</b>	<b>969</b>
<b>Print Bookmarked PDF .....</b>	<b>973</b>
PDF Bookmark Text On/Off Format Symbols.....	974
PDF Bookmark Index Template Examples.....	976

Print a Dictionary to PDF .....	982
Print Steno Notes to PDF .....	983
Print Multiple PDF Note Files .....	983
<b>Compress Print.....</b>	<b>984</b>
<b>Configurations .....</b>	<b>985</b>
Create a New Configuration.....	986
Modify an Existing Configuration.....	987
Preview the Configuration.....	988
<b>Compress Print Options .....</b>	<b>989</b>
Borders .....	989
Cover Page .....	990
Document .....	990
Fonts .....	992
Headers .....	993
Creating Sheet Headers and Footers.....	995
Modify an Existing Sheet Header or Footer.....	996
Margins .....	996
Miscellaneous .....	998
Notes .....	998
Sheets .....	999
Print a Compressed Transcript .....	1001
Backup the CompressedPrintOptions File .....	1001
<b>Transcript Indexing .....</b>	<b>1003</b>
Index Features, Terminology and Format Symbols.....	1003
Index Templates.....	1006
Creating an Index Template .....	1007
Index Template Wizard .....	1008
Index Template Options .....	1015
Modify an Index Template .....	1017
Index Template Error Log .....	1018
Index Template Guidelines.....	1019
Index On/Off Guidelines .....	1020
Index Heading On/Off Guidelines .....	1021
Index Category Guidelines .....	1021
Index Cell Guidelines .....	1023
Index Allow Duplicate Cells Guidelines .....	1025
Index Item Guidelines .....	1026
Index Line Guidelines .....	1027

Index Page Guidelines .....	1027
Index Section Guidelines .....	1028
Index Sort Guidelines .....	1029
<b>Manage Dictionary</b>	<b>1031</b>
File - New - Dictionary.....	1031
Case CATalyst Dictionary Types.....	1032
Case Dictionary .....	1032
Realtime Commands Dictionary .....	1033
EZ Speakers Dictionary .....	1034
Change Speaker Colors.....	1035
Job Dictionary .....	1035
Personal Dictionary .....	1036
Power Define Dictionary .....	1037
Update Area .....	1039
Guidelines for Creating Dictionary Entries.....	1039
Add Delete Stroke Entries to a Dictionary.....	1040
Dictionary Columns.....	1041
Modify Dictionary Columns.....	1042
Manage Dictionary File menu.....	1043
Export to Stenograph Writer .....	1043
Export to RTF/CRE... .....	1043
Include dictionary .....	1044
Include Dictionary in Manage Dictionary .....	1044
Include Dictionary in Manage Jobs.....	1045
Print dictionary .....	1046
Manage Dictionary Edit menu.....	1047
Insert & Modify Dictionary Entries .....	1047
Delete Dictionary Entries .....	1049
Insert Auto Includes .....	1050
Insert AccelerWriters .....	1053
Create AccelerWriters Manually.....	1055
Set Cursor Position After Vertical Movement.....	1056
Using the Delete Command.....	1057
Resolve Conflicts .....	1057
Copy/Cut/Paste .....	1058
Copy and Move To Dictionary .....	1059
Send (dictionary entries) to Cat Scratch .....	1060

---

Search .....	1061
Search and Replace .....	1065
Repeat Search Forward/Backward .....	1066
Select All .....	1066
Manage Dictionary View menu.....	1066
Filter dictionary entries .....	1067
Unfilter .....	1071
Show .....	1071
Font .....	1072
Manage Dictionary Tools menu.....	1073
Keyboard Customization .....	1073
Cycle Keyboard Maps .....	1073
Create EZ Speakers .....	1074
Insert and Modify EZ Speakers Dictionary Entries.....	1077
Using # (token) Entries in EZ Speakers Definitions.....	1079
Using EZ Speaker Fields in EZ Speakers Definitions .....	1080
Spell Check Dictionary .....	1082
Create Dictionary Core List .....	1085
Make Wordlist .....	1085
Macros .....	1085
Macro Toolbar .....	1086
Create Dictionary Macro.....	1087
Playback Macro .....	1088
Editing Macros .....	1089
Add Functions to an Existing Macro.....	1093
Add Key Combinations to an Existing Macro.....	1095
Add Text to an Existing Macro.....	1097
Dictionary Builder .....	1098
Brief My Dictionary .....	1101
Options .....	1103
Themes... ..	1103
Dictionary Spell Check Options .....	1104
Dictionary Options .....	1107
Application/Computer Options.....	1114
<b>Import &amp; Export .....</b>	<b>1117</b>
About ASCII Files.....	1118
About RTF/CRE Files.....	1119
Import .....	1119

Import ASCII Files .....	1119
Import CATalyst 3.0 Files .....	1120
Import Cheetah RTF/CRE Dictionary .....	1121
Import Premier Power Files .....	1122
Import RTF/CRE Files .....	1123
Import Stentura Dictionary .....	1124
Import Eclipse Files .....	1125
<b>Export .....</b>	<b>1125</b>
Export Dictionary via USB .....	1126
Export Dictionary Via WiFi .....	1127
Export Dictionary via Disk .....	1128
Export Stentura Dictionary .....	1130
Export to PTF .....	1131
Export to ASCII .....	1133
Set Lines Per Page for ASCII Output .....	1135
Export to HTML .....	1136
Export to RTF/CRE .....	1138
Export to CaseViewNet .....	1139
Export to TextMap .....	1141
Export to PTX .....	1143
PTX fields .....	1147
<b>Lists &amp; Tables .....</b>	<b>1149</b>
File - New - List/Table .....	1149
EZ Text Table .....	1150
Change EZ Text Table Font .....	1152
Mistran Minder List .....	1152
Create/Add entries to the Mistran Minder List .....	1153
Fill-In-Field List .....	1154
Change Fill-In-Field List Fonts .....	1155
Create a Case Fill-In-Field List .....	1156
Include Fill-in-Field List Entries .....	1156
Manage Fill-In-Field List Columns .....	1157
Manage Fill-In-Field List Values .....	1159
Share the Fill-in-Field List .....	1161
Search and Filter Fill-In-Field List .....	1161
Import vCard Fill-in-Field List .....	1165
vCard Options .....	1167

---

<b>Format Symbols Options Table</b> .....	<b>1169</b>
<b>Modify Format Symbol Options Table Entries</b> .....	<b>1170</b>
<b>Change Format Symbols Options Table Fonts</b> .....	<b>1171</b>
<b>Search Format Symbol Options Table</b> .....	<b>1171</b>
<b>Print Format Symbol Reference Sheet</b> .....	<b>1173</b>
<b>Global Table</b> .....	<b>1173</b>
<b>Global Table Options</b> .....	<b>1174</b>
<b>Manage Global Table Entries</b> .....	<b>1176</b>
<b>Search Global Table</b> .....	<b>1179</b>
<b>Filter Global Table</b> .....	<b>1181</b>
<b>Keyboard Maps</b> .....	<b>1184</b>
<b>Change Keyboard Map Fonts</b> .....	<b>1185</b>
<b>Create &amp; Modify Keyboard Maps</b> .....	<b>1185</b>
<b>Delete Keyboard Map Assignment</b> .....	<b>1188</b>
<b>Filter Keyboard Map Entries</b> .....	<b>1189</b>
<b>Personal Command Summary Cards</b> .....	<b>1190</b>
<b>Keyboard Map Functions - Dictionary</b> .....	<b>1191</b>
<b>Keyboard Map Functions - Edit</b> .....	<b>1202</b>
<b>Modify Keyboard Map Columns</b> .....	<b>1273</b>
<b>Search Keyboard Map</b> .....	<b>1273</b>
<b>Set Keyboard Map Options</b> .....	<b>1274</b>
<b>EZKeys Transition to Keyboard Maps</b> .....	<b>1275</b>
<b>NumberConversion.ini File</b> .....	<b>1278</b>
<b>Modify NumberConversion.ini File</b> .....	<b>1279</b>
<b>Change NumberConversion.ini Fonts</b> .....	<b>1281</b>
<b>Filter NumberConversion.ini File</b> .....	<b>1281</b>
<b>Search NumberConversion.ini File</b> .....	<b>1283</b>
<b>Search and Replace NumberConversion.ini Entries</b> .....	<b>1284</b>
<b>Case Numberconversion file</b> .....	<b>1286</b>
<b>Personal Globals Table</b> .....	<b>1287</b>
<b>Insert/Modify Personal Globals</b> .....	<b>1287</b>
<b>Modify Personal Globals Table Fonts</b> .....	<b>1289</b>
<b>Search Personal Globals Table</b> .....	<b>1289</b>
<b>Filter Personal Globals Entries</b> .....	<b>1291</b>
<b>Add E-Defines from Global Table</b> .....	<b>1292</b>
<b>Add Autocorrect Entries from Wordlist</b> .....	<b>1293</b>
<b>Phonetic Table</b> .....	<b>1293</b>



Change Phonetic Table Font.....	1294
Prefixsuffixrules File.....	1295
Modify the Prefixsuffixrules File .....	1295
Steno Shortcut Table.....	1297
Delete a Steno Shortcut Table Entry .....	1297
Insert Steno Shortcut Table Entries .....	1298
Modify Steno Shortcut Table Entries .....	1298
Change Steno Shortcut Table font .....	1299
User Definitions Table.....	1299
Add/Modify User Definitions .....	1300
Change User Definitions Table Fonts .....	1301
Filter User Definitions Table .....	1302
Search User Definitions Table .....	1303
Search and Replace User Definitions .....	1305
<b>No Nag List</b>	<b>1307</b>
<b>Troubleshooting</b>	<b>1308</b>
Exception Error.....	1308
No User Root Found.....	1308
No User Root on a Network.....	1309
Files in user with _Review at end of file.....	1310
COM port settings.....	1310
Edit .....	1311
Cannot Save Macro .....	1311
Stop Realtime Warning .....	1311
Cloud (internet) Output to CaseViewNet and/or iCVNet .....	1312
Realtime not scrolling .....	1312
Recover file .....	1312
Cannot find file .....	1312
Audio Playback .....	1312
Globals .....	1313
Cannot Access Global Table .....	1313
Cannot Add Global to Global Table .....	1313
Cannot Save Global Table .....	1313
Cannot Undo Global .....	1314
Selected Text Has No Associated Steno .....	1314

Selected Text Has Steno Not Selected .....	1314
Translate .....	1315
Select Existing File to Translate .....	1315
Selected File Contains Text and Steno .....	1315
Unable to Locate Personal Dictionary .....	1316
File Management.....	1316
Archive not created by Case CATalyst .....	1316
Cannot Move Selected File .....	1317
Cannot Open Compress Print Configuration .....	1317
Open Files When Changing Users .....	1317
<b>Writer Update Notification</b>	<b>1319</b>
<b>CATalyst BCS</b>	<b>1320</b>
Preparing to Use CATalyst BCS.....	1320
Create a User Name .....	1321
Changing Users .....	1322
Importing a Dictionary .....	1322
Add Delete and Captioning Strokes to Dictionaries .....	1324
Copying Script Files .....	1325
Copying NIK Files .....	1325
Creating a Profile .....	1325
Basic Captioning Steps .....	1326
Step 1: Opening a CATalyst BCS Session.....	1326
Step 2: Adding Script Files.....	1327
Step 3: Connecting to the Encoder.....	1327
Step 4: Using Basic Captioning Commands.....	1327
Step 5: Defining Untranslates.....	1328
Step 6: Query Realtime.....	1329
Step 7: Disconnecting From the Encoder.....	1331
Step 8: Editing the File .....	1331
Step 9: Spell Check the File.....	1333
Step 10: Exporting to ASCII & RTF/CRE.....	1333
Step 11: Save and Close the Caption File.....	1333
CARTView with scripting.....	1334
CATalyst BCS Work Area Navigation.....	1336
Position Caption Windows and Panes .....	1338
CATalyst BCS File Structure .....	1343
Managing Job Files .....	1347

<b>Captioning Preparation .....</b>	<b>1348</b>
Caption Dictionary Builder List.....	1351
Caption Heads-Up List .....	1354
<b>Translation in CATalyst BCS.....</b>	<b>1359</b>
<b>Achieving Optimal Conversion of Numbers .....</b>	<b>1360</b>
<b>Caption Translate Options .....</b>	<b>1360</b>
A/An Resolution .....	1365
Auto-Conflict .....	1365
Automatic Number Conversion.....	1366
NumberConversion .....	1367
With Thousands Separators .....	1367
Display 10 and Under as Words.....	1367
Otherwise Display as Digits .....	1368
Don't Convert Word Numbers .....	1368
Brief It .....	1368
Brief It Options .....	1371
Making J-Defines from Brief It Pane.....	1377
Modify Steno Include & Exclude Entries.....	1379
Search Brief It Pane .....	1380
Creating Personal Briefs .....	1381
Change Personal Briefs font .....	1382
Exclude Common Words .....	1382
Brief It Keyboard Commands .....	1383
Live Suggestions .....	1385
Live Suggestion Options .....	1386
Drag/Drop Analysis .....	1387
Identifying Characters for Drag/Drop Analysis.....	1388
Exclude Caps .....	1389
EZ Choice .....	1389
EZ Link .....	1390
Hold Strokes .....	1390
Ignore "and" .....	1391
Ignore Commas .....	1391
Ignore Periods .....	1391
Ignore Word Numbers .....	1391
Intelligently Punctuate Quoted Words.....	1392
Phonetic Translation .....	1392
Remove Single Empty Paragraph.....	1392
Replace Q&A With >> .....	1392
SecondChoice .....	1393
Smart Quotes .....	1393
Smart Parentheses .....	1393
Squish Defined Numbers.....	1394
Suffix Drag .....	1394

---

Translation Delay .....	1395
Translate Statistics .....	1396
TrueStroke Drag/Drop .....	1396
Use Update Area for Translation.....	1396
<b>Caption Realtime Translate Options .....</b>	<b>1397</b>
<b>Advanced Caption Options .....</b>	<b>1399</b>
<b>Translate Commands .....</b>	<b>1402</b>
Caption Period .....	1402
Cap Previous X Words .....	1403
EZ Speaker Define command.....	1404
Initial Cap On and Off .....	1404
Number Conversion .....	1405
Number Trigger .....	1406
Number Format Guidelines.....	1407
Common Number Formats .....	1408
Number Formatting Commands.....	1410
Prefix Number .....	1411
Power Define .....	1412
Text E-Define command.....	1415
Stitch On/Off .....	1417
Toggle Phonetic Mode .....	1418
<b>Captioning Preferences .....</b>	<b>1418</b>
General .....	1419
Simultaneous ASCII .....	1422
Simultaneous SCC .....	1424
Simultaneous SMPTE-TT.....	1425
Warnings .....	1427
Display .....	1428
Scripts .....	1429
<b>Profiles .....</b>	<b>1430</b>
Modifying a Profile .....	1431
Cloning a Profile .....	1431
Set Multiple Output Connection Values.....	1432
Dictionaries .....	1433
Connections .....	1434
Output to StenoKeys .....	1437
YouTube .....	1437
CARTView .....	1438
Caption Styles .....	1439
NIK Files .....	1440
Setting NIK Assignment Values.....	1442
NIK Assignment Toolbar Icons.....	1444

EZ Text .....	1444
EZ Speakers .....	1447
Multiple Outputs .....	1448
Contact Info .....	1451
Advanced .....	1452
<b>Captioning in CATalyst BCS .....</b>	<b>1452</b>
<b>File - New - Caption File .....</b>	<b>1452</b>
<b>Adding a New Connection .....</b>	<b>1452</b>
<b>Create a Credit File .....</b>	<b>1453</b>
<b>Starting a Multiple Outputs Connection .....</b>	<b>1454</b>
<b>Set Active Window .....</b>	<b>1456</b>
<b>Using Script Files .....</b>	<b>1456</b>
Load Script Files to the Story Queue.....	1457
Script File Format Symbols.....	1458
Create a Script File in a CATalyst BCS Caption File.....	1459
Create a Script File from a Steno Machine.....	1460
Create a Script File from the History File During Captioning.....	1460
Create a Script File from the History File After Captioning.....	1461
Create a Script File from a Case CATalyst Text File.....	1462
Create a Script File in an ASCII Editor.....	1462
<b>CATalyst BCS File Management Tools .....</b>	<b>1463</b>
New .....	1463
Open .....	1464
Close .....	1466
Save .....	1466
Save As .....	1466
Save Script Window As.....	1467
Load Selection as Story.....	1468
Export Captions .....	1469
Export to ASCII .....	1469
Export to SCC .....	1471
Export to SMPTE-TT .....	1472
Export to RTF/CRE .....	1473
Simultaneous ASCII Output.....	1475
Simultaneous SCC Output.....	1477
Simultaneous SMPTE-TT Output.....	1478
Stop Translation .....	1480
Include .....	1480
Break .....	1481
Append .....	1482
Merge .....	1483

---

<b>CATalyst BCS Edit Commands .....</b>	<b>1484</b>
Copy/Cut .....	1484
Definition Search .....	1484
Go To .....	1484
Insert .....	1485
Insert Format Symbols .....	1485
Insert Hidden Text/Comment .....	1485
Insert Conflict/Text .....	1486
Insert Extended Characters .....	1487
Insert Speaker .....	1487
Internet Search .....	1488
Internet Search Option .....	1488
Paste .....	1488
Redo .....	1488
Search .....	1489
Search and Replace .....	1493
Send To Cat Scratch .....	1494
Undo .....	1494
<b>CATalyst BCS Caption Commands .....</b>	<b>1495</b>
Line Width .....	1495
Roll-up Rows .....	1495
Baseline .....	1495
Position .....	1496
Set YouTube Delay .....	1496
Block Existing Cap .....	1497
Pass Existing Cap .....	1497
Suspend Cap Output .....	1497
Terminal Window .....	1497
Clear Video .....	1499
<b>CATalyst BCS Setup Commands .....</b>	<b>1499</b>
Profiles .....	1499
Colors .....	1500
Story Queue .....	1501
Dictionaries .....	1502
Connections .....	1502
Caption Style .....	1503
Numeric Island Keys .....	1503
EZText .....	1504
EZ Speakers .....	1504
Multiple Outputs .....	1504
Contacts .....	1505
Realtime .....	1505

Preferences .....	1508
Connect Writer .....	1509
Disconnect Writer .....	1509
<b>CATalyst BCS Special Edit Commands .....</b>	<b>1509</b>
Fix Numbers .....	1509
Automatic Number Conversion.....	1509
Number Conversion .....	1510
Number Conversion - Customize List.....	1510
Fix Punctuation .....	1511
Cycle Possession .....	1512
Smart Punctuation .....	1512
Smart Remove Punctuation .....	1515
Stitch .....	1515
Surround Text with Punctuation.....	1517
Toggle Punctuation .....	1517
Fix Words .....	1518
Cap/Uncap .....	1519
Word Swap .....	1520
Restore Steno .....	1520
QuickFix Prefix .....	1520
QuickFix Suffix .....	1521
Remove Suffix .....	1522
Split Compound Word .....	1522
Cycle Contraction .....	1524
Cycle Homophones .....	1524
Mark .....	1525
Resolve All Chosen Conflicts .....	1525
Scan .....	1526
Scan Backwards .....	1526
Scan For .....	1526
Scan Backwards For .....	1527
Special Search .....	1527
Search Next/Previous Hidden Text.....	1527
Search Next/Previous Sentence Ending Punctuation_2.....	1527
Search Next/Previous Punctuation.....	1528
Search Next/Previous Paragraph.....	1528
Search Next/Previous Search Result.....	1528
<b>CATalyst BCS View Commands .....</b>	<b>1528</b>
Full Screen .....	1528
Global Table .....	1529
Panels .....	1530
Vertical Notes .....	1530
TrueStroke Data .....	1533
Speaker List .....	1533
Seating Chart .....	1536
Speaker List/Seating Chart Options.....	1538
Clear All Speakers .....	1540
Speaker List Right Click .....	1541

Hotspots	1542
Hotspots Pane Options	1544
Search Hotspots Entries	1547
Filter Hotspots Entries	1549
Brief It	1550
Cat Scratch	1553
Search Results	1559
Dictionary Info	1560
Display	1560
Vertical Notes Font	1560
Set Cursor Size	1561
Set Cursor Context	1561
Lock Window Positions	1562
Load Window Positions	1562
Save Window Positions	1562
Reset Window Positions	1563
Reveal Codes	1563
Show	1563
AutoFeed	1566
Customize Toolbars	1567
Translate Statistics	1571
Words Per Minute	1572
Word Definition	1572
Zoom	1574
<b>CATalyst BCS Global Commands</b>	<b>1575</b>
About Global Definitions	1575
D-Define	1576
K-Define	1576
J-Define	1576
E-Define	1577
Other Dictionary Define	1577
Create a Global Definition	1578
Add Other Globals	1584
Apply All Globals Backwards	1585
Definition Exchange	1585
Global Suggest	1586
Global Table	1586
Global Table Options	1588
Manage Global Table Entries	1589
Modify Global	1593
Search Global Table	1593
Filter Global Table	1595
Replace	1598
Quick Suggest in Caption Edit	1600
Selective Globals	1602
Apply Globals to Section	1603
Suggest a Brief	1604
Text to Dict Define	1605



Text List Brief It .....	1606
Request a Live Suggestion.....	1607
Transcript Brief It .....	1608
Undo Globals .....	1608
<b>CATalyst BCS Format Commands .....</b>	<b>1609</b>
About Layout .....	1609
Apply New Layout .....	1610
Save Layout As .....	1611
Captioning Format Symbols.....	1611
Caption Format Symbols .....	1612
Cap Next .....	1615
Centered Paragraph .....	1616
Conditional Line Break .....	1616
Colloquy .....	1617
Conflict End .....	1617
Continuation Paragraph .....	1618
Default Paragraph .....	1618
Delete Space .....	1619
Force Next Lower .....	1620
New Line .....	1620
New Line Paragraph .....	1621
New Page .....	1621
No Auto Convert .....	1622
Oops .....	1622
Parenthetical .....	1623
Scanstop Begin/End .....	1624
Sticky Space .....	1625
Tab .....	1625
Uncap Next .....	1626
User Defined Paragraph .....	1626
<b>CATalyst BCS Tools and Options .....</b>	<b>1627</b>
Add/Remove Dictionaries.....	1627
Change Job Dictionary .....	1628
Change Keyboard Maps.....	1628
Format Symbols Options Table.....	1629
Cycle Keyboard Maps .....	1629
Create EZ Speakers Entries.....	1629
Spell Check .....	1632
Spell Check .....	1633
Spell Check While Defining .....	1635
Spelling Lookup .....	1636
Wordlists .....	1637
Add To Wordlist .....	1638
Add Wordlist Entries During Spell Check.....	1638
Applying Wordlists .....	1639
Copy and Cut Wordlist Entries .....	1640
Create a New Wordlist .....	1641
Deleting Wordlist Entries .....	1641
Include Wordlist in Manage Jobs.....	1642

---

Insert and Modify Wordlist Entries.....	1642
Wordlist Options .....	1643
Mistran Minder .....	1644
Send to Mistran Minder List .....	1645
Create Core List .....	1646
Follow Realtime .....	1647
Audio .....	1648
Play Audio .....	1648
Play Audio with Scroll Text .....	1650
Stop Audio .....	1650
Set Audio Delay .....	1650
Macros .....	1651
Macro Pull Away Toolbar .....	1651
Record Macro .....	1652
Define in dictionary to invoke macro from writer.....	1653
Assign to key in keyboard map.....	1655
Playback Macro .....	1657
Macros toolbar_2 .....	1657
Editing Macros .....	1659
Add Functions to an Existing Macro.....	1662
Add Key Combinations to an Existing Macro.....	1664
Add Text to an Existing Macro .....	1666
Options .....	1666
Pane Options - BCS Session .....	1666
Pane Options - Caption Edit Session.....	1667
Themes... ..	1667
Auto Recover/Auto Save .....	1668
Auto Recover Options .....	1670
AutoArchive Case .....	1671
BCS Backup Computer .....	1673
Global Options .....	1674
Display in All Caps .....	1677
Intuitive Replace .....	1678
Plural Endings Options .....	1679
Retain Script Case .....	1680
Set Audio Delay .....	1680
Scan For Options .....	1680
Transcript Spell Check Options.....	1682
Advanced Spell Check Options.....	1686
Warnings .....	1687
Word Definition Settings .....	1688
Application/Computer Options.....	1688
All Options .....	1690
<b>Manage CATalyst BCS Dictionaries.....</b>	<b>1691</b>
<b>Guidelines for Creating Dictionary Entries .....</b>	<b>1692</b>
<b>Adding Delete Stroke Entries to a Dictionary .....</b>	<b>1694</b>
<b>Personal Dictionary .....</b>	<b>1694</b>
<b>Update Area .....</b>	<b>1695</b>
<b>Job Dictionary .....</b>	<b>1695</b>

<b>Case Dictionary .....</b>	<b>1696</b>
<b>Power Define Dictionary .....</b>	<b>1696</b>
<b>Realtime Commands Dictionary .....</b>	<b>1699</b>
<b>EZ Speakers Dictionary .....</b>	<b>1699</b>
<b>CATalyst BCS Dictionary Edit .....</b>	<b>1699</b>
Insert and Modify Dictionary Entries.....	1700
Deleting Dictionary Entries.....	1701
Insert Auto Include Entries.....	1702
Insert AccelerWriters .....	1704
Resolve Conflict .....	1707
Copy and Cut Dictionary Entries to Other Dictionaries.....	1707
Search .....	1709
Search and Replace Text.....	1713
Search Dictionary Entries.....	1714
<b>CATalyst BCS Dictionary Tools .....</b>	<b>1718</b>
Keyboard Customization.....	1719
Change Keyboard Map .....	1719
Modify Format Symbols .....	1719
Cycle Keyboard Maps .....	1720
Create EZ Speakers Entries.....	1720
Spell Check Dictionary .....	1724
Create Dictionary Core List.....	1724
Make a Wordlist .....	1724
Macros - Dictionary .....	1725
Record dictionary macro .....	1725
Playback dictionary macro .....	1726
Playback last dictionary macro.....	1726
Dictionary Builder .....	1726
Brief My Dictionary (BCS).....	1729
Options - Dict .....	1731
Dictionary Spell Check Options.....	1731
Dictionary Options .....	1735
All Options .....	1742
Create AccelerWriters .....	1743
Create AccelerWriters manually.....	1746
Include Dictionaries .....	1746
Include a Dictionary from Manage Dictionary.....	1747
Include Dictionary in Manage Jobs.....	1748
Insert and Modify EZ Speaker Entries.....	1749
Modify Dictionary Columns.....	1751
Print Dictionary Entries .....	1752
Select All .....	1752
Spell Check Dictionary Entries.....	1752

---

<b>CATalyst BCS Dict View Menu</b>	<b>1755</b>
<b>Dictionary Filter</b>	<b>1755</b>
<b>Dictionary Unfilter</b>	<b>1760</b>
<b>Dictionary Show</b>	<b>1760</b>
<b>Dictionary Font</b>	<b>1760</b>
<b>CATalyst BCS Lists &amp; Tables</b>	<b>1761</b>
<b>Format Symbols Options Table</b>	<b>1762</b>
Modify Format Symbol Options Table Entries	1762
Change Format Symbols Options Table Fonts	1763
Search Format Symbol Options Table	1764
Print Format Symbol Reference Sheet	1765
<b>Keyboard Maps</b>	<b>1765</b>
Change Keyboard Map Fonts	1767
Create and Modify Keyboard Maps	1767
Delete Keyboard Map Assignment	1770
Filter Keyboard Map Entries	1770
Personal Command Summary Cards	1772
Keyboard Map Functions - Dictionary	1772
Keyboard Map Functions - History Window	1783
Modify Keyboard Map Columns	1820
Search Keyboard Map	1820
Set Keyboard Map Options	1821
<b>NumberConversion.ini File</b>	<b>1822</b>
Modify the NumberConversion.ini File	1823
Change NumberConversion.ini Fonts	1825
Filter NumberConversion.ini File	1826
Search NumberConversion.ini File	1827
Search and Replace in NumberConversion.ini	1828
<b>Phonetic Table</b>	<b>1830</b>
Change Phonetic Table Font	1831
<b>User Definitions Table</b>	<b>1832</b>
Add/Modify User Definitions	1832
Change User Definitions Table Fonts	1834
Filter User Definitions Table	1834
Search User Definitions Table	1835
Search and Replace User Definitions	1837
<b>CATalyst VP</b>	<b>1839</b>
<b>CATalyst VP Hardware Guidelines</b>	<b>1839</b>
<b>Getting Started</b>	<b>1840</b>

<b>CATalyst VP Initial Setup .....</b>	<b>1841</b>
Set Dragon Options .....	1842
Set ViaVoice Options .....	1843
Copy the Voice Files .....	1844
Configure Audio Settings.....	1845
AudioSync Microphone Set Up and Test.....	1845
<b>Downloading Sample Voice Command files .....</b>	<b>1850</b>
Sample Voice Commands information.....	1850
<b>Basic Transcript Production .....</b>	<b>1865</b>
Step 1: Translating .....	1865
Step 2: Editing .....	1866
Step 3: Delivery .....	1867
Step 4: Dragon File Management.....	1868
Step 4: ViaVoice File Management.....	1869
Step 5: Run Dragon Acoustic Optimizer.....	1871
Step 5: ViaVoice Analyze My Documents & Vocabulary Manager .....	1872
Step 6: Run Dragon Vocabulary Optimizer.....	1872
<b>Voice Command Dictionaries.....</b>	<b>1872</b>
<b>File - New - Job Voice Command .....</b>	<b>1873</b>
<b>Modify Voice Commands Dictionary .....</b>	<b>1873</b>
<b>Copy, Cut, Paste Dictionary Entries .....</b>	<b>1875</b>
<b>Sample Voice Commands Entries .....</b>	<b>1876</b>
<b>Using the Delete Command .....</b>	<b>1877</b>
<b>Accelerwriters for Voice Dictionary Entries .....</b>	<b>1877</b>
<b>Fields in Voice Dictionary Entries .....</b>	<b>1878</b>
<b>EZ Speakers in Voice Dictionary Entries .....</b>	<b>1878</b>
<b>Format Symbols in Voice Dictionary Entries .....</b>	<b>1879</b>
<b>Macros .....</b>	<b>1879</b>
Record Macro .....	1880
Assign to key in keyboard map.....	1881
Define in dictionary to invoke macro from writer.....	1883
<b>CATalyst VP Translate Commands .....</b>	<b>1884</b>
Auto Include .....	1884
Pause Audio .....	1885
Resume Audio .....	1886
Number Conversion .....	1886
Number Trigger .....	1887
Number Format Guidelines.....	1889
<b>CATalyst VP Translation.....</b>	<b>1890</b>

<b>Starting CATalyst VP Translation .....</b>	<b>1891</b>
<b>Using the Speaker List for Translation .....</b>	<b>1894</b>
<b>Dragon Drop Down Text Delay .....</b>	<b>1895</b>
<b>Dragon Drop Down Text Speed .....</b>	<b>1895</b>
<b>CATalyst VP Translate Options .....</b>	<b>1896</b>
CATalyst VP Realtime Options.....	1896
Ordinal Number Conversion in ViaVoice.....	1898
Input Options .....	1898
Capitalize All Text .....	1899
Colloquy + A = .....	1899
Colloquy + Q = Auto By Line .....	1900
Parenthetical + Q = Auto By Line.....	1901
Automatic Number Conversion.....	1902
Numberconversion.ini File .....	1902
Modify the Numberconversion.ini File.....	1903
Search in Numberconversion.ini File.....	1905
Search and Replace in Numberconversion.ini File.....	1906
Display 10 and Under as Words.....	1908
NumberConversion .....	1908
Otherwise Display as Digits .....	1908
With Thousands Separators .....	1908
Don't Convert Word Numbers .....	1909
Timers .....	1909
Timer Information .....	1910
Creating a Timer Entry .....	1911
Output Options .....	1912
Output to ASCII/ANSI .....	1912
Output to Caption .....	1913
Output to CaseView .....	1915
<b>UserSettings End Replacement options .....</b>	<b>1917</b>
<b>Pause and Resume Dictation .....</b>	<b>1918</b>
<b>Correct Words .....</b>	<b>1919</b>
<b>Play Voice Audio .....</b>	<b>1919</b>
<b>Play Room Noise Audio .....</b>	<b>1920</b>
<b>Toggle Voice and Room Audio .....</b>	<b>1922</b>
<b>CATalyst VP Editing Tools.....</b>	<b>1922</b>
E-Defines .....	1922
Replace .....	1926
Update Voice Commands During Edit .....	1929
Speaker List .....	1931
Insert Speaker .....	1933
By Line Options .....	1934
Seating Chart .....	1935
Speaker List/Seating Chart Options .....	1936

Save the Voice File as a .WAV File .....	1938
<b>Index</b>	<b>1940</b>

## Case CATalyst .ini to .sgxml File Conversion

Case CATalyst version 11 and higher automatically converts all the data in the history and user settings .ini file types to a .sgxml file type enabling Case CATalyst to operate more efficiently. These files convert when you first access your user in Case CATalyst or when using the ConvertUserFiles Wizard prior to first accessing your user in Case CATalyst. Case CATalyst version 11 and higher does not use .ini files, except for the DialogSettings.ini, Numberconversion.ini and prefixsuffixrules.ini files which Case CATalyst retains. A .sgxml file for each of these .ini files is created during file conversion and is necessary for Case CATalyst to perform properly.

If you have multiple users on your Case CATalyst system, you may want to consider using the ConvertUserFiles Wizard prior to running Case CATalyst version 11 or higher to convert the .ini files for all users at once. The wizard provides the option to remove or retain the unnecessary .ini files. When you choose to remove the unnecessary .ini files for a user, Case CATalyst deletes them from Manage Jobs and stores a ' copy of the removed files in the user's System Files, Archive Settings Files case with the file name: *ini\_currentdate.zip*. Choosing to retain files keeps the .ini files along with the converted .sgxml files in Manage Jobs. For example, the Job History file, Anderson\_093009.ini converts to Anderson\_093009.sgxml. Manage jobs displays both Anderson\_093009.ini and Anderson\_093009.sgxml.

If you do not convert your .ini files using the ConvertUserFiles Wizard, Case CATalyst automatically converts the files the first time you access your user in Case CATalyst version 11 or higher. Depending on the number of files, a message may display while the files convert. Case CATalyst automatically retains the original .ini files in Manage Jobs.

Customized toolbars, right-click menus and dialog panes settings are controlled by the UserLayout.sgcui file. Once you load Case CATalyst version 11 or higher, the UserLayout.sgcui is no longer compatible with earlier versions of Case CATalyst. If it is necessary to work in both Case CATalyst version 11 or higher and an earlier version of Case CATalyst, use Windows Explorer to copy the old UserLayout.sgcui from the Archived Settings folder to the System Files folder. If you customized toolbars, right-click menus and dialog panes in Case CATalyst version 11 or higher before copying the file and go back to a previous Case CATalyst version, the customization will be lost when you return to Case CATalyst version 11.

The UserSettings file in Case CATalyst version 11 or higher no longer opens in Notepad but does remain accessible for modifications. All but a few user settings, however, are customizable options from within Manage Jobs or a particular function. Job History contents continue to be accessible as in previous versions of Case CATalyst. The Notes feature in Job History for a Case CATalyst version 11 or higher job, however, is not available in previous Case CATalyst versions. If you use the Notes feature to exchange information between yourself and a scopist or another reporter, it is only available when you are both using Case CATalyst version 11 or higher.

### Access the ConvertUserFiles Wizard

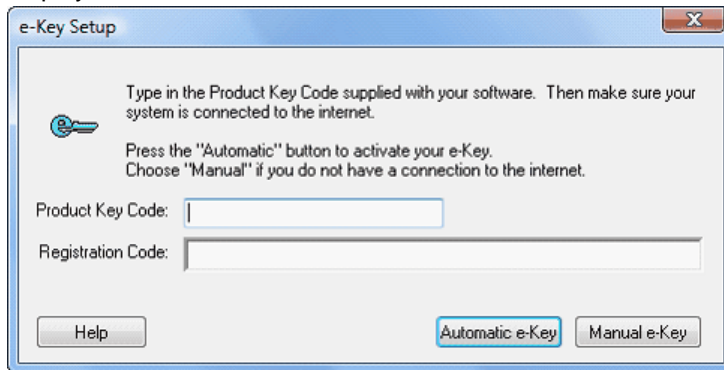
Use Windows Explorer to navigate to the folder in which Case CATalyst version 11 or higher is installed and double click the **ConvertUserFiles.exe**. When the Case CATalyst Data Conversion and Clean Up Wizard dialog box displays, follow the conversion instructions on each screen.



## e-Key Activation

When running Case CATalyst the first time after an installing, if you did not enter your PKC code during the install or entered the code but did not have Internet access, the e-Key™ Setup dialog box displays. If you entered the code during installation, the PKC code and Registration Code fields will be filled in, go to the Activate e-Key section in this topic.

If you did not type your Product Key Code when prompted during installation, the following dialog box displays:



1. In the Product Key field, type the Product Key Code (PKC) you received from Stenograph. If a valid/complete PKC is typed, the Registration field displays and is filled in.
2. To activate e-Key, follow the steps below based on whether or not you have Internet access at the time of activation.

### Activate e-Key

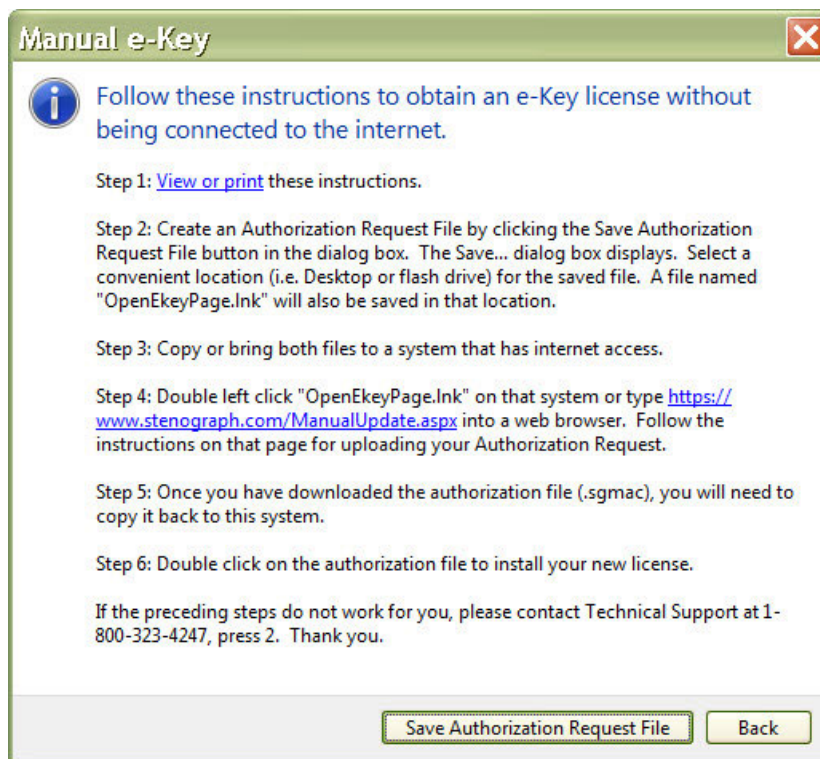
From the e-Key Setup dialog box, do one of the following to activate your e-Key:

#### Internet Access

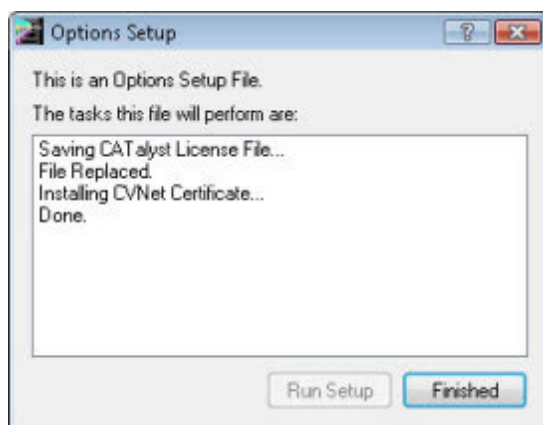
1. With your PKC typed in the Product Key Code field, click **Automatic e-Key**. A message displays prompting you to wait. The download may take up to a minute.
2. Once the download is complete, the Options Setup dialog box displays.
3. Click **Finished**. Case CATalyst opens.

#### No Internet Access

1. Click **Manual e-Key**. The Manual e-Key dialog box displays.



2. Click **Save License Request File**. The Save Authorization Request To File dialog box opens to the last accessed location. Insert a thumb drive or other removable media device into the computer.
3. Navigate to the thumb drive or removable media device and click **Save**. Two files are saved to the designated location - the authorization file and an OpenEkeyPage.Ink file. A reminder message displays prompting you to re-open Case CATalyst after installing the authorization file.
4. Press **Enter (OK)** to close the reminder message. Case CATalyst closes.
5. On a computer with an active Internet connection, insert the thumb drive or removable media device with the Authorization Request File and double click the OpenEkeyPage.Ink file or open your browser and type <https://www.stenograph.com/ManualUpdate.aspx>.
6. Follow the instructions on the web page to download the authorization file to the thumb drive or removable media.
7. Return to the Case CATalyst computer. Copy the downloaded authorization file from the thumb drive or removable media device to the computer's desktop.
8. Double click the authorization file to install it. Once the download is complete, the Options Setup dialog box displays.



9. Click **Finished**. Case CATalyst opens.

## e-Key Reauthorization

Your e-Key, keyless access, requires reauthorization every 90 days. By default, reauthorization is set to automatically renew when the renewal date falls within 29 days and you have an internet connection. When reauthorization successfully completes, a message displays indicating successful reauthorization. Close the message box by pressing **Enter**. The 90 days of reauthorization is added to the amount of authorized days currently remaining. Automatic reauthorization requires an Internet connection. To change the automatic renewal setting, at Manage Jobs go to Tools, Options, [Application/Computer Options](#) and change the *Renew expiring e-Key license* option.

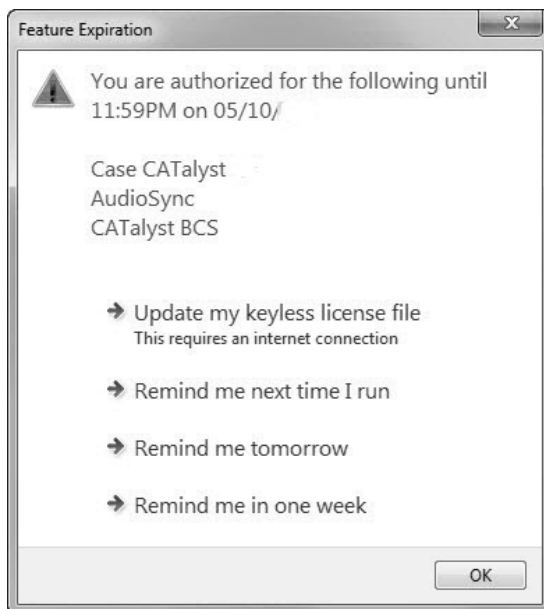
A reauthorization reminder message displays if automatic reauthorization is unavailable. For example, this may happen if you do not have Internet access at the time of automatic reauthorization.

### Manually Reauthorize via Renewal Notification

You can manually reauthorize your e-Key. A reauthorization reminder message displays that requires you to manually respond to the renewal message. To change reauthorization to manual renewal, set the option, Renew expiring e-Key, to At User Direction Only in [Application/Computer Options](#).

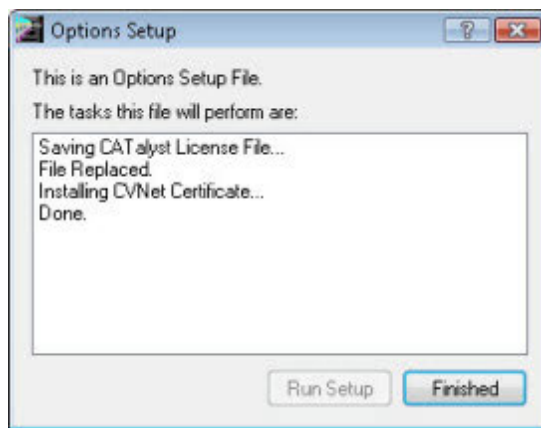
To renew your license authorization via renewal notification:

1. From the reminder message, click **Update My Keyless License** File. Case CATalyst automatically connects to the Stenograph website.



If no Internet connection is available, a message displays prompting you to manually download the authorization file. Click **OK** and follow the instructions in *e-Key Activation* for [No Internet Access](#).

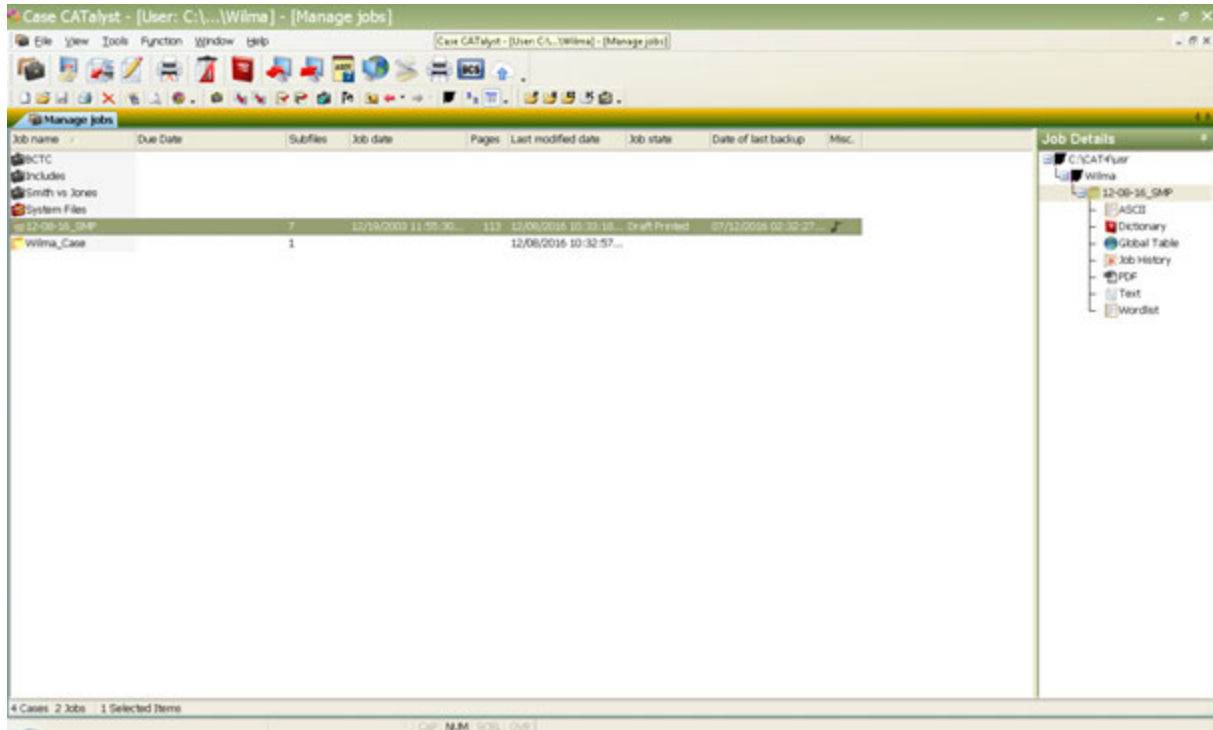
2. A message displays prompting you to wait while the authorization file downloads. The download may take up to a minute.
3. Once the download is complete, the Options Setup dialog box displays.



4. Press **Enter (Finished)**. Case CATalyst Opens.

## Work Area Navigation





The Case CATalyst screen is divided into areas, each providing certain types of information. Each area is described below.



Case CATalyst screen

### Title Bar

Displays across the top of the screen and displays the current user, case name (if appropriate), file name (if appropriate) and current function.

-  Minimize the window, which minimizes the entire Case CATalyst program and displays it as a button on the Window's task bar.
-  Maximize the window, which displays the Case CATalyst program in full screen view. This button toggles with the Restore button.
-  Restore the window to the previous manually set window dimensions. This button toggles with the Maximize button.
-  Exit the program, which closes all open Case CATalyst functions, such as Edit along with any open jobs and Manage Dictionary along with any open dictionaries. You will be prompted if open files contain unsaved changes.

### Menu Bar

Displays just below the Title Bar, by default. It lists the menus available in the current Case CATalyst function. Menus, in turn, list the features available in the current Case CATalyst function. Although you can move the Menu bar to various screen locations, you cannot hide the Menu Bar except when in Full Screen mode in Translate & Edit / Edit (View, Full Screen). An open file displays in the Work Area and the following Windows® buttons display to the right side of the Menu Bar that control the current open file and are separate from the similar Title Bar icons. Click the icon to affect the window for the open file:



Minimize the open file's window. The window displays as a Title bar in the lower left side of the screen.



Restore the open file's window to the previous manually set dimensions. This button toggles with the Maximize button.



Close the current open file. If only one file is open, also close the Case CATalyst function. For example, you have two jobs open in Edit. Clicking this button closes the current open file and displays the second job in the Edit function. The Case CATalyst program remains open.

## Function Bar

Displays below the Menu Bar, by default. It contains icons for the most commonly used Case CATalyst functions. You can [customize](#) the Function bar, adding, moving and removing buttons. You can move the Function Bar to any location on the screen or hide it.

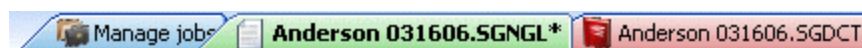
## Toolbars

Toolbars contain icons for the most commonly used features in the current function. The icons available on the toolbar change for each function. You can [customize](#) your toolbars, adding, moving and removing buttons to suit your needs. You can have specific toolbars show or hide depending on the CATalyst function. For example, you may want fewer toolbars while editing to increase the amount of screen space and because you can use convenient and logical keyboard commands to navigate and edit the file.

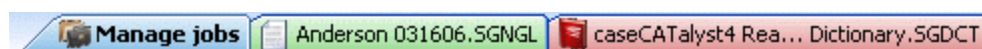
## Tabs

Open files display as color coded tabs below the Toolbars. Double click a tab to close the open file or right click a tab to display a menu that allows you to select to Save, Close or Save and Close the open file. If unsaved changes exist when closing a file, you are prompted to save the changes.

The color of a file tab corresponds with a particular file type or function that is open. For example, Case CATalyst indicates Manage Jobs is open with a light blue tab, open Edit files with green tabs and open dictionaries with red tabs. The name of the file currently displayed on the screen appears on the tab in bold. An asterisk displays on the tab when unsaved changes exist in a file. If a long file name does not fit on the tab, Case CATalyst displays the first and last portion of the name with an ellipsis in the middle.



**Unsaved File with Asterisk**



**Long File Name with Ellipsis**

### Work Area

The center of the screen. Displays information based on the current Case CATalyst function. For example, in Manage Jobs, the work area contains job file information such as the date of the job, the number of subfiles, number of pages, etc. In Edit, your transcript text displays in the work area.

When a file displays in the Work Area, the Minimize, Maximize/Restore, and Exit buttons display on the right side of the Menu Bar. These buttons only affect the open file. They do not affect the Case CATalyst program.

### Dialog Panes

Select Case CATalyst features are accessible from a small self contained resizable "window" called a [dialog pane](#). In Manage Jobs, features such as Job Details, [Search File Contents](#), [Search Due Job Results](#) and [Integrated Video Training](#) in Manage Jobs display in dialog panes. In Translate and Edit, features such as [Reveal Codes](#), [Vertical Notes](#), [EZ Text](#), [Speaker List](#), [Hidden Text](#), [Hotspots](#), [Clipboard](#), [Brief It](#), [Cat Scratch](#), [Track Changes](#) and [Connected Users](#) display in dialog panes. Dialog panes, when selected to show, display in a default fixed position on the Case CATalyst screen. You can easily reposition dialog panes to vertical, horizontal, floating or auto-hide (tabbed) locations on the Case CATalyst screen.

### Status Bar

Displays at the bottom of the screen. It contains information based on the current Case CATalyst function. For example, in Edit, it displays steno outlines when marking and if you use the Hold Strokes option, it will show the steno strokes being held before being sent to the realtime screen. Conflict information and the CVNet connection indicator also displays on the Status Bar. In Manage Jobs, the number of cases and files display.

You can select to show or hide the Status Bar on the screen. From the View menu, select Show/Status Bar. When a check mark displays next to Status Bar, the Status Bar displays on the screen. No check mark indicates the Status Bar is hidden.

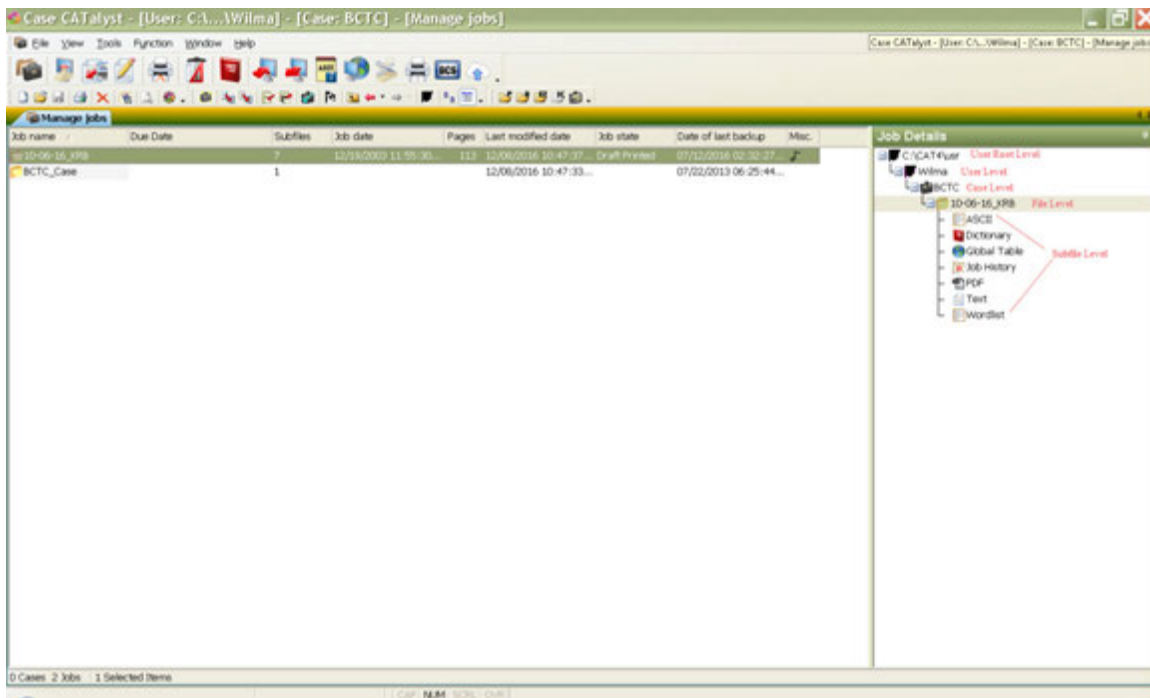
There is also a [stationary status bar](#) that is the frame of Case CATalyst. In Edit, the following items show on the stationary status bar - it displays the current page and section number, transcript line number of the cursor, cursor mode and position of the cursor in the text.

## Case CATalyst File Structure

Case CATalyst uses a five-level file structure to store information:

1. [User Root Level](#)
2. [User Name Level](#)
3. [Case Level](#) (optional)
4. [File Level](#)
5. [Subfile Level](#)





Case CATalyst File Structure



## User Root Level

User Root Level is the first level of information storage. The User Root contains the location of USR folder which contains user names and is necessary for the Case CATalyst software to run. You cannot start Case CATalyst without a User Root level.



## User Name Level

The User Name Level is the second level of information storage. The user name identifies all files belonging to a given user. Each user name has an associated user folder where all files for that user are stored. When you sign on with your user name, Case CATalyst automatically goes to your user folder and displays your files. If two users create different files with the same file name, the system distinguishes the file by the user folder in which it resides. The Title Bar at the top of the screen displays the current user folder.

You can customize the user icon through User Settings in Manage Jobs.



## Case Level

Case Level is the third level of information storage. A case is a sub-folder in your user name. The use of cases to organize your files is optional but can be an efficient method of organizing your work. For example, if you are an official reporter you might create cases for the type of work such as trials, pre-trials and no-writes. If you are a freelance reporter, you might create cases based on the name of the firm that hired you for the job. You can create cases within cases. Read, translate or move files into cases to organize related information. You can create Case dictionaries, Case Fill-in-Field list and Case Wordlists which you can apply to all the jobs in a Case.

Certain cases are automatically created and used by Case CATalyst. The cases are automatically created and are necessary for Case CATalyst to run properly:



### System Files Case

System files are files and cases, which are vital to the operation of your software. For example, the User Settings file, dialog settings, your Personal Dictionary and Keyboard Maps are system files. These system files are necessary to read, translate, edit, or print a transcript. Each user has individual system files. You can only have one of each type of system file within a user. All system files are stored in the System Files case.

It is a good practice to [back up](#) your System Files and any other important cases on a regular basis in addition to using [Cloud Backup](#). Simply select Backup and put a check mark before the System Files case and before any other cases you want to back up and all files in the cases will be backed up. Some users created a case for Include files which is an important case to back up. Some users store their Includes case inside the System Files case and some store it outside the System Files case.



### AutoArchive Case

The AutoArchive case is located at the root of the user's folder and may contain multiple copies of files when the [Auto Recover](#) feature is used along with the [Keep Auto Recover files in Archive](#) option or the Auto Save feature is used along with Archive File on Close option. When you display the contents of the AutoArchive case, the background displays a faded outline of a "red cross" in an effort to make it clearer that you are in the the AutoArchive case and not at the current user's level.

Case name	Last modified date	File type	Case state	Date of last
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Text	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 1	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 2	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 3	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 4	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 5	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 6	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 7	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 8	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 9	Archived	10/10/2017
10/10/2017 11:48:48 AM	10/10/2017 11:48:48 AM	Archived Text 10	Archived	10/10/2017



### Index Templates Case

The Index Templates case is located in the System Files case. The Index Templates case contains all Case CATalyst index templates. In order for the [Build Index](#) feature to work, Case CATalyst requires you create, modify, and store index templates in the Index Templates case located in the System Files case. There are multiple sample index templates for you to modify/use or you can create your own index template.



### Layouts Case

The Layouts case is located in the System Files case. All Case CATalyst layouts are automatically stored in the Layouts case. There are sample layout files that you can modify/use or create your own index template.



### Other Case CATalyst Cases

Examples of other Case CATalyst cases include Saved ASCII Settings, Dictionary Builder, Job Reports Templates, Macros, Saved Translate Settings and more.



### Support Info Files

The Support Info Files case stores \*.dmp files that are important to Stenograph's Technical Support Department in the rare instance that you experience an [Exception 3 error](#). If you experience the error, you should contact Technical Support and they will request you send the associated \*.dmp file.



### File Level

File Level is the fourth level of information storage. A file usually represents a single job. One deposition or hearing equals one file name. You create a new file by entering a unique name in the file name field of the dialog box.

### Subfile Level

Subfile Level is the fifth level of information storage. A subfile is a sub-unit of the file. In most instances, several subfiles make up a job. For example, if you reported a job with your writing machine, translated and edited it, at the very least you would have a steno subfile, job history subfile and text subfile. Case CATalyst subfiles include:



**.txt** ASCII  
If you create an ASCII with a different extension than 'txt', the file will be created but will not be recognized by Case CATalyst and will be listed as an unknown file type.



**.wav** Audio



**.sgngl\_A1** Auto Recover files for a particular job can have up to 4 recovered versions. The job .sgngl subfile is the most recent version of the file and  
**.sgngl\_A2**  
**.sgngl\_A3** sgngl\_A3 is the oldest version of the file.



**.sglog** Build Index information



**.ZIP** Compressed Backup File



**.sgcpo** CompressedPrintOptions File



**.sgcdb** Conflict Database


























**.sgdct** Dictionary - Personal, Case, or Job











**.ezk** EZKeys Table



**.sgezt** EZ Text Table

	.csv	Fill In Field List
	.cvpf	CaseView Preferences
	.sgglb	Global Table
	.sgpgb	Global Table - Personal
	.sgxml	History - Job or Case
	.html	Hyper Text Markup Language (used to write content to a web page)
	.sgkbd	Keyboard Map
	.sgpgl	Layout (transcript format)
	.lst	List file (i.e. System Files\Phrases)
	.ptf	LiveNote RealLegal Transcript compatible file
	.sgmac	Macro
	.pdf	PDF File (Portable Document Format)
	.sgphn	Phonetic Table
	.ptx	RealLegal E-Transcript viewer compatible file
	.rtf	RTF (Rich Text Format)
	.sgxml	Settings
	.sgstn	Steno Notes
	.sgxry	Support file for élan Mira A3/Stentura Fusion (Steno X-ray) This file can only be viewed by opening the transcript, opening Vertical Notes and clicking on a specific steno outline.
	.sgxr2	Luminex and Diamante TrueStroke Data (Steno X-ray2) This file can only be viewed by opening the transcript, opening Vertical Notes and clicking on a specific steno outline.
	.sgsys	Steno Shortcut Table
	.sgngl	Text File (transcript)
	.xmef	TextMap file (TextMap litigation software)
	.sgufd	User Definitions Table

	.tlx	Wordlist - Personal, Case or Job
	.cvpf	CaseView Preference File - CaseViewNet passwords and settings information
	.sgcvn	CaseViewNet Document (Transcript exported to CaseViewNet)
	.sgcap	BCS file (Broadcast Captioning)
	.dra	Dragon Voice Data
	.sgvod	ViaVoice Voice Data
	.sgvcd	Case CATalyst Voice Command Dictionary
		Unknown file types - file types that are not recognized by Case CATalyst. If you create an ASCII with a different extension than 'txt' it will display as an unknown file type.

A typical file can contain several subfiles. When you perform a specific function, Case CATalyst automatically creates a subfile. For example, when you Read in your steno notes, Case CATalyst creates two subfiles: a steno notes subfile and Job History subfile.

When viewing files in Detailed List View, you can select to show or hide subfiles on the screen. From the Options menu, select View/Show/Subfiles. When a check mark displays next to the Show Subfiles options, each subfile displays on the screen. No check mark indicates the job name with subfiles displays in the split window.

## Accessing Functions and Features

All Case CATalyst functions and features are accessible from a menu on the Menu Bar. You can select any menu item by using the mouse to point and click or by pressing the assigned keyboard command, if an assignment exists. Depending on the Case CATalyst function, some features are also available from a short menu that displays when you click the right mouse button or by pressing an abbreviated series of keyboard commands called shortcut keys.

### Using the mouse to point and click

Place the cursor on the selection and single or double click the left mouse button to highlight and select the menu, select the function, or invoke a feature. Single or double clicking depends on the feature you are selecting.

#### *Example*

Instruction:

To close the current job and function, if no other file is open in the function, from the File menu, press **Alt + f, c (Close)**.

Action:

Using the mouse, click File on the menu bar to display the File menu, and then click Close.

### **Example**

Instruction:

In Manage Jobs, select **View/Show/Visible Columns (Alt + v, s, v)**. The Column Settings dialog box displays.

Action:

Using the mouse, click View on the menu bar. From the View menu click Show, and then from the Show menu, click Visible Columns.

## **Using the right mouse button**

Many features are available from a short menu that displays when you single click the right mouse button displaying the Right Click Menu. The available features vary depending on the Case CATalyst function. The Right Click Menu is [customizable](#) in select Case CATalyst functions.

### **Example**

In Edit, click the right mouse button and select Scan from the menu to scan to the next untranslate or conflict.

In Edit, right click on the job tab and select Save, Save and Close or Close.

In Manage Dictionary, click the right mouse button and select Insert to display the Insert Dictionary Entry dialog box.

## **Using keyboard commands**

You can access most functions and features using the Tab key, the Alt or Ctrl key in combination with another key or series of keys, and the arrow keys.

To use a keyboard command, press the indicated combination of keys on the keyboard to highlight and select the desired menu or function and to invoke a feature. Use the Tab key in the dialog boxes to move from field to field and the arrow keys to move the cursor up and down in a list.

Instructions for using keyboard commands often appear in parenthesis along with the instructions for using the mouse.

### **Example**

Instruction:

To close the current job, from the File menu, select **Close (Alt + f, c)**.

Action:

Using the keys on the keyboard, press Alt and f at the same time to display the File menu, then press c to select Close.

### **Example**

Instruction:

In Edit, press **Alt + v, z (View/Zoom)** to display the Zoom menu. In the Zoom list, use the ↓ (arrow keys) to highlight the desired percent and press Enter.

Action:

Using the keys on the keyboard, press Alt and v at the same time to display the View menu, and then press z to display the Zoom menu. Press the Up or Down arrow keys to highlight the desired percentage, and then press Enter.

## Using Shortcut Keys

Some features have shortcut keys programmed to perform a specific action.

The shortcut key usually appears on the drop down menu to the right of the command. To use shortcut keys, press the designated key or combination of keys on the keyboard to access a specific function or invoke a specific command. You can customize Edit shortcut keys by modifying your [Keyboard Map](#).

Instructions for using a shortcut key often appear along with the instructions for using the mouse.

### Example


Instruction:

Press **Ctrl + w** (**Special Edit/Word Swap**).

Action:

Using the keys on the keyboard, press Ctrl + w at the same time.


## Dialog Panes

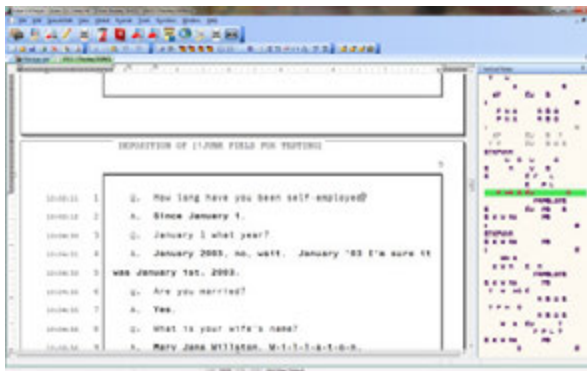
Select Case CATalyst features, such as [Vertical Notes](#), [Reveal Codes](#), [Hotspots](#), [Brief It](#), [Hidden Text](#), [Cat Scratch](#), [Speaker List](#), [EZ Text](#), [Search Results](#), [Clipboard](#) and [Track Changes](#) are accessible from a small self contained resizable window called a dialog pane. Dialog panes, when selected to show, display in a default fixed position on the Case CATalyst screen. A fixed position is indicated by the vertical push pin  on the Title bar of the pane. You can easily click and drag the pane to a new vertical or horizontal position, change it to a "floating" pane or store the pane as an auto hide tab along the edge of the screen. The panes retain their new location until repositioned.

To display a closed dialog pane, press **Alt + v, e** (**View/Panes**) and then select a pane from the submenu. A check mark shows next to the feature to indicate it is displayed. To close a dialog pane, click the X in the title bar or deselect it from the View/Panes submenu.

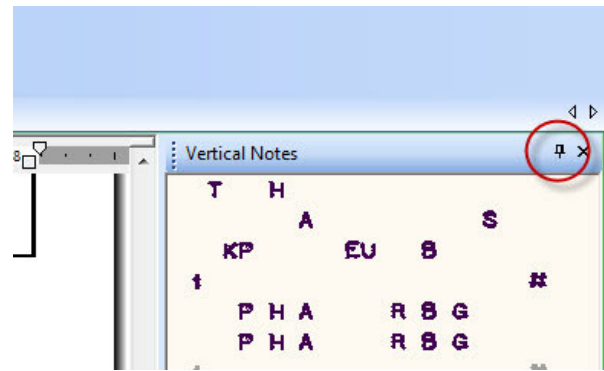
You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.





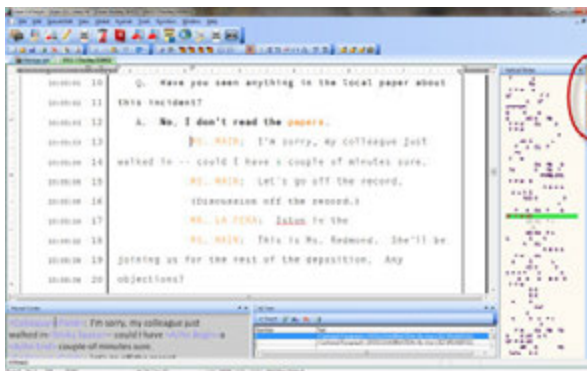
Dialog Pane in Default Fixed Position



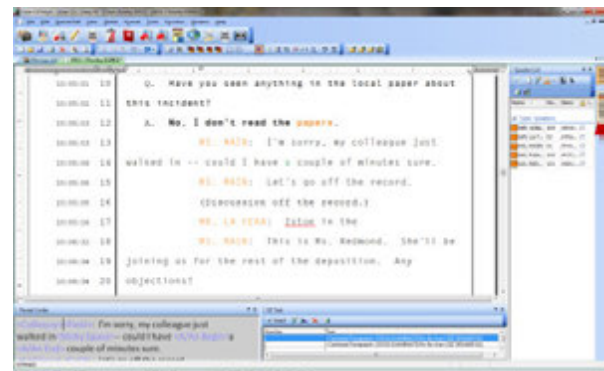
Vertical Push Pin Shows Fixed Position

## Auto Hide Dialog Panes

Dialog panes in auto hide mode quickly display when you hover your cursor on the auto hide tab. To auto hide a pane, click the push pin  on the title bar of a dialog pane, changing it to a horizontal position . The horizontal position indicates the pane is in auto hide mode. Move the cursor off the pane to hide it as a tab along the edge of the Case CATalyst screen. Hover the cursor over or click the tab to temporarily display the pane. To return the pane to the fixed position on the screen, click the push pin from a horizontal to vertical position.




Dialog Panes in AutoHide Mode



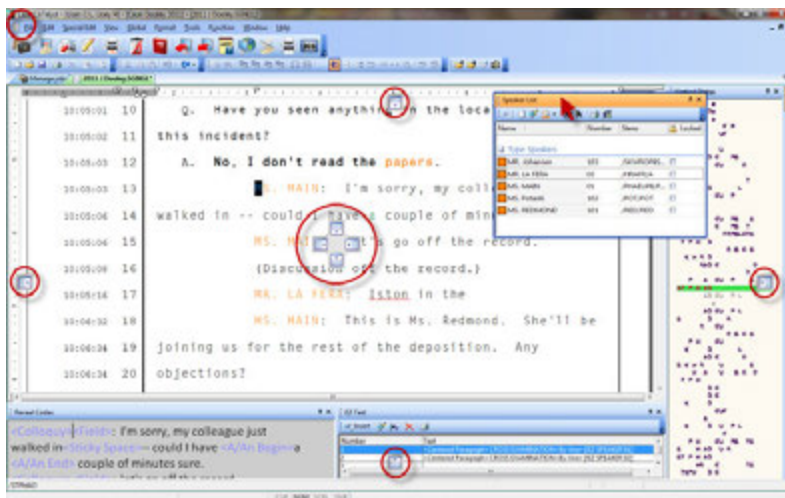
Auto Display Speaker List Pane



## Reposition Dialog Panes

A fixed or "docked" pane and a floating pane can be repositioned. You cannot reposition a pane that is in AutoHide mode. The Title bar of a dialog pane with a vertical push pin  indicates the pane is in a "docked position. To return a dialog pane from AutoHide to a docked position, hover the cursor on the auto hide tab. When the pane displays, double click the Title bar of the pane or click the push pin to a vertical position.

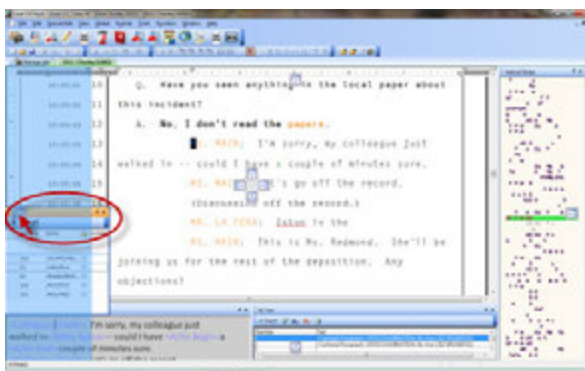
To move a dialog pane, click the Title bar and hold the mouse button. As you move the pane, placement icons display on the screen. Single arrow icons display on each side of the screen and a multi-arrow icon displays in the center of the screen. These placement icons provide positioning options. Hover the cursor over an icon to view the new placement position. Release the mouse button to position the dialog pane in the new location.



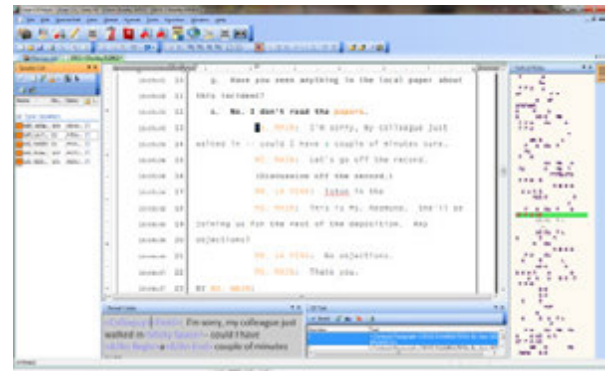
*Placement Icons*

## Position On Screen Edge

Use the single arrow icon to position a dialog pane along an edge of the Case CATalyst screen. Click the Title bar of a dialog pane and hold the mouse button as you move the pane. Place the tip of your cursor on the single arrow icon for the desired screen location. A transparent blue box displays, indicating the placement position. Release the mouse button to position the dialog pane in the current location.

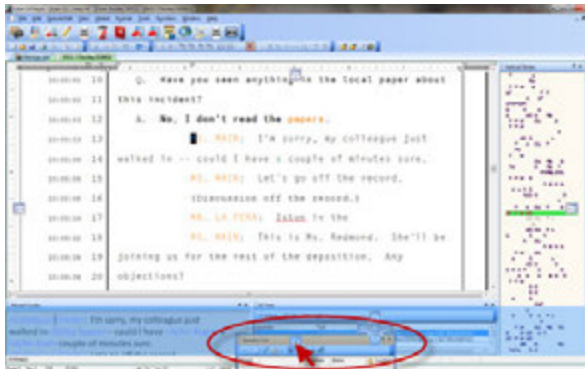


*Moving Speaker List Pane To Left Edge*

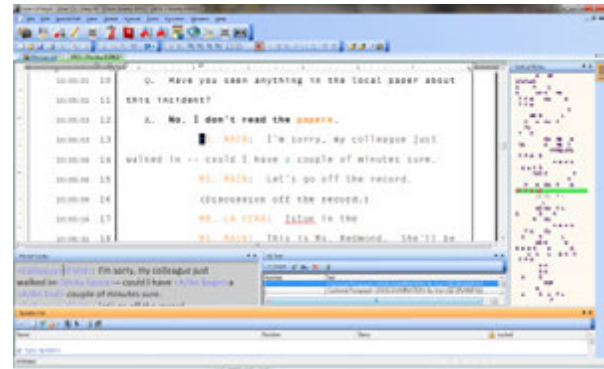


*Speaker List Pane On Left Edge*

When another pane or panes already display along the edge of the Case CATalyst screen, the moved dialog pane positions along the outermost edge of the screen.



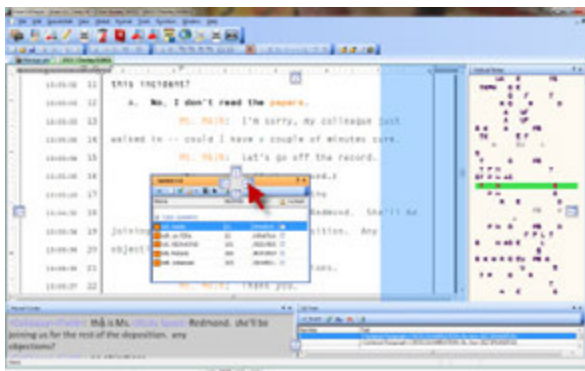
*Moving Speaker List Pane To Bottom Edge*



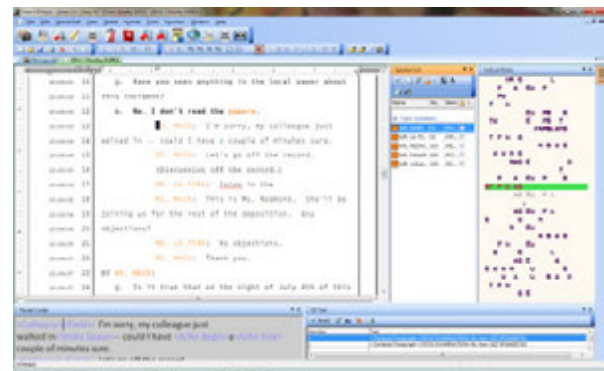
*Speaker List Pane On Bottom Edge*

### Position Next to Another Fixed Pane

Use the multi-arrow icon to position a dialog pane next to an existing fixed pane. Click the Title bar of a dialog pane and hold the mouse button. Place the tip of your cursor on one of the arrows in the multi-arrow icon. A transparent blue box displays, indicating the placement location. Release the mouse button. The moved dialog pane displays next to the existing fixed pane.



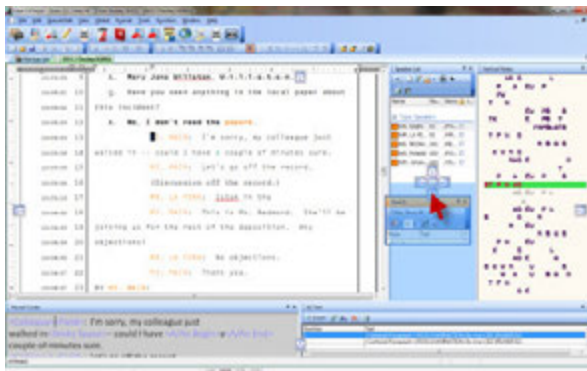
*Moving Speaker List Pane Left of Vertical Notes*



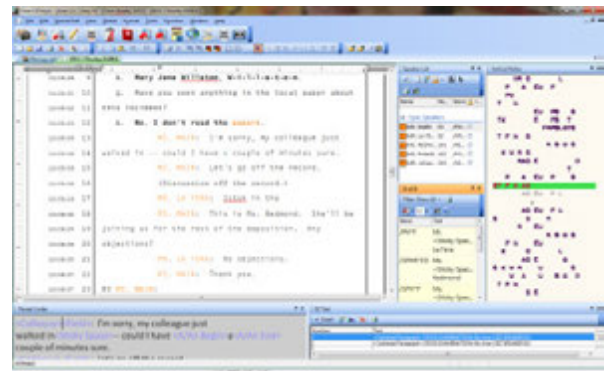
*Speaker List Pane Next to Vertical Notes Pane*

### Position to Share a Location

Use the multi-arrow icon position fixed dialog panes next to each other within the same location. Click the Title bar of a dialog pane and hold the mouse button as you move the pane to the desired fixed pane location. The multi-arrow icon displays in the center of the stationary pane. Place the tip of your cursor on one of the arrows. A transparent blue box displays, indicating the placement location. Release the mouse button. The moved dialog pane displays in the shared space.



Moving Brief It Pane Below Speaker List Pane

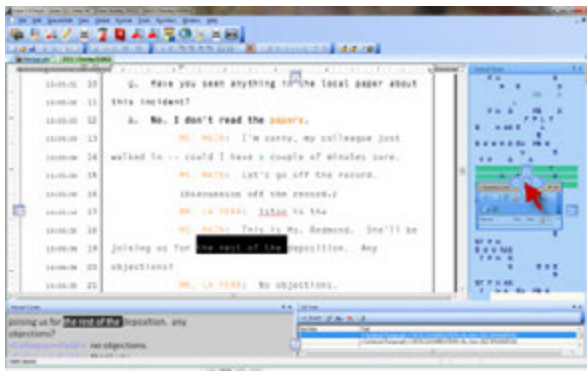


Brief It Pane Below Speaker List Pane

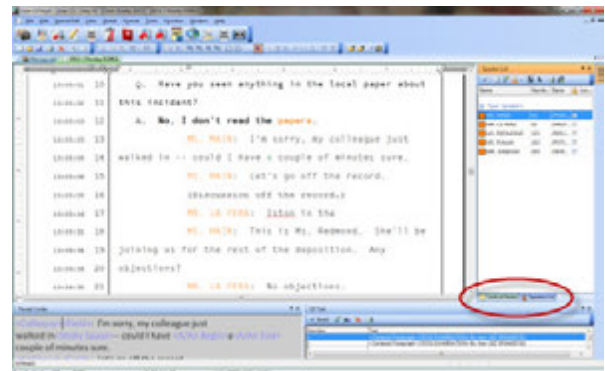
## Position to Share a Location Using Tabs

Use the multi-arrow icon to position a dialog pane in the same location of another fixed pane and add tabs. The tabs allow you to toggle the display of panes. Click the Title bar of a dialog pane and hold the mouse button as you move the pane to the desired fixed pane location. The multi-arrow icon displays in the center of the fixed pane. Place the tip of your cursor on the center of the multi-arrow icon. A transparent blue box displays, indicating the placement location. Release the mouse button. Tabs are added for each pane in that location. If tabs for multiple panes already exist, a tab is added for the moved pane.

To separate an individual pane from a shared position, double click the dialog pane tab. The selected dialog pane displays on the screen where you can move it to a new location or close it. To separate all the tabbed dialog panes, double click the title bar of the open pane.



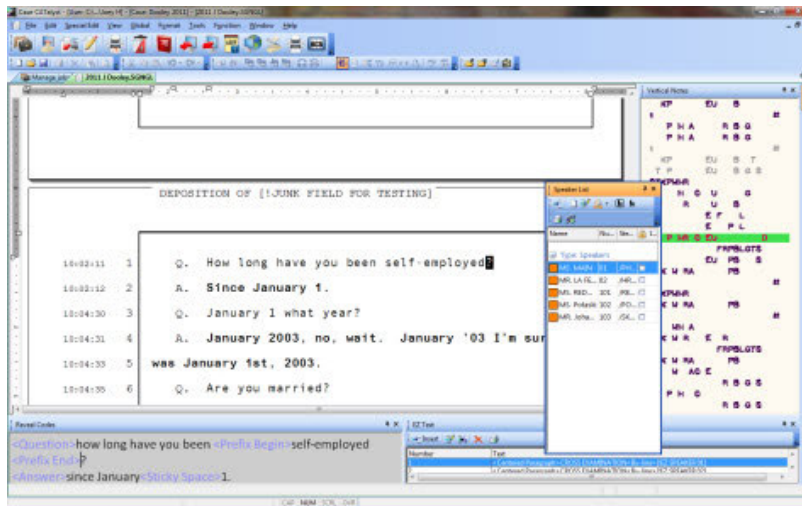
Moving Speaker List to Vertical Notes Pane



Speaker List and Vertical Notes Tabbed

## Float Dialog Panes

You can place a floating pane anywhere on the Case CATalyst screen. A floating pane is not anchored to a location and may cover text or other screen items depending on its placement. Double click the Title bar when the pane is floating, to place it in a fixed position.



*Floating Dialog Pane*

## Messages and Prompts

There are three types of screen messages in Case CATalyst. The message that displays depends on the function you are using.

### Prompts and Dialog Boxes

Prompts request information or action. Case CATalyst prompts generally appear in a dialog box in the middle of the screen, using the following forms:

#### Yes/No choice

Select either Yes or No.

#### Multiple choice

Select one of the several choices and then select **OK (Enter)**.

#### Dialog box

Enter information, such as a file name, page number, or text and then select **OK (Enter)**.

### Status Messages

Status Messages keep you informed about the program currently running. Unlike prompts, status messages do not require a response. For example, status messages display when processing is taking place, such as importing a dictionary.

### Error Messages

Error messages advise you of hardware and software problems and operator errors. You can resolve many of the error messages.

#### Example

When you select a file to move but the file is open or in use, Case CATalyst displays a message similar to the following:

*The following file cannot be moved: filename.xxx Check to make sure the file (s) is not in use.*

Press **Enter (OK)** to close the message. Close the open file and then move it.

### **Example**

When you attempt to record commands for a macro that are not recordable, Case CATalyst displays a message similar to the following:

*The actions you took are not recordable. There are no actions that can be saved for a macro.*

Press **Enter (OK)** to close the message.

### **Example**

An [Exception 3 error](#) occurs when Case CATalyst encounters an unknown action or a General Protection Fault (GPF) within a process. When an Exception 3 error occurs, a dialog box displays. **It is important that you press Enter (OK) in the dialog box.** Case CATalyst may close. Contact Technical Support to report the error and provide requested information.

## **Case CATalyst Student Version**

Case CATalyst student version is for educational purposes. This version of software allows the user to access functions and features for the purpose of learning transcript production, producing necessary documents for educational purposes, dictionary building and dictionary maintenance. Certain features are limited or inaccessible. If you attempt to access a feature that is not available in the Case CATalyst Student Version, a message displays indicating the feature's unavailability. Cloud Backup is not available in Case CATalyst's Student version.

## **Case CATalyst Student Version Functionality**

### **Manage Jobs**

All features in Manage Jobs are available.

### **Read**

All features in Read Notes are available.

### **Manage Notes**

Manage Notes capabilities are limited to printing steno notes.

### **Translate and Edit / Edit**

All features in Translate & Edit and Edit are available. The Case CATalyst Student Version, however, limits the amount of pages in a file to a maximum of 50 pages. The following applies to the 50 page limit:

- If you write realtime, when the file reaches 50 pages, CATalyst saves the file, closes realtime and displays the following message.

**Realtime exceeded the 50 page limit for Student Version. Your file is saved.**

- If you translate a note file that results in a file greater than 50 pages, Case CATalyst saves the file and displays the following message:

**The pages exceeded the limit for the Student Version. Your file is saved.**

**Press any key to exit.**

- If you attempt to open a file that exceeds 50 pages or you are editing and, for example, make a layout change or copy and paste text which increases the number of pages to exceed 50, the following message displays:

**A Case CATalyst Student device limits the number of pages you may edit to 50.**

**Any pages in excess of this limit will be deleted.**

- If you open a file in error which contains more than 50 pages, exit without saving the file to keep the file unchanged.

### **Print**

All features in Print are available with a maximum print output of 50 Pages. Steno notes can be printed to PDF while writing realtime. Specific headers and footers which print on each page are embedded and cannot be changed. They include:

#### **Headers**

- Case CATalyst – Student Version
- By Stenograph

#### **Footers**

- Not for Official Transcript Production
- Educational Use Only

### **Layout**

All features in Layout are available. Specific headers and footers which print on each page are embedded and cannot be changed.

### **Manage Dictionary**

All features in Manage Dictionary are available.

### **Wordlists**

All Wordlist features are available.

### **Import**

Import capabilities are limited to importing the following dictionaries: Stentura, RTF/CRE, Case CATalyst 3.x, and élan Mira.

### **Export**

Export capabilities are limited to:

- exporting dictionaries in Luminex, Diamante, Stentura or élan Mira format.
- exporting dictionaries to RTF/CRE.
- exporting to ASCII in Page Image format with a 50 page limit and embedded headers and footers.

### **AudioSync**

The AudioSync feature (record audio) is not available.



## Common Menus

The Menu Bar displays menus with available features for the active Case CATalyst function. Certain menus commonly display on the Menu Bar in multiple the Case CATalyst functions. For example, the Function menu displays in all CATalyst functions as it provides easy access to all CATalyst functions. Other menus and features display only for the specific Case CATalyst function. For example, Special Edit is a menu containing commands/features only available in the Edit function. The Special Edit menu does not display in other Case CATalyst functions. When your Translate & Edit / Edit [keyboard map](#) assignment change, any Translate & Edit / Edit menu items affected by the change will show the keyboard map assignments instead of the default shortcut key assignments. For example, let's say there is no shortcut key assigned to the Mistran Minder feature but you use the feature all the time. You open your keyboard map and assign Ctrl + Shift + m to the Tools, Mistran Minder field and then save and close the file. In Edit, you press Alt + t to display the Tools menu and you see Ctrl + Shift + m assigned to Mistran Minder. You can now click Tools and be reminded of the shortcut key assignment or you can press Ctrl + Shift + m to invoke the command. You can also [view and/or print your keyboard assignments](#).

### Common Menus

- [File](#) - lists common menu features for a file or job, such as Open, Close, Save, and Exit.
- [Edit](#) - lists common menu features for a file in Edit, Dictionary Management, and Manage Notes.
- [View](#) lists the common menu features to display and customize toolbars.
- [Function](#) - lists all the available Case CATalyst functions.
- [Window](#) - lists the open windows in Case CATalyst and provides options to change how these windows display.
- [Help](#) - provides access to various types of help information including Study Guides for particular features and Exceptional Extra guides and files for Case CATalyst.

## File Menu

Common File menu features available in multiple Case CATalyst functions include:

### New

The New feature displays a menu from which you select a file type to create. Once you create the new file, it opens in the appropriate function. For example, when you select a Dictionary (.sgdct) from the menu, a submenu displays from which you select the dictionary type. The new dictionary opens in the Manage Dictionary function. When you select Layout (.sgpgl), the sample Layout file opens in the Layout function.

There are two exceptions to a new file opening in the related function. When you select Read Notes from the New menu, the Read Setup dialog box displays. In Manage Jobs, when you select Case from the New menu, a new case displays in the Manage Jobs window.

### Create a New File

You can create a new file by using the File New option. The following new files types can be created: [Case](#), [Read Notes](#), [Text](#), [Dictionary](#), [Wordlist](#), [Layout](#), [List/Table](#), [Fill-In-Field List](#) and Notes File. If you have CATalyst BCS you can also create a Caption file and if you have CATalyst VP, you can also created a Job Voice Commands file. Press **Alt + f, n (File/New)** and choose the desired file type. A submenu may display depending on the type of new file you are creating. Select the file type from the submenu if appropriate. Caption File.

A submenu may display depending on the type of new file you are creating. Select the file type from the submenu if appropriate. The Create New Document box displays. Make necessary entries:

### Look in

Defaults to the current user. To create a file in a location other than the current Users level, use **Browse**.



#### Back

Return to the previous folder viewed.



#### Up One Level

Move one folder level up in the file structure. To move to a location other than the current Users level, use **Browse**.

### File Window

Available files for the current user. Highlight a file to open. The selected file name displays in the File name field below. To select a file within a case, double-click the case to open it.



#### Create New Case

Create a new case in which you can place related files. The case icon along with a default name, New Case, displays in the File Window. Type a new name in the highlighted area, then press **Enter**.



#### Icon View

Display the files in the File Window as icons.



#### Detail List View

Display the files in the File Window as a list with file details.

### File name

Type a new file name. You can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some character are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \* .

### Files of type

The type of file that displays in the File Window which also indicates the type of file you are creating. To change the file type, click the down arrow and select from the list.

### Layout Name



This field only displays when you select to create a new text file. Select the layout you want to apply to the new document.

**Open**

Open the new file in the appropriate function.

**Browse**

Locate a different folder.

**Cancel**

Closes the Create New Document dialog box without opening a file.

**Open**

The Open feature allows you to open an existing file. In Manage Jobs, the Open feature opens the highlighted file in the appropriate function. For example, Depending on the current Case CATalyst function:

- the file opens in the appropriate Case CATalyst function.
- the Open Existing Document dialog box displays files for the appropriate file type selected.
- the Open submenu displays.

For example, in Manage Jobs the highlighted file opens in the appropriate function, such as a highlighted dictionary opens in Manage Dictionary. In Edit, the Open Existing Document dialog box displays with all the available text files for the current user; in Manage Dictionary a menu of dictionary types displays.



You can bypass the Open menu and submenus to display the Open Existing Document dialog box. Press **Ctrl + o (File/Open)**.

**Open an Existing File**

Use the following fields and options in the Open Existing Document dialog box as necessary.

**Look in**

Defaults to the current user. To locate a file in a location other than the CAT4 users level, use **Browse**.

**Back**

Return to the previous folder viewed.

**Up One Level**

Move one folder level up in the file structure. To move to a location other than the CAT4 users level, use **Browse**.

**File Window**

Available files for the current user. Highlight a file to open. The selected file name displays in the File name field below. To select a file within a case, double-click the case to open it.



### Create New Case

Create a new case in which you can place related files. The case icon along with a default name, New Case, displays in the File Window. Type a new name in the highlighted area, and then press **Enter**.



### Icon View

Display the files in the File Window as icons.



### Detail List View

Display the files in the File Window as a list with file details.

### File name

The selected file to open. Click a file to select it or type the file name. If you type a new file name, one of the following occurs:

- The Create New Document dialog box displays with a Layout Name field.
- A message displays indicating the file does not exist and asks if you want to create a new file. Choose Yes (Enter) to continue and create a new file.

When typing a file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some character are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \* .

### Files of type

The type of file that displays in the File Window which also indicates the type of file you are opening. To change the file type, click the down arrow and select from the list.

### Open

Opens the selected file in the appropriate Case CATalyst function.

### Browse

Locate for a different folder.

### Cancel

Closes the Open Existing Document dialog box without opening a file.

## Translate & Edit

Translate & Edit (Ctrl + t) displays the [Translate Options](#) dialog box where you can set translate options and select a file for translation.

## Close

Close (Ctrl + F4) exits the current file. In most functions, you can open multiple files and do not need to close a file or job to open another.

## Save

Save (Ctrl + s) writes the changes made in the current file to the hard drive. For example, in Manage Dictionary, changes to the open dictionary are written to the hard drive when you select Save. In Manage Notes, changes to the open note file are saved. In Edit, changes to the open job are saved. Use the [Auto Recover Options](#), Auto Recover and Auto Save to automatically save the current transcript at specified timed intervals along with options that put a copy of the file in the [AutoArchive](#) case.. You can continue working while Case CATalyst saves the file to the hard drive.

## Save As

Save As (Alt + f, e ) displays the Save As dialog box, which allows you to save the current file to another name, case, user folder, or drive. The original file is saved and closed and a copy of the file with the new file name is created and opened. **You are now working in the new (Save As named) file.** You can automatically have Case CATalyst display the Save As dialog box with the last folder location in which you saved a file or the folder location of the current file by setting the [Advanced Edit Option, Remember last folder used for Save As](#).

## Save As Fields and Options

### Save in

Defaults to the current user.



#### Go To Last Folder Visited

Return to the previous folder viewed.



#### Up One Level

Move one folder level up in the file structure.

### File Window

Available files for the current user.



#### Create New Folder

Create a new folder with a default name in the File Window. The folder icon along with a default name displays in the File Window. Type a new name in the highlighted area, then press **Enter**.

### View Menu

Display the files in the selected view: Thumbnails, Tiles, Icons, List, or Details.

### Save Selection Only

When you save selected text, this field displays allowing you to save the selection to a file.

### File name

Select an existing file name or type a new file name in the field. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Save As dialog box displays and you can type a different name.

When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; . , | = < > ? \*

If you type the same name as an open file in another application, the following message displays: "This file is already is use. Select a new name or close the file in use by another application." Select **OK** and type a different file name or close the job or application and type the file name again.

### Save as type

The type of file that displays in the File Window which also indicates the type of file you are saving. To change the file type, click the down arrow and select from the list.

### Save

Save the current file to a new name and open it to allow you to work in the new file.

### Cancel

Close the Save As dialog box without saving the file. If you selected to save multiple files and want to cancel the save for all of them, use the Cancel All Remaining Saves option.

### Cancel All Remaining Saves

Check this box when you have selected multiple files to save and want cancel the save for all of them. If you do not check this box, Case CATalyst displays a cancel confirmation message for each file. If you only want to cancel the save for some of the files, leave this box blank.

This option box displays in the Save As dialog box in functions where multiple saves are available.

### Print

Print (Ctrl + p), opens the [Print](#) function and displays the Print dialog box where you can send the current file or selected portions of the file to the printer or to a file (PDF). Open the appropriate function to print the desired file type. For example, you must open the Dictionary function to print dictionary entries. You can print a job (transcript/text file) any where in Case CATalyst by pressing **Alt + u, p** or clicking

the Print  icon.

### Exit

Exit (Alt +F4) closes all the open files that do not contain unsaved changes and exits Case CATalyst. In certain functions, such as Edit and Page Layout, Case CATalyst first prompts you to save any unsaved changes before exiting.

## Edit Menu

Common Edit menu features available in multiple Case CATalyst functions include Copy, Cut, Paste, Undo and Redo.

### Cut/Copy/Paste

Copy leaves selected text leaving it in its original location in the file and places a copy on the Windows clipboard. Cut removes selected text from its original location and places it on the Windows clipboard. Using paste, you can place copied or cut text within the same file, into another file or into a file outside of Case CATalyst as many times as you want. Use the Copy, Cut and Paste features to move text in Edit, notes in Manage Notes, globals between Global tables, dictionary entries between dictionaries and wordlists entries between Wordlists.

There is no limit to the amount of text you can copy or cut. You can store up to 10 copied or cut items on the [Clipboard](#). Selecting Copy twice on the same highlighted text automatically opens the Clipboard.


The Case CATalyst default includes the underlying steno from the copied or cut text. You can change this setting in [Advanced Edit Options](#) to not include the underlying steno or to have Case CATalyst automatically prompt you with a Yes/No option to include the underlying steno.

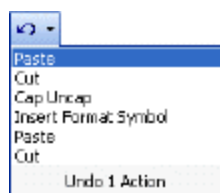
## Undo

Undo allows you to reverse the most recent changes or actions in the current file. Only consecutive actions are reversible. If you cannot undo an action, the Undo option on the menu is unavailable. You can restore an action by pressing Ctrl + Shift + z (Redo).

The Undo command in Translate & Edit and Edit reverses most editing actions except globals and cursor movements. There are specific commands available to undo globals.

To undo the most recent changes, do one of the following:

- Press **Ctrl + z (Edit/Undo)**. Repeat until you delete all the desired actions.
- Use the  icon on the Standard Plus toolbar to do one of the following:
  - ▶ Click the Undo arrow until you reverse all the desired actions.
  - ▶ Click the Down Arrow next to the Undo button to display a list of most recent changes.




Highlight down the list to select the number of changes you want to undo and then click the left mouse button. You can only select consecutive actions to undo.

## Redo

Redo allows you to restore the most recent changes or actions in the current file. Only consecutive actions can be redone. If you cannot redo an action, the Redo option on the menu is unavailable. You can undo an action by pressing Ctrl + z (Undo).

To redo the most recent changes, do one of the following:

- Press **Ctrl + Shift + z (Edit/Redo)**. Repeat until you restore all the desired actions. You can only select consecutive actions to restore.
- Use the  icon on the Standard Plus toolbar to do any of the following:
  - ▶ Click the Redo arrow until you restore all the desired actions.
  - ▶ Click the Down Arrow next to the Redo button to display a list of most recent actions.



Highlight down the list to select the number of changes you want to restore and then click the left mouse button. You can only select consecutive actions to restore.

## View Menu

Common features accessible on the Manage Job View menu from multiple Case CATalyst functions include:

- [Show Toolbars and Features](#)
- [Customize Toolbars](#)

Specific [Manage Jobs View](#) menu items are also available.

## Show Toolbars and Features

The Manage Jobs Show feature allows you to customize the display of toolbars and certain features that display on your screen. Press **Alt + v, s (View/Show)** to display the Show menu. Click an Toolbar to select or deselect it. A check mark next a menu item indicates the feature is active. Not all toolbars listed are appropriate for Manage Jobs. For example, Open Special is a great toolbar for Manage Jobs as it gives you instant access to your Personal Dictionary and more. On the other hand, Dictionary List is useful toolbar to display in Manage Jobs but wonderful for Manage Dictionary.

## Case CATalyst Toolbars

The following Toolbars are shown with the Case CATalyst default icons. The Macro Pull Away toolbar only [displays](#) by clicking and dragging the Macro submenu. Once displayed, the Macro toolbar appears in the Show menu and you can click it to remove the toolbar from the screen.

### Function Bar



### Standard



### Job Manager



### Standard Plus



### Edit



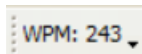
### Marks



### Open Special



### Dictionary/List

**Dictionary Extra****Compress Print****Full Screen****Voice (only available if you have the CATalyst VP option on your e-Key)****Words Per Minute****Macro Pull Away****Macro****RealTeam**

## Moving Toolbars

Toolbars can be positioned for display in different locations in the Case CATalyst screen. You can rearrange them in the upper portion of the screen, display them along the side or bottom, or float them. To move a toolbar:

1. Position the cursor on the left corner ( ) of the Toolbar.
2. Click and hold the left mouse button
3. Move the toolbar to the desired location on the side, bottom or top of the screen and release the mouse button. To have the toolbar float, release the cursor anywhere on the screen.

## Customize Toolbars

Case CATalyst comes with a default set of toolbars which you can choose to display, hide and customize. You can add icons, remove icons and reposition icons from one toolbar to another. If the Customize Toolbar option, Show ScreenTips on toolbars, is active, you can view the function of each icon. Rest your cursor on the icon to display the function. You can also view the function of each icon in the [Customize](#) Toolbar dialog box, Command tab. [Translate and Edit's Macro toolbar](#) allows you to assign macros for playback to the toolbar's icons.

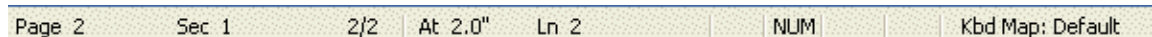
## Show/Hide Case CATalyst Screen Features

### Status Bar

Show or hide the Case CATalyst Status Bar at the bottom of the Case CATalyst screen. The Status Bar displays above the [stationary Status Bar](#). The CATalyst Status Bar displays steno strokes when marking and steno strokes held ([Translate's Hold Strokes option](#)), if any and on the right side, the AudioSync indicator, CaseViewNet network or Cloud connection status (if outputting) and the last conflict in the realtime file when writing and following realtime. While editing, the left side of the Status Bar displays marked steno outlines and the right side displays conflicts and conflicts resolved by EZ Choice or Auto Conflict when your cursor is position immediately before or on a conflict or resolved conflict.



### Stationary Status Bar



### Timers

Show or hide the [Timers](#) On/Off dialog box.

### Translate Statistics

Show or hide the [Translation Status](#) dialog box.

### Reporter's Area

Show or hide the Reporter's Area (shading to show where the reporter can make changes from the writer) on the screen during realtime writing.

### Bench Text

Show or hide text written in [Bench Mode](#) during a realtime session.

### Timestamps

Show or hide the [Show Timestamps](#) dialog box on the Edit screen.

### Timestamps in Vertical Notes

Show or hide the [Timestamps](#) in the Vertical Notes.

### Audio Indicators

Show the [Audio Indicators](#) in Normal View.

### Double Space in Normal View

Show text [double spaced](#) when in Normal View.

### Visible columns



Selecting Visible columns displays the Column Settings dialog box. You can [modify the column format](#) in Manage Jobs when you display the screen in Detailed List View. You can also choose which columns display, determine the order of the column display from left to right, and adjusts the width of the columns.

### Show Subfiles

Show or hide subfiles on the Manage Job screen.

## Customize Toolbars

Case CATalyst toolbars are customizable. This includes the dialog pane toolbars in Edit and the right click toolbar in Edit and Layout. In CATalyst BCS, this includes the Caption file and History window. Certain right click menus are also customizable. Depending on the toolbar, you can add icons, remove icons, rearrange the display order on the toolbar or [modify](#) the icon appearance and style.

To quickly show or hide current toolbar icons, click the down arrow located on the right side of a toolbar. Select Add or Remove Button and choose the toolbar to modify. Click a command to show or hide it from the toolbar. A check mark indicates the icon shows on the toolbar. This method does not apply to the right click toolbar in Edit.

Case CATalyst remembers the new settings for current user until changed. The customized toolbar and right click toolbar and menu settings are stored in the UserLayout.sgcui or UserLayoutPlus.sgcui file, located in the system Files case. When using Case CATalyst version 14 or higher, you may (or may not) notice a UserLayoutPlus.sgcui file in the System Files case. If the UserLayoutPlus file is available, contains information about toolbars placement and selection, right-click menus customization and dialog panes placements and visibility. Your original UserLayout.sgcui file is kept around to maintain compatibility with previous versions of Case CATalyst. You can backup and restore this file.

## Modify Toolbars

The Customize Toolbars feature allows you to make changes to the Case CATalyst toolbars, such as the Dictionary or Edit toolbar. You can also make changes to the [right click toolbar](#) and in Edit and Layout. To make dialog pane toolbar changes, see [Customize Dialog Pane Toolbars](#).

1. Press **Alt + v, s, z (View/Show/Customize Toolbars)**. The Customize dialog box displays with four tabs: Toolbars, Commands, Menus and Options. The Customize dialog box must remain open while making changes.
2. Make entries on each of the tabs as necessary:

### Toolbars

Check the box next to the toolbar you want to display. Uncheck the box to hide the toolbar.

### New

Create a custom toolbar. In the New Toolbar dialog box type a name and press **Enter (OK)**. The name displays in the Toolbar list and on the screen. On the Command tab, drag and drop icons to customize the toolbar.

### Rename

Rename a custom toolbar. Highlight the toolbar in the list and select **Rename**. In the Rename Toolbar dialog box, type a new name and press **Enter (OK)**. This option is only available for a custom or modified toolbar.

### Delete

Delete a custom toolbar. Highlight the toolbar in the list and select **Delete**. A confirmation message displays. Press **Enter (OK)** to remove the custom toolbar. This option is only available for a custom or modified toolbar.

### Reset

Reset all the default toolbars icons to their default appearance and to their original toolbar configuration. A confirmation message displays. Select **OK** to reset the toolbar.

### Commands

Add an icon to a toolbar. Select a Category on the left. Left click a command from the list on the right. Hold the mouse button and drag the command to a toolbar. While moving an icon, the cursor displays with an X on top of a rectangular box. When you move the cursor to a valid placement location on the toolbar, a black vertical bar displays on the Toolbar indicating the point of insertion when you release the mouse button. When a command has an associated icon, the icon displays on the toolbar. If you add a command without an associated icon, the command name is added as an icon to the toolbar.

Do any of the following:

#### Add a command

Using the left mouse button, click the desired command and continue to hold the button. Move the cursor to the desired location on a toolbar or the right click menu and release the button.

#### Remove a command

Use the left mouse button to click the desired command and hold the button. Move the cursor off the toolbar or right click menu to any location on the screen and release the button.

#### Relocate a command

Use the left mouse button to click the desired command and hold the button. Move the cursor to the new location on the toolbar.

### Menus

Customize a right click toolbar. It is necessary to customize them from within the associated Case CATalyst function. Currently right click toolbar customization is available in Case CATalyst Edit and Layout functions; and in the CATalyst BCS Caption file and History window.

Make necessary entries:

#### Select context menu

From the drop down list, select **Transcript View Right Click Toolbar**. Click the **Command** tab. Refer to "Commands" in this topic to add, remove or relocate a command on the right click toolbar.

#### Don't show the right-click toolbars in all areas

Check this box to hide the display of all right click toolbars in the Case CATalyst Edit and Layout function. In CATalyst BCS, check this box to hide the display of all right click toolbars in the Caption file and History window.

**Don't show the right-click toolbar in the *name* area**

Check this box to hide the display of the right-click toolbar displayed in the *Select context menu* field.

**Reset**

Reset the toolbar to the default settings.

**Options****Always show full menus**

Show all the commands on the menus. Uncheck this box to show only the basic and most frequently used menu features.

**Show full menus after a short delay**

When the cursor rests on a menu, all the commands display after a short delay.

**Reset menu and toolbar usage data**

Delete the record of commands used and restore the default set of visible commands to the menus and toolbars. It does not reset any explicit customizations. A confirmation message prompts you to continue.

**Large icons (all toolbars)**

Increase the size of icons on all toolbars.

**Function Bar Toolbar large icons**

Increase the size of icons on the Function Bar only.

**Show Text under Function Bar Toolbar**

Display text under each icon on the Function Bar.

**Show ScreenTips on toolbars**

Display a brief description of the toolbar function when the cursor rests on a menu.

**Show shortcut keys in ScreenTips**

Display keyboard shortcut key with the ScreenTip.

3. When finished, click **Close** to save the changes and exit the dialog box.

The customized toolbar and right click toolbar and menu settings are stored in the UserLayout.sgcul file, located in the system Files case. You can backup and restore this file.

**Modify Toolbar Icons**

The Customize Toolbars feature allows you to change the display of a toolbar icon. You can switch the style of an icon between icon only, text only or icon and text. Additionally, the icon text and image can be modified. The Customize dialog box must remain open and the toolbar visible on the screen in order to make modifications to the icons.

To modify icon appearance:

1. Press **Alt + v, s, z (View/Show/Customize Toolbars)**. The Customize dialog box displays with four tabs: Toolbars, Commands, Menus and Options. The Customize dialog box must remain open while making changes.
2. Place your cursor on the icon you want to modify.
3. Right click to display the right-click menu. Use the following options as necessary:

### **Reset**

Restore the icon to the default. This option is only available for an icon that has been modified from its default appearance.

### **Delete**

Remove the icon from the toolbar. You can restore the icon along with any other toolbar changes from the Customize dialog box. On the Toolbar tab, highlight the toolbar to which the icon belongs and select **Reset**. Resetting restores all the default icons in their default appearance to the selected toolbar. A warning message displays prompting you to continue. Select **OK** to continue with the restore or **Cancel** to retain the changes.

### **Name:**

Type the name you want to display for the icon. The text in this field displays on the toolbar when you select Text Only or Image and Text for the icon style. The name you type here does not change the toolbar tip that displays when you rest your cursor on the icon.

### **Change Icon Image**

Use the following options to copy, paste and edit the icon image. To restore an icon image to the default, use Reset Button Image.

#### **Copy Button Image**

Create a copy of the icon. Use Paste Button Image to paste the icon copy to another toolbar.

#### **Paste Button Image**

Paste the copied icon to a toolbar. The pasted icon replaces the icon on which your cursor is resting.

#### **Reset Button Image**

Return the icon image to the default.

#### **Edit Button Image**

The Button Editor dialog box displays where you can modify the current icon image. Select **OK** when finished to accept the changes or **Cancel** to have the icon retain the current image.

#### **Change Button Image**

A menu of icon images displays from which you can select a different icon to replace the current image. The function of the icon remains the same.

### **Set Icon Style**

Select one of the following. A check mark in front of the menu item indicates the active selection.

**Default Style**

Restores the icon to the original default appearance.

**Text Only**

Display the icon with text and no image. The text that display in the Name: field is the text that displays on the toolbar.

**Image and Text**

Display the icon with text and image. The text that display in the Name: field is the text that displays on the toolbar.

**Begin a Group**

Insert a delineating line to the left of the selected icon to indicate the beginning of a group of related icons on the selected toolbar. Position the cursor on the selected icon and choose **Begin a Group**.

4. Select **Close** to save the changes and exit the Customize dialog box. The new settings remain in effect for the current user until changed.

The customized toolbar and right click toolbar and menu settings are stored in the UserLayout.sgcul file, located in the system Files case. You can backup and restore this file.

## Customize Dialog Pane Toolbars

Dialog Pane toolbars in Edit are customizable by removing and adding icons. You may want to remove unused icons to reduce the size of the toolbar and increase the amount of data displayed in the dialog pane. The dialog pane must be visible to customize the toolbar. For example, display the Brief It dialog pane to customize the Brief It toolbar.

1. In Edit, display the desired dialog pane. Press **Alt + v, e (View/Panes)** and select a pane from the submenu.
2. Click the down arrow located on the right side of the toolbar.
3. Select **Add or Remove Button** and choose the toolbar to modify.
4. Click a command to show or hide it from the toolbar. A check mark indicates the icon shows on the toolbar.

Click **Reset Toolbar** to reset the toolbar display with the default icons. At the reset confirmation message, click **OK**.

5. Click anywhere on the screen to close the submenu. The Add or Remove Buttons menu closes.

## Customize Right Click Menu

Customize right click menus. It is necessary to customize the right click menu from within the Case CATalyst function. Currently right click toolbar customization is available in Case CATalyst Edit and Layout functions; and in the CATalyst BCS Caption file and History window.

1. Press **Alt + v, s, z (View/Show/Customize Toolbars)**. The Customize dialog box displays with four tabs: Toolbars, Commands, Menus and Options. The Customize dialog box must remain open while making changes.

2. Click the **Menus** tab.
3. In the *Select context menu* field, select **Transcript View Right Click** from drop down menu. The Edit Right Click menu displays.
4. Do any of the following:

#### **Add a Feature**

Click the **Commands** tab. Select a Category on the left. Left click a feature from the list on the right. Hold the mouse button and drag the item to the menu. While moving a feature, the cursor displays on top a rectangular box and a + icon displays at the bottom of the cursor indicating the addition of the feature. When you move the cursor to a valid placement location on the menu, a black horizontal bar displays on the menu indicating the point of insertion when you release the mouse button.

#### **Remove a Feature**

Left click a feature on the Right-click Menu. Hold the mouse button and drag the feature off the menu.

#### **Relocate a Feature**

Click a feature and move your cursor to the desired location on the menu. While moving a feature, the cursor displays on top a rectangular box. When you move the cursor to a valid placement location on the menu, a black horizontal bar displays on the menu indicating the point of insertion when you release the mouse button.

#### **Modify a Menu Icon or Name**

Add, change or modify the icon or name for a menu feature. Right click a feature and select the desired action from the submenu.

#### **Reset the Menu**

On the Menu tab, click **Reset** to return the menu to the default features.

5. Make other changes in the Customize dialog box as necessary.
6. When finished, click **Close** to save the changes and exit the dialog box.

The customized toolbar and right click toolbar and menu settings are stored in the UserLayout.sgcul file, located in the system Files case. You can backup and restore this file.

## **Change Menu Appearance**

Menu appearance in Case CATalyst and CATalyst BCS is customizable by choosing how the commands displays.

1. Press **Alt + v, s, z (View/Show/Customize Toolbars)**. The Customize dialog box displays with four tabs: Toolbars, Commands, Menus and Options. The Customize dialog box must remain open while making changes.
2. Click the **Options** tab.
3. Make entries on as necessary:

#### **Always show full menus**

Show all the commands on the menus. Uncheck this box to show only the basic and most frequently used menu features.

**Show full menus after a short delay**

When the cursor rests on a menu, all the commands display after a short delay.

**Reset menu and toolbar usage data**

Delete the record of commands used in this application and restore the default set of visible commands to the menus and toolbars. It does not reset any explicit customizations. A confirmation message prompts you to continue.

**Menu animations**

Determine the way menus display when you click on them. For example, Slide displays the menu in a sliding motion.

4. Make other changes in the Customize dialog box as necessary.
5. When finished, click **Close** to save the changes and exit the dialog box.

The customized toolbar and right click toolbar and menu settings are stored in the UserLayout.sgcul file, located in the system Files case. You can backup and restore this file.

## Function Menu

The Function Menu lists provides access to all the Case CATalyst functions. Select a function from the menu to open it:

**Manage Jobs**

The [Manage Jobs](#) function displays all the files for the current user and allows you to open, copy, move, delete and backup files and backup and restore users. When you start Case CATalyst, it opens in the Manage Jobs function.

**Read Notes**

The [Read Notes](#) function transfers steno notes from your steno machine to the hard drive of your computer.

**Translate & Edit**

The [Translate & Edit](#) function translates a steno note file on the hard drive or to write realtime. You can also view and set translate, realtime and output settings by selecting the Options button on the Translate dialog box. When Case CATalyst starts translating either during regular translation or realtime writing, you can begin editing the text.

**Edit**

The [Edit](#) function opens a translated job or to create a new text file. When an Edit file is already open, selecting the Edit function displays the open file.

**Print**

The [Print](#) function displays the Print dialog box where you can select and print a job in draft, final or compressed copy to a printer or PDF. Multiple options are available including adding a watermark and/or digitally signing and including attachments in the PDF.

**Layout**

The [Layout](#) function allows you to create new or modify existing page formats. The Sample Text file reflects the applied changes to the layout settings.

### Manage Dictionary

The [Manage Dictionary](#) function allows you to create, modify, include, delete, copy, cut and paste entries in your Personal, case, or job dictionaries.

### Import

The [Import](#) function displays the Import dialog box where you can convert Case CATalyst 3.x files, RTF/CRE and ASCII files into Case CATalyst files.

### Export

The [Export](#) function converts Case CATalyst files (transcripts and dictionaries) to other formats.

### Compress Print

The [Compress Print](#) function prints multiple pages of a Case CATalyst transcript on a single sheet of paper retaining all your formatting, such as underline, bold or italics.

### Manage Notes

The [Manage Notes](#) function breaks a steno note file into smaller note file, separate out notes in a file for immediate translation, or define steno outlines before translating.

### Wordlist

[Wordlist](#) allows you to select and open a Wordlist. A Wordlist contains words you decide Case CATalyst should ignore as a misspelling during Spell Check. There are three types of Wordlists: Personal, Case, and Job.

### Broadcast Captioning Suite

Opens Broadcast Captioning Suite (BCS), an optional program designed for steno caption providers, integrating live display and scripted program features. For additional purchasing information, contact Stenograph Sales Department, 1.800.323.4247 or 1.630.532.5100.

### Cloud Backup

[Cloud Backup](#) is a backup and restore service available in Case CATalyst. The service is exclusive to those who have Edge for Case Catalyst ("Edge"). Case CATalyst's Cloud Backup compresses and encrypts your files when uploading (backing up) and storing the files in the Cloud.

### Reporter Suite

Reporter Suite (<https://www.reportersuite.com>) is a third party application that allows users to manage reports, invoices, payees, expenses and time tracking from almost any device with an internet connection. At the time of this release, Reporter Suite's offering is limited to federal reporters. A state, freelance, proofreader and scopist version will be released soon. For more information about Reporter Suite, please see their web site.

[Finish 'em](#) e-mail options allow you to put in a Reporter Suite Invoice ID and when the e-mail is created, a link will be provided to the recipient to directly access the appropriate transcript page.

## Window Menu

The Windows menu contains features that affect the display of open Case CATalyst files.

### Cascade



Open Case CATalyst windows in cascade format, with one window overlapping another. For example, you have two transcripts open in Edit and a dictionary open. The Cascade command displays the three windows, one overlapping another.

### Tile

Open Case CATalyst windows with each window having equal display space. The amount of text that displays depends on how many windows are tiled and your Windows display settings. To change from tile view, click the full display icon in the upper right corner of one of the windows.

### More Windows...

Displays the currently opened files/functions in the Arrange Windows dialog box. The file/function that has the current focus is highlighted. You can highlight a different file/function and click Activate or OK to close the Arrange Windows dialog box and put the focus on the highlighted file/function. To close a window, highlight the file/function and click Close Window.

## Help Menu

The Help menu provides access to Case CATalyst Help and resources designed to assist you in learning how to effectively use Case CATalyst features. This includes the Case CATalyst manual, Case CATalyst [Command Summary cards](#), [Personal Command Summary Cards](#), [Integrated Video Training](#), [Self-Study Guides](#) and [Exceptional Extras](#) which cover such areas as Index Templates, Keyboard Maps and AccelerWriters.

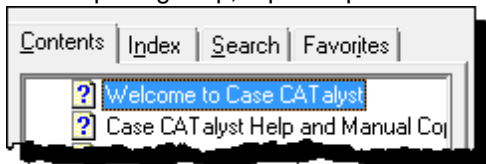
The Help menu also provides quick access to the Stenograph website, what version of Case CATalyst you are using (Technical Support will probably ask) and e-Key information. Other software related access includes checking for Case CATalyst updates and activating CaseViewNet, an optional purchase.

For information about installing and configuring Case CATalyst, see the Case CATalyst Installation and Configuration Guide available from the CATalyst Downloads page on the Stenograph web site.

## Case CATalyst Help

Case CATalyst Help (F1) displays the Case CATalyst Help. The Case CATalyst Help contains comprehensive information about the Case CATalyst functions and features, including steps on how to perform various tasks such as reading notes, translating notes, editing, and managing job and dictionaries. Case CATalyst Help (F1) provides access to [CATalyst BCS](#) and [CATalyst VP](#) Help. There are steps that you need to follow and you want to print a topic, you can print it to your printer.

When opening Help, a pane opens to the right side of the Help information with four tabs:



- Contents displays the help topics based subject matter. You can click the plus (+) to expand the display to see more topics based on a specific subject matter. Click the minus (-) to collapse the display.
- Index displays the help topics alphabetically based on keywords.
- Search allows you to search for specific text or function.
- Favorites allows you to add specific topics to the list for easy access to them.

## Support Help Desk

Use Support Help Desk (**Alt + h, s**) to connect to the Stenograph's Solution Center. The Solution Center contains technical and how to information on Case CATalyst, CaseViewNet, CATalyst BCS and Stenograph writing machines and a limited amount of information on operating systems. To search for an article, click on one of the categories on the left side or use the search bar. Need to download a driver? Click the Downloads button. Have a question? Click the Ask a Question button to send an email to Technical Support. Have a suggestion? Send us an email at [support@stenograph.com](mailto:support@stenograph.com).

## Case CATalyst Manual

Help, Case CATalyst Manual (**Alt + h, m**) opens or displays the Case CATalyst manual in .PDF format. You can click on items in the Table of Contents and your cursor will move to that location in the PDF. You can also press **Ctrl + f** and search for specific text. You can also print selected pages of the manual if needed.

To display the manual, you need Adobe Acrobat Reader or a PDF reader installed on your computer.

## Command Summary Cards

Command Summary Cards contain a summary of Editing commands categorized by action or feature. There are three Case CATalyst versions and two CATalyst BCS versions. The Command Summary Cards are in electronic, PDF, format. You can open and display a card while editing or you can print a copy.

To access a Command Summary Card, press **Alt + h, o (Help/Command Summary Cards)**. Select a card from the submenu. The document displays in PDF format.

You can also customize your Keyboard Map and view/print a copy of the [Command Summary Card based on your customized Keyboard Map](#).

## Command Summary Cards

### 1 - Basic

A one page document that contains basic Editing keyboard commands for features such as cursor movement, global definitions, punctuation, search and spell check.

### 2 - Intermediate

A two page document that contains the Basic commands and other keyboard commands for features such as Brief It, Realtime, Keyboard and Macros.

### 3 - Advanced

A three page document that contains an extensive list of Editing keyboard commands. This includes all the commands contained in the Basic and Intermediate Command Summary Cards along with commands for most Edit functions.

### 4 - CATalyst BCS – Basic

A one page document that contains basic CATalyst BCS captioning commands such as editing, globals and sending scripts.

### 5 - CATalyst BCS – Advanced

A two page document that contain the basic CATalyst BCS commands along with more advanced commands for features such as NIK, spell check and Setup.

## Personal Command Summary Card

The Personal Command Summary Card feature displays your selected keyboard map assignments in a basic, intermediate or advanced command card version. For example, let's say that you have made many changes to the Default keyboard map. You can create a Command Summary Card (reference sheet) based on your own keyboard map assignments. You open your keyboard map, select View, then Personal Command Summary Card. Select the command summary version you want to view. The keyboard command summary card opens in your default browser. You can view the command summary card on the screen and/or select to Print Preview in your browser and then print it (landscape format is best).

The Personal Command Summary Card feature is available from the View menu when in a keyboard map and also available from the Help menu in any function where you may select any keyboard map. The Personal Command Summary Card always displays the current keyboard map assignments. In other words, if you make changes to your keyboard map at a later date, you simply select Personal Command Summary Card to see the latest version of your keyboard map.

If your e-Key license includes the BCS option, in addition to Basic, Intermediate and Advanced command summary card versions, the BCS Basic and BCS Advanced versions are available.

1. To view or print a personalized command summary card, do one of the following:
  - Open your keyboard map, select View and then Personal Command Summary Card.
  - From anywhere in Case CATalyst, select Help, Personal Command Summary Card.
2. Select Basic, Intermediate or Advanced.

If you selected Personal Command Summary Card from the help menu and you are not in a keyboard map, the Choose Keyboard Table dialog box displays. Select any keyboard map.
3. Your Personal Command Summary Card displays in your Internet browser.
  - You can display your Personal Command Summary Card while editing.
  - You can print your Personal Command Summary Card by selecting the Print Preview feature in your browser, confirm Landscape orientation and then click Print.
  - You can save your Personal Command Summary Card to an html file type which will always open in your default internet browser or a specific browser when using the Windows' Open With feature.
4. To close the Personal Command Summary Card display, press Ctrl + F4 or click the X in the upper right hand corner.

## View Readme

Displays the most recent Case CATalyst Readme file. The Readme file contains important information on the most recent update which includes changes to existing Case CATalyst features or might introduce a new feature. The Readme also contains a link to the current version Release Notes which explains in detail changes to the latest version. When you receive a new version of software (for example, you were using V17 and then V18 was released), you should always review the Release Notes to find out all the changes from the previous version.

## Integrated Video Training

Case CATalyst integrated video training (IVT), Essential Skills, provides instruction on basic steps necessary to produce a transcript, conduct dictionary and file maintenance, modify page layout settings and create include files. Additional video training modules, Skill Boosters, provide video training on Case CATalyst features beyond the basics such as compressing and e-mailing job files, Seating Chart setup, modifying global definitions and using the Cat Scratch pane.

### Access a Training Video

1. From Manage Jobs, press **Alt + h, i (Help/Integrated Video Training)**. The Integrated Video dialog pane displays, by default, on the right side of the screen.
2. Double click a heading to expand the list of available videos.
3. Choose a topic. Click a video name or hover your cursor over a name to display a brief description of the video content. Double click a topic name to begin playing the video.

Case CATalyst automatically tracks your viewing selection. An empty star, ☆, next to the name indicates the video has not been played. A filled star, ★, indicates the video has been previously viewed. You can manually manage the viewing indicators by right clicking and selecting the appropriate option: **Mark as Viewed**, **Mark as Not Viewed**, **Clear All Viewed History**.

4. Once the video begins, use the Pause/Play button in the lower left corner of the video screen to temporarily pause the video and resume playback. To exit the video at any time, press Esc or click the **X** in the upper right corner of the video screen display.

### Essential Skills:

- 1 - Read Lesson Folder - Learn how to copy your steno notes from your writer and save them to a file on your computer.

Read Lesson 1 - Read Setup: Learn to select the correct writer and connection method required to transfer your steno notes from your writer.

Read Lesson 2 - File Selection: Learn to select one or more steno note file(s) to transfer to the computer.

Read Lesson 3 - Name and Save: Learn the do's and don'ts of naming jobs.

- 2 - Translate Lesson Folder - Learn how to match steno notes to dictionaries and use a variety of features to create a text file.

Translate Lesson 1 - Translate File: Learn how to translate a previously saved steno file.

Translate Lesson 2 - Translate Options: Learn about each of the Input options and how selecting or deselecting these options will affect translation results.

Translate Lesson 3 - Realtime: Learn how to connect your writer to the computer and translate in realtime.

- 3 - Edit Lesson Folder - Learn how to make corrections to translated text.

Edit Lesson 1 - Keyboard Map Selection: Learn the difference between standard and command-style keyboards.

Edit Lesson 2 - Edit Screen Elements: Learn to identify and access elements of the edit screen, including program tabs, toolbars, dialog boxes.

Edit Lesson 3 - Navigation: Learn how to position the cursor using the keyboard or mouse to items you wish to modify.

### Productivity Boosters

Delivery - Finish Em, Print Compressed to PDF, Print Steno Notes to PDF, Send Em Email.

Edit - Attachment Points, Cat Scratch, Changing Page Numbers, Concordance Index, Copy Table, Cycle Homophones, Dialog Box Settings, Dialog Pane Movement, Extended Characters, Hotspots, List Search Results, Redact, Regular Expression Search, Reveal Codes, Split Compound Word, Uncap Next, Undo, Undoing and Modify Globals, User Definitions, Word Definitions.

Manage Jobs - Custom Reminders, Dialog Box Font Size, Due Dates, Job States, Set Auto Recover.

Realtime - Automatic Time Reference, Hotspots, Quick Tran, Seating Chart, Suggest a Brief.

Writer - Archiving Raw Steno.

## Create Training User

The Create Training User feature automatically creates a new user with sample files that you can use for hands-on practice. The sample files are designed to accompany the [Integrated Video Training](#). When selected, Create Training User, creates a user with the name "Training" followed by the current user name. For example, you are in the user "Mike" and select Create Training User. Case CATalyst creates the user, "Training Mike," and automatically opens the new user.

If you select to create a Training user and that Training user already exists, you are prompted to overwrite existing files. You may want to overwrite existing Training user files if new Integrated Video Training become available.

### Create a New Training User

1. From Manage Jobs, press **Alt + h, t (Help/Create Training User)**. If any files are open, Case CATalyst prompts you to close them before creating the new user.
2. Case CATalyst automatically creates and opens the new Training user.
3. Select an Integrated Video Training to view and follow the practice file information at the end of the video.

## Self-Study Guides

The Case CATalyst Self-Study Guides, available from the Help menu, can assist you in learning how to use basic Case CATalyst skills and other Case CATalyst features. These guides are in electronic PDF format. You can view and print the guides.

To access the self-study guides, press **Alt + h, g (Help/Self-Study Guides)**. Select a guide from the submenu. The guide displays in PDF format.

### Self-Study Guides

### **AudioSync® Self-Study Guide**

Learn how to set up and use AudioSync to create a synchronized audio (.wav) file of realtime sessions. The guide covers using AudioSync with the current version of Case CATalyst; using AudioSync On The Go with the Luminex, Diamante®, élan Mira A3® or the Stentura® Fusion; and working with audio files recorded on another device.

### **Automatic Indexing Self-Study Guide**

Learn the Indexing format symbols and how to create customized index pages for your transcripts using the Build Index feature.

### **Basic Realtime Self-Study Guide**

Discover the basics of realtime translation, including setup and how to make use of Case CATalyst features to improve realtime translation accuracy.

### **Fields Self-Study Guide**

Gain an understanding of how fields can help to quickly and efficiently insert information for standard pages, parentheticals, headers and footers.

### **Essential Skills Self-Study Guide**

Learn to the essential skills of transcript production and file maintenance.

### **Index Template Wizard Self-Study Guide**

Learn how to use the Index Template Wizard feature to create customized index templates for use with the Build Index feature.

### **Number Conversion Self-Study Guide**

Learn how the Case CATalyst Automatic Number Conversion feature and number conversion definitions can help convert combinations of numbers and words such as time, dates, addresses and measurements to a specific format.

### **RealTeam Self-Study Guide**

Learn how to use RealTeam to enable you and your team to edit a job simultaneously during realtime translation and/or after translation.

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

Learn how to identify speakers before and during translation using the EZ Speakers Dictionary, easily add or modify speakers in Edit using the Speaker List and take advantage of the Seating Chart during Realtime.

## **Exceptional Extras**

The Exceptional Extras feature, available from the Help menu, include step-by-step instructions to assist you in effectively taking advantage of certain Case CATalyst features beyond the basics. All instructions are in PDF format. An additional file, *Extras.zip*, contains Case CATalyst files such as dictionaries, keyboard maps and macros, which correspond to the instructions.

To access instructions for a topic, press **Alt + h, e (Help/Exceptional Extras)**. Select a topic from the submenu. The document displays in PDF format.

## Exceptional Extras Topics

- AccelerWriters
- Dictionary Keyboard Maps
- Edit Macros
- Edit Keyboard Maps
- Fingerspelling Dictionary
- Index Templates.
- The Restore Extras.zip file contains additional files that correspond to the appropriate Exceptional Extra guides.

## Open Device Manager

Open Device Manager is now available on the Help menu. If you need to verify a COM port setting or some other device, click Help and then Open Device Manager (**Alt + h, d**). Windows Device Manager opens. Technical Support may need access to Device Manager while troubleshooting.

## Open User In Windows Explorer

Open User in Windows Explorer is now available on the Help menu. If you want direct access to your user files in Windows Explorer (File Explorer in Windows 8), select Help and then Open User in Windows Explorer (**Alt + h, w**). Windows Explorer (File Explorer in Windows 8) opens displaying the contents of your user. Technical Support may need access to your user files in Windows Explorer (File Explorer in Windows 8) while troubleshooting.

## Stenograph Home Page

Stenograph Home Page (Alt + h, p) opens or displays your Internet Web Browser to the Stenograph Home page, [www.stenograph.com](http://www.stenograph.com). The Stenograph Web site provides, for example, updated product information and internet shopping, Technical Support's Solution Center where you can search for articles concerning Case CATalyst or your steno machine, product downloads, contact information for Stenograph's Certified Training agents and more.

Stenograph welcomes your product ideas for our existing products or something new. You can easily make an enhancement request via the Stenograph web site by selecting Home and then Contact Us or simply click the following link: <https://www.stenograph.com/contact-us>. Enhancement requests are periodically reviewed by members of Stenograph's Development Department for consideration for future versions and/or products.

## Check for Updates

Check for Updates connects to a special Stenograph internet site and compares your Case CATalyst program files against the most currently released files. Check for updates is available from the Help menu and also available in the [About Case CATalyst](#) dialog box. If your files are not current, you are prompted to install the new program files. At the same time the updater is checking for updates, your e-Key license is also being updated if needed.

When the option, [Check for Updates Enabled](#), is active, the Check for Updates feature is enabled on the Help menu. When you select Check for Updates and an update is available, a message displays prompting you to update the software. Some organizations, such as schools, need to maintain the control of the Case CATalyst software version being used and may want to disable the Check for Updates feature.

An active Internet connection is required to update Case CATalyst software. If you do not have an Internet connection on the Case CATalyst computer, follow the instructions for [No Internet Connection to Update Case CATalyst](#).

### Update Case CATalyst Program Files

You can check for updates at any time using the Check for Updates feature. You must have an active Internet connection.

1. From Case CATalyst, press **Alt + h, u (Help/Check for Updates)**. Case CATalyst begins checking for updates.
2. When an update is found, you are prompted to install the files. Select **Yes**. Case CATalyst automatically closes and the program files install. The update must completely finish installation before any of your system files are updated. If you lose connection to the Case CATalyst web site before the update completes, your current version is not modified. When you reestablish connection, the update continues from the point the connection was lost.
3. When installation completes, the Case CATalyst Updater screen displays. By default, the option to display Case CATalyst when finished is selected.
4. Click **Finish** to close the dialog box.
5. Any existing application files replaced by the update are stored in the Case CATalyst folder within the subfolder, SGUpdateBackup. The Case CATalyst folder is the location where Case CATalyst is installed, such as CAT4.

### No Internet Connection to Update Case CATalyst

When an internet connection is not available on the computer running Case CATalyst, you can download the update directly to a computer with Internet access and then copy it to a flash drive or memory stick for transfer to the Case CATalyst computer. Downloading directly to flash drive or memory stick may significantly increase the download time.

You cannot copy the update to a 1.44 floppy diskette. The update does not fit.

### Copy the Stenograph Download Updater

1. On the Case CATalyst computer, using Windows Explorer or My Computer, navigate to the folder where Case CATalyst is installed. This is often the CAT4 folder.
2. Locate the **SGDLUpdate.exe** file. Depending on your Windows settings you may not see the ".exe" extension.
3. Using Windows conventions, copy the **SGDLUpdate.exe** file to your flash drive or memory stick.
4. Remove the flash drive or memory stick from the Case CATalyst computer and insert it into the computer with Internet access and availability.

### Download the Update

1. On the computer with Internet access and availability, establish an Internet connection.



2. Make sure all applications are closed.
3. Using My Computer or Windows Explorer, locate the **SGDLUpdate.exe** file on the flash drive or memory stick.
4. Double click the **SGDLUpdate.exe** file. The Case CATalyst Version X (where X is the actual version number) Download Update screen displays.
5. Click **Next**. The Choose Save Location screen displays.

The *Destination Location* field indicates the location where the downloaded file is saved. If necessary, use **Browse** to identify another location. The default location is the Desktop.
6. Click **Download**. CaseCATalystUpdate.exe downloads to the specified location. This may take a few minutes. The download speed depends on your internet connection.
7. At the Completed screen, click **Finish**.
8. Copy the **CaseCATalystUpdate.exe** to the flash drive or memory stick. When the copy is complete, remove the flash drive or memory stick from the computer.

### Install the Update

1. Insert the flash drive or memory stick into the Case CATalyst computer and use My Computer or Windows Explorer to copy the **CaseCATalystUpdate.exe** onto the computer.
2. Double click the **CaseCATalystUpdate.exe** file. The Case CATalyst Version X Update Installation screen displays.
3. Click **Next**. The Choose Previously Installed Location screen displays. Confirm the current location of Case CATalyst. For example, C:\CAT4. If necessary, use **Browse** to locate a different folder.
4. Click **Update** to install the update. The Installing screen displays with a progress bar as the updated files install.
5. At the Completing the Case CATalyst Version X Update Installation screen, click **Finish**.

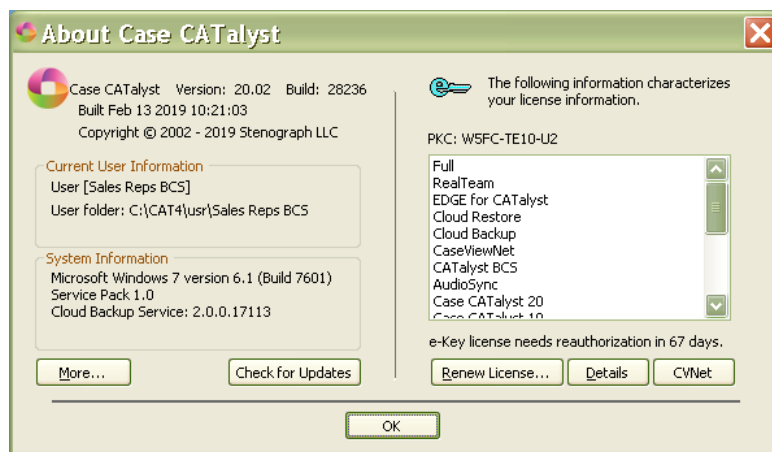
Any existing application files replaced by the update are stored in the Case CATalyst folder in the subfolder named SGUpdateBackup. The SGUpdateBackup folder is located where Case CATalyst is installed.
6. To review changes in the software, start Case CATalyst and select **Help, View Readme**.

### About Case CATalyst

About Case CATalyst (**Alt + h, a**) displays the About Case CATalyst dialog box. On the left side of the dialog box, the following information displays: Case CATalyst software version, copyright information, the current user name and user root information, and Windows operating system information. When speaking with a technical support representative, you should have the Version and Build information available. You can check for current updates by clicking the [Check for Updates](#) button. When you check for updates, your e-Key will also be updated if needed.

- Case CATalyst Version and Build information.
- Current User name and User path.
- System Information including the version of Windows and Windows service pack information.
- More button provides acknowledgment to third party opus and zlib.

- Check for Updates allows you to manually check for updates to Case CATalyst. An update could be for the current version of CATalyst you are using or it could be an update to the next version of Case CATalyst. If that is the case, you will be prompted to select your action.
- Your PKC (Product Key Code) identifier (e-Key).
- Your e-Key license information including optional software activation.
- Renew License... allows you to reauthorize your e-Key.  
Your e-Key is updated to the next reauthorization date or upgraded to change an Edit to Full or add CATalyst BCS or CATalyst VP or to authorize for the next major release of Case CATalyst, if eligible.
- Details gives information about your e-Key license such as when licenses are due to be renewed or expire.
- Get CVNet button allows you to purchase or renew your CaseViewNet license.



## Getting Started

During the Case CATalyst installation, you typed a user name. You will want to access that user to [install your Personal Dictionary](#), and select a [page layout](#). These tasks are all performed from within the Case CATalyst software.

The first time you start Case CATalyst, you use the user name typed during installation of the Case CATalyst software.


### Start Case CATalyst

1. Do **one** of the following:
  - Double-click the Case CATalyst shortcut icon on your desktop.
  - Complete these steps:
    - a. Display the Windows **Start** menu.
    - b. Select **Stenograph** from the Programs menu.
    - c. From the Stenograph menu, select **Case CATalyst**.
2. The Case CATalyst sign on screen displays.
3. Select the name you entered during installation and press **Enter**. Case CATalyst opens the Manage Jobs function in the user name you select. You can [create additional user names](#), if needed.
4. [Import or restore](#) your dictionary into Case CATalyst. If you have other files backed, you can restore those files also.
5. There are several short [training videos](#) covering basic and advanced Case CATalyst features. Stenograph encourages you to review the videos accessible from the Case CATalyst Help menu.

## Create a User Name

While installing Case CATalyst you typed a user name. Files are created and stored within a user name to maintain [file organization](#) in Case CATalyst. Once you access your user name, you can customize certain user options including those for reading notes, general dialog box appearance, Spell Check features, translate and edit options, user icon selection and more.

### Create additional User(s)

1. Open Case CATalyst.
2. Click the Users Level  icon. If this button is not available, you are already at the User Level.
3. Press **Alt + f, n, u (File/New/User)** to open the Create New User dialog box.
4. Use the following fields and options as necessary:

#### Look in

Displays the User Root level. (In most cases, the user root is C:\Cat4\usr).

#### User Name

Type a new user name. You can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , . | = < > ? \*

### Files of type

Displays the type of files displayed: users and cases.

### Copy Default Files

Check this box to copy the CATalyst default files to the new user name. The default files include: pre-made Layouts, Keyboard modes, Realtime Commands Sample Dictionary, and other System files.

Uncheck this box if you do not want to copy the Case CATalyst default files to the new user.

#### ☒ Case CATalyst Default Files

Case CATalyst default files are files that are loaded onto your system along with the software when you install Case CATalyst. Case CATalyst default files are located in the System File case. When you create a new user, you have the option to copy the default and other files to the new user. You can load your own default files in the folder so your specific files will be copied to all users on the system. For example, let's say you are a firm owner and you want specific layouts and EZ Speaker dictionary files loaded when a new user is created for a new reporter. This will help the reporter get up and running faster. You copy your files to C:\CAT4\DefaultUserFiles\System Files (if you installed CATalyst using the default settings) to the appropriate folder based on file type. The next time you create a new user, these default files will be copied to the new user.

There are several default files that include, but are not limited to:

- Realtime Commands Dictionary
- DialogSettings File
- EZ Speakers dictionary and EZ Speakers with Fields dictionary
- Index Templates case containing the six sample Index Templates: Index Template 1 - 2017, Index Template 1 - 2017 with [Bookmarks](#), Index Template 2 - 2017, Index Template 2 - 2017 with Bookmarks, Index Template 3 - 2017 and Index Template 3 - 2017 with Bookmarks.
- Keyboard Maps Default (internally) and CAT4
- Layouts case containing the sample layouts, Layout Sample 1, Layout Sample 2, CA layout, NY Court 25 Lines, Texas Layout 9 pitch and Texas Layout 10 pitch
- Macros Case
- Number Conversion File
- Phonetic Table
- Power Define Dictionary
- Steno Shortcut Table
- UserSettings File
- Captioning folder which contains a Default keyboard map and Number Conversion file to be used with CATalyst BCS.

### Change Icon

Select this option to display the Select User Icon dialog box where you can choose a different user icon for your user name. Choose an icon from the list or select Browse to choose an icon from a different folder. You can use almost any type of graphic.


Once you create a user, you can [change the user icon](#) at any time from Manage Jobs by selecting **Tools/Options/Manage Jobs General/Select User Icon**.

5. Press **Enter (Open)** to create the new user name.
6. If necessary, [change](#) to your user name.

## Changing Users

You can change to a different user once Case CATalyst is open. The current user name displays on the Title Bar.

### Change a User

1. From Manage Jobs, click the User icon  or press **Ctrl + t, s (Tools/Users Level)**. The User Level window displays.
2. Select the user name to which you want to change. Double-click the name or highlight the name and press **Enter**.
3. If there are files open in the user name you are switching *from*, a message box displays:

*Files are open using the current user's User Preferences.*

*To change users, these files must be closed,*

*or a new session of Case CATalyst must be started.*

*Please select one of these options.*

4. Select **one** of the following:

#### Close files

Close the files in the current user and open the selected user in the current Case CATalyst session. If there are unsaved changes in any of the open files, Case CATalyst prompts you to save them.

#### New session

Leave the current files open in the current Case CATalyst session and another session of Case CATalyst starts. Select the User name.

If you have Case CATalyst set to automatically Logon, the new session uses the Auto Logon settings and starts in the designated User.

5. Check the Title Bar to verify the change of user names.

## Importing a Dictionary

If your dictionary is not in Case CATalyst format, you must convert or import it. You can import your Personal or job dictionaries from:

- Case CATalyst 3.x
- RTF/CRE (Rich Text Format/Court Reporting Extensions).
- Stentura Dictionary

- Premier Power
- Eclipse

If you want to convert your files from Case CATalyst 3.x, you must import the Case CATalyst 3.x files. If Case CATalyst 3.x and Case CATalyst are on the same computer, you can import directly from the hard drive. If the Case CATalyst 3.x files are backed up, you can use the Restore function to unzip and import them at the same time.

If you sent your dictionary to Stenograph for conversion, use the Restore function in Case CATalyst. See the loading instructions included with your converted Stenograph dictionary.

You can also use the [Import](#) feature to import jobs.

### Import Your Dictionary

1. Press **Alt + u, i (Functions/Import)**. The Import dialog box displays.
2. In the Import Source field, choose **one** of the following depending on the type of dictionary you are importing.
  - [Case CATalyst 3.0](#)
  - [RTF/CRE Import](#)
  - [Stentura Dictionary](#)
  - [Premier Power Dictionary](#)
  - [Eclipse](#)

3. Locate and highlight the dictionary you want to import.

If you are importing a Case CATalyst 3.x personal dictionary, the file name is PERDICT\$.DCT. If the Case CATalyst 3.x dictionary is not on the same computer system as Case CATalyst, you must first backup and then unzip the dictionary on the Case CATalyst system.

If you are importing a RTF dictionary from TurboCAT®, a message displays prompting you to select whether the dictionary was from TurboCAT or CAPticator®. Your selection determines how Case CATalyst imports specific dictionary entries concerning format symbols for captioning.

If you are importing a RTF dictionary from an Eclipse® CAT software program, you may be prompted to import AI (conflict resolution) information. If you select Yes, the information is stored in the SecondChoice Conflict Resolution database and will be used if you select the Second Choice conflict resolution option in Translate.

4. Press **Enter (OK)**. The import completes. If you are importing a 3.x personal dictionary or the dictionary already exists in Case CATalyst, the Save As dialog box displays. The Personal Dictionary automatically imports into the System Files case.
5. In the Save dialog box, in the File name field, do **one** of the following:
  - Keep the default name.
  - Type a new name.
6. Press **Enter (Save)** to save the dictionary in Case CATalyst.
7. Run [Dictionary Verify](#) to check the dictionary entries for any problems. When Verify Dictionary is finished, a text file (.txt) displays the Dictionary Verify Report. Select **File/Exit** to close the report dialog box.

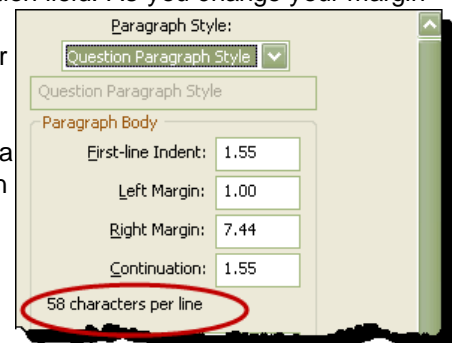
## Viewing and Modifying a Layout

A Layout controls how the text displays on the page when you print. This includes settings such as the right and left margins, the number of transcript lines per page, characters per inch, placement for Q and A, headers/footers, etc.

You can review, modify and use the default [layouts](#) provided with Case CATalyst, create your own layout, restore a layout or import a page layout from another CAT system. All layouts are stored in the Layout case which is located in the System Files case. You can also [modify the layout](#) of a particular file while editing by pressing **Alt + o, l** (Format, Modify Layout...).

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

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



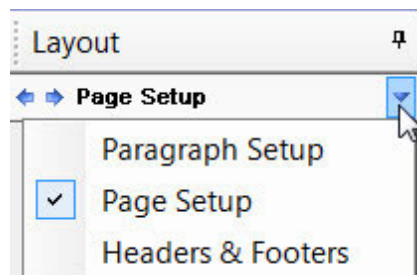
### Open the Layout Function

1. From Manage Jobs, press **Alt + u, l** (**Function/Layout**). The Layout function opens with the Open Existing Document dialog box.
2. Select the layout you want to view and press **Enter (OK)**. The preview transcript page and Layout dialog pane displays.

The Layout dialog pane on the right displays layout setting on three panes, [Paragraph Setup](#), [Page Layout](#) and [Headers and Footers](#). Paragraph Setup includes left and right margins, ending punctuation, tab settings and font style settings for each paragraph style. Page Layout includes line number position, paper size, top and bottom margins, timestamps and transcript box settings. Headers and Footers includes page number and header/footer text positions.

The sample transcript displays text using the current applied layout settings. When you make changes to the layout settings and click Apply, the preview text changes to reflect the settings.

3. View or modify layout settings. Make necessary entries on each of the Layout settings screens in the Layout dialog pane: Paragraph Setup, Page Layout and Headers and Footers. To switch screens, use the Left and Right arrows or click the down arrow to select a Layout group.



4. Close the current Layout, press **Ctrl + F4** (**File/Close**).

5. Exit the Layout function, select **File/Exit (Alt + f, x)**.

## Basic Transcript Production

Basic transcript production includes reading the steno notes you transcribed or writing with your writer connected to your computer into Case CATalyst, translating the steno notes (not needed if your writer was connected to CATalyst and writing [realtime](#), editing the translated text file, printing the edited text when complete, updating your dictionary and backing up your files. The Basic Transcript Production topics includes instruction on the basic steps to read and manage steno notes, translate and edit your notes, delivery, and file and dictionary management.

Stenograph provides a variety of additional tools to assist you in learning the essential transcript production skills as well as other more advanced Case CATalyst features. They include:

- Case CATalyst [Integrated Video Training](#). These short step by step training tutorials includes topics that cover essentials skills necessary to produce a transcript, conduct dictionary and file maintenance, modify page layout settings, and create include files. The Skill Booster videos offer training on effectively using Case CATalyst features that take you beyond the basics, such as using the [Cat Scratch](#) pane, [Hotspots](#), [Seating Chart](#) and [Suggest a Brief](#) features.
- Case CATalyst [Self-Study Guides](#) can assist you in learning how to use basic Case CATalyst skills and other Case CATalyst features such as realtime, automatic indexing and fields.
- [Exceptional Extras](#) include step-by-step instructions to assist you in effectively taking advantage of certain Case CATalyst features beyond the basics such as AccelerWriters and [Macros](#).

### Step 1: Sign On To Case CATalyst

To begin transcript production in Case CATalyst sign onto the program:

1. Double-click the Case CATalyst icon displayed on your desktop or from the Start Menu, select **Programs/Stenograph/Case CATalyst**.
2. When Case CATalyst opens, the User level screen displays with a list of current users. Double-click your user name to open a Case CATalyst session in your user.

If you are the only user on your system, you can set the [Auto Logon](#) option in Manage Jobs to bypass the User level screen when starting case CATalyst.

### Step 2: Reading Steno Notes

If you are writing with your steno machine only and not writing realtime (your writer connected to your computer), you must read your steno notes onto your computer for Case CATalyst to translate them. Depending on your steno machine, the [Read Notes](#) function in Case CATalyst enables you to copy your steno note files onto the hard drive of your computer from a Data SD card, diskette, USB cable or direct cable connection. When you read your steno notes from your writer, the steno notes are **copied** to Case CATalyst and the original file(s) remains on the writer unless you format the writer's media or clear the writer's memory.

#### Read Your Steno Notes

1. Press **Alt + u, r (Function/Read Notes)**.
2. At the [Read Setup](#) dialog box, select the correct options and press **Enter (OK)**. In the Device field you need to select your steno machine, in the Method field, you need to select how you are connected to you steno machine (if appropriate) or what media you are using and in the Drive/Path field, you need to select the drive for the media (if appropriate). Only specific fields are available



based on what you select Device and Method fields. For example, if you have a Luminex and you want to copy your notes from your Luminex to your computer via the USB cable, you would select Luminex in the Device field, USB in the Method field and Data SD Card in the Drive/Path field.

3. At the Read Selection dialog box, select the steno note files you want to read.
4. Click **Individual** or **All In One** to start the Read process.
5. At the Read Save dialog box, type a job name or select an existing name and press **Enter (Save)**.

### Step 3: Translating Steno Notes

After reading steno notes into the computer, the next step to produce a transcript is to translate the steno notes you have read onto your computer. The [Translate and Edit](#) function matches steno outlines in the note file to entries in the Personal Dictionary, the Update Area, if selected for use, and any selected case and job dictionaries. You can choose which dictionaries you want to use and then set the dictionary priority, which determines the order in which the dictionaries are applied during translation. [Translate options](#) allow you to customize certain features for each translation activity to meet your particular writing style and job needs.

You can translate notes from a file or translate while writing realtime (your steno machine connected to your computer and writing just to your CATalyst screen or sending to a litigation package such as [CaseViewNet](#), iCVNet or CaseViewNet Browser edition). Once translation starts, you can begin editing immediately.

#### Begin Translation

1. Press **Alt + u, t (Function/Translate & Edit)**.
2. At the Translate dialog box, select the steno note file you want to translate, the page layout you are using and select additional dictionaries if necessary.
3. Press **Enter (OK)** to begin Translate. If this is the first time you are translating a file, Case CATalyst prompts you to complete the Translate Wizard. Follow the prompts to select Translate options.
4. Press **Enter (OK)**. Once translation starts, you can begin editing the file.

### Step 4: Editing

Once you have read and translated your steno notes, the next step is to edit the translated text. The [Edit](#) function allows you to make changes to translated or typed text. Edit contains several tools and features, which help you make the necessary corrections. You can define untranslates, resolve conflicts, and make other necessary changes.

Using the Scan (F8) key, you can quickly move to the next untranslate or conflict. Untranslates are steno outlines that have not yet been defined in your dictionary. Conflicts are multiple words that display together when the steno outline has more than one definition.

You can also have partial untranslates. These are words which partially translate and display both text and steno on the screen. Mistranslates are words that translate but need to be redefined. Many translates, untranslates, and mistranslates are defined and placed into a dictionary so that the next time you translate a steno note file, text for those words displays on the screen.

A dictionary definition consists of steno outlines with text definitions that are contained in a file. When you define steno, all identical occurrences of the word in the file are changed or "globalled". [Global definitions](#) are placed into a dictionary for future translations.

Global definitions made in Edit are placed in the selected dictionary, the Update Area, if selected for use, and the global table. By default, Case CATalyst sends D-Defines to the Personal Dictionary. You can choose to place a job specific definition that you do not want in your Personal Dictionary into a Case or Job dictionary.

Because editing involves typing, it is often easier and faster to press a keyboard command than click a toolbar button. Editing instructions focus on using the keyboard. You can customize your keyboard assignments using the [Keyboard Map](#).

### Begin Editing

1. Press **Alt + u, e (Function/Edit)**.
2. Select the file you want to Edit and press **Enter (Open)**. [Command Summary Card](#) (Help, Command Summary Cards) are available for viewing and/or printing that show you the default editing commands.

### Step 5: Delivery

When transcript editing is complete, you are ready for delivery. Delivery includes printing your completed transcript. The [Print](#) function in Case CATalyst displays the Print dialog box where you can send the current file or selected portions of the file to the printer in either hard copy or a PDF (Portable Document File).

Delivery may also include creating an ASCII file of the completed text. ASCII is an acronym for American Standard Code for Information Interchange. In all ASCII files, formatting attributes such as bold, underline, italics, subscript and superscript text are removed. You can create the ASCII file on a thumb drive or on a hard drive. There are additional output formats when using the [Export](#) feature.

### Print a Job

1. Press **Alt + u, p (Function/Print)**.
2. In the Print dialog box, select the:
  - job you want to print
  - type of output - Draft, Final or [Compressed](#)
  - confirm print options for Draft, Final or Compressed
  - manual duplex (only needed if you do not have a duplex printer)
  - select [PDF options](#) if printing to the Stenograph PDF Printer
  - entire document or range of pages
3. Press **Enter (Print)** to begin printing.

### Step 6: Job Management

Backing up is the most important aspect of managing your jobs. The [Manage Jobs](#) function in Case CATalyst enables you to back up your jobs, creating an additional copy of your work which you can use for storage, transferring files to another system or safeguarding your files. You can also backup your entire user using the [Back Up User\(s\)](#) feature.

The Backup function compresses a copy of the selected files and saves them to a specified name with a .ZIP extension. You can also transfer backed up jobs to a thumb drive, another Case CATalyst system, or send Case CATalyst files electronically.

As a standard procedure, you should keep backup copies of your personal dictionary (at least two copies) and transcript files including subfiles such as notes, text, job dictionaries, etc. It is suggested that you backup your System Files case which contains Personal Dictionary, Index templates, Macros, Keyboard Maps, Layouts, Phonetic table, Power Define dictionary, and Steno Shortcut table. You should also keep backup copies of your Include files.

If you have Edge for Case CATalyst, you also have [Cloud Backup](#). Cloud Backup is a backup and restore service available in Case CATalyst. The service is exclusive to those who have Edge for Case Catalyst ("Edge"). Case CATalyst's Cloud Backup compresses and encrypts your files when uploading (backing up) and storing the files in the Cloud. Case CATalyst's Cloud Backup offers you a simple setup, an automatic pause during realtime and confidence that your CATalyst files are being backed up and are available to you in the event you need to restore them. CATalyst's Cloud Backup is built into your Case CATalyst software and backs up the files in the selected users/cases. Specific files types can be also be excluded. For example, if you don't want your .wav (audio) files backed up since audio files can be very large, you can exclude .wav files from being backed up to the cloud.

## Backup Files to removable media or hard drive

1. Press **Ctrl + b** (**Tools/Backup**).
2. Click the [Options](#) button to customize your backup.
3. On the left hand side of the dialog box, select the files you want to backup.
4. On the right hand side of the dialog box, select the destination and press **Enter** (**Save**).

## Step 7: Dictionary Management

It is important to maintain your Personal Dictionary. A well maintained Personal Dictionary improves the speed and accuracy of translation. The [Manage Dictionary](#) function allows you to create and modify any Case CATalyst dictionaries. You can insert, modify, and delete entries in your:

- [Personal Dictionary](#)
- [Case Dictionaries](#)
- [Job Dictionaries](#)
- [Update Area](#) (if selected to use)

You can also create a core list, spell check and print dictionary entries. Follow Stenograph's [guidelines](#) to help you successfully maintain your dictionary entries.

## Open a Dictionary

1. Press **Alt + u, d** (**Function/Dictionary**).
2. Select the dictionary you want to maintain and then press **Enter** (**Open**). The Personal Dictionary is stored in the System Files case.

## Read and Manage Notes

You must read your steno notes (transfer from your writing machine) your steno notes into Case CATalyst to translate them if you are not writing [realtime](#) (to yourself or clients). Depending on your steno machine, the [Read Notes](#) function in Case CATalyst enables you to copy your steno note files onto the hard drive of your computer with a USB cable, from a Data SD card or diskette; or using a direct cable connection.

The [Manage Notes](#) function allows you to review your steno notes, if desired and predefine steno strokes prior to translation for better results. You can make Personal, Case, and Job dictionary definitions.

### File - New - Read Notes

To transfer your steno notes files from your writing machine to Case CATalyst, you can select **File, New, Read Notes** (Alt + f, n, r), the [Read Setup](#) dialog box displays. You can also click the Read Notes icon on the Function toolbar or click Functions, **Read Notes** (Alt + u, r).


### Read Notes

Read Notes is a function in Case CATalyst that enables you to copy your steno note files from your writing machine to Case CATalyst. Depending on your steno machine, you can copy steno notes to the hard drive on your computer from via diskette, CompactFlash or SD Card, thumb drive, optical drive, direct serial cable or USB cable. See [Read Setup](#) for specific instructions on each method. The following steno machines are compatible with Case CATalyst:

- Luminex™
- Diamante®
- Fusion
- élan  
Includes élan Mira® and élan Cybra®
- Stentura  
Includes 200/400 SRT
- SmartWriter®
- Wave®
- Protégé®
- 200/400 SRT (Use Stentura option to Read notes)
- StenoRAM III, III+, Ultra
- Flash Writer
- Baron TX (Transcriptor X) version 4.4 or higher

You can set or change your [Read options](#) in Manage Jobs through Tools/Options/User Settings/Read Settings or in the Read Setup box each time you read notes onto your computer.

### Open Read Notes

- On the Function Bar, click the Read Notes  icon.
- From the Menu Bar, select **File/Read** or **Function/Read Notes**.
- Press **Alt + u, r (Functions, Read)**.
- Select **File, New, Read Notes (Alt + f, r)**.

## Read Setup

Read Setup determines the settings necessary for reading steno notes from your writing machine into Case CATalyst. Settings depend on your writer and your method for reading notes, such as USB cable or Data SD card. Depending on the selected method, fields in the Read Setup dialog box are unavailable when they are not applicable.

Read Setup options are customizable by user and remain until you change them. The Read Setup dialog box with the Read options is available each time you read steno notes. If you use the same method each time you read notes, such as USB or Data SD card and are the only user on your system, you can select to by-pass the Read Setup dialog box.

For steno machines not manufactured by Stenograph, refer to your vendor for more information about read settings. Additional information may also be available on the Stenograph Solution Center at <http://www.stenographsolutions.com/solution>.

Access Read Setup options:

- in Manage Jobs. Press **Alt + t, o, r, s (Tools/Options/Read/Settings)**.
- in Manage Notes. Press **Alt + t, o, r (Tools/Options/Read Settings)**.
- when reading notes, if the Option to remember settings has been previously selected to prevent the display of the Read Setup dialog box. Press **Alt + u, r (Function/Read Notes)**.

## Read Setup Options

Make a selection from the drop down list or check the box next to an option to select it. When finished with all your changes, select **OK**.

### Device

Select the steno machine used to create the note file or connected to your computer. Steno machines listed are Luminex, Diamante, Fusion, élan, Stentura, SmartWriter, Wave, Protégé, StenoRam III, III+, Ultra, FlashWriter and Baron TX.

### Method

Select one of the following methods for reading steno notes. Only methods applicable to the selected steno machine selected in the *Device* field are available for selection.

#### Direct (cable)

Read steno notes through a serial cable directly connected between your steno machine and your computer. You can read notes from a disk in the disk drive of the steno machine or read notes from the steno machine's memory, depending on your steno machine.

You cannot use the Direct (cable) option for the Luminex, Diamante®, élan Mira A3 or the Stentura Fusion. To read steno notes directly from these writing machines via USB cable, select **USB** as the Method.

#### Disk Drive

Read steno notes from a diskette or Data SD card onto your computer.

### **Backup Flash**

Read steno notes from the Luminex or Diamante® Backup SD card or a élan Mira CompactFlash card or Backup SD card. This option is only available when you select Luminex, Diamante® or élan Mira in the *Device* field.

### **USB**

Read steno notes from the steno machine to your computer via USB cable. This option is available when you select Luminex, Diamante®, élan, fusion or Protégé in the *Device* field. To connect the writer using a USB cable, you must be using Case CATalyst version 4.x or higher and, depending on your steno machine, have installed the Luminex, Diamante®, élan Mira or Stentura Fusion, Stentura Protégé USB driver on your computer. See your steno machine documentation for information about the installing the USB driver.

#### **Luminex/Diamante®/élan Mira A3/Stentura Fusion**

If you are connecting a Luminex, Diamante®, élan Mira A3 or Stentura Fusion, the Data SD card must be inserted in the Data SD slot on the steno machine to read via USB cable. Confirm selection, **Data SD card**, in the *Drive/Path* field. *When running Windows 10, you may need to set Case CATalyst to Run as Administrator in order for Windows to recognize the SD Card.*

#### **élan Cybra Student/Professional/Stentura Protégé,**

If you are connecting an élan Cybra Student, élan Cybra Professional or a Stentura Protégé, select the **RAM** option in the *Drive/Path* field.

### **Browse**

Read steno notes from a location on your computer other than the selected drive. For example, you may want to use this option if you have stored your steno notes in a location on your hard drive outside of Case CATalyst.

### **Drive/Path**

Select one of the following:

#### **The appropriate drive letter**

Read steno notes from a diskette, Backup SD card, Data SD card or Memory. *When running Windows 10, you may need to set Case CATalyst to Run as Administrator in order for Windows to recognize the Data SD or Backup SD Card.*

#### **Data SD**

Read steno notes from a Data SD card via USB cable.

#### **RAM**

Read steno notes from the writer's RAM via USB cable. Select this option if you are reading notes from an élan Cybra Student, élan Cybra Professional or a Stentura Protégé.

#### **Memory**

Read steno notes from the Wave's memory via USB cable.

### **Browse**

Identify the folder path to read steno notes from another location, such as a folder on your hard drive.

**Port**

When reading steno notes through a cable, select the appropriate COM port. For more information on COM or serial port, refer to the user guide for your computer.

**Automatically break files during Read**

Check this box to automatically break the steno note file into multiple note files during the Read process. In the Breaking Stroke field, enter the steno outline you use to designate a file break.

**Breaking Stroke**

If you do not turn your steno machine off during proceedings but write a stroke several times to indicate the start or end of files, you can have Case CATalyst recognize the separation stroke during the Read process and prompt you for a file name.

Type the steno outline, in this field, that you write on your steno machine to indicate the end or beginning of proceedings. You enter the steno outline once here. In the job, you must write this steno outline as least five consecutive times for Case CATalyst to create a file break. For example, you enter EPBD in the Breaking Stroke field. In the job, on your steno machine you write EPBD/ EPBD/ EPBD/ EPBD/ EPBD.

**Option**

Check this box to automatically use the current setting whenever you select to read notes. Case CATalyst bypasses the Read Setup dialog box when you select to read notes.

To deselect this feature, from Manage Jobs, press **Alt + t, o, r, s (Tools/Options/Read/Settings)**. Uncheck this box and then press **Enter (OK)**. When deselected, the Read Setup dialog box displays each time you select the Read Notes function.

**Advanced**

Display the [Advanced Read Options](#) dialog box where you can make additional Read settings.

**Read Notes to Case CATalyst**

When you select to read notes, the [Read Setup](#) dialog box displays so that you can set your Read options. Depending on your steno machine and method of connecting, some options are not available.

If you are using a Baron TX, reading from an élan Mira CompactFlash, élan Mira Backup card or a Luminex or Diamante® Backup SD card, refer to the appropriate topic for specific Read instructions:

- [Read from Baron TX](#)
- [Read from élan Mira CompactFlash or élan Mira Backup Card](#)
- [Read from Luminex or Diamante SD Backup Card](#)

**Read Your Steno Notes**

1. Prepare for reading notes. Depending on your steno machine, do one of the following:

**Serial Cable**

Connect the appropriate serial cable to the steno machine and the computer and turn On the steno machine. When using a USB to serial adapter to connect to a COM (serial) port on your computer, use the *Direct (Cable)* option.

**USB Cable**

Turn On the computer and steno machine. Connect the appropriate end of the USB cable to the steno machine and the computer.

### Diskette

Insert the disk into the disk drive of your computer.

### Data SD

Insert the Data SD card into the USB Flash Drive reader and insert the reader into a USB port on your computer. If you have an SD slot built into your computer, insert the Data SD card directly into the computer SD slot.

2. Press **Alt + u, r (Function/Read Notes)**. The Read Setup dialog box displays.
3. Select necessary [Read Setup](#) options.
4. When finished selecting options, press **Enter (OK)**. The Read [File Selection] dialog box displays with the following information. You can sort by clicking on a column heading.

### Job Name

Each job name indicates when the steno file is ended. On some steno machines, this may be when the steno machine is turned On and Off.

### Date

The start date and time of the steno note file determined by the clock on the steno machine.

### Job Dictionary

Indicates if there is a job dictionary associated with this steno note file. This option is only available for steno note files created on a steno machine that allows the user to make job dictionary entries, such as the élan Mira, Stentura Fusion, Stentura 8000, or 8000LX.

### Time File

Indicates if there is a timestamp file associated with this steno note file. This option is only available for steno note files created on a steno machine that writes a timestamp file.

### Strokes

Indicates the approximate number of steno strokes in the file.

### Audio

Indicates if there is an audio file associated with this steno note file. This option is only available for steno note files created on a steno machine that writes audio files, such as the élan Mira A3 and Stentura Fusion.

5. In the *Destination* section, select **Read Notes**.
6. Do any of the following:
  - a. Highlight a single file to read.
  - b. Highlight multiple files by holding the **Ctrl** key as you click files with the mouse.
  - c. Highlight consecutive files by clicking the first file, then holding **Shift** and clicking the last file.
  - d. Select all files by pressing **Ctrl + a**.
7. In the *Read Selected Files* section, do one of the following:



**Individually**

Read each selected file, along with the audio file if audio exists, into individual files, each with their own file name. Optionally, you can double click on a single file to automatically save it.

**All-In-One**

Read multiple files into one file. To read an audio file with a steno note file, you must select Individual. If you select multiple files that have an associated audio file, the following message displays: *When reading All in One, audio files will not be read with the steno.* Select one of the following options:

- Individual - read each selected file into its own file.
  - OK - read the selected files into one steno file without audio.
  - Cancel - stops the Read process and displays the File Selection dialog box.
7. The Reading Notes from dialog box briefly displays the status as the steno notes are read.
  8. The Read [Name and Save] dialog box displays. Make entries as necessary:

**Top Right Window**

The steno files you are naming.

**Bottom Right Window**

The steno notes contained in the selected files. Timestamps also display if your writer has the capability to generate timestamps. You can scroll through the entire note file.

**Look In**

Defaults to the current user. You can change the user by using the drop down arrow to browse for and select a different user. The folder that displays is where the note file is stored when it is read onto the hard drive.

**Center Window**

The existing Cases and files on your computer. If you want to place the steno notes into a particular Case, double-click the Case name.

**File Name**

Do one of the following:

**Save to a new file**

Type a name for the steno note file when it is stored on your hard drive. You can use upper and lower case letters, numbers and spaces in a file name. The following symbols are also valid characters: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*

**Save to an existing file**

Append or overwrite the new steno note file to an existing steno note file. Highlight the file to which you want to append or overwrite the new steno notes. The file name displays in the File Name field. Case CATalyst prompts you to append or overwrite.

Audio files can not be appended. When both the existing and the current steno note file have audio the audio files are not appended and audio is only available for the existing audio file. When two steno files have audio, it is recommended to read, translate and edit them individually. When the jobs are complete, you can merge the text files.

### **Files of type**

The type of subfile you are reading onto your hard drive. The default is a note file, .sgstn.

### **Cancel All Remaining Saves**

Check this box to cancel all remaining saves when you are reading multiple files or using the automatic break stroke and do not want to save the files.

9. Select **one** of the following:

#### **Save (Alt + s)**

Read and save the selected steno note file(s) onto the hard drive. If you selected an existing file name in the File Name field, a confirmation box displays prompting you to Append, Overwrite, or Cancel.

#### **Save and Edit Notes (Alt + e)**

Read and save the selected steno note file(s) onto the hard drive and then display the note file in [Manage Notes](#).

If you selected an existing file name in the File name field, a confirmation box displays prompting you to Append, Overwrite, or Cancel.

#### **Cancel (Esc)**

Do not read the selected steno notes and exit the Read [Name and Save] dialog box. A confirmation box displays. If you selected multiple files to save and want cancel the save for all of them, check the Cancel All Remaining Saves option.

## **Read Notes to PDF**

When reading steno notes, the Print to PDF option allows you to create an electronic copy of the selected note file or files. You may want to use this option if you use a paperless steno machine, such as the Luminex or Diamante®, and your jurisdiction requires a paper record. An SD card holds a large amount of files and the Print to PDF option provides a quick way to archive steno note files without having to read and name each one.

You can print individual files to PDF or combine several files into one PDF. Case CATalyst uses the steno note creation date and time to name the PDF files. When combining several steno note files into one PDF, Case CATalyst creates the PDF in date order listing the oldest steno note file first. The date and time of the first steno note file is used as the PDF file name. All PDF files created through Read Notes are stored in the My Documents folder on your computer. You can change the location for the files in the [Advanced Read](#) options.

When printed, the steno notes display in three columns. The beginning of each fold in the steno notes is highlighted. Timestamps, by default, are not included. You can change the number of columns that display and include timestamps by changing the settings in [Manage Notes Options](#).

If you are using a Baron TX, reading from an élan Mira Compact Flash, élan Mira Backup card or a Luminex or Diamante® Backup SD card, refer to the appropriate topic for specific Read instructions:

- [Read from Baron TX](#)

- [Read from élan Mira Compact Flash or élan Mira Backup Card](#)
- [Read from Luminex or Diamante® Backup SD card](#)

## Read Your Steno Notes

1. Do one of the following:

### Reading via serial cable

Connect the appropriate serial cable to the steno machine and the computer and turn the steno machine On. When using a USB to serial adapter to connect to a COM (serial) port on your computer, select this option.

### Reading via USB cable

Turn the computer and steno machine On. Connect the appropriate end of the USB cable to the steno machine and the computer.

### Reading via disk drive

Insert the diskette into the diskette drive of your computer.

### Reading via Data SD

Insert the Data SD card into the USB Flash Drive reader and insert the reader into a USB port on your computer. If you have an SD slot built into your computer, insert the Data SD card directly into the computer SD slot.

2. Press **Alt + u, r** (**Function/Read Notes**). The Read Setup dialog box displays.
3. Select necessary [Read Setup](#) options.
4. When finished selecting options, press **Enter (OK)**. The Read [File Selection] dialog box displays with the following information. You can sort by clicking on a column heading.

### Job Name

Each job name indicates when the writing machine is turned Off and On.

### Date

The start date and time of the steno note file determined by the clock on the writing machine.

### Job Dictionary

Indicates if there is a job dictionary associated with this steno note file. This option is only available for steno note files created on a writing machine that allows the user to make job dictionary entries, such as the élan Mira, Stentura Fusion, Stentura 8000, or 8000LX.

### Time File

Indicates if there is a timestamp file associated with this steno note file. This option is only available for steno note files created on a writing machine that writes a timestamp file.

### Strokes

Indicates the approximate number of steno strokes in the file.

### Audio

Indicates if there is an audio file associated with this steno note file. This option is only available for steno note files created on a writing machine that writes audio files.

5. In the *Destination* section, select **Print to PDF**.
6. Select the steno note file or files you want to read. Do any of the following:
  - a. Highlight the single file you want to read.
  - b. Highlight multiple files by holding the **Ctrl** key as you click files with the mouse.
  - c. Highlight consecutive files by clicking the first file, then holding **Shift** and clicking the last file.
  - d. Select all files by pressing **Alt + a**.
7. In the *Read Selected Files* section, do one of the following:

#### **Individual**

Read each selected file, along with the audio file if audio exists, into individual files, each with their own file name. Optionally, you can double click on a single file to automatically save it.

#### **All-In-One**

Read multiple files into one file.



To read an audio file with a steno note file, you must select Individual. If you select multiple files that have an associated audio file, the following message displays: *When reading All in One, audio files will not be read with the steno*. Select **one** of the following options:

- Individual - read each selected file into its own file.
  - OK - read the selected files into one steno file without audio.
  - Cancel - stops the Read process and displays the File Selection dialog box.
8. The Reading Notes from dialog box briefly displays the status as the steno notes are read. When finished, the Manage Jobs screen displays. Case CATalyst stores the PDF files in the My Documents folder on your computer, unless you have changed the destination location.

## **Read Baron TX Notes**

1. Be sure you connect your writing machine to the computer with a TX realtime cable and the writing machine is On.
2. Press **Alt + u, r (Function/Read Notes)**. The Read Setup dialog box displays.
3. Make the following entries:

#### **Device**

Select **Baron TX**.

#### **Method**

Case CATalyst automatically selects **Direct (Cable)**.

#### **Port**

Select the appropriate COM port on the Case CATalyst system for the realtime cable connection to the writing machine.

4. Press **Enter (OK)**. The Read From Baron TX dialog box displays.
5. Select one of the following and press **Enter (OK)**.

#### **Read All files into one Notes File**

Read multiple files into one file.

### Read Each File into a different Notes File

Read each note file into an individual file.

6. The Read [Name and Save] dialog box displays. In the File name field, type a name for the steno note file or select an existing file from the list to append to or overwrite.
7. Do one of the following:
  - Press **Alt + s (Save)** to save the note file.
  - Press **Alt + e (Save and Edit Notes)** to save the note file and then display it in [Manage Notes](#).

The Read [Name and Save] dialog box displays for each file, until you name all the files. If you selected an existing file name in the File name field, a confirmation box displays prompting you to Append, Overwrite, or Cancel.

## Read élan Mira Compact Flash/Backup SD Card

Depending on your élan Mira, the writing machine uses a CompactFlash or Backup SD card to store steno notes and timestamps for backup. You can read the steno notes from the CompactFlash or Backup SD card into Case CATalyst in the event the writer is not operable. This applies only to Case CATalyst.

### Read Your Steno Notes

1. Turn the élan Mira **Off**.
2. Do one of the following:
  - Remove the CompactFlash card and insert it into the PC card adapter. Depending on the type of PC card adapter you have, insert the PC card adapter into a PC card slot or USB port on your computer. If you have a CF slot built into your computer, insert the CompactFlash card directly into the CF slot.
  - Remove the Backup SD card and insert the Backup SD card into a USB Flash Drive reader and insert the reader into a USB port on your computer. If you have an SD slot built into your computer, insert the SD card directly into the SD slot on your computer.
3. Windows assigns a drive letter to the PC card adapter or USB Flash Drive reader. If a dialog box does not automatically display with the assigned drive letter on the title bar, use My Computer to identify the Removable Disk drive letter. If the drive dialog box displays, press ESC or Cancel to close. You will need to know the drive letter to set options in the Read Setup dialog box.

The file on the CompactFlash or Backup SD card is labeled: Steno.bak. To ensure steno note retrieval and continued usability in the élan Mira, do not modify this file in any way.

4. From anywhere in Case CATalyst, press **Alt + u, r (Function/Read Notes)**. The Read Setup dialog box displays.
5. Make the following entries:

#### Device

Select **élan**.

#### Method

Select **Backup Flash**.

### Drive

Select the appropriate drive letter.

### Automatically break files during Read

If you do not turn your writing machine off during proceedings but write a stroke several times to indicate the start or end of files, you can have Case CATalyst recognize the separation stroke during the Read process and prompt you for a file name. Check this box to automatically break the steno note file into multiple note files during read. In the *Breaking Stroke* field, enter the steno outline you use to designate a file break.

### Breaking Stroke

Type the steno outline, in this field, that you write on your writing machine to indicate the end or beginning of proceedings. You enter the steno outline once here. In the job, you must write this steno outline as least five consecutive times for Case CATalyst to create a file break. For example, you enter EPBD in the Breaking Stroke field. In the job, on your writing machine you write EPBD/ EPBD/ EPBD/ EPBD/ EPBD.

6. Press **Enter (OK)**. The Read [File Selection] dialog box displays.
7. In the *Destination* section, select one of the following:

### Read Notes

Read notes to your computer.

### Print to PDF

Read notes creating a PDF file of the selected note files.

8. Select the steno note file or files you want to read. Do any of the following:
  - a. Highlight the single file you want to read.
  - b. Highlight multiple files by holding the Ctrl key as you click files with the mouse. If more than one steno file has an associated audio file, the audio files **will not be combined**. If you have multiple steno files with audio that should be "one file," read as Individual, edit them separately and then combine the files for the final transcript.
  - c. Highlight consecutive files by clicking the first file, then holding Shift and clicking the last file.
  - d. Select all files by pressing **Alt + a**.
9. In the *Read Selected Files* section, do one of the following:

### Individual

Read each selected file, along with the audio file if audio exists, into individual files, each with their own file name. Optionally, you can double click on a single file to automatically save it.

### All-In-One

Read multiple files into one file.

To read an audio file with a steno note file, you must select *Individual*. If you select multiple files that have an associated audio file, the following message displays: *When reading All in One, audio files will not be read with the steno*. Select **one** of the following options:

### Individual

Read each selected file into its own file.

**OK**

Read the selected files into one steno file without audio.

**Cancel**

Stop the Read process and display the File Selection dialog box.

10. Depending on the selection in the *Destination* field, the following occurs:

**Read Notes**

The Read [Name and Save] dialog box displays. Do the following:

- a. In the File name field, type a name for the steno note file or select an existing file from the list to append to or overwrite. If you select an existing file name, a confirmation box displays when you Save the file, prompting you to Append, Overwrite, or Cancel.
- b. Do one of the following:
  - Press **Alt + s (Save)** to save the note file.
  - Press **Alt + e (Save and Edit Notes)** to save the note file and then display it in [Manage Notes](#).

**Print to PDF**

The Reading Notes from dialog box briefly displays the status as the steno notes are printed to PDF. When finished, the Manage Jobs screen displays. Case CATalyst stores the PDF files in the My Documents folder on your computer unless you have changed the destination location in the [Advanced Read](#) options.

## Read Luminex or Diamante Backup SD Card

In the event the Luminex or Diamante® writing machine is not operable at the time you want to read your steno notes from the writer and you cannot retrieve files from the Luminex or Diamante® Data SD card, you can retrieve files from the Backup SD card in Case CATalyst. The Luminex and Diamante® uses the Backup SD card to store steno notes, timestamps and audio, if available. **When running Windows 10, you may need to set Case CATalyst to Run as Administrator in order for Windows to recognize the Data SD or Backup SD Card.**

## Read Your Steno Notes

1. Turn the Luminex or Diamante® **Off**.
2. Remove the Backup SD card and insert the Backup SD card into the SD Card USB Flash Drive reader provided with the Luminex or Diamante® and insert the reader into a USB port on your computer.

If you have an SD slot built into your computer, you can insert the SD card directly into the SD slot on your computer, however, some internal SD card readers may not work. Stenograph recommends using only USB based card readers, like the IOGear USB Flash Drive reader provided with the Luminex and Diamante®.

Please note the Luminex SD Backup card is a micro card and requires a micro card slot on the SD card reader or built-in computer slot.

3. Windows assigns a drive letter to the USB Flash Drive reader. If a dialog box does not automatically display with the assigned drive letter on the title bar, use My Computer to identify the Removable

Disk drive letter. If the drive dialog box displays, press ESC or Cancel to close. It is necessary to know the drive letter for setting options in the Read Setup dialog box.

The files on the Backup SD card are labeled: xxxBackup.BIN. To ensure steno note retrieval and continued usability in the Diamante®, do not modify this file in any way.

4. From anywhere in Case CATalyst, press **Alt + u, r (Function/Read Notes)**. The Read Setup dialog box displays.
5. Make the following entries:

**Device**

Select **Luminex** or **Diamante**.

**Method**

Select **Backup Flash**.

**Drive**

Select the appropriate drive letter.

**Automatically break files during Read**

If you do not turn your writing machine off during proceedings but write a stroke several times to indicate the start or end of files, you can have Case CATalyst recognize the separation stroke during the Read process and prompt you for a file name. Check this box to automatically break the steno note file into multiple note files during read. In the *Breaking Stroke* field, enter the steno outline you use to designate a file break.

**Breaking Stroke**

Type the steno outline, in this field, that you write on your writing machine to indicate the end or beginning of proceedings. You enter the steno outline once here. In the job, you must write this steno outline as least five consecutive times for Case CATalyst to create a file break. For example, you enter EPBD in the Breaking Stroke field. In the job, on your writing machine you write EPBD/ EPBD/ EPBD/ EPBD/ EPBD.

6. Press **Enter (OK)**. The Read [File Selection] dialog box displays.
7. In the *Destination* section, select one of the following:

**Read Notes**

Read notes to your computer.

**Print to PDF**

Create a PDF file of the selected note files.

8. To select the steno note file or files you want to read, do any of the following:
  - a. Highlight the single file you want to read.
  - b. Highlight multiple files by holding the Ctrl key as you click files with the mouse.  
If more than one steno file has an associated audio file, the audio files **will not be combined**. If you have multiple steno files with audio that should be "one file," read as Individual, edit them separately and then combine the files for the final transcript.
  - c. Highlight consecutive files by clicking the first file, then holding Shift and clicking the last file.
  - d. Select all files by pressing **Alt + a**.



9. In the *Read Selected Files* section, do one of the following:

**Individual**

Read each selected file, along with the audio file if audio exists, into individual files, each with their own file name. Optionally, you can double click on a single file to automatically save it.

**All-In-One**

Read multiple files into one file.

To read an audio file with a steno note file, you must select *Individual*. If you select multiple files that have an associated audio file, the following message displays: ***When reading All in One, audio files will not be read with the steno.*** Audio files can not be merged or appended via Read. Select one of the following options:

**Individual**

Read each selected file into its own file.

**OK**

Read the selected files into one steno file without audio.

**Cancel**

Stop the Read process and display the File Selection dialog box.

10. Depending on the selection in the *Destination* field, the following occurs:

**Read Notes**

The Read [Name and Save] dialog box displays. Do the following:

- a. In the File name field, type a name for the steno note file or select an existing file from the list to append to or overwrite. If you select an existing file name, a confirmation box displays when you Save the file, prompting you to Append, Overwrite, or Cancel.
- b. Do one of the following:
  - Press **Alt + s (Save)** to save the note file.
  - Press **Alt + e (Save and Edit Notes)** to save the note file and then display it in [Manage Notes](#).

**Print to PDF**

The Reading Notes from dialog box briefly displays the status as the steno notes are printed to PDF. When finished, the Manage Jobs screen displays. Case CATalyst stores the PDF files in the My Documents folder on your computer unless you have changed the destination location in the [Advanced Read](#) options.

11. Reinsert the Backup SD card into the Luminex or Diamante®. The Luminex and Diamante® requires the Backup SD card in order to operate.

## Manage Notes


The Manage Notes function allows you to predefine steno strokes prior to translation for better results. You can make Personal, Case, and Job dictionary definitions. You can also [cut, copy and paste steno note](#) files. For example, it may be necessary to copy a portion of a note file to another file name when an attorney has an immediate request for an excerpt of a transcript; or an official court reporter may read in a day's worth of reporting into one job name, but only need to translate a small portion of the steno notes. You can highlight the portion of steno notes, copy and then paste them into another file name for production. When copying and pasting, the original steno file remains intact.

Additionally, using cut and paste you can break one steno note file into separate individual note files. This may be helpful when you only need to transcribe a portion of the note file. For example, you may have one large steno note file for the entire day in court but need to transcribe just one pretrial hearing.

Steno note files can also be [printed to paper or PDF](#). Officials may be required to submit their steno notes to the court and many reporters submit a PDF copy of their steno notes, rather than the actual steno note subfile. Printing from Manage Notes allows you to print the current note file to paper or PDF. Printing from Manage Jobs allows you to print [multiple note files to PDF](#) at one time.

The Status bar in Manage Notes, if selected to Show, indicates the total number of strokes in the file and the current stroke the cursor is on. It also displays certain keyboard options.

### Open Manage Notes

- On the Function Bar, click Manage Notes .
- From the Menu Bar, select **Function/Manage Notes**.
- Press **Alt + u, n**.

### File - New - Notes File

The Notes Files feature allows you to create a new steno file. In most cases this feature is used for excerpts or to split individual proceedings that may need to be transcribed separately such as a court calendar proceeding. You would open the original steno file source, mark (highlight) the appropriate steno, use the copy or cut commands for the appropriate steno, create a new steno file and paste the copied/cut steno in the new file name. Copying and pasting steno notes leaves the original file steno intact.

#### Creating a new steno file from an existing steno notes file:

1. Press **Alt + u, n (Function/Manage Notes)**. The Open Existing Document dialog box displays.
2. Select a note file and press **Enter (Open)**. The selected note file displays.
3. Locate the steno stroke where you want to begin the cut or copy.
4. To mark the entries, do one of the following:
  - Press **Ctrl + [ (Edit/Mark Begin)** to indicate the beginning of the selection. Move to the steno stroke where you want to complete the mark.
  - Click the steno stroke to indicate the beginning of the selection. Locate the steno stroke where you want to complete the mark. Press and hold **Shift**, while you click the last entry.

To unmark, use the **Up Arrow** or a movement command.

5. Do one of the following:

**Cut and remove the selected notes**

Press **Ctrl + x (Edit/Cut)** to remove the selected steno notes from the source file and place them on the clipboard for pasting.

**Copy the selected notes**

Press **Ctrl + c (Edit/Copy)** to keep the selected steno notes in the source file and place them on the clipboard for pasting.

**6. Create a new note file**

- a. Press **Ctrl + n (File/New/Notes File)**. The Create New Document dialog box displays.
  - b. Type a new name in the File name field and press **Enter (Open)**. Case CATalyst opens a blank note file.
  - c. Press **Ctrl + v (Edit/Paste)**.
7. Press **Ctrl + s (File/Save)** in the source file and in the destination file, if appropriate.

**Advanced Manage Notes Options**

Advanced Manage Notes options determine how steno notes print and what font is used for display. You can print steno notes from the Manage Notes feature by opening the notes file, selecting File and then Print. You can print your steno notes to a PDF file by selecting File and then Print notes to PDF.

Access the Advanced Manage Notes options:

- from Manage Jobs. Press **Alt + t, o, m (Tools/Options/Manage Notes)**.
- from Manage Notes. Press **Alt + t, o, m (Tools/Options/Manage Notes)**.

To make a change, click an option. Depending on the field, select a choice from the drop down box or type an entry. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Manage Notes Options to their original Case CATalyst default selection.


**Print Timestamps**

Select to include or remove timestamps when printing steno notes. Including timestamps when printing steno notes affects the character size to steno notes. This option does not affect transcript printing. To change the setting, from the drop down menu, select **Yes** to include timestamps or **No** to not include them. The default setting is No.

**Print columns per page**

Set the number of steno note columns when printing steno notes to paper or PDF. Increasing the number of columns per page decreases the size and readability of the steno notes. Type the number of desired columns per page. The default setting is three.

**Display/Print Font**

Customize the font display of steno notes in Manage Notes and printed steno notes. Click the  (Browse) button to display the Font dialog box where you can choose a font style and size. The font size of printed steno notes is not affected by this setting but is determined by the *Print columns per page* option. Although the Font Style selection box is displayed, those selections do not apply to the font selection. It is suggested you select a fixed (mono) spaced font so the steno characters line up correctly as they would on a steno paper tape or steno machine.

**Warn twice when exiting Manage Notes without saving changes Yes/No**

If you select to exit Manage Notes with unsaved changes to the note file, CATalyst will display an "Are you sure" message to exit without saving. If you do not want that extra warning when exiting without saving changes, select **No**. The default setting is Yes.

## Copy and Cut Steno Notes

You can copy or cut steno notes from one steno file to a new file or to an existing file. Keep in mind the timestamps associated with the steno file are also copied or cut. In the majority of cases, the Copy and Cut commands are used to create an excerpt that needs to be transcribed immediately for a decision or to create individual steno files from a calendar call. Many reporters use the Copy command to create an ordered transcript from a court calendar. Using the Copy command keeps the original court calendar steno file intact. A reporter might use the Cut command if they accidentally appended a realtime file to an existing steno file. Using the Cut command would allow the user to separate the appended file to a separate steno file.

### To copy/cut steno notes:

1. Press **Alt + u, n (Function/Manage Notes)**. The Open Existing Document dialog box displays.
2. Select a note file and press **Enter (Open)**. The selected note file displays.
3. Locate the steno stroke where you want to begin the cut or copy.
4. To mark the entries, do one of the following:
  - Press **Ctrl + [ (Edit/Mark Begin)** to indicate the beginning of the selection. Move to the steno stroke where you want to complete the mark.
  - Click the steno stroke to indicate the beginning of the selection. Locate the steno stroke where you want to complete the mark. Press and hold **Shift**, while you click the last entry.

To unmark, use the **Up Arrow** or a movement command.

5. Do one of the following:

### Cut and remove the selected notes

Press **Ctrl + x (Edit/Cut)** to remove the selected steno notes from the source file and place them on the clipboard for pasting.

### Copy the selected notes

Press **Ctrl + c (Edit/Copy)** to keep the selected steno notes in the source file and place them on the clipboard for pasting.

6. Do any of the following:
7. **Select a different location in the same file**
  - a. Move to the location in the steno note file where you want to copy the steno notes.
  - b. Press **Ctrl + v (Edit/Paste)**. Case CATalyst places the selection after the highlighted steno stroke.

### Select an existing note file

- a. Press **Ctrl + o (File/Open/Notes File)**. The Open Existing Document dialog box displays.
- b. Select a note file and press **Enter (OK)**. To select a note file within a case, first select the case.
- c. Move to the location in the steno note file where you want to place the steno notes.

- d. Press **Ctrl + v (Edit/Paste)**. Case CATalyst places the selection after the highlighted steno stroke.

#### Create a new note file

- a. Press **Ctrl + n (File/New/Notes File)**. The Create New Document dialog box displays.
  - b. Type a new name in the File name field and press **Enter (Open)**. Case CATalyst opens a blank note file.
  - c. Press **Ctrl + v (Edit/Paste)**.
8. Press **Ctrl + s (File/Save)** in the source file and in the destination file, if appropriate.

## Defining Steno in Manage Notes

You can open a steno note file and make dictionary defines prior to translation to reduce the amount of edit time. There may be times where reporters take jobs without connecting their steno machine to their computer during the job. The reporters then read their steno notes into Case CATalyst and make defines before starting translation. The results are a cleaner translation and less editing time.

#### To define steno outlines from your steno notes file:

1. Press **Alt + u, n (Function/Manage Notes)**. The Open Existing Document dialog box displays.
2. Select a note file and press **Enter (Open)**. The selected note file displays.
3. To locate a specific steno outline, you can use the Search command. Press **Ctrl + f** and in the Steno field, type the steno outline(s). If searching for multiple outlines use the forward slash (/) to separate steno outlines. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. You can type the raw steno characters or type the sound based on your [Steno Shortcut Table](#). For example, if you were searching for the name "James" in steno, you might type SKWRAEUPLS or "jams" which will generate the steno SKWRAEUPLS.
4. Highlight the steno stroke you want define. If you are defining multiple strokes do one of the following to mark the steno:
  - Press **Ctrl + [ (Edit/Mark Begin)** to indicate the beginning of the selection. Move to the steno stroke where you want to complete the mark.
  - Click the steno stroke to indicate the beginning of the selection. Locate the steno stroke where you want to complete the mark. Press and hold **Shift**, while you click the last entry.
  - Hold **Shift** and use the cursor to highlight steno strokes.

To Unmark (deselect) the highlighted steno strokes, press **Ctrl + u (Unmark)**.

5. Select a dictionary. Do one of the following:

#### Personal Dictionary

Press **Ctrl + d** to make a D-Define and place the define into your Personal Dictionary.

#### Case Dictionary

Press **Ctrl + k** to make a K-Define and place the define into the Case Dictionary. This option is only available if the steno note file is located within a case.

#### Job Dictionary

Press **Ctrl + j** to make a J-Define and place the define into the Job Dictionary.

6. The Global dialog box displays. Make necessary entries.

7. **Steno**

The highlighted steno.

**Text**

Type the appropriate text definition. You can add format symbols at any point in the definition. Press **Alt + f** to display the list.

**FS (Alt + f)**

Displays the list of available [format symbols](#). You can insert a format symbol at any point in the text entry. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol you want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can also use [shortcut keys](#) to insert a format symbol.

To have the format symbol list always display, check the *Always Show Format Symbols* box.

**Global Type**

The type of global define you selected displays. You can change the type of define by using the arrow button to display a list from which to choose.

8. Press **Enter (OK)**.
9. When finished defining, press **Ctrl + s (File/Save)** to save the file.
10. Press **Ctrl + F4 (File/Exit)** to exit the Manage Notes function.

## Searching for Steno Strokes

When viewing your steno notes in the Manage Notes feature, you may want to search for a specific steno outline or outlines to [define](#) it before translation or to find the location in the steno notes file you need to [create an excerpt](#) or to separate a court calendar file where you didn't turn off your steno machine between proceedings.

1. From Manage Notes, press **Ctrl + f (Edit/Find)**. The Search Steno dialog box displays.
2. Make necessary entries:
3. **Search For**

Type the steno stroke or strokes you want to find. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to search for a two stroke word, such as "guideline", you could type TKPWAOEUD -- then type / or press the Spacebar to finish with the second stroke, HRAOEUPB. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter.

For more information about typing steno outlines in the Steno field, see the [Steno Shortcut Table](#).

**Direction**

Select one of the following:

**Forward**

Search forward in the steno note file. If Case CATalyst does not find the selected steno strokes, you are prompted to choose to continue to search from the beginning of the file.

To repeat the search for the same steno outlines, press **F3 (Edit/Search Forward)** to search forward in the file.

### Backward

Search backward in the steno note file. If Case CATalyst does not find the selected steno strokes, you are prompted to choose to continue to search from the end of the file.

To repeat the search for the steno outlines, press **Shift + F3 (Edit/Search Backward)** to search backward.

4. Press **Enter (OK)** to begin the search.

## Repeat Search in Manage Notes

Repeat Search Forward and Repeat Search Backward allow you to search the steno note file applying the current search parameters used with the Search command. You can use these features in Edit, Manage Dictionary, and Manage Notes.

- To repeat the search forward in the file, press **F3 (Edit/Repeat Search Forward)**.
- To repeat the search backward in the file, press **Shift + F3 (Edit/Repeat Search Backward)**.

## Move By Folds

Move By Folds is a Manage Notes feature that allows you to move the cursor through the steno notes file by a specified number of steno folds. A fold refers to an "image" of numbered steno paper where the "fold" of the paper was numbered. As reporters read through their steno notes on steno paper, the reporter could note the steno note fold number where they wanted to take action. Once the steno notes were read into CATalyst, the reporter could easily find the location in the steno notes file by noting the fold number and moving by a specific number of folds. If you use numbered steno paper, you can specify the number of strokes per fold and then indicate how many folds you want to move forward or backward in the file. To determine the number of strokes per fold, reference your paper notes.

## Search Steno Notes by Folds

1. In the current note file press, **Alt + e, m (Edit/Move By Folds)**. The Move By Folds dialog box displays.
2. Make necessary entries:
3. **Current Fold**

Identifies the fold in which your cursor is currently located.

### Movement

Select one of the following:

#### By Number of Folds

Type a number in the field to move by a specified number of folds.

#### To Fold Number

Type the specific fold to which you want to move your cursor. This works best when using numbered steno paper.

### Strokes Per Fold

Type the number of strokes you want Case CATalyst to consider as one fold. The default setting is 55 strokes.

### Direction

Select **Forward** to move the cursor forward in the note file. Select **Backward** to move the cursor backward in the note file.

4. Press **Enter (OK)** when finished.

## Scan For Tapemarks

Scan For Tapemarks and Scan Backward for Tapemarks is a Manage Notes feature that allows you to locate electronic tapemarks, also referred to as marks, hotspots or stenomarks. While you are writing on your steno machine, you can push a button or press a key to indicate an electron mark. Many reporters use the electronic mark for a note while writing, to check a spelling, etc. An electronic tapemark displays in the steno note file as: ( (open parenthesis) after the final Z. This is the only tapemark that displays, even when your steno machine is capable of making left and right tapemarks. In addition to Manage Notes, tapemarks are visible in Vertical Notes in Edit.

An undefined tapemark displays in the transcript text as / (. You can define tapemarks in Manage Notes, Manage Dictionary, or during Edit. To define a tapemark in a dictionary, in the Steno field type ( which will display as /( in the steno file and in the Text field type the text you want to display in the transcript. You can define the tapemark as a specific [Oops](#) format symbol which will be invisible in the transcript but you can [search](#) and/or [scan](#) for it or display all occurrences the Oops format symbol in a job by using the [Hotspot pane](#).


To Scan for tapemarks in Manage Notes, press **F8 (Edit/Scan For Tapemarks)**. You can also Scan backward in the note file by pressing **Shift + F8 (Edit/Scan Backward For Tapemarks)**.

To Scan backward for tapemarks in Manage Notes, press **Shift + F8 (Edit/Scan Backward For Tapemarks)**. You can also Scan forward in the note file by pressing **F8 (Edit/Scan For Tapemarks)**.

## Print steno notes

You can print your steno notes to a physical printer, to a PDF file or [print multiple steno note files](#) to a PDF file in the event your court, firm or instructor (if you are student) has requested them. In many cases, court officials request a copy of your steno notes for archival purposes. Court reporting instructors often request printed copies of steno notes as class assignments. Students and instructors may want to use the free TrueView® program for reviewing and printing steno notes as it will give information more consistent with viewing paper notes. The TrueView program can be used with Stenograph's Wave, Luminex and Diamante steno machines. To download TrueView, go to [www.stenograph.com](http://www.stenograph.com), Support, Download Center and then click Utilities & Links. TrueView comes with its own set of instructions.

### To print your steno notes from Manage Notes:

1. Highlight the steno note file you want to print and click the Manage Notes icon or select Function and then Manage Notes. The steno file displays.
2. To change the default print settings for steno notes, press **Alt + t, o, m**.
  - a) Do any of the following: To change the option for printing timestamps, double click the right column of the Print Timestamp option.
  - b) To change the number of steno notes columns that print on one page, highlight the number for the Print columns per page option and type a new number. The more columns printed per page decreases the size of the printed material.
  - c) To change the font style for viewing and printing steno notes, click the right column of the View/Print font option and then click the  button and select the font style you want to use. To maintain the steno character placement on a paper tape, be sure to select a fixed (mono) spaced font. Selecting a specific font size will affect the display of steno notes but does not



affect the printing of steno notes. The Font Style column does not apply to the steno notes font display or print.

- d) To save the changes, click **OK**. Go to Step 3.
- 3. To print your steno notes, press **Alt + f, p** (File, Print). Confirm the printer selection and click **OK**.
- 4. Close your steno notes file by pressing **Alt + f, c** (File, Close).

## Layout

The Case CATalyst Layout function allows you to set formatting values for the printed page. Layout refers to how the page looks when using Page View in Edit, realtime and when it is printed and includes parameters such as, paper size, margins, transcript lines per page, transcript box lines, and header and footers. Case CATalyst uses measurements in inches or centimeters, depending on your setting, to determine the layout settings.

When you translate a job or create a new job in Edit, you select a Layout to apply to the job. You can make layout [modifications](#) or apply a different layout to specific pages, sections or the entire file during Edit. Transcripts created in Case CATalyst version 11 and higher display the Layout name in Edit on the Status Bar. If you modify the Layout from Edit, an asterisk (\*) displays in front of the name.

Case CATalyst comes with five sample Layouts which you can use, copy, or modify. Layout files are automatically stored in the Layouts case in the System Files case. The sample Layouts include:

- Layout Sample 1 - 25 lines 9 pitch - similar to the NCRA recommendations for transcripts.
- Layout Sample 2 - 25 lines 10 pitch - similar to an official transcript.
- NY Court 25 Line - NY Supreme Court layout.
- Texas Layout 10 pitch - Texas layout.
- Texas Layout 9 pitch - Texas layout.
- CA layout - complies with California Minimum transcript format standards.

When you open the Layout function or choose to modify a layout from Edit, a window displays on the right side of the Case CATalyst screen with transcript or sample text to the left. Sample text displays when you open a layout from the Layout function. Sample text contains each type of paragraph style with a brief description.

### Layout Formatting Panes

The window contains three panes used to setup layout formatting values. If the window for layout values does not display on your screen, the display view may be too small. Maximize the Case CATalyst screen or manually enlarge the display by clicking and dragging the side of the Layout window. Measured values are in inches or centimeters depending on your Current Display Measurements [setting](#). Use the Left and Right arrows or the drop down box at the top of the pane to display the desired pane:

#### Paragraph Setup

The [Paragraph Setup](#) dialog pane contains margin, font, tab and punctuation settings for paragraph styles, such as colloquy, By Line, question and answer, and user defined. It also contains font and margin settings for each paragraph style.


#### Page Setup

The [Page Setup](#) dialog pane contains position settings for top and bottom margins, line numbers, timestamps, and the transcript box.

#### Headers & Footers

The [Header & Footers](#) dialog pane contains position and font settings for header and footer text and page number information.

### Open Layout Function

1. Do one of the following:
  - On the menu bar, select **File/Open/Layout**.
  - On the Function Bar, click the Layout  icon.
  - Press **Alt + u, e (Function/Edit)**.
2. The Open Existing Document dialog box displays. Type a new or existing layout name in the File name field or select a layout from the list. Layouts are stored in the Layouts case located in the System Files case.
3. Press **Enter (Open)**. Case CATalyst opens the selected layout with sample text. As a default, the Paragraph Style pane displays. Use the scroll bar as necessary to view all the fields.  
 To view or modify Page Setup or Headers & Footers values, click the down arrow in the right top corner of the setup screen to select from the list. You can also use the Left and Right arrows at the top of the box to display the desired pane.
4. Press **Enter (Apply)** to apply the changes. The sample text displays the current settings. Use the ruler elements and the Zoom feature to check the settings. You can also use Print Preview and [Print](#) to view the format.
5. Press **Ctrl + s (File/Save)** to save the file.

## Creating a New Layout

Case CATalyst layouts control the look and print of the transcript including the margins, transcript box (if needed), headers/footers, page numbers, timestamps, etc. You may need to create a new layout for a new client, jurisdiction or firm. When creating a layout, a sample page is displays with the various layout elements so you can see the changes as you make them.

You can create a new layout in several ways. You can open an existing layout that is similar to the layout you want to create, select Save As, give the layout a new name and then modify only the necessary elements of the layout. You can also, open an existing transcript in Edit, right click and select Modify Layout, modify the elements of the layout as necessary, apply the elements and then select the Format menu, select Save Layout As and give it a new name. Transcript you opened will now reflect the new layout settings. You can select the Layout feature, type a new name and make the necessary changes.

1. From anywhere in Case CATalyst, press **Alt + f, n, l (File/New/Layout)**. The Create New Document dialog box opens with the Layout case as the default location.
2. In the File Name field, type a name for the new layout and press **Enter (Open)**.
3. *The selected file does not exist. Would you like to create it?* message displays. Click **Yes** or press **Enter**.
4. The *Are you required to use minimum number of characters per line?* prompt displays. Do **one** of the following:
  - Click **Yes** or press **Enter** if you want to create a layout using the Characters Per Line Assistant. **Go to Step 5.**
  - Click **No** if you are not required to create a layout with a specific number of characters per line. The Layout function opens with a sample text file and default values for [Paragraph Setup](#), [Page Setup](#), or [Header & Footers](#). Use the scroll bar to view all the fields. **Go to Step 8.**

5. The new layout displays with the Characters Per Line Assistant dialog box displayed. The width of your current page size setting is displayed. Fill in the following fields:

- **How many characters do you want on a line?** Type the maximum number of characters you want on a line. Using the example above, the agency has required 58 characters per line so you would type 58.
- **How many characters per inch?** Type the number of characters you want per inch. The easiest way to determine the number of characters per inch is to lay a ruler down on a line of printed transcript that matches your requirement and count the number of characters that appear in an inch. The default value is set to 9 characters per inch but you can change it to whatever number you need. The most common number of characters per settings are 9, 9.5 and 10. Using the example above, the agency has required 9 characters per inch so you would leave 9.
- **What is your left margin in Inches?** Use a ruler on a printed transcript that matches your requirement and measure from the left edge of the transcript paper to your left most margin or type in the number if it has been specified. Once you answer the first three questions, your right margin is automatically determined.

Using the example above, let's say you measured your left margin at 1 inch from the left edge of the page.

6. Click **OK** or press **Enter**. A dialog box displays stating that all paragraph styles in your layout will be set to the following:  
(Using the example at the beginning of this topic, the following would be displayed.)  
Characters per line: 58  
Characters per inch: 9.00  
Left margin: 1.00 inches  
Right margin: 7.44 inches

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

7. Do **one** of the following:
- If the information looks correct, click **Yes** or press **Alt + y**. Your layout displays with the characters per line, inch and left and right margin settings. Go to Step 9.
  - If the information does not look correct, click **No** or press **Alt + n**. The Characters Per Line Assistant displays with your current setting values. Make any necessary changes and then click **OK** to continue.
8. Make necessary changes. If you want to use the Characters Per Line Assistant, press **Alt + o** and select the Characters Per Line Assistant. (Go back to Step 5 for instructions.) When finished, press **Enter** (Apply). The sample text displays the current settings. Use the ruler elements and the Zoom feature to check the settings. You can also use Print Preview and [Print](#) to view the format.
9. Press **Ctrl + F4 (File/Close)** to close and exit Layout. New Layouts created in Case CATalyst version 11 and higher display the Layout name in Edit on the Status Bar. If you modify the Layout from Edit, an asterisk (\*) displays in front of the name.

## Modify an Existing Layout

You may want to modify an existing layout because of new jurisdiction guidelines, new firm requirements or header/footer placement. Case CATalyst layouts control the look and print of the transcript including the margins, transcript box (if needed), headers/footers, page numbers, timestamps, etc. You can also modify an existing layout while you are [editing by using the Modify Layout](#) feature. The following instructions focus on opening an existing layout through the Layout function.

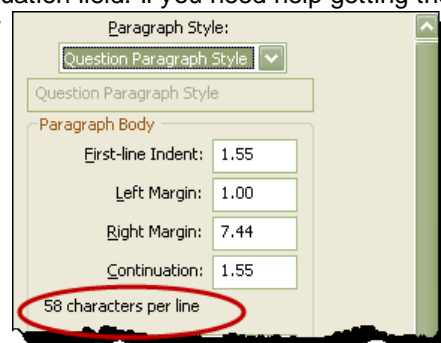
### Modifying an existing layout in the Layout function:

1. From anywhere in Case CATalyst, press **Alt + u, L (Function/Layout)**. The Open Existing Document dialog box displays.
2. Select the layout and press **Enter (Open)**. To select a layout from another user, in the Look in field choose the user folder and then select the layout.
3. The Layout function opens with sample text and the current values for [Paragraph Setup](#), [Page Setup](#), or [Header & Footers](#). Use the scroll bar to view all the fields. If you are required to create a layout based on characters per line, a Characters Per Line Assistant is available from the Format menu, Alt + o, [Characters Per Line Assistant...](#)
4. After making changes to settings, press **Enter (Apply)**. If you selected to apply changes to multiple paragraph styles, the Select Paragraph Styles dialog box displays. Select the paragraph styles you want the changes to apply to or press **Alt + a (Select All)** to select all paragraph styles and press **Enter**.
5. Make any additional changes as necessary. When finished, press **Enter (Apply)**. The sample text displays the current settings. Use the ruler elements and the Zoom feature to check the settings. You can also use Print Preview and [Print](#) to view the text with the current format.
6. Press **Ctrl + s (File/Save)** to save the file. To save the file under a different name, press **Alt + f, a (File/Save As)**. When the Save As dialog box displays, type a new name in the File name field or select an existing layout name and press **Enter (Save)**.
7. Press **Ctrl + F4 (File/Close)** to close and exit Layout.

## Characters Per Line Assistant

When a layout uses the characters per inch setting, the Paragraph Style tab of a layout displays the "characters per line" information immediately below the Continuation field. If you need help getting the Characters Per line setting exactly as required, a Characters Per Line Assistant is available on the Format menu in the Layout function. This feature may be helpful if you need to create a layout or modify an existing layout to have a specific number of characters per line when using a specific number of characters per inch. If you are modifying an existing layout, in order for the Characters Per Line Assistant to be active on the Format menu, your cursor focus needs to be in the sample transcript portion, not in the settings pane.

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



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

#### How to use the Characters Per Line Assistant:

1. Do one of the following:
  - To create a new layout, click File, New, Layout (**Alt + f, n, l**) and type a new name for the layout and press **Enter**.
  - To open an existing layout, click File, Open, Layout (**Alt + f, o, l**) Position your cursor focus in the sample text section, press **Alt + o (Format menu)** and then select Characters Per Inch Assistant... Go to Step 4.
2. *The selected file does not exist. Would you like to create it?* message displays. Click **Yes** or press **Enter**.
3. The *Are you required to use minimum number of characters per line?* prompt displays. Do **one** of the following:
  - Click **Yes** or press **Enter** if you want to create a layout using the Characters Per Line Assistant.
  - Click **No** if you are not required to create a layout with a specific number of characters per line.
4. The new layout displays with the Characters Per Line Assistant dialog box displayed. The width of your current page size setting is displayed. Fill in the following fields:
  - **How many characters do you want on a line?** Type the maximum number of characters you want on a line. Using the example above, the agency has required 58 characters per line so you would type 58.
  - **How many characters per inch?** Type the number of characters you want per inch. The easiest way to determine the number of characters per inch is to lay a ruler down on a line of printed transcript that matches your requirement and count the number of characters that appear in an inch. The default value is set to 9 characters per inch but you can change it to whatever number you need. The most common number of characters per settings are 9, 9.5 and 10. Using the example above, the agency has required 9 characters per inch so you would leave 9.
  - **What is your left margin in Inches?** Use a ruler on a printed transcript that matches your requirement and measure from the left edge of the transcript paper to your left most margin or type in the number if it has been specified. Once you answer the first three questions, your right margin is automatically determined.


Using the example above, let's say you measured your left margin at 1 inch from the left edge of the page.

5. Click **OK** or press **Enter**. A dialog box displays stating that all paragraph styles in your layout will be set to the following:  
(Using the example at the beginning of this topic, the following would be displayed.)  
Characters per line: 58  
Characters per inch: 9.00  
Left margin: 1.00 inches  
Right margin: 7.44 inches  
  
Once your layout displays, review the first line indent, symbol position and continuation paragraph settings for each paragraph style along with other layout settings. Do you wish to continue?
6. Do **one** of the following:
  - If the information looks correct, click **Yes** or press **Alt + y**. Your layout displays with the characters per line, inch and left and right margin settings. Go to Step 8.
  - If the information does not look correct, click **No** or press **Alt + n**. The Characters Per Line Assistant displays with your current setting values. Make any necessary changes and then click **OK** to continue.
7. All your paragraph styles will have the same left and right margins. Be sure to review the positions for first line indent, symbol position (if applicable) and continuation paragraph settings for each paragraph style you use. In addition, be sure to review the position settings for other layout settings such as the box settings, timestamps, headers/footers, etc.
8. When finished, save and close your layout.
  - To create a new layout, click File, New, Layout (**Alt + f, n, l**) and type a new name for the layout and press **Enter**.
  - To open an existing layout, click File, Open, Layout (**Alt + f, o, l**) Position your cursor focus in the sample text section, press **Alt + o** and then select Characters Per Inch Assistant... Go to Step 4.

## Save Layout As

You may want to create a new layout or modify an existing layout because of new jurisdiction guidelines, new firm requirements or header/footer placement. Case CATalyst layouts control the look and print of the transcript including the margins, transcript box (if needed), headers/footers, page numbers, timestamps, etc. You can create a new layout by selecting the Layout function, typing a name and making the necessary adjustments. Or, if there is an existing layout with similar settings already, you can open the existing layout, and use the Save As feature. The Save As feature allows you to open an existing layout, select Save As, type a new name and make necessary changes. When you use the Save As feature and type a new name, you are in the new layout. Any changes you make and save are saved to the new layout name. *The original existing layout you opened remains untouched.* You can also modify an existing layout while you are [editing by using the Modify Layout](#) feature. The following instructions focus on opening an existing layout through the Layout function.

1. From anywhere in Case CATalyst, press **Alt + u, L (Function/Layout)**. The Open Existing Document dialog box displays.
2. Select the layout and press **Enter (Open)**. The Layout function opens with sample text and the current values for [Paragraph Setup](#), [Page Setup](#), or [Header & Footers](#). Use the scroll bar to view all the fields. The [Characters Per Line Assistant](#) is available if you need help determining settings for a layout with a specific number of characters on a line. To select a layout from another user, in the Look in field choose the user folder and then select the layout.

3. Make necessary changes. When finished, press **Enter (Apply)**. The sample text on the left side of the screen displays the current settings. Use the ruler elements and the Zoom feature to check the settings. You can also use Print Preview and [Print](#) to view the text with the current format.
4. To save changed, do one of the following:
  - To save the file with the current name, press **Ctrl + s** or click the Save () icon.
  - To save the file under a different name, press **Alt + f, a (File/Save As)**. When the Save As dialog box displays, type a new name in the File name field or select an existing layout name and press **Enter (Save)**. The original existing layout remains unchanged.
5. Press **Ctrl + F4 (File/Close)** to close and exit Layout.

## Print Layout Settings

Print all the values for a layout using the Print Layout Settings feature in the Layout function. The Transcript Layout Detail Report lists the current values for Paragraph Styles, Page Setup and Headers & Footers. Case CATalyst prints the full report.

### Print Layout Report

1. From anywhere in Case CATalyst, press **Alt + u, L (Function/Layout)**. The Open Existing Document dialog box displays.
2. Select a layout and press **Enter (Open)**. The Layout function opens with sample text and the current values for [Paragraph Setup](#), [Page Setup](#), or [Header & Footers](#). Use the scroll bar to view all the fields.

To select a layout from another user, in the *Look in* field choose the user folder, and then select the layout.
3. Press **Alt + o, y (Format/Print Layout Settings)**. The Print dialog box displays.
4. Select the printer and any other options and press Enter (OK) to print the report.

If you select to print the settings to the Stenograph PDF Printer, the Print to File dialog box displays. Select the location to which you want to save the PDF. Case CATalyst will suggest the name of layout\_layout.pdf as the default name of the PDF, although you can change the name.

## Page Setup

The Page Setup pane in Layout allows you to set formatting values that affect the way the text displays on the printed page. These settings include line numbers, top and bottom margins, timestamps, and transcript box style. Modify Page Setup values for the applied layout while Editing, using the [Modify Job Layout](#) feature.

### Page Setup Values

Make entries in the fields and then press **Enter (Apply)** to view the changes. Measured values are in inches or centimeters depending on your Current Display Measurements [setting](#). To save the changes to the layout, press **Ctrl +s (File/Save)**.

#### Line Numbers

##### Position



Type a number in the field to determine the horizontal position of the line numbers on the page. The position of line numbers is a measurement taken from the left edge of the paper in inches or centimeters, depending on your setting. It is typed in decimals. A typical position setting for 8 ½ by 11 inch paper is between .75 and 1.25, which is between ¾ and 1¼ inches.

If you are printing a box, the line numbers are usually to the left of the box. When line numbers are left of the box, the value entered here must be less than the number entered in the Left Position field for the Box.

### Frequency

Determines how often line numbers print on the page. The most common setting is to print line numbers on every line. Select the frequency:

- None
- Every line
- Every 5th Line
- Every 10th Line
- First Line Only

### Format

Determines the type of line number format. The most common format is 1, 2, 3. Select one of the following:

- 1, 2, 3 (numbers)
- a, b, c (lower case letters)
- A, B, C (upper case letters)
- i, ii, iii (lower case Roman numerals)
- I, II, III (upper case Roman numerals)

### Transcript Lines

Type the number of transcript lines to determine how many lines of transcript print on each page. This setting is usually between 24 and 28.

The vertical placement of the first transcript line is determined by the top margin. The amount of space between each transcript line is determined by the number of transcript lines and the top and bottom margins.

### Line Number Font

Set the font, font style, size and effect for the line numbers. Select Line Number Font to display the [Font dialog box](#).

## Paper Size and Margins

### Paper Size

Each paper size has preset Width and Height values. To use a paper size not listed, select Other and set the Width and Height values. Select one of the following paper sizes:

- Letter—8 ½ x 11 inch paper is commonly used for transcripts.
- Legal—8 ½ x 14 inch paper is commonly considered legal size.
- A4—A metric measurement usually used in the United Kingdom and Australia.

- Other—Set custom Width and Height values.

#### **Width**

The width of the selected paper size. These are preset values for all the paper sizes, except Other. When selecting Other, you must set a Width and Height value.

#### **Height**

The height of the selected paper size. These are preset values for all the paper sizes, except Other. When selecting Other, you must set a Width and Height value.

#### **Top Margin**

The distance from the top of the page the first transcript line prints. The position is a measurement taken from the top edge of the paper in inches or centimeters, depending on your setting. It is typed in decimals. A typical value for 8 ½ by 11 inch paper is 1.0 inch. To change the value, type a new number.

The vertical placement of the first transcript line is determined by the top margin. The amount of space between each transcript line is determined by the number of transcript lines and the top and bottom margins.

#### **Bottom Margin**

This setting determines how far down from the top of the page the last transcript line prints. The position is a measurement taken from the top edge of the paper in inches or centimeters, depending on your setting. It is typed in decimals. A typical value for 8 ½ by 11 inch paper is 10.0 inches. To change the value, type a new number.

The vertical placement of the first transcript line is determined by the top margin. The amount of space between each transcript line is determined by the number of transcript lines and the top and bottom margins.

#### **Use Characters Per Inch/Centimeters**

Check this box to specify the number of characters that print in one inch/centimeter. Enter a value in the *Characters Per Inch/cm* field. Stenograph strongly recommends you use a fixed (mono) spaced font when using this option. The following fixed space fonts are available:

- Provided by Stenograph - Arial Monospaced, Andale Mono and Letter Gothic
- Provided by Windows - Courier New

#### **Character Per in/cm**

If you checked the Use Characters Per Inch/Centimeters box, you must enter a value to determine the number of characters per inch/cm. The lower the number, the more space between each character and the fewer characters on a line. The higher the number, the less space between each character and the more characters on a line. Usually this setting in inches is 9.00 or 10.00. To change the numbers of characters per inch/cm, type the new number.

A quick way to determine the characters per inch. Use a ruler to determine the number of characters that display in an inch. Let's say you are using a standard letter size page (8.5 x 11). You set your left margin at 1.25 and your right margin at 1.0. Since your page measures 8.5 inches that means you have 6.25 inches available for you lines of text. If you set your characters per inch to 9, you'll have space for 56 characters per line. If you set your characters per inch to 10, you'll have space for 62 characters per line.

This field is only available when you select the *Use Characters Per Inch/Centimeters* option.

## Timestamps

Timestamps are automatically generated when writing realtime. You can specify whether they print or not and whether they print on the far right or left edge of the page. To print timestamps for every job, select a setting in the Frequency field. When printing a job, the [Print Options](#) allow you to select or deselect timestamps. Timestamp settings must be set in the layout in order to print timestamps.

### Position

Determine the horizontal position of the timestamps on the page. To change the setting, type a number in the field.

The position of the timestamp is a measurement taken from the left edge of the paper in inches or centimeters, depending on your setting. It is typed in decimals. When you print timestamps on the far left side, a typical setting for 8 ½ by 11 inch paper is between .30 and .50 inches. If you print timestamps on the far right side, a typical setting is between 7.30 and 7.80 inches.

### Separator

The symbol that separates the hours, minutes and seconds. To change the symbol, type a new symbol. The most common symbol used is the : (colon).

### Frequency

Determine how often timestamps are printed. The most common setting is to print numbers on every line. Select the frequency:

- None
- Every line
- Every 5th Line
- Every 10th Line

### Format

The format for the timestamps display. Select an option:

- 3:47PM (12-hour with AM/PM)
- 3:47 (12-hour)
- 15:47 (24 hour/Military time)
- 5:47:57PM (12-hour with seconds and AM/PM)
- 5:47:57 (12-hour with seconds)
- 15:47:57 (24-hour/Military time with seconds)

### Timestamp Font

Set the font, font style, size, and effect for the timestamps. A typical setting for font size is between 8 and 10. Select Timestamp Font to display the [Font dialog box](#).

## Box

The Box refers to the border that is sometimes printed around the transcript text. You can choose to not print a box or only print a particular side of the box.

### Style

The Style field refers to the type of line. Select a line type for each of the box sides: Left, Right, Top, and Bottom. Select one of the following:

- None
- 1 Line
- 2 Lines

### **Position**

This setting determines where the box line prints on the page. Type a number for the position of any box lines you are using: Left, Right, Top, and Bottom. If you are not printing a box, no entry is necessary. If you are only printing one of the box lines, an entry is only required for that line. Type a number for each box line:

#### **Left**

This setting is for the box line on the left side of the page. It is measured from the left edge of paper in inches or centimeters, depending on your setting and typed in decimals. Make sure this value is less than the value of a Left Margin field in paragraph styles. A typical setting for 8 ½ by 11 inch paper is between .80 and 1.40 inches.

#### **Right**

This setting is for the box line on the right side of the page. It is measured from the left edge of paper in inches or centimeters, depending on your setting and typed in decimals. Make sure this value is more than the value of a Right Margin field in paragraph styles. A typical setting for 8 ½ by 11 inch paper is between 7.20 and 8.15 inches.

#### **Top**

This setting is for the box line on the top of the page. It is measured from the top edge of paper in inches or centimeters, depending on your setting and typed in decimals. or about ¼ inch or .635 centimeters above the first transcript line. A typical setting for 8 ½ by 11 inch paper is between .30 and .80 inches.

#### **Bottom**

This setting is for the box line on the bottom of the page. It is measured from the top edge of paper in inches or centimeters, depending on your setting and typed in decimals. It is usually placed ¼ inch or .635 centimeters below the last transcript line. A typical setting for 8 ½ by 11 inch paper is between 10.00 and 10.80 inches.

### **Thickness**

This setting determines how thick the box line prints. The higher the number, the thicker the box line. Type a number for each of the box lines: Left, Right, Top, and Bottom. If you are not using a box, no entry is required.

## **Paragraph Setup**

The Paragraph Setup pane in the Layout function allows you to set formatting values that affect the selected paragraph style. These settings, such as paragraph margins and symbol formatting, determine how the paragraph displays on the Edit screen and printed page.

In Edit, use the [Modify Job Layout](#) feature to modify paragraph values for the applied layout. In addition, you can make changes to a single paragraph while Editing using the [Modify Current Paragraph](#) feature.

## About Paragraph Styles

Paragraph Styles contain the formatting information for particular elements of a transcript. Every CAT system has a structure for paragraph styles providing formatting information for Question, Answer, Colloquy, etc. Formatting information includes such elements as paragraph margins, line spacing, first and subsequent line indents, and ending paragraph punctuation. In Case CATalyst, for example, a Question paragraph style includes values for:

- the first line indent which is the text after Q
- left margin for carryover text
- right margin
- continuation when there is a subsequent paragraph within the Question
- symbol which is the Q
- symbol position
- ending punctuation

When you insert a Question (F4q) into the transcript, Case CATalyst formats it based on the above information.

Paragraph styles in Case CATalyst eliminate the need for Secondary Margin format symbols previously used in Case CATalyst 3.x and Premier Power. Where Colloquy was defined with Secondary Margin On and Questions and Answers were defined with Secondary Margin Off, in Case CATalyst you set the left and right margins for the Colloquy paragraph style and the left and right margins for the Question and Answer paragraph styles. Paragraph styles eliminate having to define strokes with the Secondary Margin format symbols.

Paragraph styles are set in the Layout function in the [Paragraph Setup](#) dialog pane. In addition to the paragraph styles provided with the Case CATalyst software, you can define up to 32 other paragraph styles to use in formatting your job.

## Paragraph Setup Values

Make entries in the fields and then press **Enter (Apply)** to view the changes. Measured values are in inches or centimeters depending on your Current Display Measurements [setting](#). To save the changes to the layout, press **Ctrl +s (File/Save)**.

### Paragraph Style

Select one of the following paragraph styles for which you want to set parameters. Click the down arrow to choose a paragraph style from the list.

#### Default Paragraph

Case CATalyst uses this paragraph style setting when determining the left, right, and center positions between margins for headers, footers, and page numbers. This setting applies when using the <Default Paragraph> format symbol. This paragraph style is generally used on include files or standard text files.

#### Question

This paragraph style determines the settings for a Question paragraph. These settings apply when using the <Question> format symbol.

### **Answer**

This paragraph style determines the settings for an Answer paragraph. These settings apply when using the <Answer> format symbol.

### **Colloquy**

This paragraph style determines the settings for a Colloquy paragraph. These settings apply when using the <Colloquy> format symbol.

### **By Line**

This paragraph style determines the settings for a By Line paragraph. These settings apply when using the <By-line> format symbol.

### **Parenthetical**

This paragraph style determines the settings for a Parenthetical paragraph. These settings apply when using the <Parenthetical> format symbol.

### **Centered**

This paragraph style determines the settings for a Centered paragraph. These settings apply when using the <Centered Paragraph> format symbol.

### **New Line Paragraph**

Case CATalyst defaults to the settings for this paragraph style when no other paragraph style is used. This paragraph style determines the settings for a New Line paragraph. These settings apply when using the <New Line Paragraph> format symbol.

### **Single Spaced**

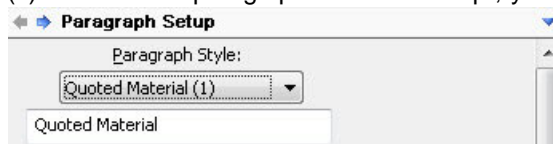
This paragraph style determines the settings for a Single Spaced paragraph.

### **User Defined**

This paragraph style determines the settings for an additional paragraph styles you want to create. User Defined Paragraphs are, often times, used for special formatting such as quoted material. For example, you might create a User Defined Paragraph for quoted Qs and As when testimony is read in from another transcript/deposition or document. You can create up to 32 User Defined Paragraph styles. When you create a User Defined Paragraph in a page layout, a field displays immediately below the style. This allows you to type a description or name for the User Defined Paragraph. A descriptive name, such as Quoted material may help you quickly select the correct user defined paragraph.



Type a name/description for the paragraph style in the field below the User Defined Paragraph. 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.



## Paragraph Body

### First-line Indent

This is where text begins for the designated paragraph. It is the position of the first letter of the first word. The beginning position of text is a measurement taken from the left edge of the paper in inches or centimeters, depending upon your setting. It is typed in decimals. For example, ½ inch is .50. To change the setting, type a number in the field.

The First-line Indent for Question and Answer paragraph styles is the position of the first letter of the first word following the Q or A symbol.

### Left Margin

Controls the left margin for this paragraph text. The typical setting for 8 ½ by 11 inch paper is between 1.0 and 1.75 inches. It is typed in decimals. In inches for example, you set the Left Margin at 1.20, which is one inch and two tenths from the left edge of the paper.

The ability to set margins for each paragraph style eliminates the need for the Secondary Margin format symbol used in Case CATalyst 3.x.

### Right Margin

Controls the right margin for this paragraph text. The typical setting for 8 ½ by 11 inch paper is between 7.00 and 8.20 inches. It is typed as decimals. In inches for example, you set the Right Margin at 7.20, which is seven inches and two tenths from the left edge of the paper.

The ability to set margins for each paragraph style eliminates the need for the Secondary Margin format symbol used in Case CATalyst 3.x.

### Continuation

Determine the first line indentation when creating a continuation paragraph within this paragraph style. For example, you write a Question and then need to create a paragraph within a question. When you use the Continuation Paragraph (F4p) format symbol while in the question paragraph, Case CATalyst automatically creates a new paragraph and indents it according to the setting entered in this field.

### Line Spacing

Determine the spacing between transcript lines for this paragraph style, Double or Single. Most transcripts are double spaced.

### Alignment

Select how to display the body of the paragraph on the page within the set margins. The First-line Indent remains in the assigned position. Choose from the following:

- Left
- Right
- Centered on Margins
- Centered on Page

### Body Text Font

Set the font and font style, size and effect for this paragraph style. Select Body Text Font to display the [Font dialog box](#).

### Paragraph Symbol

#### Symbol

Type the symbol that appears in the transcript. If you use a period after the Q or A, type it along with the symbol. For example, "Q." or "A" Question and Answer symbols display in Edit in the [user selected](#) color.

The Symbol field does not apply to all paragraph styles.

#### Symbol Position

The horizontal position of the symbol in the transcript. A typical position for either Q or A is the same setting as the Left Margin. The range for 8 ½ by 11 inch paper is between 1.50 and 1.75 inches, which is 1½ to 1¾ inch from the left edge of the page.

#### Ending Punctuation

Type the ending paragraph punctuation. During translation, Case CATalyst uses this entry to automatically place punctuation at the end of this paragraph style when no other punctuation stroke is indicated.

Ending punctuation only applies during translation. When you change the ending punctuation for a paragraph style during Edit or in Layout, the change does not apply unless you re-translate.

#### Symbol Font

Set the font and font style, size and effect for the symbol. Select Symbol Font to display the [Font dialog box](#).

#### Continuation Symbol

The Continuation Symbol dialog box displays. In the *Continuation Symbol* field, type the symbol you want to display before every continuation paragraph for the selected paragraph style. There is an eleven character maximum. In the *Continuation Symbol Position* field, type the location for the symbol. When finished, press **Enter (OK)**.

A Continuation symbol generally applies only to Canadian layout.

### Define Tabs

Set the tab values for the current paragraph style. Select Define Tabs to display the Tab Locations dialog box. You can have up to ten tab settings for each paragraph style.



### For searching, this paragraph is a

Identify a User Defined Paragraph style as another style when searching. For example, you create a User Defined paragraph style for quoted Questions. Set the values in this field as a Question Paragraph Style. When searching in Edit for a Question, Case CATalyst stops on this paragraph style.

### Paragraph is Numbered

Check this box to number paragraphs for this paragraph style. Select **Details** to set Paragraph Number Options. You can only have one paragraph style numbered at a time. Paragraph numbering affects all the layouts for the user. Use the [Set Page/Paragraph Number](#) feature to reset paragraph numbering.

#### Details

Set Paragraph Numbered options. Click an option. Depending on the field, select a choice from the drop down box or type an entry. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Paragraph Numbered Options to their original Case CATalyst default selection.

#### Alignment

Set the position for the paragraph number to left or right justification before the paragraph.

#### Text Before

Paragraph numbers can include text such as [ ] so that the paragraph numbers display with surrounding brackets. Type the text, if any, that occurs before the number, such as [ .


#### Text After

Paragraph numbers can include text such as [ ] so that the paragraph numbers display with surrounding brackets. Type the text, if any, that occurs before the number, such as [ .

#### Number Position

Type the position of the paragraph number measuring from the left edge of the paper. Select the horizontal position where you want the paragraph number to display.

#### Number Font

Select the font style and point size for the paragraph number. Click the Browse button  to display the available font styles and sizes.

### Apply changed measurements and fonts to multiple Paragraph Styles

Check this box to apply margin, indent, tab and font values to multiple paragraph styles. For example, you want to change the right margin for question, answer, colloquy and parenthetical paragraph styles.

Make necessary changes and click **Apply**. The *Select Paragraph Styles to Change* dialog box displays. You can individually select paragraphs by clicking the appropriate paragraphs or click the Select All button (**Alt + a**) to select all the paragraphs. If you are modifying a layout while in Edit, Case CATalyst prompts you to select where to apply this change such as Entire Document, Only this page, etc. Once you select the option and press **Enter**, the *Select Paragraph Styles to Change* dialog box displays.

## Headers & Footers

The Headers & Footers screen in Layout contains settings for header, footer and page number positioning, font style, alignment, and page number format. There are 7 header/footer lines available plus a line for page number value. More than one header or footer can print on the same line by using different alignment options. You can modify header and footer values for any layout in the Layout function or for the applied layout while Editing, using the [Modify Job Layout](#) feature. To modify header/footer text from Edit, use the [Change Header Text](#) feature or header/footer format symbols. To modify the color of the header/footer text in Edit, use the [Color](#) feature. For additional information on how applying a layout containing headers and footers while editing and changing headers/footers via a format symbol work in a transcript, see [Understanding Header Changes and Layout Changes](#).

You can insert [fields](#) into header/footer lines. You can also associate an image with a header or footer line. Use Image Properties to adjust the size and horizontal placement of images on the line. Text and an image can use the same header line. Vertical and horizontal alignment values for text placement do not affect the placement of the image on the page. Stenograph recommends that placing an image on a header line which does not contain text you frequently change.



A PDF file is not a graphic file and cannot be opened or inserted as an image.

### Header and Footer Values

Make entries in the fields and press **Enter (Apply)** to view the changes. Measured values are in inches or centimeters depending on your Current Display Measurements [setting](#). To save the changes to the layout, press **Ctrl +s (File/Save)**.

#### Header Selection

Use the down arrow to display the list of headers and footers. Select one to create or modify.

#### Image/Remove Image

The Image button displays when the selected header line has no image associated with it. Use Image to associate a graphic with a header or footer. The Open File dialog box displays from which you can select a graphic. A PDF file is not a graphic file and cannot be opened or inserted as an image.

The Remove Image button displays once you associate an image with a header line. Use Remove Image to remove an image from the selected header line.

#### Image Properties

[Image Properties](#) allows you to modify the size and placement of an existing image on the page.

#### Header/Footer Text

Type the actual header, footer, or running header text. Header text displays in Edit in the [user selected](#) color.

When you are creating or modifying Page Number, click Insert Field to select a number format. The page number format displays in brackets, such as [!Page Number – 1,2,3...]. You can add words or symbols before or after the page number format. For example, adding Page before the page number format results in Page 23. Adding -A after the page number format results in 23-A. For example, if you want to display the current page number and the total number of pages in the file, you could format the page number as:

Page [!Page Number – 1,2,3...] of [!Total Pages in Document]

**Insert Field**

Insert a field to act as a placeholders for information that changes in the header/footer. The [Insert Field](#) dialog box displays. Use Insert Field to insert number formats when creating or modifying a page number on a header/footer line.

**Font**

Set the font and font style, size, and effect for the header or footer. The [Font dialog box](#) displays.

**Horizontal**

Set the horizontal position of the header, footer, or page number on the page. Case CATalyst uses the Default Paragraph information in the applied Layout to set the left, right and centered on margin alignment. Select one of the following:

**Exactly**

An exact number measured from the left edge of paper in inches or centimeters, depending on your setting, and typed in decimals. Type a number in the Position field. For example, for 1½ inches, type 1.5.

**Left Margin**

Flush with the Default Paragraph Style left margin.

**Right Margin**

Flush with the Default Paragraph Style right margin.

**Centered On Margins**

Based on Default Paragraph Style margins.

**Centered On Page****Centered On Box**

Based on the values of the left and right box line placements.

**Vertical Position**

Set the vertical position of the header, footer, or page number on the printed page. Select one of the following:

**Exactly # Inches/Centimeters from the top of page**

Type a number in the box.

**Top of Box**

Aligns with the same position as the top line of the box.

**Bottom of Box**

Aligns with the same position as the bottom line of the box.

**Running Header**

Case CATalyst places the first running header on transcript line one. When you select a second running header, Case CATalyst places it on the second transcript line.

## Insert an Image

1. Do one of the following:
  - In Edit, select **Alt o, l (Format/Modify Layout)**. Case CATalyst opens the applied layout.
  - Open the Layout function. Press **Alt + u, l (Function/Layout)**. In the Open Existing Document dialog box, select a layout and press **Enter (Open)**.
2. Select **Headers & Footers**.
3. In the *Header Selection* field, choose a header line to associate with the image and select **Image**. The Open File dialog box displays.
4. Make necessary entries:

### Look in

The current folder. If necessary, select another location.

### File name

The selected file to open. Click a file to select it or type the file name.

### Files of type

The type of image file that displays in the window. You can insert almost any type of graphic. Display all image types or filter the display by selecting a specific file type from the list, such as .bmp or .jpg (JPEG).

### Enable Preview

Display the image in the dialog box to preview it before insertion.

### File Info

Display the File Information dialog box showing additional information such as image format size, and resolution.

5. Press **Enter (OK)**. In the Image Placement and Size dialog box, make entries and press **Enter (OK)**. You can place the image anywhere on the page. If you do not set placement values before inserting the image, Case CATalyst places the image in the upper left corner of the page.
6. In the Page Layout pane, press **Alt + a (Apply)** to insert the image into the layout. Use Image Properties to modify the size or position of the image in the document. When you insert an image into a header or footer during Edit, the Apply this change to dialog box displays, prompting you to select the scope of the change.

## Modify an Image

1. Do one of the following:
  - In Edit, select **Alt o, l (Format/Modify Layout)**. Case CATalyst opens the applied layout.
  - Open the Layout function. Press **Alt + u, l (Function/Layout)**. In the Open Existing Document dialog box, select a layout and press **Enter (Open)**.
2. Select **Headers & Footers**.

3. In the *Header Selection* field, select the header line that contains the image you want to modify and select **Image Properties**. The Image Placement and Size dialog box displays.
4. Make necessary entries:

**Left**

Type a value to determine how far from the left side of the page you want to place the image. The position is a measurement taken from the left edge of the paper in inches or centimeters, depending on your setting. It is typed in decimals. For example, ½ half inch is typed, .5.

**Top**

Type a value to determine how far down from the top of the page you want to place the image. The position is a measurement taken from the top edge of the paper in inches or centimeters, depending on your setting. It is typed in decimals. For example one inch is typed, 1.0.

**Width**

Type a value to determine the width of the image. The measurement is in inches or centimeters depending on your setting. It is typed in decimals. For example 1¼ inch is typed, 1.25.

**Height**

Type a value to determine the height of the image. The measurement is in inches or centimeters, depending on your setting. It is typed in decimals. For example 3½ inches is typed, 3.5.

**Keep Aspect Ratio**

Check this box to maintain the image ratio of width to height. When you make a change in one of the Width or Height fields, Case CATalyst automatically determines the value for the opposite field. Type a value in one field and click in the opposite field or press Enter (OK).

If you check this box and make a change in both the Width and Height fields, Case CATalyst uses the value in the Height field to determine image ratio.

**Placement Preview Window**

On the right side of the Image Placement dialog box is a window that displays a preview of the image size and position on the transcript page. You can use your mouse in this window to resize or move the image.

To resize the image, move your cursor over the image until a line with arrows on each end displays. You can position the cursor so that the line is vertical to modify the height; horizontal to modify the width; or diagonal to modify both the width and height. Hold the mouse button down and move the cursor to modify the image size as desired. As you move the cursor, the values in the Width and Height field reflect the changes.

To reposition the image on the page, move your cursor over the image until a cross with arrows at the end of each line displays. Hold the mouse button down and move the image to the desired position. As you move the cursor, the values in the Left and Top field reflect the changes.

5. Press **Enter (OK)** to accept the changes in the Image Placement and Size dialog box.
6. In the Page Layout pane, press **Enter (OK)** to apply the changes to the layout. View the changes and make additional modifications as necessary. When you modify Image Properties of a header or footer during Edit, the Apply this change to dialog box displays, prompting you to select the scope of the change.

## Remove an Image

1. Do one of the following:
  - In Edit, select **Alt o, l (Format/Modify Layout)**. Case CATalyst opens the applied layout.
  - Open the Layout function. Press **Alt + u, l (Function/Layout)**. In the Open Existing Document dialog box, select a layout and press **Enter (Open)**.
2. Select **Headers & Footers**.
3. In the *Header Selection* field, select the header line that contains the image you want to delete and click **Remove Image**.
4. Press **Enter (OK)** accept the change. When you remove an image from Edit, the Apply this change to dialog box displays, prompting you to select the scope of the change.

## Understanding Header Changes and Layout Changes

Header/footer changes can be made through the layout or can be made while editing using the Change Header menu (default keyboard assignment Ctrl + h) item located on the Format menu, by using the Change Header command (F4 + h and then header number) in a keyboard map or if in Page View, double clicking the header.

When you [apply a layout](#) to a page or pages or [modify a layout](#) while editing, the headers and footers in the layout apply to the transcript pages. The headers and footers only apply to the locations you say when you select how to apply the layout – choices are Entire Document, Only this page, From this Page to the Next Layout change, From this Page to the End of this Section and From this Page to the End of the Document. For example, you apply a specific layout to your Appearance page or pages. The layout you select to apply has the text Appearances assigned to Header 1. The layout and Header 1 are applied to the transcript based on how you selected to apply the layout, i.e. Entire Document, Only this page, etc. Or another example might be that you selected the wrong layout at the time of translation. Let's say you selected the layout for a court transcript instead of the layout for a deposition. You now select to apply the deposition format that has the firm name as a footer. That layout including header/footer text is applied based on the scope you selected in the The Apply This change to: dialog box.

When you [change a header/footer](#) via a format symbol (Change Header via the menu or keyboard command), the text you type will override any other header/footer text that was/is in the layout for the same header/footer number. It applies until the next layout change and then stops. For example, you change Header 1 to read Deposition of Witness Name. Header 1 applies throughout the job until it reaches the next layout change. If you had included a Certificate page (with the Bring Layout option selected) that has Header 1 assigned to Certificate, the Witness Name header stops applying at the Certificate page.

In addition, when you put in a change header/footer format symbol, it applies until the next change header/footer format symbol within those pages with the same layout. For example, you put a header/footer change via the format symbol for direct examination text and then you put another header/footer change for cross examination text, the direct examination header/footer applies until the cross examination header/footer starts. The header/footers apply on the page they are found or in other words, where the header/footer change started.

However, in some instances you may have entered several header/footer format symbols in the job with different text, but realize you want the current header/footer text to apply from your current cursor location and override the other header/footer changes you previously made. In this event, in the Change Header/footer dialog box, you would select the Apply through to the next layout change option and the current header/footer will apply that text and will delete all the other change header/footer format symbols that follow it until the next layout change is encountered.

## Manage Jobs


Manage Jobs displays cases and files in the current user name. It is similar to your work area or desk showing jobs that have been completed, jobs that need to be edited/printed and important files that are needed to perform your tasks. A job usually corresponds to a single transcript or caption file. On the Manage Job screen, a job is represented as a single folder in [Icon View](#) or a text name in [Detailed List View](#). Each job contains varying subfiles which are other files related to the job such as a job dictionary or the steno notes. You can double click on certain subfiles to open the subfile in the associated Case CATalyst function or feature. Right clicking on subfiles displays a menu from which you can choose to perform additional actions. For example, double clicking on a steno note subfile (.sgstn) opens the Translate function with that subfile selected for translation. Right clicking on a steno note subfile and selecting Open, opens the subfile in the Manage Notes function. Not all subfiles have double click functionality.

You can put several jobs into a [case](#) to organize related information. The use of cases to organize your jobs is optional. For additional information about file structure and to view a list of all subfiles, see the [Case CATalyst File Structure](#) topic.

The Manage Jobs function displays all the job files in the current user name. Most of your job file maintenance is done through Manage Jobs. Use Manage Jobs to:

- View the contents of your user folder using icons or a detailed list.
- [Organize](#) your files or cases.
- Send files via [e-mail](#).
- Add, delete and change users.
- View [Job History](#) data.
- Set various user options.

### Access Manage Jobs

- On the Function bar, click the **Manage Jobs**  icon.
- From the Menu Bar, select **Function/Manage Jobs**.
- Press **Alt + u, j**.

## Selecting Files In Manage Jobs

On the Manage Jobs screen, there are several ways to select a job or file to perform a task such as backing up your dictionary, restoring a job, copying files, or opening a WordList. To select a job in a case, you must first open the case. If the job is located in another user folder, you must change to that user.

### Select Files

- Double click a subfile to automatically invoke the associated function. For example, if you double click a text file, the Edit function opens with the selected text file displayed. If you double click a steno note file, the Translate & Edit function opens.
- Highlight a subfile and then select **File/Open (Alt + f, o)** and select the correct associated function.



- Highlight the file and then select the appropriate feature from the Function Bar, Toolbar or drop-down menu.
- Highlight multiple files and then select the appropriate feature from the Toolbar or drop-down menu. You can select multiple files for backup, restore, delete, copy or move. To highlight:

**Multiple non-consecutive files**

Press and hold the **Ctrl** key while you click the desired files.

**Multiple consecutive files**

Click the first file, press and hold the **Shift** key and click the last file.

**All the files**

Press **Ctrl + a**.

- Select a feature from the Toolbar or drop-down menu and then select the file.

## Job Details Pane

The Job Details pane, by default, displays at the bottom of the Manage Jobs screen. Job Details pane displays all the associated subfiles of the selected file. If you are highlighting a Case, Job Details displays all the files in the case. You can move the Job Details pane to either side of Manage Jobs or leave it at the bottom of the screen. If you set the Job Details pane to auto hide, you will then see a Job Details "tab" so you can easily access Job Details when needed.

## File

The Manage Jobs File menu allows you to create new files and/or open existing files, start translation, print in addition to features that provide the ability to manage and send outgoing files via e-mail, view Job History data, import and export fields, access the User Root level and quickly create a Case. To access the File menu via the keyboard, press **Alt + f** and then press the underscored letter of the function you desire. The File menu is available in all functions and [contains actions](#) that are available in all functions.

## Quick Tran

Quick Tran allows you to start realtime translation bypassing any dialog box entries. For example, let's say you are an official court reporter and you want to break each calendar call into its own file. You can use Quick Tran to start a realtime session (first file for the day) and/or if you have already started realtime and want to start a new file quickly. Case CATalyst automatically uses the last realtime settings, including selected dictionaries and assumes *Writer* is selected in the Steno Source field of the Translate dialog box. By default, Case CATalyst assigns the file name using the two digit year, month and day followed by the hour, minute and seconds. For example: 080816\_140905 was created August 13, 2016 at 2:09:05 p.m. To customize the Quick Tran file naming convention, create a new naming formula in the Advanced Translate option, [Quick Tran filename format](#).

If you are writing realtime with a Diamante or élan Mira A3 WiFi connection and using the Quick Tran feature, you can have CATalyst automatically connect to the last WiFi writer by selecting the Auto Connect Last WiFi writer in the Translate, [Realtime settings](#).

If you select Quick Tran while in an active realtime file, Case CATalyst disconnects from the current realtime file and starts a new realtime file. **It is necessary to end the file on the writer to prevent the steno strokes from the current realtime file from being added to the new realtime file.** A new realtime file (tab) is started and the original realtime file remains open, allowing you to edit and save it. To change the default Quick Tran file name, use the [Rename](#) feature in Manage Jobs.

Access Quick Tran:

- at Manage Jobs, press **Alt + f, q (File/Quick Tran)** to start your first realtime file of the day. The first file and all subsequent files will use the last used translation settings (including selected dictionaries) and will name the file according to the Advanced Translate *Quick Tran filename format* option.
- while writing realtime, press **Alt + f, q (File/Quick Tran)** to start a new realtime file. The new file opens in a new tab with the default naming convention or if you modified the naming option, however you have modified the naming convention.
- in Edit, use a [keyboard command](#) assigned to Quick Tran or [macro](#) that invokes the Quick Tran command.



[Keyboard Map](#) Function: Quick Tran

## Zip & e-mail

The Zip & e-mail feature allows you to send zipped files of Case CATalyst transcript files, including subfiles, ASCII files and [PDF](#) files. The transcript files are sent in full page format. You may want to use the Zip & e-mail feature to send Case CATalyst files between a scopist and reporter, between a reporter and the firm or home office, or to send ASCII file to clients.

When you select Zip & e-mail, Case CATalyst prompts you to select the files to send and then opens your default e-mail package and opens a new e-mail message with the files attached. CATalyst opens your default e-mail package and opens a new e-mail with the selected file(s) attached. You must have an e-mail program installed and selected as your default e-mail program. Case CATalyst stores the zipped file in the Temp folder until the e-mail is sent. Once sent, Case CATalyst deletes the zipped files. The recipient of the zip file needs to use Case CATalyst's Restore feature or an unzipping program. For more information about setting an e-mail package as your default e-mail program, consult your Windows documentation.

## Zip and E-mail Jobs in Full Page Format


1. From Manage Jobs, press **Alt + f, z (Files/Zip & e-mail)**. The Select Files dialog box displays.
2. Make necessary entries:

### Show subfiles

Check this box to display subfiles with their file type extension. This list is useful when choosing individual subfiles for the selected file names.

Uncheck this box to display a separate window with a list of subfile types. This is useful when choosing the same subfiles for the selected file names.

### Copy from

Check the box next to each case or file you want to e-mail. Checking a case selects all the files contained in the case. Click the  icon to display the contents of the case. If you highlight a case or file before invoking the Zip and e-mail feature, it displays selected. To select all the cases and jobs for a user, check the box next to the user name.

The number of files and total file size for all jobs selected display below the window.



In the Select Files dialog box, you can use the mouse to click the box or Tab to the field where you can use the arrow keys to position the highlight on your selection and then press **Spacebar**.

### Subfile types

This window only displays when you uncheck the Show subfiles feature. Check the box next to each subfile type you want to select. To select all subfile types, check the All subfile types box. Subfile selection affects all the jobs you are selecting to e-mail.

### Include Support Info Files

Check this box to automatically send [exception 3](#) .dmp files stored in the Support Info Files case located within the System Files case. Case CATalyst only sends files not previously sent to Stenograph when the files were sent via Zip & e-mail.

### Options

Display the [Zip Options](#) dialog box where you can choose how to package the zipped files. You can place each job in a separate package or place all the jobs into a single package. When placing files into a single package, you can select to use a default package name. Zip Options do not affect the zip options set for Send'em e-mail. Press **Enter (OK)** in the Zip Options dialog box after making your selection.

### File name

Type a name for the .zip file.

3. Press **Enter (OK)**. If you use Microsoft Outlook or Outlook Express, the Choose Profile dialog box displays after Case CATalyst zips the files. Do **one** of the following:
  - If you only have one Profile, press **Enter (OK)**.
  - If you have multiple Windows User Profiles on your computer, select the e-mail program you want to use from the drop down list and press **Enter (OK)**. To have Case CATalyst always display the selected program in the Profile Name field, choose **Options** and select the option, *Set as default profile*.

For more information about Profiles, refer to your Microsoft Outlook or Outlook Express documentation.

4. Case CATalyst opens a new e-mail message with the selected files attached. Complete and send the e-mail message.

## Compress & e-mail

The Compress & e-mail feature allows you to e-mail transcript files in [Compress Print](#) format from within Case CATalyst. Before sending the files, you select the Compress Print configuration and build a concordance index, if necessary. Typically Compress & e-mail is used to send a client a Compress Print file. CATalyst opens your default e-mail package, opens a new e-mail with the selected file(s) attached. On Windows 7 and higher, you must have an e-mail program, such as Outlook or Thunderbird, installed and selected as your default email program.

The Compress & e-mail feature creates a PDF file of the Compress Print pages and then zips each file individually. A zip file contains one or more files, condensed into a single file for the purpose of electronic delivery or storage. To open a zipped file, use the Case CATalyst Restore feature or an unzipping program.

## Compress Print and E-mail


1. From Manage Jobs, press **Alt + f, c (Files/Compress & e-mail)**. The Select Files dialog box displays.
2. Make necessary entries:

### Show subfiles

Check this box to display subfiles with their file type extension. Only text files are available in Compress Print format.

### Copy from

Check the box next to each case or file you want to e-mail. If you highlight a case or file before invoking the Compress & e-mail feature, it displays selected. The number of files and total file size for all jobs selected display below the window.

Checking a case selects all the files contained in the case. Click the expand  icon to display the contents of the case. To select all the cases and jobs for a user, check the box next to the user name.

### Subfile types

This window displays when you deselect the *Show subfiles* option. Only text files are available for Compress Print.

### Compress Configuration

Select a Compress Print [configuration](#) from the drop down list to determine how the compressed transcript appears on the sheet.

### Build Concordance Index (if needed)

Include a [concordance index](#) when one does not already exist for the job.

### e-mail zipped PDF

Send the Compress Print PDF files in a zip format. The receiver will need to unzip (extract the) file before viewing it but will be a smaller attachment.

### e-mail PDF (not zipped)

Send the Compress Print PDF files without zip compression. The attached file will have a PDF extension and can be viewed with any PDF viewer.

3. Press **Enter (OK)**. The E-mail Attachment Status box display as Case CATalyst creates the Compress Print file in [PDF](#) format. When finished, the Zip Name dialog box displays.
4. Name the zip file for each file you compressed. Make necessary entries for each file and press **Enter (OK)**. When you select multiple files to compress and e-mail, Case CATalyst displays the next job in the *Job Name* field with a default suggestion in the Zip name field.

### Job Name

The name of the job selected to e-mail.

### Zip Name

Use the default name displayed or type a new name for the zip file and press **Enter (OK)**.

**Zip name same as job names for this e-mail**

Keep the Case CATalyst file name for the zip name. When compressing and e-mailing multiple files, Case CATalyst automatically assigns the zip file names without prompting you for each name in the *Zip Name* field.

5. Case CATalyst compresses the selected files.

If you use Microsoft Outlook or Outlook Express, the Choose Profile dialog box displays after Case CATalyst zips the files. Do **one** of the following:

- If you only have one Profile, press **Enter (OK)**.
- If you have multiple Windows User Profiles on your computer select the e-mail program you want to use from the drop down list and press **Enter (OK)**.

To have Case CATalyst always display the selected program in the Profile Name field, choose **Options** and check the box *Set as default profile*.

For more information about Profiles, refer to your Microsoft Outlook or Outlook Express documentation.

6. Case CATalyst opens a new e-mail message with the selected files attached. Complete and send the e-mail message. Case CATalyst stores the zipped file in the Temp folder until the e-mail is sent. Once sent, Case CATalyst deletes the zipped files.

To retrieve the zipped file, use the Case CATalyst Restore feature or an unzipping program. For more information about e-mailing, refer to the documentation for your e-mail program.

**Send 'em e-mail**

Send 'em e-mail is a Manage Jobs feature that allows the user to select specific files to always include with jobs zipped and e-mailed using the Send 'em e-mail feature. For example, a reporter wants the scopist to take advantage of the Global Suggest feature. The scopist needs the reporter's personal dictionary, phonetic table, job dictionary, any dictionaries used to translate the file, etc. The reporter can pre-select specific files that should always be sent to the scopist. Then, when sending a job, the identified files are automatically included in the zip file with the selected job. CATalyst opens your default e-mail package and opens a new e-mail with the selected file(s) attached. On Windows 7, you must have an e-mail program, such as Outlook or Thunderbird, installed on Windows 7 and selected as your default e-mail program.

The first time you use Send 'em e-mail, Case CATalyst prompts you through the Pre-set and Additional Pre-set file selection process. Pre-set files can include Personal Dictionary, Phonetic Table, Update Area, Wordlists and Job and Case dictionaries. Additional Pre-set files are any other files you want add to the zip file, such as your Conflict Database, Mistran Minder List, Prefix/Suffix Rules, etc. After initially selecting all your pre-set files, the next time you use Send 'em e-mail, all the preselected files are automatically included when you select the job. You can make changes to your Pre-set selection from the Send 'em e-mail dialog box.

**Select Files and Send 'em**

1. From Manage Jobs, press **Alt + f, s (File/Send 'em e-mail)**. The Send 'em e-mail dialog box displays.

If this is the the first time you are using the Send 'em e-mail feature, you must first select your Pre-set files:

**Send 'em Pre-set Files**

Check the box next to the files you always want to include when using Send 'em e-mail and then press **Enter (Next)**. Files remain selected until you change them.

- Personal Dictionary
- Phonetic Table
- Update Area (if selected for use)
- Wordlist (Personal + Case)
- Job/Case Dictionaries — includes any job and case dictionaries that were used to translate the job. Case CATalyst uses the Job dictionary information from the file's Job History.

### Send 'em Additional Pre-set Files

Check the box next to any other files to regularly include in the Send 'em e-mail zip file and then press **Enter (Next)**. Files remain selected until you change them.

2. In the Send 'em e-mail dialog box, select the job or jobs to e-mail. If you highlighted jobs in Manage Jobs before selecting Send 'em e-mail, the jobs are already selected.
3. Use the following options as necessary:

### View Files

Display the Selected Files for Zip where you can review the files selected for inclusion in the Send 'em e-mail zip file. Selected files that Case CATalyst is not able to locate are preceded by an \* and are not included in the Send 'em e-mail zip file. When finished viewing, press **Enter (Close)**.

### Options

Display the [Send 'em Zip Options](#) dialog box where you can choose how to package the zipped files. You can place each job in a separate package or place all the jobs into a single package. When placing files into a single package, you can select to use a default package name. Press **Enter (OK)** in the Send 'em Zip Options dialog box after making your selection.



Send 'em Zip Options do not affect the zip options set for Zip & e-mail.

### Pre-set Files

Display the Send 'em Pre-set Files dialog box where you can change your selection of Send 'em Pre-set and Additional Pre-set files. After making your changes in the Send 'em Pre-set Files dialog box, press **Enter (Next)** to display the Additional Pre-set Files dialog box. When finished making changes, press **Enter (Next)**. Case CATalyst remembers the changes.

4. Press **Enter (OK)**. In a few moments, your default e-mail package displays with the Send 'em e-mail zip file or files attached.

## E-mail File(s)


E-mail File(s) feature attaches the selected subfile or subfiles of the selected job or case to an e-mail. The subfiles are attached but not zipped. You can select individual subfiles or you can select a transcript which selects all the subfiles for that transcript. There can be many [types of subfiles](#) that make up a file/job and depending who the recipient is you may or may not want to send files that the recipient can't open. For example, if you are sending CATalyst files to your CATalyst scopist, the sending all file types might be useful. If you are e-mailing a client a copy of a transcript, they you most likely want to send the PDF or TXT (ASCII) file. You can also select to attach a case which selects all the subfiles for all the transcripts in the case. If you highlight a User Name, the E-mail Files(s) option is grayed out.

If you want to attach files to e-mail but want the files zipped, select [Zip & e-mail](#). You can also create a compressed PDF of the transcript and e-mail it (zipped or not) using [Compress & e-mail](#).


To use E-mail File(s):

1. At Manage Jobs, do any of the following to select files to attach:
  - a) To select a file that only has one subfile, highlight the file and go to Step 2.
  - b) To select an individual subfile from a file that has multiple subfiles, in the Job Details pane, highlight the subfile and go to Step 2.
  - c) To select multiple individual subfiles from files that have multiple subfiles, change your view to Detailed List View (View, Detailed List View) and then Show Subfiles (View, Show Subfiles). Select the subfiles you want to attach to the e-mail and go to Step 2..
  - d) To select individual subfiles and Manage Jobs is set to Detailed List View and Show Subfiles, highlight the subfiles you want to attach and go to Step 2.
  - e) To select a file or multiple files (and all the subfiles related to the file), highlight the file and go to Step 2.
  - f) To select a case (all the subfiles related to all the jobs in the case), highlight the case and go to Step 2.
2. Do one of the following;
  - a) With your cursor on the highlighted file or one of the highlighted files, right click and select E-mail File(s).
  - b) Press **Alt + f, m** (File, E-mail File(s)).
3. Your default e-mail package opens a new e-mail with the selected file or files attached. Complete the e-mail and click Send.

## RealTeam Ready

RealTeam Ready is available on File menu or by clicking the RealTeam Status icon (  ). [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. Each RealTeam participant needs a [RealTeam login](#).

## RealTeam Invite

RealTeam Invite is available on the File menu or available on the RealTeam toolbar (  ) when a transcript is open (realtime or edit) and allows you to invite other participants to the RealTeam session. [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. Each participant must have a [RealTeam Login](#) and needs to be [invited](#) to the RealTeam session.

## Create a Case


When you create a new case, Case CATalyst places it in the current user folder. A case is generally used for organizational purposes based on several jobs related to the same proceedings, the type of jobs, completed jobs (by month and/or year), non-transcribed jobs, etc. For example, let's say that you occasionally get called to work in court. You create a case named Court. The Court case displays along with your other cases. When you are called to work in court, you simply double click the Court case and create a new job name. All of your court transcripts are readily available in one location.

You can also create a case within a case by first opening the case in which you want to create the new case. For example, using the Court case in the previous paragraph, let's say you have an on-going trial. You could create a case within the Court case to hold the several days of transcripts for the on-going trial or you could simply have the individual files in the Court case. If you create a new case within the current case, the case displays along with job subfiles or other cases, if applicable.

If your job is in a case, while editing you can create [K-defines](#) (case defines) which go to the Case dictionary. When translating subsequent jobs in the case, the Case dictionary is automatically selected to help translate the current job. K-defining is a great way to save time for names and terminology that are case related. And K-defining may avoid selecting or merging job dictionaries together for the next job.


In addition to a case dictionary, you can also use a [case fill-in-field list](#). You can copy entries from your existing Fill-In-Field list or add entries directly to the list or while editing. If it is an on-going case, instead of going through all your Fill-In-Field entries to locate the correct firm, attorney, etc., you see only the entries currently being used in the current case.

To create a new case when you read files, write a realtime file, create a job dictionary, or when you

Import a file, click the New Case  icon in the dialog box.

## Create a New Case

1. In Manage Jobs, navigate to the folder where you want to place the new case.
2. Press **Alt + f, n, c (File/New/Case)**. A new case displays with the other cases on the Manage Jobs screen in alphabetical order. Case CATalyst highlights and labels the file, New Case. If your Manage Jobs display is set to Detailed List View, the New Case looks like the following:

 New Case

. If you are in icon view, the name of the case displays under the case icon



3. Simply type the Case name in the highlighted label area.
4. Press **Enter** or click a blank area on the screen. If you want to change the name, simply press F2 and rename the case.

## Print Notes to PDF

The Print Notes to PDF feature in Manage Jobs allows you to batch print [multiple steno notes files to PDF](#). For example, let's say you are an official reporter and are required to upload your steno notes to the network. Since many reporters and court houses have gone paperless, you can easily print your steno notes to PDF and upload the PDFs to the network.

By default, the steno notes display in three columns when printed. The beginning of each fold in the steno notes is highlighted. Timestamps, by default are not included. You can change the number of columns that print and include timestamps by changing the settings in [Manage Notes Options](#).



## History

Case CATalyst tracks and stores certain information about a job from the time you create it until it you delete it. Case CATalyst stores this information in a Job History file. Job history includes data such as job production status, editing and printing dates, translation statistics, Timer information, and backup times. Job history data may be useful when tracking job status, tracking your productivity progress, when you are working with a scopist and connection time for each receiving system when using CaseViewNet Cloud user connections.

There are eight possible tabs available in the Job History dialog box: [Summary](#), [Notes](#), [Read](#), [Translation](#), [Edit](#), [Print](#), [ASCII/Export Backup](#), [CVNet User List](#) and [Broadcast Captioning](#). Broadcast Captioning data applies only to CATalyst BCS jobs. The Summary and Notes tab display in the Job History dialog box once you create the job. If a note exists in the Job History file of a transcript, a note pad icon displays in Manage Jobs in the Misc column. Each of the remaining tabs display once data tracking begins for the related function. If no data exist for the tab, it does not display. For example, the Print tab displays after you print a file for the first time.

You can print data from the Job History subfile.

### View a Job History Subfile

1. In Manage Jobs, do one of the following:
  - Double click the Job History subfile.
  - Right click the job text or Job History subfile and select **History**.
  - Highlight the job text file and press **Alt f + h (File/History)**. If the History function is not available, you did not select a job.
2. In the History dialog box, click any tab to display the related data. Use the following options, as necessary:

#### **Print All**

Print the Job History data on all the tabs.

#### **Print Tab**

Print the Job History data for the tab currently in view.

3. Press **Esc (Close)** when finished.

## Job History Summary Data

The data contained on the Summary tab in the [Job History](#) dialog box includes the following information about the selected job:

### **Job Information**

#### **Current State**

Displays the state of the job based on specific actions taken in Case CATalyst or a user selected state for the job. To set the job state, click the down arrow and choose a status from the list. Job States are customizable in [Job State Options](#).

You can also select a job state from a limited list in the Edit, [History For](#) dialog box, available when closing an unsaved transcript.

#### **Created By**

The function through which the job was created, such as through Read, Realtime, or Import.

### **Creation Date**

The date and time the job was created on Case CATalyst. This information comes from the date on your computer.

### **Job Date**

The date the job was written, as determined during the Read process by obtaining information from the steno file or the date of the realtime file. You can change the job date. Type a new date and time in the field. Case CATalyst remembers the selection until you change it.

### **Due Date**

A user selected due date for the job or an automatically assigned due date when the Job History option, [Automatically Assign Due Date](#) is active. Check the *Due Date* box if necessary. Type a date in the field or click the down arrow to choose a date from the calendar. Case CATalyst remembers the selection until you change it.

### **Total Times**

#### **Tran**

The total time the job was open in Translate.

#### **Edit**

The cumulative time the job has been open in Edit.

### **PLO Selected at Creation**

The name of the page layout selected at the time of Translation or when creating the file in Edit.

### **Last Saved**

The last time the file was manually saved.

### **Number of Folios**

The number of folios in the job determined by the [Set Words Per Folio](#) option in Edit.

### **Number of Pages**

The number of pages in the job determined by the settings in the applied layout for the job.

## **Job History ASCII/Export Backup Data**

The data contained on the ASCII/Export Backup tab in the [Job History](#) dialog box includes the following information about the specified job:

### **Most Recent Export**

#### **Created By**

The user name where the original file is located.

#### **Date**

The date and time of the last ASCII or RTF/CRE export.

#### **Type**

The type of export.

**Export History**

The dates, times, and types of exports. When an ASCII file is created, ASCII plus the name of format displays. When an RTF/CRE file is created, Dictionary, Text, and Notes display.

**Backup History**

The dates and times of the backups (.zip files) created. Backup History also includes the name of the user who created the backup. Information about files backed up to the Cloud is available through the Cloud Backup function.

**Job History CaseViewNet User List**

When outputting to CaseViewNet via LAN (local area network) or Cloud/WAN (wide area network) connection, you can view connection information realtime by selecting View, CaseView Options, Connected Users... or selecting View, Panes, Connected Users... The CaseViewNet connected users information is available once realtime has ended on the CVNet User List tab in the job's Job History.

1. To view the CVNet User List, highlight the job, right click and select History.
2. In the Job History dialog box, click the CVNet User List tab. The Session number and the day, date and time the session started and ended displays at the top of the session information.
3. The following columns display:

**User**

Name of the client or connected device. If using CaseViewNet, it the name the client typed in on the CaseViewNet credentials dialog box. If using iCVNet, it is the name assigned to the iPad.

**IP Address**

The IP address that the device used to connect to the realtime session via a local area network or CaseViewNet Cloud.

### Organization

CaseViewNet's Login contains fields for Name, Organization and password (CaseViewNet). If the client filled in the Organization field, it displays here. If using an iPad, nothing displays in this column.

### Rights

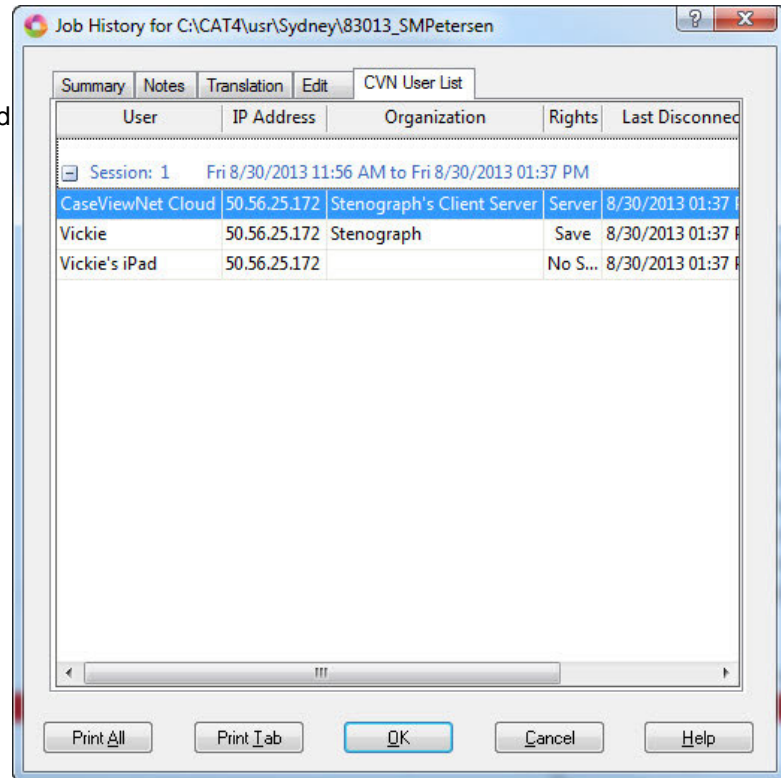
This displays the connected user's rights at the time the session ends as to whether the client is able to save or not save the realtime file.

### Last Disconnect

This displays the last date and time that the device disconnected.

### Total Time Connected

The total time the device was connected to the CaseViewNet Cloud.



4. Do any of the following:
  - To see more information, use the scroll bar at the bottom of the screen to see move the display.
  - To print all the tabs' information, press **Alt + a** (Print All). The Print Setup dialog box displays allowing you to select the print options.
  - To print just the CVNet User List information, press **Alt + t** (Print Tab) and select any print options that you want. The CVNet User List information, by default, prints in Landscape orientation.
5. To close the job's History file, press **Enter** (OK).

## Job History Edit Data

The data contained on the Edit tab in the [Job History](#) dialog box includes the following information about the specified job:

### Most Recent Edit

#### Edited By

The user name where the file is located.

#### Session Date

The date of the most recent editing session.

#### Duration

The length of the most recent editing session.

**Type**

The status type of the Edit file: In Progress, Proofread, or Final.

**Job Dictionary**

The last job dictionary used in the most recent editing session.

**Edit History**

All the editing dates, times, and length spent in Edit. Case CATalyst lists the most nine most recent sessions.

**Other Edit Time**

Any cumulative editing time for files prior to the nine files displayed.

**Save History**

The dates and times the job was manually saved. It also includes the name of the user who edited the job on the specified date.

**Job History Notes Data**

The Notes tab in the [Job History](#) dialog box contains Case Prep information and any notes that you have manually entered about the job. You can type information about the job that you want as a reminder or delivery information. A note includes the date the note was made, the user name and the first line of the note in the upper part of the tab. You can highlight the first line of a note and the entire note will display in the Note section of the dialog box.

If you use [Case Prep](#) and create a [Heads-Up List](#), three notes are automatically created in the Job History subfile of the Case Prep Heads-Up List file. You will see the date the Heads-Up List was created, the user name and what transcripts were selected, the date, user name and what dictionaries were selected and the date, user and what Case Prep Options were selected. The first line displays and if you click a line, the detailed information displays in the Notes section. For example, let's say you created a Heads-Up List on Feb. 10, 2015 at 10 a.m. in Jan user, the following information would display in the first section of the Notes tab:

02/10/2015 10:00:26	Jan	Transcripts Used
02/10/2015 10:00:26	Jan	Dictionaries Used
02/10/2015 10:00:26	Jan	Case Prep Options

When clicking one of the lines in the first section, the Notes section displays the following information: Transcripts Used displays a list of transcripts/files analyzed along with path information, for example:

C:\CAT4\usr\Jan\SMP11172015.sgngl  
C:\CAT4\usr\Jan\TMP11162015.sgngl

Dictionaries Used displays a list of selected dictionaries with the path information, for example:  
Dictionaries Used:

C:\CAT4\usr\Jan\SMP11172015.SGDCT  
C:\CAT4\usr\Jan\TMP11162015.SGDCT  
C:\CAT4\usr\Jan\System Files\Personal Dictionary.sgdct

Case Prep Options displays the options selected, for example:  
Case Prep Options:

Identify Words and Phrases

Create Heads Up List

Show Steno in Heads-Up List Yes

Sort Frequency

Minimum Occurrences 3

Show briefs which have occurred in at least 1 jobs and been reminded at least 2 times

Suggest briefs for phrases: Yes

### **New Note**

Type a new note. For example, let's say that you want to keep track of when you send invoices to clients. So after you finish the job and send your invoice to the client you type a note with the date, amount and invoice number. Simply click the New Note button to display a new line with the current date, time, and user. The cursor moves to the Note field. You can type up to 906 characters.

### **Delete Note**

Remove a note from the list. Highlight the note and then click the Delete Note button. A delete confirmation message box displays.

### **Existing Notes**

Once you create a note, it displays in the top field. To modify an existing note, highlight the note. The text displays in the Note field. Press **Tab** to move the cursor to the Note field to modify the text.

### **Date**

The date and time the existing note was created.

### **User**

The user name where the note was created.

### **First Line of Note**

The first few words of the note display in this field so you can easily identify the contents.

## **Job History Print Data**

The data contained on the Print tab in the [Job History](#) dialog box includes the following information about the specified job:

### **Most Recent Print Session**

#### **Printed By**

The user name where the job is located.

#### **Date**

The date and time of the last printing.

#### **Type**

The status for the printed job based on Edit statistics: In Progress, Proofread, or Final.

#### **Number of Pages**

The number of pages printed.

#### **Number of Folio\_definitions**

The number of folios printed.

**Number of Words**

The number of words printed.

**Number of Words Per Folio\_definition**

The number of words contained in one folio.

**History**

Displays all the times the job printed. The print times list by date and time. History also includes the number of pages printed each time.

**Job History Read Data**

The Read tab displays in the Job History file when the file was created by reading in the steno file created on a steno machine. If the file was created via realtime, then the Translate tab displays and the Read tab will not display. The data contained on the Read tab in the [Job History](#) dialog box includes the following information about the specified job:

**Read History****Date**

The date and time the file was read.

**User**

The user name where the file is located.

**Job History Translation Data**

The [Job History](#) Translation tab contains information based on the most recent translation of the file. The Translation tab includes the following information about the specified job:

**Most Recent Translation****Translated By**

The user name where the file is located.

**Session Date**

The date and time the file was translated.

**Session Duration**

The length of time Translate and Edit was open.

**Translated From**

The file source of the job for translation: File (steno notes were read in from steno machine), Writer (steno machine was connected to the CATalyst for realtime writing) or Voice.

**Strokes Translated****Total Strokes**

The number of steno strokes in the file.

### Untranslates

The number of untranslates in the file.

### Conflicts

The number of conflicts in the file. Conflicts resolved with EZ Choice do not count as conflicts.

### Resolved Conflicts

The number of conflicts Case CATalyst resolved during translation with the translate commands such as Resolve Conflict Choice.

### Dictionaries Used

The list of dictionaries selected for translation at the time translation starts. The Personal Dictionary is always used for translation but is not listed because it is automatically used. Knowing what dictionaries were used for translation may help in troubleshooting unexpected translations. While in a job, you can also use the [Query Realtime Translations](#) feature to see what dictionary was used to translate the steno. For example, let's say you wrote a speaker identification stroke and it translated as the name of the attorney from the day before. If the previous day's dictionary was used to translate the current file, then you may know why the speaker identification translated as it did.

If the job was translated in a Case where there is a numberconversion file, the Dictionaries Uses heading changes to File Used and the numberconversion file along with the dictionaries selected for translation at the time translation started are listed.

### History

#### Date

The date and time for each occurrence if the file was translated up to the nine most recent translations.

#### Duration

The length of translation time.

#### Other Tran Time

If the file was translated more than the nine translations, the Other Tran Time displays the cumulative translation time prior to the nine translations listed.

### Options & Modes

Display the Last Used Translation Options dialog box which lists the translate options selected in the most recent translation. There is a Input tab and a Realtime tab.

Input tab shows the following sections and information:

- Options: which shows what translation options were selected for the last time the file was translated.
- Conflicts: what [conflict resolution](#) options were selected.
- Drag/Drop: if the [Drag/Drop](#) option is selected in the Options section, this displays what steno characters were selected to indicate letters you tend to "drop" or "drag" in steno outlines.
- Numbers, [Triggers](#) and [Conversions](#): options for handling numbers and punctuation when using Number Triggers and Number Conversion realtime commands.
- Show: displays the selected options such as [Phonetic Translation](#), [Translate Statistics](#) and [Timers](#).



- EZ Speakers Dictionary: displays the name of the [EZ Speakers Dictionary](#) that will be used when creating EZ Speakers during translation.
- Use Alternate User Settings for Edit: displays the name of the [Alternate User Settings](#) that will be used when starting translation.

Realtime tab show the following sections and information:

- Audio: showing whether [audio](#) was recorded, the input setting and auto pause information.
- Hold Strokes: showing whether [longest match](#) was selected along with number of seconds.
- Realtime Aids: displays whether [Brief It](#) and/or [Live Suggestions](#) features were selected.

### Timers

Display the [Timers](#) dialog box which lists the Timers and Timer Groups used in the job.

You can copy information from the Timers dialog box. It is necessary to copy information for each field, Timers, Timer Groups and Timers in Group separately.

1. Highlight one or more names. Place your cursor on the desired name and left click the mouse. To select additional names, hold **Ctrl** as you highlight. To highlight all the names in the field, place the cursor in the field, right click the mouse and then choose **Select All**.
2. Right click the mouse and select **Copy**.

## Job History Broadcast Captioning Data

If your e-key allows access to CATalyst BCS (Broadcast Captioning Suite), the Job History will display a Broadcast Captioning tab. The data contained on the Broadcast Captioning tab includes the following information about the specified CATalyst BCS captioning job:

### Most Recent Translation

#### Translated By

The user name where the file is located.

#### Session Date

The date and time the file was translated.

#### Session Duration

The length of time the Broadcast Captioning session was open.

#### Profile

The Profile used for translation.

### Strokes Translated

#### Total Strokes

The number of steno strokes in the file.

#### Untranslates

The number of steno outlines that did not find a dictionary match.

#### Conflicts

The number of conflicts in the file. Conflicts resolved with EZ Choice do not count as conflicts.

### Resolved Conflicts

The number of conflicts CATalyst BCS resolved during translation with translate commands such as Resolve Conflict Choice.

### Dictionaries Used

The list of dictionaries selected for translation at the time translation was started. The Personal Dictionary is always used for translation and does not list here.

### History

#### Date

The date and time for each occurrence the file was translated. For example, if you appended to the existing session, the date and time of that translation displays.

CATalyst BCS lists the nine most recent translations.

#### Duration

The length of translation time.

#### Other Tran Time

Any cumulative translation time prior to the nine translations displayed.

### Options & Modes

Displays the Last Used Caption Options dialog box which identifies the caption translate [options](#) used for the last translation of this file.

## Field Manager

The Field Manager feature allows you to view all the User Defined fields for the current user in one list. User defined fields allow you to create customized fields for information such as county, judge, witness names or any field you need in your job. You identify the specific name to represent the field in the current job. Additionally, you can set the [scope](#) for the definition to determine the availability of the field values for other jobs.

For example, let's say you create a COUNTY field which appears on all of your title pages. When you need to fill in the COUNTY field for a job, you want to be able to select from all the available county names in every job, so you set the scope to *User*. In another example, let's say you create a WITNESS field which appears on all your title pages. When you need to fill in the WITNESS field for a particular job, you certainly don't want to have to look through all the names of prior witnesses, you want to see only the available witness names in the current job or case. So for the WITNESS field, you set the scope to *Job* or *Case*.

You can modify the name, add values and set the scope for each individual User Defined field. You can also set the default scope for all new User Defined fields.

When you insert [User Defined](#) fields in the Field Manager, the fields are available for insertion in any job, include file, definition, etc. When you insert Field Values in the Field Manager, the values are available in a job when identifying a User Defined field and viewing the Select List.

You can combine the contents of one Field Manager list with another Field Manager list by exporting the entries from one list and importing them into another. For example, you start a job, create several fields and fill in the field values. The job has become part of several depositions regarding one case. You want all the field values available for all jobs in the case. You can export the fields from the job into the case.

## View User Defined Fields

1. From Manage Jobs, highlight the the job, Job History or Case History for which you want to view the User Defined fields.
2. Press **Alt + f, f (File/Field Manager)**. The Field List display in alphabetical order.
3. Each User Defined field displays on a line. A plus mark in front of the field name indicates there are field values for the User Defined field. Do any of the following:

### Insert Field Name

Press **Ctrl + i (Edit/Insert)** or **Alt + e, n (Edit, Insert Field Name)**. Case CATalyst inserts and highlights the new field using the default scope and assigns the label, Field#. Type the field name in the highlighted area and press **Enter**.

### Insert Field Value

Highlight a field name and press **Ctrl + i (Edit/Insert)** or **Alt + e, v (Edit/Insert Field Value)**. The Modify value dialog box displays. Type a value in the Text field and press **Enter (OK)**.

### Set Scope

Highlight a field name and press **Alt + e, s (Edit/Set Scope)**. The Scope for dialog box displays. Select the new scope for this User Defined field and press **Enter (OK)**.

#### Job

When the User Defined field scope is set to Job, the field values display only in this job. Field values for the field set to Job are stored in Job History file for that job. If you have a WITNESS field, you might want to set that field to a Job scope so the value of the WITNESS field only displays in this job.

#### Case

When the User Defined field scope is set to Case, the field values are display for all jobs in that Case. If you start another case, the previous field values do not display in the new case. Field values for a field set to Case are stored in the *casename\_case.sgxml*. If you have a DEFENDANT field, you might want to set that field to a Case scope so the values of the DEFENDANT field only displays in this case.

#### User

When the User Defined field scope is set to User, the field values display for all jobs and cases. Field values for a field set to User are stored in the *System\_Files\_case.sgxml*. If you have a COUNTY or DISTRICT field, you might want to set that field to a User scope so the values of the COUNTY or DISTRICT field displays in all jobs/cases.

### Set Default Scope

Set the default scope for all new User Defined fields created in the Field Manager. Press **Alt + e, d ((Edit/Set Default Scope)**. The Scope for "Default" dialog box displays. Select the new default scope and press **Enter (OK)**. Existing User Defined fields retain their current assignment.

### Modify

Rename a field name or value. Highlight the field name or field value and press **Ctrl + m (Edit/Modify)**. Type the new text and press **Enter**.

### Delete

Highlight one or several field names or field values and press **Delete**. Undo is not available. If you delete more than you want, exit the file without saving.

4. Press **Ctrl + s (File/Save)**.
5. Press **Alt + f, x (File/Exit)**.

## Export a Field Manager List

1. From Manage Jobs, highlight the job or Case History file that contains the Field Manager list you want to export and press **Alt + f, f (File/Field Manager)**. The Field List display in alphabetical order on a new tab.
2. Using Windows conventions, select the fields to export.
3. Press **Alt + f, e (File/Export Fields)**. The Export Field As dialog box displays.
4. Type a unique name in the File name field and press **Enter (Save)**.

## Import a Field Manager List

When importing a Field Manager list, Case CATalyst adds field names and values from the source list that do not exist in the destination list. If any field names or values from the source list match in the destination list, Case CATalyst automatically overwrites the existing name or values. The scope for all the importing entries is retained regardless of the default scope setting in the destination list.


1. From Manage Jobs, highlight the job or Case History file to which you want to import fields and press **Alt + f, f (File/Field Manager)**. The Field List display in alphabetical order on a new tab.
2. Press **Alt + f, i (File/Import Fields)**. The Import Fields dialog box displays.
3. Select the source file. Click the file to select it or type the file name. To locate the file in a different folder, use the drop down button in the Look in field. To locate a file in a location other than the Case CATalyst users level, use **Browse**.
4. Press **Enter (Open)**.

## User Root Folders

User Root Folders is a Manage Job feature that allows you to add or remove user root folders. In most cases, it is highly unlikely that you will need to change a user root unless you are a network administrator. A user root folder is the first hierarchical level in the Case CATalyst file structure that contains user names and files. When you install the Case CATalyst software with the default selections, Case CATalyst creates the user root, C:\CAT4\usr. If you install Case CATalyst on a different drive or location other than the default settings, your user root will reflect that location.

Case CATalyst requires at least one User Root folder exists. You cannot access the Case CATalyst software without a user root. If you attempt to start Case CATalyst without a user root, an error message displays, prompting you to create one.

## Add or Remove a User Root Folder

1. On the Manage Jobs toolbar, click the Up One Level,  icon until you reach the User Root level. The User Root level contains User Root icons and their folder path. For example, C:\CAT4\usr. The Up One Level icon is grayed out at this level.
2. Press **Alt + f, e (File/User Root Folders)**. The User Root Folders dialog box displays.
3. In the User Root Folders dialog box, use the following fields and options:

#### Folders

Lists the folders and files on your computer system. Browse for an existing folder and select a new location for a user root. As you open folders, the selection displays in the Chosen Folder field.

#### Chosen Folder

The selected folder for the new user root. This name displays in the User Root Folders field when you choose Add. Do **one** of the following to select a folder:

- Browse for and select a folder from the list in the Folders field to display in this field.
- Type the path for an existing folder.
- Type a path and a new folder name. The message: "The folder X:\name of folder does not exist. Would you like to create it?" Press **Enter (Yes)** to create the new user root.

#### User Root Folders

The current user root folders on your computer system.

#### Add/Remove

Do **one** of the following:

##### Add

Add the new user root folder displayed in the Chosen Folder field to the User Root Folders list.

##### Remove

Remove an existing user root folder from the User Root Folders list. Highlight a user root folder in the User Root Folders field and then press **Alt + r (Remove)**.

#### Suggest to remove inaccessible user roots

Check this box to have Case CATalyst suggest to remove user roots that exist in Case CATalyst but are not currently accessible. Leave this box blank if you do not want Case CATalyst to display a message regarding the inaccessible user roots.

For example, you have a notebook computer you use at the office and at home. User Roots may exist on drives that are only available when you are connected to the network at work. When you are not connected to the network at home, User Roots located on the network are not accessible.

4. Press **Enter (Save)** to save the changes.

## Refresh


The Refresh feature, F5, in Manage Jobs refreshes the display to include any changes you made to the screen. If you make a change and you do not immediately see the change reflected, press F5. Windows operating system also uses F5 to refresh the screen.

## Recently Saved Files...

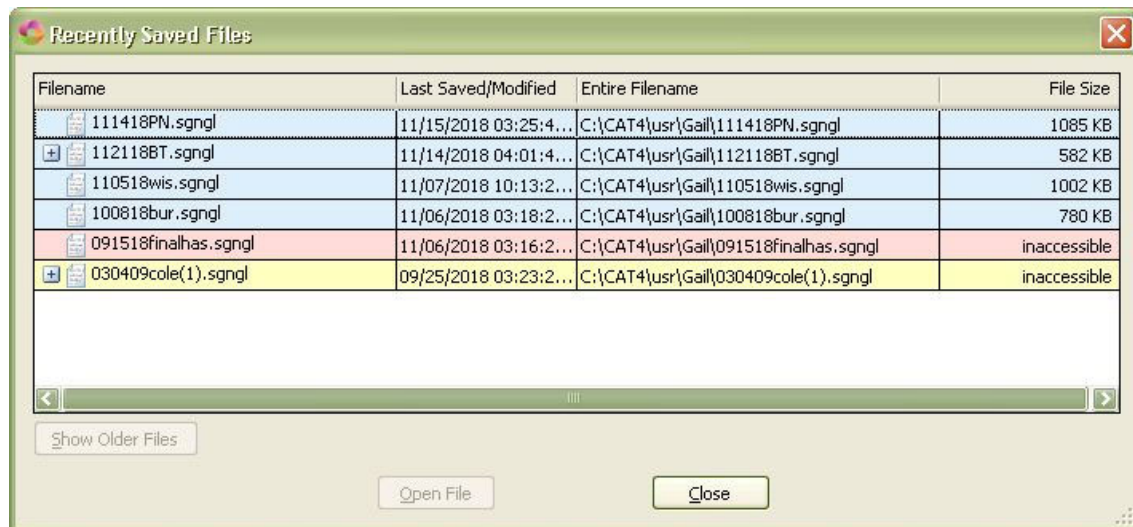
The Recently Saved Files (**Alt + f, y**) dialog box is available that lists the last 10 files you have saved! There are several scenarios where you go to find a file and you can't seem to locate it. Maybe you used Save As to save the transcript as a different name or to a different location? Or perhaps you used the break command in the file and you can't find the new file? Or were you accidentally working in your September folder and now it is November? It doesn't really matter -- what matters is that you can go to the Recently Saved Files dialog box and see the last 10 files that you saved.

CATalyst has several save features starting with the Auto Recover or Auto Save features and the AutoArchive case that saves a copy of the text file whether you saved the file or not when closing the file. The AutoArchive case keeps multiple versions of the text, caption file or dictionary. And the Recently Saved Files dialog box is 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.



**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 (.sgnfl), 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.

## Save and Load Alternate User Settings

Use the [Save and Load Alternate User Settings](#) from Manage Jobs to save an alternate user settings file after closing Edit or to load an existing alternate user settings file before opening Edit.

To access the Save Alternate User Settings feature from Manage Jobs, press **Alt + f, s (File/Save Alternate User Settings)**. To access the Load Alternate User Settings feature from Manage Jobs, press **Alt + f, L (File/Load Alternate User Settings)**.

## View

The View menu allows you to customize the display of files in Manage Jobs. You can display and hide columns, sort on columns, change fonts and switch between Icon and Detailed List view. You decide what you want to see and how you want to see it at Manage Jobs. See any of the following to customize your view at Manage Jobs.

[Detailed List View](#)

[Icon View](#)

[Show Columns](#)


[Sort By](#)

[Restore Default Columns](#)

[Manage Jobs Text and Heading Fonts](#)

[Restore Default Fonts.](#)

## Detailed List View


Detailed List View, () the default, in Manage Jobs displays cases and individual job file names as text with associated file data such as file size, number of pages in the job, and date of the last backup. Use [Show Columns](#) to customize the column display or you can right click on a column and select to hide it. You can sort a column in ascending or descending order, select Best Fit which sizes the column based on the length of text in the column. And lastly, if you want to get back to the default columns displaying, you can reset Manage Jobs to display the default columns.

When you select Show subfiles, the subfiles for each job display in a list below the job name. As an alternative, you can display job files and cases in [Icon view](#)




When AudioSync is used during translation, a musical note displays in the Manage Jobs Misc column. If a note exists in the Job History file of a transcript, a note pad icon displays in the Misc column. If AudioSync is used during translation and there are notes in the Job History file the musical note displays on top of the note pad icon.



### To View Cases/Jobs in Detailed List View:

1. From Manage Jobs, select **View/Detailed List View (Alt + v, d)**. The feature is active when the Detailed List View icon displays next to it.
2. From Manage Jobs, click the Detailed List View icon  on the Toolbar.
3. To display subfiles, select **View/Show/Show Subfiles (Alt + v, s, h)**. The feature is active when a check mark displays next to the menu option.

## Icon View

Icon View () in Manage Jobs cases, jobs and files as pictures. Icon view divided the Manage Jobs screen into two sections. The top section displays all the cases, job and settings files. The bottom section, displays all the subfiles of the highlighted case/job in a tree view display.

### To View Cases/Jobs in Icon View:

1. In Manage Jobs, select **View/Icon View (Alt + v, i)**. The feature is active when the  displays next to the menu option.
2. In Manage Jobs, click the Icon View icon  on the Toolbar.

## Show Columns

Show Columns allows you to customize the display of columns in Manage Jobs when using [Detailed List View](#). Columns are visible when a check mark displays next to the name in the Show Columns list.

To display the Show Columns list, press **Alt + v, c (View/Show Columns)**. Column options, such as show, hide and sort are also available on the right click menu when you position your cursor on a column name and right click.

## Column Selection

You must be in Detailed List View to see the columns. The display of certain columns changes depending on whether you select to [show](#) or hide the Subfiles.



**File Name**

The name of the file. This column displays only when Show Subfiles is On. You cannot hide this column.

**File size**

The size of the file in bytes. This column only displays when Show Subfiles is On.

**Job Date**

The date the job was written, as determined during the Read process by obtaining information from the steno file. You can change the job date. In Manage Jobs, highlight the file and press **Alt + f, h** (**File/History**). On the Job History Summary tab, type a new date and time in the *Job Date* field. Case CATalyst remembers the selection until you change it.

**Modified Date**

The last date and time there was a saved change to the file.

**Number of Subfiles**

Indicates the number of subfiles, if any, for the job. This column only displays when Show Subfiles is Off.

**Job Name**

The name of the job. This column only displays when Show Subfiles is Off. You cannot hide this file.

**File Type**

Indicates if the file is a Case, Settings, Steno, Text, Wordlist, etc. This column only displays when Show Subfiles is On.

**Job State**

A user selected status for the job. You can [change the job state](#) in Manage Jobs. You can also select from a limited number of job states in the Edit, [History For](#) dialog box.

**Last Backup Date**

The last backup date of the file.

**Pages**

The number of pages in the job.

**Folios**

The number of folios in a job.

**Misc**

If a note exists in the Job History file of a transcript, a note pad icon displays. A musical note displays when AudioSync is used during translation. If AudioSync is used during translation and there are notes in the Job History file, the musical note displays on top of the note pad icon.

**Due Date**

A user assigned due date for the job. To assign a due date, in Manage Jobs press **Alt t + d** (**Tools/Change Due Date**). On the Job History Summary tab, check the box in the *Due Date* field if necessary. Type a date in the field or click the down arrow to choose a date from the calendar.

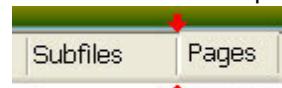
## Adjust Column Widths

The width may need adjusting after selecting to Show the column on the screen. Do either of the following to manage column widths:

- Place the cursor on the line dividing the column headings and hold the mouse button down. Move the line left or right to the desired position. Release the button.
- Place the cursor on the column heading. Use the right click menu and select **Best Fit** to have Case CATalyst automatically size the column.

## Change the Display Order of Columns

Click the desired column heading and hold the left mouse button. Drag the heading to a new location on the column heading bar and release the button. Red arrows will display where the



column will display once you release the mouse button. For example, instead of having the File or Job Name column display first, you can move the columns to have the Job date display first.

## Show Hidden Columns

Display the Column Chooser dialog box to view the names of columns currently not displayed on the Manage Jobs screen. To add a hidden column to the screen, click and hold the left mouse button on the selected name and drag it to the desired location on the column heading bar and release the button. The width of the column may need adjusting after adding it to the screen.

## Sort By

Sort By allows you to select how you want to sort jobs on the Manage Jobs screen and set the list for ascending or descending order. In Detailed List View, you can select the column in which to sort by and then choose ascending or descending order. When sorting the Job Name column, cases always display first either ascending or in descending order followed by jobs in the selected order.

## Set Sorting Priority

1. From the Manage Jobs screen, press **Alt + v, b** (**View/Sort By**). The Sort By menu displays. Click one of the sorting options to select it. A check mark indicates your selection. The menu closes.
2. From the Sort By menu, click **Ascending Order** to determine the sort order. A check mark next to Ascending Order indicates an ascending list depending on the column. For example, if the Job Name column has focus, the case/jobs would be displayed alphabetical order. No check mark indicates descending order.

Optionally, you can click a column heading to select the column for sort priority. The arrow indicates ascending or descending sorting order. Click the heading again to change the sorting order. For example, let's say you want to sort the jobs in ascending order. When the arrow is pointing upward, the column is sorted in ascending order.

Job name ↑

## Restore Default Columns

Restore the display of columns on the Manage Jobs screen to the default selection. Press **Alt + v, t** (**View/Restore Default Columns**). If you had hidden/removed some columns from the Detailed List View screen, you can restore all the default columns using the Restore Default Columns feature.

## Manage Jobs Text and Heading Fonts

You can select the font type, style and size for the case/job names and column heading text in Manage Jobs. For example, let's say that you want the job names and information larger so it is easier to see. You can select a larger font size or perhaps a different font style to see what you like. To modify the font:

1. In Manage Jobs, press **Alt + v** (**View**) and select any of the following:
2. Press **Alt + v** (**View**) and select either of the following:

### Change Body Text

Press **Alt + v, x** (**View/Text Font**).

### Change Heading Text

Press **Alt + v, h** (**View/Heading Font**).

3. The Font dialog box displays. Select the desired font, font style and font size and press **Enter** (**OK**).

Use the *Restore Default Fonts* feature to return both the table body and heading text to the default font type, style and size. Press **Alt + v, o** (**View/Restore Default Fonts**).

## Restore Default Fonts

Use the Restore Default Fonts feature to return both the case/job text and/of column heading text to the default font type, style and size. Press **Alt + v, o** (**View/Restore Default Fonts**). If you have modified the font for Manage Jobs display text, you can set the font type, style and size back to the original settings.

## Tools

Manage job files from the Manage Job Tools menu. You can [search](#) for a specific steno outline in dictionaries or text across transcripts, you can search for [jobs that are due](#), prepare for upcoming jobs with [Case Prep](#), copy, move, [e-mail](#) and back up files; [create job reports](#); and access various Case CATalyst options. In addition to the [Backup](#) feature, [Send'em](#) allows you to select specific files to always include in a back up for e-mailing. The [Finish 'em](#) feature allows you to perform multiple Case CATalyst printing and exporting finalizing actions at one time. You can [backup your entire user](#) or [restore your entire user](#) when setting up a new computer. If you are using CATalyst's Cloud Backup, you can use the [Cloud Back Up Now](#) feature to ensure a job gets backed up before shutting down your computer.

You can also change the [color of your cases](#). For example, let's say that you report different types of work and you have created cases for depositions, court transcripts when you fill in for an official and CART work. You can change the color for the different cases to make it easier to identify.

You also have access to the [All Options](#) dialog box that allows you to see and change your options for different functions all in one dialog box. You also have the [Options](#) menu that allows you to select a specific option to change.

## Auto Logon

The Auto Logon feature allows you to automatically sign in to your user when Case CATalyst starts. Auto Logon eliminates the need to select your user name each time you start Case CATalyst. For example, if you are the only user in Case CATalyst, you most likely will want to set Auto Logon to automatically start CATalyst in your user name. If you are a scopist and have several user names (ones for each reporter you scope for) you probably don't want to set Auto Logon to a particular user. You must be in the user you want when you select the Auto Logon feature.

### Set Auto Logon

1. Verify you are in the user you want to select or deselect for Auto Logon. If you are not in the correct user, press **Alt + t, u**. (**Tools/User Level**) and select the user.
2. From Manage Jobs, press **Alt + t, l** (**Tools/Auto Logon**). The Auto Logon dialog box displays.
3. Do **one** of the following:

#### Select Auto Logon

Click the button for the option, Always start Case CATalyst with user: *current user name*.

#### Deselect Auto Logon

Click the button for the option, *Choose user at startup*.

4. Press **Enter (OK)**.

## Back

Back is a Manage Jobs feature that moves you backward in the sequence of folders you displayed. In

Manage Jobs, press **Alt + t, k** (**Tools/Back**) or click  on the toolbar.

## Backup

Use the Backup feature to archive completed jobs, important files such as your Personal Dictionary, UserSettings, Macros, etc., or no-write jobs. You can also transfer jobs to another Case CATalyst system or send Case CATalyst files electronically. The Backup feature [compresses](#) selected files and saves them in either individual zip files or in one zip file. For example, let's say that every Friday, you back up all of your important files such as your Personal Dictionary, UserSettings, Include Files, Macros, etc. Since you back up all the files into one file, you have created a default name, My System Files and have selected to have the date as part of the name. But when you back up files that you have completed, you back up the files to individual files which automatically uses the name of the file as the name of the zip file. You can select Single (all files are backed up to a single zip file) or individual zip files (each file is backed up to a separate file) in Backup [Options](#). Each time you backup a file, Case CATalyst records the backup date in the Job History file. The Backup Options also have options for backing up audio files and auto selection of specific subfiles.

To backup an entire user to restore on a new computer or for archiving purposes, you can use the [Backup User\(s\)](#) / [Restore User\(s\)](#) features.

[Cloud Backup](#) is a simple, secure way to store your files in the Cloud and is exclusive to those that have Edge for Case CATalyst.

You may want create your backup on an external hard drive or online backup separate from your computer. As a standard procedure, you should keep backup copies of:

- Personal Dictionary (at least two copies in different locations) and any case or job dictionaries.

- Completed Jobs (Case CATalyst does allow manual backup of open files in Edit.) If using CATalyst's Cloud Backup, Cloud Backup is automatically pauses when writing realtime and won't backup open jobs until they are closed.
- Include Files
- Keyboard Maps
- Layouts
- Macros
- System files such as Conflict database, Index templates, Phonetic table, Power Define dictionary, and Wordlists
- UserSettings and UserLayout files.

## About Compressed Backup (.ZIP) Files

The Case CATalyst Backup feature compresses files as they are written to the destination drive. On average, the files are compressed up to 80%. File compression on audio files depends on the audio codec you selected for AudioSync. Some codecs (GSM 6.10 8000Hz and ADPCM 8000Hz) are already compressed and the backup file compression will have little affect on their file size. Audio codec, such as PCM 8000Hz or higher, are not compressed audio files.

Case CATalyst compresses the job or multiple jobs and subfiles you select for backup. You can choose to save them as individual backup files or package all the jobs and subfiles you selected into one backup file name. All backup files have a .ZIP extension.

When jobs and subfiles are backed up into individual files, the number of compressed (.zip) backup files equals the number of jobs or subfiles selected. If subfiles for a job, such as a note file and a text file have the same file name they are saved together in one backup with the job file name and a .ZIP extension.

When all the jobs and subfiles selected are backed up into one package, you assign a name to the backup. For example, you could name the backup 062116 for the date the backup was created. You can also use a default backup name, which can be modified. To change the default backup name see [Backing Up Job Files](#).

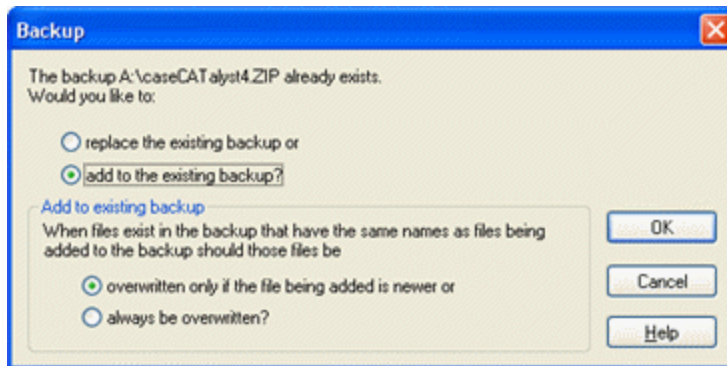
You can also backup entire users by using the [Back Up User\(s\)](#) feature which is available from Manage Job's Tools menu and the right click menu. You can select one or more users to back up to separate files (each user in a separate zip file) or back up all the selected users to one backup file. All files in the selected user(s) will be backed up, you cannot select individual user files when using the Backup User(s) feature. To restore a User, use the [Restore User\(s\)](#) feature.

You can back up files to your computer hard drive, an external hard drive, USB removable drive or online backup. Backed up files can also be written to CD for storage. Files are uncompressed when you use the Restore function in Case CATalyst, or any PKUNZIP compatible application.

## Backup Messages

The following backup messages may display when you backup your files using the Backup feature:

### Message



## Action

You selected an existing backup name (.ZIP) file. Choose **one** of the following:

### Replace the existing backup file

Remove the contents of the existing backup and replace it with the jobs currently selected for backup.

When backing up the Personal Dictionary, using this option, the Personal Dictionary should be the only file selected for the backup. Stenograph suggests you name this backup, *Personal Dictionary*. The next time you backup your Personal Dictionary, select *Personal Dictionary.ZIP* for the backup name and then select to replace it when prompted.

### Add to the existing backup

Add the selected jobs for backup to the existing backup name. You might use the *Add to the existing backup* option when updating your System Files backup. When you add to the backup name, you must also select an appropriate action from the *Add to existing backup* section of the message. The selected action affects all the existing jobs of the same name. Case CATalyst does not prompt you to overwrite each individual file. Choose **one**:

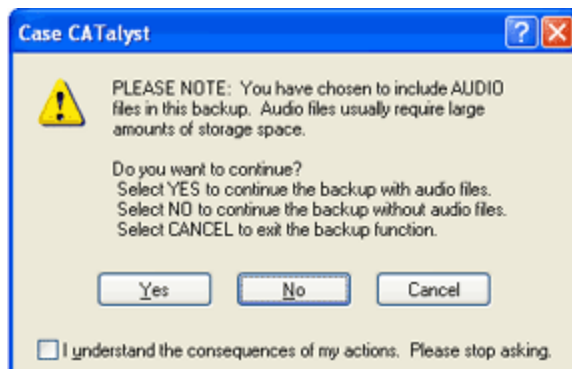
#### Overwrite only if the file being added is newer

Only replace the existing jobs with the currently selected job of the same name if the currently selected job has a more current date.

#### Always be overwritten

Automatically replace the existing jobs with the currently selected jobs of the same name.

## Message



**Action**

You are backing up at least one file that has an associated audio (.wav) file and you have the *Warn before backing up audio files* option turned On.

Wave files generally take a large amount of storage space. Case CATalyst gives you the option to do one of the following:

**Yes**

Continue with the Backup, including any audio (.wav) subfiles associated with the selected files.

**No**

Backup the selected files, but do not include the audio subfile.

**Cancel**

Perform no backup action and exit the Backup feature.

**Message**

*Insert disk 2 of the backup set?*

**Action**

You are backing up to a single diskette, and there is not enough disk space to store all the files on the single diskette. Choose **one** of the following:

**Yes**

You have additional disk formatted and available.

**No**

You do not have additional diskettes. Cancel the backup. A warning message displays informing you that to continue the cancel makes the backup set unusable.

**Message**

*Canceling a backup that spans multiple disks will make the entire backup set unusable! Are you sure you want to cancel?*

**Action**

You are backing up to an existing backup when Case CATalyst prompts you to insert an additional diskette and you select Cancel. Choose **one** of the following:

**No**

Continue with the backup.

**Yes**

Cancel the backup. If you select Yes to cancel, the entire backup set is unusable and the previously backup up information on the disk is not retrievable.

**Message**

*Not enough room on floppy to create any portion of the zip file. Please use a different disk.*

### Action

You selected a disk that is full or has less than 512 bytes available. Choose **one** of the following:

#### OK

Replace the current disk with a new one and then select OK.

#### Cancel

Cancel the backup. If you selected to back up several files and selected the backup option to name each file separately, you will need to Cancel for each file that Case CATalyst is not able to write to the disk.

### Message

*This disk already has a file with the name A:\file name.ZIP. Would you like to overwrite the file on this and all subsequent disks?*

### Action

The current backup extends to more than one disk and you have selected to overwrite the existing backup and you insert a disk with a backup of the same name. Choose **one** of the following:

#### Yes

Proceed to overwrite the existing backup with the currently selected files.

#### No

The following message displays:

*The disk contains a backup that you have selected not to overwrite. Please insert a different disk.*

Choose **one** of the following:

#### OK

Insert a different disk and press **OK** to continue the backup.

#### Cancel

Cancel the backup.

### Message

*An error occurred while accessing the selected target. Please make sure that the disk is properly inserted in the drive, it is not write protected, and that the selected file is not in use.*

### Action

You are backing up to an existing backup and the current disk in the drive is write protected or you cannot access the job you are trying to backup. Do the following:

1. Check the current diskette in the drive and make sure it is not write protected. Reinsert the diskette and select **Retry**.
2. Make sure all the jobs you backing up are closed and not in use by another program, then select **Retry**.
3. Insert a different diskette in the drive and select **Retry**.



4. If the previous steps do not work, select **Cancel** to exit the backup. If you select Cancel, all the previous backup information in this backup is lost and is unrecoverable.

### Message

*Files cannot be added to a backup that spans multiple disks. Would you like to delete the existing backup?*

### Action

You selected an existing backup name and the original backup extended beyond one disk. Choose **one** of the following:

#### OK

Erase the entire existing backup and create a new backup on the same disk. If the new backup resides on one disk, the remaining disks of the original backup are useless.

#### Cancel

Cancel the backup.

### Message

*The following file(s) cannot be backed up: file name Check to make sure the file(s) are not in use.*

### Action

You selected to backup a file that is currently in use by another program. Press **Enter (OK)** to close the message box. Close the file and backup again.

## Backup Job Files

The Backup feature compresses the job files for storage. To back up Case CATalyst files:


1. From Manage Jobs, press **Ctrl + b (Tools/Backup)**. You can highlight the job or jobs before selecting Backup. The Backup dialog box displays.
2. Make necessary entries:

### Show subfiles

Check this box to display subfiles with their file type extension. This list is useful when selecting individual subfiles for backup.

Uncheck this box to display a separate window with a list of subfile types. This is useful when backing up the same subfiles for all the selected jobs.

### Copy from

Check the box next to each case or file you want to backup. Checking a case selects all the files contained in the case. Click the  icon to display the contents of the case. If you highlight a case or file before invoking the Backup feature, it displays already selected. To backup all the cases and jobs for a user, check the box next to the user name.

The Status bar at the bottom of the screen displays the number of files and total file size for all jobs selected to backup.



In the Backup dialog box, you can use the mouse to click the box or Tab to the field where you can use the arrow keys to position the highlight on your selection and then press **Spacebar**.

### Subfile types

This window only displays when you uncheck the Show subfiles feature. Check the box next to each subfile type you want to backup. To backup all subfile types, check the All subfile types box. Subfile selection affects all the jobs you are backing up.

### Save in

The location for storing the backup file. Files for the current folder display in the window below this field. To select a location different than the default, click the arrow button to browse. Use any of the other icon tools as needed:



Return to last folder



Up one folder level



Create new folder



Change view menu

### File name

This field displays when you select the option to back up your files into a single package. Do **one** of the following:

- Accept the default file name.
- Change the default file name. Select Options to display the Backup Options dialog box.
- Type a new name for the backup file.
- Select an existing backup file from the list in the window.

If you backup the file on your system and the file name you enter is the same as the name of a folder on your system, Case CATalyst opens the folder instead of saving the file. Include the .zip extension in the file name to have Case CATalyst recognize the name as a file. For example, Anderson030202.zip.

### Save as type

The default backup type is .ZIP. The .ZIP extension indicates a compressed file.

### Options

Display the [Backup Options](#) dialog box where you can choose how to backup the selected files. Press **Enter (OK)** after your selection.



Backup Options do not affect the zip options set for Zip & e-mail, Send'em e-mail or Send'em Backup.

3. Press **Enter (OK)**. The Manage Jobs window displays when the back up is complete. [Backup messages](#) may display in certain situations, such as when an existing file name is used. Follow the backup message instructions as necessary.

## Case Prep

The Case Prep feature is available from the Manage Jobs' Tools menu. Case Prep makes it easy to prepare for your next job. Whether you need to prepare for an ongoing job that you haven't reported on for a while or you are being sent on a job in which you need to fill in for, Case Prep makes it easy and quick to find words that are not defined or are defined in your dictionaries by comparing previous transcripts and/or ASCII, PDFs, PTX (e-Transcript format), .ecl (Eclipse native files) and XMEF (TextMap format) files to your dictionaries. Instead of being surprised on the job of names and terminology, let Case Prep identify words and phrases for you from previous files. The Case Prep feature allows you to select one or more transcript files (.sgnfl), ASCII files (.txt), PDFs, PTX, .ecl and/or XMEF files to compare against one or more dictionaries.

For example, let's say that you are filling in for another reporter who has been reporting a three month trial with two other reporters. You contact the reporters and ask for previous transcripts as ASCIs, PDFs, native CATalyst files, etc. Once you get the transcripts, you run Case Prep on the transcripts against your dictionaries and you can get a list of words that are not defined in your dictionary, a list of words and/or phrases you might want to brief, etc. You can quickly enter dictionary entries using the list in [Dictionary Builder](#) and/or review the [Heads-Up list](#) for possible briefs. In a very short time, you are well prepared to fill in for the reporter.

Case Prep can create a list of words that are in the selected files but not in the comparing dictionaries, a list of phrases that you might want to brief or both words and phrases. You can also specify how many times a word or phrase must appear in the files before displaying in either list along with how you want the list sorted, frequency, defined and undefined words or by phrases. You can select to create a Dictionary Builder file and/or a Heads-Up List. The last selected options, not selected files or dictionaries, are remembered the next time you select Case Prep. The selected files, dictionary and options information used to create the Heads-Up List is written to the Notes tab of the Heads-Up List's [Job History](#) subfile. To view the information, in Manage Jobs right click the Case Prep file name and select History or double click the Job History subfile associated with the Case Prep file, then click the Notes tab.

Phrases are generated from transcripts (.sgnfl, .sgcap, and ASCII ) files which may or may not have underlying steno. CATalyst will find most of the phrases although line numbers and page breaks may interfere in finding all phrases. The following guidelines are used:

- Case Prep uses Brief It's Max Words Per Brief setting to determine the maximum number of words in a phrase.
- Hyphenated words count as one word in a phrase.
- Phrases that are not defined in a dictionary are checked against the [caseprepexcludelist.txt](#) and [CommonWords.txt](#) files. If all of the words in the phrase are in either list, the phrase does not display in the Heads-Up List.

### Dictionary Builder List:

The Dictionary Builder List displays words that are not found in the selected dictionaries. Phrases may also display depending your Case Prep options. The list displays immediately after running Case Prep and displays occurrence headings for words and phrases based on the number of times the word or phrase appeared in the selected files. For example, if words or phrases appear more than 50 times in the selected files, the words and phrases will be listed under the //Occurred more than 50 times heading. If words or phrases only appeared 6 times in the selected files, the words or phrases will be listed under the //Occurred between 5-9 times heading.

You can quickly review the list, remove entries you don't want/need, cycle capitalization of entries and select to undo any changes that you make. You can then select the Start Dictionary Builder option, select a dictionary to use Dictionary Builder to create dictionary definitions for the words. When the Start Dictionary Builder option is selected, clicking OK will open the selected dictionary and start the [Dictionary Builder](#) feature. You can then build a dictionary using the words/phrases from Case Prep and your steno machine. If you simply click OK without selecting the Start Dictionary Builder option, the list is automatically saved to the Dictionary Builder case in your System files case. The list is automatically named Case Prep followed by the date and time. For example, Case Prep 2015-01-22 07.46.

If you selected to create a Heads-Up List along with the Dictionary Builder List, the Heads-Up List will automatically open and display in Edit and the Dictionary Builder dialog box displays in the forefront. For step by step instructions, see [Dictionary Builder List](#).

### Heads-Up List

You can also use the Case Prep feature to create a Heads-Up List. The Heads-Up List displays defined and undefined words and/or phrases based on the selected files selected compared to the dictionaries selected and the options you selected in the Case Prep Options. Case Prep can show brief suggestions for phrases in the Heads-Up List when the *Suggest briefs for phrases* option has been selected. You can have Case Prep show brief suggestions from the phrases to prepare you for the upcoming job. And, of course, you can always use the Suggest a brief feature also.

When selecting to create a Heads-Up List and selecting to analyze .sgnpl/.sgcap files, Case Prep can also include previously suggested Personal Briefs and/or Reminders and Used Briefs in the Heads-Up list. If you select to include Personal Briefs and/or Reminders/Used briefs in the Heads-Up List, they are reported in their own section of the list with designations for the type of briefs. Let's say that you are called on a job that you had previously reported. You can now show personal briefs that were suggested in the previous transcript along with reminders and briefs you used during that job, so you are familiar with briefs from the previous jobs.

You can create a Heads-Up List along with a Dictionary Builder List or create either of the lists individually. When creating a Heads-Up List, a .sgnpl file automatically opens in a three column newspaper display. For step by step instructions, see [Heads-Up List](#).

If the Case Prep icon is not displaying on a toolbar, it can be added to any toolbar by right clicking on a toolbar and selecting Customize. In the [Customize dialog box](#), click the Commands tab, locate the Case Prep menu item and drag the Case Prep icon to the desired toolbar.

### To use Case Prep, do the following:

1. In Manage Jobs, select Tools and then Case Prep.
2. At the Select transcript/ASCII files to Compare dialog box, press **Alt + a** (Add...) to select the transcript/ASCII files you want to compare to selected dictionaries. If you were in a case when you selected Case Prep, the Open dialog box defaults to the case. Use Windows selection commands to select as many transcript/ASCII files you want.  
If you selected a file or files you didn't want, highlight the file in the list and press **Alt + r** (Remove...) to remove the file(s) from the list. Press **Alt + n** (Next) to continue.
3. At the Dictionary selection dialog box, press **Alt + a** (Add files...) to select the dictionaries you want to use to compare with the selected files. Select the dictionaries in the order you would use to translate or after selecting the dictionaries, reorder them in the priority you want. To change the order of dictionary priority, highlight a dictionary and use the up/down arrows in the upper right hand corner to move the dictionary to a higher or lower priority. **Your Personal Dictionary (and Update Area if used) are automatically selected and, by default, will be the lowest priority (just like when you translate).**  
If you selected a dictionary or dictionaries you didn't want, highlight the dictionary in the list and press **Alt + r** (Remove File) to remove the dictionary from the list. Press **Alt + n** (Next) to continue.

4. At the Options dialog box, do the following:  
The last selected options are remembered the next time you select Case Prep.
  - a. In the List section, select **one** of the following:
    - i. To build a list of words found in the selected transcript/ASCII files that are not found in the dictionaries, select the Words not found in dictionaries option.
    - ii. To build a list of phrases found in the selected transcript/ASCII files that you might want to brief, select the Phrases you might want to brief option.
    - iii. To build a list of words found in the selected transcript/ASCII files that are not found in the dictionaries and phrases that you might want to brief, select the Both option.
  - b. In the Create List section, do the following:
    - i. Select [Create Dictionary Builder List](#) for a list of undefined words/phrases in the selected files.
    - ii. Select [Create Heads-up List](#) for a list of undefined/defined words/phrases in the selected files.
    - iii. Select [Create an Alphabetical \(A-Z\) List](#) for an alphabetical order list of words/phrases in the selected files.
  - c. In the Sort list(s) by section, select one of the following:
    - i. To display the list of words or phrases based on the how often they occurred in the transcript/ASCII files, select Frequency. The most frequently occurring words or phrases will be listed first.
    - ii. To display the list of words first and then phrases, select the Words then phrases option.
    - iii. To display the list of phrases first and then words, select the Phrases then words option.
  - d. In the Report words or phrases that occur at least X times field, type the number of times a word or phrase must appear in the transcript/ASCII file before it shows on the list. The default setting is 3. Valid numbers are 1 – 99.
5. Press **Alt + n** (Next) to continue.
6. At the Transcript/ASCII files and Dictionary Confirmation dialog box, review the selected transcript/ASCII files, selected dictionaries and options you selected. To change anything, click the Change button next to the item you want to change. To build the list, click Finish.
7. The Case Prep dialog box displays with the progress. When finished, the list displays based on the options you selected. If, in the list you see two forward slashes followed by words, it means the following words couldn't be written using the selected dictionaries because the steno for the word(s) conflict with higher priority steno outlines found in another selected dictionary. Do any of the following:
  - a. To remove a word or phrase, highlight the word or phrase and press **Alt + r** (Remove).
  - b. To change the case of a word or phrase, highlight the word or phrase and press **Alt + c** (Cap) to cycle through the capping options.
  - c. To reverse any of the changes you made (removing a word or phrase or capping), press **Alt + u** (Undo All) to undo all the changes. **The list of words and/or phrases is saved. You now have two choices. You may either click OK or use the saved list at a later time OR you may open/create a dictionary and start [Dictionary Builder](#).**
  - d. To open/create a dictionary and start Dictionary Builder to define the words in the list, select the Start Dictionary Builder option.

- i. In the Using field, the Case or Personal Dictionary is selected by default. If you are in a Case when starting Case Prep, the Case Dictionary will be selected by default. If you are in the root of your user when starting Case Prep, your Personal Dictionary will be selected by default. To change the dictionary, click the down arrow. The following options display:
    1. Case and/or Personal Dictionary.
    2. All dictionaries selected for the comparison.
    4. Other. If you want to select a different dictionary or create a new dictionary, click the **Browse** button. In the Select Dictionary dialog box, select a dictionary or type a new dictionary name and click Save.
  - e. Click **OK** to continue.
8. One of the following occurs:
- a. If you just clicked **OK**, the Case Prep feature closes and a dialog box displays the name of the list created and that it is available in the Dictionary Builder folder located in your System Files case.
  - b. If you selected to start the Dictionary Builder option, the selected dictionary opens with the Dictionary Builder feature active. Make sure the writer option is correct, your steno machine is turned on and write a stroke to establish a connection and then click **OK** to begin.

## Dictionary Builder List

Use the [Case Prep](#) feature to create a Dictionary Builder List. Using Case Prep to create a Dictionary Builder List allows you to quickly and easily prepare for your next job. Using Case Prep you can compare words define and not defined in previous transcripts to create a list in which you can easily use the [Dictionary Builder](#) feature to create dictionary entries. Instead of being surprised on the job of names and terminology, let Case Prep identify words and phrases for you from previous transcripts, ASCII, PDF, PTX or XMEF files and have your dictionary prepared. The Dictionary Builder List displays words found in selected files that are not found in the selected dictionaries. Phrases may also display depending your Case Prep options. The Dictionary Builder List uses the [CommonWords.txt](#) and [caseprepexclude.txt](#) files when creating the list. The list displays occurrence headings for words and phrases based on the number of times the word or phrase appeared in the selected files. For example, if words or phrases appear more than 50 times in the selected files, the words and phrases will be listed under the //Occurred more than 50 times heading. If words or phrases only appeared 6 times in the selected files, the words or phrases will be listed under the //Occurred between 5-9 times heading.

You can quickly review the list and select the Start Dictionary Builder option, select a dictionary to use Dictionary Builder to create dictionary definitions for the words. When the Start Dictionary Builder option is selected, clicking OK will open the selected dictionary and start the Dictionary Builder feature. If you simply click OK without selecting the Start Dictionary Builder option, the list is automatically saved to the Dictionary Builder case in your System files case. The list is automatically named Case Prep followed by the date and time. For example, Case Prep 2015-01-22 07.46.

If you selected to create a Heads-Up List along with the Dictionary Builder List, the Heads-Up List will automatically open and display in Edit and the Dictionary Builder dialog box displays in the forefront.

Dictionary Builder List guidelines:

- Number/word combinations (for example, ES6 or Com2Us) are included in the Case Prep list. However, numbers followed by 's' (i.e. 60s, 80s, etc.), money, time and ordinals are excluded from the list.
- If untranslated steno outlines are found in the selected files, Case Prep will include the slash before the steno outline (for example, /STPHAO). Please note that when Case Prep is not able

to distinguish between steno outlines and text, there may be times when a slash will not display before a potential steno outline. ,

- If there are conflicts in the selected transcript, Case Prep will process single words in a conflict as individual words when comparing them to the dictionaries.
- If words appear in the selected files in different cases (upper case, initial capped and lower case), Case Prep will show all cases of the word as long as no form of that word is found in the dictionary or in the CommonWords.txt file. The CommonWords.txt file is located in the System Files case and is also used with the [Brief It](#) feature.
- If a word is not found in the dictionary but is found in the CommonWords.txt file (all capped, initial capped or lower case), the word will not display in the Dictionary Builder List. You can modify the CommonWords.txt file although it is also used for Brief It and the Heads-Up List.
- Hyphenated words are handled as follows when the Words found/not found in dictionaries option is selected:
  - All selected dictionaries are searched to see if the hyphenated words is defined, if it is, the hyphenated word will not appear in the Dictionary Builder List.
  - If both of the individual words are defined in the selected dictionaries, neither word displays in the Dictionary Builder List.
  - If only one of the hyphenated words is defined in the dictionary and at least one of the words is not in the CommonWords.txt file, the hyphenated words display in the Dictionary Builder List.
  - If neither word is defined in the selected dictionaries, and at least one of the words is not in the CommonWords.txt file, the hyphenated words display in the Dictionary Builder List.

#### To use create a Dictionary Builder List:

1. In Manage Jobs, select Tools and then Case Prep.
2. At the Select transcript/ASCII files to Compare dialog box, press **Alt + a** (Add...) to select the transcript/ASCII files you want to compare to selected dictionaries. If you were in a case when you selected Case Prep, the Open dialog box defaults to the case. Use Windows selection commands to select as many transcript/ASCII files you want.  
If you selected a file or files you didn't want, highlight the file in the list and press **Alt + r** (Remove...) to remove the file(s) from the list. Press **Alt + n** (Next) to continue.
3. At the Dictionary selection dialog box, press **Alt + a** (Add files...) to select the dictionaries you want to use to compare with the selected files. Select the dictionaries in the order you would use to translate or after selecting the dictionaries, reorder them in the priority you want. To change the order of dictionary priority, highlight a dictionary and use the up/down arrows in the upper right hand corner to move the dictionary to a higher or lower priority. **Your Personal Dictionary (and Update Area if used) are automatically selected and, by default, will be the lowest priority (just like when you translate).**  
If you selected a dictionary or dictionaries you didn't want, highlight the dictionary in the list and press **Alt + r** (Remove File) to remove the dictionary from the list. Press **Alt + n** (Next) to continue.
4. At the Options dialog box, do the following:  
The last selected options are remembered the next time you select Case Prep.
  - a. In the List section, select **one** of the following:

- i. To build a list of words found in the selected transcript/ASCII files that are not found in the dictionaries, select the Words not found in dictionaries option.
    - ii. To build a list of phrases found in the selected transcript/ASCII files that you might want to brief, select the Phrases you might want to brief option. Phrases are generated from transcripts and are not generated from ASCII files. When selected, Frequency is automatically selected in the Sort lists (by) section.
    - iii. To build a list of words found in the selected transcript/ASCII files that are not found in the dictionaries and phrases that you might want to brief, select the Both option.
  - b. In the Create List section, do the following:
    - i. Select Create Dictionary Builder List for a list of undefined words/phrases in the selected files.
    - ii. Select [Create Heads-up List](#) for a list of undefined/defined words/phrases in the selected files.
  - c. In the Sort list(s) by section, select one of the following:
    - i. To display the list of words or phrases based on the how often they occurred in the transcript/ASCII files, select Frequency. The most frequently occurring words or phrases will be listed first.
    - ii. To display the list of words first and then phrases, select the Words then phrases option.
    - iii. To display the list of phrases first and then words, select the Phrases then words option.
  - d. In the Report words or phrases that occur at least X times field, type the number of times a word or phrase must appear in the transcript/ASCII file before it shows on the list. The default setting is 3. Valid numbers are 2 through 99.
5. Press **Alt + n** (Next) to continue.
6. At the Transcript/ASCII files and Dictionary Confirmation dialog box, review the selected transcript/ASCII files, selected dictionaries and options you selected. To change one or more of your selections, click the Change button next to the item you want to change. To build the list, click Finish.
7. The Case Prep dialog box displays with the progress. When finished, the following displays:
  - a. If you selected to build a Heads-Up List, the list is opened in Edit in a 3-column format based on the options you selected. If you selected to create a Dictionary Builder List also, the Heads-Up List opens in the background.
  - b. If you selected to build a Dictionary Builder List, the Dictionary Builder List dialog box displays.
    - i. Two forward slashes followed by words indicates the following words couldn't be written using the selected dictionaries because the steno for the word(s) conflict with higher priority steno outlines found in another selected dictionary. Do any of the following:
      - To remove a word or phrase, highlight the word or phrase and press **Alt + r** (Remove).
      - To change the case of a word or phrase, highlight the word or phrase and press **Alt + c** (Cap) to cycle through the capping options.
      - To reverse any of the changes you made (removing a word or phrase or capping), press **Alt + u** (Undo All) to undo all the changes. **The list of words and/or phrases is saved. You now have two choices. You may either click OK and use the saved list at a later time OR you may open/create a dictionary and start [Dictionary Builder](#).**



- c. To open/create a dictionary and start Dictionary Builder to define the words in the list, select the Start Dictionary Builder option.
    - i. In the Using field, the Case or Personal Dictionary is selected by default. If you are in a Case when starting Case Prep, the Case Dictionary will be selected by default. If you are in the root of your user when starting Case Prep, your Personal Dictionary will be selected by default. To change the dictionary, click the down arrow. The following options display:
      - 1. Case and/or Personal Dictionary.
      - 2. All dictionaries selected for the comparison.
      - 4. Other. If you want to select a different dictionary or create a new dictionary, click the **Browse** button. In the Select Dictionary dialog box, select a dictionary or type a new dictionary name and click Save.
  - d. Click **OK** to continue.
8. One of the following occurs:
- a. If you just clicked **OK**, the Case Prep feature closes and a dialog box displays the name of the list created and that it is available in the Dictionary Builder folder located in your System Files case.
  - b. If you selected to start the Dictionary Builder option, the selected dictionary opens with the Dictionary Builder feature active. Make sure the writer option is correct, your steno machine is turned on and write a stroke to establish a connection and then click **OK** to begin.
  - c. If you selected to create a [Heads-Up List](#), you can review the list and close the file when you are finished.

## Heads-Up List

Use the [Case Prep](#) feature to create a Heads-Up List. Case Prep makes it easy to prepare for your next job. It might be an ongoing job that you need to fill in for or a job that you haven't reported on in a while. Case Prep makes it easy and quick to find words that are not defined or are defined in your dictionaries by comparing previous transcripts and/or ASCII files to your dictionaries. Instead of being surprised on the job of names and terminology, let Case Prep identify words and phrases for you from previous transcripts or ASCII files. The Heads-Up List displays defined and undefined words and/or phrases based on the selected transcript/ASCII files selected compared to the dictionaries selected and the options you selected in the Case Prep Options.

You can create a Heads-Up List along with a [Dictionary Builder List](#) or create either of the lists individually. When creating a Heads-Up List, a .sngl file automatically opens in a three column newspaper display. The Heads-Up List displays words and/or phrases based on your selections on the Case Prep Options dialog box. Words found in any of the selected dictionaries are boldfaced and display the shortest, most used steno outline match immediately following the word if the *Include steno definitions in Heads-Up List* option is selected. If the Create Heads-Up List is selected, the *Include steno definitions...* option is selected by default. If you deselect the Create Heads-Up List, the *Include steno definitions...* option is grayed out. If you need to locate in which dictionary the steno outline is found, use the Query Realtime Translations command on the word or phrase. Words not found in any of the selected dictionaries display only the word. You can use the Suggest A Brief command to generate a brief for words or phrases. Common/frequent phrases display according to your selection. Phrases are generated from selected files.

Case Prep can show brief suggestions for phrases in the Heads-Up List. A *Suggest briefs for phrases* option is in the Case Prep Options dialog box under the Create Heads-Up List section. When the *Suggest briefs for phrases* option is selected, the Heads-Up List Brief It pane will display briefs for phrases when available. Now that you have generated phrases from multiple sources, you can have Case Prep show brief suggestions from the phrases to prepare you for the upcoming job. And, of course, you can always use the Suggest a brief feature also.

When selecting to create a Heads-Up List and selecting to analyze **.sgnlg/.sgcap** files, Case Prep can also include previously suggested Personal Briefs and/or Reminders and Used Briefs in the Heads-Up list. If you select to include Personal Briefs and/or Reminders/Used briefs in the Heads-Up List, they are reported in their own section of the list with designations for the type of briefs. During the Case Prep file selection and options, if you have selected at least one **.sgnlg/.sgcap** file and selected to create a Heads-Up List, once you click Next on the Case Prep Options dialog box, the Case Prep Briefs dialog box displays. Let's say that you are called on a job that you had previously reported. You can now show personal briefs that were suggested in the previous transcript along with reminders and briefs you used during that job, so you are familiar with briefs from the previous jobs.

The Heads-Up List is automatically saved in the location where you started Case Prep and named Case Prep followed by the case name or user name in brackets and then the current date and time. For example, Case Prep [FishBowl] 2015-01-21 13.38 indicating the name of the Case is FishBowl and you started Case Prep in the FishBowl case. Or another example, Case Prep [Susan] 2015-01-21 13.38 indicating the Case CATalyst user name and you started Case Prep in the root of the Susan user name.

When creating the Heads-Up List, Case Prep uses the [caseprepexcludelist.txt](#) and [CommonWords.txt](#) files located in the System Files case for analysis. Both files can be modified by adding or deleting words. An Add to Case Prep Exclude List option has been added to Edit's Tools menu and to the right click menu. When Case Prep analyzes the selected transcripts/ASCII files and dictionaries, the following rules apply:

- If Case Prep determines a capitalized word is not likely a proper noun (starts a sentence), the word will be looked up as lower case in both the dictionary and the exclude list. If a word is not found in the dictionary but is found in the CommonWords.txt file (all capped, initial capped or lower case) or Case Prep Exclude List, the word will not display in the Heads-Up List.
- Words that end in an apostrophe will be looked up in the dictionary as the root word only.
- Words that end in a suffix will first be looked up in the dictionary as is, if a match is found the word displays in the defined section of the Heads-Up List unless the word is in the exclude list. If the word isn't found in the dictionary with the suffix, the root word will be looked up in the dictionary and exclude list. If a match isn't found, the word with the suffix will be displayed in the Heads-Up List.
- All words found in the CommonWords.txt file are excluded from the Heads-Up List whether the word appears in lower case, initial cap or all caps.
- Phrases are generated from transcripts (.sgnlg) or caption (.sgcap) files whether there is underlying steno outlines or not.
- Case Prep recognizes a Bates number that starts with text and is followed by at least 4 numbers. If the text before the numbers matches, Case Prep will put up to three occurrences of the Bates numbers in the Heads-Up List. The reported Bates numbers will be listed under the occurrence heading based on the number of times the Bates number prefix appeared in the selected files.
- Whether the *Include steno definition...* option is selected or not, the Heads-Up List will display defined words, followed by a blank line and then undefined words under the appropriate occurrence heading.

- Case Prep recognizes a Bates number that starts with text and is followed by at least 4 numbers. If the text before the numbers matches, Case Prep will put up to three occurrences of the Bates numbers in the Heads-Up List. The reported Bates numbers will be listed under the Occurrence heading based on the number of times the Bates number prefix appeared in the files.
- Hyphenated words are handled as follows when the Words found/not found in dictionaries option is selected:
  - All selected dictionaries are searched to see if the hyphenated words is defined, if it is, the hyphenated words display in the Heads-Up List.
  - If both of the individual words are defined in the selected dictionaries but are not in the caseprepexcludelist.txt or CommonWords.txt files, the hyphenated words display in the Heads-Up List.
  - If only one of the hyphenated words is defined in the dictionary and at least one of the words is not in the caseprepexcludelist.txt or CommonWords.txt files, the hyphenated words display in the Dictionary Builder List.
  - If neither word is defined in the selected dictionaries and are not found in the caseprepexcludelist.txt or the CommonWords.txt files, the individual words and hyphenated words display in the Heads-Up List.

#### To create a Heads-Up List:

1. In Manage Jobs, select Tools and then Case Prep.
2. At the Select transcript/ASCII files to Compare dialog box, press **Alt + a** (Add...) to select the transcript/ASCII files you want to compare to selected dictionaries. If you were in a case when you selected Case Prep, the Open dialog box defaults to the case. Use Windows selection commands to select as many transcript/ASCII files you want.  
If you selected a file or files you didn't want, highlight the file in the list and press **Alt + r** (Remove...) to remove the file(s) from the list. Press **Alt + n** (Next) to continue.
3. At the Dictionary selection dialog box, press **Alt + a** (Add files...) to select the dictionaries you want to use to compare with the selected files. Select the dictionaries in the order you would use to translate or after selecting the dictionaries, reorder them in the priority you want. To change the order of dictionary priority, highlight a dictionary and use the up/down arrows in the upper right hand corner to move the dictionary to a higher or lower priority. **Your Personal Dictionary (and Update Area if used) are automatically selected and, by default, will be the lowest priority (just like when you translate).**  
If you selected a dictionary or dictionaries you didn't want, highlight the dictionary in the list and press **Alt + r** (Remove File) to remove the dictionary from the list. Press **Alt + n** (Next) to continue.
4. At the Options dialog box, do the following:  
The last selected options are remembered the next time you select Case Prep.
  - a. In the List section, select **one** of the following:
    - i. To build a list of words found in the selected transcript/ASCII files that are not found in the dictionaries, select the Words not found in dictionaries option.
    - ii. To build a list of phrases found in the selected transcript/ASCII files that you might want to brief, select the Phrases you might want to brief option. Phrases are generated from

transcripts and are not generated from ASCII files. If you select this option, Frequency is automatically selected in the Sort lists (by) section.

- iii. To build a list of words found in the selected transcript/ASCII files that are not found in the dictionaries and phrases that you might want to brief, select the Both option.
- b. In the Create List section, do the following:
- i. Select [Create Dictionary Builder List](#) for a list of undefined words/phrases in the selected files.
  - ii. Select Create Heads-up List for a list of undefined/defined words/phrases in the selected files.

When this option is selected, the *Include steno definition* option in Heads-Up List option is available along with the *Suggest briefs for phrases* option. If you want the steno for define words to display next to the word, select *Include steno definition* option. If you are sharing this file with another reporter and you do not want the steno outline to display, deselect this option. If you want briefs for phrases to display in the Brief It pane, select the *Suggest briefs for phrases* option. If you selected at least one .sgnfl or .sgcap file for analysis, the Case Prep - Briefs dialog box displays. If you want to see any Personal Briefs and/or Reminder/Used briefs that appeared in the selected .sgnfl/.sgcap files, select the *Report Briefs in Heads-Up List* option. **You will not see the Case Prep - Briefs dialog box if you did not select at least one .sgnfl or .sgcap file for analysis.**

    - a) Select *Personal Briefs and Reminders/Used* option if you want the Heads-Up List to display any Personal Briefs and Reminder/Used briefs that displayed in the selected .sgnfl and/or .sgcap files. If you select to include Personal Briefs and/or Reminders/Used briefs in the Heads-Up List, they are reported in their own section of the list with designations for the type of briefs. When finished selecting options, click **Next** to continue.
    - b) Select *Personal Briefs* option if you only want to see Personal Briefs that displayed in the selected .sgnfl and/or .sgcap files.
    - c) Select *Reminders/Used* option if you only want to see Reminders/Used briefs that displayed in the selected .sgnfl and/or .sgcap files.
    - d) At the *Minimum # of jobs a brief must appear in to be included in the Heads-Up List:* option, type the minimum number of jobs that a brief must appear before it is reported in the Heads-Up List.
    - e) At the *Minimum # of times a brief must be suggested or reminded/used:* option, type the minimum number of times a brief must have been suggested or reminded/used before it is reported in the Heads-Up List.
- c. In the Sort list(s) by section, select one of the following:
- i. To display the list of words or phrases based on the how often they occurred in the transcript/ASCII files, select Frequency. The most frequently occurring words or phrases will be listed first.
  - ii. To display the list of words first and then phrases, select the Words then phrases option.
  - iii. To display the list of phrases first and then words, select the Phrases then words option.

- d. In the Report words or phrases that occur at least X times field, type the number of times a word or phrase must appear in the transcript/ASCII file before it shows on the list. The default setting is 3. Valid numbers are 2 – 99.
5. Press **Alt + n** (Next) to continue.
6. At the Transcript/ASCII files and Dictionary Confirmation dialog box, review the selected transcript/ASCII files, selected dictionaries and options you selected. To change one or more of your selections, click the Change button next to the item you want to change. To build the list, click Finish.
7. The Case Prep dialog box displays with the progress. When finished, the following displays:
  - a. The Heads-Up List, the list is opened in Edit in a 3-column format based on the options you selected. If you selected to create a Dictionary Builder List also, the Heads-Up List opens in the background. If you selected to see Personal Briefs and Reminder/Used Briefs, at the end of the Heads-Up List the Personal Briefs and/or Reminders/Used information is listed. No analysis is performed on your dictionaries. It lists what shows in the brief it pane of the selected .sgnfl and/or .sgcap files. If you are using someone else's files, this information may not be helpful or may conflict with your own dictionaries. The heading for the Personal Briefs and/or Reminders/Used displays as follows:

**Briefs:**

[Type:P/R/U], word, steno  
[Docs/occurrences]

[P] for personal, [R] for reminder or [U] for used brief will precede the brief word, followed by the steno and then how many documents the brief appeared in and how many times the brief appeared. For example, let's say you have the following in your Heads-Up List: [P] it would have been /TWOUEFB 2/6. That indicates that the Personal Brief "it would have been" with the steno TWOUEFB appeared in two transcripts and appeared/was reminded a total of six times in the selected .sgnfl/lsgcap files. Examples of how each type brief may appear in the Heads-Up List:

**Personal Briefs:**

[P] to the best of my knowledge  
/TAOEUPBLG [2/23]  
[P] I'm sorry /AOEUPLS [2/13]  
[P] a lot of /HRAOF [2/12]  
[P] I'm not sure /AOEUPLTS [2/11]

**Reminders:**

[R] sitting here today /SH\*T [1/10]  
[R] at any time /T-PBT [1/6]  
[R] you know /UPB [1/5]  
[R] but /FWU [1/3]  
[R] did he say /TKES [1/3]

**Used Briefs:**

[U] SEBP /S\*EB [1/2]  
[U] sewer tributary /SWR\*T [1/2]  
[U] as-needed /AO\*ED [1/1]  
[U] British Columbia /PWR\*EURB [1/1]  
[U] idea or concept /AO\*EUD [1/1]

- b. If you selected to build a Dictionary Builder List, the Dictionary Builder List dialog box displays.
  - i. Two forward slashes followed by words indicates the following words couldn't be written using the selected dictionaries because the steno for the word(s) conflict with higher priority steno outlines found in another selected dictionary. The list of words and/or phrases is saved. You now have two choices. You may either click OK or use the saved list at a later time OR you may open/create a dictionary and start [Dictionary Builder](#).

- c. To open/create a dictionary and start Dictionary Builder to define the words in the list, select the Start Dictionary Builder option.
  - d. Click **OK** to continue.
8. One of the following occurs:
- a. If you just clicked **OK**, the Case Prep feature closes and a dialog box displays the name of the list created and that it is available in the Dictionary Builder folder located in your System Files case.
  - b. If you selected to start the Dictionary Builder option, the selected dictionary opens with the [Dictionary Builder](#) feature active. Make sure the writer option is correct, your steno machine is turned on and write a stroke to establish a connection and then click **OK** to begin.
  - c. The Heads-Up List displays in Edit. Words found in dictionaries are boldfaced with the shortest steno stroke match displaying immediately following the word. Do any of the following:
    - i. Highlight a word and use Query Realtime Translation to locate the dictionary in which the shortest stroke can be found if multiple dictionaries were selected.
    - ii. Highlight a word or phrase and use the Suggest A Brief command to generate a brief for the word or selected phrase. The brief displays in the Brief It pane. You can print the contents of the Brief It pane by clicking the Printer icon on the Brief It pane title bar. You can also right click a brief, select Send to Case Cat Scratch and the brief will be added to the Steno Text section of the Cat Scratch pane and is available as a reminder for your next job.
    - iii. Highlight a word or phrase and use the Text to Dict Define command to define any undefined words or phrases to your Personal, case, job or other dictionary. If find yourself using this command often, you can assign it to a key combination in a keyboard map.
    - iv. Need a reminder for a word and steno, you can highlight the word and steno outline, right click and select Send to Case Cat Scratch to copy the word and steno to the text section of the Cat Scratch pane for your next job.
    - v. Highlight a word, right click and select Send to Case Prep Exclude List to prevent the word from displaying in a Heads-Up List in the future.
    - vi. Display the Brief It pane to see brief suggestions for phrases if the option was selected. You can then right click and define the suggestions to a dictionary.
9. When finished, close the Heads-Up List. The Heads-Up List is saved in the location where Case Prep was started. The file is named Case Prep followed by the case or user name in brackets then by the current date and time. For example, Case Prep [FishBowl] 2015-01-22 07.52 indicating the name of the case is FishBowl and you started Case Prep in the FishBowl case. Or another example, Case Prep [Susan] 2015-01-21 13.38 indicating the Case CATalyst user name and you started Case Prep in the root of the Susan user name. If you made any changes to the file, you will be prompted to save the file when closing it. The selected files, dictionary and options information is written to the Notes tab of the Heads-Up List's [Job History](#) subfile. To view the information, in Manage Jobs right click the Case Prep file name and select History or double click the Job History subfile associated with the Case Prep file, then click the Notes tab.

## Alphabetical (A-Z) List

Use the [Case Prep](#) feature to create an Alphabetical (A-Z) List. Case Prep makes it easy to prepare for your next job. It might be an ongoing job that you need to fill in for or a job that you haven't reported on in a while. Case Prep makes it easy and quick to find words that are not defined or are defined in your dictionaries by comparing previous transcripts and/or ASCII files to your dictionaries. Instead of being surprised on the job of names and terminology, let Case Prep identify words and phrases for you from previous transcripts or ASCII files. With the Alphabetical (A-Z) List option, the most common words and phrases generated by the Case Prep feature will be listed in Alphabetical order in addition to or instead of the occurrence count generated by the Heads-Up list. Having an alphabetical lists may help you find specific words and phrases more quickly during your Case Prep review process.

You can create an Alphabetical (A-Z) List and [Heads-Up List](#) along with a [Dictionary Builder List](#) or create any of the lists individually. When creating an Alphabetical (A-Z) List, a .sgnfl file automatically opens in a three column newspaper display.

The Alphabetical (A-Z) List is automatically saved in the location where you started Case Prep. The Alphabetical List will have a file name formatted as: *Case Prep [Location] YYYY-MM-DD HH.MM\_A-Z.sgnfl*. The file name format tells you it is a Case Prep created file, where the file is located, the date and time the file was created and that it is an Alphabetical List.

To use Case Prep and generate an Alphabetical list of words and phrases do the following:

1. From Manage Jobs, select **Tools, Case Prep...**
2. Add the source files you'd like Case Prep to analyze and then click **Next**.
3. Add the dictionaries you'd like Case Prep to use during its analysis and then click **Next**.
4. On the Case Prep - Options screen check the **Create an Alphabetical (A-Z) List of words and phrases** option.
  - a. Like the Create Heads-Up List for defines and undefined words/phrases option, you can select to include steno definitions and/or suggest briefs for phrases in the Alphabetical List.
  - b. The Sort List(s) by: option does not apply to the Alphabetical List. Words and phrases will be listed according to their order alphabetically.
5. Click **Next**.
6. The Case Prep - Briefs screen will display if you selected to create a Heads-Up List on the Case Prep - Options screen and you selected at least one .sgnfl or .sgcap file to analyze. If you did not, the Case Prep - Source Files and Dictionary Confirmation screen will display. In short, the Case Prep - Briefs screen options are not applicable to the Alphabetical List.
7. After you confirm the file selections and option choices on the Case Prep - Source files and Dictionary Confirmation screen, click **Finish**.

After Case Prep has analyzed the selected files and dictionaries, you will be presented with an Alphabetical List. You may also receive a Heads-Up List and a Dictionary Builder List depending on your Case Prep option selections.

Alphabetical List		
<b>A</b> Alternatt /ALTALT alternates /ALT/THAEUTS  <b>B</b> Barbosa /PW-RB Bardsley /PW-RDZ Blackstone /PW-RABG/STOEPB  <b>C</b> C /R/1 Cabrillo /KAPWREU/0 California /KAL Canby /KAP/PWEU city of Tulare Corporal corporal /KORP Corporal Jackson /K-PBLG corporal Jackson Corrensa court reporter /KROERT	Highway Hispanic /HEUSPAPSEUBG Hospital House  <b>I</b> impartial /EUP/PARBL  <b>J</b> Jackson /SKWRABG/GOPE Jeffrey /SKWREFR Jeffrey /SKWREFRAGE Jeffrey Barbosa /SKWR-B Jeremy Jeremy Jones Jess Jesse /SKWREUS Jesse Barbosa /SKWREUB Jesus /HAEUSUS Jones /SKWROEPBS Joseph /SKWROES/SEUE	Officer Jones /TP-PBLG officer Yndian oleander oleander bushes oleanders  <b>P</b> Paige Paige overpass People Police  <b>R</b> R /R recesses /RACE/SEIES  <b>S</b> S /S-RBGS/ RBGS Sergeant Sergeant House skinned /SKWEPBLD Stanford /STAPB/TPOEBD

### caseprepexcludelist.txt

The CasePrepExcludeList.txt file is automatically created the first time you run [Case Prep](#). The file contains common words that you most likely would not want to reported in a [Heads-Up List](#). You can open this file by locating it in your System Files case and double clicking the CasePrepExcludeList file. The file will open in Notepad. You can add, delete or modify the contents of the file. You can also add words to the CasePrepExcludeList while editing. The Add to Case Prep Exclude List option is available on the Tools menu and the right click menu.

## Change Due Date

Case CATalyst automatically assigns a projected due date to the job during translation when the Job History option, [Automatically Set Due Date](#) is active. The Change Due Date feature allows you to change the automatically projected due date for the job or to manually assign a completion date.

For example, let's say on average you have five days to complete and finalize your transcript. You set the Automatic Set Due Date option to be Yes and then set the Number of days from job date to 5. You set the Number of Days before Due Date to Report Job as Due option to 4. Each day you start CATalyst, you use the Search Due Jobs feature. One day before the job is due, it displays in the Search Due Jobs Results pane. There is also an option to display the Search Due Jobs Results pane upon starting CATalyst so you are always aware of jobs that are due.

Due dates are not automatically assigned to a job that contains a steno note file without a text subfile because the due date is automatically assigned during translation. Using the Change Due Date feature, you can manually assign a due date or completion date to a steno note only file. If you change the [Job State](#) from *Due* to the completion state, *Done*, for a steno note only file, the file no longer displays as *Due* in the Search Due Jobs pane but continues to show *Due* in Manage Jobs. It is necessary to set the Due Date to *None* to prevent it from displaying as *Due*.

Due Dates display in Manage Jobs in Detailed List view with the Due Date column selected to show. In Icon View, the Due Date is visible on the Job History Summary tab of the file.

## Change the Due Date

1. In Manage Jobs, do one of the following:

**Select a single job**



Highlight the job.

### Select multiple specific entries

Press and hold **Ctrl** while you click multiple entries to highlight.

### Select multiple consecutive group of entries

Click to highlight the first entry. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries in-between for selection.

2. Press **Alt + t + g (Tools/Change Due Date)**. The Job History dialog box displays.
3. On the Job History Summary tab, check the **Due Date** box if necessary and do one of the following:
  - Type a date in the field, click the down arrow to choose a date from the calendar or select **Today**.
  - Select **None** to remove a due date.
4. Press **Alt + c (Close)** to save the selection and close the dialog box.

## Change Job State

Case CATalyst automatically assigns Job States when certain actions are performed on the job file. For example, when you save and exit a realtime file, Case CATalyst automatically assigns the Job State, *Translated*, to the file. Change Job State allows you to manually set a production status for a selected job.

If you change the Job State from *Due* to the completion state, *Done*, for a steno note only file, the file no longer displays as *Due* in the Search Due Jobs pane but continues to show *Due* in Manage Jobs. It is necessary to [change the Due Date](#) to *None* to prevent files from displaying as *Due*.

Due dates are not automatically assigned to a job that contains a steno note file without a text subfile because the due date is assigned during translation. Using the Change Due Date feature, you can manually assign a due date or completion date to a steno note only file. If you change the [Job State](#) from *Due* to the completion state, *Done*, for a steno note only file, the file no longer displays as *Due* in the Search Due Jobs pane but continues to show *Due* in Manage Jobs. It is necessary to set the Due Date to *None* to prevent it from displaying as *Due*.

Job State [options](#) provide the ability to modify job state names, add customized job states, select folder colors and assign job states to selected functions and features.

## Set the Job State for a Single Job

1. In Manage Jobs, highlight the job and press **Alt t + s (Tools/Change Job State)**.
2. One of the following occurs:
  - In Detailed List View, a drop down list displays in the Job State column. Choose a status from the list.
  - In Icon View, the Job History dialog box displays. On the Summary tab, in the *Current State* field, click the down arrow and choose a status from the list.
3. Press **Alt + c (Close)**.

Case CATalyst remembers the assignment until you perform another action that automatically changes it or until you manually change it. When exiting Edit, you can select an editing Job State from the [History For](#) dialog box.

### Set the Job State for Multiple Jobs

1. In Manage Jobs, do one of the following:

#### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight.

#### Select a consecutive group of entries

Click to highlight the first entry. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries in-between for selection.

2. Press **Alt + t + s (Tools/Change Job State)**. The Job History for Selected Files dialog box displays.
3. In the *Current State* field, select a Status from the drop down list.
4. Press **Alt + c (Close)** to save and close the dialog box. All of the selected jobs reflect the Job State change.

Case CATalyst remembers the assignment until you perform another action that automatically changes it or until you manually change it. When exiting Edit, you can select an editing Job State for the job from the [History For](#) dialog box.

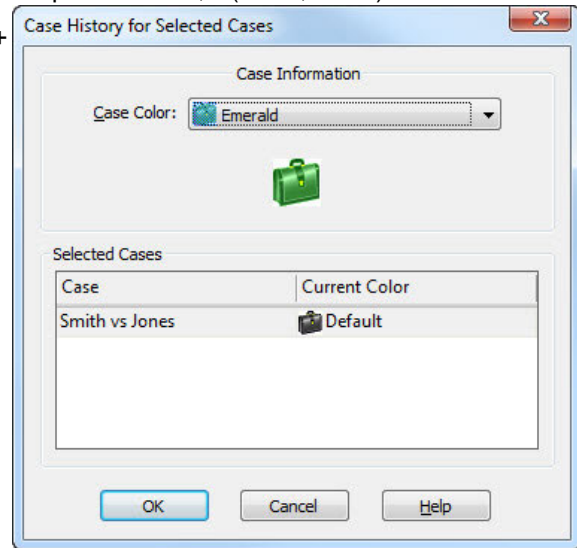
### Change Case Color

A Change Case Color option is available from Manage Jobs' Tools (**Alt + t**) menu or via the right click menu when you are highlighting a Case. For example, let's say you are an official reporter and you want to organize your files by pre-trials, criminal cases, civil cases, etc. You could create a case for each type of job and then change the color of the case for easy recognition. As another example, let's say you are a deposition reporter. You could change case colors for particular on-going cases, for completed jobs or for different agencies.

You can highlight one or more cases and select a color from the list. If more than one case is selected at a time, all selected cases will have the same color assignment. If you tend to have cases inside of cases, you can change the color of cases inside cases also. This option will be grayed out if the cursor is not on a Case. Although you can select the System Files case and select a different color, Case CATalyst's System Files' case color will not change.

To change a case(s) color:

1. At Manage Jobs, highlight a case or several cases and press **Alt + t, I** (Tools, Color).
2. In the Case History for Selected Cases, press **Alt + c** or click the down arrow to display the list of available colors. Click a color to see an example. The Selected Cases section displays what cases will be affected by the color change.
3. When finished, press **Enter** to accept the selected color.



## Copy Job Files

The Copy command makes a copy of a selected file or multiple files so that they exist in two locations. Use the Copy command from the menu bar, right click menu or click and drag the file from one location to another.

You can copy files within Case CATalyst and to locations outside of Case CATalyst including Windows Explorer. Case CATalyst also allows you to copy files from Windows Explorer into Case CATalyst. Depending on your Windows 7 security settings, it might be possible to copy a Case CATalyst file to Windows Explorer but not copy a file from Windows Explorer into Case CATalyst. This limitation is a result of your Windows Operating System settings.

Within Case CATalyst, you can use click and drag to [move](#) a file or subfile to another location in your user. You can drag and drop files to another program that accepts compatible files, such as Notepad or Outlook. For example, you can click and drag an ASCII file in Case CATalyst and drop it on Outlook. Outlook opens an e-mail and attaches the ASCII. You can copy files from other locations into Case CATalyst but if the file type isn't compatible, CATalyst will not be able to open the file.

When you select to Copy, Move or Restore files from Manage Jobs, if you select to overwrite an existing file, a copy of that file (with all the subfiles) is sent to the Windows Recycle Bin. If you select to click and drag a file from Windows into Manage Jobs and overwrite an existing file, a copy of the file is sent to the Recycle Bin. If you are copying, moving, restoring or dragging files to a network drive or removable drive, a copy of the overwritten file **will not** be sent to a Recycle Bin since one does not exist in those two scenarios. If you select an existing file name when translating and you select to overwrite the existing file, CATalyst has always sent the SGSTN (steno) subfile to the Recycle Bin. CATalyst will now send a copy of the SGNGL (text) subfile, if applicable, to the Recycle Bin. NOTE: This feature is not available when copying, moving, restoring or dragging files to a network drive or removable drive.

**Important:** Microsoft ended Windows Vista support as of April 2017. Case CATalyst is no longer supported when running Windows Vista.

## Copy Files Using the Copy Command

1. From Manage Jobs, press **Ctrl + c** (Tools/Copy). You can highlight the job or jobs before selecting Copy. The Copy dialog box displays.
2. Make necessary entries:


### Show subfiles

Check this box to display subfiles with their file type extension. This list is useful when selecting individual subfiles for copying.

Uncheck this box to display a separate window with a list of subfile types. This is useful when copying the same subfiles for all the selected jobs.

### Copy jobs from

Check the box next to each case or file you want to copy. You can only copy certain files in the System Files case, such as the Personal Dictionary, to a different user folder.

Checking a case, selects all the files contained in the case. Click the  icon to display the contents of the case. If you highlight a case or file before invoking the Copy feature, it displays selected in the Copy dialog box. To copy all the cases and jobs for a user, check the box next to the user name.

Checking a text file (.sgnfl) automatically selects the associated Job History subfile (*filename.sgxml*). You can uncheck the associated Job History subfile if you do not want to copy it along with the text subfile. The Job History file contains the job creation date, job status, translation information and other information.

The lower left-hand corner of the dialog box displays the total number of subfiles selected to copy.



In the Copy dialog box, you can use the mouse to click the box or Tab to the field where you can use the arrow keys to position the highlight on your selection and then press **Spacebar**.

### Subfile types to copy in each job

This window only displays when the Show subfiles feature is not selected. Check the box next to each subfile type you want to copy. To copy all subfile types, check the All subfile types box. Subfile selection affects all the jobs you are copying.

### Copy files to

The destination folder and case for the copied files. The default folder is the current user. To select a different user folder or case, click the user or case name. Confirm the destination in the Copy files to field at the top of the dialog box.

If you select to copy a single file to the same location as the source file, you must type a new name in the Job name field.

### Keep case structure

Check this box when copying individual or multiple files and you want to use the retain the same path structure. For example, you have a case named, "Arbitrations" with a job inside the case named Larson 040402. You want to copy Larson 040402 to another reporter's folder. With Keep case structure selected, Case CATalyst creates a case name Arbitrations with the file named Larson 040402 in the other reporter's folder. If you do not select Keep case structure, only the file Larson 040402 copies to the reporter's folder.

### Job name

Rename a single file you are copying. Type a new file name.

### Browse

Select a destination location not displayed, such as a thumb drive located in the E:\ drive of the computer. Copying a file is not the same as backing up the file.

3. Press **Enter (OK)**. If the same subfiles already exist in the destination folder, the Confirm File Replace dialog box prompts you to replace the existing files or cancel.
4. The Manage Jobs window displays when the copy is complete.

## Copy List View to Clipboard

When Manage Jobs' is set to display in Detailed List View, you can mark one or more jobs to copy the view information to the Windows clipboard. To copy all the jobs view information at Manage Jobs when displayed in Detailed List View, press **Ctrl + a**. You can then paste the information into other programs, such as Microsoft Excel for tracking and billing. Case CATalyst copies information from the columns (not transcripts or files) currently selected to Show.

You can [show or hide columns](#) so that you only copy the information you need. For example, let's say you want to see the file name, the date of the job, the status and the due date. You can show all other columns, highlight the jobs and then use the Copy List View to Clipboard and paste the information into an Excel file for archiving. Then if you want more information on a daily basis, you can show more columns for more information.

If you use CATalyst's case feature to organize your files, you will need to display the contents of the case to copy specific file information.

Although Copy List View to Clipboard is available when Manage Jobs is set to Icon view, this feature was designed to be used with Detailed List View to copy more information than just the file names.

## Copy List View Information

1. In Manage Jobs, highlight the files to copy the view information for the highlighted files.
2. Select **Tools/Copy List View to Clipboard**.
3. Open the program to which you want to copy the information and use the Paste command to insert the data.

## Create Job Report

The Create Job Report feature is designed to reduce the amount of manual input required for creating a job report, also referred to as a job sheet. Many reporters create a report for each transcript at the request of their firm, the court or for their own purpose when archiving the transcript. A job report usually contains information about the transcript such as dates, location, participants, appearance data and number of pages in the job. The information in the job report varies depending on the purpose or requirements.

For example, let's say when you complete a transcript, you need to turn in to the firm or court a file that contains the date of the proceedings, the plaintiff and defendant information, date of the proceedings, the date of delivery for the transcript, what files were needed (i.e. PDF, ASCII, PTX), appearance fee (if needed), transcript page rate, etc. You can create a Job Report or several Job Reports (based on who the report is designed for) and use the same fields you use in the transcript and they will automatically fill in for you when you use the Create Job Report feature. No more worrying about spelling names correctly, selecting the correct [attorney name](#), [how many pages are in the file](#), [determining the cost](#) by using calculation formula fields, etc. Let CATalyst do the majority of the work for you.

Creating a job report requires that you first create a job report template using the same fields that exist in the transcript. You can use Fields such as Creation Date, Firm1, Attorney1 and Witness along with Scanstops, format symbols, conflicts and any other text or formatted information in the job report template. Once you create a job template, you can use the Create Job Report feature to generate a job report, having Case CATalyst fill in the fields for the current transcript.

The job report is saved as a Case CATalyst text file using the transcript file name followed by \_JobReport. For example, 021009 Steinbach\_JobReport.sgngl. If you create a job report for a job that has an existing job report, Case CATalyst creates another job report. The job report is saved using the transcript file name followed by the next sequential number and then "JobReport." For example, 021009 Steinbach\_1\_JobReport.sgngl. Case CATalyst does not create a job report of a job report.

You can create and print a job report using the [Finish 'em](#) feature. If a job report already exists for a selected transcript, Finish 'em uses the existing job report with the latest date and time and does not create another job report.

The System Files case contains a Job Report Templates case where you can store the job report templates. Using the Job Report Templates case is a convenient way to organize the files, but it is not required that you store the templates in this case.

### Create a Job Template

1. In Case CATalyst, open a new text file. Press **Alt + f, n, t (File/New/Text)**. The Create New Document dialog box displays.
2. In the *File name* field, type a name for the job report template.
3. In the *Layout Name* field, select the layout to use for the report.
4. Press **Enter (Open)**. Case CATalyst opens the new file with the selected file name.
5. Type text, insert fields, conflicts, Scanstops and any other necessary information.


If you currently have a job report template in a word processor, you may be able to copy and paste the text from the file into the Case CATalyst job report template and modify the information. If you have an existing Case CATalyst text file you currently use for a job report template you can modify the existing file.

6. Save the file to the Job Report Templates case. Press **Ctrl + s (File/Save)**. The Save Copy As dialog box displays.
7. Navigate to the Job Report Templates case located in the System Files case.
8. Press **Enter (Save)**.

### Create a Job Report

1. Do one of the following:
  - In Manage Jobs, highlight the transcript for which you want to create a job report.
  - Open the transcript for which you want to create a job report.
2. Press **Alt + t, j (Tools/Create Job Report)**. The Create Job Report dialog box displays.
3. Make necessary entries:

#### Template

The path for the most recent job report template selected displays. Click the Browse  button to select a different job report template. The Open dialog box displays. By default, the contents of the Job Report Templates case displays. Select the job report template you want to use.

#### Print Job Report (will prompt if incomplete)

Check this box to print the job report. When you select this option and there are fields without values or unresolved conflicts in the job report, Case CATalyst prompts you with a message after you select OK to create and print the job report. Select Yes to print the job report with missing values. Select No to open the job report for review. Save and close the file when finished making changes. Manually select to print the job report from Manage Jobs.

4. Press **Enter (OK)** to create and, if applicable, print the job report. The job report opens and automatically scans to the first empty field, untranslate or Scanstop. Once you have finished editing, you can print the job.

If you selected to print the job report, the Print dialog box displays. Confirm the desired printer and press **Enter (Print)**. To open the job report, double click the file name in Manage Jobs. If there are fields without values or unresolved conflicts in the job report, Case CATalyst prompts you with a message to continue printing or to first review the job report. Select **Yes** to print the job report with missing values. Select **No** open the job report for review. Save and close the file when finished making changes. Manually select to print the job report from Manage Jobs.

## Delete Job Files

The Delete command removes files from the current location and sends them to the Windows Recycle bin. If you delete a file or subfiles from Manage Jobs, you can go to the Windows Recycle bin and restore them as long as you have not emptied your Recycle bin. Once you have archived completed jobs and/or jobs that were not transcribed, you may want to delete the jobs from your Manage Jobs area to make it easier to find current jobs.

In addition, when you select to Copy, Move or Restore files from Manage Jobs, if you select to overwrite an existing file, a copy of that file (with all the subfiles) is sent to the Windows Recycle Bin. If you select to click and drag a file from Windows into Manage Jobs and overwrite an existing file, a copy of the file is sent to the Recycle Bin. If you are copying, moving, restoring or dragging files to a network drive or removable drive, a copy of the overwritten file **will not** be sent to a Recycle Bin since one does not exist in those two scenarios. If you select an existing file name when translating and you select to overwrite the existing file, CATalyst has always sent the SGSTN (steno) subfile to the Recycle Bin. CATalyst will now send a copy of the SGNGL (text) subfile, if applicable, to the Recycle Bin. NOTE: This feature is not available when copying, moving, restoring or dragging files to a network drive or removable drive.

## Delete Case CATalyst Files


1. From Manage Jobs, do **one** of the following:
  - Highlight the files you want to delete and then press **Del**. The Delete dialog box displays with the selected files checked for deletion.
  - Select **Alt + t, d (Tools/Delete)**. The Delete dialog box displays.
2. Make entries as necessary:

### Show subfiles

Check this box to display subfiles with their file type extension. This list is useful when selecting individual subfiles for copying.

Uncheck this box to display a separate window with a list of subfile types. This is useful when copying the same subfiles for all the selected jobs.

### Delete jobs from

Check the box next to each case or file you want to delete. Checking a case, selects all the files contained in the case. Click the  icon to display the contents of the case. If you highlight a case

or file before invoking the Delete feature, it displays selected. To delete all the cases and jobs for a user, check the box next to the user name.

Deleting a case deletes all the jobs and subfiles within that case. If you do not want to delete all the jobs in a case, deselect any jobs or subfiles you do not want to delete.



In the Delete dialog box, you can use the mouse to click the box or Tab to the field where you can use the arrow keys to position the highlight on your selection and then press **Spacebar**.


### Subfile types to delete in each job

This window only displays when the Show subfiles feature is not selected. Check the box next to each subfile type you want to delete. To delete all subfile types, check the All subfile types box. These selections affect all jobs you are deleting.

3. Press **Enter (OK)**. A message displays prompting you to confirm the deletion. The Manage jobs window displays when the delete is complete. If you attempt to delete a file that is currently in use, a message displays informing you the file cannot be deleted.

## Delete User

Delete User is a Manage Jobs feature that removes the selected user name and all jobs in the selected user from the hard drive. For example, let's say you are a scopist for several reporters. One of your long standing reporters has retired so you no longer need her user name and files on your computer. You could do a [backup user](#) and then delete the user name (including all the reporter's files) from your hard drive.

The Delete User command is only available at the User level (  ) and **you must be logged off the user you want to delete**. If the CATalyst title bar displays the User Name you are trying to delete, it is necessary to access another user name and then return to the User level to delete the original user you wanted to delete.

### Delete a User

1. Select **Tools/Users Level**. The Users Level displays.
2. Click the user you want to delete and select **Tools/Delete User** or right click and select Delete User from the menu. The Delete dialog box displays.
3. Confirm the selected user to delete and press **Enter (OK)**. The warning message: *Do you want to delete the selected user?* displays.

**CAUTION: Deleting a user removes all jobs in the user name from the hard drive.**

4. Press **Enter (Yes)**. If files still exist in the User folder, the Confirm Multiple File Delete dialog box displays.
5. Press **Enter (Yes)**. Case CATalyst deletes the user and all jobs in the user name.

## Dictionary Verify

Dictionary Verify checks the dictionary for errors and reports any errors found. If you receive an "invalid entries" message due to mismatched dates, you can correct the problem using [Dictionary Options](#). After reviewing and selecting the dictionary verify options, run Dictionary Verify on the dictionary again. Be sure the dictionary is closed before running Dictionary Verify.

The Dictionary Verify information is stored in a text file named *dictionaryname\_Verify.txt*.



## Verify a Dictionary

1. In Manage Jobs, highlight the dictionary to verify.
2. Press **Alt + t, v (Tools/Dictionary Verify)**. Case CATalyst generates a report.  
  
If you run Dictionary Verify to correct errors due to mismatched dates, a confirmation dialog box displays to confirm your correction choice based on your selection in Dictionary Options. Press **Enter** to continue.
3. Depending on the size of the report, the file opens in Notepad or WordPad. You can print the file by selecting **File/Print**. Press **Alt + F4** to exit the report.
4. If errors, other than mismatched dates are reported, open the dictionary and modify or delete the entries listed.

## Finish 'em

Finish 'em allows you to perform multiple Case CATalyst printing, exporting, backup and e-mail finalizing actions at one time. You can select transcript, dictionary and steno note files to print to PDF, print transcripts to printers, export to RTF/CRE and ASCII, backup and e-mail the Finish 'em files. For example, for every job you need to print a transcript, print to PDF for electronic delivery, print your steno notes to PDF with your digital signature for archiving, export the job dictionary and steno notes to RTF/CRE and export the transcript to ASCII to deliver and archive your files. Using Finish'em, you can perform these tasks all at one time. The [Finish 'em Options](#) dialog box allows you to customize how Finish 'em works for you.


If you have varying delivery and archiving requirements for different clients or jurisdictions, you can save your Finish 'em selections to a settings file that you can quickly load. For example, you work for different clients with different file format requirements for delivery. For each client, you select the Finish 'em print and export options and save them to a settings file. When you need different client settings, select the saved settings file from your saved list.

Finish 'em automatically changes the selected job(s) Job State to *Done*. If you do not want Finish 'em to change the job state to Done or want another job state assignment, you can change Job State settings and assignments in [Job State options](#).

**NOTE:** When using Finish 'em's Backup and/or e-mail feature, the Finish 'em created file must be in the same location as the selected transcript in order for the selected subfile to be included in the Backup and/or e-mail attachment. For example, let's say you have Finish 'em create an ASCII and selected *Same as File* as the save location. You also have selected Finish 'em's e-mail feature and selected the ASCII (txt) subfile type. Finish 'em creates the ASCII, opens your default e-mail package with the txt subfile attached. If you want to create an ASCII in a different location, use Finish 'em's Export to ASCII Additional Settings File feature to create an ASCII in the same location as the selected transcript and in the other location.

## Finish 'em Setting Files

1. From Manage Jobs, press **Alt + t, f (Tools/Finish 'em)**. The Finish 'em dialog box displays.

2. Check the box next to each case or file to include in Finish 'em. Click the  icon to display the files in the case. Checking a case selects all the files contained in the case. If you highlight a case or file in Manage Jobs before invoking the Finish 'em feature, it displays already selected. The Status bar at the bottom of the screen displays the number of files selected.

#### Show subfiles

Check this option to display all subfiles with their file type extension in the window. This allows you to select individual subfiles. For example, the job, 1-31-2011 JS, consists of four subfiles. It displays in the list four times once for each of the different subfile type extensions.

Uncheck this option to display the file name with subfile types in a separate window. The appropriate subfile is automatically selected for the job based on the Finish 'em option selected. A job often contains more subfiles than display in this dialog box. Only subfiles that are appropriate for Finish 'em actions (steno note, transcript and dictionary subfiles) display.

3. The right side of the dialog box displays the current actions for the settings file displayed in the *Currently Loaded* field. Do any of the following:

#### Select Finish 'em Actions

On the right side of the dialog box, highlight a field (see field explanations below) and set the value. Field descriptions display below the settings box. Use *Save Settings* to save your selections to a file for future use.

#### Load A Saved Settings File

Do either:

- Select a saved Finish 'em settings file from the drop-down list and click **Load Now**. The drop-down list is populated with the available saved settings files in the Finish Em Settings case located in the System Files case.
- Select a saved Finish 'em settings file from a different location. Click **Load Settings** and navigate to the location of the file. Select a settings file and press **Enter (Open)**.

#### Use Default Settings File

Use the default settings file which is automatically loaded when Finish 'em opens. Finish 'em [options](#) allow you to assign a default settings file. If no file is assigned, the settings used in the last Finish 'em session (Last Finish 'em) is used.

#### Save Current Settings

Save your current Finish 'em actions to a settings file. In the Save As dialog, type a file name in the *File Name* field and press **Enter (Save)**. Saved settings files are available in the Load Now drop-down list.

4. Press **Enter (OK)** to run Finish 'em and close the dialog box. Finish 'em [options](#) determine if files with the same name as existing files are overwritten.

## Finish 'em Preferences

### Print to PDF

## Notes

Select **Yes** to print the selected steno notes to PDF. Steno notes, by default, print three columns to a page with the beginning of each fold highlighted. Timestamps, by default, are not included. To change the number of columns and/or include timestamps, change the settings in [Manage Notes Options](#).

## Transcript

### Final/Draft/Compressed

Select Final, Draft and/or Compressed. Each one of the choices has additional options. Choose the range of pages to print, **Entire File**, **Last Page**, **Last X Pages**. Select **None** to prevent printing to PDF. Current [Print options](#) selected in the Print dialog box for Final and Draft apply to the PDF.

### Options

The *Options* field is available once you select a printing range. Choose one of the following:

#### Standard PDF

Print the transcript to PDF. Attachments are not included.

#### With Attachment

Include [attachments](#), if applicable, with the PDF. Attachments display in the Bookmark pane under the Exhibit heading and in the Attachment pane, often identified by a paper clip icon. In the Bookmark pane, click the plus sign next to the Exhibit heading to display the list of attachments. A client can double click an attachment indicator in the PDF to move the display to the area of the file where the attachment is located. Double click the Open heading under the attachment name to open the attachment for viewing. In the Attachment pane, click an attachment in the Attachment pane to open the file for viewing. To view attachments, the program associated with the attachment file type must be installed on the computer. For example, if the attachment is a Microsoft Word document, you must have Microsoft Word installed on your computer.

If you encrypt the PDF by requiring a password or restricting the printing or copying of text in the PDF, the attachments are only available for viewing from the Attachment pane. The Open option in the Bookmark pane does not display the file.

#### PDF/A

Print the transcript in PDF/A compliant format. PDF/A format creates the PDF with certain ISO 19001 standards for long term storage, such as requiring embedded fonts and graphics but disallowing audio, video, attachments, digital encryption and digital signatures. These parameters allow the document to always be viewed, unaltered in it's original format, using an appropriate PDF viewer such as Adobe Reader.

Federal jurisdictions may require transcripts submitted in a PDF/A format for archiving purposes.

### Configuration

If you selected to print a compressed version of the file, the compressed print *Configuration* field. Compressed. Choose a saved compressed print [configuration](#) from the list.

### Build Concordance

The Build Concordance field is available when you select Compressed print to PDF. Select Yes to Build a Concordance Index for the selected file. The all word index is built only if one does not already exist.

### Job Report

Select **Yes** to create a [job report](#) for the transcript. The *Template* field displays. Use the Browse button to locate the job report template you want. If the create job report option has previously been selected, Case CATalyst remembers the last used job report template. When a job report already exists for a selected transcript, Finish 'em uses the existing job report with the latest date and time and does not create a new job report or a job report of a job report.

### Final/Draft

Set Final and Draft print settings for the Job Report. Select **Yes** to print the Job Report. Current [Print options](#) selected in the Print dialog box for Final and Draft apply.

### Sign/Encrypt PDF

Select **Yes** to digitally sign (different than an electronic version of your signature) a PDF document. To use the Sign/Encrypt PDF option, a digital signature must be available on your computer system. Purchase a [digital signature](#) (certificate) from a certifying authority. A digital signature from a certifying authority allows anyone to verify the authenticity of your digital signature. A digital signature is not available through Stenograph.

### PDF Properties

The *PDF Properties* field is available when you select to use a digital signature. If you previously used a digital signature, the name of the digital signature displays. To view the Signing Options, click the **Browse** button. If this is the first use, the PDF Output Options automatically displays.

Set necessary options.

### Signing Options

#### Certificate

Select the name of the digital signature certificate with which you are signing. Digital signatures available on your computer system display in the drop-down box. A digital signature is not available through Stenograph.

#### Reason for Signing

Type the purpose of your digital signature. (optional)

#### Your Location

Type the name of your location. (optional)

### Encryption Options

#### Password

Type a password if you want to require the client to know the password in order to print or copy text and graphics. This is an optional field.

#### Allow Printing

Check this box to allow printing. Deselect the option to restrict printing.

**Allow Copying (of text and graphics)**

Check this box to allow the text and graphics to be copied. Deselect the option to restrict copying.

**PDF Save Location**

Determine the save location for the printed PDF file. Choose one:

**Same as File**

Save the PDF to the same folder in which the original files you are printing are located.

**Other**

Save the PDF to the location specified in the PDF Save Location field. The default is the current user folder. To change the location, click the Browse button in the *PDF Save Location* field to display the Browse For Folder dialog box. Navigate to the desired location and press **Enter (OK)**. The path displays in the PDF Save Location field.

**Print to Printer****Printers**

Select a printer from the list of all installed printers on your computer.

**Final/Draft**

Set Final and Draft print settings. Choose the number of copies, **1 - 10**. Select **None** to prevent printing the transcript. Except for the printer selected in the *Printers* field, all current [Print options](#) set in the Print dialog box for Final and Draft apply.

**Compressed**

Set the Compressed print setting by selecting an option from the list. Select **None** to prevent printing in Compressed format.

**Configuration**

The *Configuration* field is available when you select to print Compressed. Select a compressed print [configuration](#) from the list. Saved configurations display in the list.

**Export to RTF/CRE****Transcript**

Select **Yes** to export the selected transcripts in RTF/CRE format. Case CATalyst uses the job file name when exporting the file and adds *\_t.rtf*. For example, you export the Collins transcript to RTF format. The resulting file name is *Collins\_t.rtf*.

**Notes**

Select **Yes** to export the selected steno notes in RTF/CRE format. Case CATalyst uses the steno note file name when exporting the file and adds *\_s.rtf*. For example, you export the steno notes for the Collins job to RTF format. The resulting file name is *Collins\_s.rtf*.

**Dictionary**

Select **Yes** to export the selected dictionary in RTF/CRE format. Case CATalyst uses the dictionary file name when exporting the file and adds *\_d.rtf*. For example, you export the job dictionary for the Collins job to RTF format. The resulting file name is *Collins\_d.rtf*.

#### RTF/CRE Save Location

Select the location to which you want to save the RTF/CRE file. The default is the current user folder. To change the location, click the Browse button and navigate to the desired folder.

### Export to ASCII

#### Transcript

Select **Yes** to export the transcript file to [ASCII](#) format. The ASCII setting field displays when you select Yes. The Additional Settings allow you to export the ASCII to two different formats.

##### ASCII Settings

Choose one of the following:

- Select **Current** to use the current ASCII settings.
- Select a saved, if applicable, ASCII settings file from the list.

##### Additional Settings File

Choose one of the following:

- Select **None** to use only the ASCII format selected in the *ASCII Settings* field.
- Create an additional ASCII file in another ASCII format. Save ASCII settings display in the list.

When creating an ASCII in two different formats, the file name for the first ASCII uses current file name and the second ASCII uses the file name plus *\_1*. For example, *Collins\_1*.

#### ASCII Save Location

Choose one of the following:

- Select **Same As File** to save the file to the same location as the job.
- Select **Other** to save the file to a different location. In the *ASCII Save Location* field click the Browse button and navigate to the desired folder. Case CATalyst remembers the setting until it is changed.

**NOTE:** When using Finish 'em's Backup and/or e-mail feature, the Finish 'em created file must be in the same location as the selected transcript in order for the selected subfile to be included in the Backup and/or e-mail attachment. For example, let's say you have Finish 'em create an ASCII and selected *Same as File* as the save location. You also have selected Finish 'em's e-mail feature and selected the ASCII (txt) subfile type. Finish 'em creates the ASCII, opens your default e-mail package with the txt subfile attached. If you want to create an ASCII in a different location, use Finish 'em's Export to ASCII Additional Settings File feature to create an ASCII in the same location as the selected transcript and in the other location.

### Export To CaseViewNet

If you have an active CaseViewNet certificate, the Export to CaseViewNet option displays. Select **Yes** to export the transcript in CaseViewNet format.

### Transcript

Select **Yes** to export the transcript file to CaseViewNet. The transcript is considered final and can be synchronized with the original CaseViewNet file.

### CVNet Save Location

- Select **Same As File** to save the file to the same location as the job.
- Select **Other** to save the file to a different location. In the *CVNet Save Location* field click the **Browse** button and navigate to the desired folder. Case CATalyst remembers the setting until it is changed.

## Backup Options

### Back Up Files

Select **Yes** to create a backup of selected files. To set backup options, click **Options** in the bottom of the dialog box. Make entries for the backup zip in the Finish 'em dialog box.

If you enter an existing file name for the backup file, Finish 'em Backup uses the existing name and adds the next consecutive number. For example, you have a Finish 'em backup file, "12-12-2011 Skaare.zip." You select to backup the 12-12-2011 Skaare file again. Finish 'em creates the file, "12-12-2011 Skaare\_1.zip. Finish 'em Backup will never overwrite an existing file name.

### Currently Selected Subfiles

Choose the subfiles to include in the backup. Select one of the following:

- **Entire Job** - back up all the subfiles in the job.
- **Selected Subfile Types** - Select the individual subfiles back up. Click Additional File Types to display more subfile types that can be associated with a job. Case CATalyst recognizes an ASCII with a 'txt' extension. If you create an ASCII with an extension other than 'txt', Case CATalyst will not recognize it as an ASCII and will not back it up if the ASCII subfile option is selected.

### Backup Save Location

Select the location for the Finish 'em backup file. The default is the current user directory. To choose another location, click Browse and navigate to the desired directory.

## E-mail Options

### E-mail Files

Select Yes to e-mail the selected file or files or specific subfiles. Once Finish 'em is complete, your default e-mail package will open a new e-mail with the designated files attached. If you do not have a default e-mail package set up, a message will display. On Windows 7, you must have an e-mail program, such as Outlook or Thunderbird, installed on Windows 7 and selected as your default e-mail program. Case CATalyst recognizes an ASCII with a 'txt' extension. If you create an ASCII with an extension other than 'txt', Case CATalyst will not recognize it as an ASCII and will not attach it to the e-mail if the ASCII subfile is selected.

### Recipients

You can type the names of the e-mail recipient(s) prior to starting Finish 'em. The recipient names will display in the To field of the e-mail. Type the full e-mail address of the recipient. To include multiple recipients, separate e-mail addresses with a semi-colon.

### Reporter Suite Invoice ID

Reporter Suite (<https://www.reportersuite.com>) is a third party application that allows users to manage reports, invoices, payees, expenses and time tracking from almost any device with an internet connection. At the time of this release, Reporter Suite's offering is limited to federal reporters. A state, freelance, proofreader and scopist version will be released soon. For more information about Reporter Suite, please see their web site.

If you use Reporter Suite, you can click the Click Here to go to Reporter Suite. Copy the Invoice ID, return to the

Finish 'em dialog and paste it into the Reporter Suite Invoice ID field. If you do not know how to get the Invoice ID, please contact Reporter Suite for assistance. Select what file/subfiles you want to attach to the e-mail. Once you click OK to start Finish 'em, the e-mail opens in your default e-mail package with the selected files attached and the following text in the body of the e-mail:

You can view, print, download and pay your invoice by [clicking here](#).

The link connects the recipient to their invoice in Reporter Suite. All other Finish 'em functions work the same as before.

### Click Here to go to Reporter Suite

Directs you to [www.reportersuite.com](https://www.reportersuite.com) site.

### Currently Selected Subfiles

Choose Entire Job (all subfiles associated with the selected job) or Selected Subfile Types to be e-mailed. If you choose Selected Subfile Types, you can select or deselected individual subfiles by double clicking the right-hand column to toggle the value between Yes and No. Finish 'em e-mail attaches the selected file(s) or selected subfiles of the select file and attaches them to the e-mail. Please note that not all subfiles associated with a job may display in the left side of the dialog box.

**NOTE:** When using Finish 'em's Backup and/or e-mail feature, the Finish 'em created file must be in the same location as the selected transcript in order for the selected subfile to be included in the Backup and/or e-mail attachment. For example, let's say you have Finish 'em create an ASCII and selected *Same as File* as the save location. You also have selected Finish 'em's e-mail feature and selected the ASCII (txt) subfile type. Finish 'em creates the ASCII, opens your default e-mail package with the txt subfile attached. If you want to create an ASCII in a different location, use Finish 'em's Export to ASCII Additional Settings File feature to create an ASCII in the same location as the selected transcript and in the other location.

## Finish 'em Options

**Always overwrite existing files with the same name**



Select **Yes** to overwrite files that exist in the current Finish 'em session which are the same file type and have the same file name of existing files. For example, you create an ASCII file for the selected transcript. Later you make edits to the transcript and export the transcript to ASCII again. Case CATalyst automatically overwrites the existing ASCII.

Your selection in this field does not affect Job Report files.

#### **Warn before overwriting**

Select **Yes** to display a message with a list of files that will be overwritten. Select **No** to automatically overwrite existing files with the same name without a warning message. This field is only available when the *Always overwrite existing files with the same name* option is set to Yes.

#### **Add Text to Compressed PDF Filename**

When creating a compressed print PDF of a transcript, you can select to add text to the end of the filename to easily identify that it is a compressed version of the transcript. This may be helpful when creating a full size and a compressed print PDF of the same transcript. If this option is set to No and you select to create both a full size transcript and compressed print PDF of the same transcript, one PDF will be named filename.pdf and the second one will be named filename\_1.pdf. When Yes is selected, the *Add text to end of filename* option is available for you to customize the extension.

#### **Text to Add to End of Filename**

Finish 'em will automatically add \_compressed to the end of a Compressed Print PDF if the *Add Text to Compressed PDF Filename* option is set to Yes. If the Add Text to Compressed PDF Filename option is set to No, this field is not available.

#### **Always Load Finish 'em Settings**

Select a Finish 'em settings file as the default that loads when you open Finish 'em. Finish 'em automatically applies the settings in this file to the current session unless you make changes for the current session or load a different settings file. Select a Finish 'em settings file from the drop-down list or use **Browse** to select a file from another location. Select *Last Finish 'em* to apply the settings from the last Finish 'em session to the current session. This selection is always in the list.

#### **Backup Options**

Backup Options allow you to customize how the Finish 'em Backup "packages" the selected files. The default is to back up the files into separate zip packages and never include audio files. Finish 'em backup options affect only files selected for Finish 'em.

Make changes and select **OK** when finished.

#### **Back Up Selected Job**

Choose whether to have Finish 'em back up the selected files in Separate Zip Files (each selected job is placed in its own zip file) or back up the selected files into one zip file name (Single Package). When selecting Single Package, the Default Package Name and Add Date to Zip File Name options are available. The default setting is Separate Zip Files.

#### **Default Package Name**

The selected files will be placed in one zip file name. You can type a default zip name that will be suggested each time you back up files to one zip file name or you can leave the field blank and type a package name each time you back up in Finish 'em.

### Add Date (YYYY-MM-DD) to file name

Select Yes to add the current date to the single package zip file name. If a default package name is used, the date is automatically added to the end of the package name. If a default package name is not used, the current date is the suggested package name.

### Back Up Audio Files

Audio files by nature are very large. Once the transcript is finalized, you may not want to keep a copy of the audio file. Select Never to never include an audio subfile in a Finish 'em backup produced zip file. Select Always to have Finish 'em always include the audio subfile of a selected job. The default setting is Never.

If you select 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.

### E-mail Audio Files

Choose whether or not audio subfiles are attached to an e-mail when Entire Job or if the Audio subfile is selected and there is a Audio (WAV) file for the selected files. It is important to note that many e-mail packages have an attachment file size limitation. In most cases, audio subfiles are too large for e-mail attachments. The default setting is No.

If you select 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.

## Finish 'em Options

Finish 'em allows you to perform multiple Case CATalyst printing, exporting, backup and e-mail finalizing actions at one time. You can select transcript, dictionary and steno note files to print to PDF, print transcripts to printers, export to RTF/CRE and ASCII, backup and e-mail the Finish' em files. For example, for every job you need to print a transcript, print to PDF for electronic delivery, print your steno notes to PDF with your digital signature for archiving, export the job dictionary and steno notes to RTF/CRE and export the transcript to ASCII to deliver and archive your files. Using Finish'em, you can perform these tasks all at one time. The [Finish 'em Options](#) dialog box allows you to customize how Finish 'em works for you.

### To modify Finish 'em Options:

1. At Manage Jobs, press **Alt + t, f** (Tools, Finish 'em).
2. In the Finish 'em dialog box, press **Alt + p** to display the Finish 'em Options dialog box

### Always overwrite existing files with the same name

Select **Yes** to overwrite files that exist in the current Finish 'em session which are the same file type and have the same file name of existing files. For example, you create an ASCII file for the selected transcript. Later you make edits to the transcript and export the transcript to ASCII again. Case CATalyst automatically overwrites the existing ASCII.

Your selection in this field does not affect Job Report files.

### Warn before overwriting

Select **Yes** to display a message with a list of files that will be overwritten. Select **No** to automatically overwrite existing files with the same name without a warning message. This field is only available when the *Always overwrite existing files with the same name* option is set to Yes.

### Add Text to Compressed PDF Filename

When creating a compressed print PDF of a transcript, you can select to add text to the end of the filename to easily identify that it is a compressed version of the transcript. This may be helpful when creating a full size and a compressed print PDF of the same transcript. If this option is set to No and you select to create both a full size transcript and compressed print PDF of the same transcript, one PDF will be named filename.pdf and the second one will be named filename\_1.pdf. When Yes is selected, the *Add text to end of filename* option is available for you to customize the extension.

#### Text to Add to End of Filename

Finish 'em will automatically add *\_compressed* to the end of a Compressed Print PDF if the *Add Text to Compressed PDF Filename* option is set to Yes. If the Add Text to Compressed PDF Filename option is set to No, this field is not available.

### Always Load Finish 'em Settings

Select a Finish 'em settings file as the default that loads when you open Finish 'em. Finish 'em automatically applies the settings in this file to the current session unless you make changes for the current session or load a different settings file. Select a Finish 'em settings file from the drop-down list or use **Browse** to select a file from another location. Select *Last Finish 'em* to apply the settings from the last Finish 'em session to the current session. This selection is always in the list.

### Backup Options

Backup Options allow you to customize how the Finish 'em Backup "packages" the selected files. The default is to back up the files into separate zip packages and never include audio files. Finish 'em backup options affect only files selected for Finish 'em.

Make changes and select **OK** when finished.

#### Back Up Selected Job

Choose whether to have Finish 'em back up the selected files in Separate Zip Files (each selected job is placed in its own zip file) or back up the selected files into one zip file name (Single Package). When selecting Single Package, the Default Package Name and Add Date to Zip File Name options are available. The default setting is Separate Zip Files.

##### Default Package Name

The selected files will be placed in one zip file name. You can type a default zip name that will be suggested each time you back up files to one zip file name or you can leave the field blank and type a package name each time you back up in Finish 'em.

##### Add Date (YYYY-MM-DD) to file name

Select Yes to add the current date to the single package zip file name. If a default package name is used, the date is automatically added to the end of the package name. If a default package name is not used, the current date is the suggested package name.

#### Back Up Audio Files

Audio files by nature are very large. Once the transcript is finalized, you may not want to keep a copy of the audio file. Select Never to never include an audio subfile in a Finish 'em backup produced zip file. Select Always to have Finish 'em always include the audio subfile of a selected job. The default setting is Never.


If you select 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.

### E-mail Audio Files

Choose whether or not audio subfiles are attached to an e-mail when Entire Job or if the Audio subfile is selected and there is a Audio (WAV) file for the selected files. It is important to note that many e-mail packages have an attachment file size limitation. In most cases, audio subfiles are too large for e-mail attachments. The default setting is No.

If you select 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.

## Forward

Forward is a Manage Jobs feature that moves you forward in the sequence of folders you most recently displayed. In Manage Jobs, press **Alt + t, w (Tools/Forward)** or click  on the toolbar.

## Move Job Files

The Move command, removes the file from the current location and places it in a different location, either to a new name or to a different user or case, so that the job exists only in the newly selected location. When you use the drag and drop method to move a file, you will be prompted with an "are you sure" message. To disable the message and always move the file, change the setting of the Warn before moving files using click and drag option in the [Job Manager Warnings](#) options.

Within Case CATalyst, you can use click and drag to copy or move a file or subfile to another location in your user. When moving or copying subfiles from Job Details, such as a subfile to a case, the result always copies the file to the new location. Use the [Copy](#) command to copy files to programs outside of Case CATalyst.

when you select to Copy, Move or Restore files from Manage Jobs, if you select to overwrite an existing file, a copy of that file (with all the subfiles) is sent to the Windows Recycle Bin. If you select to click and drag a file from Windows into Manage Jobs and overwrite an existing file, a copy of the file is sent to the Recycle Bin. If you are copying, moving, restoring or dragging files to a network drive or removable drive, a copy of the overwritten file **will not** be sent to a Recycle Bin since one does not exist in those two scenarios. If you select an existing file name when translating and you select to overwrite the existing file, CATalyst has always sent the SGSTN (steno) subfile to the Recycle Bin. CATalyst will now send a copy of the SGNGL (text) subfile, if applicable, to the Recycle Bin. NOTE: This feature is not available when copying, moving, restoring or dragging files to a network drive or removable drive.

## Move Files Using Drag and Drop

1. Position your cursor on the file to move. Click and hold the left mouse button.
2. To select multiple files not consecutively listed, hold Ctrl and click the desired files. To select sequential files, hold Shift and click the first and last file. At the *Are you sure you want to move...* message, do one of the following:

### Yes

Moves the file to the new location.

### No

Cancels the move.

3. Move your cursor to the new location and release the button. Choose to **Move** the file.

## Move Files Using the Copy Command

1. From Manage Jobs, press **Ctrl + m (Tools/Move)**. You can highlight the job or jobs before selecting Move. The Move dialog box displays.
2. Make necessary entries:


### Show subfiles

Check this box to display subfiles with their file type extension. This list is useful when selecting individual subfiles to move.

Uncheck this box to display a separate window with a list of subfile types. This is useful when moving the same subfiles for all the selected jobs.

### Move jobs from

Check the box next to each case or file you want to move.

Checking a case, selects all the files contained in the case. Click the  icon to display the contents of the case. If you highlight a case or file before invoking the Move feature, it displays selected in the Move dialog box. To move all the cases and jobs for a user, check the box next to the user name.

Checking a text file (.sgnfl) automatically selects the associated Job History subfile (*filename.sgxml*). You can uncheck the associated Job History subfile if you do not want to copy it along with the text subfile. The Job History file contains the job creation date, job status, translation information and other information.

The Status bar at the bottom of the screen displays the total number of subfiles selected to move.



In the Move dialog box, you can use the mouse to click the box or Tab to the field where you can use the arrow keys to position the highlight on your selection and then press **Spacebar**.

### Subfile types to move in each job

This box only displays when the Show subfiles feature is not selected. Check the box next to the each subfile type you want to move. To move all subfile types, check the All subfile type box. These selections affect all jobs you are moving.

### Move jobs to

Indicates the destination folder and case for the moved files. The default folder is the current user. To select a different user folder or case, click the user or case name.

If you select to move a single file to its original location, you must type a new name in the Job name field.

### Keep case structure

Check this box when moving individual or multiple files and you want to use the retain the same path structure. For example, you have a case named, "Arbitrations" with a job inside the case named Larson 040402. You want to copy Larson 040402 to another reporter's folder. With Keep case structure selected, Case CATalyst creates a case name Arbitrations with the file named Larson 040402 in the other reporter's folder. If you do not select Keep case structure, only the file Larson 040402 copies to the reporter's folder.

### Job name

Rename a single file that you are moving. Type a new file name.

### Browse

Select a destination location not displayed, such as a thumb drive located in the E:\ drive of the computer.

3. Press **Enter (OK)**. If the same subfiles already exist in the destination folder, the Confirm File Replace dialog box prompts you to replace certain files, all the files, or cancel.
4. The Manage jobs window displays when the move is complete.

## Rename

Rename is a Manage Jobs feature that allows you to rename Case CATalyst cases, job files and users. You can use upper and lower case letters, numbers and spaces in a user name. The following symbols are also valid characters: ' ~ ! @ # \$ % ^ & ( ) - \_ { } Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a user name. These characters include: " / \ [ ] : ; , | = < > ? \*

### Rename a Case or Job File

1. In Manage Jobs, highlight the case or job file you want to rename. You cannot rename system files or subfiles. If the case is located within a case, double-click the initial case and then highlight the case you want to rename. If the job is in a case, double click the case and then highlight the job.
2. Press **F2 (Tools/ Rename)**.
3. Type a new name in the highlighted label area.
4. Press **Enter** or click a blank area on the screen.

### Rename User at User Level

1. Press **Alt + t, s (Tools/Users Level)**. The Users Level displays.
2. Click the user for which you want to change the name and press **F2**.
3. Type a new name and press **Enter**. The new name displays.

### Rename Current User in Manage Jobs

1. Close any open Case CATalyst files.
2. Click the user in the subfiles window and press **F2**.
3. Type a new name and press **Enter**. The new name displays along with the following message: "The folder structure has changed and the current folder is no longer valid. You will now be returned to the first valid folder higher in the structure."
4. Click **OK** in the message. Case CATalyst displays the User level.

5. Select a user.

## Restore

The Restore feature decompresses or "unzip" jobs that have been backed up in Case CATalyst. Although Case CATalyst uses a "zip" compression routine, you cannot use the Case CATalyst Restore function to "unzip" other zipped files. The following error message displays if you attempt to unzip non-Case CATalyst .zip file: "Archive was not created by Case CATalyst. Use the original compressing software to extract its contents."

When you use the Restore feature to restore a UserSettings file, the existing UserSettings file is overwritten, even if it is currently open and in use. The settings in the restored UserSettings file are immediately applied and used.

Case CATalyst 3.0 files must be imported for use in Case CATalyst. When you select to restore Case CATalyst 3.0 files, Case CATalyst prompts you with the option to import the files using the current Import options. If you are importing a Case CATalyst 3.0 file with an audio link, you must use the Import feature directly. Do not import these files through the Restore feature. All restored Case CATalyst 3.0 files retain case information when imported regardless of the Import settings.

## Restore Case CATalyst Files


1. If you are restoring files from external media (thumb drive, memory card, external hard drive, etc.) connect the media to your computer. In some cases (e.g. memory card) you may need to place the media in a reader and make sure the reader is connected to your computer).
2. From Manage Jobs, press **Ctrl + r (Tools/Restore)**. The Open dialog box displays.
3. The Open dialog box displays showing Backups (\*.zip file types). Locate and select the compressed file from which you want to restore files. You can select multiple files to restore. If you select multiple zip files to restore, once the first zip file is restored, the next zip file displays in the Restore dialog box.  
If you are restoring from a diskette, make sure you navigate to the disk drive to select the backup file or files.
4. Press **Enter (Open)**. The Restore dialog box displays.  
If you are restoring from a multiple disk backup, Case CATalyst prompts you to insert the last disk of the backup first when you select Open.
5. Make necessary entries:

### Show subfiles

Check this box to display subfiles with their file type extension. This list is useful when selecting individual subfiles for restoring.

Uncheck this box to display a separate window with a list of subfile types. This is useful when restoring the same subfiles for all the selected jobs.

### Restore files from

Check the box next to each case or file you want to restore. Checking a case, selects all the files contained in the case. Click the  icon to display the contents of the case. To restore all the cases and jobs in the backup, check the box next to the backup file name. The Status bar at the bottom of the screen displays the total number of jobs selected to restore.



In the Restore dialog box, you can use the mouse to click the box or Tab to the field where you can use the arrow keys to position the highlight on your selection and then press **Spacebar**.

### Subfile types to restore in each job

This window only displays when you uncheck the Show subfiles feature. Check the box next to each subfile type you want to restore. To restore copy all subfile types, check the All subfile types box. Subfile selection affects all the jobs you are restoring.

### Restore files to

Indicates the folder to which the files are restored. The default folder is the current user. To select a different user folder or to select a case, highlight the file name in the list below the Restore files to field.

### Keep case structure

When you backup files, Case CATalyst remembers the original location of the files. Check this box to restore the backup files to their original location. For example, you backup the SMITH file located in the 10-2009 case. When the scopist restores the backup, a 10-2009 case is created and the SMITH file restored to the 10-2009 case. This option is checked by default. Uncheck the box not restore files to their original location. The selection is remembered until changed.

### Choose File

Select a different .zip file from which to restore files. The Open dialog box displays.

### Browse

Search to select a different restore to location.

6. Press **Enter (OK)**. If you selected multiple files to restore, Case CATalyst displays the Restore dialog for each file selected.

If the same subfiles already exist, Case CATalyst prompts you to Overwrite or Skip. When you Overwrite the files, **all** subfiles with the same name are overwritten by the jobs being restored.

If you select a Case CATalyst 3.0 backup file to restore, Case CATalyst displays the message: *Backup files are CATalyst 3.0 files and will need to be imported for use in CATalyst. Import now?* Choose **Yes** to import the selected files, **No** to restore the files or **Cancel** to cancel the restore.

## Back Up User(s)

The Back Up User(s) feature is available from Manage Job's Tools menu and the right click menu. You can select one or more users to back up to separate files (each user in a separate zip file) or back up all the selected users to one backup file. All files in the selected user(s) will be backed up, you cannot select individual user files when using the Backup User(s) feature. To restore a User, use the Restore User(s) feature.

To backup individual files or settings files, use the [Backup](#) feature.

To back up all files in a user, do the following:

1. From the Manage Jobs Tools menu or right click menu, select Back Up User(s). The Back Up User(s) dialog box displays.
2. In the Copy from section, select the user(s) you want to back up. You can only select an entire user, selection of individual files is prevented. **The current user is selected by default.**
3. To set the Back Up User(s) options, press **Alt + o**. Do any of the following and when finished, click OK. (Back Up User(s) Options settings are separate from the Backup Options settings.)
  - In the Back Up Selected User(s) field, select Separate Zip Files to back up **each selected** User into a separate backup file or Single Package to backup **all selected** User(s) into one backup



file.

If you select Separate Zip Files, each zip file will be named the UserName.zip.

If you select Single Package, you can specify a Default Package Name and/or to add the date to the Zip File Name.

- In the Back Up Audio Files field, select whether to back up all audio files found in each selected user. The default setting is Never. Other available options are Always and Warn Me.
  - In the Auto-select Steno X-ray files (.sgxry .sgxr2) field, select whether to back up all Steno X-ray files found in each selected user. The default setting is Never. Always is the other option.
  - In the Auto-select Index log files (.sglog) field, select whether the Index Log subfile (.sglog) is automatically selected when backing up User(s). The default setting is Never. Always is the other option.
4. In the Save in: section, navigate to the storage location for the backed up User(s).
  5. To begin the backup, press **Enter** (Save).

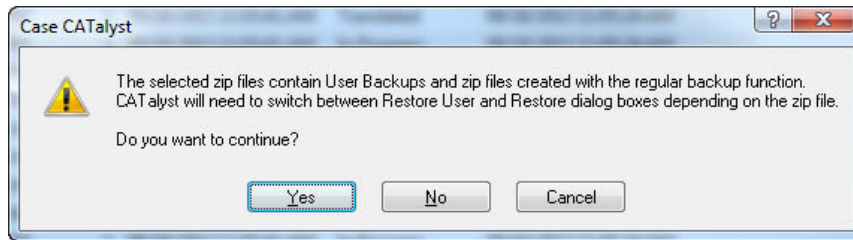
## Restore User(s)

The Restore User(s) feature is available from Manage Job's Tools menu and the right click menu. The Restore User(s) feature restores entire user backups created by the Backup User(s) feature to the selected User Root and always retains the structure of the user. Restore User(s) restores all the files in the selected user backup, you cannot select individual files. The Restore User(s) function is a great way to transfer your existing user to a new computer or for archiving all of your user files. Use the Restore User(s) function when the user backup was created by the Backup User(s) feature. If you want to restore files backed up using [Backup](#), use the [Restore](#) feature.

**To restore a user from a Backup User(s) zip, do the following:**

1. If you are restoring user backup from external media (thumb drive, memory card, external hard drive, etc.) connect the media to your computer. In some cases (e.g. memory card) you may need to place the media in a reader and make sure the reader is connected to your computer).
2. From the Manage Jobs Tools menu or right click menu, select Restore User(s). The Open dialog box displays all Backups (\*.zip file types) at the current location.
3. In the Open dialog box, navigate to the location of the backed up user file, select the zip file and click **Open**.
4. In the Restore User Files from section, select the users you want to restore. You can only select a user, selection of individual files is prevented. **All users in the backup are selected by default.**
5. Do any of the following and when finished, click **OK**.
  - To view all the files in a User backup, click the **View Files...** button. The backed up User filenames (including path) display. When finished viewing the files, click OK.
  - To select another User backup, click the **Choose File** button. Navigate to the location of the backed up user file, select the zip file and click OK.
  - Click the **Browse** button to restore the user files to a location other than the user roots listed within the dialog box. It is recommended that you restore the user to another User Root and not to your desktop or documents folder.
  - Click **Cancel** to abort the restoring of user files.
6. To begin the restore, press **Enter** (OK). If the selected user doesn't already exist in the specified user root, the Restore User will create the user.

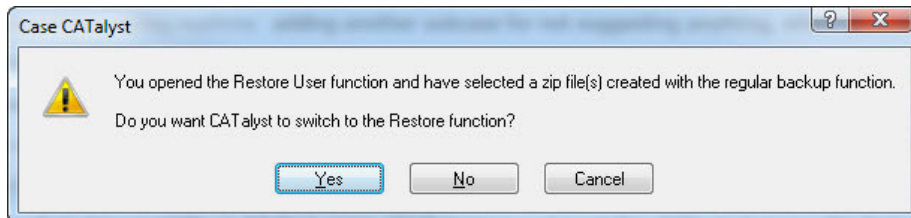
If you select one or more User backup and regular backup zip files, the following message displays:



Do one of the following:

- Press **Enter** to continue with the restore function. CATalyst will switch between the Restore (individual files) and Restore User(s) functions.
- Click **No** to display the Open dialog box allowing you to select User backup files.
- Click **Cancel** to abort the Restore User(s) feature.

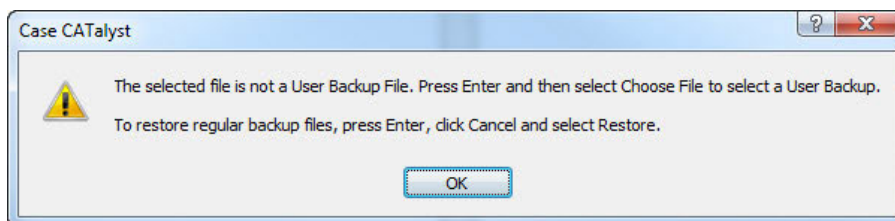
If you select one or more regular backup zip files, the following message displays:



Do one of the following:

- Press **Enter** to switch to the Restore feature to restore individual files.
- Click **No** to display the Open dialog box allowing you to select User backup files.
- Click **Cancel** to abort the Restore User(s) feature.

If you select Choose File in the Restore User(s) dialog box and select a regular backup files, the following message displays:



Do one of the following:

- Press **Enter** (OK) and then select **Choose File** and select a User Backup.
- To restore a regular backup file, press **Enter** (OK), click **Cancel** and then select the Restore feature.

## Cloud Back Up Now

The Cloud Back Up Now command is available from Manage Jobs' Tools menu or by right clicking in Manage Jobs. Cloud Back Up Now allows you to select a file and immediately back it up to the cloud. For example, let's say that you just finished a realtime job and you have to pack up and go to another deposition, which means you are going to close Case CATalyst and turn your computer off. Instead of waiting until you turn your computer back on for Cloud Backup to find your file and back it up, you can select your realtime job and select Cloud Back Up Now to make sure the file is backed up. While you are packing up your writer and other equipment, your file is being backed up before you leave. Once the file is backed up, you can close Case CATalyst and turn off your computer with the confidence the file is backed up to the Cloud. Remember, uploading (back up) speed, regardless of what program you are using, is typically 2 - 3 times slower than downloading speed. The quality of your internet connection and file size also affects the uploading speed.

Cloud Backup will release a file that is currently being backed up when the Cloud Backup Service is paused either from the Cloud Backup dialog box or the Windows System Tray service. Once Cloud Backup is paused, you can move, rename or delete the file. When you select to resume, Cloud Backup will continue backing up all files that are new or have changed including the entire file that was released when you paused the service.

### Things to know:

- When you select a subfile and then Cloud Back Up Now, the subfile is backed up even if it is an [excluded extension type](#).
- When you select a file (job) and select Cloud Back Up Now, excluded file types (extensions) will not be backed up.
- When you select a case or user and then Cloud Back Up Now, Cloud Backup will backup up cases and files that were modified since the last Cloud Backup. Excluded users, cases and excluded file types (extensions) will not be backed up.
- If you keep selecting a job or case to backup and something isn't backing up, check your excluded file extensions settings (Cloud Backup, Settings, Exclude Extensions...) and/or your excluded users/cases settings (Cloud Backup, Settings, Select Users/Cases...) to see if any of the selected job's subfiles have been excluded and/or the selected case or user has excluded cases within it. Excluded users or cases are designated by the red circle with the slash in the middle.

### To use Cloud Back Up Now:

1. At Manage Jobs, highlight a case, file or subfile that you want to back up immediately.
2. Press **Alt + t, n** (Tools, Cloud Back Up Now).
3. When the file is backed up, the *Cloud Back Up Now Completed* message displays.

If you have used approximately 90% of your Cloud storage space and you select the Cloud Back Up Now command, the following message displays:

*You are nearly out of storage space in the Cloud.*

*X GB of X GB used.*

Click **OK** or the message will close in 15 seconds if no action is taken.

If you are out of your Cloud storage space and you select the Cloud Back Up Now command the following message displays:

*Unable to Back Up to the Cloud.*

*You are out of storage space in the Cloud.*

*X GB of X GB used.*

*Please call Stenograph to upgrade your storage: 800-323-4247.*

## Search

Search in Manage Jobs allows you to locate files or specific subfiles in the Manage Job function. The search includes files and subfiles located within a case. Search results display in a dialog pane.

### Search Manage Jobs

1. Press **Ctrl + f (Tools/Search)**. The Search for Files dialog box displays.
2. Make necessary entries:

#### Search For

Type the name of the file to locate. You can use asterisks as wildcard characters in the search. For example, you have a file named Kari Hayes 020504. To find the file, you might use the criteria: \*Kari or Kari \* to locate the job. Using \* Kari \* would not locate the job. The Whole Word option selection may also influence finding a particular file by name.

#### Search Filter

Limit the search by the type of subfile. Use the drop down box to select a subfile type or choose to search all subfiles.

#### Search In

Displays the location of the search. The default is the current user. To change the location, use the Available Files Window to navigate to a specific user or location.

#### Available Files Window

Select the location where you want to search. The location displays in the Search In field. You can navigate to a specific location by using the scroll bar to the user and/or case. To search cases from the selected location, check the Look in Cases option.

#### Look in Cases

Check this box to search cases within the selected location.

#### Whole Word

Check this box to search only for the whole words that match the text typed in the Search For field. If you do not select Whole Word, the search finds the word both as is stands alone and as part of another word.

3. Press **Enter (OK)**. The results of the Search display in the Search For Files dialog pane at the bottom of the screen. You can double click a subfile to open it in the associated function.

## Search File Contents

Search File Contents is a Manage Jobs feature that allows you to search for text in every transcript or steno and text in every dictionary in the current user, current case or all users. The results display in a dialog pane with the transcript or dictionary name and relevant transcript or dictionary information. Double clicking an entry opens the transcript or dictionary to the indicated location or entry.

### Search File Contents

1. From Manage Jobs, press **Ctrl + Shift + f** (**Tools/Search File Contents**). The Search File Contents dialog box displays.
2. Make necessary entries:

#### File Type

Select to search for **Dictionary (.sgdct)** or **Transcript (.sgnpl)** file types. The File Type selected determines the available search options.

#### Search For

##### Text

Search dictionaries or transcripts by text. Type the text in the field. Include any format symbols (**Alt + f**), fields (**Alt + d**) or [extended characters](#) as necessary.

##### Steno

Search dictionaries by steno. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to search for a two stroke word, such as "guideline", you could type TKPWAOEUD -- then type / or press the Spacebar to finish with the second stroke, HRAOEUPB. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter. For example, if you were searching for "much" you would type -FP. For more information about typing steno outlines in the Steno field, see the [Steno Shortcut Table](#).

#### Entry Type

Search by entry type. Selecting an entry type filters the search so that only entries with the entry type selected display. Click the arrow to display a list of available entry types.

Select **one** Search For type:

##### Conflict

The first entry that contains a conflict end format symbol.

##### Scan stop

The first entry that contains a scan stop begin or end format symbols.

##### Numbers

The first entry that contains numbers.

##### All Capped

The first entry that contains all capped text.

##### Contains capped

The first entry that contains at least one capital letter.

**Phrase**

The first entry that contains two or more words separated by a space.

**Contains punctuation**

The first entry that contains punctuation.

**Contains format symbol**

The first entry that contains a format symbol.

**Unused Entries**

The first entry not used during translation. A "0" (zero) displays the Usage count column for an unused entry.

**Contains Fields**

The first entry that contains a field.

**Repeated Stroke Entries**

All entries that contain repeated steno outlines, such as STPHAO/STPHAO and STPHAO/STPHAO/STKPWHR.

**Auto Includes**

All entries that begin with @.

**AccelerWriter**

All entries that begin with &&.

**Number Conversion**

All entries that contain the {Number Conversion} translate command.

**Number Trigger**

All entries that contain the {Number Trigger} translate command.

**Numerical Words**

All entries that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

All entries that contain a <Colloquy> format symbol and a colon and all entries defined with the <By-line> format symbol.

**One stroke**

All one stroke entries.

**Two strokes**

All two stroke entries.

**Three strokes**

All three stroke entries.

**Four strokes**

All four stroke entries.

**Five strokes**

All five stroke entries.

**6 or more steno strokes**

All entries that contain six or more steno outlines.

**2 or more steno strokes**

All entries that contain two or more steno outlines.

**3 or more steno outlines**

All entries that contain three or more steno outlines.

**FS**

Search the text for a format symbol or add a format symbol to your text search. Select **FS** and double-click a symbol from the list to select it.

**Insert Field**

Search the text for a field or add a field to your search. Select Insert Field and double-click a field from the [Insert Field](#) dialog box.

**Wildcard Text**

The Wildcard Text option is only available when searching a transcript. Search for specific text with unknown characters. Type the text for the search in the *Text* field. Use the following:

- Use a ? (question mark) in a word or phrase for a single unknown character. For example, you want to find all occurrences of "Peterson and Petersen" to confirm they are all spelled the same. You select **Wildcard Text** and in the field you type: **Peters?n** since the only unknown character is either the "o" or the "e". All files that contain either Peterson or Petersen will be listed.
- Use an \* (asterisk) in a word or phrase for an unknown number of characters following the asterisk. For example, you want to find all the transcripts for a particular witness' name but you can't remember the exact spelling but you know it starts with "Wood" so you could select **Wildcard Text** and in the field type: **Wood\***. The results would list all files containing names/words starting with "Wood".

**Regular Expression**

The Regular Expression option is only available when searching a transcript. Search based on a specific text string. When Regular Expression is selected, a list of default expressions displays in the dialog box. Double click an expression to insert it into the *Text* field. Refer to the Regular Expression Default List for details on each regular expression default formula.

**Regular Expression Default List**

- **Acronyms** – searches for any occurrence that begins a word with a character followed by a period. There must be at least "character period character period" in order for it to be considered a match.
- **Alnum** – searches for any capital or lower case alpha/numeric character individually or part of a group.

- **Alpha** – searches for any capital or lower case alpha character individually or part of a group.
- **Digit** – searches for any numeric character individually or part of a group.
- **Contractions** – searches for any word that begins with one or more alpha characters which are followed by an apostrophe and one or more characters follow the apostrophe and end the word.
- **Dates** – searches for all occurrences of dates with the exceptions when a month is listed by itself or a digit displays before the month, such as 1 January.
- **E-mail address** – searches for any alpha character including a hyphen or period, followed by @ with any alpha character following including a hyphen or period.
- **Mixed Alpha and Digits** – searches for occurrences at the beginning of a word any alpha characters followed by numeric characters or occurrences that begin with any number character followed by alpha characters.
- **One Alnum** – searches for any alpha/numeric character.
- **One Alpha** – searches for any alpha character. This will treat each alpha character in a word as a single search item.
- **One Digit** – searches for any single numeric character. This will treat each numeric character as a single search item.
- **Phone Number** – searches for the number 1 followed by either a period or hyphen, but the search will continue even if this condition does not exist. The search will continue and look for a three digit number followed by a period or hyphen but will continue even if this condition does not exist. A match is only found when a three digit number followed by period or hyphen followed by a 4 digit number is found.
- **Repeated Words** – searches for occurrences of a word that begins and ends with alpha characters and the same word immediately follows.
- **SSN** – searches for occurrences of 3 digits followed by a hyphen, followed by 2 digits followed by a hyphen followed by 4 digits.
- **Stitched** – searches for occurrences that begins a word with a single alpha character followed by one or more hyphens.
- **Time** – searches for occurrences of time with the exception of “o’clock” time.

### Whole Word

This option is not available if Regular Expression is selected. Check this box to search the text for the word typed in the *Text* field as a standalone, not part of a word. For example, if you only want to find occurrences of "able" when the word is not part of a word such as "table," type the word able" in the *Text* field and select the Whole Word option.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "able" entries such as "able", "table", "unsinkable", "controllable", etc.

### Case Sensitive

Check this box to search for the text exactly as it is typed in upper and lower case. For example, if you only want to find occurrences of "Mark" when it is capitalized, you would type "Mark" and select the Case Sensitive option.



If you do not select **Case Sensitive**, the search finds occurrences of the word as initial capped, all capped and all lower case. For example, if you search for "Mark" and do not check this box, Case CATalyst finds all occurrences of word "Mark," "MARK" and "mark".

**Partial**

Check this box to search dictionaries for the specified steno regardless of whether or not it is the entire steno outline or only part of the steno outline. For example, when **Partial Stroke** is selected, searching for -FPLT finds: -FPLT, -FPLTD, -FPLTS, -EUFPLT, etc. Searching for -FPLT without the **Partial Stroke** option selected, displays entries with -FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc.

**Where**

Select one of the following:

**All Users**

Search all users in all Root folders where Case CATalyst is loaded.

**Current User**

Search the current user. This is the default.

**Current case and contents**

Search the current open case and any cases within the case. This option is only available in an open case.

**Location**

Select one of the following:

**Exact**

Search for entries that exactly match the specified text or steno outline entered in the field.

**Contains**

Search for entries that contain, anywhere in the entry, the specified text or steno outline entered in the field.

**Begins With**


Search for entries that begin with the specified text or steno outline entered in the field.

**Ends With**


Search for entries that end with the specified text or steno outline entered in the field.

3. Press **Alt + e (Search)** to begin the search using the designated search criteria. By default, the Search File Content Results dialog box displays on the left side of the Manage Jobs screen. A status bar at the bottom of the dialog box displays the search results. Use either of the following options at the bottom of the dialog box:

**Stop search**

Click the Stop search  icon to stop the active search. When the icon is grayed out, the search is complete or has been canceled.

**Start new search**

Press **Ctrl + Shift + f** (**Tools/Search File Contents**) or click the Start new search  icon to display the Search File Contents dialog box and start a new file contents search.


4. Double click an entry to open the transcript or dictionary, depending on your search File Type selection.

## Search Due Jobs

Search Due Jobs is a Manage Jobs feature that searches for jobs with that are reported as due and displays them in the Search Due Jobs Results dialog pane. All transcripts that meet the due date criteria for the current user are listed. Due date criteria is determined by [Job History Options](#) and the assignment of a due date to the job.

The Search Due Jobs Results dialog pane automatically displays the results when you conduct a Search Due Jobs search or when you open a Case CATalyst User if the Job History option, [Display Search Due Jobs Results at startup](#) is active. The search results display in a dialog pane. You can group the results by Path or Due Date. The Path indicates the location of the file and includes the case name, when the file is located in a case. The Due Date indicates the due date assigned to the job. By default, two columns display in the Search Due Jobs Results dialog box, Job name and Due Date. You can add a third column, Path. When all columns show, grouping information does not display.

Double click a job name to move the cursor to the Manage Jobs location of the job. If the job is in a Case, the Case automatically opens. Case CATalyst highlights all the available subfiles for the job. Click the plus icon next to the job name to display the subfiles for the job. Double click a subfile to open it in the appropriate function. For example, you double click the text file, Anderson.sgngl. Case CATalyst opens the transcript in Edit. If you double click the dictionary file, Anderson.sgdct, Case CATalyst opens the dictionary in Manage Dictionary.

To search due jobs in Manage Jobs, press **Ctrl + Shift + d** (**Tools/Search Due Jobs**). The Search Due Job Results pane displays with the list of due job. Double click a file to quickly locate it. To display the subfiles for a job in the list, click the expand  button.

## Modify the Dialog Pane Display

### Change the Sort Order of Entries

Click a column heading to sort the entries in ascending and descending order. An arrow in the column indicates the sort order.

### Change the Display Order of Columns

Click the desired column heading and hold the left mouse button. Drag the heading to a new location on the column heading bar. Red arrows indicated the new location. Release the mouse button. Case CATalyst remembers the last sort display.

### Manage Column Widths

- Place the cursor on the line dividing the column headings and hold the mouse button down. Move the line left or right to the desired position. Release the button.
- Place the cursor on the column heading. Use the right click menu and select **Best Fit** to automatically size the column based on the longest entry on a single line.

## Select All

The Select All feature in Manage Jobs that allows you to highlight all Manage Jobs entries for a subsequent action [Copy List View to Clipboard](#) that allows you to pasting the information into other programs, such as Microsoft Excel for tracking and billing. Case CATalyst copies information from the columns (not transcripts or files) currently selected to Show.

## Send 'em Backup

Send 'em Backup is a Manage Jobs feature that allows the user to select specific files to always include with jobs backed up using the Send 'em Backup feature. For example, a reporter has desktop and notebook computers. Using Send 'em Backup they can pre-set the important user files to zip and transport between computers, easily keeping files updated.

The first time you use Send 'em Backup, Case CATalyst prompts you through the Pre-set and Additional Pre-set file selection process. Pre-set files can include Personal Dictionary, Phonetic Table, Update Area, Wordlists and Job and Case dictionaries. Additional Pre-set files are any other files you want add to the zip file, such as your Conflict Database. After initially selecting all your pre-set files, the next time you use Send 'em Backup, all the preselected files are automatically included when you select the job. You can make changes to your Pre-set selection from the Send 'em Backup dialog box.

## Send Files Using Send 'em Backup

1. From Manage Jobs, press **Alt + t, p (Tools/Send 'em Backup)**. The Send 'em Backup dialog box displays.

If this is the the first time you are using the Send 'em Backup feature, you must first select your Pre-set files:

### Send 'em Pre-set Files

Check the box next to the files you always want to include when using Send 'em Backup and then press **Enter (Next)**. Files remain selected until you change them.

- Personal Dictionary
- Phonetic Table
- Update Area
- Wordlist (Personal + Case)
- Job/Case Dictionaries—includes any job and case dictionary that was used to translate the job. Case CATalyst uses the Job dictionary information from the file's Job History.

### Send 'em Additional Pre-set Files


Check the box next to any other files to regularly include in the Send 'em Backup zip file and then press **Enter (Next)**. Files remain selected until you change them.

2. In the Send 'em Backup dialog box, select the job or jobs to backup. If you highlighted jobs in Manage Jobs before selecting Send 'em Backup, the jobs are already selected.
3. Use the following options as necessary:

### Show subfiles

Check this box to display subfiles with their file type extension. This is useful when selecting individual subfiles for backup. Uncheck this box to display a separate window with a list of subfile types. This is useful when backing up the same subfiles for all the selected jobs.

### Copy from

Check the box next to each case or file to include in the Send 'em Backup. Checking a case selects all the files contained in the case. Click the  icon to display the contents of the case. To backup all the cases and jobs for a user, check the box next to the user name. If you highlight a case or file in Manage Jobs before invoking the Send 'em Backup feature, it displays already selected.

The Status bar at the bottom of the screen displays the number of files and total file size for all jobs selected.

### Subfile types

This window displays when you uncheck the Show subfiles feature. Check the box next to each subfile type you want to include in the Send 'em Backup. To include all subfile types, check the All subfile types box. Subfile selection affects all the jobs in the Send 'em Backup.

### Save in

The location for storing the Send 'em Backup file. Files for the current folder display in the window below this field. To select a location other than the default, click the arrow button to browse. Use any of the other icon tools as needed:



Return to last folder



Up one folder level



Create new folder



Change view menu

### File name

This field displays when the option *Place all selected jobs in a single package* is selected. Do **one** of the following:

- Accept the default file name.
- Change the default file name. Select [Options](#) to display the Send 'em Backup Options dialog box.
- Type a name for the backup file.
- Select an existing backup file from the list in the window.

If you place the file on your computer with the same file name as an existing file name, Case CATalyst opens the folder instead of saving the file. Include the .zip extension in the file name to have Case CATalyst recognize the name as a file. For example, Anderson030202.zip.

### Save as type

The Send 'em Backup type is .ZIP. The .ZIP extension indicates a compressed file.

### View Files

Display the Selected Files for Zip where you can review the files selected for inclusion in the Send 'em Backup zip file. Selected files that Case CATalyst is not able to locate are preceded by an \* and are not included in the Send 'em Backup zip file. When finished viewing, press **Enter (Close)**.

### Options

Display the [Send 'em Backup Options](#) dialog box where you can choose how to package the zipped files. You can place each job in a separate package or place all the jobs into a single package. When placing files into a single package, you can select to use a default package name. Press **Enter (OK)** in the Send 'em Backup Options dialog box after making your selection.




Send 'em Backup Options do not affect the zip options set for Zip & e-mail, Send 'em e-mail or Backup for job files.

### Pre-set Files

Display the Send 'em Pre-set Files dialog box where you can change your selection of Send 'em Pre-set and Additional Pre-set files. After making your changes in the Send 'em Pre-set Files dialog box, press **Enter (Next)** to display the Additional Pre-set Files dialog box. When finished making changes, press **Enter (Next)**.


4. Press **Enter (OK)**. In a few moments, your default e-mail package displays with the Send 'em Backup zip file or files attached.

## Up One Level

Up One Level is a Manage Jobs feature that allows you to move up to the next folder level until you reach the User Root Level. from Manage Jobs press **Alt + t, u (Tools/Up One Level)** or click the  icon. Use this command when you are in a case and want to return to your user files.

## Users Level

Users Level is a feature in Manage Jobs that takes you to the User Level Screen. The Users Level Screen shows all the available users in Case CATalyst in the current [User Root](#). It displays each time you start Case CATalyst unless you use [Auto Logon](#). Only one user can be active in a Case CATalyst session although you can open files from other users, if necessary. If a session is already in progress when you select to [change users](#), a message displays prompting you to either close the current session or open a new session. To select a user, double-click (or highlight and press Enter) the appropriate user

at the Users Level. To access the Users Level from Manage Jobs, select **Tools/User Level** or click  from the Manage Jobs toolbar.

You must be at the Users Level to [create a user](#) or [delete an existing user](#).

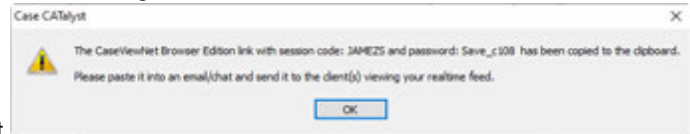
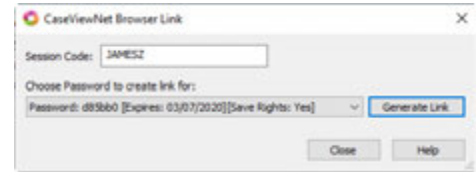
## CaseViewNet Browser Link...

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

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

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

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



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

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

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

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

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

## Options

Several Case CATalyst options can be set from Manage Jobs. These include settings for:

- [Manage Jobs](#)
- [Read](#)
- [Translate](#)
- [Edit](#)
- [Manage Dictionary](#)
- [Import](#)
- [Export](#)

- [Advanced Manage Notes](#)
- [Reminders](#)
- [Computer Theme](#)
- [Computer Options](#)

## UserSettings File

The UserSettings file contains settings that determine the default selection for Case CATalyst options. Each user has an individual UserSettings file located in the Systems File case. The majority of UserSettings options are modifiable within the function through various option settings, such as Case CATalyst Translate Options, Advanced Edit Options, Brief It and Live Suggestion Options. Most feature options are available through Manage Jobs' Options but some many only be available in the function and/or dialog pane. A few UserSettings options not accessible from within Case CATalyst are customizable by changing the option directly in the UserSettings file. Instructions for these changes are contained within the relevant topics.

## Translate

Case CATalyst [Translate options](#) determine how your steno outlines translate into text. The [Advanced Translate Options](#) allow you to make default selections for additional settings applied during translation.

## Translate Options

Translate options determine how Case CATalyst translates steno outlines or note files into text. The first time you translate, you must set up your translate options. If you do not, Case CATalyst initiates the Translate Wizard which prompts you through setup. Translate options are grouped together in the same dialog box on the following tabs:

- [Input](#) (The Input tab provides access to the Advanced Translate options along with translation options such as TrueStroke Drag/Drop, Number Conversion, etc.).
- [Realtime](#) (The Realtime tab allows selection of the realtime writer, AudioSync settings, Brief It, Live Suggestion and Work Units.)
- [Output to CaseView](#) (The Output to CaseView tab contains CaseView output options along with CaseViewNet password assignments.)
- [Output to ASCII/ANSI](#) (Output to ASCII/ANSI tab contains connection and hold stroke settings specific to outputting via ASCII/ANSI.)
- [Output to Speche](#) (Output to Speche tab contains connection information including user name and password.)
- [Output to Caption](#) (Output to Caption tab contains connection options, Encoder selection and translate options.)
- [Output to StenoKeys](#) (Output to StenoKeys tab contains hold stroke settings specific to outputting to StenoKeys.)
- [Output to Other Devices](#) (Output to Other Devices tab contains connection options along with hold stroke settings, Device output selection and translate options.)

## Advanced Translate Options

Advanced Translate Options **determine the default selection for certain options applied during translation in Case CATalyst. You can access the Advanced Translate Options:**

- each time you translate. In the Translate dialog box, select **Options**. On the Input tab, select **Advanced**.
- in Manage Jobs. From the **Tools** menu, select **Options/Translate**. On the Input tab, select **Advanced**.

### Advanced Translate Options

To make a change, click an option and select a choice from the drop down box. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Translate Options to their original Case CATalyst default selection.

#### Digits with words convert with commas up to - none/hundreds/thousands/millions

Select **hundreds**, **thousands** or **millions** to have Case CATalyst convert digits followed by the words "hundred," "thousand" or "million" to a number with commas when no automatic number keyword is written. This feature is useful if you want numbers (digits) written with the words "thousand" and "million" to format differently than when word numbers are written. For example, "5 thousand people" converts to "5,000" people. If you write "five thousand people," it does not convert. For example, 18 hundred converts to 1,800 and eighteen hundred converts to 1800.

Case CATalyst converts digits and words up to the option selected. For example, if you select thousands, Case CATalyst converts digits followed by the word "hundred" and "thousand" but not digits followed by the word "million." For example, 18 hundred converts to 1,800; 18 thousand converts to 18,000; but when you write 5 million no conversion occurs.

At least one number written must be a digit. For example, if you write eight hundred or eighteen thousand, no conversion occurs. If you write one hundred 50 thousand it converts to 150,000 because a digit number is written. However, if you write eighteen thousand and the [option](#) Otherwise Display As Digits is active, then the number translates as 18000 with no commas inserted.

This feature works in conjunction with Automatic Number Conversion. The Automatic Number Conversion [option](#) must be selected in Translate options.

If a keyword identified in the NumberConversion.ini follows the number written, then the number conversion format from the NumberConversion.ini takes priority. For example, "2 thousand four hundred dollars" converts to "\$2,400."

Select **None**, the default, if this option does not fit your number writing style.

#### Automatically resolve EZ Choice Conflicts Yes/No

EZ Choice is a conflict resolution feature based on what conflicts you select while editing. Select **Yes** to have Case CATalyst automatically confirm conflicts selected by EZ Choice and add the resolution information to the conflict database. Resolution during translation is based on previous conflict selections while editing. Scan does not stop on the confirmed conflicts and the confirmed conflicts do not display in a conflict color. This option applies to EZ Choice selected conflicts only and has no effect on Second Choice selected conflicts.


Select **No** to confirm the selected conflicts manually while editing. No is the default.

#### Default dictionary for Power Define

[Power Defines](#) allow you to open a dialog box where you can write the steno and the text definition all from your writing machine. Case CATalyst defaults to placing Power Define entries in the current job dictionary or a case dictionary if working within a case. You can change the dictionary to which the Power Define dictionary defaults. From the drop down list, select an alternate dictionary. If you select Other, you must also select a location in the *Other Path* field.



### Other Path

This field is active when Other is selected in the *Default dictionary for Power Define* field. Click the Browse  button to locate the dictionary you want as the default when making Power Defines.

### Insert Oops FS after aborted Power Define Yes/No

By default, an <Oops 10> (CATalyst Inserted Oops category) is inserted into the transcript where the Power Define, Scan Define, Text Define or Create EZ Speakers was aborted. Any steno written into the Power Define, etc., dialogs will appear grayed out in vertical notes at the Oops location. For example, you open the Power Define dialog box to define the name of a company and suddenly they go back on the record so you abort the Power Define. When you go back to that section in the file, you will see the <Oops 10> format symbol in Reveal Codes and you will see any steno that you wrote in the Power Define dialog box before aborting it in Vertical Notes grayed out. You can scan, search or use the [Hotspots pane](#) to find all locations of the Oops 10 format symbol. Select No, to prevent the Oops 10 format symbol from being inserted when a Power Define, Scan Define, Text Define or Create EZ Speakers is aborted.

### Default Action for Scan Define

The Scan Define command scans back in the transcript to the last untranslate/untranslates, opens the [Power Define](#) dialog box with the steno in the Steno Field and the cursor in the Text field. You can quickly define or replace the steno from your writing machine. The option defaults to creating a Job Dictionary entry unless the job is in a case, then it defaults to the Case Dictionary. You can select the default action for the Scan Define to be Personal, Job or Case Dictionary or Replace Only. The Replace Only action will only change the current occurrence and will not global the action. For example, while writing realtime some reporters feel it is safer to replace mistranslates rather than define them to the job dictionary and decide later. If you are one of those reporters, you can simply make the default action for Scan Define to be a Replace. If during the proceedings, you want to J-define something, using the Power Define dictionary commands, you can always change the action for that one time.

### Scan Define stop on Untranslates plus

By default, the Scan Define realtime command scans back in the transcript to the last untranslate(s), opens the Power Define dialog box, puts the untranslated steno in the Steno field and positions the cursor in the Text field. If you would like the Scan Define command to also stop on Drag/Drop translations and/or [Suffix Drag/Phrase Maker](#) translations, select Yes in the respective option.

**Drag/Drop** translations include translations as a result of the [Drag/Drop Analysis](#) option and [TrueStroke Drag/Drop](#) translations. Drag/Drop Analysis and/or TrueStroke Drag/Drop options must be selected in the [Translate Input](#) tab.

**Suffix Drag** translation includes translations as the result of dragging or tucking a suffix in a single stroke steno outline. The [Suffix Drag/Phrase Maker](#) option must be selected in the [Translate Input](#) tab.

### Colloquy plus Answer plus Question = Auto By Line - Yes/No

This option is usually only applicable to the Texas format. Select **Yes** to have Case CATalyst translates Colloquy + A + Q into a By Line. Select **No** to turn this option off. The default is No.

This option is usually only applicable to the Texas format. For example, you have:

<Colloquy>MR. JONES: The witness can answer.

<Answer>Yes.

<Question>Did you...

Using the Texas format produces:

<Colloquy>MR. JONES: The witness can answer.

<Answer>Yes.

Q. (BY MR. SMITH):

To have the "Texas" format to work correctly, set the following Case CATalyst Translate options:

**Select:** *Colloquy + Q = Auto By Line*

**Deselect:** *Colloquy plus A= THE WITNESS*

### **Tuck punctuation with quoted words - Yes/No**

Select **Yes** to automatically have period, comma or 's (apostrophe s - defined in a dictionary) automatically placed inside a dictionary defined quoted word or phrase when punctuation is written after the quoted word/phrase. For example, let's say you have a dictionary definition for "Spider Man" (definition includes the quotes). You write: Let's go see "Spider Man" followed by a period. The result is: Let's go see "Spider Man."

You can change the default Edit display color assignment for automatic punctuation by using the Colors feature. In Edit select View/Display/Colors. In the drop down list, select Auto Punctuation and then select a color.

To have apostrophe s ('s) work with this option, you must have steno defined in a dictionary as 's without format symbols.

Select **No** to allow period, comma and apostrophe to remain where written. The default is No.

### **Analyze numbers in a series - Yes/No**

Select **Yes** to have numbers written in a row convert to digits if they are separated by one or more spaces, a comma, dash, slash or the word "and," "or," "through," "to," or "of." For example, when selecting Yes, the display 10 and under as words option would normally result in "two to four things," the result will now be "2 to 4 things" and if the automatic number conversion result would have been "Page 2 of four," the result will now be "Page 2 of 4."

Select **No** to prevent Case CATalyst from converting numbers as a series when you use the above words or punctuation as separators. Numbers in a series are translated as digits when you write digits or if the Otherwise Display as Digits option is selected. The Display 10 and Under as Words option does not apply to digits in a series. The default setting is Yes.

This feature works in conjunction with Automatic Number Conversion. The Automatic Number Conversion [option](#) must be selected in Translate Input options.

### **Number Triggers convert only when preceding a number - Yes/No**

Select **No**, the default, to have Number Trigger commands active for approximately three paragraphs after the Number Trigger is written. If Case CATalyst finds a number that matches the Number Trigger criteria within the following three paragraphs, the number converts according to the Number Trigger.

Select **Yes** to have Case CATalyst only apply the Number Trigger if a number, either word or digit, is written immediately after the Number Trigger stroke. Captioners may want to use this feature so the Number Trigger is applied immediately and removes the chance of a number changing later in the caption text.

### **Add missing comma after year in {Month} number conversion - Yes/No**

Select **Yes**, the default, to insert a comma after the year when using the {MONTH} rule with Automatic Number Conversion. For example, "July two 2009" converts to "July 2nd, 2009," with a comma after the year.

Select **No** to prevent Automatic Number Conversion from placing a comma after the year. For example, "July two 2009" converts to "July 2nd, 2009" without a comma after the year.

### Quick Tran filename format

Customize the [Quick Tran](#) file naming convention. The Quick Tran feature allows you to quick stop one realtime session and start a new realtime session without encountering any dialog boxes.

Position your cursor in the field on the right of the option and type the formula for Quick Tran filenames. The default file naming formula is: %Y%M%D\_%h%m%s. For example, 20091029\_104236.

Use any of the following format codes to customize the naming formula. You can also use spaces and underscores in the formula but should avoid using any characters that Windows recommends not to use in file names, such as \ / ? : \* " > < |.

If you add text to the formula, that text is included in each Quick Tran file name. For example, adding the word "Mattheson" to the formula, "Mattheson%Y%M%D\_%h%m%s" generates "Mattheson20091029\_104236". Mattheson is included all Quick Tran file names.

Quick Tran Filename Formatting Codes:

- %M = Month (2 digits)
- %D = Day (2 digits)
- %Y = Year (4 digits)
- %h = Hour (2 digits)
- %m = Minute (2 digits)
- %s = Seconds (2 digits)
- %# = Adds the next available number to the end of the file name.
- %a = Abbreviated weekday name (i.e. Mon)
- %A = Full weekday name (i.e. Monday)
- %b = Abbreviated month name (i.e. Nov)
- %B = Full month name (i.e. November)
- %C = Year with century (i.e. 2013)

### Phonetic untranslates display as words - Yes/No

Select **Yes** to phonetically translate single stroke untranslates during realtime using algorithmic logic to determine the intended pronunciation. Case CATalyst bases the logic on Stenograph Theory and the WinterTree Spell Check, Stedman's Medical and Black's Legal wordlists to create a word with the most accurate spelling of the phonetically sounded word. Phonetic translation applies when no dictionary match is found in any dictionary used for translation.

You can create an exclude file of words you do not want to phonetically translate when using the *Phonetic untranslates display as words* option. For example, you are reporting a meeting and displaying the realtime text via a projector and do not want to display inappropriate words. Using Windows Notepad or WordPad, list each word on a separate line or on single lines with a space between each word. The file must have the name, *phoneticexclude.txt*, and reside in your System Files case.

Select **No** to phonetically translate during realtime using the [Phonetic Table](#). Steno outlines that normally display as untranslates, translate phonetically based on the text equivalent entry in the table. No is the default.

### Example of CATalyst Phonetic Translation Methods

You write, SKWRAEUPLS, and are using the Phonetic Table. The translation is, "JAIMZ." When you use the Advanced Translate option, *Phonetic untranslates display as words*, the same steno outline translates as "James." In another example, you write, /PAEUPLT. The Phonetic Table translation is, "Payment." The algorithmic logic translation is, "payment."

You must select [Phonetic Translation](#) in Translate Options or use the [Toggle Phonetic Mode](#) during realtime to apply either method of phonetic translation methods during realtime. Phonetically translated words appear in the selected untranslate color. If your [Scan For Options](#) are set to stop on untranslates, then **F8 (Scan)** and **Shift + F8 (Scan Backward)** stop on phonetically translated words.

### **Digits attach to {Glue} Alphabet - Yes/No**

When set to Yes and CATalyst encounters alphabetic dictionary entries containing the {Glue} format symbol and undefined numbers either preceding or following the alphabetic character(s), CATalyst will attach the glued alphabet and the number(s). For example, let's say that you do not have your number bar numbers defined in your dictionary. You have W-FPLT defined in your dictionary as {Glue}W. You write /W-FPLT/2 and the result is W2. If you write 2/W-FPLT/3, the result is 2W3. If your {Glue} definition contains a hyphen or period, undefined numbers will also attach using the rule CATalyst has always used for {Glue} defines. So 2 followed by {Glue}-W would result in 2-W. The default setting is Yes.

### **Use Higher Level Case Dictionaries - Yes/No**

If you have a case within a case, select Yes to use the top level case dictionary and any subsequent case dictionaries when translating a steno file or writing realtime. The current case dictionary has the highest priority, the next case dictionary above the current case dictionary has the second highest priority, etc. The default setting is No.

### **Second Chance Drag/Drop - Yes/No**

This feature works in conjunction with Translate's Drag/Drop Analysis feature. When this option is set to Yes and the Drag/Drop Analysis option is selected, and at least one steno character is selected as either a dragged or dropped character, if during translation the result of the Drag/Drop Analysis would still result in an untranslate, the Second Chance Drag/Drop feature will apply other steno characters in a dragged/dropped situation to find a match. When this options is set to No, if the result of the Drag/Drop Analysis will still result in an untranslate, the system will not attempt to find any further matches and the steno will remain as an untranslate. NOTE: If selected, this option takes priority over Phonetic translation.

### **Force lowercase ordinal suffixes - Yes/No**

The *Force lowercase ordinal suffixes* option, by default, is set to No. If you are using the All Cap On format symbol to capitalize transcript text and you want ordinal suffixes (st, nd, rd, th) to be lower case, set this option to Yes. This option affects {Number Conversion}[\*Ordinal], {Number Trigger}[\*Ordinal] commands and selecting an ordinal conversion from Edit's Number Conversion dialog box.

### **Show audio codec warning when starting translation - Yes /No**

Select whether or not you want a warning message to display when starting realtime and your audio codec setting is higher than 159 MB/hr. By default, this option is set to Yes. If your audio codec setting is higher than 159 MB/hr, when you start realtime the following message displays:

*Audio WAV files may not exceed 2GB. Based on your audio codec selection you will exceed this limit after X hours of realtime recording. Do you wish to change your audio codec selection? Yes / No*

Select Yes to change your audio codec selection. If you have started translation, translation will be canceled and the Translate dialog box displays.

Select No to continue with translation knowing the realtime time audio file size limitation.

If you select the *I understand the consequences of my actions. Please stop asking.* option, this option will be set to No and the warning message will no longer be displayed when starting realtime.

The warning message is dynamic based on the audio recording selection you make. If you select the 231 MB/hr option, your realtime recording cannot exceed 9 hours. If you select the 318 MB/hr or 346 MB/hr option, your realtime recording cannot exceed 6 hours.

This option has no effect on the warning message that displays when selecting an audio codec in the Audio section of Translate's Realtime tab. If you select an audio codec higher than 159 MB/hr, the following message displays after clicking OK or Apply:

*Audio WAV files may not exceed 2GB. Based on your audio codec selection you will exceed this limit after X hours of realtime recording. Do you wish to change your audio codec selection? Yes / No*

### **Apply Personal Globals during translate**

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

Select Yes to have Case CATalyst apply your Personal Globals when translating an existing steno file or when writing realtime.

Select No to not have Case CATalyst apply your Personal Globals when translating an existing steno file or when writing realtime.

### **Load Alternate User Settings when Realtime Tran Starts**

You may want different settings to apply when you are writing realtime than when you are editing a transcript. For example, you may not want audio to begin playing automatically when clicking on an Oops or Untranslate in the Hotspots pane during realtime.

To use the Load Alternate User Settings when Realtime Tran Starts option, click the down arrow ▼ to the right and then select the settings file you would like to load automatically when translation starts.

### **Load Alternate User Settings when Tran ends**

You may want different settings to apply when you end realtime writing and begin editing a transcript. For example, when you press Ctrl + \ to end realtime or press end on your writing machine.

To use the Load Alternate User Settings when Tran ends option, click the down arrow ▼ to the right and then select the settings file you would like to load automatically when translation ends.

## **Edit**

Several Edit options allow you to determine settings that affect Case CATalyst features used while editing. These options include:

- [Auto Recover/Auto Save](#)
- [Advanced Edit](#)
- [Advanced Global](#)
- [Transcript Spell Check](#) and [Advanced Transcript Spell Check](#)

- [Include](#)
- [Field](#)
- [Word Definition](#)
- [QuickFix Prefix](#) and [QuickFix Suffix](#)
- [Brief It](#)
- [Contraction Rules](#)

### Auto Recover/Auto Save

The [Auto Recover Options](#), Auto Recover and Auto Save automatically save the current transcript at specified timed intervals. If you are editing a dictionary or using the Dictionary Build feature, Auto Recover and Auto Save will save the current dictionary also. Auto Recover, active by default, saves the changes to a temporary file (transcript or dictionary) at the specific time increment. The temporary file is used only if you exit the file abnormally. Auto Save saves the changes directly to the current file at the specified time increment but does not create a temporary file. Review the Auto Recover and Auto Save details. Selecting neither option, Auto Recover or Auto Save feature for transcripts, means no transcript or dictionary recover file will be created. Stenograph recommends using one of these automatic file saving features. For the last 10 saved files, see the [Recently Saved Files](#) dialog box.

These settings affect both regular CATalyst translation and CATalyst BCS captioning and all dictionaries.

### Auto Recover

Auto Recover, active by default and set for 30 seconds, automatically saves the text portion of the open job or the dictionary to a temporary file at specified time intervals. Normally, when you exit Edit or a dictionary using the Close or Exit command, Case CATalyst prompts you with a message when any unsaved changes exist. You then choose to save the changes or exit without saving. With the Auto Recover feature selected, the recovered file is available if you exit a job/dictionary in an abnormal way, such as turning off the computer with open files, rebooting the system with open files, a Windows update running unexpectedly or experiencing a General Protection Fault (GPF). (Also see AutoArchive option below.)

When Edit/Manage Dictionary abnormally terminates, Auto Recover saves the temporary file using the original file name plus a number. Auto Recover automatically assigns a number using a sequential order. For example, you have the Anderson 122012 job open when the electricity fluctuates causing your computer to reboot. You made changes to the file but you did not save the most recent changes. When you open Case CATalyst, the Auto Recover file displays in Manage Jobs as Anderson 122012 (1).sgnjl.sav. If the same file abnormally closes a second time, the Auto Recover file name is Anderson 122012 (2).sgnjl.sav, unless you renamed the first recovered file. Then Auto Recover uses number one.

**To open the file with the most recently saved changes, simply double click the original transcript/dictionary name.** CATalyst opens the most recent recovered file and names it the original file name, renames the original file to filename\_Original#.sgnjl (# in the file name is for a unique name if necessary) and allows you to continue editing in the most recently saved changes file with all the associated subfiles. The following message displays when this process is successful:

Transcript successfully recovered. Press **Enter** to continue editing in your recovered file.

Old file location: *path for the renamed original file*

or

Dictionary successfully recovered. Press Enter to continue editing in your recovered file.  
Old file location: *path for the renamed original file*

If for some reason the CATalyst renaming function takes too long or the auto recovered file cannot be renamed, the following message displays:

Your file was successfully recovered but we are unable to complete the renaming process due to an error. (The description of the error follows.)

Press Enter to open your original transcript. Click Cancel to correct the issue and try again. The recovered file location: *path for the renamed recovered file*.

The AutoArchive case is created when the AutoArchive option is selected along with the [Auto Recover](#) feature and the first time Case CATalyst prompts you to save changes upon exiting a Case CATalyst text file (transcript or caption file) or dictionary. CATalyst automatically saves up to four copy of the temporary transcript/caption file (.sgngl) or dictionary (.sgdct) to the AutoArchive case when you select an action (Yes or No to save the changes) at the Save Changes prompt upon exiting Edit or Manage Dictionary. The Auto Recover option, [Keep Auto Recover Files in Archive](#), must be active to use the AutoArchive case. If you do not use the AutoArchive case, selecting No at the Save Changes prompt results in losing all **unsaved** changes in the transcript. See [AutoArchive Case](#) for more details on recovering a file that is in the AutoArchive case.

## Auto Save

Auto Save, when active, automatically saves changes to the open job/dictionary at timed intervals set in [Auto Recover Options](#). When you select Auto Save, you can also select the Archive File upon Close option to save a copy of the file in the [AutoArchive case](#). If you exit the file abnormally, you will reopen the same file or check the AutoArchive case for a copy of the file in its current form if using the Archive File on Close option. Changes made up to the point of the last save are retained. Since changes are saved to the same file, there may be times when you select to exit a file/dictionary and you are not prompted to save changes because an automatic save was performed.


## Auto Recover/Save Options

Translate and Edit's Auto Recover feature, automatically saves transcript or dictionary changes to a temporary file every 30 seconds, by default, or whatever time increment you have selected. If you exit the transcript or dictionary abnormally (such as a crash or power outage), there will be an auto recovered copy of the transcript or dictionary in Manage Jobs. Simply double click the original dictionary name to open the recovered dictionary. Auto Recover Options determine whether or not Case CATalyst automatically creates a temporary file (text and/or dictionary) and makes a copy in the AutoArchive case if the option is selected. [Auto Save](#) saves the changes to the open transcript or dictionary every X seconds based on the time increment you have selected. No temporary file is created when using the Auto Save option. These settings affect both regular CATalyst translation and CATalyst BCS captioning. By default, the Auto Recover option is selected and set to 30 seconds.

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

### You can access Auto Recover/Auto Save options:

- from Manage Jobs. Press **Alt + t, o, e, r** (Tools, Options, Edit, Auto Recover).
- from Manage Jobs. Press **Alt + t**, click **All Options**, navigate to the **Edit** section and click **Auto Recover**. (Tools, All Options, navigate to the Edit section, Auto Recover).

- from the Standard toolbar, click the **All Options** icon (  ), navigate to the **Edit** section and click **Auto Recover**.
- from Edit. Press **Alt + t, o, r** (**Tools, Options, Auto Recover**).

### Auto Recover/Auto Save Options

Make necessary entries. When finished, select **OK**.

#### Use Auto

Check this box to activate the Auto Recover or Auto Save option. You can only select one of the options to be active at a time. Click the option you want to use.

#### Recover

Automatically save the transcript or dictionary to a temporary file at the specified interval. From the drop down list, select the frequency at which you want to automatically save the transcript or dictionary to the temporary file. If you exit the Edit file or dictionary abnormally, a recovered file is created with the most recent saved changes. To open the file with the most recently saved changes, simply double click the original transcript or dictionary file name. CATalyst opens the most recent recovered file and names it the original file name, renames the original file to filename\_Original#.sgnlg (# in the file name is for a unique name if necessary) and allows you to continue editing in the most recently saved changes transcript or dictionary file with all the associated subfiles. The following message displays when this process is successful:  
Transcript or Dictionary successfully recovered. Press Enter to continue editing in your recovered file.

Old file location: *path for the renamed original file*

For example, you have Auto Recover active, you are editing the Smith vs Jones 12-16-12 file and the power goes out. Twenty minutes later, you start Case CATalyst, you see the original file, Smith vs Jones 12-16-12 and you double click it. In the background, CATalyst renames the Smith vs Jones 12-16-12 (1) file to be Smith vs Jones 12-16-12 and renames the Smith vs Jones 12-16-12 to Smith vs Jones 12-16-12\_Original1. As a result, the Smith vs Jones 12-16-12 file with the most changes is opened and you can begin editing as usual (with all existing subfiles since you are continuing with the same original name).

If for some reason the CATalyst renaming function takes too long or the auto recovered file cannot be renamed, the following message displays:

Your file was successfully recovered but we are unable to complete the renaming process due to an error *error description*.

Press Enter to open your original transcript. Click Cancel to correct the issue and try again. The recovered file location: *path for the renamed recovered file*.

#### Keep Auto Recover Files in Archive

When Use Auto Recover is selected, check this box to automatically save up to four copies of the transcript or dictionary file when you select an action at the Save Changes dialog box upon exiting a file. Case CATalyst automatically stores up to four copies of the transcript subfile (.sgnlg) or dictionary (.sgnlg) in the [AutoArchive](#) case when you select an action at the Save Changes prompt upon exiting Edit or Manage Dictionary. The AutoArchive case is created the first time you are prompted to save changes as you exit a file. Copies of the transcript subfile (.sgnlg) or dictionary subfile (.sgdct) are the only files saved.

Uncheck this box to not make a copy of the temporary file when you select an action at the Save Changes prompt. When you select No at the Save Changes prompt, all unsaved changes in the transcript/dictionary are lost.



For detailed instructions on recovering a transcript or dictionary from the AutoArchive Case, see the [AutoArchive Case](#) topic.

## Save

Automatically save changes to the transcript file at the specified interval but does not auto save a dictionary. If editing a dictionary and your option is Auto Save, if there is an abnormal exit, a recovery file is created. From the drop down list, select the frequency at which you want to automatically save the transcript. Changes are saved to the same file at the timed intervals. If you exit the file abnormally, reopen the same file. Since changes are saved to the same transcript file, there may be times when you select to exit a transcript file and you are not prompted to save changes because an automatic save was performed. If a lot of changes were made to the transcript file, you will not be able to exit without saving to "undo" all the changes.

## Archive File on Close

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.

## AutoArchive Case

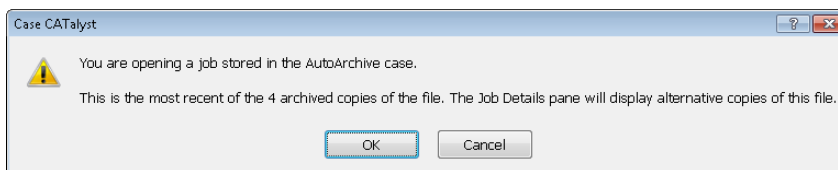
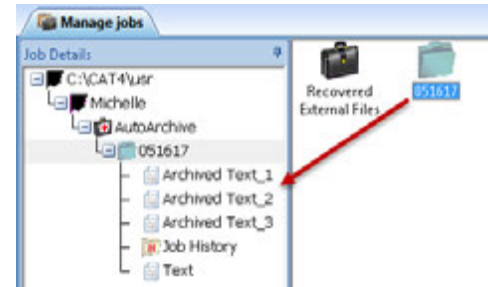
The AutoArchive case is created when the AutoArchive option is selected along with the [Auto Recover](#) feature and the first time Case CATalyst prompts you to save changes upon exiting a Case CATalyst text file (transcript or caption file) or dictionary. CATalyst automatically saves up to four copy of the temporary transcript/caption file (.sgngl) or dictionary (.sgdct) to the AutoArchive case when you select an action (Yes or No to save the changes) at the Save Changes prompt upon exiting Edit or Manage Dictionary. The Auto Recover option, [Keep Auto Recover Files in Archive](#), must be active to use the AutoArchive case. If you do not use the AutoArchive case, selecting No at the Save Changes prompt results in losing all **unsaved** changes in the transcript.

In addition to getting the \*.sgngl or \*.sgdct file saved in the AutoArchive case when you Save, Close or Save As a file, you could also have up to three additional copies of the file. If you have an issue with your original file, you can look at the copies of the file in the AutoArchive case and select "Recover" on the copy of the file you want to recover. Once you recover the file, you are placed in the newly recovered file and you can continue editing. In the AutoArchive case, when you highlight a job/dictionary, Job Details may display Archived text\_1, Archived text\_2, Archive text\_3 or Archived dictionary\_1, Archived dictionary\_2, Archive dictionary \_3 (depending on the number of copies of the file). Every time you open a file and make changes, up to the last four copies of the file will be saved in the AutoArchive case. You can look at the archived files and select "recover" on the copy of the file you want to recover. Once you confirm you want to recover the file, you are editing the newly recovered file and you can continue editing.

For example, let's say you just wrote a file named 051617 and saved and exited the file.

- In the AutoArchive case, there is a file named 051617 that matches the file named 051617 in the root of your user as long as there was time for auto recover to save the last changes you made before closing the file.
- You open 051617 and start editing. After a couple of hours, you save and close the 051617 file. In the AutoArchive case, you will find the file named 051617 and in the Job Details pane an Archived Text\_1 subfile.

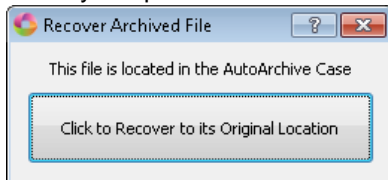
- The next day, you open 051617 again to finish editing it and you edit for an hour or so and save and close the file. In the AutoArchive case, you will see the text file named 051617, along with Archived Text\_1, Archived Text \_2 Text subfiles in Job Details.
- Finally, you open the 051617 file for the last time, make a couple of minor changes and save and close the file. In the AutoArchive case Job Details pane, you will see 051617, along with Archived Text\_1, Archived Text \_2, Archived Text\_3 Text subfiles.  
If you show subfiles, you will see 051617.sgngl, 051617.sgngl\_A1, 051617.sgngl\_A2 and 051617.sgngl\_A3.
- When you double click the text file (which will always be the most recent copy of the file) or any of the additional text subfiles while you are in the AutoArchive case, a message displays with information as to how recent this copy of the file is:



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

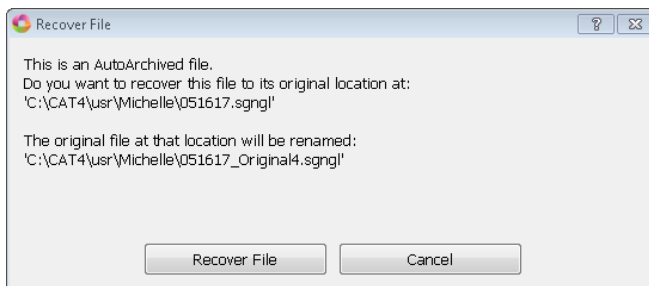
The archived file subfiles are always being renamed/renumbered so that the file with the .sgngl extension is always the most recent, the Archived Text \_1 subfile is always the next most recent copy and continuing with the Archived Text\_3 subfile always the oldest copy. The number of Archived Text subfiles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

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



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

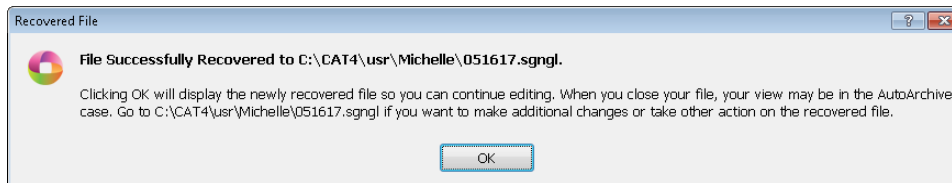
The Recover File confirmation dialog box displays.



Do one of the following:

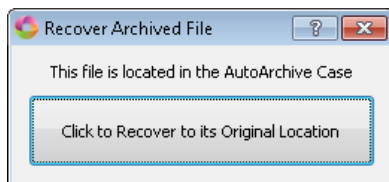
- Click **Recover File** to recover the file to its original location in your user and have the original file renamed with the file name followed by underscore Original (051617\_Original). This is the recommended action.
- Click Cancel to cancel the recovery process.

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

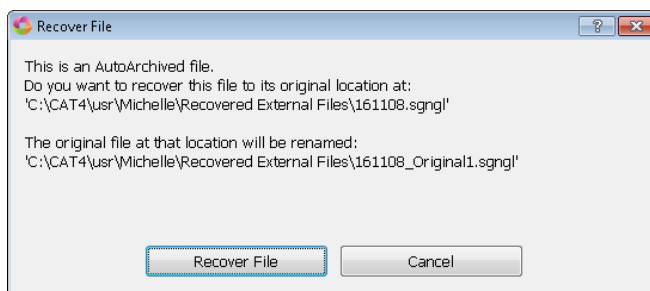


When you click **OK**, the **file is recovered to its original location and you are automatically moved into the newly recovered file so you can start editing the file in its original location.** Depending on how you accessed the AutoArchive case, when you close the recovered file, your view may be in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

In addition to saving extra copies of your files, CATalyst now goes even further in saving to the AutoArchive case by saving copies of CATalyst files you open or save outside of the current user. Any time you are editing a file in your user, regardless of where it originated or if you did a Save As to an outside location, CATalyst 's Auto Archive feature will save copies of that file in the current user's AutoArchive case and place the files in a Recovered External Files case within the AutoArchive case. If you click the 161108 file name, the following message displays stating that you are opening a file in the AutoArchive Case and displays what copy it is of the archived copies of this file. If you open the file, the following dialog box displays:

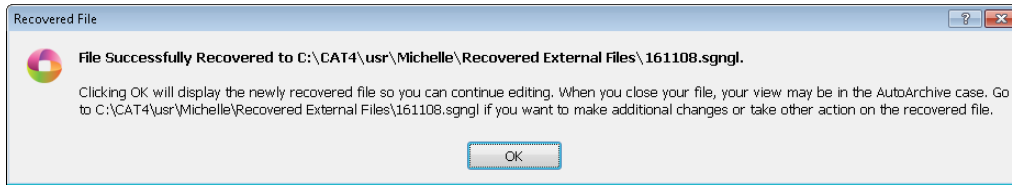


If this is the file you want to salvage, because this file originated outside of your user, the file will be recovered to a case in your user called Recovered External Files. When you click the **Click to Recover to its Original Location** button. The following dialog box displays:



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

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



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

### Advanced Edit Options

Advanced Edit Options determine certain Edit settings. You can access Advanced Edit Options:

- in Manage Jobs. Press **Alt + t, o, e, a** (**Tools, Options, Edit, Advanced Edit**).
- in Edit. Press **Alt + t, o, a** (**Tools, Options, Advanced Edit**).

### Advanced Edit Options

To make a change, click an option. Depending on the field, make a selection from the drop down box, type an entry or use the Browse button. When finished with your changes, select **OK**.

The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

#### Search feature "restart from top" defaults to Yes

Set the default action for the cursor focus in the Search prompt, "Would you like to restart from the top of the document?" When Case CATalyst reaches the end of Edit file while performing a search, the prompt displays.

Select **Yes** to have the cursor focus on the Yes option in this dialog box. Pressing Enter continues the Search at the beginning of the file. Select **No** to have the cursor focus on the No option in this dialog box. Pressing Enter ends the Search. You can always click a choice when the prompt displays.

#### Retain Steno when pasting

Select to include underlying steno or use only the text when cutting or copying text in Edit. If you need the timestamps for cut or copied text, include the underlying steno to retain the timestamps.

The Case CATalyst default includes the underlying steno with the cut or copied text. Select **Yes** to include the underlying steno; **No** to not include the steno; or **Ask** to have Case CATalyst automatically prompt to include the underlying steno.

#### Default Internet search engine

Specify the Internet Search engine when using the [Internet Search](#) command. The Edit, Internet Search feature allows you to search the Internet for a word or series of words you highlight in the job.

Select a search engine from the drop down list. The list contains popular search engines and includes the Default IE Search Engine. The default uses the search engine specified in your Windows Registry. If Case CATalyst cannot locate the registry information, Google is used. International customers will likely want to select, Default IE Search Engine.

## Definition Search

Specify the search engine to use with the [Definition Search](#) command in Edit.

## Surround search phrase with quotes

Surround words and phrases with quotes for an Internet or Definition search. When using the Edit, [Internet Search](#) or [Definition Search](#) feature, Case CATalyst automatically surrounds the words in the Search field of the Search engine in quotes. Case CATalyst considers all the words together, narrowing the search.

Select **Yes** to use quotes. Select **No** to have words considered individually for the Internet Search. This broadens the scope of the search, increasing the possibility of identifying sites that contain only one of the words. The default is Yes.

## Keyboard Map Options

### Default Keyboard map

Select the [keyboard map](#) that is active when Translate and Edit and Edit starts. Case CATalyst comes with the Default and CAT4 keyboard maps located in your System Files case. The Default keyboard map is not initially visible in the System Files case until it is opened by typing *default* in the File name field. You can create multiple keyboard maps.

The default setting uses the Case CATalyst Default keyboard map. Choose a keyboard map from the drop down list which displays customized keyboard maps located in your User System Files case. Use the Browse button to locate a keyboard map in outside your System Files case. For example, you are a scopist and work for six reporters. You use a customized a keyboard map, named MY KBD and want it active in every user. You open the Advanced Edit Options for each user and select the MY KBD keyboard map using the Browse button. When you make a change to the keyboard map, the change is available in all users.

### Additionally Display Keyboard Maps located in

Select a keyboard map outside of your System Files case to add to the list of available keyboard maps while Editing. Available keyboard maps are accessible when using the *Change Keyboard Map* command and when you click the current keyboard map name on the Status bar in Edit.

Use the Browse button to add keyboard maps located outside of your System Files case. The path for the selected keyboard map displays in the field. For example, you have multiple users on your system. In your user name, you have several specialty keyboard maps and want them readily available when editing in your other users. Select your user System Files case as the location of the keyboard maps. The Keyboard Maps list display.




### Keyboard to open when assigning recorded macros

When saving a recorded [macro](#) and the *Assign to key in keyboard map* option is active, you are immediately prompted to select a keyboard map for the macro's key combination assignment. If you always assign macros to the same keyboard map, you can designate a keyboard map to automatically open.

Choose a keyboard map from the drop down list which contains customized keyboard maps located in your System Files case. Use the **Browse** button to locate a keyboard map outside of your System Files case. For example, you have multiple user on your system and want to select a keyboard map from another user.

## Words to suppress capping when found in middle of phrase

Case CATalyst comes with a default list of articles and conjunctions to leave lower cased when using the Edit Cap/[Uncap](#) feature, the Cap command in a Global dialog box and the [Cap Previous](#) translation commands. You can specify articles or conjunctions that Case CATalyst should not initial cap when they occur in between a series of words that are initial capitalized, such as United States of America, State of the Union or Halls of the Senate. Case CATalyst does initial cap the article or conjunction when it occurs at the beginning of a phrase such as The Main Store.

Click the  button to display the Capitalization dialog box which contains the list of words Case CATalyst does not capitalize when using the Edit Cap/Uncap feature, the Cap command in a Global dialog box and the Cap Previous translation commands. To add a word to the list, click the New  button and type the entry in the field that displays. To remove a word from the list, highlight the word and click the Delete  button. Press **Enter (OK)** when finished to save the changes.

### Stitch characters in cycle order

Customize the character selection and cycle order of characters that separate characters when using the [Stitch](#) command. Type the punctuation in the order you want it to cycle when using the Stitch command. The default characters are hyphen, space and period.

### Stitch Spaces

The Stitch Spaces option allows you to select how a "space" is handled if a "space" is part of your Stitch characters in cycle order options. The available options apply to the "space" in your cycle order of the stitch command. Three options on handling a space are available and explained below:

- **<Sticky Space> and regular space** which means a <Sticky Space> format symbol will be inserted between the characters/words and if you cycle again, a regular space (no format symbols) will be inserted between the characters/words.
- **regular space** which means a "regular space" (no format symbols) will be inserted between the characters/words.

The default setting for the Stitch Spaces option is <Sticky Space>.

### Include Delete Space

The Include Delete Space option is the second option available for the Stitch command. If this option is set to Yes, then the very last cycle of the Stitch command will insert a <Delete Space> format symbol between the characters/words. For example, during the testimony the witness refers to WITC and it translates as W I T C. During editing you highlight W I T C and if a <Delete Space> was at the end of the stitch cycle, then the result would be WITC and Reveal Codes would show W<Delete Space>I<Delete Space>T<Delete Space>C.

The default setting for Include Delete Space option is No

### Hide Caption-specific format symbols

Caption specific format symbols are included in the Case CATalyst format symbol list. You can hide the captioning format symbols to reduce the number of format symbols in the list. If you are not using the CATalyst BCS optional software, selecting to hide the captioning format symbols hides the captioning format symbols in both the Edit and Dictionary format symbol list. If you are using CATalyst BCS and select to hide the captioning format symbols, the captioning format symbols are hidden in the Edit format symbol list but continue to display in the Dictionary format symbols list.

### Redacted text displays as

Select the appearance of [redacted](#) transcript text in Edit and Print, including PDF format. Redaction eliminates the display of sensitive text such as social security numbers but retains the integrity of the transcript. In other words, a transcript with redacted text matches line for line with the same transcript where there isn't redacted text. The Case CATalyst default is Black rectangle. From the drop down list, choose **Black rectangle**, **White space**, **Lines** and **X's**.

#### **Remember last folder used for Save As**

Select **Yes**, the default, to have Case CATalyst remember the last folder in which you saved a file using the Save As function. Select **No** to use the folder location of the current file.

#### **Stop audio when dialog opens**

Select **Yes** to suspend the audio playback while a dialog box is open and automatically resume playback when the dialog box closes. Select **No**, the default, to have the audio play continuously, regardless of an open dialog box, until you use the Stop Audio command.

#### **Play Audio command starts/stops audio playback:**

Select **Yes** to press one key to play the audio and the same key to stop the audio playback. 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.

#### **Cat Scratch scope**

Determine the availability of information in the Cat Scratch dialog pane. Choose one of the following:

##### **Case**

Items in the Cat Scratch pane are available for any job related to the case and the information is stored in the Case History. The default scope setting is Case. When the job is not in a case, the CAT Scratch information is available in the job and Case CATalyst creates a Username\_Case file.

##### **Job**

Items in the Cat Scratch pane are available for that job and the information is stored in the Job History.

##### **User**

Items in the Cat Scratch pane are available for any job in the current user and the information is stored in the User History, System Files\_Case.

#### **Detect Caps Lock**

Select **Yes** to automatically turn Off Caps Lock and correct the typed word when it results with the initial letter lower case and the remaining letters upper case. This feature applies to text typed in the body of the transcript and in the Text field of dialog boxes. For example, the Caps Lock is On and you type, "rOBERT." Case CATalyst automatically corrects the word, changing it to "Robert" and turns Caps Lock Off. This setting applies to editing captioning files if you have BCS on your e-key.

#### **Autolink after selecting attachment**

Select **Yes** to automatically link exhibit references and attachments to multiple locations in the transcript. The [Autolink Exhibits](#) dialog box displays after selecting an attachment which contains Autolinked exhibit information.

Select **No** to not Autolink the attachment. The Autolink Exhibits dialog box does not display. You can [manually link](#) the attachment at a later time if necessary.

#### **Match ending punctuation with inserted style**

Select **Yes** to change the current ending paragraph punctuation to match that of inserted or globalled paragraph style. Select **No** to retain the current ending paragraph punctuation regardless of the paragraph style of the inserted or globalled text. The default is Yes.

### Use Enhanced Smart Punctuation

A Use Enhanced Smart Punctuation option has been added to the Advanced Edit options. When set to Yes, you are able to remove existing punctuation by typing the same Smart punctuation while continuing to be able to add or modify punctuation by typing the desired punctuation. Regardless of your cursor position, the action will take place at the end of a word and never in the middle. **This option may work best for those users that have transitioned from a previous CAT system that allowed you type the same punctuation to insert or remove it.** The default setting is set to No.

[Smart Punctuation](#) is designed to help reduce steps when typing and removing certain punctuation. When you press the selected keyboard command, Case CATalyst inserts the punctuation, preset spacing, and when appropriate, capitalizes the next word. Case CATalyst inserts only the amount of spaces needed for the selected punctuation. For example, the default Smart Punctuation setting for a period inserts two spaces after the period.

If the *Use Enhanced Smart Punctuation* option is selected, the following is an example of how it affects Smart Punctuation. For example, let's use the sentence: I believe so, yes, it was a home improvement store.

If your cursor is positioned immediately after the comma following the word 'yes' or immediately before the 'i' in the word "it", and you press comma (,) the results is: I believe so, yes it was a home improvement store. (The comma after the word "yes" is removed.)

If your cursor is positioned **in** the word "yes" and you type a period (.), then the result is: I believe so, yes. It was a home improvement store. (The comma after the word "yes" is replaced by the period, a space is added and the 'i' in "it" is initial capped.)

To get the desired results with the Use Enhanced Smart Punctuation option, the option needs to be set to Yes and the punctuation you want to use needs to be assigned to "Smart" punctuation in the keyboard map being used. For example, period (.) needs to be assigned to Smart Period, question mark (?) needs to be assigned to Smart Question, etc.

#### Valid punctuation:

- Period
- Question mark
- Comma
- Semi colon
- Colon
- Exclamation mark

**NOTE:** If this option is set to Yes and you need to add punctuation in the middle of a word, you will need to use another method such as the Insert dialog box or switching to a keyboard map where the punctuation is not assigned to Smart Punctuation. In other words, the punctuation mark is defined as the punctuation and not Smart Period, Smart Question, etc.

When this option is set to Yes and you are typing into the cells of a table, make sure there is a new paragraph format symbol following the table.

### Reporter's dash removes punctuation

Reporter's Dash removes punctuation option, when set to Yes, means the Reporter's Dash (Ctrl + / by default) when inserted immediately after a question mark, period, comma, colon, semi colon or exclamation mark, the punctuation will be removed and the first letter of the word following is lower cased.



If you change the setting to No, when inserting the Reporter's Dash immediately after a question mark, period, comma, colon, semi colon, or exclamation mark ending, the dash will be inserted, the punctuation will **not** be removed and the initial letter of the word following the dash, if appropriate, will be lower cased. This setting also applies to the Surround with dash (Ctrl + = by default) command when there is punctuation. If the option is set to Yes, punctuation will be deleted. If the option is set to No, the punctuation will not be deleted. See examples below.

For example, let's say the questioner is asking a question and pauses long enough for the reporter to think the question is over, so the reporter writes a question mark but then immediately the questioner continues but with a change of subject. The following sentence is in the transcript:

Q. And there's what's her last name? She's 43.

If the *Reporter's Dash removes punctuation* option is set to Yes and you positioned your cursor before the "s" in She and pressed Ctrl + /, the result is:

Q. And there's what's her last name -- she's 43.

If you highlighted 'what's her last name?' and pressed Ctrl + =, the result would be:

Q. And there's -- what's her last name -- she's 43.

If the *Reporter's Dash removes punctuation* option is set to No and you position your cursor before the "s" in She and press Ctrl + /, the result is:

Q. And there's what's her last name? -- she's 43.

If you highlighted 'what's her last name?' and pressed Ctrl + =, the result would be:

Q. And there's -- what's her last name? -- she's 43.

**Note:** If you positioned your cursor after a colon (:) with two spaces and pressed Ctrl + /, the Reporter's Dash would be inserted and the colon will not be removed. If you positioned your cursor after a colon (:) followed by one space and press Ctrl + /, the Reporter's Dash would be inserted and the colon will be removed. The setting of this option has no affect on how the Reporter's Dash works when used after a colon.

### Cursor location after Inserting Text

When Before is selected (default setting) when you use 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. Select After to have the cursor positioned after the inserted conflict or text. Select one of the following:

- **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.

### Index Placeholder Assignments

Index Placeholder Assignments allow you to create text and assign an index category to that text for situations that where the part of the text varies (where you might create a conflict) and is also indexed based on the selection. For example, if you need to mark exhibits by party (State's, Plaintiffs, Defendant's, etc.), you might want to use an [Index Placeholder Text format symbol](#) so you can pick the party name from the list and automatically have the correct indexing format symbols automatically inserted. The Index Placeholder format symbol is not limited to exhibits, some reporters use it in the sworn statement when it states that the witness is appearing on behalf of the State, Plaintiff, Defendant, etc.

The selected Index Placeholder text will apply to multiple adjacent paragraph styles of the same type including Continuation paragraph styles and New Line (not New Line Paragraph) that contain the Index Placeholder Text # format symbol. All other paragraph styles prevent the selection from automatically changing Index Placeholders in subsequent paragraphs. Adjacent paragraphs applies to the direction you are scanning. In other words, if you are scanning forward, the adjacent paragraphs are the paragraphs following the current paragraph. If you are scanning backwards, the adjacent paragraphs are before the current paragraph.

Click the [+] sign next to one of the nine Placeholder Index fields. Make necessary entries. You can have up to nine replacement names as indicated by the number in each Placeholder Index field.

### Placeholder Index (1 - 9)

Select the index category to assign to the Placeholder text. For example, the first category of exhibits you mark is Plaintiff's exhibits and you typically use Index Heading On B and Index On B with Plaintiff's exhibits. Select B as the category.

If you assign an indexing category, Case CATalyst automatically assigns the category to the Index Heading # or Index # format symbols when you insert the replacement name into the job.

If you do not use automatic indexing, select None from the list. Assigning a category is optional.

### Placeholder Text (1 - 9)

Double click or click the **Browse** button in the field next to Placeholder Text. The Enter Placeholder Text dialog box displays. Make necessary entries and then press **Enter (OK)**.

#### Text

Type the name of the placeholder text, e.g. Plaintiff's.

#### FS

Display the list of available [format symbols](#). To always display the format symbol list, check the box, Always Show Format Symbols. Double click the format symbol to insert. You can insert a format symbol at any point in the *Text* entry.

#### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to insert into the *Text*.

## Global Options - Advanced

Advanced Global Options determine the selection of certain settings used when making defines in Edit. These settings affect both regular CATalyst translation and CATalyst BCS captioning. You can access Advanced Global Options:

- in Manage Jobs. Press **Alt + t, o, e, g (Tools/Options/Edit/Global)**.
- in Edit. Press **Alt + t, o, g (Tools/Options/Global)**.
- in Edit. Press **Alt + t, o, g (Tools/Options/Intuitive Replace)**.

- in Edit from the Global Define dialog box. Select **Options**.

## Intuitive Replace Options

To make a change, click an option. Depending on the field, make a selection from the drop down box or type an entry. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the settings in the Advanced Global Options dialog box to their original default selection.

### Intuitive Replace Active in    **Replace and all defines**    **Only in Replace**    **Disabled**

Determine when Intuitive Replace suggests a word when you Replace or Define words in Edit. Suggestions are based on previous replacements and defines. Choose one of the following:

#### **Replace and all Defines**

Suggest a replacement word in the New Text field of the Global Define dialog box for a Replace or any type of define.

#### **Only in Replace**

Suggest a replacement word in the New Text field of the Global Define dialog box for Replace only.

#### **Disabled**

Make no suggestions for the text in the Old Text field of the Global Define dialog box.

### Intuitive Replace shows suggestions only if old text was previously replaced    **Yes** **No**

Select **Yes** to suggest a replacement word in the New Text field only if the word was previously replaced. Select **No** to not have suggested replacement words. You can toggle through previous replacements by pressing Ctrl + r with the cursor in the New Text field.

### If New Text is empty, show currently selected text    **Yes** **No**

If you have text selected (marked) and based on your Intuitive Replace options, the field would be empty, selecting Yes would put the currently selected text in the *New Text* field. If you want the New Text field to remain empty and not be populated by the selected text, select No. The default setting for this option is No.

### Scope of Intuitive Replace    **User/ Case/ Job**

Determine when to apply the replacement for Intuitive Replace. Select one:

#### **User**

Intuitive Replace is active in all jobs, remembering and suggesting all replacements made in any User job.

#### **Case**

Intuitive Replace is active across jobs in a case, remembering and suggesting all for jobs in the same case. When Case is selected and you are editing jobs that are not in an existing case, Intuitive Replace treats the scope as a User. A new case with the User name, *username\_Case.ini*, is created to store the Intuitive Replace information.

#### **Job**

Intuitive Replace is active only for the current job, remembering and suggesting replacements for the open job.

### Expiration (in months)

Designate the number of months that eligible Intuitive Replace entries must remain unused before identified as expired and automatically deleted. The expiration timer for an entry starts from the time the entry was last used.

The scope of an Intuitive Replace entry determines eligibility. All entries with an Intuitive Replace scope of *User* are deleted. Expiration does not apply to entries with a scope of *Job* or with a scope of *Case* when the entry is located in a Case. If an entry with a scope of *Case* is not located in a Case, then expiration applies. For example, the scope for an entry is set to Case. You do not create a Case for the *Anderson040511* job and Edit without one. Since no Case exists, the Intuitive Replace entries are not placed in a Case and the expiration applies.

### Control + R displays last number of replacements 10

Pressing Ctrl + r cycles through the last text replacements when the cursor is in the *New Text* field of the Global dialog box. The default cycles through the last 10 text replacement. To change the number of replacements, type a number.

Intuitive Replace remembers the last three replacements for the same word and adds them to the replacement cycle before other replacement cycle words. For example, Intuitive Replace remembers the words "too," "to" and "tote" for the word "to" and displays them before other words in the cycle list.

## Advanced Global Options

To make a change, click an option. Depending on the field, select a choice from the drop down box or type an entry. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the settings in the Advanced Global Options dialog box to their original default selection.

### Apply dictionary defines to included text

Select **Yes** to have all the Global Table's D, J, and K-defines apply to included, appended, multi-file appended and merged text. The globals apply from the point of the include, appended or merge text to the end of the file. E-defines (which are not dictionary definitions) always apply to included, appended, multi-file appended and merged text regardless of the status of the "Apply E-defines to typed-in text" option. The default setting for this option is No.

### Apply E-Defines to typed-in text

Select **Yes** to apply [E-define](#) globals to text that is typed, inserted via EZ Text, Text/Conflict dialog, Cat Scratch, replaced, pasted and resolved conflicts. For example, you often mistype the word "and" as "adn". You E-define "adn" to be "and". The next time you type "adn" and press **Spacebar** to apply the E-define "adn" to "and". This example could also be a [Personal Global](#) entry. An E-define applies only to words that contain the exact characters of the definition. Using the previous example, the E-define would not apply to the typed word "ad nauseam".

If this option is not selected and you E-define a word/phrase to be a conflict where the original word/phrase is a choice of the conflict, throughout the transcript you will be allowed to select any choice in the conflict. If the Apply E-Defines to typed-in text is selected and you E-define a word/phrase to be a conflict where the original word/phrase is a choice of the conflict, you will only be able to select conflict choices that are not the original word/phrase. For example, the word *your* translates and you E-define "your" to be ^ your ^ you're. If the option is deselected, you will be able to select conflict choice 'your' or 'you're'. If this option is active, you will only be able to select conflict choice 'your' in this file unless you open the Global Table and delete the conflict global.

#### **Use Personal Globals    Yes No**

Select **Yes** to automatically correct mistyped words while editing using the [Personal Globals](#) table. A default Personal Globals table, located in your System Files case, contains common mistyped words with the correctly spelled equivalent. You can insert new and modify existing entries in your Personal Global table.

#### **Remember selected options for E-Defines    Yes No**

Select **Yes** to retain the *Entire File*, *Case Sensitive* and *Selective* settings in the Global Define dialog box when making an E-Define. The Global Define dialog box opens with the settings used in the previous E-Define. Select **No** to always return the options to the default settings after making an E-Define.

#### **Remember selected options for D-Defines    Yes No**

Select **Yes** to retain the *Entire File* and *Selective* settings in the Global Define dialog box when making an D-Define. The Global Define dialog box opens with the settings used in the previous D-Define. Select **No** to always return the options to the default settings after making an D-Define.

#### **Remember selected options for J-Defines    Yes No**

Select **Yes** to retain the *Entire File* and *Selective* settings in the Global Define dialog box when making an J-Define. The Global Define dialog box opens with the settings used in the previous J-Define. Select **No** to always return the options to the default settings after making an J-Define.

#### **Remember selected options for K-Defines    Yes No**

Select **Yes** to retain the *Entire File* and *Selective* settings in the Global Define dialog box when making an K-Define. The Global Define dialog box opens with the settings used in the previous K-Define. Select **No** to always return the options to the default settings after making an K-Define.

#### **Remember selected options for O-Defines    Yes No**

Select **Yes** to retain the *Entire File* and *Selective* settings in the Global Define dialog box when making an O-Define (Other Dictionary). The Global Define dialog box opens with the settings used in the previous O-Define. Select **No** to always return the options to the default settings after making an O-Define.

#### **Generate Misstrokes for D-Defines    Yes No**

Select **Yes** to retain the *Generate Misstrokes* setting in the Global Define dialog box when making an D-Define. The Global Define dialog box opens with the setting used from the previous D-Define. Select **No** to always return the option to the default setting after making an D-Define.

**Generate Misstrokes for J-Defines    Yes No**

Select **Yes** to retain the *Generate Misstrokes* setting in the Global Define dialog box when making an J-Define. The Global Define dialog box opens with the setting used in the previous J-Define. Select **No** to always return the option to the default setting after making an J-Define.

**Generate Misstrokes for K-Defines    Yes No**

Select **Yes** to retain the *Generate Misstrokes* setting in the Global Define dialog box when making an K-Define. The Global Define dialog box opens with the setting used in the previous K-Define. Select **No** to always return the option to the default setting after making an K-Define.

**Generate Misstrokes for O-Defines    Yes No**

Select **Yes** to retain the *Generate Misstrokes* setting in the Global Define dialog box when making an O-Define (Other Dictionary). The Global Define dialog box opens with the setting used in the previous O-Define. Select **No** to always return the option to the default setting after making an O-Define.

**Remember last O-Define Browse location    Yes No**

Select **Yes** to retain the last *Pick Other Dictionary* path in the Global Define dialog box when making an O-Define (Other Dictionary). The Global Define dialog box opens with the setting used in the previous O-Define. Select **No** to always remember the default setting after making an O-Define. Set a default folder by making an entry in the *O-Define browse location* field.

**O-Define browse location**

Select the default folder location for the job dictionary when making an O-Define (Other Dictionary). This option is only available when the option, *Remember last O-Define Browse location*, is set to No.

**Open Global Dialog with Suggestions    Yes No**

Select **Yes** to automatically display a list of up to ten [suggested](#) text definitions for the steno in the *Steno* field when the Global Define dialog box opens. This option does not apply to E-Defines or Replace.

Select **No** to manually display the list by selecting *Suggest* in the Global Define dialog box. If you are using macros or AccelerWriters to open a Global Define dialog box, do not select this option. Use a key combination, such as, Alt + u (Suggest), to manually display the suggestion list. The default setting is No.

**Add Other Globals go to dictionaries    Yes No**

When using the [Add Other Globals](#) feature, all selected D, J and K-defines are added to the current Global Table and added to the respective dictionary. If you would only like the selected defines to go to the current Global Table, select No. The default setting is Yes.

**Open Global Dialog when no Quick Suggest available    Yes No**

When using the [Quick Suggest](#) feature, if a suggestion cannot be generated, a *No Suggestions were found* message displays. If, rather than having the No Suggestion message display, you want the J-define Global dialog box to display, select Yes. The default setting is No. Please note: The Quick Suggest feature is not available while editing a voice produced transcript.

## Transcript Spell Check Options

Transcript Spell Check Options determine the Spell Check settings used when spell checking in Edit. You can select automatic Spell Check features, choose Wordlists, set the number of Suggestions and choose the language type. For example, you can add a job wordlist, choose the Wintertree Medical Wordlist, activate the option to have Spell Check ignore all capped words and single characters, display notification when Spell Check completes in a text field and set the number of suggested words to display at 10. Additional Transcript Spell Check options are available by selecting the [Advanced](#) button in the Transcript Spell Check Options dialog box.

Spell Check uses a default wordlist along with any provided wordlists you select. Spell Check will also use the Personal Wordlist and case and/or job wordlist when spell checking. If, in the rare case, there is a word you feel is misspelled in the default wordlists, you can put the word in your [Personal Wordlist](#) with the exclude attribute.

Use [Dictionary Spell Check options](#) to set Spell Check parameters for spell checking the text portion of dictionary entries in Manage Dictionary. Dictionary Spell Check options are set independently from Transcript Spell Check options.

The priority of the wordlists are as follows: Ignore All (which is in memory only), Job, Case, Personal, Exclude List (if selected), optional "other" wordlists, main language wordlists provided by Wintertree, Wintertree medical (if selected), Stedman's medical (if selected), Wintertree legal (if selected) and Black's legal (if selected).

These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Access Transcript Spell Check Options:

- in Manage Jobs. Press **Alt + t, o, e, t** (**Tools/Options/Edit/Transcript Spell Check**).
- in Edit. Press **Alt + t, o, t** (**Tools/Options/Transcript Spell Check**).

## Transcript Spell Check Options

To make a change, click an option. Depending on the field, check or uncheck the box or select a choice from the drop down list. When finished with all your changes, select **OK**.

### Language

Select the language set to use when running Spell Check. Selecting a language set for Spell Check affects the language set for the general WinterTree [Wordlist](#). Black's Law and Stedman's Medical wordlists are only available in English.

- **American English**
- **British English**
- **French** — When using French, Spell Check considers words beginning with a letter followed by an apostrophe, such as "c'est" to be misspelled and suggests a space following the apostrophe, "c' est." Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Italian** — When using Italian, Spell Check considers words beginning with a letter followed by an apostrophe to be misspelled and suggests a space following the apostrophe. Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.

- **Spanish**
- **Brazilian Portuguese**

### Options

Check the boxes next to the features you want active when Spell Check runs.

#### **Pause after change**

Suspend Spell Check after an action is taken, such as Change or Ignore. You must press **Resume** to move to the next item. If you do not select this option, Case CATalyst performs the action and scans to the next item.

#### **Autocorrect**

Automatically correct a word with the specified alternative contained in a selected [Wordlist](#). For example, Spell Check recognizes "teh" as misspelled and automatically replaces it with "the" because the entry in the selected Wordlist is: "teh" Autocorrect "the."

#### **Ignore Allcapped Words**

Do not stop on words or abbreviations that are all capitalized and not recognized by Spell Check.

#### **Ignore Mixed Case**

Do not stop on mixed case words that have more than one initial capped letter and are not recognized by Spell Check. For example, Spell Check does not stop on "CATalyst ", "McNeal", or "OZpc."

#### **Ignore Mixed Digits**

Do not stop on combinations of digits and numbers not recognized by Spell Check. For example, Spell Check does not stop on 12F, t3sting, or 500th.

#### **Report Repeated Words**

Stop on repeated words unless the words have been added to your Personal, Case or Job wordlist.

#### **Strip Possessives**

Spell check only the root word.

#### **Suggest Split Words**

Offer two separate words as a Suggestion for a single word that can legitimately be two words. For example, Spell Check stops on "someperson" and offers the Suggestion "some person."

#### **Ignore Single Characters**

Do not stop on individual characters. For example, do not have Spell Check stop on the X in "X marks the spot."

#### **Add Changes To Wordlist**

Add the highlighted word and its replacement to the job Wordlist as a Suggest, when the Change action is used. For example, Spell Check stops on the word "someperson". You select "some person" from the Suggestions list and the Change action. In the job's Wordlist, the following entry is added: "someperson" Suggest "some person."

#### **Check Punctuation**



Stop on multiple punctuation that is not recognized and suggest correct ending punctuation for Question and Answer paragraph styles. Ending punctuation includes question mark, period or dashes.

**Check Colloquy Punct.**

Check for a period at the end of a Colloquy paragraph.

**Check Spacing**

Stop on incorrect spacing following punctuation, abbreviations, between words or at the beginning of a paragraph. Spell Check does not stop on a space at the beginning of the paragraph created by a <Tab> format symbol. [Advanced Spell Check Options](#) affect how Spell Check handles spaces after a colon and an abbreviation.

**Check Fields**

Spell check text typed when filling in fields. This option is active when you also select the Spell Check While Defining option or while Spell checking the transcript.

**Report Repeated Paragraphs**

Stop on repeated paragraph styles. Spell Check suggests specific names from the Speaker List when repeated Colloquy is reported.

**Report Empty Pages**

Stop on pages with no text. You can select to Ignore the empty page or click in the transcript and delete the New Page format symbol from Reveal Codes.

**Check for missing By Lines**

Stop on possible missing By Lines. The Fix Missing By Line dialog box displays where you can determine how to handle the possible error. See [Search Next Missing By Line](#) for additional information.

**Report Empty Q/A/C Paragraph**

When selected, Spell Check will stop on empty Question, Answer and Colloquy paragraphs. If you select Ignore All on an empty Colloquy paragraph, Spell Check will not stop on empty Colloquy occurrences with the same name. For example, if Spell Check stops on an empty <Colloquy>MR. WILSON: and you select Ignore All, Spell Check will not stop on any remaining empty occurrences of <Colloquy>MR. WILSON:. Ignore All is not available when Spell Check stops on an empty Q or A.

**Deselect All**

Deselect all options. By using Deselect All, you can deselect all the options at once and then select the specific one you want to use. For example, you may want to use this feature when creating a macro to select a specific Spell Check Option. To run a macro for a specific Spell Check Option, first deselect all the other options.

**Additional Wordlists**

Use the **Add** button to display the locate and include additional [Wordlists](#) for use with Spell Check. Once added to the list, you must check the box next to each Wordlist you want to apply during Spell Check. Uncheck the box to inactivate the Wordlist but keep it in the list for later use. Use **Remove** to delete the Wordlist from the list. You can Add it again if necessary.

Wordlists are applied during Spell Check in a [priority](#) order. Additional Wordlists are applied before all other Wordlists except the Ignore All Wordlist which is a temporary Wordlist that is not viewable. Wordlists contained in the Additional Wordlists are applied in display order. Use the **Move Up** and **Move Down** buttons to reorder the list.

### Match Common Word Processors

The Match Common Word Processors option uses an exclude list that contains all common words from the Wintertree American wordlist or Wintertree British wordlist that some commonly used spell checkers (i.e. word processor software) report as being misspelled. Although there are words in the Wintertree American wordlist or Wintertree British wordlist that commonly used spell checkers mark as misspelled, many of those same words may be recognized spellings in other spell checkers. By checking this option, you are setting CATalyst's spellchecker to stop on these words even though the built-in wordlist says these words are correct.

When you select the Match Common Word Processors option, the listed legal and medical wordlists are automatically deselected (to give you the most desired results). Deselecting the Match Common Word Processors option does not automatically reselect all the wordlists listed below. You will need to select each wordlist you want to use. All commonly used spell checkers may not have medical and legal terminology as a part of their wordlists. If all the medical and legal wordlist are deselected, you most likely will need to add some medical and legal words to your Personal Wordlist (with the Ignore attribute) so Spell Check doesn't stop on them. For example, if you select the Match Common Word Processors option and deselect the medical and legal words, you may have to add "Voir" (Voir Dire) to your Personal Wordlist so Spell Check doesn't stop on it. There may be medical words you will need to add also. If you select this option and continue to select all medical and legal wordlists, you may still find some words that commonly used spell checkers would consider misspelled. You can select all, some or none of the wordlists, it is your decision.

*This option is grayed out if American English or British English is not selected in the Language field.*

### Use Wintertree Medical Wordlist

Check this box to use the Wintertree Medical Wordlist.

### Use Stedman's Medical Wordlist

Check this box to use Stedman's Medical Wordlist.

### Use Wintertree Legal Wordlist

Check this box to use the Wintertree Legal Wordlist.

### Use Black's Legal Wordlist

Check this box to use Black's Legal Wordlist.

### Display Red Squiggle Under Misspelled Words

Check this box to display a red squiggle underline on words that Spell Check considers misspelled. You can add the red squiggle underlined word to the Personal, Job, Case or Ignore All Wordlist. Selecting Ignore All prevents Case CATalyst from stopping on any occurrence of the word in this job during this Edit session. If you exit or close the session and reopen the file, Spell Check stops on the text previously identified in the Ignore All. By default, this option is turned on.

Move to the next red squiggle and Move to the previous red squiggle keyboard commands allow you to move directly to the next or previous red squiggle. Once you create a [keyboard assignment](#) for the commands, you can invoke them from the keyboard or include them in a macro.

### Spell Check While Defining

Check this box to invoke Spell Check automatically when the spelling of text in the Global dialog box and inserting text. When you type in the Text field and then press Enter in the dialog box, Spell Check automatically checks the word or words for correct spelling. If Spell Checks detects a possible error, the Spell Check dialog box displays. The spell check while defining options affects the following dialog boxes: Global/Replace, Filling in a field, Change Header Text, Hidden Text - insert/modify, Insert Conflict/Text, Modify Header/Footer in Layout, Make Exhibit Index Entries, define from Vertical Notes and define from Brief It. This option is active by default.

### **Spell Check While Defining during Realtime**

Spell Check While Defining during Realtime automatically checks the spelling of text in the Global dialog box and inserting text and applies strictly while writing realtime. The Spell Check While Defining during Realtime is selected by default. If you don't want Spell Check to interrupt the define process while writing realtime, deselect the option. If you only want spell check while defining active while editing, select the Spell Check While Defining option and leave the Spell Check While Defining during Realtime option unselected. The spell check while defining options affects the following dialog boxes: Global/Replace, Filling in a field, Change Header Text, Hidden Text - insert/modify, Insert Conflict/Text, Modify Header/Footer in Layout, Make Exhibit Index Entries, define from Vertical Notes and define from Brief It. This option is active by default.

### **Scan While Spellcheck**

Check this box to use the selected Scan options during Spell Check. Use the Scan Options feature to select the options.

### **Scan Options**

Set [Scan For Options](#) for Spell Check to recognize. Changes made here are also reflected in the Scan For options accessed in Edit from Tools/Options/Scan For.

### **Notify me when spellcheck completes in a text field**

When the Spell Check while Defining option is Off and you manually spell check text in a field within a dialog box using Spell Check (Shift + F7), the No Spelling Errors dialog box displays.

### **Maximum Number of Suggestions**

Enter a number between 10 and 100 to determine the maximum number of alternative words that display in the Suggestions field. The smaller the number of suggestions, the more accurate the suggestions.

### **Advanced**

Display the [Advanced Spell Check Options](#) dialog box where you can make additional Spell Check settings.

## **Advanced Transcript Spell Check Options**

Additional Transcript Spell Check options are available by selecting the **Advanced** button in the [Transcript Spell Check Options](#) dialog box. Access Advanced Transcript Spell Check Options:

- in Manage Jobs. Press **Alt + t, o, e, t (Tools/Options/Edit/Transcript Spell Check)**. In the Transcript Spell Check dialog box, select **Advanced**.
- in Edit. Press **Alt + t, o, t (Tools/Options/Transcript Spell Check)**. In the Transcript Spell Check dialog box, select **Advanced**.

## **Advanced Spell Check Options**

To make a change, click an option and select a choice from the drop down box. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Spell Check Options to their original Case CATalyst default selection.

### **Expect two spaces after colon - Yes/No**

Determine how Spell Check handles spaces after a colon. Select **Yes** to have Spell Check stop when there are less than two spaces following a colon. Select **No** to set Spell Check to not stop when one or two spaces follow a colon. The default is No.

### **Allow one or two spaces after an abbreviation - Yes/No**

Determine how Spell Check handles spaces after abbreviations with periods. Select **Yes** to prevent Spell Check from stopping when one or two spaces follow an abbreviation with a period. Select **No** to have Spell Check stop when one space follows an abbreviation with a period. The default is Yes.

### **Restart from top defaults to Yes - Yes/No**

When Spell Check reaches the end of the file, you are prompted to continue Spell Check from the beginning of the document. Select **Yes** to set the cursor focus default to "Yes." Spell Check continues checking the document from the beginning. Select **No** to set the cursor focus default to "No." Spell Check stops and the cursor focus remains at the end of the file. The default selection for this option is Yes.

### **Default action in Spell Check dialog box - Change/Global/Ignore/Ignore All/Wordlist**

Set the default action for the cursor focus in the Spell Check dialog box. For example, when spell checking a transcript, you generally select the Ignore All action. Select Ignore All as the default action. When you press Enter in the Spell Check dialog box, Case CATalyst invokes the Ignore All option. Choose one of the following: **Change**, **Global**, **Ignore**, **Ignore All**, or **Wordlist**. The default is Ignore.

### **Spell Check contractions as separate words - Yes/No**

Spell Check considers words that start with a letter followed by an apostrophe, such as c' , l' or d' misspelled. For example, Spell Check considers "c'est" misspelled and suggests "c' est" with a space following the apostrophe. Select **Yes** to prevent Spell Check from considering these types of words misspelled when writing in languages such as French or Italian with the [Transcript Spell Check](#) Language option set for the respective language. The default is No.

### **Use Higher Level Case Wordlists - Yes/No**

If you have a case within a case, select Yes to use the top level case wordlist and any subsequent case wordlists when spell checking the current transcript. The current case wordlist has the highest priority, the next case wordlist above the current case has the second highest priority, etc. For example, let's say you have a case called Arbitration. In the Arbitration case, you have another case called 2012. In the 2012 case you have another case called Smith. In the Smith case you have a job called Nov11AR. If this option is set to yes, when you are spell checking the Nov11AR job, the Smith **case** wordlist has the highest **case** wordlist priority, 2012 **case** has the second highest **case** wordlist priority, and the Arbitration **case** wordlist having the third highest **case** wordlist priority.

### **Personalized Spell Check punctuation characters**

Specify nonstandard grammatical punctuation on which you want Spell Check to stop. For example, let's say want Spell Check to stop on a ^ (caret) or \* (asterisk) you or your scopist use as a placeholder. You would type the characters in the field without spaces.

## Include Options

Include options determine certain settings when using the [Include](#) feature. Set the folder location from which to select a file and determine how to apply the page layout for the included file.

Access Include options:

- in Manage Jobs. Press **Alt + t, o, e, i** (**Tools/Options/Edit/Include**).
- in Edit. Press **Alt + t, o, i** (**Tools/Options/Include**).

## Include Options

To make a change, click an option. Depending on the field, make a selection from the drop down box, type an entry or use the Browse button. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

### Remember Bring Layout setting

The default setting of **Yes** has Case CATalyst remember the status of *Bring Layout* field along with the state of the Keep Inc (Include) File Page Numbering and Keep Orig (Original) File Page numbering options and will retain the settings the next time the selected include file is included. For example, you include your Title page and check the *Bring Layout* box. You then include your Mark Exhibit file and do not check the *Bring Layout* box. Case CATalyst remembers that *Bring Layout* is checked for the Title page and unchecked for the Mark Exhibit. The next time you Include the Title page, Case CATalyst displays the Included dialog box with *Bring Layout* checked. The next time you Include the Mark Exhibit file, Case CATalyst displays the Include dialog box with *Bring Layout* unchecked. If you do not want CATalyst to remember the state of the Bring Layout option, set this option to **No**. The default setting is Yes.

### Remember last include folder


Select **Yes** to have Case CATalyst remember the last folder location from which you selected an Include file. The next time the Include command is used, the Include dialog box defaults to the last folder location. Select **No** to have Case CATalyst always default to the current user folder unless you choose a different default location, by selecting Yes in the *Use default include folder* field and identifying a location in the *Default Include Folder* field. The default is Yes.

### Use default include folder

Select **Yes** to choose to a default location from which you select Include files when using the Include command. You must also identify the location in the *Default Include Folder* field. For example, if you work in a network environment, you have one location to store all the Include files for reporters and scopists to share. Select Yes and then identify the location in the Default Include Folder field. Select **No** to not use a default folder. Case CATalyst always defaults to the current user folder.

This option is only available when the *Remember last include folder* option is set to No.


### Default Include Folder

This option is only available when the *Remember last include folder* option is set to No. Click the Browse  button to select the default folder that the Include command automatically opens. The setting is remembered until you change it.

## Field Options

Field Options determine how Case CATalyst handles certain parameters when working with fields.

Access Field Options:

- in Manage Jobs. Press **Alt + t, o, e, f** (**Tools/Options/Edit/Field**).
- in Edit. Press **Alt + t, o, f** (**Tools/Options/Field**).
- in Edit. From the Speaker List dialog pane, click the Settings  icon. From the Choose Speaker List Fields dialog box, click **Options**.

## Field Options

To make a change, click an option. Depending on the field, make a selection from the drop down box, type an entry or use the Browse button. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

### Time separated by

Determine how to format the time in Time fields, such as [!Static Time] or [!Current Time]. Select **None**, **Colon (:)** or **Period (.)**. The default setting is Colon (:). Select None to the time display without a separator, for example, when using the Static Time - 24 Hour predefined field.


### Time display morning/afternoon

Fields that indicate time are followed by the morning or afternoon designation. Select the format to display with or without periods. The default is a.m./p.m., with the periods.

### Fill-In-Field in current user

Select **Yes** to open the Fill-In-Field List in the current user when using the Scan and Fill in Fields command or when double clicking a List Group field. Select **No** to open the Fill-In-Fields list from another location. You may want to use another location in a network environment when all users share a Fill-In-Fields List. Specify the path for the alternate location in the *Fill-In-Field path* field. The default is Yes.

### Fill-In-Field List path

This option is only available when the *Fill-In-Field in current user* option is set to No. Click the Browse  button to select the location of the Fill-In-Fields List. The setting is remembered until you change it.

### Fill-In-Field cursor location in

Set the default position for the cursor when opening the Fill in Fields dialog box. Place the cursor focus in either the **Field Value** text box or the **Select List**. Having the cursor location in either field allows you to quickly locate an entry by typing the first few letters. If the cursor is in the Select List section, capitalization of entries is ignored. Field Value is the default location.

### Retain Fields when Pasting

Select **Yes** to retain the field value and functionality of fields when pasting cut or copied text containing fields. Select **No** to paste fields as plain text without field functionality. The default is No.

### Sort attorney names using Attorney Sort column

Select Yes to display attorney names last name first in the [Fill In Field](#) dialog box for easy selection. Case CATalyst inserts the name into the transcript as it appears in the Attorney field of the [Fill-In-Fields List](#). For example, in the Fill-In-Fields List, you have the Attorney field entry as Jessica M. Sordillo. In the Attorney Sort field it displays as Sordillo, Jessica M. The name is inserted into transcript as Jessica M. Sordillo.

Yes is the default. When this option is active, the cursor focus defaults to the Select List section of the dialog box. Case CATalyst displays (*Attorney Sort Active*) in the Fill in Field dialog box when this option is set to Yes.

You may want to review entries in the Fill-In-Field List to make sure the names are sorted correctly when using this option. There may be occasions where Case CATalyst cannot properly sort the name. For example, you have an attorney JOHN VAN DEN TILLAAR listed in the Attorney field. Case CATalyst sorts the name as TILLAAR, JOHN VAN DEN because it does not know "Van Den Tillaar" is the entire last name. Modify the Attorney Sort field to reflect the correct sorting order, VAN DEN TILLAAR, JOHN. Case CATalyst ignores certain suffixes when filling in the Attorney Sort field, such as Jr., Sr. and Esq.

### Common Speakers

Specify default [EZ Speaker](#) names, those that do not change from job to job, to display in the [Speaker List](#). Common speakers, for example, might be THE BAILIFF, THE CLERK or THE WITNESS. The Speaker List allows you to easily insert speaker names into a transcript in Colloquy or By Line format. You can add job specific speaker names to the Speaker List before translating or during Edit.

Click an EZ Speaker and type a new name or modify the name in the field on the right. Click the down arrow to display the color pallet and click a color. The speaker name displays in the transcript with the selected color.

## Word Definition Options

Word Definition Dictionary Options allow you to confirm the version of Merriam-Webster dictionary being used, confirm the location of the Merriam-Webster wordlist and definition files and change the colors for the Word Definition dialog box. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Access Word Definition Options:

- in Manage Jobs. Press **Alt + t, o, e, w** (**Tools/Options/Edit/Word Definition**).
- in Edit. Press **Alt + t, o, n** (**Tools/Options/Word Definition**).
- in Edit. From the Word Definition dialog box, click the **Setup** icon.

## Word Definition Options


To make a change, select a choice from the drop down box or navigate to a folder location using the Browse button. When finished with your selection, click **Apply**. When finished with all your changes, select **OK**.

### Dictionary Tab


#### Available Word Dictionaries

The default dictionary, Merriam-Webster Dictionary, comes with the Case CATalyst software. The most current Merriam-Webster dictionary displays. Click the down arrow to display other available versions.

#### Words Path

Displays the current location for the Merriam-Webster wordlist file, MWWords.bin. The default location for this file is the same location where Case CATalyst was installed. To change the location, click  and navigate to the new location.

### Definitions Path

Displays the current location for the Merriam-Webster definitions file, MWDef.bin. The default location for this file is the same location where Case CATalyst was installed. To change the location, click  and navigate to the new location.

### Colors tab

Using the options on the Color tab, modify the Background Color, Text Color, and Link Color in the Word Definition Dictionary dialog box. For each option, select a color from the drop down menu or create a customized color. To create your own color, consult your Windows documentation for more information.

## QuickFix Prefix Options

QuickFix Prefix Options displays the Prefixes dialog box which contains the current A - Z assigned entries that. The QuickFix Prefix command attaches a prefix to a word using the [EZ Link](#) rules of spelling. QuickFix Prefix also uses the [Prefixsuffixrules.ini](#) file when the Prefixsuffixrules.ini file is located in your System Files case. Case CATalyst attaches the prefix you select from the list of prefixes and attempts to correctly spell the combined word, first checking the Spell Check wordlist for a match. If no match exists then Case CATalyst attaches the combined root word and prefix without any spelling changes.

To Access QuickFix Prefix options:

- in Manage Jobs. Press **Alt + t, o, e, p** (**Tools/Options/Edit/QuickFix Prefix**).
- in Edit. Press **Alt + t, o, p** (**Tools/Options/QuickFix Prefix**).
- in Edit. From the QuickFix dialog box, select **Prefix** and then select **Options**.

## QuickFix Prefix Options

Type in a field to modify the entry. To remove an entry, highlight the existing text and press **Del** (**Delete**). When finished, press **Enter** (**OK**). The changes display in the QuickFix Prefix list.

## QuickFix Suffix Options

QuickFix Suffix Options displays the Suffixes dialog box which contains the current A - Z assignments. QuickFix Suffix attaches a suffix to a word using the [EZ Link](#) rules of spelling. QuickFix Suffix also uses the [Prefixsuffixrules.ini](#) file when the Prefixsuffixrules.ini file is located in your System Files case. Case CATalyst attaches a suffix you select from the list of suffixes and attempts to correctly spell the combined word, first checking the Spell Check wordlist for a match. If no match exists then Case CATalyst attaches the combined root word and suffix without any spelling changes.

Access QuickFix Suffix options:

- in Manage Jobs. Press **Alt + t, o, e, s** (**Tools/Options/Edit/QuickFix Suffix**).
- in Edit. Press **Alt + t, o, s** (**Tools/Options/QuickFix Suffix**).
- in Edit. From the QuickFix dialog box, select **Suffix** and then select **Options**.

## QuickFix Suffix Options



Type in a field to modify the entry. To remove an entry, highlight the existing text and press **Del** (**Delete**). When finished press **Enter** (**OK**). The changes display in the QuickFix Suffix list.



## Brief It Options

Brief It is a translation feature that suggests conflict free brief forms for words and phrases that you write during a realtime job. When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form in one of your dictionaries (or your Personal Briefs file) and displays it in the Brief It dialog pane. You can write the suggested/reminder brief to reduce writing multiple stroke outlines.

[Brief It](#) options (Realtime Aid Options dialog box) contain certain customized settings that control how briefs are suggested, what briefs are displayed, where used briefs go, what steno characters are included/excluded in briefs and how briefs are displayed in the Brief It dialog pane during realtime. [Live Suggestions](#) options are also available in the Realtime Aid Options dialog box when selecting Brief It options. The Brief It and/or [Live Suggestions options](#) need to be selected on the Case CATalyst Translate Options [Realtime tab](#) in order for Brief It and/or Live Suggestions to be active. By default, the Brief It and Live Suggestions options are checked and active.

Brief It options affect both regular CATalyst translation and CATalyst BCS captioning.

Access Brief It Options:

- at Manage Jobs. Press **Alt + t, o, e, b** (**Tools/Options/Edit/Brief It**).
- at Manage Jobs or anywhere in Case CATalyst. Click the All Options icon () in the All Options dialog box select Edit Panes and then Brief It.
- at Manage Jobs. Press **Alt + t**, select All Options, in the All Options dialog box select Edit Panes and then Brief It.
- in Edit. Press **Alt + t, o, b** (**Tools/Options/Pane Options/Brief It**).
- in the Brief It dialog pane. Click the Brief It Settings  icon.

## Brief It Options

### Max Words Per Brief

Set the maximum number of words for a brief that Brief It suggests. Select between 1 and 10 words. For example, if the setting is 7 and you write "...first date you contacted Rockford Credit Union," a brief may be generated for the entire phrase. If the setting is 3, a brief might be suggested for "Rockford Credit Union." The default is 5.

This setting is also used when generating phrases for the [Case Prep](#) feature.

This option does not affect marking a phrase and using the Suggest a Brief command.

### Show Phonetic Steno

When selected, this option will change steno character combinations into the "phonetic" sound of the combined letters when offering a suggestion. The option simply changes the display of the steno characters and still keeps the normal Brief It logic. For example, let's say you select the Show Phonetic Steno option and you write the phrase "large imbalances", Brief It would display the suggestion as "LARJ" instead of "HRARPBLG." Another example might be if you wrote "to the extent that" and Brief It offered "TO\*EX" instead of "TO\*EBGS".

The Show Phonetic Steno option includes two options for words starting with Z and ending with X. The options are selected by default. If the SWR=Z option is selected, then suggested briefs for words/phrases starting with Z will display as Z. If the option is deselected, suggested briefs for words/phrases starting with Z will display as SWR. If you write SWR for the Z sound, then you most likely will leave the option selected. Since the initial Z sound can be written differently depending on the steno theory, if you write different steno for the initial Z, you may want to deselect the option. For example, let's say the reporter doesn't write SWR for the initial Z and the option is selected. During the job the name "Zimmerman" (STKEUPL/ER/PHAPB) is written several times and Brief It suggests Z\*IM. Since the reporter doesn't 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. The reporter can deselect the SWR=Z option and when a Brief It suggests a brief for a word/phrase starting with Z, the steno will display SWR instead of showing a Z.

With the BGS=X option selected, suggested briefs for words/phrases ending in the X sound will display an X. If the option is deselected, the suggested briefs for words/phrases ending in the X will display as BGS (KS). For example, let's the reporter writes the word "hoax" several times or the reporter uses the Suggest a Brief command to get a brief suggestion. If the BGS=X option is selected, Brief It might display a suggestion using an X like HO\*X. If the BGS option is deselected, the suggestion might display as HO\*KS.

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

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

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

### **Only Suggest 1 Stroke Briefs**

Check this box to have Brief It suggest only one stroke Suggested briefs. By default, Brief It always suggests a one stroke brief with the asterisk before suggesting a two stroke brief. Selecting this option also affects Reminder and Personal briefs. For example, you write "neurotoxicity" in 4 or 5 strokes. When this option is active, Brief It does not remind you that you have "TPHEOR/TOX" in your Personal Dictionary as a two stroke entry for "neurotoxicity."

### **Write Twice to Define**

Brief It, by default, automatically creates a J-Define or a K-Define (Define to Case Dictionary) the first time you use a Suggested brief. Checking this box requires you to consecutively write a brief twice before Brief It creates a J-Define or K-Define. You may want to use this option to try a Suggested brief before making it a definition.

For example, Brief It suggests /A\*BT for "Abbott Labs." If the Write twice to Define option is active, you would need to write /A\*BT/A\*BT to have Case CATalyst create the define, /A\*BT for "Abbott Labs." Once defined, you write A\*BT for "Abbott Labs" for the remainder of the job. By default, this option is not active.

When you have the Write Twice to Define option selected and the Allow Double First Syllable option selected, if the suggested brief has two identical strokes, Brief It will behave as if "Write Twice to Define" option was not active. (In other words, you do not need to write the brief 4 times to use it.) If the brief is one stroke or is multiple (not identical) strokes, briefs will need to be written twice to be used.

### **Define to Case Dictionary**

Check this box to place a Suggested brief in the case dictionary once it is written. This is the default. If the current job is not in a case, then the brief is placed in the job dictionary.

### **Personal/Reminders Only**

Check this box to display only Reminder (shorter definitions in your Personal Dictionary) and Personal (entries in your Personal Briefs file) briefs in the Brief It dialog pane. Suggested briefs are not created. When using the Suggest a Brief, Transcript Brief It or Text List Brief It commands, Brief It only displays Reminders or Personal Briefs. When using Suggest a Brief and no Reminders or Personal Briefs are available, a message displays indicating that a brief cannot be suggested.

### **1 Stroke Reminders for 2 Strokes**

Check this box to have Brief It offer one stroke Reminders or Personal briefs when writing two stroke entries. For example, you write "you don't" in two strokes and there is a one stroke version in your Personal Dictionary. Brief It shows the one stroke brief as a Reminder. If Brief It finds two one stroke dictionary entries for the matching text, Brief It suggests the most frequently used matching one stroke entry. If the matching one stroke entries have been used the same many times, then Brief It suggests the matching one stroke entry with the least amount of steno keys.

### **Auto Open Brief It**

Check this box to automatically display the Brief It dialog pane when starting realtime. By default, this option is selected.

### **Send Used Briefs To Cat Scratch**

Check this box to automatically send a Suggested brief you use to the Steno/Text section of the [Cat Scratch](#) dialog pane.

### **Steno Include/Exclude**

Displays the Brief It Options table where you can [modify](#) the Require and Exclude entries. If you select Steno Include/Exclude, you will be prompted to save your changes and Brief It options open. The Require entry contains the steno character or steno combination that you want included in every Suggested brief Brief It generates. There is only one Require entry. By default, the asterisk (\*) is set as a required character.

Exclude entries contain steno characters or steno combinations to exclude from every Suggested brief. In other words, you can add steno characters or steno combinations that may be difficult for you to write or you don't want offered in a suggestion. You can have multiple Exclude entries.

### **Personal Briefs**

Display the Briefs.txt file where you can [create](#) and [modify](#) Personal brief entries. If you select Personal Briefs, you will be prompted to save your changes and the Realtime Aid Options dialog box will close and the Personal Briefs file will open. Personal briefs are brief forms you create which contain words and phrases along with the steno. These may be briefs received from magazines or another reporter which you did not want to put in a dictionary. Brief It does not use a personal brief that conflicts with dictionary entries.

### **CommonWords**

The CommonWords list contains words that prevents Brief It from suggesting a phrase that begins or ends with any word in the list. For example, let's say you write "after all was said" several times in the transcript but a brief is not suggested. If you look in the CommonWords list you see that all the words in the phrase are in the CommonWords list. Display the [CommonWords.txt](#) file in Notepad or WordPad to review, delete, add or [modify](#) entries. This file is also used for [Case Prep](#).

### Allow Briefs with Numbers

An Allow Briefs with Numbers option has been added to Brief It. Perhaps you have been in that court proceeding or deposition where Bates numbers or dollar amounts are repeated and you wished Brief It would give you a brief for those repeated number sequences. An additional option is available in the Steno Include/Exclude list, where a Required for Numbers entry is available. The Required for Numbers entry allows you to specify particular steno characters that will be included in the number brief suggestion. For example, let's say that the Required for Numbers entry is EU. You write 23925 several times throughout the transcript, Brief It might suggest 23EU9 incorporating the first, second and third numbers along with the required entry steno characters for numbers. By using the Required for Numbers entry, you will have a consistent steno outline with a suggested numbers brief. By default, EU is the steno assigned to the Required for Numbers entry in the Brief It Include/Exclude List. The Required for Numbers steno can be modified to fit your writing style or deleted so that no steno is required for numbers.

Brief It will remove the digits and use the normal Brief It logic for a suggestion and if no suggestion is found, Brief It will suggest a brief using up to 3 digits that were written in the order the digits were written (along with the required steno from your Brief It options) and if no suggestion is found, Brief it will continue to suggest numbers written in order with non-digit sounds or digits in any order with non-digit sounds.

By default, the following number/steno key combinations are excluded in the Brief Include/Exclude Options:

#1K, #2K, #3W, #4R, #6-R, #7-B, #8-G, #9-S

To prevent any number bar number from being suggested, press **Ctrl + i** and type **#** and press **Enter**.

### Allow Double First Syllable

Many reporters learned to brief speaker names and terminology by writing the first syllable of the name/terminology twice. For example, let's say the word "neurotoxicity" is used multiple times in the transcript. A reporter might write "neurotoxicity" as TPHUR/OE/TOBGS/EUS/TEU and since it is appearing multiple times in the job, the reporter might write TPHAO\*UR/TPHAO\*UR as a brief. The Allow Double First Syllable option has been added to the Brief It feature for those reporters that might want Brief It to offer the first syllable twice as a suggestion. When the Allow Double First Syllable option is selected, Brief It may offer the first syllable of the text (single word or phrase) written twice as the suggested brief. For example, the word "fluorescent" is used multiple times in the transcript. You write "fluorescent" in multiple strokes and Brief It suggests TPHRAOU/TPHRAOU. In other words, it suggests doubling the first syllable of the word "fluorescent."

When you have the Write Twice to Define option selected and the Allow Double First Syllable option selected, if the suggested brief has two identical strokes, Brief It will behave as if "Write Twice to Define" option was not active. (In other words, you do not need to write the brief 4 times to use it.) If the brief is one stroke or is multiple (not identical) strokes, briefs will need to be written twice to be used.

When this option is selected, it has the highest priority over other selected options for words and a later priority for phrases.

To select or deselect the Allow Double First Syllable option, do any of the following to display the Realtime Aid Options dialog box:

- At Manage Jobs, select Tools, Options, Edit, Brief It.

- During realtime, click the Options icon on the Brief It toolbar.
- Select Tools, Options, Pane Options, Brief It...

**PLEASE NOTE:** If you do not want the asterisk (\*) as a part of any double first syllable brief suggestions, you need to put the asterisk in as an exclude stroke in the Steno Include/Exclude table. Excluding the asterisk means that asterisk will not be a part of any brief suggestion.

## Live Suggestions

### Insert Oops when replacing with a live suggestion

By default, when you select to replace an untranslate and/or text with a Live Suggestion, an [Oops](#) format symbol (Oops-10 category) is inserted into the transcript at the location of the replacement. If you use the [Hotspots](#) pane, you can display all locations of the Oops format symbols in the transcript or you can set your [Scan For](#) options to stop on Oops format symbols. If you do not want the Oops format symbol inserted when replacing an untranslate and/or text with a Live Suggestion, deselect this option.

If you define an untranslate and/or text with a Live Suggestion, the Oops format symbol is not inserted into the transcript at the location. The define will be in the transcript's Global Table.

### Number of suggestions

By default, up to three Live Suggestions will display in the Brief It pane. You can adjust the number of suggestions that display from 2 to 5. To make a change, use the up/down arrows to increase or decrease the amount of Live Suggestions that display for a particular untranslate.

### Dictionary Defines go to:

Select the destination dictionary you want a defined suggestions to go to when using the Define With LS1 - LS5 commands. When this option is set to Case dictionary, if the transcript is not in a case, the destination dictionary is the job dictionary. When defining a Live Suggestion, the global is applied to the entire file. When defining with a Live Suggestion, the definition is placed in the transcripts Global Table in addition to the respective dictionary. If your [Dictionary Options](#) are set to have D-defines go to the Update Area, then if this option is set to Personal Dictionary, the Live Suggestion definitions will go to the Update Area.

### Show "translated" text as first Live Suggestion

By default, this option is active and Drag/Drop, Suffix Drag/Phrase Maker and phonetic translated text will be the first choice in the Live Suggestions list (and Quick Suggest). If Spell Check thinks the "translated" text is misspelled and this option is selected, the misspelled translation will not be offered as the first suggestion. If you do not want the Drag/Drop, Suffix Drag/Phrase Maker or phonetic "translated" text offered in the Live Suggestion and Quick Suggest list, deselect this option.

### Live Suggestions Favor

By default, the Live Suggestions feature is set to Balanced. Depending on many factors, you may want to adjust the Live Suggestions Favor option. For example, let's say you have a very fast computer and you want to improve the quality of your Live Suggestions, you may want to try the Quality setting. Or, let's say your realtime is a little sluggish on your old notebook, you may want to try the Speed setting to reduce the time Live Suggestions looks for suggestions.

- Quality  
Quality settings are set to spend up to 5 seconds looking for suggestions and will wait up to 5 steno strokes before ending the search for suggestions.

- **Balanced**  
Balanced is the default setting with settings to spend up to 2 seconds looking for suggestions and will wait up to 3 steno strokes before ending the search for suggestions.
- **Speed**  
Speed settings are set to spend up to 1 second looking for suggestions and will wait up to 3 steno strokes before ending the search for suggestions. If you are running Case CATalyst on older hardware and your realtime is a little sluggish and you want to use Live Suggestions, you may want to try this setting.

## Contraction Rules

The [Cycle Contraction](#) command expands a contraction into whole words and contracts whole words into a contraction. Expansion and contraction rules determine how the Cycle Contraction command handles the expansion and contraction of words. You can modify these rules.

Expansion rules determine how a contraction becomes two words. As an example, the expansion rule for the apostrophe d ('d) contains the words "would" and "had." The Cycle Contraction command presents the words "would" and "had" when expanding a contracted word ending in 'd. If you used the Cycle Contraction command on the word "you'd" it cycles through "you would" and "you had."

Contraction rules determine how two words become a one word contraction. As an example, the contraction rule for the word "had" contains, apostrophe d ('d). The Cycle Contraction commands uses the "'d" when making two words into one contracted word. If you used the Cycle Contraction command on the words "she had," it presents "she'd."

You can specify exceptions to the rules. The Contraction Rule dialog box, by default, contains two exceptions to the rules. For example, there is a rule for the word "us" and to have it only contract when preceded by the word "let" to make the word "let's." In another example is a rule that correctly cycles "will not" to "won't" but never to "willn't."

Access Cycle Contraction Rule dialog box:

- in Edit. Select **Tools/Options/Contraction Rules**.
- in Manage Jobs. Press **Alt + t, o, e, c (Tools/Options/Edit/Contraction Rules)**.

## Contraction Rules

Create or modify a contraction rule:

1. On the Contraction Rules tab, do one of the following to create or modify a rule. If you want to remove an entry from the list, highlight it and click the Delete icon.
  - Click the New icon to create a new rule.
  - Double click an entry to modify an rule.
2. The Edit Contraction Rule dialog box displays. Make necessary entries:

### Root Word

Type the whole word of the contraction. For example, if adding the contraction "not" you would type "not" (without the quotes).

### Contracted from


Type the abbreviated version of the root word. For example, using the root word "not," type "n't".

3. Press **Enter (OK)** to complete the entry and close the Edit Contraction Rule dialog box.

4. Press **Enter (OK)** to save the entry or create an Exception or Valid Precedent for the entry. Do one of the following:


### Exceptions

Use Exception when there is an exception to the contraction rule for a specific word.

- a. Click the **Exception** radio button.
- b. In the Exception text box, click the New  icon. The Edit Contraction Exception dialog box display.
- c. In the *Exception Text* field, type the root word that, when combined with the contraction, forms an unexpected word. For example, when “will” and “not” contract, the correct contracted form of the word is “won’t” not “willn’t.” You type the root word “will” (without quotes).
- d. In the *Cycle to* field, type the correct contracted word. Using the previous example, you type “won’t” (without quotes).
- e. Press **Enter (OK)** to complete the entry and close the Edit Contraction Exception dialog box.
- f. Press **Enter (OK)** in the Cycle Contraction Rules dialog box to save the entries.

### Valid Precedents

Use Precedents when there is an exception to the contraction rule because it is only used as a contraction when a specific word precedes it, such as “us” contracting to “s” only when preceded by “let.”

- a. Highlight an entry and click the **Valid Precedent** radio button.
- b. In the Exception text box, click the New  icon.
- c. In the blank field, type the word that precedes the contraction. Using the same example, type the word “let” (without quotes).
- d. Press **Enter** to complete the entry.
- e. Press **Enter (OK)** in the Cycle Contraction Rules dialog box to save the entries.

## Expansion Rules

Create or modify an expansion rule:

1. On the Expansion Rules tab, do one of the following to create or modify a rule. If you want to remove an entry from the list, highlight it and click the Delete icon.
  - Click the New icon to create a new rule.
  - Double click an entry to modify an rule.
2. The Edit Expansion Rule dialog box displays. Make necessary entries:

### Contraction

Type the contracted form of the word. For example, if adding the contraction “not” you type “n’t” (without quotes).


### Expansion

Type the whole word the contraction represents. Using the previous example, you type "not" (without quotes). To add additional root words, click the New icon and type the new word and press **Enter**.

3. Press **Enter (OK)** to save the entry or create an Exception or Valid Precedent for the entry. Do one of the following:


### Exceptions

Use Exception when there is an exception to the expansion rule for a specific word.

- a. Click the **Exception** radio button.
- b. In the Exception text box, click the New  icon. The Edit Contraction Exception dialog box display.
- c. In the *Exception Text* field, type the contracted form of a word. For example, you want to create an exception for the expansion rule to expand "can't" to "cannot" instead of "can not." Type "can't" (without quotes).
- d. In the *Cycle to* field, type the words the expansion of the contraction represents. Using the same example, type "cannot" (without quotes).
- e. Press **Enter (OK)** to complete the entry and close the Edit Contraction Exception dialog box.
- f. Press **Enter (OK)** in the Cycle Contraction Rules dialog box to save the entries.

### Valid Precedents

Use Precedents when there is an exception to the expansion rule when a specific word precedes it the contraction.

- a. Highlight an entry and click the **Valid Precedents** radio button.
- b. In the Exception text box, click the New  icon.
- c. In the blank field, type the word that precedes the contraction.
- d. Press **Enter** to complete the entry.
- e. Press **Enter (OK)** in the Cycle Contraction Rules dialog box to save the entries.

## Read

Read options allow you to determine settings applied when reading steno notes into your computer. These settings cover [basic](#) and [advanced](#) options. You can also select to display certain [warning messages](#) associated with reading notes.

## Read Setup

Read Setup determines the settings necessary for reading steno notes from your writing machine into Case CATalyst. Settings depend on your writer and your method for reading notes, such as USB cable or Data SD card. Depending on the selected method, fields in the Read Setup dialog box are unavailable when they are not applicable.

Read Setup options are customizable by user and remain until you change them. The Read Setup dialog box with the Read options is available each time you read steno notes. If you use the same method each time you read notes, such as USB or Data SD card and are the only user on your system, you can select to by-pass the Read Setup dialog box.



For steno machines not manufactured by Stenograph, refer to your vendor for more information about read settings. Additional information may also be available on the Stenograph Solution Center at <http://www.stenographsolutions.com/solution>.

Access Read Setup options:

- in Manage Jobs. Press **Alt + t, o, r, s (Tools/Options/Read/Settings)**.
- in Manage Notes. Press **Alt + t, o, r (Tools/Options/Read Settings)**.
- when reading notes, if the Option to remember settings has been previously selected to prevent the display of the Read Setup dialog box. Press **Alt + u, r (Function/Read Notes)**.

## Read Setup Options

Make a selection from the drop down list or check the box next to an option to select it. When finished with all your changes, select **OK**.

### Device

Select the steno machine used to create the note file or connected to your computer. Steno machines listed are Luminex, Diamante, Fusion, élan, Stentura, SmartWriter, Wave, Protégé, StenoRam III, III+, Ultra, FlashWriter and Baron TX.

### Method

Select one of the following methods for reading steno notes. Only methods applicable to the selected steno machine selected in the *Device* field are available for selection.

#### Direct (cable)

Read steno notes through a serial cable directly connected between your steno machine and your computer. You can read notes from a disk in the disk drive of the steno machine or read notes from the steno machine's memory, depending on your steno machine.

You cannot use the Direct (cable) option for the Luminex, Diamante®, élan Mira A3 or the Stentura Fusion. To read steno notes directly from these writing machines via USB cable, select **USB** as the Method.

#### Disk Drive

Read steno notes from a diskette or Data SD card onto your computer.

#### Backup Flash

Read steno notes from the Luminex or Diamante® Backup SD card or a élan Mira CompactFlash card or Backup SD card. This option is only available when you select Luminex, Diamante® or élan Mira in the *Device* field.

#### USB

Read steno notes from the steno machine to your computer via USB cable. This option is available when you select Luminex, Diamante®, élan, fusion or Protégé in the *Device* field. To connect the writer using a USB cable, you must be using Case CATalyst version 4.x or higher and, depending on your steno machine, have installed the Luminex, Diamante®, élan Mira or Stentura Fusion, Stentura Protégé USB driver on your computer. See your steno machine documentation for information about the installing the USB driver.

#### Luminex/Diamante®/élan Mira A3/Stentura Fusion

If you are connecting a Luminex, Diamante®, élan Mira A3 or Stentura Fusion, the Data SD card must be inserted in the Data SD slot on the steno machine to read via USB cable. Confirm selection, **Data SD card**, in the *Drive/Path* field. *When running Windows 10, you may need to set Case CATalyst to Run as Administrator in order for Windows to recognize the SD Card.*

### **élan Cybra Student/Professional/Stentura Protégé,**

If you are connecting an élan Cybra Student, élan Cybra Professional or a Stentura Protégé, select the **RAM** option in the *Drive/Path* field.

### **Browse**

Read steno notes from a location on your computer other than the selected drive. For example, you may want to use this option if you have stored your steno notes in a location on your hard drive outside of Case CATalyst.

### **Drive/Path**

Select one of the following:

#### **The appropriate drive letter**

Read steno notes from a diskette, Backup SD card, Data SD card or Memory. *When running Windows 10, you may need to set Case CATalyst to Run as Administrator in order for Windows to recognize the Data SD or Backup SD Card.*

#### **Data SD**

Read steno notes from a Data SD card via USB cable.

#### **RAM**

Read steno notes from the writer's RAM via USB cable. Select this option if you are reading notes from an élan Cybra Student, élan Cybra Professional or a Stentura Protégé.

#### **Memory**

Read steno notes from the Wave's memory via USB cable.

#### **Browse**

Identify the folder path to read steno notes from another location, such as a folder on your hard drive.

### **Port**

When reading steno notes through a cable, select the appropriate COM port. For more information on COM or serial port, refer to the user guide for your computer.

### **Automatically break files during Read**

Check this box to automatically break the steno note file into multiple note files during the Read process. In the Breaking Stroke field, enter the steno outline you use to designate a file break.

#### **Breaking Stroke**

If you do not turn your steno machine off during proceedings but write a stroke several times to indicate the start or end of files, you can have Case CATalyst recognize the separation stroke during the Read process and prompt you for a file name.

Type the steno outline, in this field, that you write on your steno machine to indicate the end or beginning of proceedings. You enter the steno outline once here. In the job, you must write this steno outline as least five consecutive times for Case CATalyst to create a file break. For example, you enter EPBD in the Breaking Stroke field. In the job, on your steno machine you write EPBD/ EPBD/ EPBD/ EPBD/ EPBD.

### Option

Check this box to automatically use the current setting whenever you select to read notes. Case CATalyst bypasses the Read Setup dialog box when you select to read notes.


To deselect this feature, from Manage Jobs, press **Alt + t, o, r, s (Tools/Options/Read/Settings)**. Uncheck this box and then press **Enter (OK)**. When deselected, the Read Setup dialog box displays each time you select the Read Notes function.

### Advanced

Display the [Advanced Read Options](#) dialog box where you can make additional Read settings.

## Advanced Read Options

Additional Read options are available by selecting the **Advanced** button in the [Read Setup](#) dialog box. Access Advanced Read Options:

- in Manage Jobs. Press **Alt + t, o, r, s (Tools/Options/Read/Settings)**. In the Read Setup dialog box, select **Advanced**.
- In Manage Jobs. Click the All Options icon () or press **Alt + t** and select **All Options, Read/Manage Notes**. In the Read Setup dialog box, select **Advanced**.
- when reading steno notes. In the Read Setup dialog box, select **Advanced**.

## Advanced Read Options

To make a change, click an option. Depending on the field, make a selection from the drop down box or use the Browse button. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

### Change default to Save & Edit

Set the action of the Enter key in the Read [Name and Save] dialog box when reading notes into Case CATalyst. The default setting saves the file when you press Enter. You can change the default to Save and Edit Notes so that Case CATalyst saves the files and then opens Manage Notes when you press Enter. For example, if you are an official court reporter and only need to transcribe portions of the day's notes, you may want to always select the Save and Edit Notes option. To change the setting, from the drop down menu, select **Yes** to have the Enter action Save & Edit or **No** to Save only.


### Display Print to PDF option

Select to display or hide the Print to PDF option in the Read [File Selection] dialog box. Displaying the Print to PDF option allows you to read or print the selected steno note files to PDF. [Printing notes to PDF](#) is a way to save steno notes in an generic electronic format.

From the drop down menu, select **Yes** to display the option or **No** to hide the option. The default setting is Yes.


### Default PDF Folder

The default location for steno notes printed to PDF is the My Documents folder on your computer. To change the location for the files:

- a. Click the **Browse** button,  to display the Browse for Folder dialog box.
- b. The current user displays in the Folder field as the selected location.
- c. If necessary, navigate to a different location in the Choose Folder window. To create a new folder, click the Make New Folder and type a new name in the highlighted area.
- d. Press **Enter (OK)**. The path and folder name display in the Default PDF Folder field.

## Read Warnings

Read Warnings determine whether or not a confirmation message displays if you cancel the Read function while reading notes. Access Read Warnings in Manage Jobs. To access the Read Warning option:

- At Manage Jobs, press **Alt + t, o, r, w (Tools/Options/Read/Warnings)**.
- At Manage Jobs, click the All Options icon () , select **Read/Manage Notes** and then **Read Warnings**.
- At Manage Jobs, press **Alt + t**, select **All Options, Read/Manage Notes** and then **Read Warnings**.

## Read Warnings

Make your change in the Save Options dialog box. When finished with your change, select **OK**.

### Warn before not saving steno file.

Check this box to have a warning message display if you cancel the Read process before you finish reading steno notes.

## Advanced Manage Notes Options

### Advanced Manage Notes Options

Advanced Manage Notes options determine how steno notes print and what font is used for display. You can print steno notes from the Manage Notes feature by opening the notes file, selecting File and then Print. You can print your steno notes to a PDF file by selecting File and then Print notes to PDF.

Access the Advanced Manage Notes options:

- from Manage Jobs. Press **Alt + t, o, m (Tools/Options/Manage Notes)**.
- from Manage Notes. Press **Alt + t, o, m (Tools/Options/Manage Notes)**.

To make a change, click an option. Depending on the field, select a choice from the drop down box or type an entry. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Manage Notes Options to their original Case CATalyst default selection.


### Print Timestamps

Select to include or remove timestamps when printing steno notes. Including timestamps when printing steno notes affects the character size to steno notes. This option does not affect transcript printing. To change the setting, from the drop down menu, select **Yes** to include timestamps or **No** to not include them. The default setting is No.

### Print columns per page

Set the number of steno note columns when printing steno notes to paper or PDF. Increasing the number of columns per page decreases the size and readability of the steno notes. Type the number of desired columns per page. The default setting is three.


### Display/Print Font

Customize the font display of steno notes in Manage Notes and printed steno notes. Click the  (Browse) button to display the Font dialog box where you can choose a font style and size. The font size of printed steno notes is not affected by this setting but is determined by the *Print columns per page* option. Although the Font Style selection box is displayed, those selections do not apply to the font selection. It is suggested you select a fixed (mono) spaced font so the steno characters line up correctly as they would on a steno paper tape or steno machine.

## Dictionary

[Dictionary Options](#) include settings for where D-defines go, how to handle conflicting entries when defining, including dictionaries and pasting entries. Options also include warning settings, default keyboard map, the column display for the dictionary, [Dictionary Builder](#) options and [Dictionary Verify](#) options.

### To access Dictionary Options:

- At Manage Jobs, press **Alt + t, o, d, o** (Tools, Options, Dictionary, Options).
- At Manage Jobs, press **Alt + t** and then select All Options. Navigate to the Dictionary section and select Options.
- In Manage Dictionary, press **Alt + t, o, t** (Tools, Options, Dictionary, Options).
- At Manage Dictionary, press **Alt + t** and then select **All Options**. Navigate to the Dictionary section and select **Options**.
- Click the All Options icon () on the toolbar and then navigate to the Dictionary section and select **Options**.

## Dictionary Spell Check Options

Dictionary Spell Check Options determine Spell Check parameters applied when spell checking dictionary entries. You can select automatic Spell Check features, choose Wordlists, set the number of Suggestions and choose the language type. For example, you can add a job wordlist, choose the WinterTree Medical Wordlist, activate the option to have Spell Check ignore all capped words and single characters, display notification when Spell Check completes in a text field and set the number of suggested words to display at 10.

Spell Check uses a default wordlist along with any provided wordlists you select. Spell Check will also use the Personal Wordlist and case and/or job wordlist when spell checking. If, in the rare case, there is a word you feel is misspelled in the default wordlists, you can put the word in your [Personal Wordlist](#) with the exclude attribute.

Use [Transcript Spell Check options](#) to set Spell Check parameters for spell checking during Edit. Transcript Spell Check options are set independently from Dictionary Spell Check options.

The priority of the wordlists are as follows: Ignore All (which is in memory only), Job, Case, Personal, Exclude List (if selected), optional "other" wordlists, main language wordlists provided by Wintertree, Wintertree medical (if selected), Stedman's medical (if selected), Wintertree legal (if selected) and Black's legal (if selected).

Access Dictionary Spell Check Options:

- from Manage Jobs, press **Alt + t, o, d, s** (**Tools/Options/Dictionary/Dictionary Spell Check**).
- from Manage Dictionary, press **Alt + t, o, d** (**Tools/Options/Dictionary Spell Check**).

## Dictionary Spell Check Options

To make a change, click an option. Depending on the field, check or uncheck the box or select a choice from the drop down list. When finished with all your changes, select **OK**.

### Language

Select which language set to use when running Spell Check. Selecting a language set for Spell Check affects the language set for the WinterTree Medical and Legal [Wordlists](#). Black's Law and Stedman's Medical wordlists are only available in English.

- **American English**
- **British English**
- **French** — When using French, Spell Check considers words beginning with a letter followed by an apostrophe, such as "c'est" to be misspelled and suggests a space following the apostrophe, "c' est." Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Italian** — When using Italian, Spell Check considers words beginning with a letter followed by an apostrophe to be misspelled and suggests a space following the apostrophe. Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Spanish**
- **Brazilian Portuguese**

### Options

Check the features you want active when Spell Check runs.

#### Autocorrect

Automatically correct a word with the specified alternative contained in an applied [wordlist](#). For example, Spell Check recognizes "teh" as misspelled and automatically replaces it with "the" because the entry in the applied wordlist is: "teh" Autocorrect "the".

#### Ignore Allcapped Words

Do not stop on words or abbreviations that are all capitalized and not recognized by Spell Check.

#### Ignore Mixed Case

Do not stop on mixed case words that have more than one initial capped letter and are not recognized by Spell Check. For example, Spell Check does not stop on "CATalyst ", "McNeal", or "OZpc."

#### Ignore Mixed Digits

Do not stop on combinations of digits and numbers not recognized by Spell Check. For example, Spell Check does not stop on 12F, t3sting, or 500th.

#### Report Repeated Words

Stop on repeated words unless the words have been added to your Personal, Case or Job wordlist.

### **Strip Possessives**

Spell check only the root word.

### **Suggest Split Words**

Offer two separate words as a Suggestion for a single word that can legitimately be two words. For example, Spell Check stops on "someperson" and offers the Suggestion "some person".

### **Ignore Single Characters**

Do not stop on individual characters. For example, do not have Spell Check stop on the X in "X marks the spot".

### **Add Changes to Wordlist**

Add the highlighted word and its replacement to the Job wordlist as a Suggest, when using the Change option. For example, Spell Check stops on the word "someperson". You select "some person" from the Suggestions list. In the wordlist, the following entry occurs: "someperson" Suggest "some person". Spell Check continues to stop on every occurrence of the word in the dictionary.

### **Deselect All**

Deselect all options. You may want to use this feature when creating a macro to select a specific Spell Check option. To run a macro for a specific Spell Check option you would first need to deselect all the other options. By using Deselect All, you can deselect all the options at once and then select the specific one you want to use.

### **Additional Wordlists**

Use the **Add** button to display the Open dialog box where you can locate and include other [wordlists](#) to apply during Spell Check. Once added to the list, you must check the box next to each wordlist you want to apply during Spell Check. Uncheck the box to inactivate the wordlist but keep it in the list for later use. Use **Remove** to delete the wordlist from the list. You can Add it again if necessary.

Wordlists are applied during Spell Check in a [priority](#) order. Additional wordlists are applied before all other wordlists except the Ignore All Wordlist which is a temporary wordlist that is not viewable.

Wordlists contained in the Additional Wordlists field are applied in the order they occur. Use the **Move Up** and **Move Down** buttons to reorder the list.

### **Match Common Word Processors**

The Match Common Word Processors option uses an exclude list that contains all common words from the Wintertree American wordlist or Wintertree British wordlist that some commonly used spell checkers (i.e. word processor software) report as being misspelled. Although there are words in the Wintertree American wordlist or Wintertree British wordlist that commonly used spell checkers mark as misspelled, many of those same words may be recognized spellings in other spell checkers. By checking this option, you are setting CATalyst's spellchecker to stop on these words even though the built-in wordlist says these words are correct.

When you select the Match Common Word Processors option, the listed legal and medical wordlists are automatically deselected (to give you the most desired results). Deselecting the Match Common Word Processors option does not automatically reselect all the wordlists listed below. You will need to select each wordlist you want to use. All commonly used spell checkers may not have medical and legal terminology as a part of their wordlists. If all the medical and legal wordlist are deselected, you most likely will need to add some medical and legal words to your Personal Wordlist (with the Ignore attribute) so Spell Check doesn't stop on them. For example, if you select the Match Common Word Processors option and deselect the medical and legal words, you may have to add "Voir" (Voir Dire) to your Personal Wordlist so Spell Check doesn't stop on it. There may be medical words you will need to add also. If you select this option and continue to select all medical and legal wordlists, you may still find some words that commonly used spell checkers would consider misspelled. You can select all, some or none of the wordlists, it is your decision.

*This option is grayed out if American English or British English is not selected in the Language field.*

### **Use Wintertree Medical Wordlist**

Use the Wintertree Medical Wordlist.

### **Use Stedman's Medical Wordlist**

Use the Stedman's Medical Wordlist.

### **Use Wintertree Legal Wordlist**

Use the Wintertree Legal Wordlist.

### **Use Black's Legal Wordlist**

Use the Black's Legal Wordlist.

### **Display Red Squiggle Under Misspelled Words**

This option does not apply to dictionary Spell Check.

### **Spell Check While Defining**

Invoke Spell Check when inserting and modifying entries.

### **Scan While Spell Check**

This option does not apply to dictionary Spell Check.

### **Scan Options**

This option does not apply to dictionary Spell Check.

### **Notify me when spellcheck completes in a text field**

When the Spell Check while Defining option is Off and you spell check a field using Spell Check (Shift + F7), the No Spelling Errors dialog box displays.

### **Maximum Number of Suggestions**


Enter a number between 10 and 100 to determine the maximum number of alternative words that display in the Suggestions field. The recommended setting is 10. This is the default.



## Dictionary Options

Dictionary Options allows you to customize whether your D-defines go directly to your Personal Dictionary or to the Update Area, what happens to conflicting entries when combining dictionaries, decide what warning messages you see and more. Settings in Dictionary Options affect all dictionaries in the user folder.

Access Dictionary Options:

- At Manage Jobs, press **Alt + t, o, d, o** (Tools, Options, Dictionary, Options).
- At Manage Jobs, press **Alt + t** and then select All Options. Navigate to the Dictionary section and select Options.
- In Manage Dictionary, press **Alt + t, o, t** (Tools, Options, Dictionary, Options).
- At Manage Dictionary, press **Alt + t** and then select **All Options**. Navigate to the Dictionary section and select **Options**.
- Click the All Options icon () on the toolbar and then navigate to the Dictionary section and select **Options**.

## Dictionary Options

Select your choice from the drop-down list on the right side of the option. When finished, to save and close the Dictionary Options dialog box, select **OK**.

### D-Defines go to the Update Area Yes/No

When making D-defines (entries defined to the Personal Dictionary), entries are placed in the Personal Dictionary and the newest entry is always used during translation. When you open your Personal Dictionary, based on your Dictionary Options (see below) you may be prompted to take action on any conflicting (entries with identical steno outline(s) and different text definition) entries. To have your D-defines go directly to the Personal Dictionary, select **No**. By default, D-defines made while editing go to the Personal Dictionary.

When D-defines go to the Update Area, the entries go to a holding dictionary that allows you to review, revise, delete entries before moving them to your Personal Dictionary. If you work with a scopist that creates dictionary definitions or you edit on multiple computers, you may want to select the D-Defines go to Update Area option. The scopist can send the Update Area along with the edited file or you can backup and restore the Update Area on your main computer. You can then review the entries and add the ones you want to your Personal Dictionary. To have your D-defines go to the Update Area, select **Yes**.

### How to treat entries with duplicate steno from D-defines Stop for Decision / Keep New Text / Keep Old Text / Create Conflict

When the *D-Defines go to the Update Area* option is set to No, select one of the options as the default action when D-defines conflict with entries in your Personal Dictionary. When a D-define is made while writing realtime or editing that is different than the existing Personal Dictionary entry, the entry goes into your Personal Dictionary and is automatically used until you open your dictionary. Once you open your dictionary, depending on your dictionary options, either the action that you selected is performed or you need to decide how to resolve the conflict. Select from the following options: Stop for Decision which allows you to select the action for each conflicting entry, or automatically have one of the following actions performed: Keep New Text, Keep Old Text or Create Conflict. If undecided, select Stop for Decision.

If *D-defines go to the Update Area* is set to Yes, this option is not available.

### Stop for Decision

Displays the Duplicate Entry dialog box for each conflicting steno outline along with the text definitions. Review the steno. and text and then select an action: **Keep New Text**, **Keep Old Text**, **Create Conflict** or **Keep Neither**. Keep Neither removes the original dictionary entry from the destination dictionary and does not include the new dictionary entry.

Selecting an action applies only to the duplicate entry displayed. If you want to apply the same action to all duplicate entries, check the box, *Apply this choice to the rest of the duplicate entries for this include*. When finished selecting your action, choose **OK**.

If you choose Cancel, Case CATalyst prompts you with a Yes/No option to confirm the cancellation. Selecting Yes cancels any action taken with the Include and closes the Duplicate Entry dialog box. Selecting No displays the Duplicate Entry dialog box.

### Keep New Text

Keep the text definition from the newest D-define and remove the old entry.

### Keep Old Text

Keep the text definition from the current Personal Dictionary entry and disregard the newest dictionary entry.

### Create Conflict

Keep both the original and new text to create a conflict in the entry.

## How to treat entries with duplicate steno when Including Stop for Decision / Keep New Text / Keep Old Text / Create Conflict

When using Manage Dictionary's Include feature to combine dictionaries, you need to decide how you want Case CATalyst to handle the included entries if some entries conflict (entries with identical steno outline(s) and different text definition) with entries in the destination dictionary. Select **one** of the following:

### Stop for Decision

Displays the Duplicate Entry dialog box for each conflicting steno outline along with the text definitions. Review the steno. and text and then select an action: **Keep New Text**, **Keep Old Text**, **Create Conflict** or **Keep Neither**. Keep Neither removes the original dictionary entry from the destination dictionary and does not include the new dictionary entry.

Selecting an action applies only to the duplicate entry displayed. If you want to apply the same action to all duplicate entries, check the box, *Apply this choice to the rest of the duplicate entries for this include*. When finished selecting your action, choose **OK**.

If you choose Cancel, Case CATalyst prompts you with a Yes/No option to confirm the cancellation. Selecting Yes cancels any action taken with the Include and closes the Duplicate Entry dialog box. Selecting No displays the Duplicate Entry dialog box.

### Keep New Text

Keep the text definition from the source and remove the old entry from the destination dictionary.

### Keep Old Text

Keep the text definition from the destination dictionary entry and disregard the source dictionary entry.

### **Create Conflict**

Keep both the original and new text to create a conflict in the entry.

### **What to do with source dictionary after Include   Stop for Decision / Delete Source Dictionary / Leave Source Dictionary**

The Source dictionary is the dictionary you select to bring entries into the current (destination) dictionary. You open the destination dictionary, select Include and then select the dictionary (source) you want to include into the currently opened dictionary. The default action is to Stop for Decision.

Depending on your dictionary options, if the *Warn before voiding undo ability when using Include* option (see below) is active, you will be prompted that if you continue you will not be able to undo changes that were done before the include. If you need to "undo changes" you can exit the dictionary without saving it. By default, this prompt is active.

Select **one** of the following:

#### **Stop For Decision**

Displays the following message prompting you for a decision after including the entries: "Do you want to delete the source dictionary?" Select **Yes** to delete the source dictionary or **No** to retain the source dictionary after including. Stop For Decision is the default.

#### **Delete Source Dictionary**

Automatically delete the source dictionary after including the entries in the destination dictionary.

#### **Leave Source Dictionary**

Automatically retain the source dictionary after including the entries in the destination dictionary.

### **How to treat entries with duplicate steno when Pasting   Stop for Decision / Keep New Text / Keep Old Text / Create Conflict**

When using the cut, copy and paste commands in the Manage Dictionary function, you need to decide how you want Case CATalyst to handle the pasted entries if some entries conflict (entries with identical steno outline(s) and different text definition) with entries in the destination dictionary. Select **one** of the following:

#### **Stop for Decision**

Displays the Duplicate Entry dialog box for each conflicting steno outline along with the text definitions. Review the text and select an action **Keep New Text**, **Keep Old Text**, **Create Conflict** or **Keep Neither**. When finished selecting your action, choose **OK**. No action occurs if you choose Cancel. Stop for Decision is the default. Keep Neither is an action available when you use Stop for Decision. Keep Neither removes the original dictionary entry from the destination dictionary and does not paste the new dictionary entry.

#### **Keep New Text**

Keep the copied/cut text definition and remove the old entry from the destination dictionary.

#### **Keep Old Text**

Retain the destination dictionary entry and disregard the copied/cut entry.

#### **Create Conflict**

Keep both the original and new text to create a conflict in the entry.

### **Break steno outlines based on key order Yes/No**

Case CATalyst allows you to type text characters in the Steno field of a dialog box to generate steno characters. For example, you type JAIMS and Case CATalyst generates SKWRAEUPLS.

Select **Yes** to have Case CATalyst automatically add a / (forward slash) between steno strokes based on steno key order. For example, you type PATRIK. The result is /PAT/REUBG. You do not need to type the / . Select **No** to manually insert the slash between steno strokes to indicate multiple strokes.

### **Swap steno entered out of key order Yes/No**

Select **Yes** to have Case CATalyst automatically corrects typed steno in the Steno field of a dialog box. For example, you type READ. The steno order corrects to /RAED; TOAD corrects to TAOD.

Select **No** to not have Case CATalyst automatically correct incorrectly ordered steno keys. Case CATalyst does not generate the correct steno character or may generate the steno character as a "final" character instead of the intended "initial" character. Case CATalyst inserts / to separate strokes when it is clear a second stroke is written.

This field is only available if you select No in the *Break steno outlines based on key order* field.

### **Default Keyboard map**

Select the active [keyboard map](#) when using Manage Dictionary. Click the down arrow to display the list of available dictionaries. All dictionary keyboard maps located in the Dictionary case within your System Files case, are available for selection from the list. The Default keyboard map will be used until it is changed to another keyboard map. Only dictionary commands can be used in the dictionary keyboard map.

### **Warn before deleting entries**

Check this box to display a confirmation message when deleting dictionary entries. Each time you delete an entry, the message prompts you with a Yes/No option to continue the deletion. This is the default.

Uncheck this box to disable the confirmation message when deleting entries. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

### **Warn before Search and Replace Yes/No**

Search and Replace allows you to search for and replace the text portion of a dictionary entry. You can search and replace all entries forward, backward or all matching entries at one time.

Check this box to display a confirmation message when selecting the Replace All option. The message prompts you with a Yes/No choice option to continue the replace without stopping for a decision. This is the default.

Uncheck this box to disable the confirmation message when replacing. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box. The confirmation message displays only when you select Replace All. It does not display when you select Forward or Backward. Forward and Backward stop on every occurrence.

### **Warn before voiding undo ability when using Include Yes/No**

The Include feature allows you to include the entire contents of another dictionary into the displayed dictionary. You cannot Undo the Include unless you exit the dictionary without saving. All unsaved changes made prior to the Include are lost.

Check this box to display a warning message when including a dictionary. The message prompts you with a Yes/No choice option to continue the Include. This is the default.

Uncheck this box to disable the warning message when you Include a dictionary. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

#### **Warn when inserting or modifying an entry in a filtered display Yes/No**

When you display dictionary entries in a filtered view, and then modify a filtered entry so that it no longer meets the filter criteria, the modified entry no longer displays in the filtered view.

Check this box to display a warning message when the modified entry does not meet the filter criteria. The message prompts you that the entry will not be displayed and press Enter to continue.

Uncheck this box to disable the warning message when modifying an entry in filtered view. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

#### **Warn when overwriting EZ Speakers Entries Yes/No**

Check this box to display a confirmation message when you create a duplicate speaker identification with an existing token number in the Create EZ Speaker Entries feature. The message prompts you with a Yes/No choice option to overwrite the existing entry.

Uncheck this box to disable the confirmation message when identifying speaker names. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

#### **Warn twice before exiting without saving changes Yes/No**

If you have unsaved changes and you select to exit the dictionary, select Yes to have an Are you sure message display. Select No, if you do not want the extra warning dialog box. The default setting is Yes.

#### **Confirm Conflict Resolution Yes/No**

If a dictionary entry is a conflict and you eliminate the conflict by using one of the Resolve Conflict with Choice # - Dict commands, a confirmation message displays prompting you to confirm you want to replace the conflict (conflict displays) with the conflict choice (the conflict choice displays). To disable the confirmation message from displaying when you resolve a conflict, set this option to No. To change the setting, double click the Confirm Conflict Resolution option to toggle between Yes and No. The default setting is Yes.

#### **Print Steno in Crowded Format Yes/No**

Check this box to print the dictionary entries in crowded line format and reduce the number of pages needed to print the dictionary entries. Crowded line format prints the steno outlines using a forward slash to separate the strokes. The steno for the entry prints on the same line. For example, let's say you have a dictionary definition for "cap on" it would print as the following when this option is set to Yes: /KA\*P /O\*PB.

Uncheck this box to print the dictionary entries to print steno outlines in steno paper tape format. For example:

```
K A * P
O* PB
```

#### **Display steno in "paper tape" format Yes/No**

Select **Yes**, the default, to display the steno outlines for dictionary entries in paper tape format. Paper format displays steno outlines for a dictionary entry in a vertical display as it appears written on paper tape. For example, you have the dictionary entry "arrhythmia" which contains multiple steno outlines for the dictionary entry.

```
arrhythmia      A R
                R EU PBLG
                PH AO E
                K W RA
```

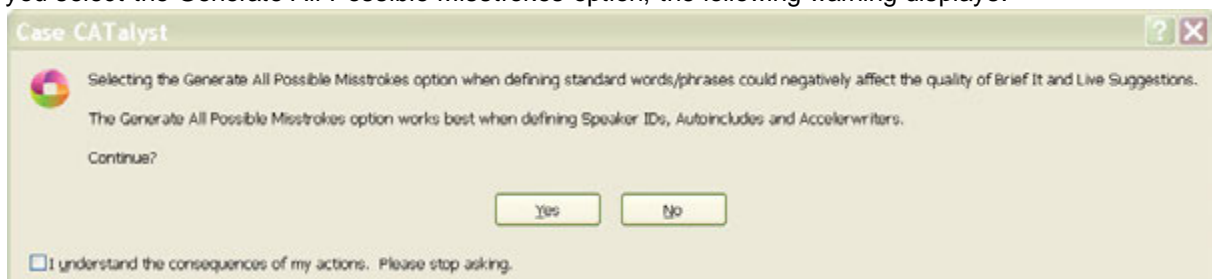
Select **No** to display the steno outlines in crowded format. This setting also affects the display of printed dictionary entries. Crowded format reduces the amount of space it takes to display the dictionary entry. In crowded steno format, multiple steno outlines for entries are separated by a slash on one or more lines. The same entry displays as:

```
arrhythmia      AR/REUPBLG/PHAOE/KWRA
```

### Warn when inserting/modifying an entry and selecting All Possible Misstrokes Yes/No




This option will display a warning message when inserting or modifying dictionary entries in your Personal Dictionary or Update Area (if used) when you have selected the Generate All Possible misstrokes option in the Insert/Modify dialog box. The Generate All Possible Misstrokes option can be a good option when creating additional definitions for speaker identifications, realtime commands, format symbols, Auto Includes, 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. This option is set to Yes as the default action. Change the option to No if you do not want to see this warning when inserting/modifying entries in the Personal Dictionary and Update Area.

If defining to the Personal Dictionary and/or inserting/modifying an entry in the Personal Dictionary and you select the Generate All Possible Misstrokes option, the following warning displays:



- Selecting **Yes** (Alt + y) will generate all possible misstrokes for the current steno outline.
- Selecting **No** (Alt + n) will return to the Insert or Modify dialog box with the Generate All Possible Misstrokes option deselected.
- Select the *I understand the consequences of my actions. Please stop asking.* option to set the warning option to **No**.

### Column Display Order:

Customize the order in which you want the columns to display on the Manage Dictionary screen. Click in the Column Display Order: option and then click the Browse () button to display the Confirm Column Order dialog box. In the Choose column order section, highlight a column name and then use the arrow icons ( ) to position the order of the columns. When finished, click **OK** to save the changes.

To customize which columns display, double click the column name to toggle between Visible and Not Visible. The Text and Steno columns are inactive as those two columns will always display in a dictionary.

### **Replace spaces following titles Yes/No**

When this option is set to Yes and you are in the Dictionary Builder feature, a space following a title (i.e. Mr., Mrs., Dr., etc.) will automatically be replaced with a <Sticky Space> format symbol. For example, the text in the Word: field displays Dr. Kay. The space following Dr. is removed and replaced with a <Sticky Space> format symbol, Dr.<Sticky Space>Kay. Default setting is No.

### **Ask to insert entry after search doesn't find a match**

Select "Yes" (default) to have Case CATalyst ask if you'd like the Insert dialog to open when a text or steno match is not found by Search. the text or steno searched for will automatically appear in the Insert dialog. Selecting "No" will result in Search notifying you that a match was not found without asking if you'd like to open Insert.

### **Dictionary Verify Options:**

The [Dictionary Verify](#) feature, checks your dictionary for potential issues. In the Dictionary Verify reporter, you may see invalid modification date or invalid used date. There is nothing wrong with the dictionary entry, it is just the date information for specific entries is not correct. You can select to correct the issue by selecting the appropriate option listed below.

### **Fix Invalid Modification Date**

Double click the Fix Invalid Modification Date option to toggle between Yes and No. If set to Yes, Dictionary Verify will reset the dictionary entry date to today's date based on your computer's date.

### **Fix Invalid Used Date**

Double click the Fix Invalid Used Date option to toggle between Yes and No. If set to Yes, the *How to fix used date:* option is active.

### **How to fix used date:**

To select an option to fix the used date, click the down arrow. Select one of the following:

#### **Set entry as unused**

Reset the Usage Count flag to reflect the dictionary entry has never been used.

#### **Set to Modification Date**

Reset the Used date to match the modification date.

#### **Set to today's date**

Reset the Used date to today's date based on your computer's date.

## **Manage Jobs/General**


General and Manage Jobs options allow you to determine settings for:

- [Dialog boxes](#)

- [User icon selection](#)
- [Backing up files.](#)
- [Zip & e-mail](#)
- [Send'em e-mail](#)
- [Send'em Backup](#)
- [Job History](#)
- [Job Manager warnings](#)
- [Job state](#)
- [User Layout](#)

## Dialog Settings

Dialog Settings allow you to customize certain general dialog box options for your user. Before changing the settings, verify you are the current user by checking the name on the Title Bar. If necessary, change to your user name.

- From anywhere in Case CATalyst, select Tools, Options, All Options or click the All Options (  ) icon on the toolbar and select Dialog.
- At Manage Jobs, press **Alt + t, o, j, d** (**Tools, Options, Manage Jobs-General/Dialog**).

## Dialog Box Settings

Make changes and select **OK** when finished.

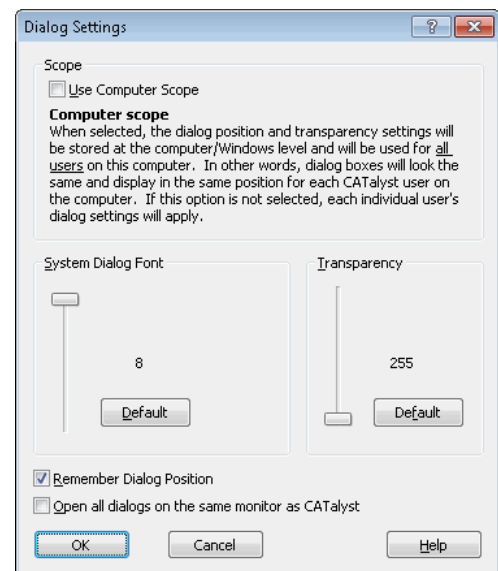
### Use Computer Scope

When this option is selected, the CATalyst dialog box positions and transparency settings will be stored at the computer/Windows level. This means the Dialog settings will be used by all CATalyst users on this computer. This option might be very helpful if you are a reporter or scopist who has multiple users in CATalyst and you always want your dialog boxes to look the same and display in the same position regardless of the user selected. If this option is not selected, then the each individual CATalyst user's dialog box position and transparency settings are used.

### System Dialog Font Size

Select a font size for all general dialog and message boxes. The default font size is 8 points. Using the mouse, move the slide bar up or down to increase or decrease the font size in the dialog boxes. Use the Default button to reset the font size back to the original system setting. The dialog box reflects the new setting the next time it opens.

If you want to customize the font size of an individual dialog box, open the desired dialog box. Right click the Title bar and select **Dialog Settings**. Adjust the slide bar to the desired font size and click **OK**. The Dialog Font Size option, *Use this setting instead of the system dialog font setting*, is automatically selected once you move the slide bar. To reset the font size to the system setting, uncheck the option. The dialog box reflects the new setting the next time it opens.





## Transparency

Set the translucency of the dialog boxes. This might be helpful if your screen resolution is lower and dialog boxes are big. The default setting is 255. Use the Default button to reset the transparency number back to the original system setting.

If you want to set the transparency of an individual dialog box, open the desired dialog box. Right click the Title bar and select **Dialog Settings**. Adjust the slide bar to the desired setting and click **OK**. The Transparency option, *Use this setting instead of the system dialog transparency setting*, is automatically selected once you move the slide bar. To reset the transparency value to the system setting, uncheck the option. The dialog box reflects the new setting the next time it opens.

## Remember Dialog Position

Select this option to retain the placement of repositioned dialog boxes in Case CATalyst. Uncheck this option to always have Case CATalyst dialog boxes open in the center of the screen. To reposition a dialog box, click the title bar and drag the dialog box to a new location.

If you want to set the placement of an individual dialog box, open the desired dialog box. Right click the Title bar and select **Dialog Settings**. In the *Dialog Box* field, choose the desired option and then click **OK**. For example, when you select to playback audio, the Audio Playback Speed dialog box opens in the middle of the screen. To set the placement of the dialog box in a different position, right click the Title bar of the dialog box and select **Dialog Settings**. Select the option, *Always remember the position of this dialog box* and click **OK**. Move the dialog box to the desired position.

## Open all dialogs on the same monitor as CATalyst

When this option is selected and you are using multiple monitors, CATalyst will always open CATalyst dialog boxes on the same computer that is running Case CATalyst.

## Change Dialog Box Font

Changing the font style affects most Case CATalyst dialog boxes except Import, Translate and Print. Standard Windows dialog boxes, such as an Open dialog box, used in Case CATalyst are not affected. To identify a Case CATalyst dialog box, right click on the dialog box Title bar. A *Dialog Settings* option on the menu indicates it is a Case CATalyst dialog box.

To change the font style:

1. In Manage Jobs, press **Alt + t, o, j, d**. (**Tools/Options/Manage Jobs-General/Dialog**). The Dialog Settings dialog box displays.
2. Press and hold **Ctrl + Shift**; and in the *System Dialog Font* field, click the **Default** button. The Font style drop down list displays.
3. Click the down arrow and select a font from the list.
4. Click **OK** to save the changes.

## Select User Icon

Select User Icon allows you to associate a different icon with your user name. For example, let's say you want To change your user icon:


1. From the Manage Jobs screen, verify you are the current user by checking the name on the Title Bar. If not, change to your user name.
2. Press **Alt + t, o, j, u** (**Tools/Options/Manage Jobs-General/Select User Icon**). The Select User Icon dialog box displays.

3. Choose an icon from the Default Icons list or click **Browse** to select an icon/picture from another folder. You can use almost any type of graphic including icon (\*.ico) files. The selected icon displays to the right.
4. Press **Enter (OK)** when finished.

## Backup Options

Backup options determine how files selected for [backup](#) are packaged. You can place each job in a separate package or place all the jobs into a single package. When backing up into a single package, you can select to use a default package name. If you use audio files, you can set options to determine how to handle audio files when using Backup. Backup options do not affect the Zip options set when using the Zip and e-mail feature.

Access Backup options:

- in Manage Jobs. Select **Tools, Options, Manage Jobs/General. Backup.**
- when using the Manage Jobs Backup feature. In the Backup dialog box, select **Options.**
- In Manage Jobs. Click the All Options icon (  ) or press **Alt + t**, select **All Options, Manage Jobs/General** then **Backup.**

## Backup Options

Make changes and select **OK** when finished. (Backup Options settings are separate from the [Back Up User\(s\) Options](#) settings.)

### Back Up Selected Jobs - Single Package / Separate Zip Files

#### Separate Zip Files

When selecting multiple files to be backed up, select this option to have each job (and associated subfiles) in a separate zip file. For example, let's say you select Jones, Smith and Petersen file to back up and you have the Separate Zip Files option selected. CATalyst will create a Jones.zip that contains the selected subfiles, a Smith.zip that contains the selected subfiles and a Petersen.zip that contains the selected subfile. Each file is backed up separately, so when the backup is complete the number of backup files equals the number of jobs selected.

#### Single Package

When selecting multiple files to be backed up, select this option to have all selected files backed up to a single package name. For example, let's say that you are backing up all the important files such as your Personal Dictionary, Macros case, UserSettings, Layout case, etc. Or, for example, let's say that you are backing up an entire case that contains a series of related transcripts. CATalyst creates one Backup.zip that contains all the jobs you selected to back up. The name of the zip file depends on whether you type a name for the single package at the time you back up or if you select the Default Package Name option.

#### Default Package Name

When Single Package is selected, the Default Package Name option is available. To use the same name for each single package backup, use the default backup name *Case CATalyst* or type a new name in the Default Package Name field. Using a default name is useful when you are adding files to the same package or you repeatedly replace files in the backup file. The name entered here displays in the File name field in the Backup dialog box when backing up a job.

To customize the single package name each time you backup, leave this field blank. When you back up a file, Case CATalyst uses the current file name to suggest a backup name: *file name.zip*. Modify the name as necessary. If you back up multiple files the field remains blank and you must type a file name.

#### **Add Date to Zip File Name (YYYY-MM-DD) - No/Yes**

Select Yes to add the current date to the single package zip file name. If a default package name is used, the date is automatically added to the end of the package name. If a default package name is not used, the current date is the suggested package name.

#### **Back Up Audio Files - Always / Never / Warn Me**

Audio files by nature are very large files. Select whether you want to Never back up audio files, Always back up audio files or you would like to be prompted (Warn Me) when you have selected a file for back up that contains an audio subfile. If Warn Me is selected, you can make the decision to back up audio files at the time of backup. The default setting is Warn Me. The following is the Warn Me message:

*PLEASE NOTE: You have chosen to include AUDIO files in this backup. Audio files usually require large amounts of storage space. Do you want to continue? Select YES to continue the backup with audio files. Select NO to continue the backup without audio files. Select Cancel to exit the backup.*

#### **Auto-select Steno X-ray files (.sgxry .sgxr2) - Always / Never**

Steno x-ray subfiles contain steno stroke information that is gathered when writing realtime with a Luminex or Diamante (via USB or WiFi) or élan Mira (via USB). The sgxr2, file contains TrueStroke data for the Diamante® and Wave™ writing machines. [TrueStroke™ data](#) is viewable through Vertical Notes in Edit. The steno x-ray files tend to be large. When you select a job for backup, choose whether the steno x-ray subfile (if available) is automatically selected or not. The default setting is Never.

#### **Auto-select index log files (.sglog) - Always / Never**

The Index Log subfiles contain information provided during the Build Index feature. usually, this subfile is important during the building of the index and may not be useful for archiving purposes. When you select a job for backup, choose whether the index log subfile (if available) is automatically selected or not. The default setting is Never.

### **Zip & e-mail Options**

Zip & e-mail Options determine how the [Zip & e-mail](#) files are packaged. You can place each job in a separate package or place all the jobs into a single package. When placing files into a single package, you can select to use a default package name. If you use audio files, you can set options to determine how to handle audio files when using Backup. Zip Options do not affect the zip options set to [Backup](#) job files, [Back Up User\(s\)](#), [Send 'em e-mail](#), [Send 'em Backup](#) or [Finish 'em](#) backup.

Access Zip & e-mail options in Manage Jobs. Select **Tools/Options/Manage Jobs-General/Zip & e-mail**.

### **Zip & e-mail Options**

Make changes and select **OK** when finished.

#### **Back Up Selected Jobs - Single Package / Separate Zip Files**

##### **Separate Zip Files**

Back up each file separately, so that the number of backup files equals the number of jobs selected. When the subfiles for a job, such as a note file and a text file have the same file name, the subfiles are saved together in one backup name.

### Single Package

A single package is a backup file that contains all the jobs you selected to back up. The associated subfiles are included in the backup for each job. Each of the files retains their individual names within this backup. If necessary, make an entry in the Default Package Name field.

#### Default Package Name

When Single Package is selected, the Default Package Name option is available. To use the same name for each single package backup, use the default backup name *Case CATalyst* or type a new name in the field. Using a default name is useful when you are adding files to the same package or you repeatedly replace files in the package. The name entered here displays in the File name field in the Backup dialog box when backing up a job.

To customize the single package name each time you backup, leave this field blank. When you back up a file, Case CATalyst uses the current file name to suggest a backup name: *file name.zip*. Modify the name as necessary. If you backup multiple files the field remains blank and you must type a file name.

#### Add Date to Zip File Name (YYYY-MM-DD) - No/Yes

Select Yes to add the current date to the single package zip file name. If a default package name is used, the date is automatically added to the end of the package name. If a default package name is not used, the current date is the suggested package name.

### Back Up Audio Files - Always / Never / Warn Me

Audio files by nature are very large files. Select whether you want to Never back up audio files, Always back up audio files or you would like to be prompted (Warn Me) when you have selected a file for back up that contains an audio subfile. If Warn Me is selected, you can make the decision to back up audio files at the time of backup. The default setting is Warn Me. The following is the Warn Me message:

*PLEASE NOTE: You have chosen to include AUDIO files in this backup. Audio files usually require large amounts of storage space. Do you want to continue? Select YES to continue the backup with audio files. Select NO to continue the backup without audio files. Select Cancel to exit the backup.*

#### Auto-select Steno X-ray files (.sgxry .sgxr2) - Always / Never

Steno x-ray subfiles contain steno stroke information that is gathered when writing realtime with a Luminex or Diamante (via USB or WiFi) or élan Mira (via USB). The sgxry2, file contains TrueStroke data for the Diamante® and Wave™ writing machines. [TrueStroke™ data](#) is viewable through Vertical Notes in Edit. The steno x-ray files tend to be large. When you select a job for backup, choose whether the steno x-ray subfile (if available) is automatically selected or not. The default setting is Never.

#### Auto-select index log files (.sglog) - Always / Never

The Index Log subfiles contain information provided during the Build Index feature. usually, this subfile is important during the building of the index and may not be useful for archiving purposes. When you select a job for backup, choose whether the index log subfile (if available) is automatically selected or not. The default setting is Never.

## Send 'em e-mail Options

Send 'em e-mail Options determine how the [Send 'em e-mail](#) zip files are packaged. You can place each job in a separate package or place all the jobs into a single package. When placing files into a single package, you can select to use a default package name. If you use audio files, you can set options to determine how to handle audio files when using Backup. Send 'em Zip Options do not affect the zip options set for [Zip & e-mail](#), [Backup](#) for job files, [Back Up User\(s\)](#), [Send 'em Backup](#) or [Finish 'em backup](#).

Access Send 'em e-mail options in Manage Jobs. Select **Tools/Options/Manage Jobs-General/Send 'em e-mail/Zip & e-mail**.

## Send 'em e-mail Options

Make changes and select **OK** when finished.

### Back Up Selected Jobs - Single Package / Separate Zip Files

#### Separate Zip Files

Back up each file separately, so that the number of backup files equals the number of jobs selected. When the subfiles for a job, such as a note file and a text file have the same file name, the subfiles are saved together in one backup name.

#### Single Package

A single package is a backup file that contains all the jobs you selected to back up. The associated subfiles are included in the backup for each job. Each of the files retains their individual names within this backup. If necessary, make an entry in the Default Package Name field.

#### Default Package Name

When Single Package is selected, the Default Package Name option is available. To use the same name for each single package backup, use the default backup name *Case CATalyst* or type a new name in the field. Using a default name is useful when you are adding files to the same package or you repeatedly replace files in the package. The name entered here displays in the File name field in the Backup dialog box when backing up a job.

To customize the single package name each time you backup, leave this field blank. When you back up a file, Case CATalyst uses the current file name to suggest a backup name: *file name.zip*. Modify the name as necessary. If you backup multiple files the field remains blank and you must type a file name.

#### Add Date to Zip File Name (YYYY-MM-DD) - No/Yes

Select Yes to add the current date to the single package zip file name. If a default package name is used, the date is automatically added to the end of the package name. If a default package name is not used, the current date is the suggested package name.

### Back Up Audio Files - Always / Never / Warn Me

Audio files by nature are very large files. Select whether you want to Never back up audio files, Always back up audio files or you would like to be prompted (Warn Me) when you have selected a file for back up that contains an audio subfile. If Warn Me is selected, you can make the decision to back up audio files at the time of backup. The default setting is Warn Me. The following is the Warn Me message:

*PLEASE NOTE: You have chosen to include AUDIO files in this backup. Audio files usually require large amounts of storage space. Do you want to continue? Select YES to continue the backup with audio files. Select NO to continue the backup without audio files. Select Cancel to exit the backup.*

#### **Auto-select Steno X-ray files (.sgxry .sgxr2) - Always / Never**

Steno x-ray subfiles contain steno stroke information that is gathered when writing realtime with a Luminex or Diamante (via USB or WiFi) or élan Mira (via USB). The sgxry2, file contains TrueStroke data for the Diamante® and Wave™ writing machines. [TrueStroke™ data](#) is viewable through Vertical Notes in Edit. The steno x-ray files tend to be large. When you select a job for backup, choose whether the steno x-ray subfile (if available) is automatically selected or not. The default setting is Never.

#### **Auto-select index log files (.sglog) - Always / Never**

The Index Log subfiles contain information provided during the Build Index feature. usually, this subfile is important during the building of the index and may not be useful for archiving purposes. When you select a job for backup, choose whether the index log subfile (if available) is automatically selected or not. The default setting is Never.

### **Send 'em Backup Options**

Send 'em Backup Options determine how the [Send 'em Backup](#) zip files are packaged. You can place each job in a separate package or place all the jobs into a single package. When placing files into a single package, you can select to use a default package name. If you use audio files, you can set options to determine how to handle audio files when using Backup. Send 'em Backup Options do not affect the zip options set for [Zip & e-mail](#), [Send 'em e-mail](#), [Backup](#) for job files, [Back Up User\(s\)](#) or [Finish 'em](#) backup.

Access Send 'em Backup options in Manage Jobs. Select **Tools/Options/Manage Jobs-General/Send 'em e-mail/Backup**.

### **Send 'em Backup Options**

Make changes and select **OK** when finished.

#### **Back Up Selected Jobs - Single Package / Separate Zip Files**

##### **Separate Zip Files**

Back up each file separately, so that the number of backup files equals the number of jobs selected. When the subfiles for a job, such as a note file and a text file have the same file name, the subfiles are saved together in one backup name.

##### **Single Package**

A single package is a backup file that contains all the jobs you selected to back up. The associated subfiles are included in the backup for each job. Each of the files retains their individual names within this backup. If necessary, make an entry in the Default Package Name field.

##### **Default Package Name**

When Single Package is selected, the Default Package Name option is available. To use the same name for each single package backup, use the default backup name *Case CATalyst* or type a new name in the field. Using a default name is useful when you are adding files to the same package or you repeatedly replace files in the package. The name entered here displays in the File name field in the Backup dialog box when backing up a job.

To customize the single package name each time you backup, leave this field blank. When you back up a file, Case CATalyst uses the current file name to suggest a backup name: *file name.zip*. Modify the name as necessary. If you backup multiple files the field remains blank and you must type a file name.

#### **Add Date to Zip File Name (YYYY-MM-DD) - No/Yes**

Select Yes to add the current date to the single package zip file name. If a default package name is used, the date is automatically added to the end of the package name. If a default package name is not used, the current date is the suggested package name.

#### **Back Up Audio Files - Always / Never / Warn Me**

Audio files by nature are very large files. Select whether you want to Never back up audio files, Always back up audio files or you would like to be prompted (Warn Me) when you have selected a file for back up that contains an audio subfile. If Warn Me is selected, you can make the decision to back up audio files at the time of backup. The default setting is Warn Me. The following is the Warn Me message:

*PLEASE NOTE: You have chosen to include AUDIO files in this backup. Audio files usually require large amounts of storage space. Do you want to continue? Select YES to continue the backup with audio files. Select NO to continue the backup without audio files. Select Cancel to exit the backup.*

#### **Auto-select Steno X-ray files (.sgxry .sgxr2) - Always / Never**


Steno x-ray subfiles contain steno stroke information that is gathered when writing realtime with a Diamante (via USB or WiFi) or élan Mira (via USB). The sgxry2, file contains TrueStroke data for the Diamante® and Wave™ writing machines. [TrueStroke™ data](#) is viewable through Vertical Notes in Edit. The steno x-ray files tend to be large. When you select a job for backup, choose whether the steno x-ray subfile (if available) is automatically selected or not. The default setting is Never.

#### **Auto-select index log files (.sglog) - Always / Never**

The Index Log subfiles contain information provided during the Build Index feature. usually, this subfile is important during the building of the index and may not be useful for archiving purposes. When you select a job for backup, choose whether the index log subfile (if available) is automatically selected or not. The default setting is Never.

### **Job History Options**

Job History Options allow you to set options to help you organize your jobs, such as automatically assign due dates and assign specific colors to the Manage Jobs job folder icons based on the completion state of the job. The completion state of the job is determined by the information stored in the Job History for the job which is assigned automatically by performing a specific action or manually modifying the job state. Job History Options also allows you to change the display of Job History data in Manage Jobs. Access Job History Options:

- in Manage Jobs. Select **Tools, Options, Manage Jobs/General, Job History**.
- in Manage Jobs. Click the **All Options** () icon or press **Alt + t**, select **All Options, Manage Jobs/General, Job History**.

### **Job History Options**

Make option changes as necessary and select **OK** when finished.

#### **Use Job History**

Use the Job History data such as number of pages, creation date and notes to determine the display of information in Manage Jobs. **Yes** is the default.

Select **No** to not display Job History data and improve the speed of Manage Jobs. **Improvement in speed may be especially desired for Network users in Icon view.** By deselecting the Use Job History option, some information may display inaccurately in Manage Jobs.

Deselecting the Use Job History data affects the display of Job History data for all the users on this computer. When you deselect this option, the *Use Colors for Job Icons* option does not apply.

### Use Colors for Job Icons

When you display Manage Jobs in Icon view, you can have different job folder colors which are determined by the job's current state. The job state is recorded in the Job History subfile and can be modified. If you deselect the *Use Job History* option, color status does not apply.

Case CATalyst uses the following colors, which are static:

- Yellow — A steno file that has been read or a file with no Job History.
- Pink — In Progress; includes Read, Translate & In Progress states.
- Blue — Final Edit; includes Final Edit and Proofread states.
- Brown — Printed; includes Final and Draft states.
- Green — ASCII created.
- Dark Gray — Done.

Use the Job History, *Use Color to Show a Job is Due* option, to have the folder color turn red when the job is due. You can automatically assign a due date using the Job History, *Automatically Set Due Date* option.

### Automatically Set Due Date

Automatically assign a due date to a job when the file is translated. Case CATalyst determines the due date based on the job date plus a specified number of days. The job date is created when you write realtime or from the date stamp of the writing machine file. Specify the number of days in the *Number of Days from Job Date* field. You can manually set the due date in Manage Jobs or in the [Job History](#) subfile depending on the Manage Jobs View setting.

#### Number of Days from Job Date

Specify the number of days Case CATalyst uses to calculate the due date for a job. Valid entries are **0 – 60**. If the automatic due date falls on a Saturday or Sunday, Case CATalyst automatically assigns the due date to the following Monday.

### Use Color to Show a Job is Due

Display the job icon in Icon view or the job line in Detailed List view in red (default) on the job's due date. The icon or job line remains red or the color selected until the job state changes to "Done" or another job state. If Yes is selected, see the Due Date Color option to select a due job color. The default setting is Yes.

To set the job icon or job line to change to the due date color prior to the actual due date, make an entry in the *Number of Days before Due Date to Show color* field. Once the job is complete, you will need to manually change the Job State to "Done" or if you use [Finish 'em](#), you can have the job state automatically change to Done that were a part of the Finish 'em process.

#### Due Date Color



The default due date color assignment is red. To change the due date color for the job icons or list view rows, highlight the Due Date Color option and click the down arrow at the end of the field. Use the arrow keys or scroll bar to highlight the color you want. This option is only available if the Use Color to Show a Job is Due option is set to Yes.

#### **Number of Days before Due Date to Show color**

Specify the number of days, before the actual due date for the job, that you want the job icon in Icon view or the job line in Detailed List view to turn red. For example, you may want a few days warning about an upcoming job that is due. Valid entries are **0 – 30**. The default setting is 3. The icon or line remains red until the job state changes to "Done."

#### **Display Search Due jobs Results at startup**

Display the Search Due Jobs Results dialog box when opening a User. All transcripts that meet the due date settings for the current user are listed. The default is No.

You can access the Search Due Jobs Results dialog pane in Manage Jobs using [Search Due Jobs Results](#) feature. Press **Ctrl + Shift + D**, (**Tools/Search Due Jobs**).

### **Job Manager Warnings**

Job Manager Warnings allow you to choose to display a warning message in Case CATalyst when you:

- rename a case.
- copy or move a case that could result in creating a case within a case.
- move a file or files into case using click and drag.
- save a modified macro.

Access the Manage Jobs warning options in Manage Jobs. Press **Alt t, o, j, w** (**Tools/Options/Manage Jobs-General/Warnings**).

### **Job Manager Warnings**

Check the box next to each of the following warnings you want to display. To turn a warning off uncheck the box or when the warning message displays, check the option: *I understand the consequences of my actions. Please stop asking.* When finished with all your changes, select **OK**.

#### **Warn before renaming case files.**

When renaming a case, display a message that prompts you to rename the associated case dictionary and case wordlist. Selecting Yes renames the case and related case dictionary and case wordlist. Selecting No renames only the case. The case dictionary and wordlist are not renamed.

Uncheck this box to not display a message when renaming cases. Case CATalyst automatically renames the case dictionary and case wordlist. You can also deselect this option in the confirmation dialog by checking the box *I understand the consequences of my actions. Please stop asking.*

#### **Warn before keeping case structure when a case within a case could be created.**

Display a message when copying and moving files that results in creating a case within a case. This can occur when you select the Keep Case Structure in the Copy or Move dialog box. Selecting Yes at the prompt copies or moves the files creating a case within a case. Selecting No cancels the copy or move.

Uncheck this box to not display a message that prompts you when the resulting move or copy results in a case within a case. You can also deselect this option in the confirmation dialog by checking the box *I understand the consequences of my actions. Please stop asking.*

### **Warn before moving files using click and drag**

When clicking and dragging a file or case into another case, display a message that prompts you to confirm the move.

Uncheck this box to not display a message when moving a file using click and drag. Case CATalyst automatically moves the file. You can also deselect this option in the confirmation dialog by checking the box *I understand the consequences of my actions. Please stop asking.*

### **Warn before saving macro changes**

When modifying a macro, display a message that prompts you to confirm the save. Saving adds the changes to the existing macro.

Uncheck this box to have not display a message when saving a macro. Case CATalyst automatically saves the macro. You can also deselect this option in the confirmation dialog by checking the box *I understand the consequences of my actions. Please stop asking.*

### **Warn before overwriting an existing PDF**

When printing to PDF, a message displays prompting you to overwrite the PDF file of the same name.

Uncheck this box to have not display a message when overwriting an existing file. Case CATalyst automatically overwrites the file.

## **Job State Options**

Case CATalyst automatically assigns Job States when certain actions are performed on the job file. For example, Case CATalyst assigns the Job State, *Done*, to the jobs included in [Finish 'em](#). [Change Job State](#) allows you to manually change the Job State.

Job State options provide the ability to modify existing default job state names, select folder colors, create customized job states and assign job states to selected functions and features.

To open Job State Options, in Manage Jobs, press **Alt + t, o, j, o** (**Tools/Options/Manage Jobs/General/Job States**).

## **Customize Job States and Assignments**

Make changes as necessary. When finished, click **OK** to save the changes and close the Job State Options dialog box.

### **Job State Customization**

Modify job state names, apply folder colors and create or delete a custom job state.

#### **Modify a job state name**

Highlight a job state name. Click the associated custom name in the *Custom Job State Name* column and type a new name. The new Job State name becomes available in Job State Assignments.

#### **Select job state folder color**

Highlight a job state name and select an available color from the drop down list.

#### **Create a new job state**

Click **New Job State**. Modify the name and assign a folder color as desired. The new job state is available in Job State Assignments section and the Job State Assignments list in Manage Jobs.

For example, you use a scopist and want a job state that reflects you have sent a file to your Scopist. You create a new job state, *Sent to Scopist*. In Job State Assignment you change the Final Edit (Choice 2 Edit) Job State Assignment to Sent to Scopist. Sent to Scopist becomes an available Job State choice.

### Remove a custom job state

Click the job state name and click **Delete Job State**. A delete confirmation dialog box displays, click **Yes** to delete the selected custom job state. The custom job state is removed from the Job State Customization section and removed from the Job State Assignments. You can only delete custom job states.

### Restore Default Settings

Click **Restore Default Settings** to restore the default settings for both the Job State Customization and Job State Assignments sections.

### Job State Assignments

Assign a job state to available functions and features.

1. Highlight a function or feature name.
2. Click the down arrow and select a job state from the list. If you do not want a job state associated with a function or feature, select **Unassigned**.

Click **Restore Default Settings** to restore the default settings. This restores the default settings to both the Job State Customization and Job State Assignments sections.

## User Layout Option

The look and feel of Case CATalyst, such as customized toolbars, right-click menus and [dialog panes](#) settings are controlled by the UserLayout file. Using the Alternate UserLayout option, allows you to apply your customized settings to each user, preventing the need to copy the UserLayout to each user or to open the user name for each reporter and making setting adjustments in each one. For example, you are a scopist who works for several reporters. You have separate user names for each reporter and want to use your customized settings when working in any user. You open each user and select the same Alternate UserLayout. Any changes you make to the selected Alternate UserLayout apply to all the users.

### Select Alternate UserLayout

1. Open the user in which you want to use an alternate UserLayout.
2. In Manage Jobs, press **Alt + t, o, j, y** (**Tools, Options, Manage Jobs/General/UserLayout**). The Set Alternate UserLayout dialog box displays.
3. Check the option, **Use Alternate UserLayout**.
4. In the *Alternate UserLayout Path* field, click the Browse button. The Select UserLayout dialog box displays the System Files content for the current user.
5. Navigate to the location that contains the UserLayout you want to use and click **Open**. The path displays in the field.
6. Click **OK** to save the changes.
7. Repeat the steps for each user in which you want to use the selected Alternate UserLayout.

## Import

Import allows you to convert files of another type to a Case CATalyst file type. For example, importing a Case CATalyst 3.0 file or Premier Power file, converts the file to the current Case CATalyst file type. Importing an RTF/CRE (Rich Text Format/Court Reporter Extension) or RTF or ASCII file, converts the file to the current Case CATalyst file type. Importing a Stentura dictionary converts the dictionary to a file format compatible with Case CATalyst. You can also import an Eclipse (transcript, dictionary and/or steno notes) to convert it to a Case CATalyst file type. You do not need to import an Eclipse transcript to use it in [Case Prep](#). Import options allow you to make default settings that include the following import formats:

- [General](#)
- [Case CATalyst 3.0](#)
- [RTF/CRE](#)
- [Stentura dictionary](#)
- [Eclipse](#)

### General Import Options

General Import Options are a certain group of settings that apply to all import types. In addition to these general settings, it is also necessary to set import options for your specific type of import, such as RTF/CRE or Case CATalyst 3.0.

Access General Import Options:

- in Manage Jobs. Press **Alt + t, o, i** (**Tools/Options/Import**). Click the **General Import Options** tab.
- in the Import dialog box when importing a file. Select **Options** and then click the **General Import Options** tab.

### General Import Options

Make necessary changes on the General Import Options tab and click **Apply**. When finished making changes on all the tabs, click **OK**.

#### Location for Imported Files

The Case CATalyst default folder where you want to store the imported files. Highlight the desired folder from the list in the window. If necessary, use the scroll bar to move the folder list up or down. The folder location displays above the window.

#### Browse

Display the Browse For Folder where you can choose a folder outside of Case CATalyst for storing the imported file. To create a new folder location, click the **Make New Folder** button. When finished, click **OK**.

#### Keep same filename as original system

Check this box to keep the same file name as the original system when you import the file.

#### If original filename already exists, automatically suggest a new name

Check this box to have Case CATalyst automatically suggest a new file name for the imported file if it detects that the imported file name already exists. For example, if you are importing the Smith file and the Smith file already exists, Case CATalyst suggests Smith 1.

## CATalyst 3.0 Options

In addition to setting Case CATalyst 3.0 Options for importing, it may also be necessary to set [general](#) import options. General Import Options are available from the same dialog box as Case CATalyst 3.0 Options.

Access Case CATalyst 3.0 Options:

- in Manage Jobs. Press **Alt + t, o, i (Tools/Options/Import)**. Click the **CATalyst 3.0 Options** tab.
- anywhere in CATalyst, press **Alt + t, o** and select **All Options**. Navigate to the **Import** section.
- in the Import dialog box when importing a file. Select **Options** and then click the **CATalyst 3.0 Options** tab.

## Case CATalyst 3.0 Options

Make necessary changes on the CATalyst 3.0 Options tab and click **Apply**. When finished making changes on all the tabs, click **OK**.

### Default Source Folder

When you select to import a Case CATalyst 3.0 steno note, transcript, dictionary, or page layout file, Case CATalyst automatically looks for source files in this folder.

### Browse

Display the Browse For Folder where you can choose a default folder for storing the imported file. When finished, click **OK**.

### Keep case structure

Check this box to retain the path structure of the Case CATalyst 3.0 source files folder when importing into Case CATalyst.

At the time of Import, you can temporarily change the folder in the Import dialog box by clicking Browse and then selecting the location.

## RTF/CRE Options

In addition to setting RTF/CRE Options for importing, it may also be necessary to set [general](#) import options. General Import Options are accessible from the same dialog box as RTF/CRE Options.

Access RTF/CRE Options:

- in Manage Jobs. Press **Alt + t, o, i (Tools/Options/Import)**. Click the **RTF/CRE Options** tab.
- anywhere in CATalyst, press **Alt + t, o** and select **All Options**. Navigate to the **Import** section.
- in the Import dialog box when importing a file. Select **Options** and then click the **RTF/CRE Options** tab.

## RTF/CRE Options

Make necessary changes on the RTF/CRE Options tab and click **Apply**. When finished making changes on all the tabs, click **OK**.

### Default Source Folder

When you select to import a RTF/CRE transcript, dictionary or note file, Case CATalyst automatically looks for source files in this folder.

### Browse

Display the Browse For Folder where you can choose a default folder for storing the imported file. To create a new folder location, click the **Make New Folder** button. When finished, click **OK**.

At the time of Import, you can temporarily change the folder in the Import dialog box by clicking Browse and then selecting the location.

## Stentura Dictionary Options

In addition to setting Stentura Dictionary Options for importing, it may also be necessary to set [general](#) import options. General Import Options are accessible from the same dialog box as Stentura Dictionary Options.

Access Stentura Dictionary Options:

- in Manage Jobs. Press **Alt + t, o, i** (**Tools/Options/Import**). Click the **Stentura Dictionary Options** tab.
- anywhere in CATalyst, press **Alt + t, o** and select **All Options**. Navigate to the **Import** section.
- in the Import dialog box when importing a file. Select **Options** and then click the **Stentura Dictionary Options** tab.

## Stentura Dictionary Options

Make necessary changes on the Stentura Dictionary Options tab and click **Apply**. When finished making changes on all the tabs, click **OK**.

### Default Source Folder

When you select to import a Stentura Dictionary, Case CATalyst automatically looks for source files in this folder.

### Browse

Display the Browse For Folder where you can choose a default folder for storing the imported file. To create a new folder location, click the **Make New Folder** button. When finished, click **OK**.

At the time of Import, you can temporarily change the folder in the Import dialog box by clicking Browse and then selecting the location.

## Premier Power

In addition to setting Premier Power Options for importing, it may also be necessary to set [general](#) import options. General Import Options are accessible from the same dialog box as Premier Power Options.

Access Premier Power Options:

- in the Import dialog box when importing a file. Select **Options** and then click the **Premier Power Options** tab.
- anywhere in CATalyst, press **Alt + t** and select **All Options**. Navigate to the **Import** section and select Premier Power.

## Premier Power Options

Make necessary changes on the Premier Power Options tab and click **Apply**. When finished making changes on all the tabs, click **OK**.

### Default Source Folder

When you select to import a Premier Power transcript, dictionary (.dct & .job) or note (.stn & .hms) file, Case CATalyst automatically looks for source files in this folder.

### Browse

Display the Browse For Folder where you can choose a default folder for storing the imported file. When finished, click **OK**.

At the time of Import, you can temporarily change the folder in the Import dialog box by clicking Browse and then selecting the location.

## Eclipse

In addition to setting Eclipse Options for importing, it may also be necessary to set [general](#) import options. General Import Options are accessible from the same dialog box as Eclipse Options.

Access Eclipse Options:

- in the Import dialog box when importing a file. Select **Options** and then click the **Eclipse Options** tab.
- anywhere in CATalyst, press **Alt + t** and select **All Options**. Navigate to the **Import** section and select **Eclipse**.

## Eclipse Import Options

Make necessary changes on the Eclipse Options tab and click **Apply**. When finished making changes on all the tabs, click **OK**.

### Default Source Folder

When you select to import a Eclipse transcript, dictionary or note file, Case CATalyst automatically looks for source files in the folder designated in this option.

### Browse

Display the Browse For Folder where you can choose a default folder for storing the imported file. When finished, click **OK**.

At the time of Import, you can temporarily change the folder in the Import dialog box by clicking Browse and then selecting the location.

## Export

Export options allow you to make default selections for [basic ASCII](#), [advanced ASCII](#) and [RTF/CRE](#) export formats.

### ASCII Export Options

ASCII Export Options determine the default location and format for the exported ASCII file. Access ASCII Export Options:

- in Manage Jobs. Press **Alt + t, o, x, a** (**Tools/Options/Export/ASCII**).
- from the Export dialog box on the ASCII tab. Press **Alt + u, x** (**Function/Export**). Select the **ASCII** tab and click **Options**.

### ASCII Export Options

Make changes and select **OK** when finished.

#### Output

##### Default Location

The default drive and folder location where you are creating the ASCII file. Your selection in this field displays under *Key Selected Options* on the Export ASCII tab. From the drop down list, choose a location:

- Same folder as selected file
- A:/
- another folder location. Use **Browse** to add alternate locations to the list.

##### Additional Copy

Check this box to create an additional copy of the ASCII export file. You may want to create a copy on your hard drive to e-mail to your client. From the drop down list, choose a destination location:

- Same folder as selected file
- another folder location. Use **Browse** to add alternate locations to the list.

##### Extension

Select from the list the type of file extension you want to use or type another extension in the field. When you press **Enter** (**OK**) to accept changes to the ASCII Export Options, Case CATalyst adds the new extension to the list.

The default selection is:

**txt**

Compatible with most word processing programs.

**v1**

Compatible with CaseView and some litigation support programs. Using the V1 extension allows an ASCII file to span multiple diskettes.

##### Keep CATalyst Job Name

Check this box to keep the original Case CATalyst file name when you export the file.



**If original filename already exists, automatically suggest a new name**

Check this box to have Case CATalyst automatically suggest a new file name to the exported file if it detects that the file name already exists on the destination location. For example, if you are importing the Smith file and the Smith file already exists, Case CATalyst suggests Smith 1.

**Formatting**

Depending on the format type you choose to create, some options are preselected, unavailable or preset and cannot be changed.

**ASCII Type**

Select an ASCII format from the drop down list:

**Page Image**

A line for line copy of the Case CATalyst printed transcript.

**Compressed**

Removes all unnumbered blank lines.

**DiscoveryZX**

Prepares the file for DiscoveryZX Convert program. To use this ASCII file in DiscoveryZX, the Convert DiscoveryZX program must be used.

This format removes headers, footers, page numbers, form feeds between pages, and all blank lines. Line numbers are retained when a value exists in the Case CATalyst layout for line numbers.

**CaseView**

Removes headers, footers, page numbers, line numbers, and all blank lines. A form feed is inserted between pages and text is set flush to the left.

**Summation**

Removes headers and footers. Page numbers display in the first column as five digits with leading zeros. Leading spaces before line numbers are removed. Line numbers are retained when a value exists in the Case CATalyst layout for line numbers.

**Amicus**

Removes leading spaces before line numbers. Numbered lines with no text are retained but unnumbered lines with no text are removed. Page numbers are flush to the left and display as four digits with leading zeros.

**Raw**

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 might be used for press releases, sports talk transcripts, interviews, etc. When Raw is selected for the ASCII Type, all formatting options are grayed out (not available) except for the Cap All option.

**Include Page Numbers**

Check this box to include page numbers in the ASCII file.

**Column**

When you select Compressed, type a column number for the page number.

### **Include Paragraph Numbers**

Check this box to include the paragraph numbers in the ASCII file.

### **Cap All**

Check this box if you want the text in the ASCII file to appear in all capital letters.

### **Forms Feeds: Beginning of Job**

Include an additional blank page at the beginning of the ASCII file.

### **Forms Feeds: Between Pages**

Ensure the page breaks in the ASCII file coincide with the original Case CATalyst job. The removal of header and footers, blank lines, etc due to type of ASCII format selected can result in the ASCII file page breaks not matching the original Case CATalyst job.

### **Forms Feeds: End of Job**

Include an additional blank page at the end of the ASCII file.

### **Include Line Numbers**

Include line numbers in the ASCII file.

### **Include Headers**

Include the headers from the job in the ASCII file.

### **Include Footers**

Include the footers from the job in the ASCII file.

### **Include Concordance Index (Single Column)**

Include the concordance index in the ASCII file. Since an ASCII file contains text with no attributes, the concordance index can only be included as a single column. This results in a much larger ASCII file.

### **Include Timestamps**

If the original file contains timestamps, you can include timestamps in the ASCII file. Select **one** of the following to determine how timestamps display:

- Clock (Actual time)
- Elapsed (Starting at 0:00)

### **Place Timestamps On Right**

Check this box to place timestamps on the right side of the page. By default, the timestamp position in your page layout determines the placement of timestamps in the ASCII file. This feature is only available if you select the Include Timestamps option.

#### **Auto Position**

Check this box to have Case CATalyst determine the placement of the timestamps on the right side of the page. Uncheck this box to set a fixed position by typing a number in the position field.

#### **Position**

Type the location for the timestamps. The location is a measurement taken from the left edge of the paper in inches. It is typed in decimals. For example, ½ inch is .50. A typical setting is between 7.00 and 8.20. For example, if the Right Margin is set at 7.20, you might set timestamps at 7.50 inches from the left edge of the paper.

### Advanced

Display the [Advanced ASCII Options](#) dialog box where you can set additional ASCII export options.

## ASCII Advanced Export Options

Advanced ASCII Options allow you to set additional export options. Access Advanced ASCII Export Options:

- in Manage Jobs. Press **Alt + t, o, x, a** (**Tools/Options/Export/ASCII**). Click **Advanced**.
- from the Export dialog box on the ASCII tab. Press **Alt + u, x** (**Function/Export**). Select the **ASCII** tab, click **Options** and then click **Advanced**.

## Advanced ASCII Export Options

To make a change, click an option and select a choice from the drop down box. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced ASCII Options to their original Case CATalyst default selection.

### Disable "Insert Disk" prompt when diskette in drive

When exporting an ASCII file to a diskette drive, by default, you are prompted to insert a diskette, even if there is currently a diskette in the drive. Select **Yes** to disable this prompt. No message displays when the file is exported to the diskette in the drive.

Select **No** to have Case CATalyst prompt you for a diskette. This is the default.


### Disable "Second Copy" prompt

After exporting an ASCII file to a diskette drive Case CATalyst prompts you to create another copy ASCII file. Select **Yes** to disable this prompt. No message displays after Case CATalyst exports the ASCII file.

Select **No** to have Case CATalyst prompt you to create a second copy. This is the default.

## RTF/CRE Export Options

RTF is an acronym for Rich Text Format. CRE is an acronym for Court Reporter Extension. RTF/CRE is universal file formats that retain much of the original file formatting and text attributes. RTF/CRE files allow you to exchange jobs between different CAT systems and possibly writing machines. You can exchange steno notes, job dictionaries, and text files by using the [Export to RTF/CRE feature](#). RTF/CRE Export Options determine the default location and format for the exported RTF/CRE file. Access RTF/CRE Export Options:

- in Manage Jobs. Press **Alt + t, o, x, r** (**Tools, Options, Export, RTF/CRE**).
- in Manage Jobs. Click the All Options icon () or press **Alt + t**, select **All Options, Export, RTF/CRE**.
- from the Export dialog box on the ASCII tab. Press **Alt + u, x** (**Function/Export**). Select the **RTF/CRE** tab and click **Options**.

## RTF/CRE Export Options

Check the box next to each of the following options you want to use. To turn an option off uncheck the box. When finished making your selections, click **OK**.

### Output Folder

The default drive and folder location where you are creating the RTF/CRE file. Use **Browse** to select another location. The output selection display on the RTF/CRE tab.

### Keep CATalyst Job Name

Check this box to keep the original Case CATalyst file name when you export the file. Case CATalyst identifies the file type with one of three letters: d for dictionary, t for text, and s for steno. For example, you export the Collins file to RTF format. The dictionary file exports as collins\_d.rtf. The text file as collins\_t.rtf, and the steno note file as collins\_s.rtf.

### If original filename already exists, automatically suggest a new name

Check this box to have Case CATalyst automatically suggest a new file name for the exported file if it detects that the file name already exists in the destination location.

### Retain Tables

When exporting a file to RTF/CRE format, the Case CATalyst default exports the table text but does not export the table format that exists in the file. Check this box to include tables in the exported file. Tables export in table format but may require minor adjustments to the cell margins and line breaks within the cells. For example, you export to RTF/CRE a title page with a three column caption "birdcage" that contains a ) in the middle column. When importing the file into Microsoft Word, it may require narrowing the column containing the ) symbol to permit only one ) symbol per line.

## International

International settings affect features specific to differences in date, font, measurement, language and steno keyboard format that may occur in varying countries. The International options include:

- [Document](#) which affects font type in translation and editing.
- [Steno Keyboard](#) language.
- [User Interface](#) language which currently only supports English.
- [Date Format](#).
- [Measurement](#) that determines the Layout display in metric or inches.

## Document

The Document option determines the font type that displays during translation and while editing. If you change your Regional Language setting in Windows to a language other than English, choose the appropriate Document language in Case CATalyst to match your Windows selection to ensure the correct display of fonts in Case CATalyst.

Access the Document option in Manage Jobs. Press **Alt + t, o, n, d** (**Tools/Options/International/Document**). Click a language from the list to select or deselect it. A check mark next to the item indicates the current selection.

## Steno Keyboard

The Steno Keyboard option determines how and what steno displays in Steno Note files, Vertical Notes and dictionaries. The Steno Keyboard feature allows you to change the steno keyboard format in Case CATalyst to match your writing machine. The default is English, the standard Stentura format. Each user has their own steno keyboard format setting.

When you change the steno keyboard format, note files read, realtime written and dictionaries created after changing the steno keyboard format, reflect the new selection. All files read, realtime written and dictionaries created using the previous steno keyboard format, remain in that format. Copying, moving or importing a file or dictionary does not change the steno in the imported file. For example, you produce five jobs using the default English. For the sixth job, you change the steno keyboard format to Spanish and read a new steno file. The sixth file reflects the Spanish steno keyboard format. The previous five files do not change and reflect the standard Stentura keyboard format, English.

Once you change the steno keyboard format, delete or rename the existing [Steno Shortcut](#) and [Phonetic](#) tables and recreate them based on the new steno keyboard format.

Access the Steno Keyboard option in Manage Jobs. Press **Alt + t, o, n, s** (**Tools/Options/International/Steno Keyboard**) and then select a language from the list.

## Steno Keyboard Formats

The following table is based on the Standard Stentura keyboard format and does not reflect, if different, the correct steno characters and definitions for other language formats. The first line is without the number bar pressed. The second line is with the numeral bar pressed. The pound sign ( # ) is the numeral bar, the open paren ( ( ) ) is the steno mark and the exclamation mark ( ! ) is the wildcard/supertoken which is used in the EZ Speakers dictionary.

Format	Steno Keyboard
English (Standard Stentura)	STKPWHRAO*EUFRPBLGTSDZ#(! 12K3W4R50*EU6R7B8G9SDZ#(!
Italian	SPCTHVRIA*EOCSTHPRIEAO#(! 12C3H4R50*EO6S7H8R9EAO#(!
Czech	("STKPVHRAO*EUVRPBLJTSDZ#(!" "12K3V4R50*EU6R7B8J9SDZ#(!")
German	SBTGDRLAU*OIRLMBGDSTNE#(! 12T3D4L5U*OI6L7B8D9TNE#(!
Spanish	STCPDJRAO*UETBPRLSIEAO#(! 12C3D4R50*UE6B7R8S9EAO#(!
Turkish	STKPCHRAO*EUFRPBLGTSDZ#(! 12K3C4R50*EU6R7B8G9SDZ#(!
Continental (French) (Grandjean)	SKPMTF*RNLYOEAILNSD[#(! (no # bar, so no digits are available)
Portuguese (Brazil)	SKTFPLRAO*EURWBPGHTSDZ#(! 12T3P4R50*EU6W7P8H9SDZ#(!
Greek	STKPVHRAE*OIFPRKTSIOAE#(! 12K3V4R50*OI6P7K8S9OAE#(!

*(The letter I appears twice on the right side of the keyboard. The first letter is considered initial I, and the second one the final I.)*

## User Interface

User Interface determines the language in which the Case CATalyst menus display. The only language available at this time is English.

Access the User Interface option in Manage Jobs. Press **Alt + t, o, n, u** (**Tools/Options/International/User Interface**) A check mark indicates the current selection.

## Date Format

The Date Format option determines the format for Static Date, Creation Date and Current Date [fields](#). If a Static, Creation or Current date field already exists in a document when you change the date format, the field retains the original format. The default date format is MM/DD/YY. If you change the format, all new files created using a "date" field display in the new format. This setting affects fields used in transcripts and does not affect the date format at Manage Jobs.

If a Static, Creation or Current date field already exists in a document when you change the date format, the field retains the original format. To reflect the new date format, it is necessary to delete the original date format for the field and then reopen the document. For example, the Date Format is set as MM/DD/YY and you have a Creation Date field in an include file. You change the Date Format to now use DD/MM/YY. To have the Creation Date field reflect the new format in the include file, open the include file. Using the [Insert Field](#) feature, delete the date in the Creation Date field. Save and exit the file. When you reopen the file, the new format is used.

Access the Date Format option in Manage Jobs. Press **Alt + t, o, n, f** (**Tools/Options/International/Date Format**). Click a date format from the list to select or deselect it. A check mark next to the item indicates the current selection.

## Current Display Measurements


Current Display Measurement determine the display of Layout positions in metric or inches. This option affects the Page View display in Edit and Layout preview. Each user has their own display measurement setting.

Access the Current Display Measurement option from Manage Jobs. Select **Tools/Options/International/Current Display Measurements**). Click the radio button next to your selection **Inches** or **Centimeters** and press **Enter (OK)**.

## Themes...

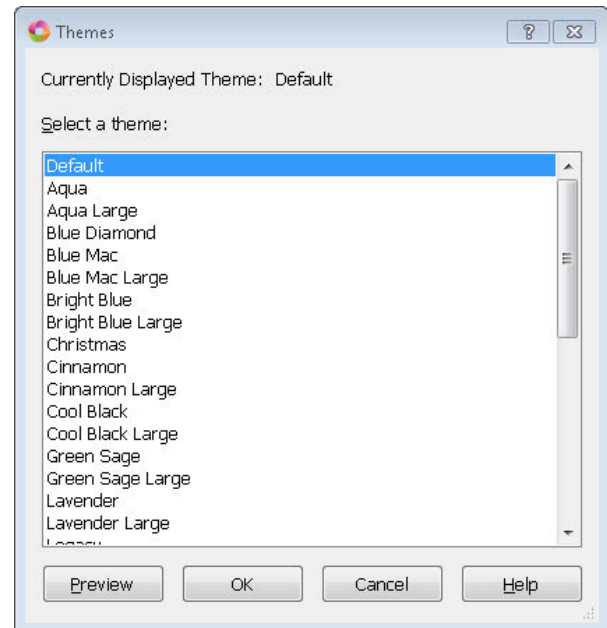
Themes affect the display of the toolbar background color, open file tab colors, dialog pane margins and the format of the open file tabs. There are a variety of pre-made themes available. You can preview a theme by selecting a theme and then clicking the Preview button (Alt + p). The current theme name is displayed at the top of the dialog box.

To Access Themes...

- in Manage Jobs, Translate and Edit and Manage Dictionary, press **Alt + t, o, h** (**Tools/Options/Themes...**).
- anywhere in CATalyst, click the All Options icon () on the toolbar.

**To select a theme:**

1. From Manage Jobs or Translate and Edit, press **Alt + t, o, h** (Tools/Options/Themes...).
2. In the Themes dialog box, highlight a theme and do any of the following:
  - a. To preview the theme, press **Alt + p** (Preview).
  - b. To apply the current theme and close the Theme dialog box, press **Enter** (OK).
  - c. To close the theme box and keep your current theme, click **Cancel**.



## Manage Custom Reminders

Manage Custom Reminder options allow you to create two different customized reminder messages. One message displays each time Edit closes and one displays each time Case CATalyst closes.

Access Custom Reminder Messages options in Manage Jobs. Press **Alt + t, o, c** (Tools/Options/Manage Custom Reminder).

### Custom Reminder Options

Make necessary entries. When finished with your changes, select **OK**.

#### Show 'Closing Edit' Message

Check this box to activate the message that displays each time Edit closes. Make entries in the following fields to create the customized message. To disable the message, uncheck the box.

##### Reminder

Type the text you want to display as the message reminder. For example, "Don't forget to backup files in process."

##### Reminder Desc

Type optional text to display below the reminder text. This text allows you to type a reason for having the reminder text. For example, "Jobs in process are backed up to the F:\drive."

##### Text

Display the reminder message for you to review.

#### Show 'Closing Case CATalyst' Message

Check this box to activate the message that displays each time you close Case CATalyst. Make entries in the following fields to create the customized message. To disable the message, uncheck the box.

### Reminder

Type the text you want to display as the message reminder. For example, "Don't forget to pack your laptop power supply."

### Reminder Desc

Type optional text to display below the reminder text.

### Text

Display the reminder message for you to review.

## Application/Computer Options

Application/Computer Options allow you to set certain defaults for Case CATalyst. Access Application/Computer Options in Manage Jobs press **Alt + t, o, a** or Edit press **Alt + t, o, /** (**Tools/Options/Application Computer Options**).

## Application/Computer Options

To make a change, click an option. Select a choice from the drop down list. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

### Start-up Settings

#### Start-up Size

Start-up size determines the size and location of the Case CATalyst window when Case CATalyst opens. This setting affects all users on this computer. By default, Case CATalyst is set to open maximized.

#### Last Known Size

Case CATalyst opens with the last customized size and position of the Case CATalyst window. It is necessary to manually resize and position the window. Do not use Windows Aero to resize the window.

It may be necessary to change the Windows settings for the Case CATalyst shortcut icon in order for the *Last Known Size* option to function properly. Some versions of Case CATalyst install with this setting set to *Maximized*. The shortcut setting must be set to *Normal window*. To modify the Case CATalyst shortcut setting, right click the Case CATalyst icon and select **Properties**. On the Shortcut tab, in the *Run* field, select **Normal window**.

#### Maximized

The Case CATalyst window opens to the size of your screen.

#### Full Screen

The Case CATalyst window opens with only the Menu bar and Full Screen toolbar displayed. The Function Bar and all other toolbars are not shown.

### Renew expiring e-Key license

Your e-Key, keyless access, requires reauthorization every 90 days. By default, reauthorization is set to automatically renew. Optionally, you can choose to manually reauthorize via renewal notification. This setting affects the current Case CATalyst application.



**Without Asking**

By default, this option is active to automatically reauthorize e-Key, keyless access, when the renewal date falls within 29 days. e-Key requires reauthorization every 90 days. When reauthorization successfully completes, a message displays indicating successful reauthorization. Close the message box by pressing **Enter**. The 90 days of reauthorization is added to the amount of authorized days currently remaining. Automatic reauthorization requires an Internet connection.

A reauthorization reminder message displays if automatic reauthorization is unavailable. For example, this may happen if you do not have Internet access at the time of automatic reauthorization.

**At User Direction Only**

Display a reauthorization reminder message that requires you to [manually respond](#) to renew keyless access. Internet access is necessary to respond to the notification message for reauthorization. If you do not have an Internet connection, follow the instructions in *e-Key Activation* for [No Internet Access](#).

**Check for Updates****Check for Updates Enabled**

The Check for Updates Help menu item or the Check for Updates button in the [About Case CATalyst](#) dialog box allows all users in this application to check for Case CATalyst updates. Select **Yes** to have the Check for Updates menu item and the Check for Updates button in the About Case CATalyst dialog box active and to receive update reminder messages when you haven't checked for updates for three months. There are some situations where Network Administrators or Instructors, for example, control the Case CATalyst version being used and do not want individuals updating. Select **No** to disable automatic update check reminders and gray out the Check for Updates menu item and button in the About Case CATalyst dialog box. The default is Yes.

**Track Changes****Editor ID**

Designate a name to associate with changes and comments made to a transcript with the [Track Changes](#) feature. When this option is left blank, the current user name is used as the Editor ID. The entry in this field applies to all files for all users on the system. The default is blank. To fill in the Editor ID field, click in the blank field to the right of the option and type the name.

**Always Track Changes in Edit**

The Always Track Changes in Edit option, when set to Yes, automatically sets the Track Changes option to be active when editing. If you are writing realtime and making editing changes in the file, realtime is active and track changes is not active. Once you stop translation (Ctrl + \ or File, Stop Translation) with this option set to Yes, the Track Changes feature is automatically active. This option may be ideal for a scopist who wants to track their changes in every file. If you manually turn Track Changes off in the file, it will remain off until you turn it back on or until you open the file in Edit again. The Always Track Changes in Edit option setting affects all Case CATalyst users on the current computer.

**Edit**

### Fast Save

Save settings works with the widest range of hardware configurations and in most situations, the selection for this option should remain Yes. Yes is the default. In a rare situation, Stenograph Technical Support may recommend changing the option to No. The selection in this field works in conjunction with Auto Save and Auto Recover and has no effect on manual saves made with Ctrl + s (File/Save) or File/Save As.

### Touch Screen Settings

#### Touch Screen Sensitivity


Use the Touch Screen Sensitivity setting to adjust the touchscreen sensitivity in Case CATalyst. This setting may need to be adjusted for each touchscreen. Select a setting between 0 and 8. 4 is the default setting.

- If tapping on the touchscreen, used to move the cursor to that screen location - is not functioning or is resulting in scrolling, select a higher number for this setting.
- If swiping on the touchscreen - used to scroll the screen - is resulting in the cursor position moving like you tapped the touchscreen, select a lower number for this setting.

## Modifying UserSettings Options


There are a few rare instances where you need to open your UserSettings options to modify a setting. If Stenograph's Technical Support Department needed to access your UserSettings file, you will be walked through the process.

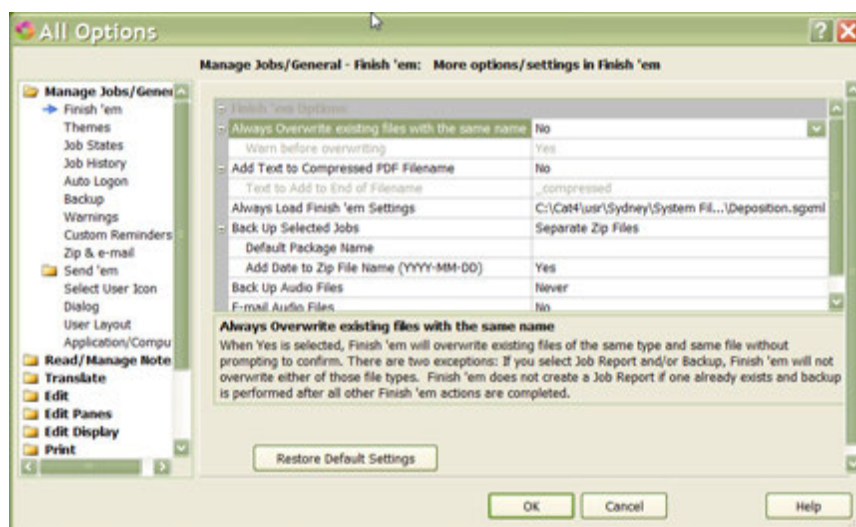
### To modify your UserSettings file:

1. Be sure you are in your User name.
2. From Manage Jobs, open the System Files case and double click the **UserSettings.sgxml** file.  
Or, you can click the System Files case icon () on the Open Special toolbar. In the Open Existing Document dialog box, your cursor defaults to the File Name field. Type **usersettings** and press **Enter**.
3. The Settings Manager dialog box displays.
4. Click in the dialog box (to set the cursor focus) and press **Ctrl + f**. The Find dialog box displays.
5. Type **keywords for the option/function you are searching for** and press **Enter** to move to the Voice-Tran-Settings section. '
6. Do any of the following:
  - To change the action of an option, click the **Edit** button on the right type the appropriate value, press **Enter** and then click **OK**.
  - To set an option back to the default settings, click the **Edit** button on the right, then click the **Default** button, and then click **OK**.
7. Press **Alt + s** (Save) to save the settings and close the dialog box. To disregard changes you have made, click the **Cancel** button.
8. Start the appropriate function and test the changes.

## All Options

For easy access to the majority of CATalyst options in one location, the All Options menu item is available at the bottom of all Tools menus. CATalyst BCS options are available at the bottom of the list. The All Options dialog box displays options starting with Manage Jobs, then Read/Manage Jobs and continues with options for all the different CATalyst functions. There may be additional options available in the actual function. For example, if you select Print in the All Options dialog box, you can set the default printer. When you go to the Print dialog box to print a specific file, additional options are available there because they are specific to a particular print session.

An All Options icon  is available on the Standard toolbar. If you have not modified your Standard toolbar, the icon automatically is added to the Standard toolbar in each area of CATalyst (Manage Jobs, Edit, Dictionary, etc.) when you updated. 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. Select Add or Remove Buttons, Standard and click All Options. You will see the new All Options icon added to the end of the Standard Toolbar.



Keyboard map functions available in Edit, Dictionary and Caption keyboard maps



Open All Options Dialog

## Cloud Backup

Cloud Backup is a backup and restore service available in Case CATalyst. The service is exclusive to those who have Edge for Case Catalyst ("Edge"). Case CATalyst's Cloud Backup compresses and encrypts your files when uploading (backing up) and storing the files in the Cloud. There are many backup services available but sometimes hectic schedules and lack of time prevents users from backing up their files. Case CATalyst's Cloud Backup offers you a simple setup, an automatic pause during realtime and confidence that your CATalyst files are being backed up and are available to you in the event you need to restore them. CATalyst's Cloud Backup is built into your Case CATalyst software and backs up the files in the selected users/cases. [Specific files types](#) can be also be excluded. For example, if you don't want your .wav (audio) files backed up since audio files can be very large, you can exclude .wav files from being backed up to the cloud. Cloud Backup is not available on Student Version Case CATalyst or institutions running Case CATalyst via Network Keyless Access.

Getting started is as simple as having an internet connection, [creating an account](#) and [selecting a user](#) or users to back up and Case CATalyst does the rest. Once Cloud Backup has started, the service is always running, checking for and backing up new or modified files. However, once you start realtime or a BCS session, the service will automatically pause. The incredible advantage to the automatic pausing of Cloud Backup while you are writing realtime is you don't have to worry that the backup process is going to have an adverse effect on your system's performance, i.e. having potentially inaccessible files and/or slower processing speed and lagging realtime. Once realtime has ended, Cloud Backup automatically picks up backing up files where it left off. Cloud Backup will release a file that is currently being backed up when the Cloud Backup Service is paused either from the Cloud Backup dialog box or the Windows System Tray service. Once Cloud Backup is paused, you can move, rename or delete the file. When you select to resume, Cloud Backup will continue backing up all files that are new or have changed including the entire file that was released when you paused the service.

In addition to Cloud Backup automatically pausing while writing realtime, files that are currently open are not backed up until the file/files are closed. If you are editing a transcript/file or have open transcripts/files, those transcripts/files will not be backed up while they remain open. Once the files are closed, CATalyst will back up the files. Uploads (backups) are done on a directory basis, first backing up newer files, which are not currently open. Then, Cloud Backup finds files in the same directory that need to be backed up and continues until the all designated folders/files are uploaded. Cloud Backup then starts at the beginning again looking for the newest files that need to be backed up. Only one version (the newest) of the file will be stored in the Cloud. For example, let's say you wrote a realtime file yesterday afternoon named JONES-8-07-17. Cloud Backup backed it up when you closed the file. Today you finish editing the same file and it uploads to the cloud. Today's version of the JONES-8-07-17 is the only version that exists in the Cloud. It is also important to know that if you now moved the JONES-8-07-17 file into your August 2017 case (because you organize all your files by month and year) the result will be that you have two copies of the JONES-8-07-17 file in the Cloud. If the only copy you want archived in the Cloud is the one in the August 2017 case, then you would verify the file is in the August 2017 case and select to delete files in the Cloud and delete the JONES-8-07-17 file that is in the main level of Manage Jobs. In other words, you could have multiple copies of the same file in the Cloud because of moving, copying or renaming files/cases.

Closing Case CATalyst or closing the Cloud Backup dialog box does not shut down the backup service. You can manually pause the Cloud Backup in the Cloud Backup Status dialog box if you feel you need to suspend the backup process for some reason. Once you close Case CATalyst and turn off your computer, the Cloud Backup service is stopped. Cloud Backup starts again when the computer is turned on. If you have Windows 8 operating system or above and you have a cellular connection to the internet, you can deselect the [Use Cellular Data](#) option and in Windows, set your wireless connection to metered. Cloud Backup will automatically be suspended on a metered network.

Restoring backed up files from the cloud to your computer is as easy as selecting the appropriate file/files in the Cloud Backup Restore dialog box and clicking Restore. For example, you keep only current or in progress transcripts/files on your hard drive and you back up complete transcripts to the cloud. You get an order for a transcript from six months ago that you need to restore from the cloud. You simply access your Cloud Backup account, select Restore Files and select the file and restore it. When restoring a file/files from the Cloud to your computer, you can have any existing files of the same name that still exist on your computer be overwritten, renamed or restored to a different location. Selected files that are restored from the Cloud, still exist in the Cloud and are not deleted. For more information, see [Restoring Files from the Cloud](#).

Cloud Backup is a free service that is included with your Edge and gives you a generous amount of storage space. If you feel you need additional storage space, please contact Stenograph's sales department. You can manage your Cloud Backup storage space by excluding specific folders and or file types from backing up. You also have the ability to delete files from the cloud. Deleting files from the Cloud has no effect on files on your computer's hard drive. And once files are backed up to the Cloud, deleting files from your hard drive has no effect on files stored in the Cloud.

**Important:** Uploading (backing up) speed, regardless of what backup program you are using, is typically 2 - 3 times slower than downloading (restoring) speed. The amount and size of the files in your CATalyst directory and uploading speed will affect the time it takes to back up all your CATalyst files. Please realize it most likely will take several hours (or even days) to backup your Case CATalyst files the first time you login. If you use multiple computers, time will be required for each computer's CATalyst files to be backed up.

If you have used approximately 90% of your Cloud storage space the following message displays:

*You are nearly out of storage space in the Cloud.*

*X GB of X GB used.*

Click **OK** or the message will close in 15 seconds if no action is taken.

If you are out of your Cloud storage space the following message displays:

*Unable to Back Up to the Cloud.*

*You are out of storage space in the Cloud.*


*X GB of X GB used.*

*Please call Stenograph to upgrade your storage: 800-323-4247.*


## Creating a Cloud Backup account

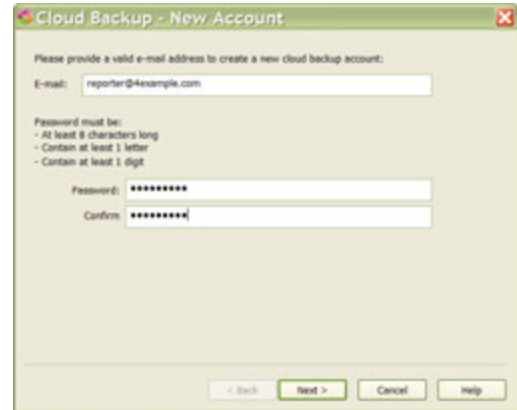
[Cloud Backup](#) is a service available in Case CATalyst. The service is exclusive to those who have purchased "Edge". There are many backup services available but there are times when things get in the way of backing up work files. CATalyst's Cloud Backup offers you a simple setup, automatic pause during realtime and confidence that your CATalyst files are being backed up and are available to you in the event you need to restore them. CATalyst's Cloud Backup is built into your Case CATalyst software and backs up files in the selected users/cases. The Cloud Backup status is represented with icons on the [Windows System Tray](#).

To get started with Cloud Backup, you need to create an account and then you can select a user or users to be backed up. The account you create is associated with your e-key license/PKC (product key code). If you have several computers that you use for Case CATalyst or CATalyst BCS, once you create an account/login, sign into Cloud Backup on each computer with your login. Cloud Backup will track files backed up by each computer to your one Cloud Backup account.

1. To create a Cloud Backup account, click the  icon or select Function and then Cloud Backup. The Account Settings dialog box displays. Click the **Create New Account Now** button to create an account for the Cloud Backup.
2. At the Create a New Account dialog box, type a valid e-mail address. A valid e-mail address must include the "at" (@) sign. If you don't type an email address that contains the @ sign, the *Please enter a valid email* message displays.



3. In the Password field, type a password for your account. Please note that the password must be at least 8 characters long, contain at least one letter and one digit. If you did not include the required password items, a *Please follow the rules to enter a valid password* message displays and you will need to type a new password.
4. In the Confirm Password field, type the same password you typed in the Password field. If this password doesn't match the first password you type, the message *The passwords don't match* message displays.
5. Once you have successfully entered a valid email address and created and confirmed an acceptable password, click **Next**. At this point, you may want to write down your e-mail address and password.
6. The second Create Account dialog box displays with three sets of security questions. Click the down arrow  at the end of the displayed question to see a list of questions. Select a question and type your answer in the appropriate field for each of the three questions. Two questions and answers will be used in case it is necessary to recover your password.



Cloud Backup - New Account

Please provide a valid e-mail address to create a new cloud backup account:

E-mail:

Password must be:

- At least 8 characters long
- Contain at least 1 letter
- Contain at least 1 digit

Password:

Confirm:

< Back Next > Cancel Help



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: Who was your favorite singer or band in high school? 

Answer:

Question 3: What is the name of your favorite sports team? 

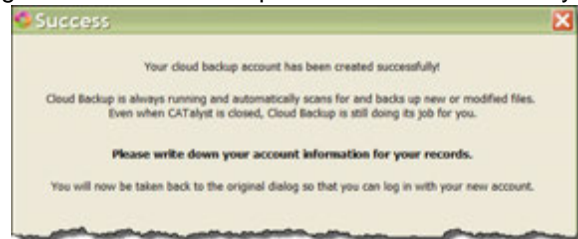
Answer:

< Back Next > Cancel Help

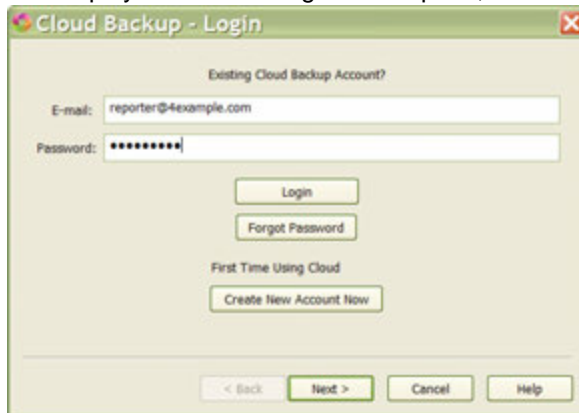
7. The Create New Account dialog box displays stating that the cloud backup account has successfully been created.

It is important to write down your user e-mail and password in the event it is needed in the future.

Click **Finish** to sign into your account.



8. At the Account Settings dialog box, your email address and password should already be filled in, click **Next**. The *Please wait while we login* dialog box displays. Once the login is complete, the Select User for Cloud Backup dialog box displays.



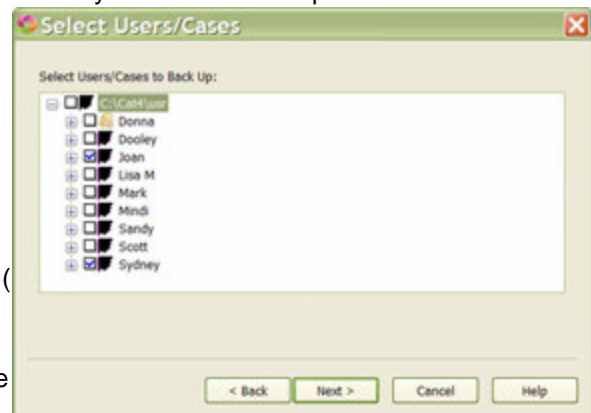
9. The Select User for Cloud Backup dialog box defaults to showing all the users in the user roots you have in CATalyst.

You can select one or more user names that contain files you want backed up.

10. All files in a selected user will be backed up unless selected folders within the user are excluded and/or selected file types are excluded from being backed up.

**Please note: if you have users on a network user root, these network users may display but they cannot be backed up.**

- To select an entire user, click the check box (☐) in front of the user name and the user will be selected. For example, in the screen shot you see that the users Joan and Sydney have been selected. All files in the Joan and Sydney user will be backed up with the exception of excluded files types.



- To expand the user name to see folders/cases and files, click the plus sign (+) in front of the user name. You can select or deselect specific cases within a user.

11. Click **Next** to continue. The Cloud Backup Status dialog box displays.

For more information, please see the following topics for [selecting users/cases](#), [excluding specific files types](#), [restoring files](#) and [deleting files from the Cloud](#).



## Cloud Backup Status dialog box

[Cloud Backup](#) is a backup and restore service available in Case CATalyst. The service is exclusive to those who have “Edge”. Case CATalyst's Cloud Backup offers you a simple setup, automatic pause when writing realtime and confidence that your CATalyst files are being backed up and are available to you in the event you need to restore them. Once Cloud Backup is started, the service is always running and backing up the files in your selected users/cases unless you are writing realtime or have open files.



Once you have created your [Cloud Backup account](#), logged in and selected the folders you want backed up, when you click the Cloud Backup icon or press **Alt + u, k** (Function, Cloud Backup), the Cloud Backup Status dialog box displays. The Cloud Backup Status dialog box displays important information about the Cloud Backup status such as whether the service is running or paused and the total number of files backed up. If currently backing up files, it displays the current number of bytes of the current file and the current name, folder and user name. The Cloud Backup Status dialog box also displays the amount used of the current storage space available.

If you use a mobile hotspot or MiFi device, on Windows 8 and higher you can set a network connection to be metered so that you won't use your cellular data. If you use a metered network connection, when you open the Cloud Backup Status dialog box, the Current Status will read: Suspended On Cellular Network. For more information, see [metered networks](#).

The Catalyst [Backup System Tray](#) application is installed with CATalyst. This application displays Cloud Backup's status with icons in the System Tray area. If you hover your cursor over the Cloud Backup icon, a tooltip will display and in some cases, a Windows notification will display.

### Cloud Backup Status dialog box:

**Current Status:** Displays whether Cloud Backup is currently running or paused.

**Pause button:** The Pause button (  ) allows you to manually pause Cloud Backup. When Cloud Backup is paused, the Pause button turns into a Play button (  ) and the word **PAUSED** displays in the Current Status field.

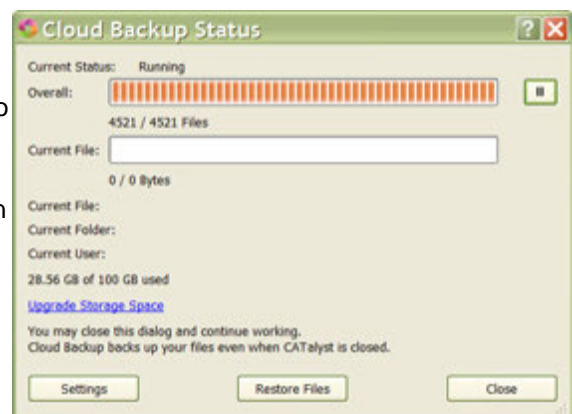
**Overall progress bar and numbers:** Displays the overall progress of backed up files. The progress bar indicates Cloud Backup is running and the progress. The numbers below indicate the overall progress of the files backed up. The first number indicates the overall progress of files currently being backed up and the second number shows the total number of files selected to be backed up. If the two numbers match, it means all files in the selected folders have been backed up. (The color and look of the Overall progress bar depends on your selected Case CATalyst theme.)

**Current File progress bar and numbers:** Displays the current progress of files being backed up. The progress bar indicates the progress of the current file being backed up. The numbers below indicate the number of bytes of the file currently being backed up. The first number indicates the progress of the file being backed up and the second number indicates the total number of bytes in the file currently being backed up. If it displays 0/0 it means no file is currently being backed up.

**Current File:** Displays the name of the file currently being backed up.

**Current Folder:** Displays the name of the folder/case where the current file is located.

**Current User:** Displays the name of the user where the current folder is located.



*X GB of X GB used:* Displays the amount of space your backed up files have used out of the storage space allowed in the Cloud Backup storage space. You can increase the size of your Cloud Backup space by calling Stenograph's Sales Department.

*Settings button:* Allows access to resetting your password, including/excluding folders, excluding specific file types and deleting files from the cloud.

*Restore Files:* Allows access to your files that are stored in the cloud in order to download a file to your hard drive.

*Close:* Allows you to close the Cloud Backup Status dialog box. Remember, closing the Cloud Backup Status dialog box does not stop or turn off the Cloud Backup service. You can manually pause the Cloud Backup in the Cloud Backup Status dialog box if you feel you need to suspend the backup process for some reason. Once you close Case CATalyst and turn off your computer, the Cloud Backup service is stopped. When you turn on your computer, the Cloud Backup service starts again.

For additional actions, see [Settings](#) and [Restore Files](#).

## Cloud Backup Settings dialog box

The Cloud Backup Settings dialog box allows you to change your password, select what users and cases you want to back up, what file types (extensions) you want to exclude from being backed up, rename your computer for Cloud Backup, access to permanently delete files from the Cloud, Cellular Data Usage option and whether you want to see the Cloud Backup Indicators in Manage Jobs. The Settings dialog box is accessed from the Cloud Backup Status dialog box.

### [Change Password](#)

#### Options:

### [Select Users/Cases](#)

### [Exclude Extensions...](#)

### [Computer Name...](#)

### [Permanently Delete...](#)

### [Cellular Data Usage](#)

### [Show Cloud Backup Indicators in Manage Jobs](#)




## Select Users/Cases

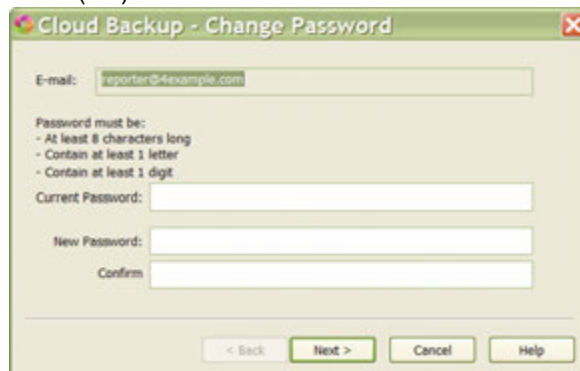
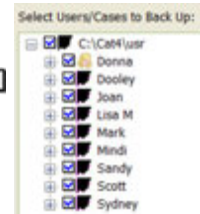
[Cloud Backup](#) allows you to include or exclude specific CATalyst users and/or user cases. For example, a user might want to exclude the [AutoArchive](#) case from being backed up or perhaps the Captioning case in the Systems Files case because he/she doesn't caption. As another example, let's say a scopist has four user names in Case CATalyst because at one time he/she scoped for four reporters and all their files were kept in the respective user name. The scopist no longer scopes for a reporter, named Jeff. The scopist could exclude (deselect) Jeff's user name and none of his files would be backed up to the Cloud. When a case or user is excluded, the universal red circle with a line through it displays before the case or user name in the Select Users/Cases dialog box.

If no users/cases are selected to be backed up, no user files will be backed up. If you did at one time back up users/cases, those files remain in the Cloud but no other files will be backed up until user/cases are selected in the Select Users/Cases dialog box.

#### To include/exclude folders:

1. To open the Cloud Backup Status dialog box, click the Cloud Backup icon  or press **Alt + u, k** (Functions, Cloud Backup).
2. In the Cloud Backup Status dialog box, click the Settings button or press **Alt + o**.
3. In the Cloud Backup Settings dialog box, click Select Users/Cases... button or press **Alt + s**.
4. Do **any** of the following:

- To select all the users in your Case CATalyst [user root](#), click the check box (☐) in front of the user root (C:\CAT4\usr). A check box with a check (☒) will display before the user root and all users in that user root will be backed up. In most situations, you may only have one user listed. If you are a scopist, you may have multiple user names based on your clients.
- To select only specific user names, click the check box (☐) in front of the user name that you want to back up to the Cloud. All cases and sub-cases in that user will have a selected check box(☒) before the cases and all will be backed up.
- To exclude specific cases within a user, click the check box (☐) in front of the user name, then click the plus sign (+) in front of the user name to expand the view and then click the check box in front of the case/sub-case you want to exclude. The check box ☒ turns to an excluded user/case check box ☒. All folders and subfolders/cases with the red *not circle* (⊗) will be excluded. When a case is excluded within a user name, the user name check box will turn black (☐) to indicate one or more cases/sub-cases have been excluded.



If a case is not excluded but there are sub-cases inside of that case that have been excluded, then the case check box will be black.

5. When finished selecting/deselecting users/cases, click **OK**. To close the Cloud Backup Settings dialog box, press **Alt + c** or click the Close button.



## Excluding Specific File Types

[Cloud Backup](#) allows you to exclude specific files types or file extensions from being backed up to the cloud. Excluding certain file types may be especially useful if you want to take full advantage of your Cloud Backup storage space with only the file types you want backed up. For example, audio files (.wav) can be very large and take up storage space. If, once transcript is complete you delete the audio file then you might want to exclude audio files (.wav) files from being backed up to the Cloud. As another example, if you use Stenograph's Luminex and/or Diamante to write realtime, a Steno X-ray (.sgxr2) subfile is created as a useful tool while editing. The Steno X-ray subfile may also be large and not needed once the transcript has been edited.



An Exclude Extensions... button is available in the Cloud Backup Settings dialog box. You can exclude additional file types or remove file types from the default exclude list if you want those file types backed up to the Cloud. By default, the following file types are excluded:

- .dmp – file created if CATalyst crashes
- .sgbak – temporary files
- .sgdel – temporary files
- .sgold – temporary files
- .sgsav – temporary files
- .sgkbu - keyboard usage subfile
- .sgngl\_A1-A3 - copies of [autoarchived](#) files
- .sgcap\_A1-A3 - copies of autoarchived caption file
- .sgdct\_A1-A3 - copies of autoarchived dictionaries
- .sgxr2 – steno x-ray file created by the Luminex and Diamante (can be large in size)
- .sgxry – steno x-ray file created by the élan Mira (can be large in size)

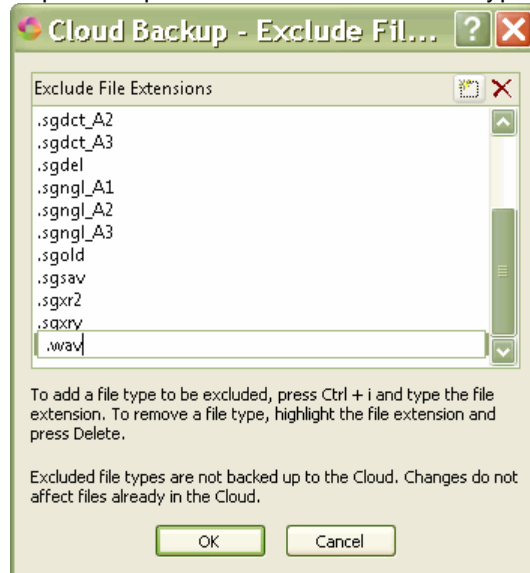
- to exclude additional file types, click in the list of files area and press **Ctrl + i** and type the file extension. For example, to exclude audio (.wav) files, type **.wav**.


- to remove an existing file type from the list, highlight the file type and press Delete on your computer keyboard. For example, if you want your Luminex or Diamante steno x-ray to be backed up so you can analyze your writing at a later date, highlight .sgxr2 and press Delete.

NOTE: Selecting to exclude file types now has no effect on files that are already backed up to your Cloud Backup.

1. To open the Cloud Backup Status dialog box, click the Cloud Backup icon  or press **Alt + u, k** (Functions, Cloud Backup).
2. In the Cloud Backup Status dialog box, click the Settings button or press **Alt + s**.
3. In the Settings dialog box, click Exclude Extensions... button or press **Alt + x**.
4. The Exclude Extensions dialog box displays with the default excluded file types listed. Do **any** of the following:
  - To add a file type to the exclusion list so the added file type will not be backed up to the cloud, press **Ctrl + i** or click the Insert (  ) icon. An empty box displays, type a period followed by the file extension. For example, to prevent audio (.wav) files from being backed up to the cloud, type **.wav**

Repeat the process to exclude more file types.




- To remove a file type from the list and have those file types backed up to the cloud, highlight the file extension and press **Delete** or click the  icon.  
*Changes do not affect files that are already backed up in the Cloud.*
- 5. To save your changes, press **Enter** (OK). To disregard your changes, click Cancel. To close the Settings dialog box, press **Alt + c** or click the Close button.

## Restoring files from the Cloud

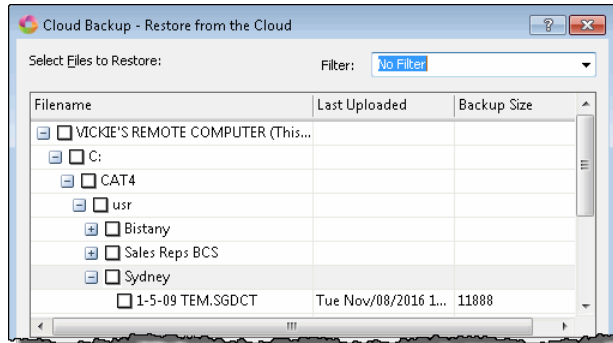
Once your files are backed up to the cloud, there may come a time when you need to download a file or case. For example, let's say you are an official reporter and a transcript has been ordered for a proceeding that you reported months ago. In the Cloud Backup Status dialog box, you simply select Restore Files and select the file/files you want to download to your hard drive. Restoring or downloading files from the cloud does not remove them from the cloud, it simply makes a copy of the file on your hard drive. You might also restore a file from the Cloud to work on it on a different computer. For example, you were writing realtime, when finished, you used the [Cloud Back Up Now](#) command to make sure the file was sent to the Cloud. You get home and want to edit the realtime file on your home computer so you restore the file from Cloud Backup to your home computer.

When restoring a file from the cloud, if a version of the file already exists on your hard drive, you can have Cloud Backup overwrite the existing file on your hard drive, rename the existing file on your hard drive or restore the file to a different location.

### To Restore Files from the Cloud:

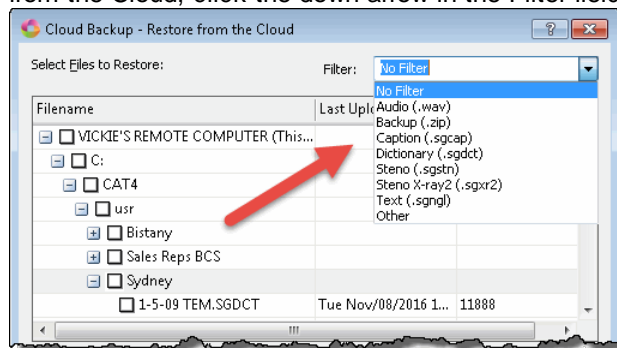
1. To open the Cloud Backup Status dialog box, click the Cloud Backup icon  or press **Alt + u, k** (Functions, Cloud Backup). When using a [metered network connection](#), a message displays prompting you to continue or not with the restore.
2. To select files to restore, press **Alt + r** or click the Restore Files button. The Cloud Backup - Restore from the Cloud dialog opens and a *Gathering Files from the Cloud. Please Wait...* message displays momentarily while Cloud Backup retrieves the user's information and displays the current computer name (the [computer name](#) comes from Cloud Backup if you rename it for Cloud Backup or it comes from Windows setup). The cloud retrieves the user's information and displays the files in an

expanded tree view based on the current user. If you have backed up from more than one computer, each computer name will display. To expand the view, click the plus sign (+) in front of the computer name and then continue to click the plus sign in front of each item to expand the view as needed to locate what you want to restore. The filename displays, the date the file was last backed up (uploaded) to the cloud and the size of the file.

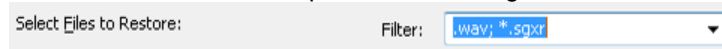


The computer name is based on the computer name in Windows unless you have changed the name using the [Computer Name...](#) feature in Cloud Backup Settings dialog box.

3. To filter the display to only show a specific file type or file types for files you want to restore or delete from the Cloud, click the down arrow in the Filter field to display the list of file types.



To filter for a file type not listed or filter for multiple file types, select **Other** and type in the Filter field to filter for a different file type or to add multiple file types. Start each file type with a period followed by the extension and then type a semi-colon (;) and type the next file type extension. In the following screen shot, Cloud Backup Restore is being filtered for audio and steno x-ray2 files. In the following screen shot, Cloud Backup Restore is being filtered for audio and steno x-ray2 files.



4. You can select individual files and/or cases. If you select a case, all matching files types in the case will be selected unless the subfile is excluded in [Exclude Extensions...](#) list. To select a case or file, click the case/file name to put a check mark (☑) in front of the case/file. Select as many cases/files as you want to restore.

5. In the Restore Folder: field, click the down arrow (▼) to display the location options. The default setting is Original Location.

**Original Location** - restores the file/files to the same location from which they were backed up.

**Desktop** - restores the selected file/files to your computer's Desktop.

**Other** - allows you to navigate to a location on your computer and restores the file/files to that location.

6. In the Existing Files field, click the down arrow (▼) to display the action options if a file/case with the same name exists in the selected restore location.

**Rename** - will add a number to the end of the existing file name of the same file on your computer's hard

drive. For example, if you are restoring Jones04072016 from the Cloud and Jones04072016 exists on your computer's hard drive, once restore is complete you will have Jones04072016 (restored file) and Jones04072016\_1 (existing file on your hard drive). Rename is the default action.

**Overwrite** - the existing file on your hard drive will be overwritten by the restored file from the Cloud. Using the previous example, when restore is complete, you will have one Jones04072016 file on your hard drive.

Once you select the restore location and download action, your selections are displayed.

Restore To: Other Existing Files

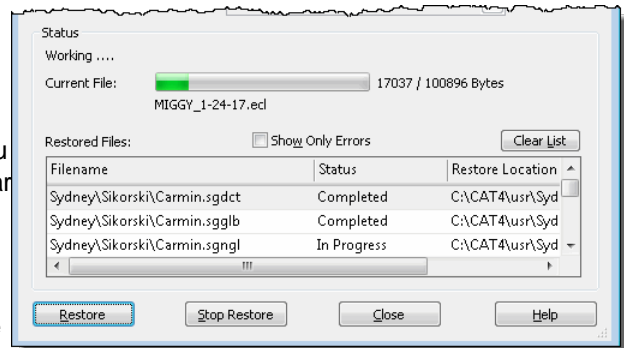
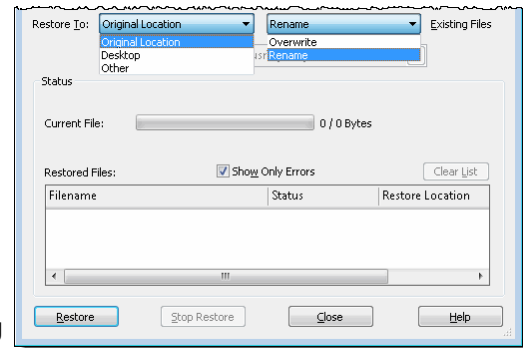
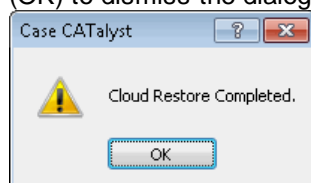
Please Note: If you just installed Case CATalyst and created the same CATalyst user name as you have on another computer, you most likely want to select Overwrite in this situation so you don't have your restored files and the CATalyst default files followed by a 1. For example, when you install Case CATalyst and create a user, by default you get a UserSettings file. If you select Rename, you will have UserSettings (your settings file) and UserSettings\_1 (default settings file).

7. In the Restored Files section, there is a Show Only Errors option which is selected by default. When this option is selected, only file names that experience an issue during restore will be listed. If no errors are encountered while restoring, the *No errors while restoring* message displays when the restore is complete. No file names display.

If you want to see the filenames, restore status and restore location of the files restored, deselect the Show Only Errors option. Once the files have been restored, you can use the Clear List button (**Alt + L**) to clear the list.

8. To begin the restoring of the selected files, press **Alt + r** or click the Restore button. The Current File: field displays the progress of the restored files and the Restored Files section displays information based on your selection in Step 6.

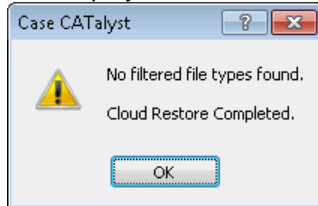
Once the selected files have been restored, the restore completed dialog box displays, press **Enter** (OK) to dismiss the dialog box.



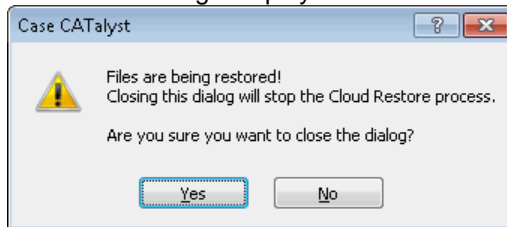
9. If you are finished restoring files to your computer, press **Alt + c** (Close) to close the Restore dialog box.

Things to know:

- If you filter for a specific file type or files types and no matching file is found, the following dialog box displays:

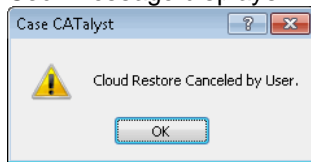


- If you select to Close the dialog box while restore is still in progress, the *Files are being restored!* message displays.



Press **Enter** to stop the restore process.  
Click **No** to have the restore process continue.


- If you want to stop the restore process, press **Alt + s** (Stop Restore). The *Restore Canceled by User* message displays.



## Changing your Cloud Backup Password

Once you have created your Cloud Backup login, you can change your password at any time. File security is of the utmost importance so maintaining a secure password is a must. If you routinely change your password for all your online programs/services, you can easily do that for Cloud Backup too by clicking the Change Password button.

**Change your Cloud Backup Password:**

1. At Manage Jobs, press **Alt + u, k** or click the Cloud Backup  icon.
2. In the Cloud Backup Status dialog box, press **Alt + s** (Settings).




3. In the Settings dialog box, press **Alt + p** (Change Password).
4. Do the following:
  - a. In the Current Password field, type your current Cloud Backup password and press **Tab**.
  - b. In the New Password field, type your new password following the password requirements listed and press **Tab**.
  - c. In the Confirm field, type the same password you typed in the New Password field and press **Enter**.
5. The *Congratulations* message displays when all the information is correct and match. If the information doesn't match, a *An error occurred. Please Try Again* message displays. Go to **Step 4** and repeat.



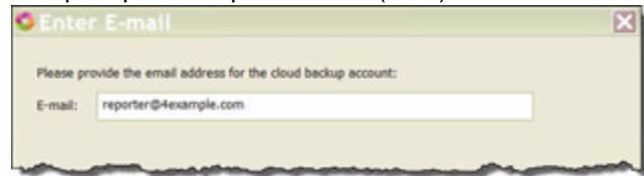
## Forgotten Password

The Forgot Password feature may be needed when purchasing a new computer or [after changing the password](#) on one computer and then needing to login on another computer and you forgot the password you set up. Once you [create a Cloud Backup account](#), you can use that login name and password on multiple computers. For example, let's say you create a Cloud Backup account on your office computer. You logged in and uploaded all your Case CATalyst files. You primarily do all your work on your office computer but you just purchased a second computer for home. You set up the home computer, load Case CATalyst and when you click on Cloud Backup, you are prompted for the user e-mail and password. You can't remember the password you used so you use the Forgot Password feature and are up and running on your home computer too.

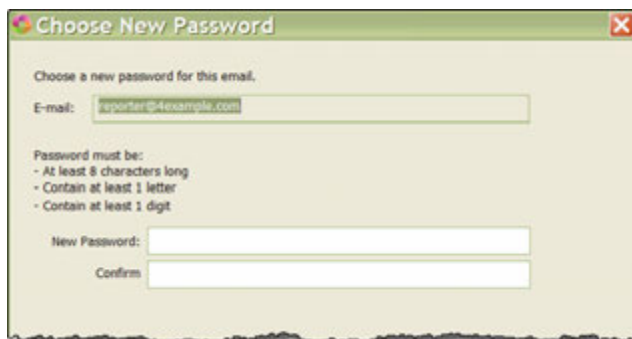
### Forgot Password

1. At Manage Jobs, press **Alt + u, k** or click the Cloud Backup  icon.
2. If you are logging in on a new computer, at the Cloud Backup Login type your e-mail associated with Cloud Backup and press **Alt + f** (Forgot Password).

3. At the E-mail prompt, type your e-mail address if prompted and press **Enter** (Next).
4. The Answer Security Questions dialog box displays two of your three security questions. Type the correct answers for each and press **Enter** (Next).



- If the answer match your original setup, the Choose New Password dialog box displays. In the New Password file, type your new password for you login and type the same password in the Confirm field and press **Enter**. The *Congratulations* message displays when the passwords match. If you have two computers, once you create a new password on this system, you will be prompted to change the password on the other system so the passwords match.



- If one or both of the answers don't match, the *An error occurred. Please try again* message displays. Press **Enter** (OK) to display the Answer Security Questions dialog box again with different security questions.


## Deleting Files from the Cloud

Files backed up remain in the Cloud until you delete them. The more files you store in the Cloud, the more storage space needed. Depending on your situation, you may want to increase the size of your Cloud Backup storage and/or you may want to delete old files from the cloud if they are no longer needed. Deleting files from the cloud has no effect on the files on your computer's hard drive. Deleting files on your computer has no effect on the files stored in the Cloud.

You can delete cases, individual files or individual subfiles from the Cloud. For example, let's say you backed up all your Case CATalyst audio files which, generally, requires a lot of space. You want to free up some space in the Cloud, so you decide to old audio files where the transcripts have been produced and the audio file is no longer needed. In the Cloud Backup Status dialog box you select Settings and the Permanently Delete... You then filter for audio files and you delete what files you no longer need.

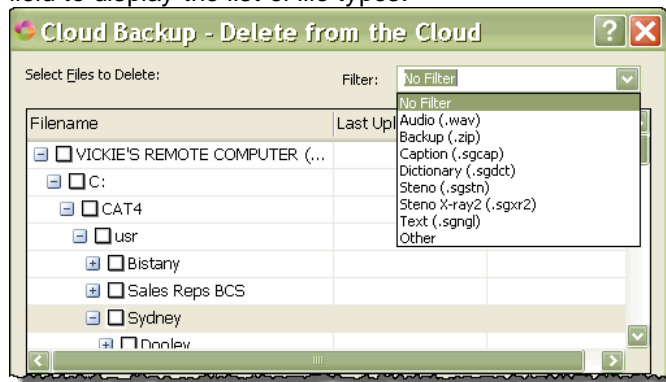
You have control of what gets backed up to the Cloud and what gets deleted from the Cloud.

#### To delete files from the Cloud:

1. To open the Cloud Backup Status dialog box, click the Cloud Backup icon  or press **Alt + u, k** (Functions, Cloud Backup). When using a [metered network connection](#), a message displays prompting you to continue or not with the delete.
2. In the Cloud Backup Status dialog box, click the **Settings** button or press **Alt + o**.
3. In the Cloud Backup Settings dialog box, click **Permanently Delete...**
4. The Cloud Backup - Delete files from the Cloud dialog box displays and a *Gathering Files from the Cloud. Please Wait...* message displays momentarily while the Cloud retrieves the user's information and displays the current computer name (the [computer name](#) comes from Cloud Backup if you rename it for Cloud Backup or it comes from Windows setup). The cloud retrieves the user's information and displays the files in an expanded tree view based on the current user. If you have backed up from more than one computer, each computer name will display. To expand the view, click the plus sign (+) in front of the computer name and then continue to click the plus sign in front of each item to expand the view as needed to locate what you want to restore. The filename displays, the date the file was last backed up (uploaded) to the cloud and the size of the file.

If you have more than one computer that you use for Case CATalyst and the computers have different names, you could see multiple computers listed in the Delete from the Cloud dialog box.

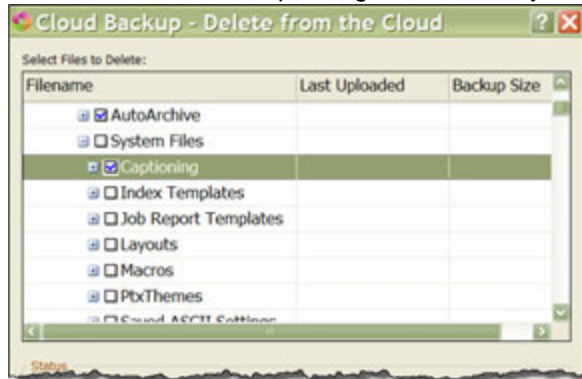
5. To filter the display to only show a specific file type or file types, click the down arrow in the Filter field to display the list of file types.



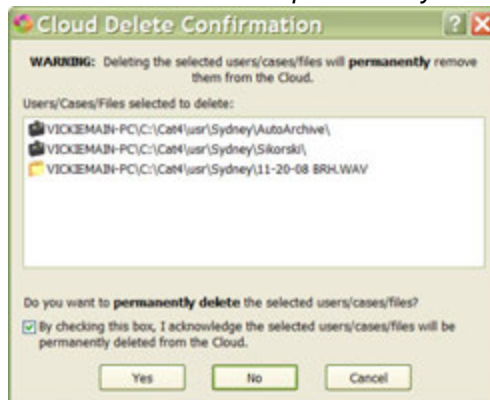
To filter for a file type not listed or filter for multiple file types, select **Other** and type in the Filter field to filter for a different file type or to add multiple file types. Start each file type with a period followed by the extension and then type a semi-colon (;) and type the next file type extension. In the following screen shot, Cloud Backup Restore is being filtered for audio and steno x-ray2 files. In the following screen shot, Cloud Backup Delete5 is being filtered for audio and steno x-ray2 files.



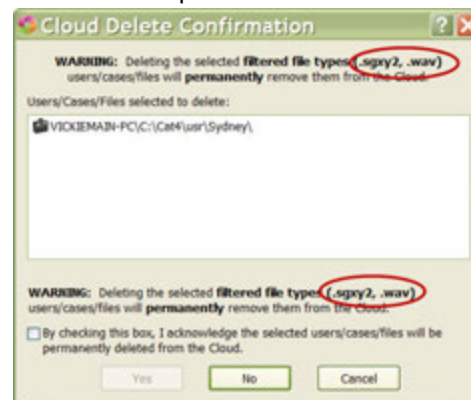
6. To select a case or file, click the case/file name to put a check mark (☒) in front of the case/file. When selecting a case, all subfolders and files will be selected. Select as many cases/files as you want to delete from the cloud. For example, let's say that you want to free up some space in the Cloud so you want to delete some of the a case content that you don't need such as the [AutoArchive](#) and the Captioning case in the System Files case.



7. Once you have selected the cases/files you want to delete, to begin deleting files from the Cloud press **Alt + d** (Delete). The Delete Confirmation dialog box displays. If you are deleting files from another's computer, make sure the computer is not currently uploading files. To permanently delete the selected items from the cloud, click the *By checking this box, I acknowledge the selected users/cases/files will be permanently deleted from the Cloud.* option and then click **Yes**.



*selected files/case*

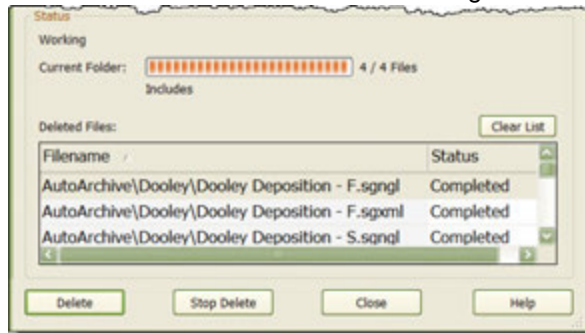


*selected files/cases filtered on file types*

The default settings for this box are that the *By checking this option...* option is unchecked and the cursor action is No. Even when you select the *By checking this box...* option, the default cursor action is No. You will need to click **Yes** or change the cursor focus to Yes and press Enter.

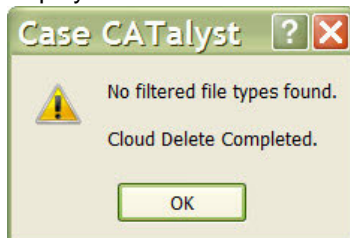
8. As the selected files are being deleted, you will see the name of the file being deleted and the progress bar reflects the progress. Once the selected files are deleted the Cloud Delete Completed dialog box displays and the Deleted Files section displays a list of the files deleted. Press **Enter** to dismiss the Cloud Delete Completed dialog box and press **Alt + c** (Close) to close the Cloud Backup

- Delete files from the Cloud Server dialog box.



Things to know:

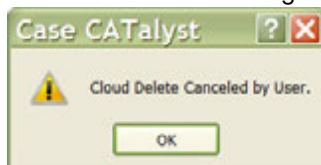
- If you filter for a file type or files types and no matching files are found, the following dialog box displays:



- If files are being deleted and you press **Alt + c** (Close), the *Files are being deleted...* dialog box displays.

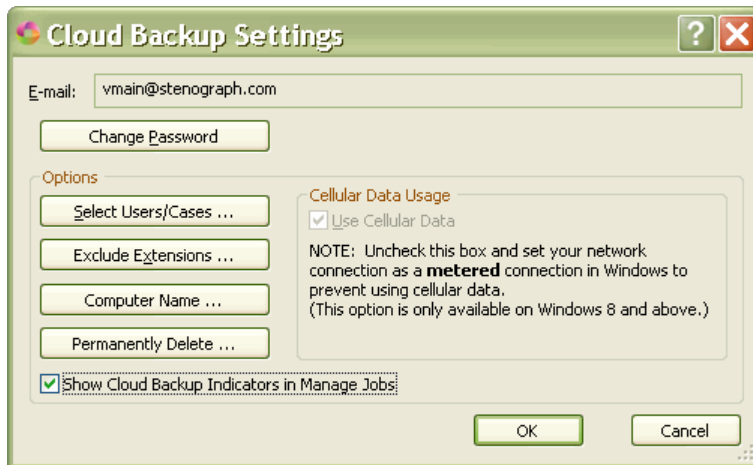


- To interrupt and stop the deleting of the selected files, press **Alt + s** (Stop Delete). The *Cloud Delete Canceled...* dialog box displays.



## Cellular Data Usage option

A Cellular Data Usage section is available on the Cloud Backup Settings dialog box along with a Use Cellular Data option. If you are using your cellular phone as a hotspot or using a MiFi® device for your internet connection, you may exceed your data plan usage and incur extra expenses if you are uploading and downloading many files. Cloud Backup is automatically paused when writing realtime, but once realtime is stopped, Cloud Backup is automatically active. Depending on your data plan, you could incur additional data usage charges especially if you are backing up audio files. If you are using Windows version 8 or higher, you can set your wireless network to be considered “metered” within Windows. Windows only allows access and modification to the metered WiFi connection setting if your Windows user has Windows administrator rights. Then, Cloud Backup will no longer automatically back up files while you are connected to that network and each time you manually backup, restore or delete items from Cloud Backup you will be warned that you are on a metered network. You can decide whether you want to proceed with the process or not. Or to always have Cloud Backup run regardless of the type of network, you can select the Use Cellular Data option. On Windows 8 operating systems and above, the option is unchecked by default so you will not use cellular data.



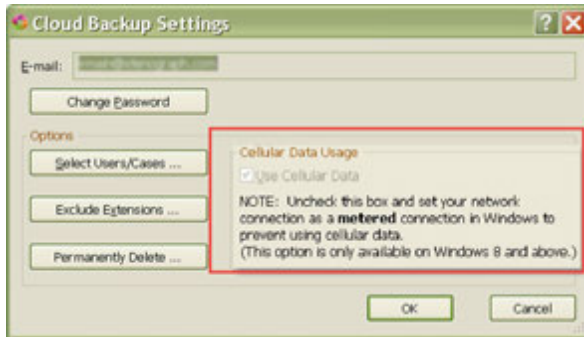
Setting your WiFi network to metered:

If the following instructions do not match your Windows version, please consult your Windows documentation/help. Windows only allows access and modification to the metered WiFi connection setting if your Windows user has Windows administrator rights.

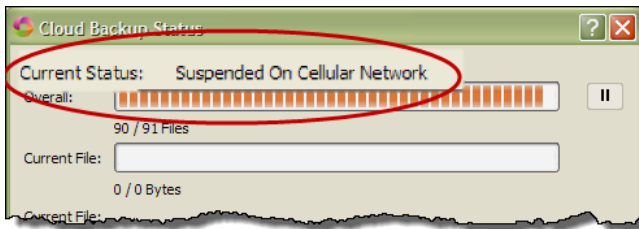
- Windows 8 or 8.1, go to Settings > PC Settings > Network > Connections. Click the WiFi network connection you'd like to change, then toggle Set as Metered Connection to On.
- Windows 10 Home, go to Start> Settings > Network & Internet > Wi-Fi > Click the network name and turn on the Set as metered connection option.
- Windows 10 Pro, go to 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.

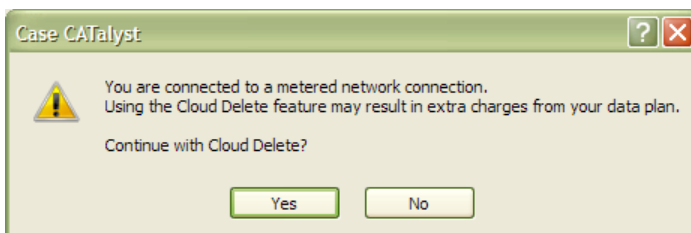
On Windows 7 systems and below, the option is selected by default and grayed out (unavailable) so cloud backup runs whenever you are connected to the Internet. In other words, if you are connected to the internet via a cellular data plan, you may exceed your data plan if CATalyst is backing up many or large files and you are restoring or deleting many files from the Cloud. The metered network setting is not available in Windows 7 or below.



When you are using Windows 8 or higher and your network connection is set to “metered” (in Windows) and you have **deselected** the Use Cellular Data option, the Cloud Backup Status dialog box will display:

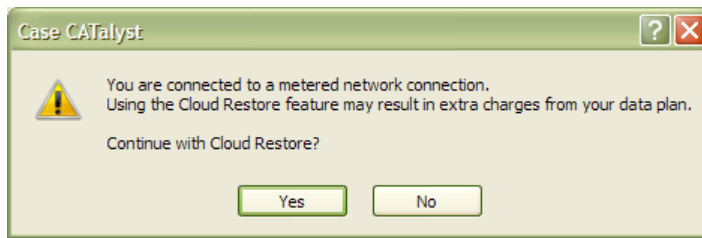


When using a metered network and selecting Cloud Backup – Permanently Delete, the following message displays:



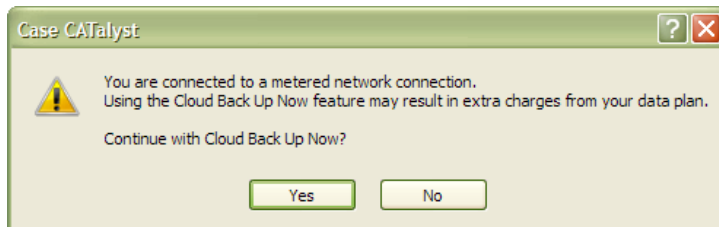
- If you select Yes, the Cloud Backup – Delete dialog box displays and you can delete files from the Cloud. Depending on your cellular data plan, you may be charged extra.
- If you select No, the Cloud Backup Settings dialog box displays.

When using a metered network and selecting Cloud Backup - Restore, the following message displays:



- If you select Yes, the Cloud Backup – Restore dialog box displays and you can restore files from the Cloud to your local system. Depending on your cellular data plan, you may be charged extra.
- If you select No, the Cloud Backup Status dialog box displays.

When using a metered network and selecting Cloud Back Up Now, the following message displays:



- If you select Yes, Cloud Back Up Now backs up the selected file. Depending on your cellular data plan, you may be charged extra.
- If you select No, Cloud Back Up Now does nothing.

## Cloud Backup Computer Name

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

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



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

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

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



## Cloud Backup Windows System Tray Icons

The Catalyst Backup System Tray application is installed with CATalyst. This application displays Cloud Backup's status with an icon in the System Tray area. If you hover your mouse over the Cloud Backup icon, a tooltip will display and in some cases, a Windows notification will display.


The Cloud Backup Status icon 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, you will need to customize your taskbar settings. The following is general information on how to customize the taskbar.

**You may need to check your Windows documentation or search online for specific instructions based on your Windows version.**

**Windows 7/8.1** - click the "up" arrow in the system tray to show the hidden icons, click Customize and the Notification Area Icons dialog box should display. Locate the CATalyst Backup System Tray icon (white cloud with green dot in lower right hand corner of cloud if Cloud Backup is running) and on the right hand side under Behaviors, select Show icon and notifications. Click **OK** to save your settings.

**Windows 10** – right click the taskbar dialog and select Settings. This takes you straight to the Settings > Personalization > Taskbar dialog. Scroll down to the "Notification Area" section and click the "Select which icons appear on the taskbar" link. Scroll down until you locate the CATalyst Backup System Tray icon (white cloud with green dot in lower right hand corner of cloud if Cloud Backup is running), on the right hand side, click the Off icon to turn it On. Click the X in the upper right hand corner to close the Taskbar screen.

The following describes the Cloud Backup status, the status icons, the tooltip text and the notification text, if applicable.

Cloud Backup Status	Icon	Tooltip	Notification (if applicable)
Running		Running	
Paused		Paused	
Suspended on metered network	 (cycles)	Suspended on metered network	
Uploading	 (scrolling arrow)	Uploading: File name and progress percentage	
Downloading	 (scrolling arrow)	Downloading: File name and progress percentage	
90% or more storage used		Cloud Backup is nearly out of space. X GB of X GB used	Cloud Backup is nearly out of space. X GB of X GB used. Contact Stenograph to increase your storage space.
Attempting to login		Attempting to login	
Bad Credentials	 (exclamation flashing)	Error: Bad user name or password	Incorrect user name or password. Click here to launch Case CATalyst.
No Backup or Restore License	 (exclamation flashing)	Error: Not licensed for backup or restore	Cloud Backup has expired. Contact Stenograph to renew your Edge Contract.
No Backup License	 (cycles)	Error: Not licensed for backup.	Cloud Backup has expired. Contact Stenograph to renew your Edge Contract.
Out of storage space	 (exclamation flashing)	Error: Out of cloud storage space	Cloud Backup is out of storage space. Contact Stenograph to increase your storage space.
Not Running	 (cycles)	The Cloud Backup Service is NOT running. Right Click and choose start service.	Cloud Backup Service is NOT running. Click here to attempt to start the service.

You can right click the Cloud Backup status icon and do the following:

#### Pause Cloud Backup

then choose one of the Cloud Backup pause options: 1 Hour, 2 Hour, 4 Hour or until Reboot. Similar to pausing Cloud Backup from the Cloud Backup Status dialog box, if you are writing realtime and you end realtime, Cloud Backup will resume even if the "paused" time has not expired.

**Resume Cloud Backup**

this option only displays if Cloud Backup is paused. If Cloud Backup is paused, you can select to have it run again.

**Launch Case CATalyst**

allows you to start Case CATalyst and will display the Cloud Backup Status dialog box in the event you have not previously started Case CATalyst.

**About**

displays the Cloud Backup System Tray version.

**Quit**

stops the Cloud Backup System Tray application.

## Cloud Backup Indicators

The Cloud Backup Settings option, *Show Cloud Backup Indicators in Manage Jobs!* Manage Jobs, by default, displays the current Cloud Backup status of a file and/or subfile. These visual indicators let you instantly see that files and/or subfiles are backed up, waiting to back up or not selected to back up. The Cloud Backup status is displayed by one of two dots. You will either see no dot, a green dot or a yellow dot.

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

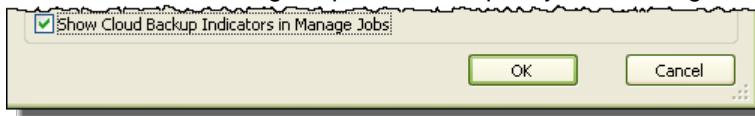
For example, let's say you wrote a realtime job yesterday. Today, you look at Manage Jobs and see the job has a green dot which means it has been backed up. You look at the Job Details pane and see that two of the subfiles do not have a dot but the rest of the subfiles display a green dot. After checking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

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

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

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

1. In your user name, press **Alt + u, k** (Functions, Cloud Backup). The Cloud Backup Status dialog box displays.
2. Press **Alt + s** or click the Settings button to display the Cloud Backup Settings dialog box.
3. Deselect or select the Show Cloud Backup Indicators in Manage Jobs option. By default, the option is selected. This settings is per user, not per system setting.



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

**Things to know:**

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


## Translate & Edit

The Translate and Edit function matches steno outlines in a note file or during realtime writing to entries in the Personal Dictionary, update area, if selected for use, and any selected case and job dictionaries. Prior to translation, you can select the [layout](#) to apply for translation, dictionaries to use for translation, set the [dictionary priority](#) in which the dictionaries are applied during translation, define [fields](#), create a [Speaker List](#), and define [EZ Speakers](#). Once translation starts, you can begin editing.

The first time you translate you must set up your Translate options. Translate options allow you to customize certain features for each translation activity to meet your particular writing style and job needs. Translate options are grouped together in the same dialog box on tabs as follows: [Input](#), [Realtime](#), [Output to CaseView](#), [Output to ASCII/ANSI](#), [Output to Speche](#), [Output to Caption](#), [Output to StenoKeys](#) and [Output to Other Devices](#). Case CATalyst remembers the settings until Settings are retained until you change them. Once you click Apply on a tab in the Translate dialog box, option settings are retained even if you select Cancel. While translating (realtime or regular translate), message boxes that display that only require an Enter or click OK to dismiss the dialog box will display for 5 seconds and then automatically close as if you pressed Esc or clicked Cancel. The message boxes that will automatically close include actions such as Search or Scan item not found, Search reached the end of the transcript, Can't suggest a brief or an action is done.

If you do not set your options before translating, the following message displays and initiates the Translate Wizard: *"The first time you translate you must set up your options. Please either walk through this Wizard, or go back and click the Options button."* The Translate Wizard successively displays each of the translate options tabs for you to set your options. If you do not need to set options for a particular tab, click **Next**.

### Open Translate & Edit

- On the Function Bar, click Translate & Edit .
- Press **Ctrl + t**.
- Press **Alt + u, t**.
- From the Menu Bar, select **Function/Translate & Edit**.
- In Manage Jobs, double click on a Note file.

## Translate a Note File

1. Press **Ctrl + t (Functions/Translate & Edit)**. The Translate dialog box displays.
2. Make entries in the following fields:

### Saved Translate Options

Saved Translate Options allows you to save the current translate settings to a file which you can use for future translations. Settings saved include: translate options, layout selection, writer, output, dictionaries, and global tables used. For example, you can create a file to remember settings for realtime, [CART](#) work, court work or outputting to StenoKeys. Before translating, you load the settings file you want and Case CATalyst loads the translate options based on the selected settings file.

Case CATalyst also remembers the settings used for the last translation and stores them in the Lastusedsettings.ini file located in the Saved Translation Settings folder within the System Files case.

### Load Settings

Select this option to load a different set of Translate options for translation. The Saved Translation Settings dialog box displays where you can select a file to use. Choose the file and press **Enter (Open)** to load the settings.

If you choose a Settings file in which the selected layout for that settings file is no longer available, Case CATalyst uses the layout from the Lastusedsettings.ini file.

### Save Settings

Save the current Translate settings. The Save Translation Settings dialog box displays. Type a name in the File name field and press **Enter (Save)**. Case CATalyst saves the file in the Saved Translation Settings folder within the System Files case.

### Always Load Last Used

Check this box to always translate with the last settings file used.

### Steno Source

Select **File**.

When translating a steno file or re-translating a realtime file that contains AccelerWriters (macros invoked from the steno machine) and/or Power Defines, CATalyst will ignore the AccelerWriters and/or Power Defines and add the [Oops](#) format symbol (Oops10 category - CATalyst inserted) at the point where the AccelerWriter or Power Define was invoked. Since the AccelerWriter and/or Power Define steno outline did not translate, the steno displays in Vertical Notes and is not grayed out. You can use the [Hotspots pane](#) to locate all the locations of the Oops format symbol. Note: Power Defines include Scan Define, Create EZ Speakers and Text Defines made from the steno machine.

### Layout File

Select the page layout you want to apply to this job.

### Job

A list of existing cases and jobs for the current user that contain steno note files display in the window. Select a file to translate by clicking the name. The file name displays in the File field. To display files within a case, double click the case.

#### Show All Jobs

Display all job files and subfile types for the current user.

#### File

Select an existing job name by clicking the name in the job file window or typing the name. To select a job in a case, first double click the case.

### Additional Dictionaries

Check the box next to any dictionary and global table you want to use for translation. Case CATalyst automatically selects the Personal Dictionary for translation, although a check mark does not display before the name. The Power Define dictionary is not available for selection as it is automatically loaded when making a [Power Define](#) and removed from translation when the Power Define dialog box is closed.

#### Show Global Tables

Check this box to display global tables for selection. Global Tables are available for use in translation. Translating with a Global Table allows you to use previously created [E-Defines](#) in the selected Global Table along with any defines in the selected dictionaries.

### Show All Users

Check this box to display all Case CATalyst users. You can select a dictionary or global table from any user. When you select to display all users, Case CATalyst deselects the currently selected dictionaries and global tables and displays a warning message. Select **OK** to continue or **Cancel** to redisplay the current user.

### Dictionary Priorities

Change the [priority](#) in which dictionaries apply during translation.

### Options

Select the translate options you want to use.

The first time you translate, you must set up your translate options or the following message displays: "The first time you translate you must set up your options. Please either walk through this Wizard, or go back and click the Options button."

The Translate Wizard successively displays each tab. If you do not need to set options for a particular tab, click **Next**. You can also manually access each of the translate options.

### Create EZ Speakers

Use this feature to [identify](#) speaker names and steno to replace token variables in the EZ Speakers dictionary. Case CATalyst uses the names to create the speaker definitions for the job or case dictionary. Speaker names are automatically entered into the Speaker List.

### Speaker List

Use [Speaker List](#) independently or in conjunction with EZ Speakers to identify speaker names for translation. You can also [insert](#) speaker names from the Speaker List while editing a job.

### Define Fields

Define [fields](#) prior to translation that you want to use for this job during Edit. You can [define](#) fields, create new fields, remove fields, fill in fields and create field list groups.

3. Press **Enter (OK)** to start translation. You can begin editing as soon as translation starts. If you select an existing job name, a message displays. Select **one** of the following:

#### Append

Add the translated text to the existing job.

#### Overwrite

Replace the existing file. All subfiles are overwritten, including the audio file (.wav) if the job contains audio. An additional message displays prompting you to continue, using the existing file name and deleting the existing audio or to cancel the file name selection.

#### Cancel

Choose a different job name.

## Optimal Conversion of Numbers

Stenograph recommends the following dictionary definition guidelines for numbers to produce the best number conversion results when using [Number Conversion](#) and [Number Trigger](#) translate commands and [Automatic Number Conversion](#) translate feature:

- It is not necessary to define numbers written via the number bar as digits in your dictionary.
- Do not define hundred as 00 or thousand as 000 or ,000. If these entries exist and you plan to use Case CATalyst number conversion to combine hundred and thousand with other numbers, modify these entries to "hundred" and "thousand".
- Define text representing multiple numbers as digits. For example, define "double oh" as 00; and "triple 7" as 777.
- Define fractions, with or without hyphens using the <No Auto Convert> format symbol. For example, to create a dictionary definition to retain the hyphen for "-1/2", define as: -1/2<No Auto Convert>. To create a dictionary definition with a space before the fraction "1/2", define as: <No Auto Convert><Sticky Space>1/2.

## Advanced Translate Options

Advanced Translate Options **determine the default selection for certain options applied during translation in Case CATalyst. You can access the Advanced Translate Options:**

- each time you translate. In the Translate dialog box, select **Options**. On the Input tab, select **Advanced**.
- in Manage Jobs. From the **Tools** menu, select **Options/Translate**. On the Input tab, select **Advanced**.

### Advanced Translate Options

To make a change, click an option and select a choice from the drop down box. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Translate Options to their original Case CATalyst default selection.

#### Digits with words convert with commas up to - none/hundreds/thousands/millions

Select **hundreds**, **thousands** or **millions** to have Case CATalyst convert digits followed by the words "hundred," "thousand" or "million" to a number with commas when no automatic number keyword is written. This feature is useful if you want numbers (digits) written with the words "thousand" and "million" to format differently than when word numbers are written. For example, "5 thousand people" converts to "5,000" people. If you write "five thousand people," it does not convert. For example, 18 hundred converts to 1,800 and eighteen hundred converts to 1800.

Case CATalyst converts digits and words up to the option selected. For example, if you select thousands, Case CATalyst converts digits followed by the word "hundred" and "thousand" but not digits followed by the word "million." For example, 18 hundred converts to 1,800; 18 thousand converts to 18,000; but when you write 5 million no conversion occurs.

At least one number written must be a digit. For example, if you write eight hundred or eighteen thousand, no conversion occurs. If you write one hundred 50 thousand it converts to 150,000 because a digit number is written. However, if you write eighteen thousand and the [option](#) Otherwise Display As Digits is active, then the number translates as 18000 with no commas inserted.

This feature works in conjunction with Automatic Number Conversion. The Automatic Number Conversion [option](#) must be selected in Translate options.



If a keyword identified in the NumberConversion.ini follows the number written, then the number conversion format from the NumberConversion.ini takes priority. For example, "2 thousand four hundred dollars" converts to "\$2,400."

Select **None**, the default, if this option does not fit your number writing style.

### Automatically resolve EZ Choice Conflicts Yes/No


EZ Choice is a conflict resolution feature based on what conflicts you select while editing. Select **Yes** to have Case CATalyst automatically confirm conflicts selected by EZ Choice and add the resolution information to the conflict database. Resolution during translation is based on previous conflict selections while editing. Scan does not stop on the confirmed conflicts and the confirmed conflicts do not display in a conflict color. This option applies to EZ Choice selected conflicts only and has no effect on Second Choice selected conflicts.

Select **No** to confirm the selected conflicts manually while editing. No is the default.

### Default dictionary for Power Define

[Power Defines](#) allow you to open a dialog box where you can write the steno and the text definition all from your writing machine. Case CATalyst defaults to placing Power Define entries in the current job dictionary or a case dictionary if working within a case. You can change the dictionary to which the Power Define dictionary defaults. From the drop down list, select an alternate dictionary. If you select Other, you must also select a location in the *Other Path* field.

### Other Path

This field is active when Other is selected in the *Default dictionary for Power Define* field. Click the Browse  button to locate the dictionary you want as the default when making Power Defines.

### Insert Oops FS after aborted Power Define Yes/No

By default, an [<Oops 10>](#) (CATalyst Inserted Oops category) is inserted into the transcript where the Power Define, Scan Define, Text Define or Create EZ Speakers was aborted. Any steno written into the Power Define, etc., dialogs will appear grayed out in vertical notes at the Oops location. For example, you open the Power Define dialog box to define the name of a company and suddenly they go back on the record so you abort the Power Define. When you go back to that section in the file, you will see the [<Oops 10>](#) format symbol in Reveal Codes and you will see any steno that you wrote in the Power Define dialog box before aborting it in Vertical Notes grayed out. You can scan, search or use the [Hotspots pane](#) to find all locations of the Oops 10 format symbol. Select No, to prevent the Oops 10 format symbol from being inserted when a Power Define, Scan Define, Text Define or Create EZ Speakers is aborted.

### Default Action for Scan Define

The Scan Define command scans back in the transcript to the last untranslate/untranslates, opens the [Power Define](#) dialog box with the steno in the Steno Field and the cursor in the Text field. You can quickly define or replace the steno from your writing machine. The option defaults to creating a Job Dictionary entry unless the job is in a case, then it defaults to the Case Dictionary. You can select the default action for the Scan Define to be Personal, Job or Case Dictionary or Replace Only. The Replace Only action will only change the current occurrence and will not global the action. For example, while writing realtime some reporters feel it is safer to replace mistranslates rather than define them to the job dictionary and decide later. If you are one of those reporters, you can simply make the default action for Scan Define to be a Replace. If during the proceedings, you want to J-define something, using the Power Define dictionary commands, you can always change the action for that one time.

### Scan Define stop on Untranslates plus

By default, the Scan Define realtime command scans back in the transcript to the last untranslate(s), opens the Power Define dialog box, puts the untranslated steno in the Steno field and positions the cursor in the Text field. If you would like the Scan Define command to also stop on Drag/Drop translations and/or [Suffix Drag/Phrase Maker](#) translations, select Yes in the respective option.

**Drag/Drop** translations include translations as a result of the [Drag/Drop Analysis](#) option and [TrueStroke Drag/Drop](#) translations. Drag/Drop Analysis and/or TrueStroke Drag/Drop options must be selected in the [Translate Input](#) tab.

**Suffix Drag** translation includes translations as the result of dragging or tucking a suffix in a single stroke steno outline. The [Suffix Drag/Phrase Maker](#) option must be selected in the [Translate Input](#) tab.

### **Colloquy plus Answer plus Question = Auto By Line - Yes/No**

This option is usually only applicable to the Texas format. Select **Yes** to have Case CATalyst translates Colloquy + A + Q into a By Line. Select **No** to turn this option off. The default is No.

This option is usually only applicable to the Texas format. For example, you have:

<Colloquy>MR. JONES: The witness can answer.

<Answer>Yes.

<Question>Did you...

Using the Texas format produces:

<Colloquy>MR. JONES: The witness can answer.

<Answer>Yes.

Q. (BY MR. SMITH):

To have the "Texas" format to work correctly, set the following Case CATalyst Translate options:

**Select:** *Colloquy + Q = Auto By Line*

**Deselect:** *Colloquy plus A= THE WITNESS*

### **Tuck punctuation with quoted words - Yes/No**

Select **Yes** to automatically have period, comma or 's (apostrophe s - defined in a dictionary) automatically placed inside a dictionary defined quoted word or phrase when punctuation is written after the quoted word/phrase. For example, let's say you have a dictionary definition for "Spider Man" (definition includes the quotes). You write: Let's go see "Spider Man" followed by a period. The result is: Let's go see "Spider Man."

You can change the default Edit display color assignment for automatic punctuation by using the Colors feature. In Edit select View/Display/Colors. In the drop down list, select Auto Punctuation and then select a color.

To have apostrophe s ('s) work with this option, you must have steno defined in a dictionary as 's without format symbols.

Select **No** to allow period, comma and apostrophe to remain where written. The default is No.

### **Analyze numbers in a series - Yes/No**

Select **Yes** to have numbers written in a row convert to digits if they are separated by one or more spaces, a comma, dash, slash or the word "and," "or," "through," "to," or "of." For example, when selecting Yes, the display 10 and under as words option would normally result in "two to four things," the result will now be "2 to 4 things" and if the automatic number conversion result would have been "Page 2 of four," the result will now be "Page 2 of 4."

Select **No** to prevent Case CATalyst from converting numbers as a series when you use the above words or punctuation as separators. Numbers in a series are translated as digits when you write digits or if the Otherwise Display as Digits option is selected. The Display 10 and Under as Words option does not apply to digits in a series. The default setting is Yes.

This feature works in conjunction with Automatic Number Conversion. The Automatic Number Conversion [option](#) must be selected in Translate Input options.

#### **Number Triggers convert only when preceding a number - Yes/No**

Select **No**, the default, to have Number Trigger commands active for approximately three paragraphs after the Number Trigger is written. If Case CATalyst finds a number that matches the Number Trigger criteria within the following three paragraphs, the number converts according to the Number Trigger.

Select **Yes** to have Case CATalyst only apply the Number Trigger if a number, either word or digit, is written immediately after the Number Trigger stroke. Captioners may want to use this feature so the Number Trigger is applied immediately and removes the chance of a number changing later in the caption text.

#### **Add missing comma after year in {Month} number conversion - Yes/No**

Select **Yes**, the default, to insert a comma after the year when using the {MONTH} rule with Automatic Number Conversion. For example, "July two 2009" converts to "July 2nd, 2009," with a comma after the year.

Select **No** to prevent Automatic Number Conversion from placing a comma after the year. For example, "July two 2009" converts to "July 2nd, 2009" without a comma after the year.

#### **Quick Tran filename format**

Customize the [Quick Tran](#) file naming convention. The Quick Tran feature allows you to quick stop one realtime session and start a new realtime session without encountering any dialog boxes.

Position your cursor in the field on the right of the option and type the formula for Quick Tran filenames. The default file naming formula is: %Y%M%D\_%h%m%s. For example, 20091029\_104236.

Use any of the following format codes to customize the naming formula. You can also use spaces and underscores in the formula but should avoid using any characters that Windows recommends not to use in file names, such as \ / ? : \* " > < |.

If you add text to the formula, that text is included in each Quick Tran file name. For example, adding the word "Mattheson" to the formula, "Mattheson%Y%M%D\_%h%m%s" generates "Mattheson20091029\_104236". Mattheson is included all Quick Tran file names.

Quick Tran Filename Formatting Codes:

- %M = Month (2 digits)
- %D = Day (2 digits)
- %Y = Year (4 digits)
- %h = Hour (2 digits)
- %m = Minute (2 digits)
- %s = Seconds (2 digits)

- %# = Adds the next available number to the end of the file name.
- %a = Abbreviated weekday name (i.e. Mon)
- %A = Full weekday name (i.e. Monday)
- %b = Abbreviated month name (i.e. Nov)
- %B = Full month name (i.e. November)
- %C = Year with century (i.e. 2013)

### Phonetic untranslates display as words - Yes/No

Select **Yes** to phonetically translate single stroke untranslates during realtime using algorithmic logic to determine the intended pronunciation. Case CATalyst bases the logic on Stenograph Theory and the WinterTree Spell Check, Stedman's Medical and Black's Legal wordlists to create a word with the most accurate spelling of the phonetically sounded word. Phonetic translation applies when no dictionary match is found in any dictionary used for translation.

You can create an exclude file of words you do not want to phonetically translate when using the *Phonetic untranslates display as words* option. For example, you are reporting a meeting and displaying the realtime text via a projector and do not want to display inappropriate words. Using Windows Notepad or WordPad, list each word on a separate line or on single lines with a space between each word. The file must have the name, *phoneticexclude.txt*, and reside in your System Files case.

Select **No** to phonetically translate during realtime using the [Phonetic Table](#). Steno outlines that normally display as untranslates, translate phonetically based on the text equivalent entry in the table. No is the default.

### Example of CATalyst Phonetic Translation Methods

You write, SKWRAEUPLS, and are using the Phonetic Table. The translation is, "JAIMZ." When you use the Advanced Translate option, *Phonetic untranslates display as words*, the same steno outline translates as "James." In another example, you write, /PAEUPLT. The Phonetic Table translation is, "Payment." The algorithmic logic translation is, "payment."

You must select [Phonetic Translation](#) in Translate Options or use the [Toggle Phonetic Mode](#) during realtime to apply either method of phonetic translation methods during realtime. Phonetically translated words appear in the selected untranslate color. If your [Scan For Options](#) are set to stop on untranslates, then **F8 (Scan)** and **Shift + F8 (Scan Backward)** stop on phonetically translated words.

### Digits attach to {Glue} Alphabet - Yes/No

When set to Yes and CATalyst encounters alphabetic dictionary entries containing the {Glue} format symbol and undefined numbers either preceding or following the alphabetic character(s), CATalyst will attach the glued alphabet and the number(s). For example, let's say that you do not have your number bar numbers defined in your dictionary. You have W-FPLT defined in your dictionary as {Glue}W. You write /W-FPLT/2 and the result is W2. If you write 2/W-FPLT/3, the result is 2W3. If your {Glue} definition contains a hyphen or period, undefined numbers will also attach using the rule CATalyst has always used for {Glue} defines. So 2 followed by {Glue}-W would result in 2-W. The default setting is Yes.

### Use Higher Level Case Dictionaries - Yes/No

If you have a case within a case, select Yes to use the top level case dictionary and any subsequent case dictionaries when translating a steno file or writing realtime. The current case dictionary has the highest priority, the next case dictionary above the current case dictionary has the second highest priority, etc. The default setting is No.

**Second Chance Drag/Drop - Yes/No**

This feature works in conjunction with Translate's Drag/Drop Analysis feature. When this option is set to Yes and the Drag/Drop Analysis option is selected, and at least one steno character is selected as either a dragged or dropped character, if during translation the result of the Drag/Drop Analysis would still result in an untranslate, the Second Chance Drag/Drop feature will apply other steno characters in a dragged/dropped situation to find a match. When this options is set to No, if the result of the Drag/Drop Analysis will still result in an untranslate, the system will not attempt to find any further matches and the steno will remain as an untranslate. NOTE: If selected, this option takes priority over Phonetic translation.

**Force lowercase ordinal suffixes - Yes/No**

The *Force lowercase ordinal suffixes* option, by default, is set to No. If you are using the All Cap On format symbol to capitalize transcript text and you want ordinal suffixes (st, nd, rd, th) to be lower case, set this option to Yes. This option affects {Number Conversion}[\*Ordinal], {Number Trigger}[\*Ordinal] commands and selecting an ordinal conversion from Edit's Number Conversion dialog box.

**Show audio codec warning when starting translation - Yes /No**

Select whether or not you want a warning message to display when starting realtime and your audio codec setting is higher than 159 MB/hr. By default, this option is set to Yes. If your audio codec setting is higher than 159 MB/hr, when you start realtime the following message displays:

*Audio WAV files may not exceed 2GB. Based on your audio codec selection you will exceed this limit after X hours of realtime recording. Do you wish to change your audio codec selection? Yes / No*

Select Yes to change your audio codec selection. If you have started translation, translation will be canceled and the Translate dialog box displays.

Select No to continue with translation knowing the realtime time audio file size limitation.

If you select the *I understand the consequences of my actions. Please stop asking.* option, this option will be set to No and the warning message will no longer be displayed when starting realtime.

The warning message is dynamic based on the audio recording selection you make. If you select the 231 MB/hr option, your realtime recording cannot exceed 9 hours. If you select the 318 MB/hr or 346 MB/hr option, your realtime recording cannot exceed 6 hours.

This option has no effect on the warning message that displays when selecting an audio codec in the Audio section of Translate's Realtime tab. If you select an audio codec higher than 159 MB/hr, the following message displays after clicking OK or Apply:

*Audio WAV files may not exceed 2GB. Based on your audio codec selection you will exceed this limit after X hours of realtime recording. Do you wish to change your audio codec selection? Yes / No*

**Apply Personal Globals during translate**

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

Select Yes to have Case CATalyst apply your Personal Globals when translating an existing steno file or when writing realtime.

Select No to not have Case CATalyst apply your Personal Globals when translating an existing steno file or when writing realtime.

### Load Alternate User Settings when Realtime Tran Starts

You may want different settings to apply when you are writing realtime than when you are editing a transcript. For example, you may not want audio to begin playing automatically when clicking on an Oops or Untranslate in the Hotspots pane during realtime.

To use the Load Alternate User Settings when Realtime Tran Starts option, click the down arrow ▼ to the right and then select the settings file you would like to load automatically when translation starts.

### Load Alternate User Settings when Tran ends

You may want different settings to apply when you end realtime writing and begin editing a transcript. For example, when you press Ctrl + \ to end realtime or press end on your writing machine.

To use the Load Alternate User Settings when Tran ends option, click the down arrow ▼ to the right and then select the settings file you would like to load automatically when translation ends.

## Input Translate Options

Input translate options instruct Case CATalyst on how to handle certain translation features. For example, you can select options that affect specific formatting, number conversion, capitalization and conflict handling.

Once you have selected all your Translate options, you can save the current selections to a [Save Settings](#) file. This provides the ability to create a set of translation settings for different work situations. Once saved, you can quickly load the desired settings file from the Translate dialog box using the [Load Settings](#) option.

Access Input translate options:

- each time you translate. In the Translate dialog box, select **Options**.
- in Manage Jobs. From the **Tools** menu, select **Options/Translate**.

## Input Translate Options

The following list provides a summary of Input translate options along with a brief description of the feature. For detailed information, click the option name.

Set an option by performing the appropriate action: check the box to select it, uncheck the box to deselect it, choose an item from the drop down list or type an entry. After making changes, click **Apply**. Once you select Apply, the settings remain until you change them, even if you choose Cancel to exit the Translate function. When finished with changes on all the tabs, click **OK**.

Options	Description
<a href="#">Use Update Area for Translation</a>	Select this option to use entries in the Update Area to help translate the file along with your Personal Dictionary and any additional selected dictionaries. NOTE: D-defines made while translating or editing, by default, go to the Personal Dictionary. To have D-defines go to the Update Area, at Manage Jobs select Tools, Options, Dictionary and then Options...

### [Capitalize All Text](#)

Translate the text in all capital letters. If this option is selected and you do not want all the text capitalized, you will need to deselect this option and re-translate the file.

### [A An Resolution](#)

If you write the same steno outline for "a" and "an," select this option to use the rules of grammar to resolve a/an conflict. The dictionary definition must only be defined as "a". If you write the steno outline for 'a' different than the steno outline for 'an', there is no need to select this option.

### [Drag/Drop Analysis](#)

Case CATalyst analyzes untranslates that contain characters you 'tend' to drag or characters that are missing that you tend to drop in order to find a match to a steno outline in a dictionary being used to translate the file. If CATalyst finds a match, the translated text will be surrounded by Drag/Drop Begin and End format symbols. Specify the characters that you tend to drag and or drop in Drag/Drop Analysis Details.

While editing, if Drag/Drop Analysis has translated the untranslate correctly, you can press Enter to confirm the translation.

### [TrueStroke Drag/Drop](#)

Case CATalyst analyzes untranslates during realtime translation using [TrueStroke](#) data located in the Steno X-ray2 (.sgxr2) subfile to match a steno outline in a dictionary being used to translate. TrueStroke Drag/Drop analysis is based on how the steno outline was written and whether steno keys were depressed with intent and the timing of the keys. This feature works when using a Luminex or Diamante steno machine via a USB or WiFi connection or Wave steno machine via a USB connection. TrueStroke Drag/Drop has priority over Drag/Drop Analysis if both options are selected.

While editing, if TrueStroke Drag/Drop has translated the untranslate correctly, you can press Enter to confirm the translation.

### [EZ Link](#)

Attach prefixes and suffixes to the root word during translation using the rules spelling and check the newly formed words against the Spell Check Wordlists. If a [prefixsuffixrules.txt](#) file is available in the current user's System Files case, it will be used in conjunction with Spell Check.

### [Exclude Caps](#)

Do not apply EZ Link rules to an all cap or mixed case root word when it is immediately followed by a suffix. The root word remains unchanged when suffix attaches. For example, you would not want to write an acronym with a suffix and have the spelling rules applied such as double the constant or change a 'y' to 'i'.

[Suffix Drag/Phrase Maker](#)

Suffix Drag/Phrase Maker applies the suffix strokes -G, -S, -Z or -D to one stroke steno outlines that are not defined in the dictionary when the dragged letter is the last character in the outline. Optionally, apply -S, -Z or both for plural suffix. If also using TrueStroke Drag/Drop or Drag/Drop Analysis, TrueStroke Drag/Drop and then Drag/Drop Analysis takes priority.

The Word option, of the Suffix Drag/Phrase Maker feature, allows you to write phrases in a single stroke even when it is not defined in your dictionary. For example, let's say the steno stroke /WEBD is not defined in your dictionary. With the Word option in Suffix Drag/Phrase Maker, you can have /WEBD translate as "we said" even though it is not defined in your dictionary as a single stroke.

While editing, if Suffix Drag/Phrase Maker has translated the untranslate correctly, you can press Enter to confirm the translation.

[Colloquy + A=](#)

When a witness answers in a Colloquy exchange, many reporters format the witness' response as <Colloquy>THE WITNESS. Instead of writing WEUT/WEUT or another steno outlined defines as <Colloquy>THE WITNESS, the reporter simply writes the steno defined as <Answer>. Selecting this option will automatically format an Answer as Colloquy followed by the option's specified text when the Answer follows Colloquy or Colloquy and Parenthetical paragraph styles. The default text is THE WITNESS:<space>.

[Colloquy +Q=Auto By Line](#)

When the proceedings return to Q and A testimony after a Colloquy exchange, many reporters include a "BY" line to indicate who is asking the questions. Selecting this option will automatically format a <Question> as a By Line when the a steno stroke defined as <Question> is written immediately following Colloquy or Colloquy and Parenthetical format symbols. The By Line formatting is controlled by modifying the By Line [Paragraph style](#) the layout settings.

[Parenthetical + Q = Auto By Line](#)

Automatically format a Question as a By Line when a Question follows a Parenthetical paragraph style. The By Line formatting is controlled by modifying the By Line [Paragraph style](#) in your layout settings.

An additional Auto By Line option is available in the [Advanced Translate](#) Options dialog box. The Colloquy plus Answer plus Question = Auto By Line option is typically used when Texas formatted transcripts are required.



#### [Delete Repeated Q/A/C](#)

When this option is selected, if multiple empty Question, Answer or Colloquy paragraphs (with the same name) are written one right after another with no text in between, CATalyst will automatically delete the empty paragraphs so only one paragraph displays. For example, if you write the steno outline defined as <Question> five times in a row without text, only one Q, will display in the transcript. If this option is deselected, all five Q.s display in the transcript.

#### [Use Smart Quotes](#)

Selecting this option, you can have one dictionary definition for a quote mark. When you write the steno defined as a quote mark (") the first time in a paragraph, Case CATalyst makes it an opening quote. When you write that same steno outline again, CATalyst makes it a closing quote. If you wrote the steno defined as quote at the start of the paragraph and forgot to write it again to close the quotation, CATalyst automatically puts a closing quote at the end of the current paragraph style.

#### [Use Smart Parentheses](#)

Selecting this option allows you to have only one dictionary definition for a parenthesis or bracket ([ ]). When you write the steno defined as the open parenthesis or bracket the first time, Case CATalyst inserts an open parenthesis or bracket. When you write the same steno outline a second time in the same paragraph, Case CATalyst inserts a closed parenthesis or closed bracket. If you wrote the steno defined as open parenthesis or open bracket and write a new paragraph stroke, CATalyst automatically inserts the closing parenthesis or bracket at the end of the current paragraph.

#### [Numbers](#)

The following "Ignore" options only apply when using dictionary definitions that contain <Number Conversion> or <Number Trigger>. These options have no effect on automatic number conversion rules.

#### [Ignore 'and'](#)

Ignore the word "and" between numbers for number conversions and number triggers. Case CATalyst processes the numbers before and after the word "and" as one group. For example, if this option is selected and you wrote one hundred twenty three and fifteen and then wrote the proper dollar number conversion steno outline, the conversion would be \$123.15. If this option is deselected, then 123 would be considered one group of numbers and 15 would be considered another group of numbers.

[Ignore Commas](#)

Ignore commas that separate a group of numbers when translating number conversions and number triggers. Case CATalyst processes the numbers before and after the comma as one group. For example, if this option is selected and you wrote a series of numbers such as 123, 456, 789 and then wrote the steno outline for a 9 digit number conversion command, the number would be considered one group of numbers and be converted without the commas -- such as 123-45-6789. If this option is deselected, the groups of numbers separated by the comma would be considered individual groups of numbers.

[Ignore Periods](#)

Ignore periods that separate a group of numbers when translating number conversions and number triggers. Case CATalyst processes the numbers before and after the period as one group. For example, if this option is selected and you wrote a series of numbers such as 123. 456. 789. and then wrote the steno outline for a 9 digit number conversion command, the number would be considered one group of numbers and be converted without the periods -- such as 123-45-6789. If this option is deselected, the groups of numbers separated by the period would be considered individual groups of numbers.

[Ignore Word Numbers](#)

Ignore words that are numbers and do not process them as part of the number conversion or number trigger. When this option is selected, if a word number (ex. one, two, five) is written before a series of digits, then only the digits would be processed by the number conversion or trigger command. For example, "he had five 10 dollar bills." If a number conversion was written after "bills" the result would be "he had five \$10 bills." If this option is deselected, CATalyst would try and convert the word number and digits as one group of numbers.

[Squish Defined Numbers](#)

Select this option if you have individual numbers defined in your dictionary and when written you want them to translate as one large number without spaces. For example you have 1 through 10 defined individually in your dictionary. when you write the steno outlined for 1 and the steno outline for 5, you want the numbers to translate as 15. Deselect this option if want the above example numbers to translate as 1 5. Numbers not defined in a dictionary are automatically squished together without a space.

[Automatic Number Conversion](#)

Convert and format numbers based on keywords and conversion rules in the [NumberConversion.ini](#) file without writing an extra command to convert or format the numbers.

[With Thousands Separator](#)

Converts numbers with commas when followed by measurement keywords.

[Display 10 and Under as Words](#)

Translate numbers 1 through 10 as words when no keyword or number conversion rule controls the conversion.

[Otherwise Display as Digits](#)

Display all numbers as digits when no keyword or number conversion rule controls the conversion.

[Don't Convert Word Numbers](#)

Don't convert numbers written as words when a keyword follows. For example, if "dollars" is the keyword, writing two dollars remains two dollars and is not converted to \$2.

**Show**

[Phonetic Translation](#)

Prevents the display of untranslates by "phonetically" translating steno outlines based on the [Phonetic Table](#) entries located in the System Files case.

[Translate Statistics](#)

Displays status information such as [translation rate](#), number of conflicts, etc., in a dialog box about the file currently translating.

[Timers](#)

In some jurisdictions or types of proceedings, the court reporter is responsible for keeping track of the length of examination or proceedings. Selecting this option displays the Timer dialog box which shows which timers are being used in the file. [Timer](#) format symbols are included in EZ Speaker and/or dictionary entries in order to start and stop the timer feature.

**Conflicts**

[EZ Choice](#)

EZ Choice conflict resolution learns by saving the conflict choice you make along with the two words preceding it into the Conflict Database. The next time the same conflict along with the same two preceding words occur in a transcript, Case CATalyst uses the entry to resolve the conflict. EZ Choice is the most accurate conflict resolution option out of the three conflict resolution options and takes priority over the other options when selected.

[Second Choice](#)

Second Choice conflict resolution saves the conflict choice you make along with the "type of speech" word (verb, noun, adjective, etc.) before the conflict and the "type of speech" word (verb, noun, adverb) after the conflict into the Second Choice Conflict Database. The Second Choice option does not analyze the sentence to determine the type of speech of the words before putting it in the Second Choice Database. Second Choice may resolve conflicts quicker but the results are a less accurate resolution. If writing realtime, the conflict resolution does not take place until the second word after the conflict is written. When used in conjunction with EZ Choice, EZ Choice takes priority in conflict selection.

[Auto-Conflict](#)

If you never want a conflict to display in the translated file, select this option to have CATalyst automatically select the first choice of the conflict. If only this option is selected, the first choice is the conflict is automatically

selected. When used in conjunction with EZ Choice, EZ Choice takes priority in conflict selection.

### **EZ Speakers Dictionary**

#### [EZ Speakers Dictionary](#)

Select an EZ Speakers dictionary for translation. Case CATalyst recognizes any dictionary name that begins with EZ Speakers as an EZ Speakers dictionary. Case CATalyst saves the selection as part of the Saved Translation settings.

### **Use Alternate User Settings For Edit**

#### [Use Alternate User Settings For Edit](#)

Load a specific set of view settings to use in Edit following translation. If you use [CARTView](#), your saved Alternate User Settings will apply when you start translation. Case CATalyst saves the selection as part of the [Saved Translation](#) settings file.

#### [Advanced Translate Options](#)

Determine the default selection for additional options applied during translation.

## **A\_AnResolution**

A/An Resolution is a Translate option. When selected, Case CATalyst use the rules of grammar to resolve a/an when the steno outline for "a" and "an" is defined and written the same. An A/An resolutions displays in a user defined color on the Edit screen. You can [change](#) the color. To use this option, the steno stroke must be in a dictionary with the text portion of the definition defined only as a lower case "a" (and no quotes).

The "A" steno stroke translates using the following parameters:

- as "a" when followed by a word beginning with a consonant
- as "an" when followed by a word beginning with a vowel or the number 8.
- as "a" when followed by an untranslate

Case CATalyst takes into consideration the A/An resolution for words in a phrase. For example, in the dictionary, /HA is defined as "had a". In the job, /HA is written followed by the word "apple". The translation is "had an apple".

## **Auto-Conflict**

Auto-Conflict is a Translate option. When active, Case CATalyst automatically selects the first choice of the conflict during translation. When writing realtime, this prevents the display of conflicts on the screen. You can also use the [Toggle Auto Conflict Resolution](#) command when writing realtime to control the auto-conflict command from the writer.

Auto-Conflict selected conflicts display on the Edit screen in the same color as your conflicts. When the cursor is positioned immediately before the Auto-Conflict selection, the original conflict displays on the Status bar in the lower right hand corner of the Edit screen. When Scan For Options are set to scan to conflicts, the cursor stops on Auto-Conflict selected conflicts. To confirm (final resolve) the Auto-Conflict selection, press Enter. You can also select a different conflict choice by pressing the number for the corresponding conflict. Once you press Enter or select a different conflict, the selection is confirmed. To confirm all the Auto-Conflict selected conflict choices at one time, use [Resolve All Chosen Conflicts](#). Resolve All Chosen Conflicts also resolves all EZ Choice selected conflicts.

Auto-Conflict selected conflicts that contain a prefix or suffix display with a space between the root word and the prefix or suffix. Once you confirm the Auto-Conflict selection, Case CATalyst removes the space. For example, you have a conflict between <Suffix>ing and "go". With Auto-Conflict active, you write RUPB/G which results in "run ing". ^ go ^ <Suffix>ing. With the cursor on "ing" you press Enter resulting in "running". The next time you translate using EZ Choice or Auto-Conflict and the same conflict situation occurs, Case CATalyst displays "run ing" with "ing" in your conflict color. When you confirm the "ing" Case CATalyst displays "running."

Auto-Conflict selected conflicts that contain a format symbol display the format symbol with a space between the format symbol and the word. Once you confirm the Auto-Conflict selection, Case CATalyst applies the format symbol.

When exporting to RTF/CRE, unconfirmed Auto-Conflict selected conflicts export in the original conflict form, so a scopist, for example, can view the original conflict. Once you confirm the Auto-Conflict selected conflict, Case CATalyst exports it as normal text. Use Resolve All Chosen Conflicts to confirm all the Auto-Conflict selected conflict choices at once. Resolve All Chosen Conflicts also resolves all EZ Choice selected conflict.

You can use Auto-Conflict in conjunction with [EZ Choice](#). When EZ Choice is active, Case CATalyst first checks the conflict database for an entry to resolve the conflict. If the conflict is not in the database, then Auto-Conflict resolves the conflict.

## Automatic Number Conversion

Automatic Number Conversion is a Translate option that converts combinations of numbers and keywords such as time, dates, addresses and measurements to a specific format based on keywords and rules in the [NumberConversion.ini](#) file. The Case CATalyst NumberConversion.ini file contains formatting rules based on word and number combinations. For example, you write 50 dollars. Based on the keyword "dollars" and the dollar rule in the NumberConversion.ini file, Case CATalyst converts the 50 dollars to \$50.

Automatic Number Conversion converts numbers and number words to numbers or ordinal numbers and inserts punctuation when appropriate. For example, writing July two 2008 converts to July 2nd, 2008 or July 2, 2008 depending on your settings in the NumberConversion.ini file. The word "month" is a keyword in the NumberConversion.ini file. When you write a month followed by a two digit year conversion, Automatic Number Conversion automatically inserts an apostrophe in front of the year. For example, a credit card expiration date written as March 98 becomes March '98; January 09 becomes January '09. The exception to this rule is when the month is followed by numbers 10 - 31. These numbers are recognized as dates and an apostrophe is not automatically inserted before the two digit year. For example, January 10 does not convert and remains January 10. You must write an apostrophe preceding the year for Automatic Number Conversion to recognize the two digits as a year. For example, it is necessary to write "January '10."

Automatic Number Conversion, by default, inserts a comma after the year when using the {MONTH} rule. For example, "July two 2009" converts to "July 2nd, 2009," with a comma after the year. To prevent the insertion of the comma after the year, change the Advanced Translate option, [Add missing comma after year in {Month} number conversion](#), to No.

The word "point," although not a keyword in the NumberConversion.ini, works in conjunction with the Automatic Number Conversion feature. When you write the word "point" or the steno outline for "<Delete Space>" with numbers to the right or the left and right, Case CATalyst converts the number words to digits and converts "point" or "<Delete Space>" to a decimal point. For example, "six point five" or "6 .<Delete Space> five" converts to 6.5. Also, "point zero 8" converts to ".08."

Automatic Number Conversion does not convert an entry when a comma follows a keyword and precedes a number. For example, in your NumberConversion.ini file you have the word Page to initial cap if a number follows. You write the following: "the next page, 3 points I would like..." Case CATalyst does not initial cap the word "page" because a comma separates the word "page" and the number "3."

As always, there may be exceptions to the number conversion rules. There is a [<No Auto Convert>](#) format symbol that can be defined in a dictionary with or without a specific word to prevent a number conversion. For example, For example, let's say you write steno defined as "two ten dollar bills," Case CATalyst would see the numbers two and ten as part of one big number, and convert this to \$210 bills. However, if you write a <No Auto Convert> stroke after "two" and before "ten dollar bills," Case CATalyst would convert the number as "two \$10 bills."

### To select or deselect the Automatic Number Conversion Option

- From Manage Jobs, press **Alt + t, o, t** (Tools, Options, Translate) and then press **Alt + p** (Options button). On the Input tab, press **Alt + v** to select or deselect the Automatic Number Conversion feature.
- From the Translate dialog box, press **Alt + p** (Options button) and then on the Input tab, press **Alt + v** to select or deselect the Automatic Number Conversion feature.

**When the Automatic Number Conversion feature is selected, the following options are available:**

- [Number conversion button](#)
- [With Thousands Separators](#)
- [Display 10 and Under as Words](#)
- [Otherwise Display as Digits](#)
- [Don't Convert Word Numbers](#)



You can use specific number format dictionary entries containing [Number Conversion](#) or [Number Trigger](#) format symbols in conjunction with the Automatic Number Conversion feature. You can also apply [Automatic Number Conversion](#) in Edit. Also see the [Optimal Conversion of Numbers](#) topic.

## NumberConversion

Case CATalyst has an [automatic number conversion](#) feature that allows you to write numbers and/or word numbers followed by a keyword and have the number convert. For example, writing two dollars and 25 cents would convert to "\$2.25" based on the keywords "dollars" and "cents". The automatic number conversion keywords and rules are contained in the Numberconversion file which is stored in your System Files case. In addition to the keywords and rules, there are also Automatic Number Conversion options on Translate's Input tab.

The Translate Options Input tab contains an Automatic Number Conversion section. If you click the **numberconversion...** button, you will be prompted with the following message: *To view this file, the Translate dialog box needs to close. Apply changes and continue?* The default is set to Yes. If you press **Enter** or click Yes any changes will be saved and the Translate dialog box will automatically close and the numberconversion file will open. If you click No, the message box closes and the Translate Input dialog box displays.

If Case CATalyst cannot locate a numberconversion file in your System Files case, the **numberconversion...** option is not available.

## With Thousands Separators

With Thousands Separator is a Translate option that is available when [Automatic Number Conversion](#) is active. When selected, Case CATalyst converts digit and word numbers with commas when the numbers are followed by a measurement keyword. For example, one thousand miles converts to 1,000 miles. The word "miles" is a measurement keyword.

If Otherwise Display as Digits is also selected when With Thousands Separator is selected, numbers over a thousand and not followed by a keyword convert to digits with commas. For example, "one thousand parking tickets" converts to "1,000 parking tickets".

If With Thousands Separator is selected, Otherwise Display as Digits is not selected and the (new) Digits With words convert With commas Up To= option in the UserSettings.sgxml file is set to thousands or millions, then Case CATalyst converts digits followed by word numbers such as thousands and millions to numbers with commas. For example, 3 thousand 4 hundred people attended the concert would convert to 3,400. Conversion takes place without a keyword. If word numbers are written followed by word numbers, they do not convert. For example, three thousand four hundred people attended the concert would not convert.

### To select or deselect the With Thousands Separator Option

- From Manage Jobs, press **Alt + t, o, t** (Tools, Options, Translate) and then press **Alt + p** (Options button). In the Automatic Number Conversion section on the Input tab, select or deselect the With Thousands Separator option.
- From the Translate dialog box, press **Alt + p** (Options button). In the Automatic Number Conversion section on the Input tab, select or deselect the With Thousands Separator option.

## Display 10 and Under as Words

Display 10 and Under as Words is a Translate option that is available when [Automatic Number Conversion](#) is active. When selected, Case CATalyst converts digits 1 through 10 to words. For example, if you write "4 boxes", the result is "four boxes". This option only affects numbers 1 through 10 and does not apply to zero.

Automatic number conversion considers numbers to be in a series if they are separated by one or more spaces, a comma, dash, slash or the word "and," "or," "through," or "to." For example, if you write "two to four things," the result is "2 to 4 things." This prevents a mixture of numbers such as "2 to four things." Numbers in a series are translated as digits when you write steno outlines defined as digits or words. Display 10 and Under as Words does not apply to digits in a series even if selected. To disable the "numbers in a series" feature, change the Advanced Translate [option](#), *Analyze numbers in a series*, to No.

Automatic number conversion applies after translation. For example, you have Automatic Number conversion and Display 10 and Under as Words selected. You write: "Guilty of count 2." It translates as "Guilty of Count two." The word "Count" is not in your Number Conversion list but you have a dictionary definition for "Count 2." The translation is "Count two" because you selected Display 10 and Under as Words. To change the translation result you can put the word "count" with the appropriate category, {DIGITAFTER}{CAPWITHNUM} in your Number Conversion list; use the [<No Auto Convert>](#) format symbol, Count<No Auto Convert>2 in a dictionary definition; or deselect the Display 10 and Under as Words option.

### To select or deselect the Display 10 and Under as Words Option

- From Manage Jobs, press **Alt + t, o, t** (Tools, Options, Translate) and then press **Alt + p** (Options button). In the Automatic Number Conversion section on the Input tab, select or deselect the Display 10 and Under as Words option.
- From the Translate dialog box, press **Alt + p** (Options button). In the Automatic Number Conversion section on the Input tab, select or deselect the Display 10 and Under as Words option.

## Otherwise Display as Digits

Otherwise Display as Digits is a Translate option that is available when the Automatic Number Conversion option is active. When the *Otherwise Display as Digits* option is selected, Case CATalyst forces all word numbers, which are not controlled by a another number conversion keyword or rule, to automatically display as digits without commas. For example, "There were three thousand of them." translates as "There were 3000 of them." If you also select the With Thousands Separator option, then numbers, not controlled by a keyword, translate with commas, "There were 3,000 of them.". NumberConversion keywords and rules take priority over this option. For example, "There was three thousand dollars, converts to \$3,000 because of the keyword dollars.

You can use the Otherwise Display as Digits when the [Automatic Number Conversion](#) is active.

### To select or deselect the Otherwise Display as Digits Option

- From Manage Jobs, press **Alt + t, o, t** (Tools, Options, Translate) and then press **Alt + p** (Options button). In the Automatic Number Conversion section on the Input tab, select or deselect the Otherwise Display as Digits option.
- From the Translate dialog box, press **Alt + p** (Options button). In the Automatic Number Conversion section on the Input tab, select or deselect the Otherwise Display as Digits option.



## Don't Convert Word Numbers

*Don't Convert Word Numbers* is a translate option that works with Automatic Number Conversion. This option is located on the Translate Options tab. Selecting this option allows you to write word numbers along with a number conversion keyword and retain the word number rather than having it convert to a digit. This is a great option if you want to write a word number along with a number conversion keyword and not have it convert the word number to a digit and if you want to write a digit with a number conversion keyword and have the number conversion take place. For example, let's say in your NumberConversion file, you have "dollars" as a keyword that converts a number, if necessary, to a digit and puts the dollar sign (\$) immediately in front of the digit. With the *Don't Convert Word Numbers* option selected, if you write *two dollars*, it remains two dollars. If you write *2 dollars*, it converts to \$2. If you write *two million three hundred thousand dollars*, nothing converts. If you write *2 million 3 hundred dollars*, it converts to \$2,300,000.00.

If you write a word number and a number conversion keyword that would normally insert a hyphen between two words, there will be no hyphenation between the word number and the keyword when this option is selected. For example, you write two barrel shotgun, no hyphen would be placed between "two" and "barrel" when "barrel" is a keyword in the Numberconversion file.

## Capitalize All Text

Capitalize All Text is a Translate option. When active, Case CATalyst translates the text in all capital letters. If you select an Output option, such as CaseView, the text will sent to the receive system in all capital letters. This is not a display option, all the text is capitalized in the file. If you accidentally translated a file using the Capitalize All Text option, you will need to deselect the option and re-translate the file to have the text in mixed case.

If you want the display of text to be in all capital letters use the [All Caps On](#) and All Caps Off format symbol.

## Colloquy + A =

Colloquy + A = is a Translate option. When active, Case CATalyst automatically formats an Answer as Colloquy plus the specified text when the Answer follows Colloquy or Colloquy and Parenthetical format symbols. For example, let's say that the questioning attorney asks the witness a question and the attorney for the witness objects to the question.

Q. And what was the nature of the document you received?

MR. JONES: Objection.

MR. SMITH: The document is an admitted exhibit.

MR. JONES: The witness can answer.

THE WITNESS: I'm not sure...

Many reporters just write the steno outline for the Answer but want it formatted as Colloquy as the THE WITNESS. If that is what you want to happen when writing the steno for Answer after Colloquy or a parenthetical, select this option. If you check this option, you must also specify the text for the Colloquy in the field to the right. The default text is:

THE WITNESS:space. Check the Bold box to have the text translate in bold letters.

## Colloquy + Q = Auto By Line

Colloquy + Q = Auto By Line is a Translate option. When active, Case CATalyst automatically formats a Question as a By Line when the Question follows Colloquy or Colloquy and Parenthetical format symbols. Using a By Line dictionary definition, you write an initial By Line most likely when the examination begins. Then when you write colloquy and the proceedings return to Q & A, Case CATalyst automatically formats the By Line using the most recent By Line name. For example:  
DIRECT EXAMINATION

BY MR. JONES:

Q. Please state your name for the record.

A. Bill Williams.

Q. Please state your address.

A. 123 Red Bird Lane, Luck, IL

MR. JONES: Side bar.

THE COURT: Approach. (The reporter writes the steno defined as Q. and it formats as a by-line.)

BY MR. JONES:

Q.

The By Line paragraph style is controlled by your layout settings. Common single By Line formats include:

<By-line>By Attorney name

<Question>

<By-line>Q. (By Attorney Name)

<By-line>By Attorney Name: Q.

Some transcript layouts require more than one By Line format. You might have By Line text that follows an examination and other By Line text that follows Colloquy, indicating a return to testimony. Use the examples provided later in this topic, "Using Different By Line Formats With Colloquy + Q" to help you create dictionary definitions for using two different By Line format.

You must write an initial By Line definition in the transcript for the Auto By Line feature to work correctly. The By Line dictionary definition must use a By Line format symbol. Only a By Line format symbol is recognized by Case CATalyst as a By Line. You must also include a colon ( : ), closed parenthesis ( ) ) or Q included at the end of the By Line definition for Auto By Line to work correctly. Only a Parenthetical paragraph style can occur between the colloquy and the Q without affecting the performance of Colloquy+ Q = Auto By Line. For example, Colloquy + Q = Auto By Line does not work if you substitute <New Line Paragraph><Tab><Tab> for the formatting position of a Parenthetical paragraph style.

When using a By Line format with this feature, the By Line automatically uses the same name as the previous By Line provided no "examination" occurs in between the information. Case CATalyst inserts THE ATTORNEY: surrounded by Scanstop format symbols at the By Line paragraph setting when a previous By Line does not exist.

## Using a Single By Line Format with Colloquy + Q = Auto By Line

In this example, a By Line dictionary entry is defined as <By-line>BY MS.  
NAMEOFPERSON:<Question>. While writing, there is colloquy followed by question:

BY MS. TAYLOR:

Q. Where were you last night?

MR. JONES: Objection.

THE COURT: Overruled.

Q.

The result is:

BY MS. TAYLOR:

Q. Where were you last night?

MR. JONES: Objection.

THE COURT: Overruled.

BY MS. TAYLOR:

Q.

### Definition Guidelines

To achieve the results in the previous example, create By Line dictionary definitions in your [EZ Speakers](#) dictionary or another dictionary using the following examples as format guidelines:

#### EZ Speakers Dictionary Entry

<By-line>BY #01 space (or whatever is appropriate for your format)

#### Dictionary Entry

<By-line>BY ATTY 1 space (or whatever is appropriate for your format)

<By-line>BY SPEAKER1 space (or whatever is appropriate for your format)

<By-line>BY ^STPHAO space (or whatever is appropriate for your format)

## Using Different By Line Formats with Colloquy + Q = Auto By Line

In this example, a specific format for the first occurrence of a By Line following an Examination and a different By Line format following Colloquy requires two different By Line dictionary definitions. The By Line following the Colloquy contains the By Line format symbol and will be used for the Colloquy + Q = Auto By Line feature. Writing an initial By Line definition (the one with colloquy in this example) is necessary for the Colloquy + Q = Auto By Line feature to recognize the name in subsequent occurrences.

EXAMINATION

BY MS. RICHARDSON:

Q. What is your relationship with...

MR. ARNOLD: Objection.

THE COURT: Sustained.

Q. (By Ms. Richardson) Do you have a relationship...

In the above example, you write definition for the EXAMINATION and BY text for the formatting of the initial By Line. Then, when appropriate, you write your definition for Colloquy By Line once following an examination so the Auto By Line feature recognizes the format and text for subsequent occurrences.

### Definition Guidelines

To achieve the above results, create dictionary definitions in your [EZ Speakers](#) dictionary or another dictionary using the following examples as format guidelines. When using two different By Line formats with the Auto By Line feature, define the By Line following the Examination with a [User Defined Paragraph](#) format symbol. This formats the text as necessary when following an examination but is not used for this feature. Define the By Line format symbol with Colloquy so it will trigger the Auto By Line feature in subsequent occurrences. When using the [Search Next Missing By Line](#) feature, Case CATalyst recognizes a User Defined Paragraph style as a By Line when it is set as a By Line in the Layout, [For searching, this paragraph is](#) option.

Depending on your By Line requirements, you may want set the By Line margin setting to the same margin settings for your Question [paragraph](#) style. In the *Symbol* field type a Q and a period, if appropriate. In the *Ending Punctuation* field, type a ? (question mark).

### EZ Speakers Dictionary Entry

KPAPL/KPAPL/STPHAO/STKPWHR =<Centered Paragraph>EXAMINATION<User Defined Paragraph>BY #01:<Question>

### Dictionary Entry

KPAPL/KPAPL/STPHAO/STKPWHR = <Centered Paragraph>EXAMINATION<User Defined Paragraph>BY ^ STPHAO:<Question>

KPAPL/KPAPL/STPHAO/STKPWHR = <Centered Paragraph>EXAMINATION<User Defined Paragraph>BY SPEAKER 1:<Question>

KPAPL/KPAPL/STPHAO/STKPWHR = <Centered Paragraph>EXAMINATION<User Defined Paragraph>BY ^ ATTY1:<Question>

### EZ Speakers Dictionary Entry

<By-line>(BY #06) space (or whatever is appropriate for your format)

### Dictionary Entry

<By-line>BY (ATTY 1) space (or whatever is appropriate for your format)

<By-line>BY ( SPEAKER1) space (or whatever is appropriate for your format)

<By-line>BY (^ STPHAO) space (or whatever is appropriate for your format)

## Drag/Drop Analysis

Drag/Drop Analysis is a Translate option. When active, Case CATalyst analyzes steno outlines during translation. When no dictionary definition is found for a steno outline, it is checked against identified characters (keys) that you have a tendency to drag (push) or drop (leave out) when writing a correct steno outline. If Case CATalyst determines that adding one of the dragged letters to or removing one of the dropped letters from the steno outline, it can locate a match to a definition in any one of the dictionaries selected for translation, the untranslate becomes a word. You must [specify the keys](#) you drag or drop in Translate Options.

When an applied dragged or dropped letter results in an untranslate becoming a word, Case CATalyst puts the translated word in the [user defined](#) color for Drag/Drop. The word is "scannable" and you can define or replace the word the same as a visible untranslate. While editing, if Drag/Drop Analysis has translated the untranslate correctly, you can press Enter to confirm the translation.

Case CATalyst only examines steno outlines that have characters written on the same "side" as the dragged letter. For example, the final L is a dragged or dropped letter. The steno outline STK is written but no analysis occurs because no final letters were stroked. However, if PHROEULD is stroked, analysis occurs because L is a final letter on the right bank.

If you identify multiple characters for dragged or dropped, Case CATalyst looks for a match with the written steno outline and each identified dragged or dropped character. For example, if you specified the final L and D as "dragged" characters, Case CATalyst first tries to find a match with the steno outline and the final L. If no match is found, then Case CATalyst tries to find a match with the steno outline and the final D.

When applying a dragged or dropped letter results in an untranslate becoming a steno outline that invokes an Auto Include or AccelerWriter (macro) translation command, no analysis occurs and the steno outline remains an untranslate. However, if the Drag/Drop translation results in a [Suffix](#), [Prefix](#) or [Glue](#) translate commands, Case CATalyst applies the appropriate translation.

When an applied dragged or dropped letter results in a steno outline untranslate that creates a Format Symbol with text, conflict or number keyword, analysis occurs and the steno outline along with the dragged or dropped letter translates into the Format Symbol and text, conflict or number conversion. The translated text displays in the color selected for text or the color selected for conflicts. For example, if the result of the Drag/Drop analysis is a conflict, Case CATalyst applies, when active, EZ Choice and Second Choice conflict resolution.

Stenograph Luminex, Diamante® and Wave™ users may want to use the [TrueStroke Drag/Drop](#) Translate option which analyzes steno outlines during realtime translation using [TrueStroke™](#) data located in the Steno X-ray2 (.sgxr2) subfile. TrueStroke™ technology analyzes the timing, the direction of travel and the velocity for each steno key in each steno outline. This feature works when using a Diamante steno machine via a USB or WiFi connection or a Luminex or Wave steno machine via a USB connection.

You may want to try adjusting your steno keyboard before using the Drag/Drop Analysis feature. For more information on key contact adjustments, see your writer documentation.

If you are using the TrueStroke Drag/Drop translate option, TrueStroke Drag/Drop takes priority over Drag/Drop Analysis.

When editing, if the translation is a result of Drag/Drop Analysis and the translation is correct, you can press Enter to confirm the translation is correct, remove the Drag/Drop Begin and End format symbols that surround the translation in Reveal Codes and change the text color to your Text color selection.

## Identifying Characters for Drag/Drop Analysis

To use the [Drag/Drop Analysis](#) option, you must identify the characters (keys) on the writing machine that you have a tendency to drag (push) or drop (leave out) when writing a steno outline.

You may want to try adjusting your steno keyboard contacts before using the Drag/Drop feature. To make adjustments to your steno keyboard refer to your writer documentation.

To identify or modify dragged or dropped keys:

1. Press **Alt + u, t (Functions/Translate & Edit)**. The Translate dialog box displays.
2. Press **Alt + p (Options)**. The Translate Options dialog box displays.

3. Click the Drag/Drop Analysis **Details** button. The Dragged/Dropped Letter Analysis dialog box displays.
4. Make entries in the fields.

#### **Keys I tend to Drag**

Identify the letter or letters you tend to drag with other steno strokes. Do **one** of the following:

- Type the letters. You must put a hyphen before a letter to indicate its position on the right side of the keyboard. For example –G.
- Click the letters on the sample keyboard. Once a letter is selected, the sample keyboard indicates the selection by turning the letter blue.

#### **Keys I tend to Drop**

Identify the letter or letters you tend to drop from steno strokes. Do **one** of the following:

- Type the letters. You must put a hyphen before a letter to indicate its position on the right side of the keyboard. For example –G.
  - Click the letters on the sample keyboard. Once a letter is selected, the sample keyboard indicates the selection by turning the letter blue.
5. Press **Enter (OK)**. If not already selected, Case CATalyst automatically checks the Drag/Drop Analysis option.
  6. Press **Alt + a (Apply)** to apply the changes.

### **Parenthetical + Q = Auto By Line**

Parenthetical + Q = Auto By Line is a Translate option. When active, Case CATalyst automatically formats a Question as a By Line when the Question follows a Parenthetical format symbol. When you write a parenthetical paragraph style and the proceedings return to Q & A, Case CATalyst automatically formats the By Line using the name in the last By Line.

For example, if the proceedings go off the record and then return to Q & A, following the parenthetical the reporter writes the steno for Q and CATalyst automatically formats it as a By-Line with the last by line name filled in and Q.

The By Line paragraph style is controlled by your layout settings.

### **Common By Line Formats**

<By-line>By Attorney name  
<Question>

<By-line>Q. (By Attorney Name)

<By-line>By Attorney Name: Q.

An example of the use of a Parenthetical paragraph style would be:

<Parenthetical>(Discussion off the record.)

The Parenthetical + Q = Auto By Line option is similar to the Colloquy + Q = Auto By Line option. The [Colloquy + Q = Auto By Line](#) contains additional details on formatting By Lines.

## Delete Repeated Q/A/C

Delete Repeated Q/A/C is a Translate option. When active, Case CATalyst generates only one paragraph when two identical paragraph styles are written, one immediately after another, and the first paragraph has no text following it. When you write a Question or Answer, Case CATalyst displays the first paragraph and ignores any identical paragraphs that immediately follow. Text is placed in the first paragraph. For example, you write:

Q.

Q. Now,...

The result is:

Q. Now,...

When you write two colloquy paragraph styles, one immediately after another, Case CATalyst generates one paragraph only when the colloquy definition for the steno stroked is identical. If you stroke colloquy twice, one immediately following another and the definitions are different, then Case CATalyst generates both colloquy paragraphs. For example:

You have STPHAO defined as <Colloquy>MS. FERRO: You write:

BY MS. FERRO:

BY MS. FERRO:

The result is:

BY MS. FERRO:

You also have SKWRAO defined as <Colloquy>MS. ANDERSON: You write:

BY MS. FERRO:

BY MS. ANDERSON:

The result is:

BY MS. FERRO:

BY MS. ANDERSON:

## Exclude Caps

Exclude Caps is a Translate option available when EZ Link is active. When selected, Case CATalyst does not apply the EZ Link spelling rule to an all capped or mixed case root word when adding a suffix "s" that is written immediately after the word.

For example, let's say you write "The Brady {Suffix}s went on vacation." When this option selected, the result is "The Bradys went on vacation." Instead of applying the normal rules of spelling when a root word ends in "y" and a suffix "s" is added to automatically change the "y" to "i" and add "es," this option simply attaches the "s" suffix to the root word. If this option is not selected, then the result in the previous example would be "The Bradies went on vacation."

## EZ Choice

EZ Choice is a Translate option. When active, Case CATalyst resolves conflicts during translation based on your previous conflict selections when occurring in similar context. When you resolve a conflict in Edit or realtime, the conflict choice plus the two words preceding the conflict are entered into the Conflict Database file. EZ Choice then uses the Conflict Database entries to determine the conflict resolution in future jobs.

EZ Choice selected conflicts display on the Edit screen in the same color as your conflicts. When your cursor is positioned immediately before the EZ Choice selected conflict, the original conflict displays on the Status bar in the lower right hand corner of the Edit screen. When your Scan For Options are set to scan to conflicts, the cursor stops on EZ Choice selected conflicts. To confirm (final resolve) the EZ Choice selection, press Enter. You can also select a different conflict choice by pressing the number for the corresponding conflict. Once you press Enter or select a different conflict, the selection is confirmed. When confirmed, Case CATalyst changes the text from the conflict color to text color.

When Automatic Number Conversion applies to any part of a Second Choice chosen conflict, Case CATalyst automatically confirms the conflict selection. You can also change the Advanced Translate [option](#), Automatically resolve EZ Choice/Second Choice Conflicts, to have Case CATalyst automatically confirm the EZ Choice conflict and prevent Scan from stopping on the confirmed conflicts. When Case CATalyst automatically confirms the EZ Choice selection, the selection information is stored in the EZ Choice conflict database.

EZ Choice selected conflicts that contain a prefix or suffix display with a space between the root word and the prefix or suffix until confirmed. Once you confirm the EZ Choice selection, Case CATalyst removes the space. For example, you have a conflict between "go" and <Suffix>ing. You write STOP/G which translates as: stop ^ go ^ <Suffix>ing. You select "ing" resulting in "stopping". The next time you translate using EZ Choice or Auto-Conflict and the same conflict situation occurs, Case CATalyst displays "stop ing" with "ing" in your conflict color. When you select and confirm the "ing" Case CATalyst displays "stopping."

EZ Choice selected conflicts that contain a format symbol display the format symbol with a space between the format symbol and the word. Once you confirm the EZ Choice selection, Case CATalyst applies the format symbol.

When exporting to RTF/CRE, unconfirmed EZ Choice selected conflicts export in the original conflict form, so a scopist, for example, can view the original conflict. Once you confirm the EZ Choice selected conflict, Case CATalyst exports it as normal text. To confirm all the EZ Choice selected conflict choices at one time, use [Resolve All Chosen Conflicts](#). Resolve All Chosen Conflicts also resolves all Auto-Conflict selected conflicts.

You can use [Auto-Conflict](#) in conjunction with EZ Choice. When EZ Choice is active, Case CATalyst first checks the conflict database. If the conflict is not in the database, then Auto-Conflict resolves the conflict.

## EZ Link

EZ Link is a Translate option. When active, Case CATalyst attaches prefixes and suffixes to the root word during translation applying the rules of spelling in an attempt to correctly spell the combined word. Case CATalyst first checks the Spell Check wordlist for a match. If no match exists then Case CATalyst attaches the combined root word and suffix without any spelling changes. For example, you write STOP /-G. The dictionary define for the steno outline STOP is "stop" and -G is {Suffix}ing. The result is "stopping". You must define the prefix and suffix using the [{Prefix}](#) and [{Suffix}](#) symbols.

Case CATalyst resolves able/ible and er/or endings. For example, a dictionary entry {Suffix}er exists. You write the steno stroke for "tract" followed by the stroke for {Suffix}er. The strokes translate as "tractor" unless a dictionary entry exists as "tracter".



You can use the [Prefixsuffixrules.ini](#) file to enhance prefix and suffix handling when using the EZ Link translate option. The Prefixsuffixrules.ini file is located in your System Files case in your user name.

If you select the [Exclude Caps](#) option, EZ Link attaches the suffix without applying the EZ Link spelling rules to root words defined as all capped or mixed case.

## EZ Speakers Dictionary

The EZ Speakers Dictionary translate option allows you to select an [EZ Speakers](#) dictionary to use for creating EZ Speaker entries for the selected job. You can use any EZ Speakers dictionary that resides in the System Files case and begins with the name "EZ Speakers". When you use the Saved Translation Options in the Translate dialog box, Case CATalyst remembers the EZ Speakers dictionary selection along with other saved translation settings. The [saved translation settings](#) feature is helpful if you report different types or jobs and/or work for different firms or jurisdictions. You can save the layout, EZ Speaker dictionary, dictionaries selected for translate (i.e. CART dictionary or Court dictionary), translate options for each type of job. When you are setting up realtime you select the saved translation file that you need for that particular job.

Although the EZ Speaker Dictionary is saved as part of the saved translation settings, it is not used when translating a job, it is used to create the EZ Speaker entries before and during the job.

## Ignore "and"

Ignore "and" is a Translate Option that applies to [number conversion](#) and [number trigger](#) definitions. When active, Case CATalyst ignores the word "and" when it occurs between two numbers. Numbers before and after the word "and" are considered as one number for a number conversion or number trigger. For example, if you write one hundred and 50 and then write a dollar number conversion stroke, the result is \$150. If Ignore "and" is not active and you write the same text and conversion stroke, the result is one hundred and \$50.00.

If Ignore "and" is active during translation and the word "between" immediately precedes a number series, such as "between 50 and 100 minutes," and you write a dollar number conversion stroke, Case CATalyst recognizes the word "and" because of the word between. The result is "between 50 and \$100.

Number conversion and number trigger formats vary. You can customize the number conversion and trigger formats to match your writing style.



The Ignore "and" option does not affect the [Automatic Number Conversion](#) feature.

## Ignore Commas

Ignore Commas is a Translate Option that applies to [number conversion](#) and [number trigger](#) definitions. When active, Case CATalyst ignores any commas that separate a set of numbers and considers them as a group for the conversion or trigger. For example, if you write 303, 503,143 and then write the social security number conversion stroke, the result is 303-50-3143. If Ignore Commas is not active, the social security number conversion or trigger does not take action since Case CATalyst considers only the last three numbers for the conversion. A social security conversion or trigger format requires 9 digits or number words before taking action.

If Ignore Commas is active during translation and the word "between" immediately precedes a number series, such as "between 4,800 and 15,000 items", and you write the social security number conversion, Case CATalyst does not take action. The result is "between 4,800 and 15,000 items".

Number conversion and number trigger formats vary. You can customize the number conversion and trigger formats to match your writing style.



The Ignore Commas option does not affect the [Automatic Number Conversion](#) feature.

## Ignore Periods

Ignore Periods is a Translate Option that applies to [number conversion](#) and [number trigger](#) definitions. When active, Case CATalyst ignores any periods that separate a set of numbers and considers them as a group for the conversion or trigger. For example, "I would say fifty. Twenty-four people left immediately." Writing a number conversion stroke has no effect on "fifty" or "twenty-four."



The Ignore Periods option does not affect the [Automatic Number Conversion](#) feature.

## Ignore Word Numbers

Ignore Word Numbers is a Translate Option that applies to [number conversion](#) and [number trigger](#) definitions. When active, Case CATalyst ignores words that are numbers for the conversion. For example, you write "What is your social security number?". Then you write, "five five five two three four 789". The result is that the number trigger takes no action. If Ignore Word Numbers is not active, the result is 555-23-4789.



The Ignore Word Numbers option does not affect the [Automatic Number Conversion](#) feature.

## Phonetic Translation

Phonetic Translation is a Case CATalyst Translate option. When active, Case CATalyst phonetically translates steno outlines when no match is found in any dictionary used for translation. This prevents the display of untranslates on the captioning screen. Phonetic translation is based on your selection for the Advanced Translate option, [Phonetic untranslates display as words](#). You can choose to match steno outlines with the text equivalent entry in the [Phonetic Table](#) or to translate single stroke untranslates using algorithmic logic for the intended pronunciation. Using the Phonetic Table is the default.

You can create a dictionary definition to invoke the Phonetic Translation option from your writing machine using the [Toggle Phonetic Mode](#) translate command. A steno outline defined as {Toggle Phonetic Mode} must be in a dictionary used during captioning.

Phonetically translated words appear in the selected untranslate color. If your [Scan For Options](#) are set to stop on untranslates, then **F8 (Scan)** and **Shift + F8 (Scan Backward)** stop on phonetically translated words.

## SecondChoice

SecondChoice is a Translate option. When this option is active and you select a conflict choice in edit, Case CATalyst looks in a system file to identify the possible parts of speech for the word before and after the conflict. Case CATalyst places the conflict choice along with the before and after parts of speech information in the SecondChoice conflict database. When the same parts of speech appear before and after the same conflict in future translations, Case CATalyst selects the same conflict choice.

For example, in the conflict "Did you ^ Phillip ^ fill up the car on the way?" you select the second conflict. The word prior to the conflict is a noun. The word after the conflict is an article. Case CATalyst records the second choice selection for this conflict when it occurs between a noun and an article.

SecondChoice selected conflicts display on the Edit screen in the same color as your conflicts. When Scan For Options are set to scan to conflicts, using Scan Forward and Scan Backward stops the cursor on SecondChoice selected conflicts. To confirm the SecondChoice selection, press **Enter** or select a different conflict choice by pressing the corresponding conflict number. When Automatic Number Conversion applies to any part of a Second Choice chosen conflict, Case CATalyst automatically confirms the conflict selection.

You can use SecondChoice in conjunction with [EZ Choice](#). When EZ Choice is active, EZ Choice attempts to resolve the conflict. If no match is found in the EZ Choice conflict database, then SecondChoice attempts to resolve the conflict. Selecting both EZ Choice in combination with SecondChoice could be a great way to build your conflict database faster and result in more accurate conflict resolution. In addition, when EZ Choice resolves a conflict it is immediate as it does not have to wait until the entire conflict and word after the conflict is written. When only selecting SecondChoice as the conflict resolution feature, the resolution of the conflict is delayed when writing realtime because the conflict cannot be resolved until the word before the conflict, the conflict and then the word after the conflict is written.

Case CATalyst creates a Second Choice Conflict Database in your System Files case even if you do not select the SecondChoice conflict resolution option. The SecondChoice conflict database is user specific. The SecondChoice Conflict Database file cannot be edited.

## IMPORTANT

SecondChoice does not analyze any portion of the sentence for grammar. Case CATalyst determines the parts of speech for the words before and after the conflict by looking the word up in a system file.

## Squish Defined Numbers

Squished Defined Numbers is a Translate option. When active, numbers defined in the dictionary automatically translate with no space between them. For example, definitions exist in the dictionary for 1, 2, 3, and 4. You write #1/#2/#3/#4. With the Squished Defined Numbers option selected, the result is 1234. Without the option, the result is 1 2 3 4. When Squish Define Numbers is not active, any defined numbers translate with a space between them. Numbers not defined in a dictionary always translate with no spaces.



The Squish Defined Numbers option does not affect the [Automatic](#) Number Conversion feature.

## Suffix Drag/Phrase Maker

Suffix Drag/Phrase Maker is a Translate option. When active, Case CATalyst translates, by default, steno outlines accidentally stroked with a dragged letter -G, -S, or -D as a suffix or suffix letter tucked inside a steno outline. Suffix Drag/Phrase Maker allow allows you to select whether dragged steno should be considered a suffix or a word.

### Example of using Suffix Drag/Phrase Maker for dragged suffixes:

For example, you have "-D" defined as <Suffix>ed in your dictionary. You normally write the word "stopped" as STOP/-D. During testimony, however, you accidentally drag the final D into the first stroke, resulting in STOPD. With Suffix Drag/Phrase Maker active, Case CATalyst translates the word as "stopped". In another example, you have a dictionary definition for KHAT with the "-G" defined as <Suffix>ed. You stroke KHAGT. Since "-G" is not the last letter of the stroke, Suffix Drag/Phrase Maker does not apply. With the Tuckable option active for the steno outline "-G," if Case CATalyst does not find a definition for KHAGT in the dictionary, KHAGT translates as "chatting."

### Example of using Suffix Drag/Phrase Maker for dragged phrases:

For example, let's say the steno stroke /WEBD is not defined in your dictionary. However, you have /WE defined as "we" and /BD is set a Word type in your Suffix Drag/Phrase Maker Options as the word "said." With the Word option in Suffix Drag/Phrase Maker, you can have /WEBD translate as "we said" even though it is not defined in your dictionary as a single stroke.

Suffix Drag/Phrase Maker only applies to one-stroke words in which steno characters can be added as a suffix. [Suffix Drag/Phrase Maker options](#) allow you to add other steno characters you want Case CATalyst to consider a suffix. The [Plural Endings Options](#) allow you to use the final S, final Z or both for plural endings. To confirm the combined words are spelled correctly, set the Suffix Drag/Phrase Maker Spell Check option for the steno outline. When Case CATalyst applies Suffix Drag, the translated word displays in the user selected [color](#) on the Edit screen. While editing, if Suffix Drag/Phrase Maker has translated the untranslate correctly, you can press Enter to confirm the translation.

If Spell Check is active, Case CATalyst checks the newly combined word to confirm the combined word is spelled correctly. If a correctly spelled word is not found, Case CATalyst tries the next possible suffix to find an actual word. This may result in a correctly spelled word but not the word intended. If Case CATalyst does not find a correctly spelled word with an added suffix, the steno outline remains an untranslate and no conversion takes place. The Spellchecked option has no influence on phrases created by Suffix Drag/Phrase Maker.

If you are also using the [TrueStroke Drag/Drop](#) and/or [Drag/Drop Analysis](#) translate option, TrueStroke Drag/Drop takes priority over both Drag/Drop and Suffix Drag/Phrase Maker. If you are using the Drag/Drop Analysis translate option, Drag/Drop Analysis takes priority over Suffix Drag/Phrase Maker.

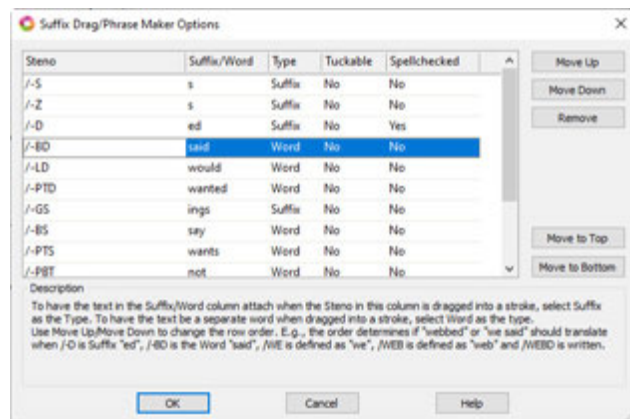
When editing, if the translation is a result of Suffix Drag/Phrase Maker and the translation is correct, you can press Enter to confirm the translation is correct, remove the Suffix Drag Begin and End format symbols that surrounds the translation in Reveal Codes and change the text color to your Text color selection.

## Suffix Drag/Phrase Maker Options

Use Suffix Drag/Phrase Maker Details button to add steno outlines for Suffix Drag/Phrase Maker to recognize as a suffix or word, activate the Tuckable option for a steno outline and set Spell Check to confirm the spelling of combined words.

To access Suffix Drag/Phrase Maker Details:

1. Press **Alt + u, t (Functions/Translate & Edit)**. The Translate dialog box displays.
2. Press **Alt + p (Options)**. The Translate Options dialog box displays.
3. Click the Suffix Drag/Phrase Maker **Details** button. The Suffix Drag/Phrase Maker Options dialog box displays.
4. Make entries in the fields. When finished, click **OK**.



### Steno

Type the steno outline for the suffix that, when written with a defined steno outline, translates as a combined word (Suffix) or Phrase (Word). Multiple steno characters are allowed, such as -GS or -GZ used for "ings."

**Suffix/Word**

Type the text for the suffix or word. For example, if the steno is /-D and the Type column is set to Suffix, you would type "ed" (without the quotes) for the suffix. For example, if the steno is /-BD and the Type is set to Word, you may type "said" (without the quotes) for the word.

**Type**

Select if the Suffix/Word text should behave as a Suffix or a Word. "Suffix" will be attached to the translated word when written in the same steno outline as a defined stroke. "Word" will be treated as a separate word following the define when written in the same steno as a defined stroke.

**Tuckable**

Select Yes to have Suffix Drag/Phrase Maker consider the steno as a suffix or a word even though it is not the last character of the steno outline. If No is selected, only the steno for suffixes or words that are written at the end of the steno outline will be considered suffixes or words.

**Spellchecked**

Select Yes to have Suffix Drag/Phrase maker check the newly combined word against Spell Check to confirm the combined word is spelled correctly. Select No to have Suffix Drag/Phrase Maker combine the suffix without checking it for spelling. This option has no influence when Type is set to Word.

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

**Move Up, Move Down, Move to Top, Move to Bottom**

Use these buttons to change the order of the entries in the Suffix Drag/Phrase Maker Options by clicking on the line of the entry you'd like to move and then the appropriate button for the direction in the list you'd like to move the entry. Case CATalyst uses the order the entries are listed (first to last) to resolve potential Suffix Drag/Phrase Maker conflicts during translation. For example, if you have /-BD as a Word Type of "said" and also have /-D as a Suffix Type of "ed." and you stroke /WEBD, with /WEB defined as "web," should Case CATalyst give you "webbed" or "we said" as the Suffix Drag/Phrase Maker translation result? The order of the entries in the Suffix Drag/Phrase Maker Options dialog will resolve this conflict for Case CATalyst. If /-BD is listed before /-D, the Suffix Drag/Phrase Maker translation result will be "we said." Otherwise, the result will be webbed. It is important to note that actual dictionary definitions always take priority over the Suffix Drag/Phrase Maker feature. In other words, Suffix Drag/Phrase Maker only applies when the steno written is not defined in any of the dictionaries being used for translation.

**Remove**

The Remove button allows you to remove (delete) any of the entries in the Suffix Drag/Phrase Maker Options. To Remove an entry, click on the entry line you'd like to remove and then click the Remove button.

## Show Timers Translate Option

Show Timers is a Translate option. When selected, the Timers dialog box automatically displays when translation begins. In some jurisdictions or specific types of proceedings, the court reporter is required to track the time of examinations or expert witness testimony. The [Timer](#) realtime commands are available to include in speaker definitions that automatically start a "timer" when the speaker definition is written which tracks how much time has elapsed since the timer started. You can also select to view and hide the Timers dialog box during edit by selecting **Alt + v, s, r (View/Show/Timers)**.

Timer definitions (which start a particular timer), including the Stop All Timers command can also be included in EZ Speaker definitions and parentheticals.

## Translate Statistics

Translate Statistics is Translate option. When this feature is active, the Translation Status dialog box automatically displays during translation. It provides the number of strokes written, number of untranslates, the number of conflicts, the number of conflicts resolved, the names of the job dictionaries being used to translate and more about the file which is currently translating. When you open the file in Edit following translation, Translate Statistics displays information from the last translation.

To have Translate & Edit always display the Translate Status dialog box, in the Case CATalyst Translate Options Input tab, select **Translate Statistics (Alt +r)**.

Use the [Show Translation Status](#) feature to toggle the display of the Translation Status dialog box On and Off. In Translate & Edit and Edit, press **Alt + v, s, n (View/Show/Translation Status)**.

## TrueStroke Drag/Drop

TrueStroke Drag/Drop is a Translate option that works with TrueStroke data that is created when using a Luminex or Diamante steno machine via a USB or WiFi connection or a Wave steno machine via a USB connection. When active, Case CATalyst analyzes steno outlines during realtime translation using TrueStroke data located in the Steno X-ray2 (.sgxr2) file. When the results of a steno outline is going to be an untranslate during realtime translation because no dictionary definition is found for that steno outline, Case CATalyst analyzes the TrueStroke data against the steno outline written to determine if there is a steno character that has been dragged or dropped. If TrueStroke determines a steno character or character appears to be dragged or dropped and finds a match to a definition in any one of the dictionaries selected for translation, the untranslate becomes a word/phrase. The translated word displays in the transcript with the [user defined](#) color for Drag/Drop. While editing, if TrueStroke Drag/Drop has translated the untranslate correctly, you can press Enter to confirm the translation. If the translation is incorrect, you can simply define or replace the word/phrase.

For example, you have STAF defined in your dictionary as "staff." You wrote "STAF" but the TrueStroke data indicates that you dragged the "E" resulting in "STAEF." The "E" registered but was lighter than the other letters. Since you do not have a dictionary definition for "STAEF," it translates as "staff" and displays in the color designated for Drag/Drop translations.

TrueStroke data contains information about the timing, direction of travel and velocity of each steno key in every steno outline written on the Luminex, Diamante and Wave. The data is written to the .sgxr2 subfile on the Stenograph Luminex™ and Diamante® Data SD card or to the Stenograph Wave memory along with the steno note file when the TrueStroke option is active on the writing machine. When you write realtime to Case CATalyst via USB cable or WiFi connection, the TrueStroke data is automatically sent to the job subfile, Steno X-ray2.

While editing, you can open Vertical Notes and double click a steno outline to display the TrueStroke Data. More information on viewing TrueStroke data is available in the [TrueStroke data topic](#).

If you are also using the TrueStroke Drag/Drop and/or [Drag/Drop Analysis](#) translate option, TrueStroke Drag/Drop takes priority over both Drag/Drop and [Suffix Drag/Phrase Maker](#). If you are using the Drag/Drop Analysis translate option, Drag/Drop Analysis takes priority over Suffix Drag/Phrase Maker.

When editing, if the translation is a result of TrueStroke Drag/Drop and the translation is correct, you can press **Enter** to confirm the translation is correct, remove the Drag/Drop Begin and End format symbols that surround the translation in Reveal Codes and change the text color to your Text color selection.

## Use Alternate User Settings for Edit

The Use Alternate User Settings for Edit translate option allows you to select a user setting file to be applied to Edit following translation. Using an alternate settings file for edit might also be helpful when editing a transcript and you want a different display of items (panes) when editing versus realtime. Or you are editing on a train or editing late at night and need a different view or different color scheme. This feature may be helpful when outputting to [CARTView](#) as you can select a saved setting file that has the font size, color, position, etc., for the CARTView window.

[Create](#) alternate user setting files in Edit using the Save Alternate User Settings command.

The Use Alternate User Settings for Edit field is located on the [Translate](#) dialog box Input tab. The file currently selected in the Use Alternate User Settings in Edit field is part of the Saved Translation Settings file, when you choose to save the translate settings. For example, you might want to create a Saved Translation Settings file for CARTView that includes specific job dictionaries based on the CART subject and then select an Alternate User Settings file that has specific font and color selections that fit the client and/or situation.

## Use Update Area for Translation

Use Update Area for Translation is a Translate option that allows you to use dictionary entries that you designated for the Personal Dictionary stored in the Update Area to help translate. The Update Area is a dictionary that holds D-defines until you review them and decide, if appropriate, to merge them into your Personal Dictionary. When the option is selected, Case CATalyst uses the [Update Area](#), if available, to help translate the job. The Update Area was very important in older CAT systems where you couldn't easily edit the dictionary. In other words, in some older CAT systems once you put a definition into your Personal Dictionary, you couldn't get it out. Since all CATalyst dictionaries can be easily modified, the Update Area may not be as necessary as before. Unless you change your Dictionary Options, by default all D-Defines made during translate or edit go to the Personal Dictionary and bypass the Update Area.

To use the Update Area for a temporary storage for new D-Defines, check the [Dictionary Option](#), *D-Define go to Update Area*. You can access Dictionary Options via the [All Options](#) feature or in the Personal Dictionary, select Tools, Dictionary Options. Using the Update Area allows you to review your entries before placing them in your Personal Dictionary.

**IMPORTANT:** If your Dictionary Options have D-defines going to your Update Area, make sure you review you Update Area regularly and add the entries you want to keep to your Personal Dictionary. Also, make sure you back up your Update Area when you do your regular weekly backup of your Personal Dictionary and other important CATalyst files.

## Use Smart Quotes

Use Smart Quotes is a Translate option that allows you to use one dictionary definition to create opening and closing quotes that append to a word. For example, let's say you create one dictionary entry for a quotation mark using the steno outline: KWS defined as quote ("). In a test file or job, you write KWS/TKPWAOD/KWS/WORBG. The result is "good" work. No need to have two different dictionary definitions - one for the open quote and one for the closed quote.

During translation, Case CATalyst looks for the steno outline in the definition you designated for quote. If Case CATalyst sees a steno outline for quote, it then looks for another existing steno outline for quote that occurs before the one it is currently reading. When no previous steno outline for quote is found, Case CATalyst automatically creates an opening quote. When a previous quote is found, Case CATalyst creates a closing quote. If the opening quote is written and then a new paragraph style is written without the steno for quote (excluding Continuation Paragraph), a close quote will automatically be inserted at the end of the current paragraph and a new paragraph is inserted.

To use the Smart Quote feature, the dictionary definition for quote must contain only the quote (") symbol. The quote definition should not have any text or format symbols as part of the definition.

To select or deselect the Use Smart Quote option, do the following:

1. Open the Translate dialog box by pressing **Ctrl + t** or clicking the Translate icon.
2. Press **Alt + o** or click the Options button.
3. Select or deselect the Use Smart Quote option.
4. Make any other changes and click **OK**.

If you start translation, this option will be part of your last used settings file. If you are not going to translate at the time of making this change, you will want to save the setting to a Saved Settings file.

## Use Smart Parentheses

*Use Smart Parentheses* option is available on the Input tab of the Translate Options. When this option is selected, you can write one stroke for the opening parenthesis and the same stroke for the closing parenthesis. For example, let's say the reporter needs to write text that is surrounded by parentheses. With this option selected, the reporter writes PARPB defined as an open parenthesis, *writes this text* and then writes PARPB again. The result is (writes this text).

This option works the same way for brackets [ ] also. For example, let's say your want to write text that is surrounded by brackets. With this option selected, the reporter writes PWRABGT defined as open bracket, *Witness nods.* and then write PWRABGT again. The result would be [Witness nods.]

If you want to use this option, you need to have only one dictionary definition for an opening parenthesis "(" or open bracket "[" and you write this same stroke for opening and closing parenthesis or bracket. No other punctuation or format symbols can be defined with the opening parenthesis or open bracket. When you select this option, you would write the opening parentheses or bracket, write the text and write the same stroke used for the opening parentheses or bracket and Case CATalyst will automatically know it is a closing paren or bracket. If the opening parentheses or bracket is written and then a new paragraph style is written without writing the stroke for paren or bracket (excluding Continuation Paragraph), a close parentheses or bracket will automatically be inserted at the end of the current paragraph and then the new paragraph is inserted.

To select or deselect the Use Smart Parentheses option, do the following:

1. Open the Translate dialog box by pressing **Ctrl + t** or clicking the Translate icon.
2. Press **Alt + o** or click the Options button.
3. Select or deselect the Use Smart Parentheses option.



4. Make any other changes and click **OK**.

If you start translation, this option will be part of your last used settings file. If you are not going to translate at the time of making this change, you will want to save the setting to a Saved Settings file.

## Translate Commands

Translate commands format text during translation. Some translate commands are specific to translation while you are writing realtime. These commands are invoked from the writing machine. The steno outlines can be defined in your dictionary before you begin a realtime session or can be added during realtime.

The [Realtime Commands Dictionary](#) provided with Case CATalyst contains predefined translate commands that you can use during realtime writing. You can add to or modify the steno outlines to reflect your writing style or, if desired, include the entries in another dictionary.

Timestamps generate automatically when writing realtime and, if selected, print when the job prints. Timestamps default to clock mode, the actual time of day. You can select the Use Elapsed Timestamps option (timestamps starting from xx hours, xx minutes, xx seconds) in Edit.

While translating (realtime or regular translate), message boxes that display that only require an Enter or click OK will display for 5 seconds and then automatically close as if you pressed Esc or clicked Cancel. The message boxes that will automatically close include actions such as:

- Search or scan item not found.
- Search reached the end of the transcript.
- Could not suggest a brief.
- A message box that advises an action is done.

## Translate Commands in Case CATalyst

Translate commands display in the Format Symbol dialog box with { } brackets. For a detailed description of the Translate command, click the name from the list.

You can also use [format symbols](#) to help you format text when you translate and edit a transcript.

Options	Description
<a href="#">Auto Include</a>	Automatically include a file at the point you stroke the steno outline for this symbol. The dictionary definition includes the steno and the name of the file you are including.
<a href="#">Cancel Active Dialogs</a>	Closes most active dialog boxes including message boxes, except Associate Audio File, Set Page Number, Make Exhibit Index Entries, Power Define, Scan Define, Text Define and Create EZ Speaker Entries from the steno machine. <i>If the Power Define or Text Define dialog box is in Suspend mode, you can write the steno for the Cancel Active Dialog command to close it.</i>
<a href="#">Cap Previous 1-9 Words</a>	Allows you to initial cap the previous words. If there is a word with this command as part of the definition, that counts as one word. For example, let's say you have the steno STR*

	define as <Cap Previous 2 Words>street, when used it will cap the word before "street" and the word "street."
<a href="#">Define</a>	Open the Power Define dialog box to define untranslates from the writing machine during realtime. Once the Power Define dialog box is open, use the <a href="#">Power Define Dictionary</a> entries to navigate the dialog box.
<a href="#">Define With LS1 - LS5</a>	Allows you to select a <a href="#">Live Suggestion</a> and define the steno outline(s) from your writing machine during realtime. The <a href="#">Realtime Commands Dictionary</a> located in your System File case contains a few Define With LS1 - LS3 entries.
<a href="#">Delete</a>	Deletes the previous steno outline.
<a href="#">EZ Speaker Define</a>	Allows you to open the Create EZ Speaker Entries dialog box from your steno machine. Use your <a href="#">Power Define dictionary</a> commands to navigate the Create EZ Speaker Entries dialog box.
<a href="#">Glue</a>	Define individual alphabetic letters as capital letters, lower case letters, with hyphens and/or periods for fingerspelling. <a href="#">Advanced Translate Options</a> contains an option where numbers can attach to glued alphabet.
<a href="#">Ignore Steno for LS</a>	Ignores the last untranslate, drag/drop or suffix drag/Phrase Maker steno for Live Suggestion feature for the current job. This command is usually used when intentionally writing an untranslate to be defined as brief.
<a href="#">Initial Cap Off</a>	Turns off the Initial Cap text formatting after the format symbol.
<a href="#">Initial Cap On</a>	Turns on the Initial Cap text formatting after the format symbol.
<a href="#">Number Conversion</a>	Looks back in the file to convert numbers into any number format. A definition for Number Conversion includes <NumberConversion> followed by the <a href="#">number format</a> in brackets. The <a href="#">Realtime Commands Dictionary</a> located in your System File case contains a few number conversion entries.
<a href="#">Number Trigger</a>	Convert numbers following the text associated with this realtime command such as "date of birth" or "social security number". For example, let's say you want a number trigger definition to convert 9 numbers to a social security format. The dictionary entry would look like: Social Security{Number Trigger}[NNN-NN-NNNN] Once this definition is written, CATalyst will look for 9 consecutive numbers in the text following and convert it to the <a href="#">format</a> in the definition.
<a href="#">Pause Audio</a>	Pause Audio (AudioSync synchronizes audio recording with text during realtime). If you manually pause AudioSync with

this command, you must use the Resume Audio command to start the audio recording again.

[Prefix](#)

Join a prefix with the following root word.

[Prefix Number](#)

Place the associated punctuation symbol in front of the last number written. The [Realtime Commands Dictionary](#) located in your System File case contains a few Prefix Number conversion entries.

[Replace With LS1 - LS5](#)

Allows you to select a Live Suggestion and replace the steno outline(s) with text from your writing machine. The [Realtime Commands Dictionary](#) located in your System File case contains a few Replace With LS1 - LS3 entries.

[Resolve Conflict, Choice 1-9](#)

Select the first through ninth conflict choice.

[Resume Audio](#)

Start or resume the audio recording (AudioSync) during realtime. If you manually pause AudioSync with the Pause Audio command, you must use the Resume Audio command to start the audio recording again.

[Scan Define](#)

Locate the last untranslate and open the Power Define dialog box during realtime. Scan Define options are available in the [Advanced Translate Options](#) dialog box to set the Scan Define to also stop on Drag/Drop and/or Suffix Drag/Phrase Maker translations.

[Set Job End Time Field](#)

Fills in the Job End Time field value with the computer time when the stroke is written.

[Set Job Start Time Field](#)

Fills in the Job Start Time field value with the computer time when the stroke is written.

[Start Timer](#)

Start the Timer for a specific speaker during realtime. The Start Timer command can be in part of speaker definitions and/or By Line definitions. Start Timer command can also be used in the EZ Speaker Dictionary definitions.

[Stitch Off](#)

Turns Off the stitch formatting characters for text following the symbol when the Stitch On command was written first.

[Stitch On](#)

Stitches the words or spelling letters following this symbol with the defined punctuation symbol. Turn it Off with the Stitch Off symbol.

[Stop All Timers](#)

Stop all the [Timers](#) in the job during realtime. This command can be in a dictionary definition or included in parentheses if time needs to stop for off the record discussions, breaks and exhibit marking.

[Suffix](#)

Join a suffix with a root word. If you are using Translate's [EZ Link](#) feature, the rules of spelling are applied when attaching a suffix.

[Text E-Define](#)

This command allows you to create E-defines from your steno machine during realtime. The {Text E-Define} is similar to the [Power Define](#) feature except it performs an E-define instead of a dictionary define. Once the Text Define dialog box is open, use the commands in the [Power Define Dictionary](#) to navigate in the dialog box.

[Toggle Auto Conflict Resolution](#)

Toggle On and Off the option to have Case CATalyst automatically select the first conflict choice in any conflict during realtime.

[Toggle Bench Mode](#)

Turn On bench mode for the text following this symbol during realtime. The text is not sent out to realtime receive systems and depending on your settings, may display in a different color on your screen so that you know you are in bench mode.

[Toggle Follow Realtime](#)

Move the cursor between the last realtime stroke and the last editing location during realtime. Using this command allows you to follow the realtime text and then on a break you can move to the beginning of the transcript to begin editing. When realtime starts again, you simply use this command again and your cursor is following realtime. During the next break, use this command again and it will place the cursor at your last editing position when you used this command.

[Toggle Phonetic Mode](#)

Turn On and Off the option to have Case CATalyst automatically phonetically translate any untranslates during realtime.

## Auto Include

Use the Auto Include command to automatically copy a file at the point you stroke the steno outline for this command. Once you create an Include file, you define a steno outline in your dictionary to automatically bring the file into the job during translation. For example, you have an Include file called CERT that contains your Certificate Page. You use the Certificate Page at the end of every job. In your Personal Dictionary, you define /SERT/SERT as @CERT. At the end of your job, you stroke /SERT/SERT. When you translate the job, Case CATalyst automatically includes the Certificate Page at the end of the job.

[Insert Auto Include](#) definitions directly into your Personal, Case, or job dictionary. The "@" symbol, @, designates the file as an Include file and must precede the file name when you create an Auto Include definition. If you also want to bring in the page layout for the Include file, type [Y] after the *filename*. For example: @title[Y]. The layout only applies to the Include file and does not affect the rest of the job.

## Cap Previous 1 - 9 Words

Cap Previous 1 Word through Cap Previous 9 Words are translate commands that allow you to initial cap the previous words. For example, writing the stroke for Cap-Previous 1 initial caps the last word written. Writing the stroke for Cap-Previous 2 initial caps the last two words written. You can define strokes for each Cap Previous command, enabling you to initial cap up to nine previous words.

The Cap Previous command does not capitalize the following words unless they are the *first* word of the text being capitalized: *a, an, as, at, by, in, of, on, or, to, vs, and, for, the*. It does, however, include these words when counting backwards. For example, you stroke *united states of america*. You would stroke Cap Previous 4 to get *United States of America*.

If you define a word or words along with the Cap Previous Word command, Case CATalyst caps the words in the definition and counts the word or words as part of the number of words you are capping. For example, you want to make a definition for "street" that caps the word "street" and the previous word. In your dictionary, you define the appropriate steno as "street {Cap Previous 2 Words}". In a job you write, "pine street". The result is Pine Street.

The Cap Previous command applies only to the words for this occurrence. It does not global the change.

The Cap Previous 1 - 9 Words translation commands are another method of initial capping words while writing realtime. The [InitialCap On and Off](#) translation commands are another method of initial capping words while writing realtime. Another method would be to write a steno stroke defined as the [Cap Next](#) format symbol before each word you want initial capped.

## Cancel Active Dialog

When writing realtime, the Cancel Active Dialog command, used in a dictionary definition, closes all active dialog boxes including message boxes. For example, you have an AccelerWriter that scans back and you get a message that says "scan has reached the beginning of the file". You write the steno outline for the Cancel Active Dialogs command. Case CATalyst cancels the message box. In another example, there is a pause in the proceedings. You begin a Spell Check session and are in the process of adding a word to a wordlist. The proceedings begin before you are able to close all the dialog boxes. You write the steno outline for the Cancel Active Dialogs command. The wordlist and Spell Check dialog boxes close.

The Cancel Active Dialogs command does not close the following dialog boxes:

- Associate Audio File
- Set Page Number
- Make Exhibit Index Entries
- Power Define, Scan Define, Text Define and Create EZ Speaker Entries from the steno machine. If the Power Define dialog box is in Suspend mode, you can write the steno for the Cancel Active Dialog command to close it.

**Note:** If you want one steno outline to cancel the Power Define, Scan Define, Text Define and Create EZ Speaker Entries dialog box and other dialog boxes, look at your Power Define dictionary and see what the steno is for the [ABORT] entry. Then open your Personal Dictionary and insert/modify the {Cancel Active Dialog} entry steno to be the same as the Power Define [ABORT] entry. For example if the:

Power Define default steno for [ABORT] is PWORT

Create a Personal dictionary (or whatever dictionary) definition Steno PWORT defined as {Cancel Active Dialog}.

## Define

Define is a translate command that allows you to define untranslates or create definitions "on the fly" from your writing machine during realtime and place them in a dictionary. Defining an untranslate from the writing machine is called a Power Define. The {Define} translate command opens the Power Define dialog box from which you can [create a Power Define](#) for any type of global dictionary definition. For example, there is a break in the proceedings and you want to quickly create a brief for a technical term that has come up in the job.

You can also create an E-define on the fly from your writing machine. The [{Text E-Define}](#) command opens the Power Text Define dialog box to allow you to global existing text to be something different.

A definition for the Define translate command must exist in a dictionary you are using for translation. This must be a dictionary other than the Power Define dictionary.

### Stroking the steno outline for the Define translate command:

1. Activates the Power Define dialog box and loads the [Power Define dictionary](#) as the highest dictionary priority. The Power Define dictionary contains definitions for navigating in the Power Define dialog box.
2. Positions the cursor in the *Steno* field. You write the steno for the dictionary definition from the steno keyboard and then use navigating commands to [complete the definition](#).
  - You can [suspend](#) the Power Define and continue writing into realtime and return to the Power Define dialog box to complete it when time permits. You need a steno stroke defined as [Suspend] defined in your Power Define dictionary.
  - You can cancel the Power Define without completing the Power Define by writing the steno for the Power Define [\[Abort\]](#) command. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the [Advanced Translation Option, Insert Oops FS after aborted Power Define](#) option set to Yes, then an [Oops](#) format symbol (Oops-10 category) is inserted into the text at the location the Power Define was aborted.

Power Defines automatically apply forward and backward in the realtime file and remain active for all new realtime data. The Power Define globals are not stored in the Global Table and are inactive if you re-translate a realtime session. When you finish translating, Power Defines placed in the Personal Dictionary move to the [Update Area](#), if you selected to use one. Power Defines placed in a case or job dictionary remain in the respective case or job dictionary.

The Power Define dictionary remains loaded as the highest priority while the Power Define dialog box is open. Once you complete the Power Define or abort the definition using the [ABORT] command, the Power Define dialog box closes and the Power Define dictionary unloads from translation.

## Creating Power Defines

Defining an untranslate from the writing machine is called a Power Define. When you stroke the steno outline for the [Define](#) or [Scan Define](#) translate command, the Power Define dialog box opens and the Power Define dictionary loads with the highest priority. Movement command definitions contained in the Power Define dictionary provide the ability to navigate the Power Define dialog box. The Power Define dictionary remains loaded as the highest priority while the Power Define dialog box is open. Once you complete the Power Define or abort the definition using the [ABORT] command, the Power Define dialog box closes and the Power Define dictionary unloads from translation. Since the dictionary automatically loads, you do not select it for realtime writing. It is recommended that you review the [Power Define dictionary](#) default navigation commands and parameters before creating Power Defines during realtime.

You can Power Define any type of global dictionary definition. Case CATalyst applies the rule for longest dictionary match when strokes are written in the *New Text* field of the Power Define dialog box. For example, you have /HRAOE defined as "<Suffix>ly". You also have /HRAOE/HRAOE defined as "Lee". During realtime you power define /STAEUT/HRAOE. In the *New Text* field the steno outlines display as "state <Suffix>ly" because there is another definition in the dictionary that begins with /HRAOE and Case CATalyst is waiting for the longest match. Although Case CATalyst is waiting for the longest dictionary match, you can correctly Power Define the entry by stroking the steno outline for [ENTER] to close and complete the entry. The define, "stately" is correctly entered into the dictionary and applied to the job.

If you don't have time to finish the Power Define, you can stroke the steno outline for the [SUSPEND] command which leaves the Power Define dialog box open but returns the cursor focus to the realtime job. Once you have time to finish the Power Define, just write the stroke defined as {DEFINE} to return the cursor focus to the Power Define dialog box. The Power Define dictionary remains loaded as the highest priority while the Power Define dialog box is open. If you need to close the Power Define dialog box for whatever reason without completing the define, abort the definition using the [ABORT] command while your cursor is in the Power Define dialog box or if the Power Define dialog box is in Suspend mode, you can write the steno for the [{Cancel Active Dialog}](#) command and the Power Define dialog box closes and the Power Define dictionary unloads from translation. Since the dictionary automatically loads, you do not select it for the captioning session. It is recommended that you review the [Power Define dictionary](#) default navigation commands and parameters before creating Power Defines during realtime.

At any point, you can stroke the steno outline for the [ABORT] command to close the Power Define dialog box and have nothing written to the job. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Translation Option, *Insert Oops FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Define was aborted. If you look in Reveal Codes you will see <Oops 10> at the location and the grayed out steno that was written before the abort. The same thing will occur if you wrote too many strokes in the Steno or Text field and the Power Define automatically aborted.

Selecting the Another button or writing the [ACCEPTCONTINUE] command perform the same action. They apply the newly created definition and leave the Power Define dialog box open to define the next untranslate. If you invoke Scan Define to open the Power Define dialog box, the Another button is grayed out. The [ACCEPTCONTINUE] command continues to be active, however, writing [ACCEPTCONTINUE] does not continue to scan back to the last untranslate. The [ACCEPTCONTINUE] command may not be in your Power Define dictionary. To verify the availability of the definition, open your [Power Define dictionary](#) located in the System Files case. Add or modify the definition as necessary.

The Replace Only (No Define) option allows you to replace text and steno for a single occurrence without making a dictionary definition. It is only available when Scan Define is invoked and is listed last in the dictionary list.

## Creating Power Defines

1. Start a realtime session.
2. Write the steno outlines for the Scan Define or Define translate command to open the Power Define dialog box.
3. Do one of the following:

### Scan Define

The steno displays in the *Steno* field and the cursor defaults to the *Text* field. Write the text in the *Text* field as outlined in the next step. Write the steno outline defined as [TAB] in the Power Define dictionary to move from field to field. If the cursor or command does not respond at any position in the Power Define dialog box, verify the correct steno outline in the [Power Define dictionary](#).

### Define

In the *Steno* field, write up to 16 steno outlines to define. If you stroke more than 16 consecutive steno outlines in the *Steno* field, the Power Define aborts without creating any type of definition.

4. Write the steno outline defined as [TAB] in your Power Define dictionary to move to the *Text* field.
5. In the *Text* field, enter the text definition for the steno. Do **any** of the following:
  - "Finger spell" the definition by writing the steno outlines defined as the individual letters. If the Power Define dictionary contains these individual letters, when you fingerspell, no space occurs between the letters, such as "Emma".
  - Write a steno outline with an existing dictionary entry. For example, you misstroke an Answer outline that is not in your dictionary -FRBLTS. In the *Steno* field write -FRBLTS. In the *New Text* field you write a stroke for answer that has a dictionary definition. Case CATalyst puts <Answer> in the *New Text* field eliminating the need for you to stroke an steno outline for F4 and then an A for answer.
  - Use a combination of writing a word or phrase with finger spelling. For example, you write SKWROPB/SON (Johnson) in the *Steno* field. In the *New Text* field you write the stroke for "John" and then fingerspell "son" so the result is "Johnson". If you wrote the stroke for "John" and then the stroke for "son" the result would be "John son".
  - Insert a Format Symbol. Write the steno outline defined as [F4] followed by the steno outline for the letter of the format symbol. For example, you might write the steno outline for "c" as KR-RBGS. F4c indicates Colloquy.

Alternately, you can write the steno outline defined as [F4 LIST]. When the Format Symbol list displays, stroke the steno outline defined as [UP ARROW] or [DOWN ARROW] to highlight the selected symbol. Then stroke the steno outline defined as [ENTER] to insert the format symbol.

  - Insert a [Field](#) into the definition. In order to display the Insert Field dialog box, press **Alt + i** on your computer keyboard and navigate using your computer keyboard or mouse to insert a field. Once you close the Insert Field dialog box, you can return to using your steno machine to navigate the Power Define dialog box,
  - Insert a space between a word or after punctuation by writing the steno outline defined as [SPACE].
  - Backspace the last character or last stroke, depending on your option, by writing the steno outline defined as [DELETE].

6. In the *Global To* field, select the dictionary in which you want to place the definition. The default is the Job Dictionary. You can change the default in [Advanced Translate Options](#).

Do **one** of the following.

- Write the steno outline defined as the number for the dictionary.



- Stroke the steno outline defined as [TAB] to move to the list of dictionaries. Write the steno outline for [UP ARROW] or [DOWN ARROW] to highlight the selected dictionary.
  - Write the steno outline defined as [Replace Only (No Define)] to replace the current untranslate and not place it in a dictionary. This option is only available when using the Scan Define command.
7. Optionally, select the *Add to Cat Scratch* option to send the definition to the [Cat Scratch](#) pane. Write the stroke defined as [CAT SCRATCH]. The [CAT SCRATCH] command may not be in your Power Define dictionary. To verify the availability of the definition, open your [Power Define dictionary](#) located in the System Files case. Add or modify the definition as necessary. Sending the define to the Cat Scratch pane is optional.
8. Do **one** of the following:
- Write the stroke defined as [ENTER] to apply the define and close the dialog box.
  - Write the stroke defined as [ACCEPTCONTINUE] to apply the define and have the Power Define dialog box remain open, allowing you to create another power define. If you invoked Scan Define to open the Power Define dialog box, writing [ACCEPTCONTINUE] does not continue to scan back to the last untranslate. The [ACCEPTCONTINUE] command is not a default command. You must add it to your Power Define dictionary.
  - If you want to clear all of the text or steno from the text or steno field, write the steno outline defined as [CLEAR]. For example, if your cursor is in the New Text field of the Power Define or Scan Define dialog, meaning it is the active field, and you'd like to remove all of the text in the New Text field, simply write the stroke defined as [CLEAR] in the [Power Define dictionary](#).
  - If you need to leave the Power Define dialog box open and return to writing realtime, write the steno outline defined as [SUSPEND]. The Power Define dialog box flashes, the cursor focus changes to the realtime text and leaves the Power Define dialog box open. The Power Define dialog box flashes to indicate an action with the Power Define dialog box. You can write the Suspend command at any time the Power Define dialog box is open. To return the to the Power Define dialog box, write the steno outlined defined as {DEFINE}. If you want to cancel the Power Define while it is in Suspend mode, you can write a steno outline defined, in a dictionary being used to translate, as {Cancel Active Dialogs}. The Power Define dialog is closed and nothing is applied.
  - To cancel the Power Define, write the [ABORT] command to disregard what is in the Power Define dialog box and cancel the command. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Translation Option, *Insert Oops FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Define was aborted.

**Note:** If you want one steno outline to cancel the Power Define, Scan Define, Text Define and Create EZ Speaker Entries dialog box and other dialog boxes, look at your Power Define dictionary and see what the steno is for the [ABORT] entry. Then open your Personal Dictionary and insert/modify the {Cancel Active Dialog} entry steno to be the same as the Power Define [ABORT] entry. For example if the:

Power Define default steno for [ABORT] is PWORT

Create a Personal dictionary (or whatever dictionary) definition Steno PWORT defined as {Cancel Active Dialog}.

## Invalid or Incomplete Defines

When you create an invalid define, the Power Define dialog box closes without any warnings and no global takes place. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Translation Option, *Insert Oops FS after aborted Power Define* option set to Yes, then an Oops format symbol is inserted into the text at the location the Power Define dialog box closed. You can continue realtime writing and make the next Power Define as necessary.

An invalid define includes:

- No text in the *New Text* field and you write the steno outline defined as [ENTER].
- More than 1024 characters in the *Text* field.
- No steno outline in the *Steno* field and you write the steno outline defined as [ENTER].
- More than 16 steno outlines in the *Steno* field. The steno outlines written display in Vertical Notes as deleted steno.
- More than 16 consecutive steno outlines in the *Global To* field.

## Define With LS1 - LS5

The Define With LS1 through Define With LS5 are translate commands that are used to select a [Live Suggestion](#) from the Brief It pane and global the selected untranslate/text. Live Suggestions is an optional realtime feature that automatically offers translation suggestions when an untranslate(s) displays in the transcript. You have the power to review the suggestions and to pick the right one, replace or global, to fix the untranslates. Two to five suggestions will be offered in the [Brief It pane](#) in a blue background. When selecting to define a Live Suggestion, the global is applied to the entire file. Creating a dictionary entry to select and global the first Live Suggestion is as easy and defining a steno stroke as Define With LS1. You can create dictionary entries for all five Define With LS# translate commands. There are also five [Replace With LS1 - LS5](#) translation commands.

## Delete

Delete is a translate command that deletes the previous steno outline. To use the Delete translate command, you must define a steno outline, such as \* (asterisk) or \*# as {Delete}.

## EZ Speaker Define

The EZ Speaker Define command allows you to [create EZ Speakers](#) from your steno machine. When the {EZ Speaker Define} command is in a dictionary being used in realtime and the steno is written during realtime the Create EZ Speaker Entry dialog box displays. You use commands in your [Power Define](#) dictionary to navigate the Create EZ Speaker Entry dialog box. The default Realtime Commands Dictionary contains a SPEF/SPEF defined as {EZ Speaker Define} entry.

## Glue

Use the Glue translate command to define different spelling alphabets. Define steno strokes for any letters a - z upper and/or lower case, with hyphens or periods. For example, let's say a witness spells their name and you want to write steno outlines that with put hyphens between each letter of the witness' name. You have defined steno outlines for A-Z (using the letter written with -FPLT) with the Glue translate command and a hyphen. The witness' name is Smyth so you write /S-FPLT/PH-FPLT/KWR-FPLT/T-FPLT/H-FPLT and the result is S-M-Y-T-H. The Glue translate command is only used in a definition and is not used while editing. The Glue translate command must be defined with a alphabetical character and must be:

- the first character in a definition
- the only format command or symbol in the definition.

### Example 1

To have the letters IBM display together when you write the steno EU-FPLT, PW-FPLT, PH-FPLT, define /EU-FPLT as {Glue}I, /PW-FPLT as {Glue}B, and /PH-FPLT as {Glue}M. When you write /EU-FPLT /PW-FPLT /PH-FPLT, the translation is IBM.

### Example 2

To have the letters I-B-M display when you write the steno for \*EU, PW\*, PH\*, define /\*EU as {Glue}-I, /PW\* as {Glue}-B, and /PH\* as {Glue}-M. When you write /\*EU /PW\* /PH\*, the translation is I-B-M. The initial hyphen is dropped.

If your number bar numbers are not defined in your dictionary and you write a dictionary definition that contains a Glue translate command, the number and the glued letter will be attached. For example, let's say that you do not have your number bar numbers defined in your dictionary. You have W-FPLT defined in your dictionary as {Glue}W. You write /W-FPLT/2 and the result is W2. If you write 2/W-FPLT/3, the result is 2W3. If you write 2 followed by {Glue}-W would result in 2-W.

### Example 3

An alphabet to include letters surrounded by parentheses such as (a), (b), (c), and so on.

If you want a (letter) to appear and letters after the (letter) to glue to the (letter), but not to glue to the previous letter or number i.e. "We're talking Rule (b)143 here, right?" define the letters surrounded by parenthesis as follows: (a){Glue}, (b){Glue}, (c){Glue}, etc.

If you want other numbers or types of letters to attach before the (letter) -- for example, "We're talking about the money in your 401(k) -- or before and after: "I'm referring to Section 1(b)14" define each letter in this alphabet as {Glue}(a){Glue}, {Glue}(b){Glue}, {Glue}(c){Glue}, etc.

Also see the Advanced Translate option, [Digits attach to {Glue} alphabet](#) for more information.

[{Stitch On}](#) and {Stitch Off} translate commands are also available as an alternative to the {Glue} translate command.

Also see

## Insert into a Dictionary Definition

1. Open Manage Dictionary, press **Alt + u, d**.

2. If it is not already open, select the dictionary in which you want to make the entry. Do one of the following:
  - Personal Dictionary—press **Ctrl + d**.
  - Case Dictionary—press **Ctrl + k**. When the Open Existing Document dialog box displays, select the dictionary and press **Enter (Open)**. You can only open a case dictionary if the job is in a case.
  - Job Dictionary—press **Ctrl + j**. When the Open Existing Document dialog box displays, select the dictionary and press **Enter (Open)**.
3. Do one of the following:
  - Press **Ctrl + i** to open the Insert Dictionary Entry dialog box.
  - Search for a particular steno outline and then press **Ctrl + m** to open the Modify Dictionary Entry dialog box and modify the entry.
4. In the Steno field, type the appropriate steno for the definition.
5. In the New Text field, press **F4 g** and then type the appropriate punctuation symbol or letter.
6. Press **Enter (OK)** to insert the definition into the dictionary.

### Ignore Steno for LS

The Ignore Steno for LS realtime command allows you to ignore untranslated steno, drag/drop, suffix drag/Phrase Maker or phonetic text for Live Suggestions. In other words, Live Suggestions will not offer suggestions for that steno for the rest of the job. Once the command is written, Case CATalyst searches back for the last untranslate, drag/drop or phonetic text in the previous paragraph or page (whichever is larger) and will mark that steno to be ignored by Live Suggestions. You might use this command if you are intentionally writing a steno outline, that will create an untranslate, that you want to define as a brief, terminology, etc., and you do not want Live Suggestions to create suggestions.

For example: let's say you write PHA\*T/PHA\*T which you want to define the first time you get to be Matthew McConaughey. You write the steno outline defined as Ignore Steno for LS so Live Suggestions will ignore that steno for the rest of the job and will not offer suggestions. At the first chance, you quickly [Power Define](#) PHA\*T/PHA\*T to be Matthew McConaughey.

Using the above example, if you write PHA\*T along with another untranslate, drag/drop or suffix drag/Phrase Maker, Live Suggestions may offer a suggestion.

### Initial Cap On/Off

The Initial Cap On/Off translate commands allow you to turn on and off initial capitalization of words. . For example, you are providing realtime where a title of an article is mentioned. The article name contains common words that are generally not capped, but since it is article title you need to cap them. All the words are translating but in this job because the article title is referenced, you need to initial cap the string of words. The title of the article is subdural hemorrhage and intradural hemorrhage. You write your steno outline defined as {InitialCap On}, write the steno for subdural hemorrhage and intradural hemorrhage and then write your steno outline defined as (InitialCap Off). The result would be: Subdural Hemorrhage and Intradural Hemorrhage.

A word that is in your Advanced Edit *Words to suppress capping when found in middle of phrase* setting will not be initial capped unless it is the first word following the {InitialCap On} command. For example, let's say the word "the" is in your *Words to suppress capping...* option. Let's say you wrote the steno for {Initial Cap On} followed by "the winding road." The result would be: The Winding Road. The word "the" is initial capped because it is the first word in the phrase. On the other hand, if you wrote the steno for {Initial Cap On} followed by "walk for the cure," the result would be: Walk for the Cure. The word "the" is not initial capped because it appears in the middle of the phrase.

You can insert these entries into any dictionary. If you use the Realtime Commands Dictionary you may want to insert the entries into that dictionary or even your Personal Dictionary. These two realtime commands should be defined as individual definitions and not as part of or in the middle of a definition.

The InitialCap On/Off translation commands are another method of initial capping words during realtime. The [Cap Previous 1 - 9 Words](#) translation commands are another method of initial capping words while writing realtime. Another method would be to write a steno stroke defined as the [Cap Next](#) format symbol before each word you want initial capped.

### InitialCap On

1. Open a dictionary, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the Steno field, type the appropriate steno for the definition.
5. Press **Alt + f (Edit/Insert/Insert Format Symbol)**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{InitialCap On}** and press **Enter** to insert the highlighted format symbol into the Text field.
7. Press **Enter (OK)** to insert the definition into the dictionary.
8. Press **Esc (Cancel)** to close the Insert dialog box.

### InitialCap Off

1. Open a dictionary, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the *Steno* field, type the appropriate steno for the definition.
5. Press **Alt + f (Edit/Insert/Insert Format Symbol)**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{InitialCap Off}** and press **Enter** to insert the highlighted format symbol into the *Text* field.
7. Press **Enter (OK)** to insert the definition into the dictionary.
8. Press **Esc (Cancel)** to close the Insert dialog box.

### No Ending Punct

Use the No Ending Punct translate command in definitions to prevent the auto "generated" ending punctuation on the previous paragraph style when changing a paragraph style. For example, you want to define a steno stroke to begin quoted material within the current Question.

### **Example**

In the following example, the quoted Answer attributes are controlled by a User Defined Paragraph style. The text portion of the dictionary definition for the quoted Answer steno stroke might be: {No Ending Punct}<User Defined Paragraph n>

Q. In your deposition of October 20, 2006, am I correct that in response to the same question I just asked you, you testified as follows:

"A. I saw Sally Jones at 10:00 p.m. on the night of June 6, 2005."

### **Insert into a Dictionary Definition**

1. Open Manage Dictionary, press **Alt + u, d**.
2. If it is not already open, select the dictionary in which you want to make the entry. Do one of the following:
  - Personal Dictionary—press **Ctrl + d**.
  - Case Dictionary—press **Ctrl + k**. When the Open Existing Document dialog box displays, select the dictionary and press **Enter (Open)**. You can only open a case dictionary if the job is in a case.
  - Job Dictionary—press **Ctrl + j**. When the Open Existing Document dialog box displays, select the dictionary and press **Enter (Open)**.
3. Do one of the following:
  - Press **Ctrl + i** to open the Insert Dictionary Entry dialog box.
  - Search for a particular steno outline and then press **Ctrl + m** to open the Modify Dictionary Entry dialog box and modify the entry.
4. In the Steno field, type the appropriate steno for the definition.
5. In the New Text field, select **FS** and then select **{No Ending Punct}**. Following the {No Ending Punct} translate command, insert the desired paragraph format symbol . It is necessary to place the No Ending Punct translate command before the paragraph style format symbol in the dictionary definition.
6. Press **Enter (OK)** to insert the definition into the dictionary.

### **Number Conversion**

The Number Conversion translate commands is used in a dictionary entry along with number conversion formats to convert numbers to a specific number format such as dollars, social security number and phone number. Case CATalyst converts the number during translation when you write the steno outline for the definition containing the Number Conversion the translate command and the desired number conversion format. The numbers can be numerals, words or a combination of numerals and words, and include punctuation such as commas, periods, and hyphens. Number Conversion does not apply to a number you already converted once or applied the Prefix Number command.

Number Conversion definitions contain the format symbol: {Number Conversion}. The format symbol is followed by square brackets which enclose placeholders, such as [NNN NNNN] for a telephone number or [\*RomanUpper] for a number format command. You must determine the number conversion format and then define it with the designated phrase. There are a several common Number Conversion definitions contained in the Realtime Commands Dictionary. You can use this dictionary when translating or add these entries to your Personal, case, or job dictionary. Modify them as necessary using the number conversion [examples](#) and [guidelines](#) to create Number Conversion definitions with your own number conversion formats.

On the [Translate Options Input](#) tab select how Case CATalyst processes the word "and", commas, word numbers and spaces between numbers during translation.



Other number conversion translate features include [Number Triggers](#) and [Automatic Number Conversion](#).

## Insert a Number Conversion Format into a Dictionary Definition

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)**. The Insert Dictionary Entry dialog box displays.
4. In the *Steno* field, type the steno outline you are going to write to invoke the Number Conversion command.
5. In the *Text* field:
  - a. Press **Alt + f (FS)** to display the list of format symbols and select **{Number Conversion}** from the list.
  - b. Type an open square bracket (**[**) followed by the number format, as shown in the number conversion formatting [guidelines](#). For example, the format for a social security number:  
[NNN-NNN-NNNN]
  - c. Type the closed square bracket (**]**) to complete the Number Conversion definition:  
{Number Conversion}[NNN-NNN-NNNN]
6. Press **Enter (OK)**.
7. Press **Ctrl + s (File/Save)** to save the changes.
8. When you are finished making changes, press **Ctrl + F4 (File/Exit)** to exit the dictionary.

## Number Trigger

The Number Trigger translate command allows you to convert numbers to a specific number format when the number follows a designated phrase. When a phrase such as, "social security number" is written and it is followed by the specific number of digits or words that match the number format, that number converts. Case CATalyst holds the numbers until a non-number stroke is written before displaying the number. Number Triggers are an alternative to using the [Automatic Number Conversion](#) feature or writing a [Number Conversion](#) stroke. To have Number Trigger not apply to the next number, use Number Trigger off, {Number Trigger}[], with nothing entered between the brackets.

The Case CATalyst default is to have Number trigger commands active for approximately three paragraphs. If Case CATalyst finds a number that matches the Number Trigger criteria within the three paragraphs, the number converts according to the Number Trigger. Optionally, you can have Case CATalyst only apply the Number Trigger if a number, either word or digit, is written immediately after the Number Trigger stroke by changing the Advanced Translate [option](#), *Number Triggers convert only when preceding a number*.

Number Trigger definitions contain the format symbol: {Number Trigger}. The format symbol is followed by square brackets which enclose placeholders, such as [NNN NNNN] for a telephone number or [\*RomanUpper] for a format command. You must determine the number trigger format and then define it with the designated phrase. There are a several common Number Trigger definitions contained in the Realtime Commands Dictionary. You can use this dictionary when translating or add these entries to your Personal, case, or job dictionary. Modify them as necessary using the number conversion [examples](#) and [guidelines](#) to create Number Trigger definitions with your own number conversion formats.

On the [Translate Options Input](#) tab select how Case CATalyst processes the word "and", commas, word numbers and spaces between numbers during translation.

### Example

Number Trigger for a social security number:

social security number {Number Trigger}[NNN-NN-NNNN]

Q. What is your social security number?

A. 111111111 (converts to) 111-11-1111.

### Example

Number Trigger for a phone number:

{Number Trigger}[NNN-NNNN]phone number

phone number {Number Trigger }[NNN-NNNN]

## Insert a Number Trigger Format into a Dictionary Definition

1. From anywhere in Case CATalyst, press **Alt + f, o, d** (**File/Open/Dictionary**). From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i** (**Edit/Insert**). The Insert Dictionary Entry dialog box displays.
4. In the *Steno* field, type the steno outline you are going to write to invoke the Number Trigger command.
5. In the *Text* field:
  - a. Type the designated phrase to invoke the Number Trigger, such as "social security number."
  - b. Press **Alt + f (FS)** to display the list of format symbols and select **{Number Trigger}** from the list.
  - c. Type an open square bracket (**[**) followed by the number format, as shown in the [Number Conversion Format Guidelines](#). For example, the format for a social security number:  
[NNN-NNN-NNNN]
  - d. Type the closed square bracket (**]**) to complete the definition. For example, a completed social security Number Trigger definition:



social security number{Number Conversion}[NNN-NNN-NNNN]

6. Press **Enter (OK)**.
7. Press **Ctrl + s (File/Save)** to save the changes.
8. When you are finished making changes, press **Ctrl + F4 (File/Exit)** to exit the dictionary.

## Number Format Guidelines

Use the number format [examples](#) and these guidelines to create customized number formats for [Number Conversion](#) definitions, [Number Trigger](#) definitions [Number Conversion](#) in Edit. Number Conversion definitions contain the translate command: {Number Conversion}. Number Trigger definitions contain a designated phrase along with the translate command: {Number Trigger}. Letters, functioning as placeholders for converted numbers, follow the translate command. Square brackets enclose the placeholders, such as [nN/NX/nn].

You can use predefined entries from the [Realtime Commands Dictionary](#) which contains the most common number conversion formats. You can add these entries to your Personal, case, or job dictionary and modify them as necessary using the following guidelines.

You can also use [number formatting commands](#) in conjunction with a Number Conversion or Number Trigger command. Formatting commands allow you to convert the number to Roman numerals, words, ordinal and certain time formats.

## Number Format Placeholder Letters

### N (upper case)

Use an **N** whenever the number is mandatory. For example, the {Number Conversion}[n-nnn-NNN-NNNN] format is a telephone number in the United States. Currently, all telephone numbers have a minimum of seven digits: three digits followed by a hyphen followed by four digits. When an attorney or witness states a valid telephone number, they will always state at least seven digits. The capital letter N represents these mandatory numbers. In this example, the mandatory numbers are the seven digits of the telephone number.

### n (lower case)

Use an **n** whenever the number is optional and when the punctuation to the right of that number requires removal if the number is not used. For example, in the U.S. telephone number conversion format, {Number Conversion}[n-nnn-NNN-NNNN], an attorney or witness may or may not state the three-digit area code when they state a telephone number. When they do include the area code with the seven-digit phone number, there usually is punctuation between the area code and phone number. If no area code is given, no punctuation should appear to the left of the phone number. The lower case **n** represents an optional number that does not retain punctuation. In this example, the optional numbers are the single digit access code and the three digits for the area code.

### X or x (upper or lower case)

The **X** or **x** is used whenever the number is optional but the *punctuation* is mandatory. For example, the {Number Conversion}[\$nnn,nnn,nnn,nX.0N] format is a dollar conversion that indicates *cents*. An attorney or witness states "It was between fifty cents and one seventy-five". You want those numbers to convert to \$.50 and \$1.75, whether or not the speaker states a dollar amount, which requires a decimal point to the left of the second digit. The **X** or **x** represents an optional number that retains punctuation to the right of the **X** or **x**, whether or not a number is written for that space.

### 0 (zero)

Use the **0** whenever a number is optional and the number 1 through 9 replaces it and is retained if there is an **N** to the right of the zero. For example, in the dollar conversion format, {Number Conversion} [\$nnn,nnn,nnn,nnX.ON], if the attorney or witness states "It was five cents. No, it was two twenty-five. The result is \$.05 and \$2.25.

#### **\_ (underscore)**

An \_ (underscore) works the same as the **0** except it inserts a blank space instead of a zero.

#### **\ (backslash)**

Use the \ (backslash) whenever you want an "n", "0" (zero), or "x" to literally print in the converted number. For example, {Number Conversion}[\NnnNNN] results in N123.

### **Common Number Formats**

There are several [Number Conversion](#) and [Number Trigger](#) definitions contained in the Realtime Commands Dictionary. You can use this dictionary when translating or add these entries to your Personal, case, or job dictionary. Modify the entries as necessary using the [guidelines](#) to create customized number formats. All Number Conversion definitions contain the command: {Number Conversion}. All Number Trigger definitions contain a designated phrase and the command: {Number Trigger} plus text.

You can also use [number formatting commands](#) in conjunction with a Number Conversion or Number Trigger command. Formatting commands allow you to convert the number to Roman numerals, words, ordinal and certain time formats.

The [Number Conversion](#) feature in Edit allows you to convert number while editing. You can [customize](#) the default list for this feature using the same number formatting as Number Conversion and Number Trigger definitions.

### **Common Number Conversion Formats**

Description	Format
• Date with 1-digit month (1/29/66).	{Number Conversion}[nN/Nx/NN]
• Date with 2-digit month (11/10/64).	{Number Conversion}[NN/nn/Nn]
• Date with month and year with slash	{Number Conversion}[*Month/Year]
• Date with month and year with hyphen	{Number Conversion}[*Month-Year]
Converts 3, 4, 5 or 6 digits to a month number followed by a slash (/) or hyphen (-) year number date format. You can write digits or word numbers as long as it is a legitimate number for a month (1-12) and year. Writing ten two or 10 2 will result in 1/02, but writing 10 0 2 will result in 10/02.	
When you are writing a date using numbers that are defined in your dictionary, the numbers will not split across a colon, slash, backslash, dash, period or space. For example, if you write a stroke defined as 11, followed by a stroke defined as 1 and then a stroke defined as 98, the number translates as 11/1/98. If you write a stroke defined as 1, followed by a stroke defined as 11 and then a stroke defined as 98, the number translates as 1/11/98.	
• Dollars with commas.	{Number Conversion}[\$nnn,nnn,nnn,nnN]
• Dollars and cents with commas.	{Number Conversion}[\$nnn,nnn,nnn,nnX.ON]

- Number with commas. {Number Conversion}[n,nnn,nnn,nnX.NN]
- Number with dash, possibly a case number. {Number Conversion}[nnnnnnnnnX-NN]
- Number with decimal, possibly the caliber of a weapon. {Number Conversion}[nnnnnnnnnX.NN]
- Numbers with hyphens. {Number Conversion}[nn-nn-nN-nN]
- Numbers in parentheses. {Number Conversion}[(XXXXXXXXXN)]
- Telephone number with area code in parentheses. {Number Conversion}[X (XXn) NNN-NNNN]  
phone{Number Trigger}[X (XXn) NNN-NNNN]
- Telephone number with hyphens. {Number Conversion}[n-nnn-NNN-NNNN]
- Time with a minimum of two digits required and maximum of six. {Number Conversion}[nN:nn:Nn]  
Examples:  
12 = 1:2  
123 = 1:23  
1234 = 1:2:34  
12345 = 1:23:45  
123456 = 12:34:56
- Time with a minimum of three digits required and maximum of six. {Number Conversion}[NN:nn:Nn]  
Examples:  
123 = 12:3  
1234 = 12:34  
12345 = 12:3:45  
123456 = 12:34:56
- Time with a minimum of three digits. {Number Conversion}[nN:NN]  
123 = 1:23  
1234 = 12:34
- Social Security Number {Number Conversion}[NNN-NN-NNNN]  
social security number{Number Trigger}[NNN-NN-NNNN]  
(This command looks forward in the file for numbers that fit the number conversion format criteria.)
- Zip Code/Zip Code plus 4 {Number Conversion}[NNNNn-nnnn]  
zip code{Number Trigger}[NNNNn-nnnn]  
(This command looks forward in the file for numbers that fit the number conversion format criteria.)

## Roman, Ordinal, Time, Date Number Formats

Using the following numeric and time formatting commands in conjunction with either a [Number Conversion](#) or [Number Trigger](#) command in dictionary definitions. Formatting commands allow you to convert the number to Roman numerals, words, ordinal and certain time formats.

### Roman and Ordinal Numeric Conversion Formats

The [\*RomanUpper], [\*RomanLower] and [\*OrdinalWords] commands are one word. The text must be entered exactly as indicated for the feature to work correctly.

#### [\*RomanUpper]

For example, you want a number following the word "appendix" formatted as a Roman numeral. You create a dictionary definition for the word "Appendix" with a Number Trigger and Roman numeral conversion. Enter the text portion of the dictionary entry as:

Appendix{Number Trigger}[\*RomanUpper]

To write a steno outline that converts the previous number with Roman numeral format, create a Number Conversion dictionary definition. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*RomanUpper]

#### [\*RomanLower]

For example, you want a number to follow the word "article" formatted as a Roman numeral in lower case. You create a dictionary definition for word "Article" with a number trigger and Roman numeral conversion. Enter the text portion of the dictionary entry as:

Article{Number Trigger}[\*RomanLower]

To write a steno outline that converts the previous number with Roman numeral format, create a Number Conversion dictionary definition. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*RomanLower]

#### [\*Words]

Converts digits to words. For example, 250 converts to "two hundred fifty". Enter the text portion for the number conversion definition as:

{Number Conversion}[\*Words]

#### [\*OrdinalWords]

Converts digits to ordinal words. For example, 33 converts to "thirty-third". Enter the text portion for the number conversion definition as:

{Number Conversion}[\*OrdinalWords]

#### [\*Ordinal]

Converts a number to an ordinal digit. For example, 33 converts to 33rd. This option also converts a word number such as "one" to 1st. This option does not convert an ordinal word number such as "first" to 1st. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*Ordinal]

In the [Advanced Translate Options](#) dialog box, there is a *Force lowercase ordinal suffixes* option. If you are using the All Cap On format symbol to capitalize transcript text and you want ordinal suffixes (st, nd, rd, th) to be lower case, set this option to Yes. This option affects {Number Conversion}[\*Ordinal], {Number Trigger}[\*Ordinal] commands and selecting an ordinal conversion from Edit's Number Conversion dialog box.

### **[\*Month/Year]**

Converts 3, 4, 5 or 6 digits to a month number followed by a slash (/) year number date format. You can write digits or word numbers as long as it is a legitimate number for a month (1 - 12) and year. Writing ten two or 10 2 will result in 1/02, but writing 10 0 2 will result in 10/02.

The following shows the conversion results based on the number of digits written:

3 digits = 1/13

4 digits = 12/13

5 digits = 1/2013

6 digits = 12/2013

### **[\*Month-Year]**

Converts 3, 4, 5 or 6 digits to a month number followed by hyphen (-) year number date format. You can write digits or word numbers as long as it is a legitimate number for a month (1 - 12) and year. Writing ten two or 10 2 will result in 1-02, but writing 10 0 2 will result in 10-02.

The following shows the conversion results based on the number of digits written:

3 digits = 1-13

4 digits = 12-13

5 digits = 1-2013

6 digits = 12-2013

## **Time Conversion Formats**

### **[\*Time]**

Converts a three or four digit time with a colon before the last two numbers. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*Time]

### **[\*Time00]**

Converts one or two digit numbers (12 and under) with a colon after the number and adds two zeros. If a three or four digit number is written, places a colon before the last two numbers. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*Time00]

## **Pause Audio**

Use the Pause Audio translate command to pause the AudioSync audio recording during realtime. When AudioSync is paused, the Audio Pulse meter turns gray. You can automatically pause the audio recording with the Auto Pause Audio feature set in [Realtime Translate Options](#).



AudioSync is an optional companion software package.

## Prefix

Use the Prefix translate command to join a prefix with a root word. When you insert the Prefix format symbol into a definition, the command applies during translation deleting the space between the prefix and the following root word. For example, in the dictionary the steno /PRE is defined as "pre{prefix}". In the job, you write the steno for "pre" and the steno for "defined". When translated, the result in Edit is the word "predefined". When Case CATalyst applies a Prefix, the translated word displays the [user selected](#) color on the Edit screen. If you select [EZ Link](#) in the Translation dialog box, the joined words are spell checked against the Spell Check dictionaries and rules of spelling are applied. Case CATalyst spell checks the prefix and root word.

## Prefix Handling Rules

Case CATalyst uses general non-hyphenation rules first and then spell checks. If Spell Check fails then Case CATalyst applies the following rules:

1. If the Prefix is "ex", "self", "half", "quasi", or "all" then place a hyphen between it and the word.
2. If the word following the Prefix starts with a capital letter but is not all caps, verified by checking the first and second letters only, hyphenate.
3. If the Prefix or the root is a single capital letter, separate the prefix from the word with a hyphen.
4. If the Prefix ends in a digit or the root starts with a digit, separate the prefix from the word with a hyphen.
5. If the root following a prefix starts with a capital and then a non-capital letter, hyphenate.
6. If the Prefix ends with the same letter that the root starts with, hyphenate.

## Insert into a Dictionary Definition

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the Steno field, type the appropriate steno for the definition.
5. In the New Text field, type the prefix text.
6. Press **F4 x**, to insert the {Prefix} command. For example, self{Prefix}.
7. Press **Enter (OK)** to insert the definition into the dictionary.
8. Repeat Steps 4 through 7 for additional definitions or press **Esc (Cancel)** to close the Insert dialog box

## Prefix Number

Use the Prefix Number translate command to place the associated punctuation symbol in front of the last number written. For example, when you write the stroke for {Prefix Number}[\$], Case CATalyst searches back for the last number written and puts the \$ in front of the number, such as \$50. You can use the Prefix Number command in the Reporter's Area.

Case CATalyst comes with six predefined {Prefix Number} definitions with punctuation. They are: #, \$, ' (apostrophe), + (plus), - (hyphen), ; (semi colon) and . (period). You can add as many as you want. The text portion of the definition must start with {Prefix Number} left square bracket punctuation right square bracket. For example, {Prefix Number}[\$].

The Prefix Number command does not apply to digits that have text or punctuation touching them except for digits that have a comma, period, hyphen or an open quote when the number immediately follows the quote. {Prefix Number}['] (apostrophe) will work on numbers followed by an "s". For example, if you wrote, "It was the 60s." and then wrote your steno for the {Prefix Number}['] definition, the result would be, "It was the '60s."

## Insert into a Dictionary Definition

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the Steno field, type the appropriate steno for the definition.
5. Press **Alt + f**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate {Prefix Number} and press **Enter** to insert the highlighted format symbol into the Text field.
7. Type the open square bracket, [ followed by the punctuation or character you want inserted before the number. To finish, type the closed square bracket ]. For example, to define an apostrophe to be inserted before the last number, in the case of '99, define the steno outline of your choice as: {Prefix-Num}[']
8. Press **Enter (OK)** to insert the definition into the dictionary.
9. Press **Esc (Cancel)** to close the Insert dialog box.

## Replace With LS1 - LS5

The Replace With LS1 through Replace With LS5 are translate commands that are used to select a [Live Suggestion](#) from the Brief It pane and replace (change this occurrence only) the selected untranslate/text. Live Suggestions is an optional realtime feature that automatically offers translation suggestions when an untranslate(s) displays in the transcript. You have the power to review the suggestions and to pick the right one, replace or global, to fix the untranslates. Two to five Live Suggestions will be offered in the [Brief It pane](#) in a blue background. Creating a dictionary entry to select and replace the first Live Suggestion is as easy and defining a steno stroke as Replace With LS1. You can create dictionary entries for all five Replace With LS# translate commands. There are also five [Define With LS1 - LS5](#) translation commands.

## Resolve Conflict, Choice 1 - 9

Use the Resolve Conflict, Choice 1 – 9 translate commands to select a conflict choice. While writing realtime and following realtime, using the Resolve Conflict Choice # moves back to the last conflict or EZ Choice or Second Choice resolved conflict in the file to select the correct conflict choice based on the command written. For example, let's say you are writing realtime and you write R-ELG which is a conflict between "relating" and "regular". Writing the stroke for Choice 1 selects "relating" and resolves the conflict.

Writing the stroke for Resolve Conflict, Choice 1 selects the first conflict choice; writing the stroke for Choice 2 selects the second conflict choice, etc. You can define up to nine steno outlines enabling you to select up to nine conflict choices.

You can also use Choice 1 through Choice 9 commands on [Auto-Conflict](#) and [EZ Choice](#) resolved conflicts.

## Resume Audio

Use the Resume Audio translate command to start the AudioSync audio recording, when you want to begin recording after starting realtime, and when you want to restart AudioSync after it has been paused by the Pause Audio command.

When AudioSync is recording, an Audio Pulse meter displays on the Translate & Edit Status Bar. When you pause audio, the Audio Pulse meter is gray.

If you use the Resume Audio command to start AudioSync after starting realtime, the audio subfile is written to the last drive selected for AudioSync recording.

## Scan Define

Scan Define is a realtime command that allows you to define or replace untranslates, drag/drop and/or Suffix Drag/Phrase Maker translation "on the fly" from your writing machine during realtime and place them in a dictionary. By default, the Scan Define realtime command scans back to the last untranslated steno, opens the Power Define dialog box, puts the untranslated steno in the Steno field and then positions your cursor in the Text field. In the Advanced Translate Options dialog box, you can also select to have the Scan Define command scan back and stop on [drag/drop](#) and/or [Suffix Drag/Phrase Maker](#) translations and put the steno in the Steno field and position the cursor in the Text field. Use the [Power Define dictionary](#) entries to define the steno and navigate the Power Define dialog box. Scan Define options are available in the [Advanced Translate Option](#) dialog box.

At any point, you can stroke the steno outline for the [ABORT] command to close the Power Define dialog box and have nothing written to the job. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Translation Option, *Insert Oops FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Define was aborted. If you look in Reveal Codes you will see <Oops 10> at the location and the grayed out steno that was written before the abort. The same thing will occur if you wrote too many strokes in the Steno or Text field and the Power Define automatically aborted. The Insert [Oops](#) FS after aborted Power Define option also affects Scan Defines.

Defining from the writing machine is called a Power Define. You can [create a Power Define](#) for any type of global dictionary definition. For example, there is an off the record discussion. You stroke the steno outline for Scan Define to quickly scan back to the last untranslate and create a J-Define from the steno keyboard.

**Using the Scan Define command:**



1. Write the steno for the dictionary entry defined as {Scan Define}. If you are using the Realtime Commands Dictionary to help translate the file, the default steno outline is **SKAPB/SKAPB**.
2. Depending on your [Advance Translate Option](#) settings, the Scan Define command scans back to the last untranslated steno, last drag/drop translation or Suffix Drag/Phrase Maker translation.
3. The [Power Define dictionary](#) is automatically loaded as the highest dictionary priority. The Power Define dictionary contains definitions for navigating in the Power Define dialog box.
4. The untranslated steno and/or the underlying steno of the drag/drop or Suffix Drag/Phrase Maker translation is inserted into the *Steno* field. If multiple untranslates occur consecutively, all the untranslates display in the *Steno* field.
5. The cursor is positioned in the *Text* field. You write and/or fingerspell the Text definition from your steno keyboard.
6. Use Power Define navigating commands to [complete the definition](#). Writing the Power Define [ENTER] stroke defaults the definition to the Job dictionary unless you have specified in the Advanced Translate Options a default dictionary when making a Power Define.

Power Defines automatically apply forward and backward in the realtime file and remain active for all new realtime data. The Power Define globals are stored in the Global Table and are active if you re-translate a realtime session. Power Defines placed in a case or job dictionary remain in the respective case or job dictionary. If you selected to use the [Update Area](#), Power Defines placed in the Personal Dictionary move to the Update Area.

The Power Define dictionary remains loaded as the highest priority while the Power Define dialog box is open. Once you complete the Power Define or abort the definition using the [ABORT] command, the Power Define dialog box closes and the Power Define dictionary unloads from translation. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Translation Option, *Insert Oops FS after aborted Power Define* option set to Yes, then an Oops category 10 format symbol is inserted into the text at the location the Power Define was aborted.

A definition for the Scan Define translate command must exist in a dictionary you are using for translation. This must be a dictionary other than the Power Define dictionary.

Create Power Define

## Set Job End Time Field

The Set Job End Time Field allows you to create a realtime command that, when written during realtime (when the job ends) will automatically use the timestamp information to fill in the value for the [Job End Time field](#). Many reporters put the time the proceedings started and ended on their title page, certificate page, job reporter, etc. Once the Job End Time field is inserted on a title page, certificate page, job reporter, etc., the include file is inserted into the transcript and the Set Job End Time Field translate command was written in the job, the Job End Time field will automatically be filled in based on the time the Set Job End Time Field command was written. You simply define a dictionary entry as Set Job Start Time Field and when you are writing realtime and the proceedings start, write the steno outline defined as Set Job End Time Field. The [Set Job Start Time Field](#) translate command is available to fill in the Job Start Time field.

The Set Job Start Time Field and Set Job End Time Field commands can also be inserted manually during realtime by pressing **Alt + s, j** (Special Edit, Set Job Start Time Field) and **Alt + s, e** (Special Edit, Set Job End Time Field) or by assigning key combinations in a [keyboard map](#).

## Set Job Start Time Field

The Set Job Start Time Field allows you to create a realtime command that, when written during realtime (when the job starts) will automatically use the timestamp information to fill in the value for the [Job Start Time field](#). Many reporters put the time the proceedings started and ended on their title page, certificate page, job reporter, etc. Once the Start Job Time field is inserted on a title page, certificate page, job reporter, etc., the include file is inserted into the transcript and the Set Job Start Time Field translate was written in the job, the Job Start Time field will automatically be filled in based on the time the Set Job Start Time Field command was written. You simply define a dictionary entry as Set Job Start Time Field and when you are writing realtime and the proceedings start, write the steno outline defined as Set Job Start Time Field. The [Set Job End Time Field](#) translate command is available to fill in the Job End Time field.

The Set Job Start Time Field and Set Job End Time Field commands can also be inserted manually during realtime by pressing **Alt + s, j** (Special Edit, Set Job Start Time Field) and **Alt + s, e** (Special Edit, Set Job End Time Field) or by assigning key combinations in a [keyboard map](#).

## Start Timer

Use the Start Timer translate command to start the [Timer](#) for a specific speaker or event during realtime. You must create a dictionary definition to use this command. A Start Timer dictionary definition is necessary for each individual speaker or event for whom you want to track time. A number following the Start Timer command designates each Start Timer definition. For example, {Start Timer} [1].

The {Start Timer} command can easily be included in a speaker identification definition so that when you write the steno to change the speaker, the Timer tracking automatically changes. When you add the Start Timer command to a speaker definition, include the speaker information. For example, you are defining STPHAO. The text might be:

```
<Colloquy>MR. SMITH{Start Timer}[1]:  
SKWRAO as <Colloquy>MR. JONES{Start Timer}[2]:
```

Or when starting an examination with the following sample text:

```
<Centered Paragraph>EXAMINATION<By-line>BY [IEZ SPEAKER 00] {Start Timer}[0]:<Question>  
<Centered Paragraph>EXAMINATION<By-line>BY [IEZ SPEAKER 01] {Start Timer}[1]:<Question>  
<Centered Paragraph>EXAMINATION<By-line>BY [IEZ SPEAKER 02] {Start Timer}[2]:<Question>
```

Some transcript formatting uses a different By-line format at examinations then when returning to questioning from colloquy or parenthetical. To have the timer to be part of a By Line definition and work with the [Auto By Line](#) feature, you need to make sure the Start Timer command is placed before the colon or closing parenthesis. For example:

```
<By-Line>BY MR. SMITH{Start Timer}[1]:  
<By-Line>BY [IEZ SPEAKER 01]{Start Timer}[1]:  
<By-Line>{Start Timer}[1]<Question>(BY MR. SMITH)  
<By-Line>{Start Timer}[1]<Question>(BY [IEZ SPEAKER 01])
```

You can place Start Timer definitions in any dictionary as long as you use that dictionary when translating the job. If you use the Case CATalyst [Realtime Commands](#) Dictionary or [EZ Speakers](#) dictionary, you may want to add the Start Timer entries to them.

The Timer for a speaker stops when you write a Timer stroke for another speaker or when you write the steno outline for the [Stop All Timers](#) translate command. For example, you write the steno outline for Timer 1. After writing awhile, you write the steno outline for Timer 2. Case CATalyst automatically suspends the tracking of time for Timer 1 and starts tracking time for Timer 2. When you finish using Timers, you stroke the steno outline for the Stop All Timers command.

In addition to tracking individual speakers, you can also track the total time for multiple speakers. For example, there are two defense attorneys. You need to track the time for each attorney and the total time of the Defense team. You put the two defense attorneys into a Timer Group. Inserting [Timer fields](#) into the transcript or Include file allows you to view the cumulative time for each speaker. If you use Timer Groups, you can insert a TimerGroup field to view the cumulative time for a group of speakers.

## Create Start Timer Definitions

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Do one of the following"

### Create a New Dictionary Definition

Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.

### Modify an Existing Dictionary Definition

Highlight the dictionary entry and press **Ctrl + m (Edit/Modify)** to display the Modify Dictionary Entry dialog box.

4. In the *Steno* field, type the appropriate steno for the definition. For example: TAO\*EUPL/1 or a speaker identification such as STPHAO.
5. In the *Text* field, press **Alt + f**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{Start Timer}** and press **Enter** to insert the highlighted format symbol into the Text field.
7. After {Start Timer} type [ (left bracket) followed by the Timer number, and then type ] (right bracket). For example: {Start Timer}[1]. If you add the Timer command to a speaker definition, include the speaker information. For example, you are defining the steno, STPHAO. The text might be:  
<Colloquy>MR. SMITH{Start Timer}[1]:  
If you want the timer to work with the [Auto By Line](#) feature, make sure the timer is placed before the colon or closing parenthesis if you don't use a colon. For example:  
<By-Line>BY MR. SMITH or EZ SPEAKER 01{Start Timer}[1]:  
or  
<By-Line>{Start Timer}[1]<Question>(BY MR. SMITH or EZ SPEAKER )
8. Press **Enter (OK)** to insert the definition into the dictionary.
9. Add additional definitions as necessary. Increment the Timer number by one for each additional speaker.
10. When finished, press **Esc (Cancel)** to close the dialog box.
11. Press **Ctrl + s (File/Save)** to save the dictionary.
12. Press **Ctrl + F4 (File/Close)** to close the dictionary.

## Stitch On/Off

Use the Stitch On/Off translate commands to separate letters or words with punctuation. For example, the witness spells his/her last name (Petersen) and you want to put a period between each letter. You have a dictionary definition for {Stitch On}[.], upper case alphabetical letters and a {Stitch Off} definition. You write {Stitch On}[.] /P/-E/T/-E/R/S/-E/TPH {Stitch Off} and the result is P.E.T.E.R.S.E.N.

When using the {Stitch On} command, it is followed by brackets to indicate what is separating the letters. For example, if [-] follows the {Stitch On} command, the letters will be separated by hyphens. For example, you write the steno {Stitch On} [-] A B C{Stitch Off} the translated result is "A-B-C". If you write the steno {Stitch On}[-] mother in law {Stitch Off}, the result is "mother-in-law."

You can add the [web] attribute after the {Stitch On} translate command to have all alpha characters translate as lowercase with no spaces between them until the {Stitch Off} command is written. This may be particularly useful in definitions for e-mail or web addresses. For example, /W/W/W {Stitch On}[web] www.<Delete Space>. You may also want to define a stroke for .com, .net, .org, etc. and include the {Stitch Off} format symbol. For example, .com{Stitch Off}.

## Insert the Translate Command

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Stitch On

#### Insert into a dictionary definition

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the *Steno* field, type the appropriate steno for the definition.
5. Press **Alt + f (Edit/Insert/Insert Format Symbol)**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{Stitch On}** and press **Enter** to insert the highlighted format symbol into the *Text* field.
7. Do one of the following:

#### Separate letters or words with punctuation

Type **[** followed by the punctuation and then type **]**. To use Stitch On/Off as a "squish" command to remove spaces between letters or words, place nothing between the brackets, **[ ]**.

#### Keep all alpha characters lowercase

Type **[web]** and then type the text you want to have all lowercase alpha characters. Add any other necessary commands or text. For example, after the {Stitch On} command type, **[web] www.<Delete Space>**. The definition displays as {Stitch On}[web]www.<Delete Space>.

8. Press **Enter (OK)** to insert the definition into the dictionary.
9. Press **Esc (Cancel)** to close the Insert dialog box.

## Stitch Off

### Insert into a dictionary definition

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the *Steno* field, type the appropriate steno for the definition.
5. Press **Alt + f (Edit/Insert/Insert Format Symbol)**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{Stitch Off}** and press **Enter** to insert the highlighted format symbol into the *Text* field.
7. Press **Enter (OK)** to insert the definition into the dictionary.
8. Press **Esc (Cancel)** to close the Insert dialog box.

## Stop All Timers

Use the Stop All Timers translate command to stop all active [Timers](#) in the realtime job such as when there is an off the record discussion, a break or at the end of the proceedings. A [Start Timer](#) translate command is used to start the Timer for a specific speaker during realtime. The Timer for a speaker stops when you write another speaker identification that includes a Start Timer command, a different Timer stroke or when you write the steno outline for the Stop All Timers translate command.

You must create a dictionary definition to use this command. You can place the Stop All Timers definition in any dictionary as long as you use that dictionary when translating the job.

### Create a Stop All Timers Dictionary Definition

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the *Steno* field, type the appropriate steno for the definition. For example ST\*PL.
5. In the *Text* field, press **Alt + f**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{Stop All Timers}** and press **Enter** to insert the highlighted format symbol into the Text field. For example, you are defining the steno, ST\*PL. The text is, {Stop All Timers}.
7. Press **Enter (OK)** to insert the definition into the dictionary.
8. Press **Esc (Cancel)** to close the Insert dialog box.
9. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
10. Press **Ctrl + F4 (File/Close)** to close the dictionary.

## Suffix

Use the Suffix translate command to join a suffix with a root word. For example, the dictionary define for the steno /-G is {Suffix}ing. In the job, you write the steno for "stop" and the steno /-G ({Suffix}ing). The result is "stopping". When Case CATalyst applies a Suffix, the translated word displays in the [user selected](#) color on the Edit screen. If you select [EZ Link](#) in the Translation dialog box, the joined words are spell checked against the Spell Check dictionaries and rules of spelling are applied. The result is "stopping". Selecting the EZ Link option includes able/ible and er/or resolution. In other words, if you write a word and write an "able" suffix and it should be an "ible" suffix, EZ Link will automatically change your written "able" to "ible". The same is true with "er" and "or" suffixes. If the resulting word is not in the Spell Check dictionaries, the original suffix will be attached to the root word and no rules of spelling will be applied.

## Suffix Handling Rules

Case CATalyst uses general non-hyphenation rules first and then spell checks. If Spell Check fails then Case CATalyst applies the following rules:

1. If the Suffix is "elect", hyphenate.
2. If the Suffix starts with a digit or has a root that ends with a digit, hyphenate. The exception is: st, nd, rd, and th. These do not hyphenate.

## Insert into a Dictionary Definition

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the Steno field, type the appropriate steno for the definition.
5. In the Text field, press **F4 X** to insert the {Suffix} format symbol.
6. Type the text of the suffix after the format symbol.
7. Press **Enter (OK)** to insert the definition into the dictionary. Repeat Steps 4 - 7 as necessary and then go to Step 8.
8. Press **Esc (Cancel)** to close the Insert dialog box.
9. Save and close the dictionary.

## Text E-Define

The {Text E-Define} command allows you to create E-defines from your steno machine during realtime. The {Text E-Define} is similar to the [Power Define](#) feature except it performs an E-define instead of a dictionary define. For example, let's say you are writing realtime and the proceedings involve a store named Economart. When you first write Economart, your translation is "econo mart" (without the quotes). You know you may write it several ways as the proceedings continue. Instead of putting that define in one of your dictionaries, you quickly E-define, from your writer, "econo mart" (without the quotes) to be "Economart" (without the quotes). Then, if you write any steno outline/outlines that translate as "econo mart" (without the quotes) they will automatically change to Economart. For example, let's say you write the following steno outlines as "econo mart" (without the quotes) /AOE/KOPB/OE/PHART, /E/KOPB/O/PHART, or /AOE/KO/PHART. Because you used the {Text E-Define} command to E-define "econo mart" (without the quotes) to be "Economart" (without the quotes) regardless of the underlying steno, all instances of the text "econo mart" will change to "Economart" during this realtime session.

When the Text E-Define command is invoked, a Power Text Define dialog box displays which contains an Old Text field and a New Text field. Using your steno machine, write the old text in the Old Text field, "Tab" to the new Text field and write the new text in the New Text field and then write the stroke to complete the E-define. For example, let's say the proceedings involve a person named Zabell and you created a few job dictionary definitions for the name. During the realtime proceedings, you realize you have the incorrect spelling so you quickly invoke the {Text E-Define} command. In the Old Text field write your steno outline for Zabell and in the New Text field, fingerspell Zibell. Write your stroke for Enter to close dialog and all instances of Zabell will become Zibell.

The Power Define dictionary is automatically loaded as the highest priority dictionary when you write the {Text E-Define} command. You move between the text fields using your Power Define commands (located in the Power Define dictionary located in your System Files case). When you close the Power Text Define dialog box, the Power Define dictionary is unloaded. You can also access the Format Symbol list and the Insert Field list to include either or both in Old Text and/or New Text fields.

At any point, you can stroke the steno outline for the [ABORT] command to close the Power Define dialog box and have nothing written to the job. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Translation Option, *Insert Oops FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Define was aborted. If you look in Reveal Codes you will see <Oops 10> at the location and the grayed out steno that was written before the abort. The same thing will occur if you wrote too many strokes in the Steno or Text field and the Power Define automatically aborted.

### To do a Text E-Define:

1. In a dictionary, [create a dictionary entry](#) to invoke the Power Text Define dialog box. Determine the steno you want to invoke the command and then select {Text E-Define} from the list. Save and close the dictionary.
2. Start a realtime session. Select the dictionary that contains the {Text E-Define} definition if it is not in your Personal Dictionary.
3. Write the steno outline defined as {Text E-Define} to open the Power Text Define dialog box.  
**Please note that all "commands" referenced in the following instructions refer to commands in the Power Define dictionary (located in your System Files case).**
4. In the *Old Text* field, using your steno machine, write the text and/or steno that you want to change in the *Old Text* field. You can write an existing word or phrase and fingerspell the word/or phrase. Do any of the following: "Finger spell" the text by writing the steno outlines defined as the individual letters or write a stroke/strokes defined in your dictionary to write a word or phrase.

- Insert a Format Symbol. Write the steno outline defined as [F4] followed by the steno outline for the letter of the format symbol. For example, you might write TPORPLT (default steno outline for [F4]) and then the steno outline for "c" as KR-RBGS. F4c indicates Colloquy.

Alternately, you can write the steno outline defined as [F4 LIST]. When the Format Symbol list displays, stroke the steno outline defined as [UP ARROW] or [DOWN ARROW] to highlight the selected symbol. Then stroke the steno outline defined as [ENTER] to insert the format symbol.

- Insert a [Field](#) into the definition. In order to display the Insert Field dialog box, press **Alt + i** on your computer keyboard and navigate using your computer keyboard or mouse to insert a field. Once you close the Insert Field dialog box, you can return to using your steno machine to navigate the Power Text Define dialog box,
  - Insert a space between a word or after punctuation by writing the steno outline defined as [SPACE].
  - Backspace the last character or last stroke, depending on your option, by writing the steno outline defined as [DELETE].
5. Write the steno outline defined as [TAB] to move to the *New Text* field.
6. In the *New Text* field, enter the text definition for the steno. Do **any** of the following:
- "Finger spell" the definition by writing the steno outlines defined as the individual letters or write a stroke/strokes defined in your dictionary to write a word or phrase.
  - Use a combination of writing a word or phrase with finger spelling. For example, you write SKWROPB/SON (Johnson) in the *Steno* field. In the *New Text* field you write the stroke for "John" and then fingerspell "son" so the result is "Johnson". If you wrote the stroke for "John" and then the stroke for "son" the result would be "John son".
  - Insert a Format Symbol. Write the steno outline defined as [F4] followed by the steno outline for the letter of the format symbol. For example, you might write the steno outline for "c" as KR-RBGS. F4c indicates Colloquy.
- Alternately, you can write the steno outline defined as [F4 LIST]. When the Format Symbol list displays, stroke the steno outline defined as [UP ARROW] or [DOWN ARROW] to highlight the selected symbol. Then stroke the steno outline defined as [ENTER] to insert the format symbol.
- Insert a [Field](#) into the definition. In order to display the Insert Field dialog box, press **Alt + i** on your computer keyboard and navigate using your computer keyboard or mouse to insert a field. Once you close the Insert Field dialog box, you can return to using your steno machine to navigate the Power Text Define dialog box,
  - Insert a space between a word or after punctuation by writing the steno outline defined as [SPACE].
  - Backspace the last character or last stroke, depending on your option, by writing the steno outline defined as [DELETE].
7. Do **one** of the following:
- Write the stroke defined as [ENTER] to apply the E-define and close the dialog box.
  - Write the stroke defined as [ACCEPTCONTINUE] to apply the define and have the Power Text Define dialog box remain open, allowing you to create another E-define.
  - If you need to leave the Power Text Define dialog box open and return to writing realtime, write the steno outline defined as [SUSPEND]. The Power Text Define dialog box flashes, the cursor focus changes to the realtime text and leaves the Power Text Define dialog box open. You can write the Suspend command at any time the Power Text Define dialog box is open. To return to the Power Text Define dialog box, write the steno outlined defined as {Text E-Define}.



If you want to cancel the Power Text Define while it is in Suspend mode, you can write a steno outline defined, in a dictionary being used to translate, as {Cancel Active Dialogs}. The Power Text Define dialog is closed and nothing is applied.

- To cancel the Power Text Define dialog box, write the [ABORT] command to disregard what is in the Power Text Define and close the dialog box. The steno written while in the Power Text Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Translation Option, *Insert Oops FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Text Define was aborted.

**Note:** If you want one steno outline to cancel the Power Define, Scan Define, Text Define and Create EZ Speaker Entries dialog box and other dialog boxes, look at your Power Define dictionary and see what the steno is for the [ABORT] entry. Then open your Personal Dictionary and insert/modify the {Cancel Active Dialog} entry steno to be the same as the Power Define [ABORT] entry. For example if the:

Power Define default steno for [ABORT] is PWORD

Create a Personal dictionary (or whatever dictionary) definition Steno PWORD defined as {Cancel Active Dialog}.

## Toggle Auto Conflict Resolution

Use the Toggle Auto Conflict translate command to switch the automatic conflict selection mode On and Off during realtime. When Auto-Conflict is On, Case CATalyst automatically selects the first conflict choice in any conflict. The first conflict choice is based on the conflict order in the dictionary entry. This prevents a conflict displaying in the realtime text.

Auto Conflict works in conjunction with EZ Choice. When EZ Choice is On and Auto Conflict mode is On, the following occurs:

- EZ Choice resolves the conflict when there is an entry for it in the EZ Choice Conflict Database.
- Auto-Conflict selects the first choice in the conflict when there is no entry for it in the EZ Choice Conflict Database.

To invoke the Toggle Auto Conflict Resolution command from your writer, a steno outline defined as {Toggle Auto Conflict Resolution} must be in a dictionary used during realtime. The default [Realtime Commands Dictionary](#) contains the Toggle Auto Conflict Resolution dictionary entry. Modify the entry, as necessary, to accommodate your writing style.

## Toggle Bench Mode

Use the Toggle Bench Mode translate command to suspend and resume the display of text to the receive systems. Text written after Toggle Bench Mode On does not display on the receive systems, making the text *invisible*, until you Toggle Bench Mode Off. Use this command in situations when you want to prevent others from viewing the realtime translation, such as confidential bench conferences, in-chambers discussions, or when writing a note to a scopist or yourself.

Realtime text sent to CaseViewNet after turning Bench Mode On displays as /// on the CaseViewNet screen. Realtime text you write after turning Bench Mode Off displays on the CaseViewNet screen.

A "B" displays on the Translate & Edit Status bar when Bench Mode is On. To view the realtime text written after the Bench Mode On command, from the Translate & Edit Options menu, select **View/Show/Bench Text**.

To invoke the Toggle Bench Mode command from your writer, a steno outline defined as {Toggle Bench Mode} must be in a dictionary used during realtime. The Toggle Bench Mode dictionary entry is included in the default [Realtime Commands Dictionary](#). Modify the entry, as necessary, to accommodate your writing style.

## Toggle Follow Realtime

Use the Toggle Follow Realtime Translate command to position the cursor after the last realtime stroke or at the last editing location. The Toggle Follow Translate command can be invoked from the writer with a steno stroke or from the computer keyboard by pressing the default keyboard command, **Ctrl + Shift + I** (letter L).

For example, you start to write realtime with the cursor *following* the last steno stroke written. There is a break in the proceedings. You want to start editing the job so you write the steno outline for Toggle Follow Realtime. The cursor moves to the beginning of the job. You edit for about 15 minutes and then the proceedings resume. You stop editing on Page 9 Line 13 to start writing realtime again. You write the stroke for Toggle Follow Realtime and the cursor returns to following the last steno stroke written. There is another break in the proceedings. You return to the editing by stroking the steno outline for Toggle Follow Realtime. The cursor moves to the last editing position, Page 9, Line 13.

To invoke the Toggle Follow Realtime command from your writer, a steno outline defined as {Toggle Follow Realtime} must be in a dictionary used during realtime. When creating the Toggle Follow Realtime definition, you must select the format symbol from the Format Symbol list. You cannot type the format symbol into the definition.

The default Case CATalyst Realtime Commands Dictionary contains the Toggle Follow Realtime dictionary entry. If you choose to use this dictionary or copy the definition to another dictionary, modify the entry, as necessary, to accommodate your writing style.

## Toggle Phonetic Mode

The Toggle Phonetic Mode translate command switches the phonetic translation mode between On and Off during realtime. If Phonetic Mode is On, untranslates that normally display in a raw steno outline are phonetically translated based on your phonetic translation method. Phonetic translation is based on your selection for the Advanced Translate option, [Phonetic untranslates display as words](#). You can choose to match steno outlines with the text equivalent entry in the [Phonetic Table](#) or to translate single stroke untranslates using algorithmic logic for the intended pronunciation, which is the default.

To invoke the Toggle Phonetic Mode command from your writing machine, a steno outline defined as {Toggle Phonetic Mode} must be in a dictionary used during realtime. The Case CATalyst default [Realtime Commands Dictionary](#) contains the Toggle Phonetic Mode dictionary entry. Modify the entry, as necessary, to accommodate your writing style.

## Punctuation Handling During Translation

When a dictionary definition begins with a comma followed by text or a sequence of beginning comma, text and ending comma such as, ", yes sir," or ", Your Honor," **and** immediately follows a Question, Answer, Colloquy, semi colon, period or a question mark, Case CATalyst automatically removes the preceding comma of the definition. For example, let's say you have the dictionary definition: , Your Honor, (comma space Your Honor comma).

You write the following:

Q. Were you at the ballpark on the night of October 13th, 2017?

A. , Your Honor, do I have to answer that?

The result is:

Q. Were you at the ballpark on the night of October 13th, 2017?

A. Your Honor, do I have to answer that?

Case CATalyst also automatically removes the extra comma, if written, before the definition and deletes the ending punctuation. For example, you have the dictionary definition: , Your Honor,

You write the following:

MR. JONES: Please instruct the witness to answer, Your Honor,.

The result is:

MR. JONES: Please instruct the witness to answer, Your Honor.

In situations where you do not want Case CATalyst to automatically remove the comma, group define the steno. For example, in the phrase "45-, 50 mile-per-hour winds", you want to retain the comma. Group define the steno for the hyphen and the comma together.

## Speaker List

Use the Speaker List in the Translate function to identify speaker names for translation and/or to insert during Edit. During translation, the Speaker List works independently or in conjunction with EZ Speaker entries.

Speaker names are automatically added to the Speaker List when you use the [Create EZ Speakers](#) feature. If you use a Standard ID (specific steno in the entry) in the EZ Speakers dictionary, the speaker names display in the Speaker List with the associated speaker number. For example, you use STPHAO for #01 or [!EZ SPEAKER 01] and SKWRAO for #02 or [!EZ SPEAKER 02]. The speaker names display with the associated number, 01 and 02. If you use a Super ID (a placeholder for the steno in the entry) in the EZ Speakers dictionary, the speaker names display with consecutive numbers beginning with 101. For example, the first speaker name displays with 101, the second with 102, third with 103, etc. A total of 310 speakers can display in the [Speaker List pane](#).

Once populating the Speaker List using Create EZ Speakers, you can then access the list to assign a color to each speaker name for easier identification in the job. The text for the speaker translates in the selected speaker color if your EZ Speakers dictionary contains EZ Speaker fields. For example, you can display **MR. JONES** in red, **MR. SMITH** in blue; **MS. JENKINS** in purple, etc. If you insert a speaker from the Speaker List while editing, the speaker name displays in the color assigned in the Speaker List.

As an alternative, you can have speaker identification definitions in a dictionary and have them display in the Speaker List. For example, you can have /STPHAO defined as <Colloquy>[!EZ SPEAKER 01] and have the field automatically display in the Speaker List along with the designated steno and it can be locked into place so that steno is always associated with that EZ Speaker. Instead of using Create EZ Speakers feature, you simply fill in the EZ Speaker field name either in the transcript or in the Speaker List.

Optionally, you can type speaker names directly into the Speakers List, assigning the names and colors to an associated number and then use the Create EZ Speakers feature to build the job or case dictionary entries. When you type a number (Text Token Number) from the Speaker List, the steno and text fields fill in automatically based on the Speaker List entries.

You can also insert speaker names directly into the text during Edit using [Insert Speaker](#) or by [using](#) the Speaker List in Edit. When using the Speaker List in Edit, you can create a [seating chart](#) to graphically represent the position of speakers in the room.

[Brief it](#), when active, automatically creates a brief for a speaker when you create a new speaker using the Create EZ Speakers feature, insert a new speaker from the Speaker List dialog pane or modify a speaker name from the Speaker List. Briefs are not generated for Common speakers in the Speaker List.

## Identify Speaker Names Prior to Translation

1. From the Translate dialog box, select **Speaker List**.
2. Make necessary entries:

### Allcap Text

Check this box to have the speaker name in all capital letters when typing the name. Uncheck this box to enter the Speaker Name in upper and lower case letters.

### Show All

Check this box to display all the available speaker lines with associated token numbers. Uncheck this option to only display token numbers with assigned speaker names.

### Name

The defined speaker name or the name of the speaker field. Click the title bar to display the names in ascending or descending alphabetical order

### Number

The speaker number associated with the speaker name. Click the title bar to display the numbers in ascending or descending order.

### Steno

Type the steno, if any, you want to associate with the speaker. You can retain the association by checking the box in the *Locked* field. If you have your speaker identifications defined in a dictionary, most likely your Personal Dictionary, and you always want them to display in the speaker list, type the associated steno and select the Locked column. Instead of using the Create EZ Speakers feature, you will simply fill in the field in the transcript or Speaker List.

### Locked

Check this box to retain the association of the steno entered in the *Steno* field with the speaker number. If you have your speaker identifications defined in a dictionary, most likely your Personal Dictionary, and you always want them to display in the speaker list, type the associated steno in the Steno field and select the Locked column. Instead of using the Create EZ Speakers feature, you will simply fill in the field in the transcript or Speaker List.

### Fill in Speaker

Modify an existing speaker name. Highlight a field and select **Fill in Speaker**. Type the speaker name in the field and press **Enter**.

### New Speaker

Type a new speaker name. The Select EZ Speaker dialog box displays with the next sequential speaker number. Use the displayed number in the Enter Value field or type a new number and press **Enter (OK)**. Valid number are **1 - 99**. A new speaker name field displays with the assigned token number. Type the name in the field and press **Enter**.

### Change Color

Change the speaker name color. Highlight the field and select **Change Color**. The [Color](#) dialog box displays. Select a color and press **Enter (OK)**.

**OK**

Accept the changes and close the Speaker List dialog box.

**Cancel**

Close the Speaker List dialog box without making any changes.

**Help**

Display the Case CATalyst Help.

3. When finished, select **OK**.

## Set Dictionary Priorities for Translation

Set the order in which Case CATalyst uses dictionaries during translation. You can order the dictionaries each time you select a file to translate or when starting a realtime session. If you use [Translate's saved settings](#) feature, the selected dictionaries and their priority will be saved as part of the settings file.

### Set Dictionary Priority

1. Press **Ctrl + t (Functions/Translate & Edit)**. The Translate dialog box displays.
2. Select a file for translation.
3. In the Additional Dictionaries section, check the box next to any dictionary you want to use for translation. To select a dictionary from another user, check the Show All Users box. You can use any dictionary from any user. Your Personal Dictionary is automatically selected, although a check mark does not display before the name. If a job dictionary with the same name of the file exists or the job is in a case, the job and case dictionary is also automatically selected.
4. Select **Dictionary Priorities**. The Dictionary Priority During Translation dialog box displays with the list of selected dictionaries. The total number of additional dictionaries selected for translation displays at the bottom of the screen.
5. The dictionary priority order begins at the top of the list. To change the priority of a selected dictionary, highlight the dictionary and then use the **Move Up** and **Move Down** buttons as necessary. The Case CATalyst default uses the following dictionary order, one being the highest priority.
  - a. Job dictionary of the same name as the file.
  - b. Case dictionary if the job is in a case.
  - c. Selected job and case dictionaries in the order they were chosen.
  - d. Update area (if selected for use).
  - e. Personal Dictionary
6. When finished, press **Enter (OK)**.

## Define Fields

Define Fields is a Translate feature that allows you to define field values prior to translating a job. You can type the field values or use existing field values from a previous job. Access the **Define Field** from the Translate dialog box. Field values cannot exceed 1024 typed characters.

### Define Fields Prior to Translation

#### New Field

Create a new user defined field such as Plaintiff, Defendant or County. Case CATalyst inserts a new field using the default name FIELD followed by the next consecutive number, such as FIELD1, FIELD2, etc. In the highlighted area, type a name for the field such as County or Judge. After typing the name, press **Enter** or click anywhere in the dialog box.

#### Fill In Field

Define an existing field for this job. For example, you previously created a new field for Location. Highlight Location and select Fill In Field. The [Fill In Field](#) dialog box displays where you can type the value.

#### Add Next Field in List Group

Create another [field list group](#). For example, you are working on a big case which requires nine appearances and your current title page contains only four field list groups. A field list group includes ATTORNEY, FIRM, ADDRESS, etc. Case CATalyst assigns the next consecutive group number to the new field list group.

#### Use Other

Use other field values from a previous job. Display the Select Job for Other Field Values dialog box where you can choose to [use field values](#) from another job. You may want to use this option when continuing a previous job for which you have already defined fields. This option functions the same as the Use Other Field Values command in Edit.

#### Delete Field

Remove a user defined field from your field list. If the field is not appropriate for this job, you may not want to remove the field from the list, but instead leave the field value blank.

#### Close

Save the changes and close the dialog box.

## Realtime Writing

Realtime writing immediately translates the steno you write on your writing machine to your computer running Case CATalyst. You can write realtime via WiFi connection, USB cable or direct serial cable or Bluetooth adapter connecting your writing machine to your computer or another Case CATalyst system. You can also send realtime data to a CaseView® receive system or to an ASCII/ANSII file.

All editing commands are available in realtime. You can scroll back for readback, bring in include files, delete text, define steno, replace, etc. Using the Follow Realtime command, you can quickly toggle between the realtime data and to the last editing spot on the screen. You can also edit from your writing machine with [AccelerWriter](#) Keys. While translating (realtime or regular translate), message boxes that display that only require an Enter or click OK to dismiss the dialog box will display for 5 seconds and then automatically close as if you pressed Esc or clicked Cancel. The message boxes that will automatically close include actions such as Search or Scan item not found, Search reached the end of the transcript, Can't suggest a brief or an action is done.

If you select to show the Status Bar, then while writing realtime the Status Bar displays steno outlines, a CaseViewNet network/Cloud (if applicable) connection status indicator, AudioSync (if applicable) gauge and the last conflict (as long as you are following realtime).

All [translate commands](#) are available during realtime. Some translate commands, such as Scan Define and Toggle Bench Mode, are specific to realtime writing. Case CATalyst includes a realtime job dictionary, [Realtime Commands Dictionary](#), which contains predefined translate commands. The predefined translate commands consist of common number conversion, conflict resolution, Live Suggestion commands and a definition for Power Define and Create EZ Speakers. You can add to, modify, and delete entries in the Realtime Commands Dictionary or copy the entries to the Personal, case, or job dictionary. If you choose to use the Realtime Commands Dictionary, Stenograph recommends that you review the entries and modify the steno outlines to reflect your writing style and theory.

You can use the following steno machines to write realtime:

- Stenograph Writer Serial/Bluetooth  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion, Stentura Protégé, Stentura LX, Stentura, 200/400 SRT and SmartWriter.
- Stenograph Writer USB  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion and Stentura Protégé.
- Stenograph Writer WiFi  
This option includes Stenograph's Diamante and élan Mira A3.
- StenoRam III, III+, Ultra  
This option includes Xscribe's StenoRam III, III+ and Ultra with a serial connection.
- FlashWriter  
This includes ProCAT's Flash steno machine and any other steno writer that uses the Flash serial connection protocol.
- Baron TX  
This includes Baron Transcriptor X (TX) steno machine and any other steno writer that uses the BOLT serial connection protocol.

## Disable Power Saving Features

Stenograph strongly recommends you disable any power management features on your computer. Power Management features are settings in the BIOS that control when the BIOS powers down components such as the hard drive, monitor, and serial ports when it thinks there is no activity on your computer. When you are writing realtime, there usually is no keyboard or mouse activity because you are using your writing machine to input the text. Since the BIOS on your computer does not recognize any keyboard or mouse activity, it starts shutting down different components to conserve power. If the BIOS does not check for activity on the serial port, it shuts down the serial port and the CAT software may respond as if you have ended realtime or stopped writing. Case CATalyst software is most likely the *only* software on your system that can input data without any keyboard or mouse activity.

Turn Off the power management features through the Windows Control Panel. Locate the Power Management section and turn the power saving features Off. Because the BIOS itself contains power saving settings, you may also need to access the BIOS to fully disable power saving features on your system. Due to the constant changes to BIOS and hardware, Stenograph recommends you contact your hardware vendor for specific instructions to access and turn Off the power saving features in the BIOS on your computer.

### Disable Automated Power Saving Features

Stenograph also recommends you evaluate any software or system tools that are scheduled to run automatically. Look in the System Tray to see if any items are scheduled to run after a specific amount of time. For example, Scan disk, Find Fast, Task Scheduler, and anti-virus software.

### Set Clock Time Before Writing

If you are writing realtime along with a videographer, synchronize your computer time **before** starting a realtime file if you are using AudioSync. Do not change the clock time on your computer after starting realtime or have any operating system setting that could automatically updates your clock during realtime writing. Changing the clock time once realtime begins can affect the playback of the recording.

### Notebook Computers

If you are using a notebook computer, Stenograph recommends that you plug your computer into an outlet for full processing speed.

## Realtime Setup

Realtime setup involves establishing a connection between your writing machine and your computer running Case CATalyst by cable or via wireless communication. The connection method is determined by your writing machine and any optionally purchased hardware.

If you are using the Luminex, Diamante®, élan Mira or Stentura Fusion, you can connect to Case CATalyst for realtime writing via USB cable. The appropriate USB driver for the writing machine, must be loaded on Case CATalyst in order to use the USB cable. See the user guide for your writing machine for information about loading the USB driver. You can only use the USB cable between the Luminex, Diamante®, élan Mira or Stentura Fusion and Case CATalyst.

If you are using the Diamante or élan Mira you can connect via WiFi communication for realtime writing. Refer to your writing machine's user guide for additional information about WiFi requirements, setup and establishing realtime communication.

If you are using a Luminex, Diamante®, élan Mira or Stentura Fusion you can use Bluetooth technology for realtime writing. Refer to your writing machine's user guide and Stenograph's Bluetooth guide for additional information about wireless Bluetooth requirements, setup and establishing realtime communication.



## Beginning a Realtime Session

Preparing for realtime translation also involves determining dictionary priorities, setting Realtime options and setting other output options if applicable .

1. If you are using a serial or USB cable connection, be sure you connect your writing machine to the computer with a realtime cable and the writing machine is On. If your writing machine uses diskettes and is set to disk mode, insert a diskette in the drive.

If you are using wireless communication, be sure to follow the steps in your user guide to establish connection between your writing machine and Case CATalyst.

2. Press **Ctrl + t (Function/Translate & Edit)** to display the Translate dialog box. Make entries in the fields:

### Saved Translate Options

Saved Translate Options allows you to save your current translate options to a file which you can use for future translations. Settings saved include: translate options, layout selection, writer, output, dictionaries, and global tables used. For example, you can create a file to remember settings for realtime, [CART](#) work, court work or outputting to StenoKeys. Before translating, you load the settings file you want and Case CATalyst loads the translate options from the file.

Case CATalyst also remembers the settings used for the last translation and stores them in the Lastusedsettings.ini file located in the Saved Translation Settings folder within the System Files case.

### Load Settings

Select this option to load a different set of Translate options for translation. The Saved Translation Settings dialog box displays where you can select a file to use. Choose the file and press **Enter (Open)** to load the settings.

If you choose a Settings file in which selected layout for that settings file is no longer available, Case CATalyst uses the layout from the Lastusedsettings.ini file.

### Save Settings

Save the current Translate settings. The Save Translation Settings dialog box displays. Type a name in the File name field and press **Enter (Save)**. Case CATalyst saves the file in the Saved Translation Settings folder within the System Files case.

### Always Load Last Used Settings

Check this box to always translate with the last settings file used.

### Steno Source

Select **Writer**. The first time you set up realtime, you must select your writing machine type on the [Realtime tab](#), in the Case CATalyst Translate Options dialog box.

### Layout File

Select the page layout you want to apply to this job.

### Job

A list of existing cases and jobs for the current user that contain steno note files display in the window. To display files within a case, double click the case.

### Show All Jobs

Check this box to display all job files and file types for the current user.

### File

Do **one** of the following:

- To create a new realtime job, type the name of the job. You can use upper and lower case letters, numbers and spaces in a file name. The following symbols are also valid characters:  
' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some character are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; . , | = < > ? \*

- To select an existing job, type the name or click the name in the Job field window.
- To select a job in a case, double click the case and then click job or type the job name.
- To create a new case for a new realtime job, type the case name followed by a backslash followed by the job name. For example, to create a case name RYAN with a job name 041202 DSMITH, type: RYAN\041202 DSMITH.

### Output To

Select one of the following:

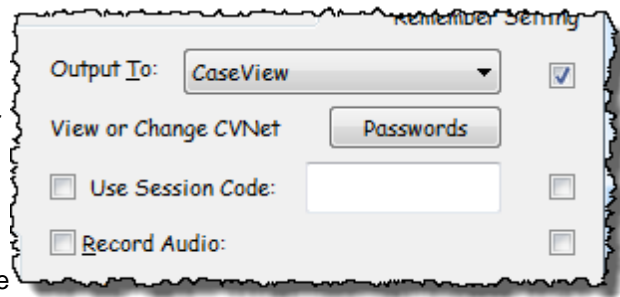
#### None

You are not outputting the realtime data.

#### CaseView

You are writing realtime to CaseViewNet/ICVNet (network or internet) or to CaseView or a realtime data receive system via a serial connection that uses the CaseView protocol. If you are outputting to CaseViewNet via the Cloud, CaseView or Multiple

Outputs with CaseView selected in order for the Use Session Code option to be available. When sending via the CaseViewNet Cloud, a green dot displays on the realtime screen's Status bar (different location than the Speche indicator) to indicate a connection has been established.



#### ASCII/ANSI

You are writing realtime to an ASCII/ANSII file.

#### Speche

You are writing realtime to Speche or Speche protocol system. A green dot will display on the realtime's screen Status Bar to indicate a connection has been established.

#### Caption

You are writing realtime to a encoder to provide realtime closed captioning.

#### StenoKeys

You are writing realtime to another software application, such as MS Word and your steno machine is your keyboard.

**Other**

You are writing realtime to an electronic information display.

**Multiple Outputs**

You are sending the realtime data to multiple outputs. When you select this option, the Output Choices dialog box displays. Check the box next to the output choices you want to use. To change translate options, select [Options](#). When finished, press **Enter (OK)**.

**View or Change CVNet Passwords**

You can view, modify or create passwords for customer receiving the realtime feed via CaseViewNet and/or iCVNet (realtime receive iPad app). To access the CaseView passwords, click the Passwords button, the [CaseView Passwords](#) dialog box displays. If you are using a Session Code and sent realtime to previous clients using the same Session Code, it is highly likely that you will want to change your CaseViewNet passwords in order to prevent the previous clients from accessing this realtime session.

**Use Session Code**

Check this box if you are sending your realtime data to CaseViewNet/iCVNet/CaseViewNet Browser Edition clients who will be connecting via the internet. You need to check the User Session Code box and then type the Session Code. The Session Code will display in all capital letters regardless of the state of the Caps Lock key. Session Codes are not case sensitive. The Case CATalyst system must have internet access along with the CaseViewNet and/or iCVNet and/or CVNet Browser Edition clients connecting via the internet. You can send to locally connected clients via a network and send via internet clients at the same time. Internet clients need the Session Code and a password in order to connect, locally connected users need the network name and a password. The Case CATalyst user needs a CaseViewNet license in order to send realtime data via a network and/or internet. This option is not available unless the Output To: field displays CaseView or Multiple Outputs.. and CaseView is selected in the subsequent dialog box.

**Remember Output to Setting**

Check this box to have Case CATalyst remember the output setting.

**Record Audio**

Check this box to use AudioSync during realtime. You must also initially set the Audio options in the [Realtime tab](#). Once set, Case CATalyst remember the Audio options.

When you record audio, the audio pulse meter displays in the lower right hand corner of the realtime screen. Green indicates the audio is recording to the realtime file. Gray indicates the audio is paused. When you start writing, the Resume Audio picks up the last 5 seconds of the audio.

**IMPORTANT:** Do NOT change the clock time on your computer at any time during the realtime session or have any operating system setting that automatically updates your clock. Changing the clock time once Realtime begins affects the playback of the recording.

**Remember Record Audio Setting**

Check this box to have Case CATalyst remember your selection for the Record Audio option.

**Additional Dictionaries**

Check the box next to any dictionary you want to use for translation. Case CATalyst automatically selects the Personal Dictionary for translation, although a check mark does not display before the name. The Power Define dictionary is not available for selection as it is automatically loaded when making a [Power Define](#) and removed from translation when the Power Define dialog box is closed.

### Show Global Tables

Check this box to display global tables for selection. Global Tables are available for use in translation. Translating with a Global Table allows you to use previously created [E-Defines](#) in the selected Global Table along with any defines in the selected dictionaries.

### Show All Users

Display all Case CATalyst users. You can select a dictionary from any user.

### Dictionary Priorities

Change the priority in which dictionaries apply during translation.

### Create EZ Speakers

Identify speaker names and steno to replace variables in the [EZ Speakers dictionary](#). Case CATalyst uses the names to create the speaker definitions for the job or case dictionary. When using EZ Speaker fields in the selected EZ Speakers dictionary, CATalyst will look for existing field values in the job history. If the job history does not have EZ Speaker field values, CATalyst will look in the case history and automatically fill in the EZ Speaker fields. You can create EZ Speakers from the Translate dialog box before starting realtime and during realtime by selecting Tools and then Create EZ Speakers or creating EZ Speakers from your steno machine by writing a steno outline defined as {EZ Speaker Define}.

Case Dictionary should be selected when you are creating a job in a case where all the jobs are related and you want the EZ Speaker definitions to be used in all future jobs in this case.

Job Dictionary should be selected when you are creating jobs in a generic case where the jobs are not related other than date or type and you do not want the EZ Speaker definitions to be used in all future jobs in this case. You can also select the *Always default to Job dictionary* option for this case so all the EZ Speaker definitions go to the Job dictionary for this case.

### Speaker List

Use [Speaker List](#) independently or in conjunction with EZ Speakers definitions to identify speaker names for translation. You can also [insert](#) speaker names from the Speaker List while editing a job.

### RealTeam Invite

RealTeam is CATalyst's simultaneous editing feature. Selecting RealTeam Invite, automatically logs you in to RealTeam and displays your [RealTeam Contacts](#) dialog box allowing you to quickly invite your scopist(s) or proofreader(s).

### Options

You must set your translate options the first time you translate. If you do not set them before beginning translation, you are prompted by the Wizard to set them.

#### Realtime Tab

Verify the Realtime settings are correct on the [Realtime tab](#).

#### Other Translate Options Tabs

Select other translate options on the tabs as necessary.

## Define Fields

Define [fields](#) prior to translation that you want to use during Edit. You can [define](#) fields, create new fields, remove fields, fill in fields and create field list groups.

3. Press **Enter (OK)** to start realtime and begin writing. If you select an existing job name, a message displays prompting you to append the realtime steno file or steno and text files to the existing job; overwrite and replace the existing files; or cancel the selection allowing you to choose a different job name.

**NOTE:** When you select to use an existing file name that also contains audio and text, Case CATalyst deletes the steno (.sgstn) and text (.sgnpl) subfiles in the existing file if you select to overwrite and sends both files to the Windows Recycle Bin. An additional message displays prompting you to continue, using the existing file name and deleting the existing audio. If you accidentally overwrite an existing file when starting a session, you may be able to recover the steno and text subfiles by restoring them from the Windows Recycle Bin.

4. To stop realtime press **Ctrl + \** (backslash) (**File/Stop Translation**). Depending on your Edit options, a warning message may display. Select **Yes** to end realtime. When realtime ends, you remain in the Edit function.

## Save and Load Translate Options

Saved Translate Options allows you to save your current translate options to a file which you can use for future translations. Settings saved include: translate options, layout selection, writer, output, dictionaries, EZ Speaker dictionary, saved alternate user settings for edit and global tables used. For example, let's say that you do freelance jobs, court work and provide CART. You can set your translate options for your freelance jobs by selecting your layout, your output settings if sending to CaseView or other litigation programs and save those settings. Then you can set your translate settings for when you do court work with a different layout, perhaps a different EZ Speaker format, etc., and save those settings. And then when you provide CART, you can select the layout you want, output to [CARTView](#), dictionaries, and alternate user settings for edit (how the CART window displays) and save those settings. Then, depending on the job you are doing for that day, you open Translate, you simply load the saved translation setting and it reduces your setup time since you already have the options preset.

When outputting to [CARTView](#), once translation has started you can select the font, color, placement, etc., for the CART window and then use the [Save Alternate User](#) Setting command to save the placement and settings for the CART window. If you have different clients that like different colors or larger/smaller text, all of those settings are saved in the Alternate User Setting file. You can specify what Alternate User Settings for Edit file is saved in the Saved Translate Settings file and will be applied when translation begins.

Case CATalyst also remembers the settings used for the last translation and stores them in the Lastusedsettings.ini file located in the Saved Translation Settings folder within the System Files case.

### Saved Translate Options

Saved Translate Options allows you to save your current translate options to a file which you can use for future translations. Settings saved include: translate options, layout selection, writer, output, dictionaries, and global tables used. Before translating, you load the settings file you want and Case CATalyst loads the translate options from the file.

### Load Settings

Select this option to load a different set of Translate options for translation. The Saved Translation Settings dialog box displays where you can select a file to use. Choose the file and press **Enter (Open)** to load the settings.

If you choose a Settings file in which selected layout for that settings file is no longer available, Case CATalyst uses the layout from the Lastusedsettings.sgxml file.

### **Save Settings**

Save the current Translate settings. The Save Translation Settings dialog box displays. Type a name in the File name field and press **Enter (Save)**. Case CATalyst saves the file in the Saved Translation Settings folder within the System Files case.

### **Always Load Last Used Settings**

Check this box to always translate with the last settings file used.

## **Realtime Translate Options**

Use Realtime translate options to set Audio and Connection options when writing realtime. To use the Audio options, you must have AudioSync capabilities.

To access the Realtime translate options, from the Translate dialog box select **Options** and then select the **Realtime** tab.

### **Realtime Writer**

Select the type of writing machine you are using. If you are using a Luminex, Diamante, Wave, élan Mira, Stentura Fusion or Stentura Protégé, you can direct connect to Case CATalyst for realtime writing via USB cable. The appropriate USB driver for your writing machine must be loaded on Case CATalyst in order to use the USB cable. See the user guide for your writing machine for information about loading the USB driver.

### **Writing Machine Selection:**

- Stenograph Writer Serial/Bluetooth  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion, Stentura Protégé, Stentura LX, Stentura, 200/400 SRT and SmartWriter. Bluetooth is a wireless serial connection and may not be available for all writers listed.
- Stenograph Writer USB  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion and Stentura Protégé.
- Stenograph Writer WiFi  
This option includes Stenograph's Luminex, Diamante and élan Mira A3.
- StenoRam III, III+, Ultra  
This option includes Xscribe's StenoRam III, III+ and Ultra with a serial connection.
- FlashWriter  
This includes ProCAT's Flash steno machine and any other steno writer that uses the Flash serial connection protocol.
- Baron TX  
This includes Baron Transcriptor X (TX) steno machine and any other steno writer that uses the BOLT serial connection protocol.

### **Auto Connect Last WiFi Writer**

Select this option if you are writing realtime via a Luminex, Diamante or élan Mira A3 WiFi connection and when you use the [Quick Tran](#) command, you want CATalyst to automatically connect to the last Luminex/Diamante/Mira A3 that was connected via WiFi. If CATalyst cannot find the writer name of the last WiFi writer, you will be prompted to select a writer from the list of available WiFi writers. The Auto Connect Last WiFi Writer option is only available if the Stenograph Writer WiFi option is selected in the Realtime Writer Field. If you use the Save Settings feature, the status of this option is remembered in the saved settings file.

## Audio

The AudioSync feature synchronizes the recorded audio with the realtime transcript. The quality of the audio recording depends on a variety of things such as the quality of the sound card in your computer, the microphone, the environment and codec used. If you experience low or poor quality AudioSync recording and have made necessary adjustments to your [computer's settings](#), you may want to try a different or higher codec. Audio WAV files are limited to 2 GB. Select an audio codec setting that works for you but also does not exceed the file size limit based on the length of the realtime recording. For example, if you select the 32000Mz 231 MB/hr codec, you will exceed the 2 GB audio file size limitation if your realtime recording exceeds 6 hours. A higher audio codec may be appropriate if you have short jobs. Because of the differences in sound cards and microphones, Stenograph cannot recommend a standard codec to be used. It is necessary to test your equipment and determine the best setting for you.


To use the Audio features, your e-Key license must have AudioSync capabilities. In addition to setting the following Audio options, you must check the Record Audio option on the [Translate](#) dialog box. It is strongly recommended that you set up and [test the microphone](#) recording and audio playback prior to realtime writing.

**Important:** Do NOT change the clock time on your computer at any time during the realtime session or have any operating system setting that automatically updates your clock. Changing the clock time once Realtime begins affects the playback of the recording.

## Record To

When using AudioSync, select the folder where you want to write the audio portion of the file. The default is the current user folder. If necessary, use **Browse** to select another location.

## Codec

When using AudioSync, click the down arrow () to display the list of choices and select **one** of the following to indicate the compression rate of the audio recording. The default setting is ADPCM 8000Mz 15 MB/hr. This means for every hour of recording time it is going to take up 15 MB of space. The \* Hz number is the sampling rate and the MB/hr indicates the amount of space required for an hour of audio recording. 8000 Hz is standard telephone sampling rate. Typically, when the sampling rate number increases, so does the quality of the recording and amount of space required for the recording. Keep in mind that many factors contribute to the quality of audio recording, not just the compression rate. The X MB/hr information refers to the amount of space that will be required for an hour of audio recording. Audio WAV files cannot exceed 2GB. **NOTE:** The larger the audio files (using higher Hz options), the more time required to transmit/share/archive via the Internet and **are not** recommended when sending Work Units via the Internet.

GSM 6.10	8000 Hz	6. MB/hr
ADPCM	8000 Hz	15 MB/hr
PCM	8000 Hz	58 MB/hr

PCM	11025 Hz	80 MB/hr
PCM	16000 Hz	116 MB/hr
PCM	22050 Hz	159 MB/hr
PCM	32000 Hz	231 MB/hr (cannot exceed 9 hours of recording)
PCM	44100 Hz	318 MB/hr (cannot exceed 6 hours of recording)
PCM	48000 Hz	346 MB/hr (cannot exceed 6 hours of recording)

It is strongly recommended that you test the audio compression rate when recording and playing back audio especially if you will be recording on one computer and playing back on another. Some users have experienced incompatibility with some audio compression rates in reporter / scopist situations but have successfully experimented to find a compatible compression rate.

If you are writing realtime and recording audio, opening another transcript and playing back the audio in that transcript is fine as long as the audio was recorded using the same compression rate as the current realtime file. You may encounter undesirable results if you attempt to play back the audio in an opened transcript that was recorded at a different compression rate than the current realtime file.

**NOTE:** The larger the audio files (using higher Hz options), the more time required to transmit/share/archive via the Internet and **are not** recommended when sending Work Units via the Internet.

If you select an audio codec higher than 159 MB/hr, the following warning message displays when clicking OK or Apply:

*Audio WAV files may not exceed 2GB. Based on your audio codec selection you will exceed this limit after X hours of realtime recording. Do you wish to change your audio codec selection? Yes / No*

Select Yes to change your audio codec selection. If you have started translation, translation will be canceled and the Translate dialog box displays.

Select No to continue with translation knowing the realtime time audio file size limitation.

If you choose not to change your audio codec selection that is higher than 159 MB/hr, when you start translation, a warning message displays by default unless you have set the [Advanced Translation](#) Show audio codec warning when starting translations. option to No.

### Audio Input (Advanced)

By default, AudioSync uses the Windows setting for the recording device. If you have an audio feed already using the Windows default setting, it may be necessary to change the input location for AudioSync. For example, you can change AudioSync from the Microphone port to the Line In port. Use the drop down box to select an alternate recording input device.



ViaVoice voice translation uses the microphone port for recording dictation. It is necessary to select an alternative location for the AudioSync room noise.

### Auto Pause



Check this box to automatically pause the AudioSync recording after a specific period of time, when no new steno is input from the writing machine. You must enter a value in the After Seconds field. Using this feature can help conserve disk space when recording audio on jobs where long or frequent pauses occur.

AudioSync automatically resumes recording when you begin writing new steno when you use the Auto Pause feature. If you use the translation command {Pause Audio}, you must write the {Resume Audio} stroke to resume writing.

### **After Seconds**

When you check the box for Auto Pause Audio, you must type the number of seconds AudioSync waits before pausing when no new steno is being input from the writing machine.

## **Connection**

### **Comm Port**

Select the appropriate COM port on the Case CATalyst system for the serial realtime cable connection to the writing machine. For more information on COM or serial ports, refer to the user guide for your computer.

If you are using a USB serial adapter, confirm the correct COM port assignment through the Windows Device Manager. For more information on Device Manager, consult your Windows documentation.

This option does not apply when you select Diamante - USB, élan – USB or Fusion USB as the Realtime Writer and you are using a USB cable.

### **Direct (Cable)**

Select this option when you are writing realtime directly connected to the Case CATalyst system with a serial cable. This option does not apply when you select Stenograph Writer USB as the Realtime Writer.

### **Modem**

Select this option when you are writing realtime remotely over the phone lines. The writing machine is connected to a phone jack via a modem cable. The remote Case CATalyst system is connected to a phone jack via a modem cable.

#### **Call**

Have the Case CATalyst system call the writing machine modem. Type the phone number in the *Number* field below.

#### **Answer**

Have the writing machine call the Case CATalyst modem.

#### **Number**

When you select *Call*, type the telephone number of the remote writing machine. If applicable, include any numbers required to access an outside telephone line. For example, if you need to dial 9 to reach an outside line and 1 reach a different area code, the number would resemble the following: 9, 1, 123-456-7890.

## **Realtime Aids**

### **Brief It**

Check this box to use [Brief It](#); a translation feature that suggests conflict-free brief forms for words and phrases that you write during a realtime job. This option is selected by default.

### Live Suggestions

Check this box to use [Live Suggestions](#), a translate feature that offers suggestions for untranslates while you are writing. This option is selected by default. To see Live Suggestions in the [Brief It pane](#), you must select the Live Suggestions option in the Brief It Filter options.

### Work Units

Make necessary entries in the [Work Units](#) fields. Work Units break the realtime file into sections based on a specified length of time.

### Hold Strokes

When [Hold Strokes](#) is active, Case CATalyst holds the steno outlines before displaying the translated text on the Edit screen during realtime. This allows a reporter to make changes to a misstroke before it displays on the edit/realtime screen.

### Voice Engine

These options apply to voice translation. You must have the software for the selected voice engine installed on your computer and have your e-Key license include the CATalyst VP option. Select one of the following:

#### Dragon Naturally Speaking 8

Select this option when using Dragon Naturally Speaking Version 8.10 or higher for voice translation.

#### ViaVoice for Windows 10

Select this option when using ViaVoice for Windows 10 for voice translation.

## AudioSync

The AudioSync feature synchronizes the recorded audio with the realtime transcript. To use the AudioSync features, your e-Key license must have AudioSync capabilities and you need to select the Audio option in the [Translate Realtime tab](#). In addition to selecting the following AudioSync option, you have options as to where the audio is recorded, at what [compression rate](#) (quality/file size) and whether you want to use the Audio Pause feature. It is strongly recommended that you set up and [test the microphone](#) recording and audio playback prior to realtime writing.

If you are writing a videotaped proceeding, synchronize your computer time with the videographer **before** starting realtime. Changing your computer's clock after realtime has started could cause audio synchronization issues.

## AudioSync Codecs

The AudioSync feature synchronizes the recorded audio with the realtime transcript. To use the Audio features, your e-Key license must have AudioSync capabilities. In addition to setting the following Audio options, you must check the Record Audio option on the [Translate](#) dialog box. It is strongly recommended that you set up and [test the microphone](#) recording and audio playback prior to realtime writing.

The quality of the audio recording depends on a variety of things such as the quality of the sound card in your computer, the microphone, the environment and codec used. If you experience low or poor quality AudioSync recording and have made necessary adjustments to your [computer's settings](#), you may want to try a different or higher codec. Audio WAV files are limited to 2 GB. Select an audio codec setting that works for you but also does not exceed the file size limit based on the length of the realtime recording. For example, if you select the 32000Mz 231 MB/hr codec, you will exceed the 2 GB audio file size limitation if your realtime recording exceeds 6 hours. A higher audio codec may be appropriate if you have short jobs. The larger the audio files (using higher Hz options such as 116MB/hr and higher), the more time required to transmit/share/archive via the Internet and **are not** recommended when sending Work Units via the Internet. Because of the differences in sound cards and microphones, Stenograph cannot recommend a standard codec to be used. It is necessary to test your equipment and determine the best setting for you.

The Opus 13kbps 6MB/hr and Opus 32kbps 15MB/hr audio codecs provide a high quality audio recording with smaller audio file sizes. Opus is a great choice for your everyday AudioSync recording and Stenograph highly recommend using an Opus codec when using [RealTeam](#). \*Opus is the Stenograph recommended codec. *The Opus codecs are not backward compatible with files previous to Case CATalyst V20.*

**Important:** Do NOT change the clock time on your computer at any time during the realtime session or have any operating system setting that automatically updates your clock. Changing the clock time once Realtime begins affects the playback of the recording.

### Record To

When using AudioSync, select the folder where you want to write the audio portion of the file. The default is the current user folder. If necessary, use **Browse** to select another location.

### Codec

When using AudioSync, click the down arrow (▼) to display the list of choices and select **one** of the following to indicate the compression rate of the audio recording. The default setting is ADPCM 8000Mz 15 MB/hr. This means for every hour of recording time it is going to take up 15 MB of space. The \* Hz number is the sampling rate and the MB/hr indicates the amount of space required for an hour of audio recording. 8000 Hz is standard telephone sampling rate. Typically, when the sampling rate number increases, so does the quality of the recording and amount of space required for the recording. Keep in mind that many factors contribute to the quality of audio recording, not just the compression rate. The X MB/hr information refers to the amount of space that will be required for an hour of audio recording. Audio WAV files cannot exceed 2GB. **NOTE:** The larger the audio files (using higher Hz options), the more time required to transmit/share/archive via the Internet and **are not** recommended when sending Work Units via the Internet.

Opus	13kbps	6 MB/hr
GSM 6.10	8000 Hz	6. MB/hr
*Opus	32kbps	15 MB/hr (Stenograph recommended)
ADPCM	8000 Hz	15 MB/hr
PCM	8000 Hz	58 MB/hr
PCM	11025 Hz	80 MB/hr
PCM	16000 Hz	116 MB/hr

PCM	22050 Hz	159 MB/hr
PCM	32000 Hz	231 MB/hr (cannot exceed 9 hours of recording)
PCM	44100 Hz	318 MB/hr (cannot exceed 6 hours of recording)
PCM	48000 Hz	346 MB/hr (cannot exceed 6 hours of recording)

It is strongly recommended that you test the audio compression rate when recording and playing back audio especially if you will be recording on one computer and playing back on another. Some users have experienced incompatibility with some audio compression rates in reporter / scopist situations but have successfully experimented to find a compatible compression rate.

If you are writing realtime and recording audio, opening another transcript and playing back the audio in that transcript is fine as long as the audio was recorded using the same compression rate as the current realtime file. You may encounter undesirable results if you attempt to play back the audio in an opened transcript that was recorded at a different compression rate than the current realtime file.

**NOTE:** The larger the audio files (using higher Hz options such as 116MB/hr and higher), the more time required to transmit/share/archive via the Internet and **are not** recommended when sending Work Units via the Internet.

If you select an audio codec higher than 159 MB/hr, the following warning message displays when clicking OK or Apply:

*Audio WAV files may not exceed 2GB. Based on your audio codec selection you will exceed this limit after X hours of realtime recording. Do you wish to change your audio codec selection? Yes / No*

Select Yes to change your audio codec selection. If you have started translation, translation will be canceled and the Translate dialog box displays.

Select No to continue with translation knowing the realtime time audio file size limitation.

If you choose not to change your audio codec selection that is higher than 159 MB/hr, when you start translation, a warning message displays by default unless you have set the [Advanced Translation](#) Show audio codec warning when starting translations. option to No.

### Audio Input (Advanced)

By default, AudioSync uses the Windows setting for the recording device. If you have an audio feed already using the Windows default setting, it may be necessary to change the input location for AudioSync. For example, you can change AudioSync from the Microphone port to the Line In port. Use the drop down box to select an alternate recording input device.



ViaVoice voice translation uses the microphone port for recording dictation. It is necessary to select an alternative location for the AudioSync room noise.

### Auto Pause

Check this box to automatically pause the AudioSync recording after a specific period of time, when no new steno is input from the writing machine. You must enter a value in the After Seconds field. Using this feature can help conserve disk space when recording audio on jobs where long or frequent pauses occur.

AudioSync automatically resumes recording when you begin writing new steno when you use the Auto Pause feature. If you use the translation command {Pause Audio}, you must write the {Resume Audio} stroke to resume writing.

### After Seconds

When you check the box for Auto Pause Audio, you must type the number of seconds AudioSync waits before pausing when no new steno is being input from the writing machine.

## Hold Strokes

Hold Strokes is a Translate option on the Realtime tab. When active, Case CATalyst holds the steno outlines before displaying the translated text on the Edit screen during realtime. Case CATalyst holds the steno until based on the setting in the Longest match plus X strokes option. Once the number of strokes written exceeds the Longest match plus X strokes option, Case CATalyst re-translates the steno outlines to display the longest match text. If no longest match is found, translation holds the strokes written for the specified amount of seconds, then pushes any translated text or steno on the screen.

For example, let's say your Longest match plus X strokes option is set to 3 and the Held for X seconds option is set to 6. You write a four stroke word which is a longest match plus three more strokes. When the longest match plus the additional strokes are written, CATalyst pushes out the translation. If translation isn't done with the longest match, it will hold back the translation for the X number of seconds specified.

When outputting, the Longest match plus X strokes affects the amount of strokes you can delete. If you have this option set to plus 4 strokes, you can delete 3 steno strokes because once you write the Delete stroke, it counts as the 4th stroke. If you have this option set to 7, you can delete 6 steno outlines.

Use the Hold Strokes option when you want a "smooth" translation. For example, you do not want partial strokes and misstrokes to display on the realtime screen or output screen when stroking a multiple stroke outline or phrase that would result in a "re-translation" on the screen once the longest match is reached.

You can set separate values for the Longest match plus X strokes held to the Edit screen and the other output options (ASCII/ANSI, Other Devices and StenoKeys). You can only set one value, however, for the number of seconds Case CATalyst waits if no strokes are made before displaying the translated text. In other words, once you change the Held for X seconds on one of the output tabs, it changes the Held for X seconds option on all of the output tabs.

## Set Hold Stroke Options

To hold strokes to the realtime output, make entries in the fields:

### Longest match plus \_ strokes

Check this box to hold strokes to the Edit screen during realtime. Enter the number of strokes Case CATalyst holds before displaying the translated text. Valid entries are **0-9**.

You can set separate values for the Longest match plus X strokes option on the Realtime tab held to the Edit screen and other output options (ASCII/ANSI, Other Devices and StenoKeys).

### Held for \_ seconds

Enter the number of seconds Case CATalyst waits, when no steno is written, before displaying the translated text or steno outlines. Valid entries are **0-9**.

You can only set one value, however, for the number of seconds Case CATalyst waits if no strokes are made before displaying the translated text. In other words, once you change the Held for X seconds on one of the output tabs, it changes the Held for X seconds option on all of the output tabs.

## Work Units

When translation's Create Work Units option is active, Case CATalyst creates a separate copy of the realtime file and places it into consecutively numbered files, or work units, as you write. The work units are generally used in a network situation, daily copy or during events where reporters take turns using the same computer. The Create Work Units option on the Case CATalyst Translate Options, Realtime tab should be selected or you can use the Create Work Unit command (File, Create Work Unit) after translation has started.

A user designated length of time determines the length of the work unit. When the specified work unit of time elapses, the work unit is created at the end of the current paragraph. Case CATalyst creates the last work unit of the realtime file with the actual amount of time, even if it is less than the specified work unit length when you end realtime by pressing Ctrl + \, selecting File/Stop Translation or ending the file on the writing machine. The realtime file's field values, layout information and wordlist entries are copied into each work unit. You can also select to create work units with audio. A [Create Work Unit](#) command is also available to create a Work Unit on demand. If, while writing realtime you want to see what text has been sent to a Work Unit, select View, Show, Work Unit Area. Text that is sent to a work unit will have a color shaded background. You can also change the color of the background by selecting View, Display, [Colors](#).

The original realtime file remains as one contiguous file in Case CATalyst. Case CATalyst names each work unit using the original file name plus a number, such as Smith\_1, Smith\_2, Smith\_3. To use the edited work units, you must manually merge the sections together in Edit.

When selecting the With Audio option, multiple text files (work units) are created but only one audio file exists. All the work unit text files are linked to one audio file. For example, you are writing the Smith job and creating work units. You have Smith\_1, Smith\_2, Smith\_3 and Smith.wav. To maintain audio synchronization in the work units, do not merge the work units together until the transcript is finalized. It is important to be aware of the audio codec you are using when sending work units. The larger the audio files (using higher Hz options such as 116 MB/hr and higher), the more time required to transmit/share/archive via the Internet and are not recommended when sending Work Units via the Internet.

## Set Work Unit Options

**In the Translate dialog box, click Options, Realtime tab and then set the following options:**

### Create Work Units

Check this box to have Case CATalyst save the realtime file in time incremented files. Case CATalyst breaks the realtime file into separate files, called work units. Indicate the length of the work unit by making an entry in the *Every # Minutes* field.

### Every Minutes

When you check *Create Work Units*, you must indicate the length of the work units by entering the number of minutes. Enter a number between **1** and **999**. When the specified work unit time elapses, the next work unit starts with the next paragraph.

### Save To A Different Folder

When you check *Create Work Units*, you can optionally save the work units to a different folder. Check this box to save the work units to a different folder, such as a shared network drive or synchronization service, and then use the Browse button to select another location. The path name displays in the field below.

### With Audio

When you check *Save To A Different Folder*, you can optionally save the accompanying audio (.wav) file, if one exists. Check this box to save the audio file with the work units to a different folder. The larger the audio files (using higher Hz options such as 116MB/hr and higher), the more time required to transmit/share/archive via the Internet and **are not** recommended when sending Work Units via the Internet.

## Create Work Unit

The Create Work Unit feature creates a work unit on demand while writing realtime instead of waiting for the work unit settings [timed increment](#). For example, let's say you have your Translate Realtime Create Work Units set to every 50 minutes. As you are writing, you decide you want your scopist to see that text as soon as possible. You can press Alt + f, k (File, Create Work Unit) or write a steno outline to invoke macro to create a work unit immediately rather than waiting for the 50 minutes. When the Create Work Unit command is invoked, the work unit is created with the next consecutive number at the point the command is invoked and the work unit timer is reset. When a work unit is created based on the time increment setting, CATalyst attempts to end the work unit at the end of the current paragraph. When a work unit is created by invoking the Create Work Unit feature, the work unit is ended exactly where the command is written.

If you have started realtime and forgot to select the Create Work Units option, you can press Alt + f, k (File, Create Work Unit) or write a steno outline to invoke macro to create a work unit which displays the [Start Work Unit](#) dialog box and allows you to start work units after realtime has started. When the Create Work Unit command is invoked, the work unit is created with the next consecutive number at the point the command is invoked and the work unit timer is reset.

This option is grayed out if you are not in a current realtime session.

1. Start a realtime file.
2. Select File, Create Work Unit (**Alt + f, k**).

You can record a macro to create a work unit and assign it to a steno outline in your dictionary to invoke the Create Work Unit from your steno machine. A macro that is invoked by a dictionary definition is called an [AccelerWriter](#).

  - a) If the Create Work Units option was selected before starting realtime, a new work unit is created.
  - b) If the Create Work Units option was not selected before starting realtime, the Start Work Units dialog box displays. Do any of the following:
    - Change the time interval for work units.
    - Change the *Save to a different folder* option.
    - Change the Save location.
    - Deselect the With Audio option if you do not want to create an audio file with the work units. If the With Audio option is grayed out, audio is not currently being recorded in the realtime file and the option cannot be changed.
3. To save the changes and start creating work units, invoke the Create Work Unit command again. Whatever changes you made are saved and become the default setting for the Create Work Unit feature. That includes having the Create Work Units option selected.



Keyboard Map Function: Create Work Unit

## Start Work Units after realtime has started

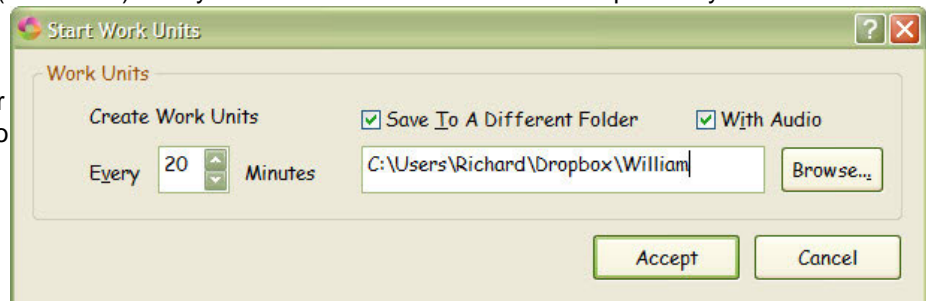
The Create Work Unit command (File, Create Work Unit) has been enhanced to provide two different actions. If you have started realtime and are creating work units, then using the [Create Work Unit](#) command creates a work unit regardless if it is at the incremented time or not. If you have started realtime and did not select to create work units, using the Create Work Unit command will display the Start Work Unit dialog box. The dialog box is "modeless" which means if you invoke the command and need to continue writing realtime, simply continue writing realtime. When you get a minute, you can return to the dialog box and make any changes you need to make.

The Start Work Unit dialog box looks like the Work Units section of the Translate Options Realtime Tab and displays all the current settings. By invoking the command, Create Work Units is automatically turned on and you can change the save location and the save interval time. The With Audio option is grayed out if audio is not being recorded. All changes you make here are saved to the Translate Options Realtime tab. In other words, the next time you start realtime these settings will be the default settings and the Create Work Units option will be selected. Once you have made your changes, use the Create Work Unit command again to accept your changes and start work units. To cancel the action, click the Cancel button or write the steno outline defined as {Cancel Active Dialogs}.

The Create Work Unit command can be invoked from the File menu (**Alt + f, k**), a keyboard map assignment or a macro.

### To start work units after realtime starts:

1. Start a realtime file where the Create Work Unit option is not selected.
2. Invoke the Create Work Unit Command.
  - Press **Alt + f, k** (File, Create Work Units).
  - Invoke a macro (if available) from your steno machine or from the computer keyboard.
  - Press a key combination assigned in your keyboard map to Create Work Unit.
3. Do any of the following:
  - Change the time interval for work units. Valid numbers are 1 to 999.
  - Change the *Save to a different folder* option.
  - Change the Save location.
  - Deselect the With Audio option if you do not want to create an audio file with the work units. If the With Audio option is grayed out, audio is not currently being recorded in the realtime file and the option cannot be changed.
4. To save the changes and start creating work units, invoke the Create Work Unit command again.





Whatever changes you made are saved and become the default setting for the Create Work Unit feature. That includes having the Create Work Units option selected.

## Troubleshooting the Realtime Connection

If Case CATalyst cannot establish connection with the writing machine, a message displays indicating the number of attempts to connect. Do the following:

### Direct Connect (Serial Cable) Realtime Connection

- Verify the realtime (serial) cable is connected to the CAT system and, if applicable, you are using the correct adapter.
- Verify the realtime (serial) cable is connected to the writing machine , if applicable, you are using the correct adapter.
- Verify the writing machine is On.
- Verify the correct COM port is selected and is working. If you are using a USB to serial adapter, confirm the COM port assignment to the adapter. Go to Help and select Open Device Manager to verify the correct COM port assignment and if the drivers are properly installed.
- You may not have a proper connection. Close the realtime session and write a few strokes before starting another realtime session. Writing a few strokes before starting realtime helps ensure a proper connection between the writing machine and Case CATalyst.

### USB Realtime Connection with Luminex, Diamante, élan Mira and Stentura Fusion

- Verify the USB cable is connected to the CAT system.
- Verify the writing machine is On. Verify the USB cable is connected to the writing machine.
- Be sure you have loaded the appropriate USB driver for your writing machine on your computer. Go to Help and select Open Device Manager to verify the USB drives are properly installed.
- If you are able to establish a connection, but no steno strokes display on the Edit screen, you may not have a proper connection. Close the realtime session and write a few strokes before starting another realtime session. Writing a few strokes before starting realtime helps ensure a proper connection between the writing machine and Case CATalyst.

### Wireless Realtime Connection

#### Stentura Protégé and élan Cybra with Bluetooth® Technology

Refer to the *Stentura Protégé/élan Cybra Wireless Communication* user guide that came with your Stenograph wireless communication package.

#### Luminex, Diamante, élan Mira and Stentura Fusion with Bluetooth® Technology

Refer to the appropriate wireless communication guide that came with your Stenograph wireless communication package.

#### Luminex, Diamante and élan Mira A3 WiFi

Refer to the appropriate wireless communication guide that came with your Stenograph wireless communication package.

## Create EZ Speakers methods

There are three ways to Create [EZ Speakers](#) during realtime. The [Create EZ Speakers](#) feature is a quick way to create speaker identifications without having to include format symbols and additional punctuation. A default EZ Speakers with Fields dictionary is available in your System Files case and can be customized to match your writing theory and formatting needs. The EZ Speakers with Fields dictionary acts as a template when using the Create EZ Speakers functions. You can also create EZ Speakers while in a realtime job or in a dictionary.

When creating EZ Speakers before starting translation, the Case dictionary is only available if you are starting the job in a case. If you are in a case and select Case dictionary, then the EZ Speaker definitions are stored in the Case History file and will be used for all future jobs in this case. For example, the Case is an on-going proceeding and you expect the same attorneys to be present at each deposition or trial. Selecting Case dictionary retains the speaker names for all future jobs in the case. A [Clear All Speakers](#) command is available in a job's Speaker List when EZ Speakers are created using fields and you no longer want those speakers available in the current job or future jobs in a case.

If you do not want the speakers you create to be used for all future jobs in the case, select Job dictionary and select the *Always default to job dictionary* option in the Create EZ Speakers dialog box. For example, the Case you create is named August and you are putting all the jobs you write during the month of August in this case. Since the jobs will be unrelated, you want the EZ Speaker definitions to go into the individual job dictionaries rather than the case.

A Clear All Speakers command is available when EZ Speakers are created using fields and you no longer want those speakers available for future jobs in a case.

### Translate dialog box Create EZ Speakers button

1. In the Translate dialog box, press **Alt + c** open the Create EZ Speakers Entries dialog box.  
A file name must display in the File: field for the Create EZ Speakers button to be active.
2. Select Job or Case dictionary as the destination for the speaker entries.
3. Type the speaker number in the Text Token Number field.  
Depending on your EZ Speaker dictionary entries, the Steno field may be populated with your speaker steno. Go to Step 5.
4. In the Steno field, type the steno outline(s) you will write for the speaker.
5. In the Text field, type the name of the speaker and press Enter.  
The speaker is added and the dialog box displays with empty fields.
6. Press **ESC** or **Alt + e** to close the dialog box when you have finished creating speaker identifications.  
This method of creating EZ Speakers can be used when translating a steno file or writing realtime.

### Tools, Create EZ Speakers during realtime

1. Press **Alt + t, z** (Create EZ Speaker Entries...)
2. Select Job or Case dictionary as the destination for the speaker entries.
3. Type the speaker number in the Text Token Number field.  
Depending on your EZ Speaker dictionary entries, the Steno field may be populated with your speaker steno. Go to Step 5.
4. In the Steno field, type the steno outline(s) you will write for the speaker.

5. In the Text field, type the name of the speaker and press Enter.  
The speaker is added and the dialog box displays with empty fields.
6. Press **ESC** or **Alt + e** to close the dialog box when you have finished creating speaker identifications.  
This method of creating EZ Speakers can be used when writing realtime.



[Keyboard Map](#) Function: Create EZ Speakers

### Create EZ Speakers from the steno machine

1. Write the steno outline defined in one of your dictionaries being used to translate as {EZ Speaker Define}. The default Realtime Commands Dictionary contains the definition for {EZ Speaker Define} using the steno SPEF/SPEF.  
Once the Create EZ Speakers Entries dialog box displays, you will write the steno outline(s) in your [Power Define dictionary](#) to navigate the dialog box. You can modify the steno entries in the default Realtime Commands Dictionary to better match your steno theory.
2. In the Text Token Number field, write the steno defined as a digit for the speaker you want to created and then write the steno outline defined in your Power Define dictionary as [TAB].  
Depending on your EZ Speaker dictionary entries, the Steno field may be populated with your speaker steno. If so, go to Step 4.
3. In the Steno field, type the steno outline(s) you will write for the speaker and then write [TAB].
4. In the Text field, type the name of the speaker using dictionary definitions and/or fingerspelling.
5. Do any of the following:
  - To complete the EZ Speaker entry, write the steno outline defined in the Power Define dictionary as [ENTER]. The speaker is created and added to the appropriate dictionary, speaker list and [seating chart](#).
  - To change an option, write [TAB] to put the cursor focus on the option and then write the steno outline defined in the Power Define dictionary as [SPACE] to select or deselect an option.  
If you want to access the Insert Field function, press **Alt + i** on the computer keyboard or click the button with a mouse.
  - If you need to leave the Create EZ Speaker Entries dialog box open and return to writing realtime, write the steno outline defined as [SUSPEND] in the Power Define dictionary. The Create EZ Speaker Entries dialog box flashes, the cursor focus changes to the realtime text and leaves the Create EZ Speaker Entries dialog box open.  
You can write the Suspend command at any time the Create EZ Speaker Entries dialog box is open. To return to the Create EZ Speaker Entries dialog box, write the steno outline you wrote to open the Create EZ Speaker Entries dialog box.
  - To cancel the creation of the current EZ Speaker and close the dialog box, write the steno outline defined in the Power Define dictionary as [ABORT]. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Translation Option, *Insert [Oops](#) FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Define was aborted.
  - To close the dialog box, write [TAB] until your cursor focus is on the Close button and write the steno outline defined as [ENTER].

## Brief It

Brief It is a translation feature that suggests conflict free brief forms for words and phrases that you write during a realtime job. When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form in one of your dictionaries or personal briefs and displays it in the Brief It dialog pane. You can write the suggested/reminder brief to reduce multiple stroke outlines.

There are three types of briefs: Reminder, Personal and Suggested. All brief types display in the Brief It dialog pane in color coded backgrounds to easily identify the type of brief: Personal, Suggested and Reminder. Personal briefs have a light orange background, Suggested briefs have a light yellow background and Reminder briefs have a light green background. The more often the same brief is suggested without being written/used, the darker the background color. If you write a Suggested brief, the background color for the brief turns gray and the used brief moves to the end of the list.

Brief It will try to offer a singular form of a word/phrase brief along with the plural brief form when a plural word/phrase is written. For example, "world financial centers" is written, Brief It may offer W\*FBG for "world financial center" and W\*FBGS for "world financial centers". The singular version brief is displayed first and then the plural brief. If you want to use a suggested brief, you do what you always do to take one. They are not taken as a pair. 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 first check to see if a -S can be added to the outline to make it plural and if not, it will then try the -Z. For example, you write "provide answers" and Brief It suggests PA\*EUS. If PA\*EUS is defined in your dictionary, then Brief It will attempt to add the -Z to the steno outline and may suggest PA\*EUZ.

Brief It feature will also attempt to recognize plural versions of proper names and 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 to go with the plural brief for the proper name.

NOTE: If you have the double first syllable option checked, that logic takes priority over offering the singular brief along with the plural brief.

[Brief It options](#) allow you to customize Brief It. You can, for example, show briefs in phonetic steno. For example, if you wrote "large exemption" the suggested steno would display as "LARJ" instead of "HRARPBLG". You can also select to show only Reminders and Personal Briefs, change the default dictionary when writing/using a Suggested brief and customize the Suggested briefs that Brief It generates.

You can [search the Brief It pane](#) for specific text or steno in the event you want to find a brief suggestion. There also may be times when you want to clear all unused briefs from the Brief It pane. For example, you have multiple witnesses and the testimony was very fast and now you want to remove all the unused briefs that were suggested so they can be recycled for the next witness. The [Clear/Recycle Unused Briefs](#) command is available when you right click in the Brief It pane.

The *Brief It* option on the Translate Options [Realtime tab](#) must be checked for the Brief It feature to be active. By default, the Brief It feature is active and opens the Brief It dialog pane when starting realtime. To display the Brief It dialog pane in Edit, select **View/Brief It**. Brief It remains active even when the Brief It dialog pane is hidden.

You can [search/filter dictionaries](#) based on Used Briefs criteria to review the briefs you have used.

## Brief Types

## Reminder Briefs

Reminder briefs are existing dictionary entries which contain fewer steno strokes than what is written. The existing entries are located in dictionaries used for the current realtime translation.

## Personal Briefs

Personal briefs are entries you create prior to translation. These may be briefs forms you find in books, on a forum or when exchanging ideas with other court reporters. Personal briefs are stored in the [Briefs file](#) located in the System files case. Creating entries in the Briefs.txt file allows you to store words and phrases along with the brief form without placing them in a dictionary. Personal briefs only display when they do not conflict with an entry in a dictionary currently being used for translation.

The first time you write three or more steno strokes for a word or phrase contained in the Briefs file, Brief It displays the Personal brief form. For example, you have a dictionary entry for "Microsoft" as PHAOEUBG/ROE/SOFT. At a seminar, you hear about the brief PHOFT for Microsoft. You are uncertain into which dictionary you want to place the entry but you would like it available for future jobs. You open Briefs file (Alt + f, o, i, r (File, Open, List/Table, Personal Briefs). Press Ctrl + i (Insert) and in the Brief Text field, type: **Microsoft**. In the Brief Phonetic Steno section, press Ctrl + n and type: **PHOFT**. The first time you write Microsoft as PHAOEUBG/ROE/SOFT during the job, the Brief It dialog pane displays PHOFT.

## Suggested Briefs

Suggested briefs are generated by Brief It during realtime. When no brief exists in a dictionary currently used for translation or in the Brief It file for a word or phrase written with three or more steno strokes, Case CATalyst uses complex algorithms and intelligent analysis to generate a brief. Entries in your [Steno Shortcut Table](#) are used as part of the analysis. It is recommended that you review the Steno Shortcut table to ensure accurate suggestions based on your writing style. If you do not like a Suggested brief form, you can reject it and have Brief It suggest another brief.

Suggested briefs only display when they do not conflict with an entry in a dictionary currently used for translation. For example, during the job you write AB/OT/HRAB/TOERS for the name "Abbott Laboratories." A job dictionary currently in use for translation contains the entry A\*L defined as "Mr. Allen." Brief It does not suggest A\*L for the Abbott Laboratories brief but creates and suggests a brief that does not conflict, such as A\*LT.

When five or more strokes are written that produce a word with no spaces, such as finger spelling a company name or acronym, Brief It suggests a brief when no shorter stroke definition exists in a dictionary being used for translation. For example, you use a dictionary with an alphabet where each letter is capitalized and defined with the [Glue translate symbol](#). In the current job, you finger spell the acronym, "SSBTC" as /S\*/S\*/PW\*/T\*/KR\* for State Street Bank and Trust Corporation. Brief It recognizes it as an acronym and suggests SPW\*T for SSBTC. When a single word is created with two or more hyphens, such as finger spelling a name with each letter separated by hyphens, Brief It suggests a brief with the hyphens removed and initial caps the word. For example, you write, K-U-R-K-O-W-S-K-I. Brief It suggests "Kurkowski."

Brief It does not suggest briefs for certain words and punctuation. The [CommonWords.txt](#) file, which you can modify, contains a list of words that Brief It does not consider when looking for words and phrases for brief suggestions. Brief It also does not suggest a brief when a phrase contains a question mark or exclamation that is followed by a space or when a phrase with a period (.) is followed by two spaces. For example, "...high impact. Exercise..." When Brief It encounters a phrase with a period (.) followed by one space, Brief It may suggest a brief. For example, titles with surnames such as Mr. Washburn, Dr. Skaare, Ms. Kurkowski, etc. This is a built-in feature of Brief It and does not require selecting an option.

By default, when you write the steno outline for a Suggested brief, Case CATalyst moves it to the end of the Brief It list and automatically adds it to the case or job dictionary. If you write the stroke by mistake or do not want to use it, you can write the {Delete} command to remove the steno and text from the transcript. Using the Delete command does not remove the define from the dictionary. For example, you misstroke a steno outline which is the same steno as a Suggested brief. Instead of the misstroked steno outline being an untranslate, it translates as text. The brief is also added to the case or job dictionary because it was written. You use the {Delete} command to remove the Suggested brief text from the transcript. Use the Undo Last Global command to remove the brief from the dictionary. The define remains in the Global table.

Using the [Suggest a Brief](#) command, you can force Brief It to suggest a brief while writing realtime or editing. For example, in Edit, before proceedings start you can highlight existing words or type a word or phrase and use Suggest a Brief to create a brief. The Suggest a Brief command works well in an AccelerWriter to force briefs on previously written text. For example, you create a macro that selects the two previous words and invokes the Suggest a Brief command and then create an AccelerWriter definition. In a realtime file, you write "fibromyalgia syndrome." You then write the stroke to invoke the Suggest a Brief AccelerWriter. Brief It displays the Suggested brief in the Brief It dialog pane.

You can automatically populate the Brief It dialog pane with Suggested briefs using the [Text List Brief It](#) or [Transcript Brief It](#) Edit features. Text List Brief It analyzes a text file and creates Suggested briefs based on your Brief It options. This may be helpful when preparing for a particular type of job with unfamiliar terminology or subject matter. Transcript Brief It analyzes the open transcript to create briefs based on your Brief It options. This may be useful for an upcoming job related to a previously taken job. For example, you can open the previous job and run Transcript Brief It to create briefs related to the job.

When using the [Create EZ Speakers](#) feature or creating a speaker in the Speaker List, Brief It automatically creates a brief for the speaker and displays it in the Brief It dialog pane. Brief It inserts a Sticky Space format symbol between the title and surname and initial caps each word. When a letter contained in the name is lower case, then Brief It initial caps the following letter. For example, you create the speaker MS. McLAUGHLIN. Brief It creates the brief, Ms. <Sticky Space>McLaughlin. When you create a speaker for MR. MCGREE, Brief It creates a brief for Mr. <Sticky Space>Mcgree. Briefs are not generated for Common speakers listed in the Speaker List.

Brief forms can be reviewed any time during realtime or while editing. The contents of the Brief It dialog pane stay with the job. For example, you may be curious about some of the Reminders that displayed during realtime and want to see how often the entry was used. You can Suggest a Brief on words or define Suggested briefs so you can write them in the future and do not have to wait for a brief to be suggested.

## Brief It on the Luminex and Diamante

The Luminex and Diamante V2.0 or higher has optional Brief It functionality designed for situations in which you are not writing realtime to Case CATalyst or do not want to use the Case CATalyst Brief It feature. If you do write realtime on Case CATalyst V13 or higher with the Diamante Brief It option is active, defines, including briefs, are automatically exchanged between the systems. If Brief It is active on both Case CATalyst and the Diamante, Suggested briefs may not match. **It is strongly recommended to only use the Brief It feature on your Diamante or Case CATalyst but not both locations.**

If you choose to use the Brief It feature on the Luminex or Diamante with Case CATalyst, selecting to Undo a global, Undo Last Global or delete a global in Case CATalyst does not remove the definition from dictionary in Luminex or Diamante memory or the job dictionary for the file on the Luminex or Diamante. Refer to the Luminex or Diamante User Guide for information on removing J-Defines from the Luminex or Diamante.



[Keyboard Map](#) Function: Suggest a Brief

View Brief It Pane

Brief It: J-Define Current

Brief It: New Suggestion for Current

Brief It: Reject Current

Text List Brief It

Transcript Brief It

Send Last Brief To Cat Scratch

Send Selected Brief To Cat Scratch

Send To Cat Scratch Pane

Suggest A Brief


## Navigating the Brief It pane

The [Brief It](#) translation feature suggests conflict free brief forms for words and phrases that you write during a realtime job. When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form and displays it in the Brief It dialog pane. The Brief It option on the Case CATalyst Translate Options [Realtime tab](#) must be checked for Brief It to be active during realtime writing. By default, the option is active. [Live Suggestions](#) are also displayed in the Brief It pane.

[Brief It Options](#) determine certain customized settings that control how Case CATalyst suggests briefs in the Brief It dialog pane during realtime. You can create Personal Briefs, include and exclude keys in suggested briefs, suggest only one stroke briefs, identify common words that occur at the beginning or end of phrases to prevent a brief from being suggested, select the default dictionary for the brief you write, whether you want briefs for numbers and allowing double of first syllable for briefs. You may want to customize Brief It before beginning translation.

The Brief It window defaults to displaying the steno portion of the brief. You can adjust the font size for the Brief It pane and the steno portion will automatically adjust to show you the entire steno of the brief. You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to

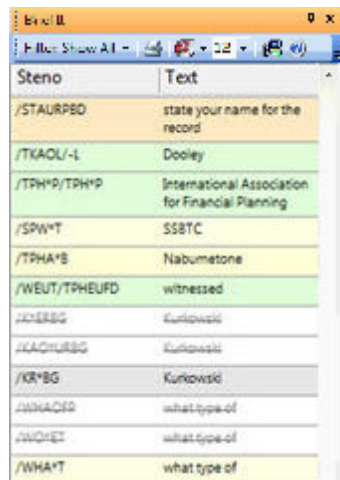


move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

Access the Brief It dialog pane in Edit. Press **Alt + v, e, t (View/Panes/Brief It)**. The Brief It dialog pane can be set to float or be docked anywhere on the screen. You can also [search the Brief It pane](#) for specific text or steno.

## Brief It Dialog Pane

The briefs in the dialog pane have a color-coded background for easy identification. The more often the same brief is offered and not used, the darker the background color.



Steno	Text
/STAURPBO	state your name for the record
/TKAOL/-L	Dooley
/TPHP/TPHP	International Association for Financial Planning
/SPW*T	SSBTC
/TPHA'S	Nabumetone
/WEUT/TPHEUD	witnessed
/XERBG	Kurkowski
/XACHURBG	Kurkowski
/XR*BG	Kurkowski
/XHAQED	what type of
/XQHET	what type of
/WHA*T	what type of

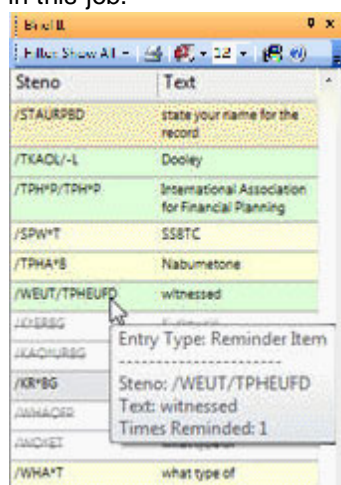
Brief It dialog pane colors include:

- Green — indicates a Reminder brief. This is a brief that exists in a dictionary being used for translation.
- Yellow — indicates a Suggested brief. This is a brief Case CATalyst generates.
- Orange — indicates a Personal brief. This is a brief you created and entered in the Briefs.txt file.
- Gray — indicates a Used brief. This is any type of brief displayed in the Brief It dialog pane you used in this job.
- White with strike out — indicates a Rejected brief. A rejected brief occurs when you use the Reject Suggestion or New Suggestion command.
- Live Suggestions (if active) display entire the next Live Suggestion is displayed in the Brief It pane.

## Brief Details



Rest the cursor on an entry in the dialog box to display information about the brief, including the type of brief, the steno and text contained in the brief, and how often the brief has been suggested in this job.



## Managing Briefs

Right click a single entry in the Brief It dialog pane to take an action on the brief. Available actions depend on the type of brief selected. To take an action on multiple entries at once, use Windows conventions to highlight multiple briefs. Only actions applicable to all the selected entries are available. For example, if you highlight a Reminder brief and a Suggested brief, the only feature available is, Send to Cat Scratch. If you highlight several Suggested briefs, the available actions include, Send to Cat Scratch, J-define Suggestions, Reject Suggestions and New Suggestions.

### Entry Type

Identifies the type of brief: Reminder, Personal, Suggested or Used.

### Send to Case Cat Scratch

Depending on your [Cat Scratch](#) pane scope, Send to Job Cat Scratch, Send to Case Cat Scratch or Send to Cat Scratch displays. If the Brief It [Show Phonetic Steno](#) option is selected, briefs sent to Cat Scratch display phonetically.

### Lookup Steno

Displays the entry in the dictionary where the existing brief entry is located. This action only displays for Reminder entries. The dictionary, that contains the entry, opens with the entry highlighted.

### J-Define Suggestion

[Create a J-Define](#) from the brief. Displays the Add Dictionary Definition – Job Dictionary dialog box with the brief form in the Steno field and the definition in the Text field. This action is available for Suggested and Personal briefs.

If you have the Brief It Option, *Define to Case Dictionary*, selected, right click displays K-define Suggestions.

### J-Define Rejection

[Create a J-Define](#) from a rejected brief. Displays the Add Dictionary Definition – Job Dictionary dialog box with the brief form in the Steno field and the definition in the Text field. **This action only displays for rejected briefs.**

### Reject Suggestion

Reject the Suggested brief. Case CATalyst strikes through the brief form, changes the background to white and makes the brief unavailable. This action is available for Suggested and Personal briefs.

### New Suggestion

Automatically rejects the brief and suggests a new brief; or suggests a new brief for a brief already rejected. This action is available for Suggested and Personal briefs.

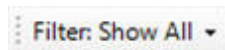
### Send Text to No Nag List

The Brief It feature allows you to put words/phrases that you have identified that Brief It should no longer offer as a suggestion, a reminder or display from the Personal Briefs file. For example, your dictionaries contain perfectly stroked entries along with some misstrokes for the same text. You may want to [put misstrokes in the No Nag List](#) so your aren't reminded of them.

### Clear/Recycle Unused Briefs

The Clear/Recycle Unused Briefs command removes the steno of the unused brief suggestions and Personal Briefs from the Brief It pane. The unused briefs are recycled and made available for another word or phrase in the same translation session. Reminders and Live Suggestions are not affected by this command and remain in the Brief It pane after using the Clear/Recycle Briefs command.

## Dialog Pane Features



### Filter Type

Filter allows you to display the briefs by category or with specific criteria. Click the down arrow to select the type of entries to display. A check mark next to the item indicates it is selected to be included in the filter. Filter hides the display of specified items in the Brief It dialog pane. It does not remove them. All entries display when you return to Show All. By default, the Filter is set to Show All entries. [Live Suggestions](#) is a filter option that allows you to see Live Suggestions in the Brief It pane while you are writing realtime. In order to see Live Suggestions, this option must be selected.

If you write a brief generated by Brief It that is not displayed in the Brief It dialog pane because the Filter is hiding the entry, Case CATalyst job defines the brief as Suggested.



### Print

Display the Print dialog box allowing you to print the list of briefs. If you select to print to PDF, by default Case CATalyst uses the current job name followed by "\_Brief It.pdf". You can modify the name.



### Send to No Nag List

The Brief It feature allows you to put words/phrases that you have identified that Brief It should no longer offer as a suggestion, a reminder or display from the Personal Briefs file. For example, your dictionaries contain perfectly stroked entries along with some misstrokes for the same text. You may want to [put misstrokes in the No Nag List](#) so your aren't reminded of them.



### **New Suggestion**

Automatically rejects the brief and suggests a new brief; or suggests a new brief for a brief already rejected. This action is available for Suggested and Personal briefs.



### **Select Font Type**

Select a font type from the drop down list to affect all the steno and text in the Brief It dialog pane. Depending on the font style selected, briefs in the Brief It pane may wrap. Two stroke briefs wrap the second steno stroke after the slash (/). If a format symbol exists, the text wraps after the format symbol.



### **Select Font Size**

Select a font size from the drop down list to affect all the steno and text in the Brief It dialog pane. Depending on the font style selected, briefs in the Brief It pane may wrap. Two stroke briefs wrap the second steno stroke after the slash (/). If a format symbol exists, the text wraps after the format symbol.



### **Options**

Display the Realtime Aids Options dialog box which provides access to [Brief It](#) and [Live Suggestions](#) options. Brief It options allow you to customized settings that control how Case CATalyst suggests brief, where the brief definition goes when you take a brief, whether you allow briefs for numbers and more. You also have access to the Live Suggestions options which allows you to customize the number of Live Suggestions that display, where live suggestion definitions go, etc.



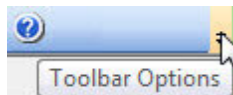
### **[Export to CSV](#)**

Allows you to export the contents (whatever type of briefs are displaying in the Brief It pane) to a CSV (comma separated value) file type which can be opened in Microsoft Excel or a compatible file type.



### **Case CATalyst Help**

Display the Case CATalyst help.



### **Toolbar Options**

Click the down arrow on the right side of the toolbar to add or remove icons from the Brief It toolbar.



## Brief It Options

Brief It is a translation feature that suggests conflict free brief forms for words and phrases that you write during a realtime job. When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form in one of your dictionaries (or your Personal Briefs file) and displays it in the Brief It dialog pane. You can write the suggested/reminder brief to reduce writing multiple stroke outlines.

[Brief It](#) options (Realtime Aid Options dialog box) contain certain customized settings that control how briefs are suggested, what briefs are displayed, where used briefs go, what steno characters are included/excluded in briefs and how briefs are displayed in the Brief It dialog pane during realtime. [Live Suggestions](#) options are also available in the Realtime Aid Options dialog box when selecting Brief It options. The Brief It and/or [Live Suggestions options](#) need to be selected on the Case CATalyst Translate Options [Realtime tab](#) in order for Brief It and/or Live Suggestions to be active. By default, the Brief It and Live Suggestions options are checked and active.

Brief It options affect both regular CATalyst translation and CATalyst BCS captioning.

Access Brief It Options:

- at Manage Jobs. Press **Alt + t, o, e, b** (**Tools/Options/Edit/Brief It**).
- at Manage Jobs or anywhere in Case CATalyst. Click the All Options icon () in the All Options dialog box select Edit Panes and then Brief It.
- at Manage Jobs. Press Alt + t, select All Options, in the All Options dialog box select Edit Panes and then Brief It.
- in Edit. Press **Alt + t, o, b** (**Tools/Options/Pane Options/Brief It**).
- in the Brief It dialog pane. Click the Brief It Settings  icon.

## Brief It Options

### Max Words Per Brief

Set the maximum number of words for a brief that Brief It suggests. Select between 1 and 10 words. For example, if the setting is 7 and you write "...first date you contacted Rockford Credit Union," a brief may be generated for the entire phrase. If the setting is 3, a brief might be suggested for "Rockford Credit Union." The default is 5.

This setting is also used when generating phrases for the [Case Prep](#) feature.

This option does not affect marking a phrase and using the Suggest a Brief command.

### Show Phonetic Steno

When selected, this option will change steno character combinations into the "phonetic" sound of the combined letters when offering a suggestion. The option simply changes the display of the steno characters and still keeps the normal Brief It logic. For example, let's say you select the Show Phonetic Steno option and you write the phrase "large imbalances", Brief It would display the suggestion as "LARJ" instead of "HRARPBLG." Another example might be if you wrote "to the extent that" and Brief It offered "TO\*EX" instead of "TO\*EBGS".

The Show Phonetic Steno option includes two options for words starting with Z and ending with X. The options are selected by default. If the SWR=Z option is selected, then suggested briefs for words/phrases starting with Z will display as Z. If the option is deselected, suggested briefs for words/phrases starting with Z will display as SWR. If you write SWR for the Z sound, then you most likely will leave the option selected. Since the initial Z sound can be written differently depending on the steno theory, if you write different steno for the initial Z, you may want to deselect the option. For example, let's say the reporter doesn't write SWR for the initial Z and the option is selected. During the job the name "Zimmerman" (STKEUPL/ER/PHAPB) is written several times and Brief It suggests Z\*IM. Since the reporter doesn't 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. The reporter can deselect the SWR=Z option and when a Brief It suggests a brief for a word/phrase starting with Z, the steno will display SWR instead of showing a Z.

With the BGS=X option selected, suggested briefs for words/phrases ending in the X sound will display an X. If the option is deselected, the suggested briefs for words/phrases ending in the X will display as BGS (KS). For example, let's the reporter writes the word "hoax" several times or the reporter uses the Suggest a Brief command to get a brief suggestion. If the BGS=X option is selected, Brief It might display a suggestion using an X like HO\*X. If the BGS option is deselected, the suggestion might display as HO\*KS.

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

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

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

### Only Suggest 1 Stroke Briefs

Check this box to have Brief It suggest only one stroke Suggested briefs. By default, Brief It always suggests a one stroke brief with the asterisk before suggesting a two stroke brief. Selecting this option also affects Reminder and Personal briefs. For example, you write "neurotoxicity" in 4 or 5 strokes. When this option is active, Brief It does not remind you that you have "TPHEOR/TOX" in your Personal Dictionary as a two stroke entry for "neurotoxicity."

### Write Twice to Define

Brief It, by default, automatically creates a J-Define or a K-Define (Define to Case Dictionary) the first time you use a Suggested brief. Checking this box requires you to consecutively write a brief twice before Brief It creates a J-Define or K-Define. You may want to use this option to try a Suggested brief before making it a definition.

For example, Brief It suggests /A\*BT for "Abbott Labs." If the Write twice to Define option is active, you would need to write /A\*BT/A\*BT to have Case CATalyst create the define, /A\*BT for "Abbott Labs." Once defined, you write A\*BT for "Abbott Labs" for the remainder of the job. By default, this option is not active.

When you have the Write Twice to Define option selected and the Allow Double First Syllable option selected, if the suggested brief has two identical strokes, Brief It will behave as if "Write Twice to Define" option was not active. (In other words, you do not need to write the brief 4 times to use it.) If the brief is one stroke or is multiple (not identical) strokes, briefs will need to be written twice to be used.

### **Define to Case Dictionary**

Check this box to place a Suggested brief in the case dictionary once it is written. This is the default. If the current job is not in a case, then the brief is placed in the job dictionary.

### **Personal/Reminders Only**

Check this box to display only Reminder (shorter definitions in your Personal Dictionary) and Personal (entries in your Personal Briefs file) briefs in the Brief It dialog pane. Suggested briefs are not created. When using the Suggest a Brief, Transcript Brief It or Text List Brief It commands, Brief It only displays Reminders or Personal Briefs. When using Suggest a Brief and no Reminders or Personal Briefs are available, a message displays indicating that a brief cannot be suggested.

### **1 Stroke Reminders for 2 Strokes**

Check this box to have Brief It offer one stroke Reminders or Personal briefs when writing two stroke entries. For example, you write "you don't" in two strokes and there is a one stroke version in your Personal Dictionary. Brief It shows the one stroke brief as a Reminder. If Brief It finds two one stroke dictionary entries for the matching text, Brief It suggests the most frequently used matching one stroke entry. If the matching one stroke entries have been used the same many times, then Brief It suggests the matching one stroke entry with the least amount of steno keys.

### **Auto Open Brief It**

Check this box to automatically display the Brief It dialog pane when starting realtime. By default, this option is selected.

### **Send Used Briefs To Cat Scratch**

Check this box to automatically send a Suggested brief you use to the Steno/Text section of the [Cat Scratch](#) dialog pane.

### **Steno Include/Exclude**

Displays the Brief It Options table where you can [modify](#) the Require and Exclude entries. If you select Steno Include/Exclude, you will be prompted to save your changes and Brief It options open. The Require entry contains the steno character or steno combination that you want included in every Suggested brief Brief It generates. There is only one Require entry. By default, the asterisk (\*) is set as a required character.

Exclude entries contain steno characters or steno combinations to exclude from every Suggested brief. In other words, you can add steno characters or steno combinations that may be difficult for you to write or you don't want offered in a suggestion. You can have multiple Exclude entries.

### **Personal Briefs**

Display the Briefs.txt file where you can [create](#) and [modify](#) Personal brief entries. If you select Personal Briefs, you will be prompted to save your changes and the Realtime Aid Options dialog box will close and the Personal Briefs file will open. Personal briefs are brief forms you create which contain words and phrases along with the steno. These may be briefs received from magazines or another reporter which you did not want to put in a dictionary. Brief It does not use a personal brief that conflicts with dictionary entries.

### **CommonWords**

The CommonWords list contains words that prevents Brief It from suggesting a phrase that begins or ends with any word in the list. For example, let's say you write "after all was said" several times in the transcript but a brief is not suggested. If you look in the CommonWords list you see that all the words in the phrase are in the CommonWords list. Display the [CommonWords.txt](#) file in Notepad or WordPad to review, delete, add or [modify](#) entries. This file is also used for [Case Prep](#).

### **Allow Briefs with Numbers**

An Allow Briefs with Numbers option has been added to Brief It. Perhaps you have been in that court proceeding or deposition where Bates numbers or dollar amounts are repeated and you wished Brief It would give you a brief for those repeated number sequences. An additional option is available in the Steno Include/Exclude list, where a Required for Numbers entry is available. The Required for Numbers entry allows you to specify particular steno characters that will be included in the number brief suggestion. For example, let's say that the Required for Numbers entry is EU. You write 23925 several times throughout the transcript, Brief It might suggest 23EU9 incorporating the first, second and third numbers along with the required entry steno characters for numbers. By using the Required for Numbers entry, you will have a consistent steno outline with a suggested numbers brief. By default, EU is the steno assigned to the Required for Numbers entry in the Brief It Include/Exclude List. The Required for Numbers steno can be modified to fit your writing style or deleted so that no steno is required for numbers.

Brief It will remove the digits and use the normal Brief It logic for a suggestion and if no suggestion is found, Brief It will suggest a brief using up to 3 digits that were written in the order the digits were written (along with the required steno from your Brief It options) and if no suggestion is found, Brief it will continue to suggest numbers written in order with non-digit sounds or digits in any order with non-digit sounds.

By default, the following number/steno key combinations are excluded in the Brief Include/Exclude Options:

#1K, #2K, #3W, #4R, #6-R, #7-B, #8-G, #9-S

To prevent any number bar number from being suggested, press **Ctrl + i** and type **#** and press **Enter**.

### **Allow Double First Syllable**

Many reporters learned to brief speaker names and terminology by writing the first syllable of the name/terminology twice. For example, let's say the word "neurotoxicity" is used multiple times in the transcript. A reporter might write "neurotoxicity" as TPHUR/OE/TOBGS/EUS/TEU and since it is appearing multiple times in the job, the reporter might write TPHAO\*UR/TPHAO\*UR as a brief. The Allow Double First Syllable option has been added to the Brief It feature for those reporters that might want Brief It to offer the first syllable twice as a suggestion. When the Allow Double First Syllable option is selected, Brief It may offer the first syllable of the text (single word or phrase) written twice as the suggested brief. For example, the word "fluorescent" is used multiple times in the transcript. You write "fluorescent" in multiple strokes and Brief It suggests TPHRAOU/TPHRAOU. In other words, it suggests doubling the first syllable of the word "fluorescent."

When you have the Write Twice to Define option selected and the Allow Double First Syllable option selected, if the suggested brief has two identical strokes, Brief It will behave as if "Write Twice to Define" option was not active. (In other words, you do not need to write the brief 4 times to use it.) If the brief is one stroke or is multiple (not identical) strokes, briefs will need to be written twice to be used.

When this option is selected, it has the highest priority over other selected options for words and a later priority for phrases.

To select or deselect the Allow Double First Syllable option, do any of the following to display the Realtime Aid Options dialog box:

- At Manage Jobs, select Tools, Options, Edit, Brief It.

- During realtime, click the Options icon on the Brief It toolbar.
- Select Tools, Options, Pane Options, Brief It...

**PLEASE NOTE:** If you do not want the asterisk (\*) as a part of any double first syllable brief suggestions, you need to put the asterisk in as an exclude stroke in the Steno Include/Exclude table. Excluding the asterisk means that asterisk will not be a part of any brief suggestion.

## Live Suggestions

### Insert Oops when replacing with a live suggestion

By default, when you select to replace an untranslate and/or text with a Live Suggestion, an [Oops](#) format symbol (Oops-10 category) is inserted into the transcript at the location of the replacement. If you use the [Hotspots](#) pane, you can display all locations of the Oops format symbols in the transcript or you can set your [Scan For](#) options to stop on Oops format symbols. If you do not want the Oops format symbol inserted when replacing an untranslate and/or text with a Live Suggestion, deselect this option.

If you define an untranslate and/or text with a Live Suggestion, the Oops format symbol is not inserted into the transcript at the location. The define will be in the transcript's Global Table.

### Number of suggestions

By default, up to three Live Suggestions will display in the Brief It pane. You can adjust the number of suggestions that display from 2 to 5. To make a change, use the up/down arrows to increase or decrease the amount of Live Suggestions that display for a particular untranslate.

### Dictionary Defines go to:

Select the destination dictionary you want a defined suggestions to go to when using the Define With LS1 - LS5 commands. When this option is set to Case dictionary, if the transcript is not in a case, the destination dictionary is the job dictionary. When defining a Live Suggestion, the global is applied to the entire file. When defining with a Live Suggestion, the definition is placed in the transcripts Global Table in addition to the respective dictionary. If your [Dictionary Options](#) are set to have D-defines go to the Update Area, then if this option is set to Personal Dictionary, the Live Suggestion definitions will go to the Update Area.

### Show "translated" text as first Live Suggestion

By default, this option is active and Drag/Drop, Suffix Drag/Phrase Maker and phonetic translated text will be the first choice in the Live Suggestions list (and Quick Suggest). If Spell Check thinks the "translated" text is misspelled and this option is selected, the misspelled translation will not be offered as the first suggestion. If you do not want the Drag/Drop, Suffix Drag/Phrase Maker or phonetic "translated" text offered in the Live Suggestion and Quick Suggest list, deselect this option.

### Live Suggestions Favor

By default, the Live Suggestions feature is set to Balanced. Depending on many factors, you may want to adjust the Live Suggestions Favor option. For example, let's say you have a very fast computer and you want to improve the quality of your Live Suggestions, you may want to try the Quality setting. Or, let's say your realtime is a little sluggish on your old notebook, you may want to try the Speed setting to reduce the time Live Suggestions looks for suggestions.

- **Quality**  
Quality settings are set to spend up to 5 seconds looking for suggestions and will wait up to 5 steno strokes before ending the search for suggestions.




- **Balanced**  
Balanced is the default setting with settings to spend up to 2 seconds looking for suggestions and will wait up to 3 steno strokes before ending the search for suggestions.
- **Speed**  
Speed settings are set to spend up to 1 second looking for suggestions and will wait up to 3 steno strokes before ending the search for suggestions. If you are running Case CATalyst on older hardware and your realtime is a little sluggish and you want to use Live Suggestions, you may want to try this setting.

## Search the Brief It pane

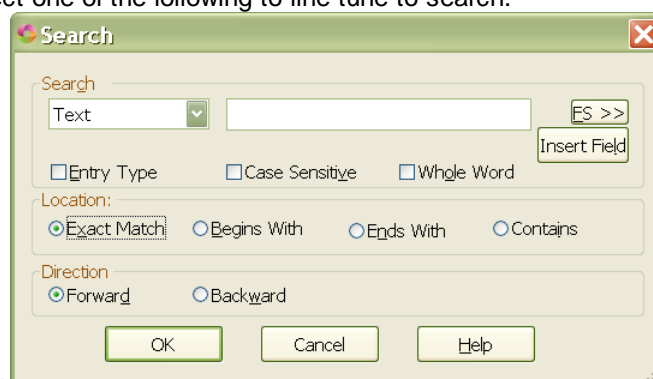
You have the ability to search the Brief It pane for a particular brief that you might have seen fly by because it is a fast and furious proceeding. Perhaps you thought you saw what could be a great brief or you just love to see the briefs that are generated and want to review them after the proceedings. 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 the whole 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.

## Making J-Defines from Brief It Pane

The easiest way to make a J-define (or K-define) of a brief in the Brief It pane is to write the Suggested brief. When you write the steno for a Suggested brief, Case CATalyst automatically adds it to the job dictionary or case dictionary, depending on your [Brief It Options](#).

If during a break or after finishing realtime, you want to make a J-Define (or D, K or O define) of a brief, you can define directly from the Brief It dialog pane.

## Create a J-Define

1. Right click a Suggested or Personal brief in the dialog pane.
2. Select J-Define Suggestion. If your Brief It Options are set to K-Define Suggestion and the transcript you are editing is in a Case, the option will be K-Define Suggestion. The Add Dictionary Definition - Job Dictionary (or Case Dictionary) dialog box displays.
3. Make necessary entries:

**Steno (Alt + s)**

The steno for the brief form.

### **Text (Alt + t)**

The definition for the brief. Add format symbols, fields or extended characters as necessary. Press **F9** to add [extended characters](#).

### **FS (Alt + f)**

Display the list of available [format symbols](#). To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can also use [shortcut keys](#) to insert a format symbol.

To always display the format symbol list, check the box, Always Show Format Symbols. You can insert a format symbol at any point in the text entry.

### **Insert Field (Alt + i)**

Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### **Endings (Alt + n)**

Case CATalyst analyzes the word in the *Text* field to see if a final " G", " S" or " D" can be added to the steno outline to create additional dictionary entries for active, plural or past tense versions of the word. If so, then Case CATalyst activates the Endings button. The Global Endings dialog box displays when the Endings button is selected. You can choose any of the suggested definitions to add to your dictionary. For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### **Global Type (Alt + g)**

The Global type defaults to J-Define. To select a different type of global define choose from the drop down box, or press **one** of the following key combinations. When you D-Define, K-Define, or J-Define the entry, the correct steno must display in the Steno field.

- Alt + d (D-Define)
- Alt + k (K-Define) -- if the file is in a case.
- Alt + j (J-Define)
- Ctrl + o (Other Dictionary -- send job dictionary defines to an alternative dictionary).

### **Pick Other Dictionary (Alt + p)**

This field is available if you select Other Dictionary in the Global Type field. You can send the Brief It Suggestion to an alternative dictionary when making an O-Define. Select a current dictionary from the drop down list or use **Browse** to choose another dictionary. Depending on your [Global options](#) settings, Case CATalyst remembers your selection for the current session or for every job. This field displays when you select Other Dictionary in the Global Type field.

### **Generate All Possible Misstrokes (Alt + m)**

Check this box to have Case CATalyst generate definitions in the designated dictionary based on all the possible misstrokes of the original steno outline. Only the original steno outline goes into the current Global Table. All misstrokes are available for future translations.

Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. Case CATalyst also creates a dictionary definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already has a definition in your Personal Dictionary as "vice", so Case CATalyst did not generate /SRAOEUS as a misstroke.

By default, this option is not selected. You can [change](#) the default so that this options displays selected. A separate default setting for D-Defines, J-Defines, and K-Define can be set in [Global Options](#).

### Add 2 Cat Scratch (Alt + 2)

Send the definition to the [Cat Scratch](#) dialog pane in addition to the Global Table and selected dictionary. Depending on the Cat Scratch scope, the entries are sent to the job, case or user Cat Scratch pane.


4. Press **Enter (OK)** to apply the definition.

## Modify Steno Include & Exclude Entries

The Brief It Options table contains two types of entries that Case CATalyst considers when generating Suggested briefs: the Require entry and Exclude entries. The [Require](#) entry contains the steno character or steno combination that Case CATalyst includes in every Suggested brief. You can only have one *Require* entry.

[Exclude](#) entries contain specific steno characters or steno combinations that you want Case CATalyst to exclude from every Suggested brief form. You can have multiple exclude entries.

## Modify Brief It Options Table Entries

1. Do one of the following to display the Brief It Options dialog box:
  - In Manage Jobs, press **Alt + t, o, e, b** (**Tools/Options/Edit/Brief It**).
  - In Edit, press **Alt t, o, b** (**Tools/Options/Brief It**)
  - From the Brief It dialog pane, click the Settings  button.
2. Click the **Steno Include/Exclude** button. The Brief It Options table displays.
3. Do any of the following:

### Require Entry

By default, the asterisk ( \* ) is specified as the included character. To modify the Require entry:

- a. Highlight the Require entry and press **Ctrl + m** (**Edit/Modify**). The Modify Require Steno dialog box displays.
- b. In the *Steno* field, type the character to always include in Suggested brief forms. If you do not want to specify a character in Suggested briefs, delete the existing character. Case CATalyst displays the entry as *None*.

### Exclude Entries

By default, there are twelve Exclude entries: -TD, SD,-TZ,-SZ, #1K, #2K, #3W, #4R, #6-R, #7-B, #8-G, #9-S.

To insert new and modify existing Exclude entries:


- a. Do one of the following:
    - To insert an entry, press **Ctrl + i (Edit/Insert)**. The Insert Excluded Steno dialog box displays.  
If you use the Allow Briefs with Numbers option select and you want to prevent any number bar number from being suggested, type # and press **Enter**.
    - To modify an entry, highlight the entry and press **Ctrl + m (Edit/Modify)**. The Modify Excluded Steno dialog box displays.
  - a. In the *Steno* field, type the steno character or steno combination to always exclude from Suggested brief forms. To indicate a final letter or letters, type a hyphen before the characters. Case CATalyst uses the Steno Shortcut table when inserting steno into the *Steno* field. For example, if you type an "n," Case CATalyst generates the steno "TPH" to indicate an initial "n."  
  
To delete an entry, highlight the entry and press **Delete**. Select **Yes** when prompted with the delete confirmation message.
4. Press **Enter (OK)**.
  5. Press **Ctrl + s (File/Save)**.

## Creating Personal Briefs

Personal briefs are entries you create prior to translation and are stored in the Briefs.txt file located in the System files case. A default Personal Briefs file exists for each user. Creating entries in the Personal Briefs file allows you to store words and phrases along with the brief form without placing them in a dictionary. Personal briefs display during realtime writing when the steno for the brief does not exist for an entry in a dictionary being used for translation. You can [combine Personal Briefs](#) using the Include command.

The first time you write three or more steno strokes for a word or phrase contained in the Briefs.txt file, Brief It displays the Personal brief form. For example, you have a dictionary entry for Microsoft as PHAOEUBG/ROE/SOFT. At a seminar, you hear about the brief PHOFT for Microsoft. You are uncertain into which dictionary you want to place the entry but want to make it available for future jobs. You open Personal Briefs file and insert: Microsoft in the Brief Text field and PHOFT In the Suggested Steno section. The first time you write Microsoft as PHAOEUBG/ROE/SOFT during the job, the Brief It dialog pane displays PHOFT.




### 1. Access the Personal Briefs file:

- from the File menu, press **Alt + f, o, i, r** (Open/List Table/Personal Briefs).
- in Manage Jobs, select Tools/Options/Edit/Brief It/. Select Personal Briefs.
- in Edit, select Tools/Options/Panes/Brief It. Select the Personal Briefs option.
- anywhere in CATalyst, select Tools/All Options/Edit Panes/Brief It/Personal Briefs.
- From the Brief It dialog pane. Click the Settings  button and then select the Personal Briefs option.

### 2. The list of Personal Briefs display. Do any of the following:

- To insert an entry, press **Ctrl + i**. The Insert Brief dialog box displays. In the Brief Text field, type the text of the brief. In the Suggested Steno section, press **Ctrl + n** and type the steno for

the brief. Add any additional steno outlines for the brief text. A word or phrase can have multiple steno outlines and can be prioritized. When there are multiple steno outlines for a word or phrase, if the first entry conflicts with an entry in a dictionary being used, Brief It will try the next steno outline, etc.

- To modify an existing entry, highlight the entry and press **Ctrl + m**. Do any of the following:
    - In the Brief Text field, modify the existing text of the brief, if necessary.
    - In the Suggested Steno section, press **Ctrl + n** to create a new entry. A word or phrase can have multiple steno outlines and can be prioritized. When there are multiple steno outlines for a word or phrase, if the first entry conflicts with an entry in a dictionary being used, Brief It will try the next steno outline, etc.
    - In the Suggested Steno section, click  to delete an entry.
    - In the Suggested Steno section, highlight an existing steno outline and click  to move the entry to a higher priority in the list.
    - In the Suggested Steno section, highlight an existing steno outline and click  to move the entry lower in priority.
  - To search for the particular text or steno of an entry, press **Ctrl + f**. In the Search field type the text or the steno to which you want to find, select any additional options and click **OK**.
3. Click **OK** to save the changes in the Insert or Modify Brief dialog box.
  4. To delete an existing entry, highlight the entry and press **Del**. At the "Are you sure" prompt, press **Enter** (Yes).
  5. Save (**Ctrl + s**) and close (**Alt + f, c**) the Briefs.txt file.

## Combine Personal Briefs.txt




The Briefs.txt (Personal Briefs) file displays as a grid display (similar to a wordlist) and allows you to [insert](#), modify, delete and search entries. You can also combine Briefs.txt files by including (F9) another briefs.txt file into the current file. For example, a co-worker reviews the JCR each month, adds the suggested briefs from the JCR to her Briefs.txt file and now has a very extensive briefs.txt file. Rather than overwrite your existing briefs.txt file, you can now include her Briefs.txt file into yours. Duplicate entries, same text and same steno, are not created. A word or phrase can have multiple steno outlines and the steno outlines can be prioritized. When there are multiple steno outlines for a word or phrase, if the first entry conflicts with an entry in a dictionary being used, Brief It will try the next steno outline, etc.

1. To open your Briefs.txt file, press **Alt + f, o, l, r** (File, Open, List/Table, Personal Briefs). You can also click the Options button on the Brief It toolbar and click Personal Briefs or double click Briefs.txt located in your System Files case.
2. To include a Personal Briefs (Briefs.txt) file, press **F9**, browse to the location of the Briefs.txt file, highlight the file and press **Enter**. Include performs a validity check on the steno portion of an entry. If the entry does not pass the validity test, the entry is not included and no message displays.
3. Press **Ctrl + s** to save changes and then **Alt + f, c** to close the file.

## Change Personal Briefs font

The font type and size for the body and heading text in the Personal Brief table are customizable. The font type and size applies equally to the body and heading text.


## Modify the Font:

1. Press **Alt + f, o, i, u** (**File, Open, List/Table, Personal Briefs**).
2. When the personal briefs displays, do either of the following:
  - If the Dictionary/List Toolbar () is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon () to change the font type.
  - Click the Font size icon () to change the font size.
4. Closing the Personal Briefs table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Export Briefs to CSV file

The contents of the Brief It pane can be exported to a CSV (comma separated values) file format which displays text in a table structure format and is compatible with Microsoft Excel. You can filter the Brief It pane to display only the items you want to see and that is what will be exported to the CSV file. Although you could always print the contents of the Brief It pane, users wanted a more flexible file format to study and practice the briefs. Some users requested the ability to export the contents of the Brief It pane for each job into an Excel compatible format.

To export the Brief It pane to CSV format:

1. With the transcript open, display the Brief It pane. Use the Filter feature to display only the types of briefs you want to export. For example, if you only want to export Suggested briefs, make sure Suggested is the only item selected in the Filter menu.
2. On the Brief It title bar, click the Export to CSV  icon.
3. In the Save As dialog box, the default naming convention is: Nameofjob\_BriefIt.csv and the save location defaults to the Documents folder. You can change the file name and/or save location and click Save.

**Please note:** if you save the file to your Case CATalyst user, CATalyst will interpret the file type as a Fill-In-Field list and will not displays as you may expect. If you open Excel and then select Open, you may need to change the file type to "Text" in order for Excel to look for the CSV file type.


## Exclude Common Words

Brief It does not suggest briefs for certain words and punctuation. The CommonWords.txt file contains a list of words that Brief It does not consider when looking for words and phrases for brief suggestions. If a phrase is written that begins or ends with a word from the CommonWords.txt file, no brief is suggested. For example, by default the word "about" is in the CommonWords.txt file. When a phrase is written that begins or ends with the word "about," and no Reminder or Personal brief exists for the word or phrase, Brief It does not suggest a brief.

Brief It does not suggest a brief if a question mark or exclamation is followed by a space in a phrase. When Brief It encounters a phrase with a period (.) followed by two spaces, Brief It does not suggest a brief. For example, "...high impact. Exercise..." When Brief It encounters a phrase with a period (.) followed by one space, Brief It may suggest a brief. For example, titles with surnames such as Mr. Washburn, Dr. Skaare, Ms. Kurkowski, etc. This is a built-in feature of Brief It and does not require selecting an option.

The CommonWords.txt file is automatically created the first time you translate with the [Brief It](#) option or you use the [Case Prep](#) feature. You can modify the file.

### Modify CommonWords List

1. Open the CommonWords.txt file:
  - From the File menu, select press **Alt + f, o, i, c** (**Open/List Table/CommonWords**).
  - From the Brief It dialog pane, click the Settings  button and then click the **CommonWords** button.  
  
To access the Brief It dialog pane in Manage Jobs, select **Tools/Options/Edit/Brief It**; or in Edit, select **Tools/Options/Brief It**.
2. The CommonWords.txt file opens in Notepad or WordPad. Do the following:
  - To add an entry, create a blank line by pressing **Enter**. Each entry must be on a separate line. Type the word. There is no limit to the number of entries.
  - To delete an entry, highlight the word and press **Delete**. If a blank line remains, delete the blank line.
3. Press **Ctrl + s** (**File/Save**).
4. Press **Alt + f, x** (**File/Exit**).

### Brief It Keyboard Commands

There are several Brief It functions available for keyboard [assignment](#). Some of the Brief It functions are ideally designed for realtime use by pressing the assigned key combination or recording a macro and invoking it using an [AccelerWriter](#) from your writing machine. For example, during a break you can quickly display only Brief It Suggestions to determine if there are any you want to implement or display only Used briefs to remind yourself of a specific brief.

You can also [right click in the Brief It pane](#) to access similar commands.

### Brief It Keyboard Map Functions:

**Add Last Brief to No Nag**

**Brief It - Clear/Recycle Unused Briefs**



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

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

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

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

**Brief It: Filter**

Filter the display of the Brief It dialog pane. How the pane filters depends on the Brief It Filter command invoked. It is necessary to assign a key combination to each filter command you want to use. The filter commands remains in effect until you apply another filter commands or select to unfilter the display.

- Brief It - Filter Personal Only
- Brief It - Filter Reminders Only
- Brief It - Filter Suggestions Only
- Brief It - Filter Used Only
- Brief It - Unfilter
- Brief It - Filter Live Suggestions

**Brief It: J-define Current**

Insert the current brief, which is the last listed brief, into the current job's dictionary while writing realtime. This keyboard command is designed for use during realtime translation. To J-Define a Suggested or Personal brief while editing, right click the brief and select *J-Define Suggestion* from the menu. You can select any destination dictionary.

**Brief It: New Suggestion for Current**

Reject the most recent brief suggestion and generate a new brief. This keyboard map command is available during realtime translation and during Edit, but only applies to the most recent brief. To have Brief It make a new suggestion for a specific brief, right click the brief and select *New Suggestion* from the menu. The new brief displays at the bottom of the list.

**Brief It: Reject Current**

Reject the most recent brief suggestion. This keyboard map command is active during realtime and during Edit but only applies to the most recent brief suggested. When you use the reject current or reject suggestion commands, the steno and text brief combination will not be suggested again during the current realtime session. To reject a specific brief suggestion, right click the brief and select *Reject Suggestion* from the menu.

### **Send Last Brief to Cat Scratch**

Send the last brief in the Brief It pane directly to the [Cat Scratch](#) locked Steno/Text section. With the Cat Scratch pane displayed, you can see briefs you have previously used in this jobs and possibly previous jobs depending on the Cat Scratch scope. If the Brief It [Show Phonetic Steno](#) option is selected, briefs sent to Cat Scratch display phonetically.

### **Send Selected Brief to Cat Scratch**

Highlight a brief in the Brief It pane and send it directly to the Cat Scratch locked Text/Steno section. If the Brief It Show Phonetic Steno option is selected, briefs sent to Cat Scratch display phonetically.

### **Suggest a Brief**

Force Brief It to suggest a brief while writing realtime or while editing. You can use this command on text with underlying steno or typed text from the keyboard. This may be helpful when preparing for a particular type of job with unfamiliar terminology or subject matter.

### **Text List Brief It**

Analyze the selected text file, that has no underlying steno, and create Suggested briefs based on your Brief It options. For example, as you are preparing for an upcoming job, you can have text List Brief It analyze words from a list of words, a job core list or an ASCII file of terminology from another reporter or website. Text List Brief It displays the Open dialog box allowing you to navigate to the text file.

### **Transcript Brief It**

Analyzes the current transcript containing underlying steno and creates Suggested briefs based on your Brief It options. You may want to use this feature to generate briefs.

### **View Brief It Pane**

Toggle the display of the Brief It dialog pane. If the Brief It dialog pane is closed when you invoke this command, the Brief It dialog pane displays. If the Brief It dialog pane is open, the command closes it. If the Brief It dialog pane is set to Auto Hide when you use this keyboard map command, it closes the pane.

## **Brief It Right Click Commands**

When the Brief It pane is displayed, you can right click and access several commands such as defining a suggestion, sending a brief to the Cat Scratch pane, reject a suggestion and more. There are also [keyboard commands](#) available. The following Brief It actions are available in the Brief It pane.

### **Send to Job Cat Scratch**

Send the highlighted brief directly to the [Cat Scratch](#) locked Text/Steno section. With the Cat Scratch pane displayed, you can see briefs you have previously used in this jobs and possibly previous jobs depending on the Cat Scratch scope. If the Brief It Show Phonetic Steno option is selected, briefs sent to Cat Scratch display phonetically.

### **J-Define Suggestion**

Opens the Add Dictionary Definition dialog box with the current brief suggestion text in the Text field. By default, the destination dictionary is set to the current job's dictionary although you can change the destination dictionary.

### **J-Define Rejection**

[Create a J-Define](#) from a rejected brief. Displays the Add Dictionary Definition – Job Dictionary dialog box with the brief form in the Steno field and the definition in the Text field. **This action only displays for rejected briefs.**

### **Reject Suggestion**

Reject the highlighted brief suggestion and generate a new brief.

### **New Suggestion**

Reject the highlighted brief and automatically have Brief It create a new suggestion for the word or phrase. The new brief displays at the bottom of the list.

### **Send Text to No Nag List**

The Brief It feature allows you to put words/phrases that you have identified that Brief It should no longer offer as a suggestion, a reminder or display from the Personal Briefs file. Your dictionaries contain perfectly stroked entries along with some misstrokes for the same text. You may want to [put misstrokes in the No Nag List](#) so your aren't reminded of them.

### **Clear/Recycle Unused Briefs**

The Clear/Recycle Unused Briefs command removes the steno of the unused brief suggestions and Personal Briefs from the Brief It pane. The unused briefs are recycled and made available for another word or phrase in the same translation session. Reminders and Live Suggestions are not affected by this command and remain in the Brief It pane after using the Clear/Recycle Briefs command.

## **Brief It No Nag List**

The Brief It feature allows you to put words/phrases into a [No Nag List](#) that you have identified that Brief It should no longer offer as a suggestion, a reminder or display from the Personal Briefs file. Your dictionaries contain perfectly stroked entries along with some misstrokes for the same text. You may want to [put misstrokes in the No Nag List](#) so your aren't reminded of them. For example, you write 'associated with' and Brief It reminds you of your dictionary entry "SOET/W-D" which is a misstroke. You don't want to be reminded of that misstroke but you also don't want to delete it from your dictionary.

You can now add "associated with" to the No Nag List. Another example might be that you have 'STAURPL' defined in your dictionary as 'state your name' and you almost always write that stroke. But there are few times when you write each word out but you don't want to be reminded of your dictionary definition of 'STAURPL' because you know that steno outline and write it more often than not. You can add 'state your name' to the No Nag List.

The NoNag list is located in the System Files case which contains text entries you have sent to the No Nag List. Each word or phrase is placed on its own line. There are a variety of ways you can [add words or phrases in the No Nag list](#). During Translate and Edit / Edit, you can review your Brief It pane, right click a Brief It entry or highlight multiple entries, right click and select Send Text to No Nag List, click the Options icon on the Brief It toolbar and select No Nag List and type the text portion of the Brief It entries or you can open the NoNag file and type words/phrases directly into the file.

You can also create an AccelerWriter to quickly add the last brief to the No Nag List.



Keyboard Map Function: Add Last Brief To No Nag

## Add entries to the Brief It No Nag List

Entries added to the [No Nag List](#) prevent Brief It from offering those words/phrases as a suggestion, a reminder or entry from the Personal Briefs file. In most cases, your dictionaries contain perfectly stroked entries along with some misstrokes for the same text. You may want to put misstrokes in the No Nag List so your aren't reminded of them. For example, you write 'associated with' and Brief It reminds you of your dictionary entry "SOET/W-D" which is a misstroke. You don't want to be reminded of that misstroke but you also don't want to delete it from your dictionary so you add it to the No Nag List. Another example might be that you have 'STAURPL' defined in your dictionary as 'state your name' and you almost always write that stroke. But there are few times when you write each word out but you don't want to be reminded of definition 'STAURPL' because you know that steno outline. You can add 'state your name' to the No Nag List.

**To add entries to the No Nag List, do any of the following:**

- During Translate and Edit / Edit, you can review your Brief It pane, right click a Brief It entry or highlight multiple entries, right click and select Send Text To No Nag List.
- You can open the NoNag list file in your System Files case and type words/phrases directly into the file.
- Assign a key combination to the Add Last Brief To No Nag keyboard map function.
- Create an AccelerWriter to quickly add the last brief to the No Nag List from your steno machine.



Keyboard Map Function: Add Last Brief To No Nag

## Add/Remove Dictionaries During Realtime

Add/Remove Dictionaries is a Translate and Edit feature that allows you to add or remove dictionaries used for translation and change the dictionary priority during realtime translation. The Personal dictionary, by default, has the lowest priority. A job dictionary of the same name as the job, by default, has the highest priority. If the job is in a case, then the case dictionary, by default, has the second highest priority. In the Add/Remove Dictionaries dialog box, you can change the priority of any dictionary.

You can open and modify a dictionary that is in use for realtime translation, save the changes and the modifications are immediately available in the realtime job. The translating dictionary can remain open, you just need to save any changes to have them available in the realtime file.

### Add or Remove Dictionaries

1. From the Tools menu, press **Alt + t, d (Add/Remove Dictionaries)**. The Dictionary Selection and Priority During Translation dialog box displays.
2. Use the options as necessary:

#### Choose Dictionaries

### Show All Users

Check this box to display all the Case CATalyst users. You can select a dictionary from any user. Choosing a user after selecting dictionaries, deselects the selected dictionaries. To use keyboard commands, press **Alt + u** to select or deselect the Show All Users option.

### Dictionaries

To use keyboard commands to position the cursor in the list of dictionaries, press **Alt + d**. Do any of the following:

- Check the box next to any dictionary you want to use for translation. To select a dictionary from another user, check the Show All Users box to display a list of users. Choosing a user after selecting dictionaries, deselects the checked dictionaries
- Uncheck the box next to any dictionary you no longer want to use for translation.
- You can use your up/down arrows to navigate to a dictionary. To move the list right or left, press **Alt + left/right arrow**. Once a dictionary name is highlighted, press **Spacebar** to select or deselect the dictionary.

### Set Dictionary Priorities

Case CATalyst uses dictionaries for translation in priority order. The dictionary at the top of the list has first priority; the second dictionary listed has second priority, etc. When you add a dictionary, Case CATalyst places it as the first available priority before the Personal Dictionary and, if selected for use, the [Update Area](#). To use keyboard commands, press **Alt + p** to put the cursor focus in the Dictionary Priorities section.

### Count

The total number of dictionaries selected for translation.

### Move Up/Move Down

To change the dictionary order, highlight a dictionary and then use the buttons as necessary. Once a dictionary is highlighted, you also press **Alt + m** to move the dictionary up (higher priority) in the list. Or press **Alt + w** to move the dictionary down (lower priority) in the list.

### Remove

Highlight a dictionary and click **Remove** to remove it from the priority list. Once a dictionary is highlighted, you can also press **Alt + r** to remove the dictionary from the list.

### Move to Top

Highlight a dictionary and click Move to Top to quickly move the dictionary to the top of the priority list. Once a dictionary is highlighted, you can also press **Alt + t** to move the dictionary to the top of the list (highest priority).

### Move To Bottom

Select a dictionary and click Move to Bottom to quickly move the dictionary to the bottom of the priority list. If you click Move to Bottom without selecting a dictionary, the dictionary in the highest priority moves to the lowest priority. Once a dictionary is highlighted, you can also press **Alt + b** to move the dictionary to the bottom of the list.

3. Do **one** of the following:

- Press **Enter (OK)** to accept the changes.

- Press **Esc (Cancel)** to cancel any changes and close the dialog box.



[Keyboard Map](#) Function: Add or Remove Translation Dictionaries

## Extended ASCII & Greek Characters in CART Work

The easiest way to use extended ASCII and Greek characters when doing CART work with Case CATalyst is to create an include file for each character. For example, you may need to use Greek characters for a specific class during a semester or year. Use the chart of Greek symbol font equivalents for the English alphabet to assist you. Create an include file for a character following the steps below. You can then create a [macro](#) and an [Auto Include](#) definition to insert the symbol from your writing machine.

**Please Note:** The extended ASCII and Greek characters will display correctly in the CATalyst file but will not display correctly on the [CARTView](#) window if you are outputting via the CARTView (local display) option.

You may want to use the Edit feature, [Insert Extended Characters](#) if you use extended ASCII characters occasionally.

### Greek Symbol Font Equivalents

Standard Fixed-Width Font	Symbol Font		Standard Fixed-Width Font	Symbol Font
a	α		A	Α
a	β		B	Β
c	χ		C	Χ
d	δ		D	Δ
e	ε		E	Ε
f	φ		F	Φ
g	γ		G	Γ
h	η		H	Η
i	ι		I	Ι
j	φ		J	Θ
k	κ		K	Κ
l	λ		L	Λ

Standard Fixed-Width Font	Symbol Font		Standard Fixed-Width Font	Symbol Font
m	μ		M	Μ
n	ν		N	Ν
o	ο		O	Ο
p	π		P	Π
q	θ		Q	Θ
r	ρ		R	Ρ
s	σ		S	Σ
t	τ		T	Τ
u	υ		U	Υ
v	ϖ		V	Ϛ
w	ω		W	Ω
x	ξ		X	Ξ
y	ψ		Y	Ψ
z	ζ		Z	Ζ
'	ε		"	ΰ
@	≅		\$	Ξ
^	⊥			

### Create an Include File for an Extended ASCII or Greek Character

1. Open a new text file in Case CATalyst with the same layout you use for CART work.
2. Switch to **Page View**.
3. Type the English letter equivalent for the ASCII or Greek character for which you want to create an include file. For example, type the letter **p** for the Greek symbol pi.
4. Highlight the character and press **Alt + o, f (Format/Font)**. The Font dialog box displays.
5. In the Font field, select **Symbol** and press **Enter**.
6. Press **Alt + s (File/Save)** to save the file.
7. Press **Alt + f, x (File/Exit)** to close and exit the file.

8. Repeat the previous steps for each character needed, creating a separate include file for each character.
9. To insert the character from Edit, press **F9** to display the Include dialog box. Select the appropriate file and press **Enter** (**Open**).

## Create an Auto Include for each Include File

To insert a character from your writing machine, create an Auto Include definition for each include file.

1. Open a file in Case CATalyst.
2. [Record](#) and save a macro using the Define After Saving option to create an AccelerWriter that allows you to insert the character from your writer. Do this for each include file you created.
3. Set up a CART session and test the new entries.

## Follow Realtime

Follow Realtime **Ctrl + Shift + I** (letter L) is an realtime command that allows you to toggle the position of the cursor between the last realtime stroke and the last editing location in the file. When using the Follow Realtime command, you can continue to write realtime regardless of the position of the cursor. The text is added to the end of the file.

For example, you start to write realtime with the cursor following the last steno stroke written. There is a break in the proceedings. You want to start editing the job so you press **Ctrl + Shift + L** for Follow Realtime. The cursor moves to the beginning of the job. You edit for about 15 minutes when the proceedings resume. You stop editing on Page 9 Line 13 to start writing realtime again. You press **Ctrl + Shift + L** and the cursor returns to following the last steno stroke written. There is another break in the proceedings. You return to the last editing position by pressing **Ctrl + Shift + L**. The cursor moves to Page 9, Line 13.

[Split Screen](#) is an Edit feature that also allows you to follow realtime by switching the screen from a single window display to a double window display.

## Follow Realtime Command

Do one of the following

- From the computer keyboard, press **Ctrl + Shift + I** (**Tool/Follow Realtime**). Press **Ctrl + Shift + I** again to toggle Follow Realtime on and off.
- Using a steno stroke, use the assigned AccelerWriter from your writing machine to invoke the [Toggle Follow Realtime](#) command.

A check mark in front of Follow Realtime on the Tools menu indicates the option is active. The Case CATalyst default is to follow the realtime data.



[Keyboard Map](#) Function: Toggle Follow Realtime



## Live Suggestions

Live Suggestions is an optional realtime feature that automatically offers translation suggestions when an untranslate(s) displays in the transcript. You have the power to review the suggestions in the Brief It pane and to pick the right one, replace or global, to fix the untranslates. At least four translated words/phrase needs to be written after the untranslate before a Live Suggestion will be offered. For example, let's say you write "HOUPBG /TKU /WORBG /AT /THA /KOPB /TKPWHROFPL /RAT" which translates as "how long did you work at that couldn't /TKPWHROFPL rat?" You write three more stroke and Live Suggestions displays "conglomerate" as the first suggestion, "glom" as the second suggestion and "gloom" as the third suggestion. You select the first suggestion as the word is "conglomerate." The final F in the second stroke made it an untranslate.

Two to five suggestions may be offered in the [Brief It pane](#) in a blue background. The feature uses a similar \*suggestion\* method as Global Suggest but displays the suggestions in the Brief It pane to view at a glance as you are writing realtime. The feature looks at the individual untranslated steno and steno outlines before and/or after the untranslate to offer suggested translations. The Live Suggestions displays the steno outline, the number of the Live Suggestions and the suggested translated text. When you see a Live Suggestion that you want to use, there are realtime commands to do a replace or global of a Live Suggestions. You can also do a keyboard command to replace or global with one of the Live Suggestions or highlight a Live Suggestion, right click a Live Suggestion, select to Replace with this Suggestion or Define this suggestion. You can also double click a Live Suggestion to replace the steno/text with that suggestion. Once you select a Live Suggestion, the selected suggestion's background color turns gray and the remaining Live Suggestions appear crossed out. If you want to hide the live suggestions that were not selected (appear crossed out), in the [Brief It pane](#) Filter option deselect the Rejected option. Briefs that have been rejected and Live Suggestions that were not selected no longer show in the Brief It pane.

When using the TrueStroke Drag/Drop, Drag/Drop Analysis and/or Suffix Drag/Phrase Maker features, CATalyst may display a translation in the text based on one of those features. If translations based on these features tend to be correct the majority of the time and you may want to define the translation, you can select the *Show "translated" text as first Live Suggestion* option so these translations are always listed first in the list of suggestions. By Default, this option is not selected and TrueStroke Drag/Drop, Drag/Drop Analysis and/or Suffix Drag translations are not available in the Live Suggestions list.

The Live Suggestion feature ignores the steno mark (character created by pressing the Mark button on your steno machine) alone or before/after an untranslate and will not include it as steno for a Live Suggestion suggestion.

Live Suggestions display until the next Live Suggestions display. In other words, you will only see one set of Live Suggestions in the Brief It pane and you will not be able to see Live Suggestions once you stop realtime. An editing feature has been added that is similar to Live Suggestions, called [Quick Suggest](#).


The Live Suggestion feature is active by default. In order to see the Live Suggestions, in the Brief It pane you may need to select Filter and select Shows All.

If you select to global a Live Suggestion, the global is applied to the entire file. If you undo a globalized Live Suggestion, if Case CATalyst determines the Live Suggestion can be globalized again or replaced, the Live Suggestion along with the original suggestions will redisplay in the Brief It pane. If CATalyst determines no action can be taken on the Live Suggestion, you can still undo the global but it will not redisplay in the Brief It pane.

You can customize the [Live Suggestion options](#), assign key combinations in a keyboard map to [replace or define](#) the untranslate and/or text with a specific suggestion. [Translate commands](#) are available to global a Live Suggestion on the fly.

There is also a [Request a Live Suggestion](#) feature on the Global menu that you can use during realtime when there isn't an untranslate in a group of words that should be one word or a phrase.. You can highlight X number of words and request live suggestions.

#### How to see Live Suggestions:





1. Confirm the Live Suggestion option is selected in the Realtime Aids section of Translate's Realtime tab.
2. Start realtime and display the [Brief It pane](#) by pressing **Alt + v, e, t** (View, Panes, Brief It).
3. Click the [Filter down arrow](#) and confirm that the Live Suggestions option is selected and if not, select it.
4. To review the [Live Suggestions options](#), click the Settings icon (  ) to the Live Suggestions options.
5. Continue writing realtime.
6. To replace or define a Live Suggestion, do any of the following:
  - a. To replace the steno/text, double click the Live Suggestion you want as replacement text.
  - b. Right click a Live Suggestion and select Replace with this Suggestion or Define this suggestion.
  - c. If you have created dictionary definitions for the [Replace With LS1 - 5](#) or [Define With LS1 - LS5](#), write the steno associated with the Live Suggestion you want to replace or define.
  - d. If you have assigned a key combination in a keyboard map for the Replace With LS1 - LS5 or Define With LS1 - LS5 commands, press the appropriate key combination.

#### Examples of Live Suggestions screen shots:

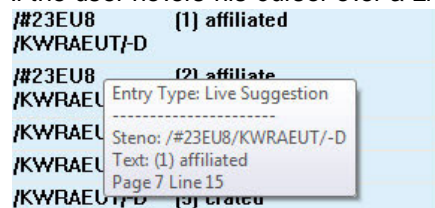
The following is an example of an untranslate in the transcript:

15        **Q**    Is he still #23I8 IAITYed with the company?  
 16        **A**    No.

The Brief It pane displays the Live Suggestions for the untranslate:

Brief It	
Filter: Custom   10  	
Steno	Text
/TA*UBG	talking about
/THAEUZ	that's a
/#23EU8	[1] affiliated
/KWRAEUT/-D	
/#23EU8	[2] affiliate
/KWRAEUT	
/KWRAEUT/-D	[3] yachted
/KWRAEUT/-D	[4] equated
/KWRAEUT/-D	[5] crated

If the user hovers his cursor over a Live Suggestion, a tool tip displays:



The user writes a steno outline to define or replace the untranslate with the first Live Suggestion:

15      **Q**    Is he still affiliated with the company?  
 16      **A**    No.

The Brief It pane displays only the selected Live Suggestion:



Only the selected Live Suggestion shows in the Brief It pane as the user is not showing rejected briefs which also affects Live Suggestions.




[Keyboard Map](#) Function:

- Replace With Live Suggestion 1
- Replace With Live Suggestion 2
- Replace With Live Suggestion 3
- Replace With Live Suggestion 4
- Replace With Live Suggestion 5
- Define Live Suggestion 1
- Define Live Suggestion 2
- Define Live Suggestion 3
- Define Live Suggestion 4
- Define Live Suggestion 5
- Filter Live Suggestions

## Live Suggestions Options

The Live Suggestions Options are located in the Realtime Aid dialog box that also contains the [Brief It Options](#). These settings affect both regular CATalyst translation and CATalyst BCS captioning.

**Live Suggestion options:**

There are a few Live Suggestion options. From Manage Jobs, select Tools, Options, Edit, Brief It. While translating and/or editing, select Tools, Options, Pane Options, Brief It. If you have the Brief It pane open, you can click the Options () icon and the Realtime Aid Options dialog box displays. If you make changes and click OK, the changes take effect.

### **Insert Oops when replacing with a live suggestion:**

Select this option to automatically insert an [Oops](#) (category 10 format symbol - CATalyst inserted) when replacing untranslate/text with a Live Suggestion. If you want to review each Live Suggestion replacement you made, you can then [scan](#) to the Oops format symbol or display the [Hotspots](#) pane to show all occurrences of the Oops format symbols along with context.

### **Number of suggestions:**

Select the maximum number of Live Suggestions for an untranslate. A valid numbers 2 - 5. Although you may have 5 selected, you may not always see 5 suggestions for an untranslate. Depending on the untranslate, surrounding steno outlines and dictionaries being used to translate, Live Suggestions may suggest less than 5.

### **Dictionary Defines go to:**

Job Dictionary, Case Dictionary, Personal Dictionary/Update Area

Select the destination dictionary you want a defined suggestions to go to when using the Define With LS1 - LS5 commands. When this option is set to Case dictionary, if the transcript is not in a case, the destination dictionary is the job dictionary. When defining a Live Suggestion, the global is applied to the entire file. When defining with a Live Suggestion, the definition is placed in the transcript's Global Table in addition to the respective dictionary. If your [Dictionary Options](#) are set to have D-defines go to the Update Area, then if this option is set to Personal Dictionary/Update Area, the Live Suggestion definitions will go to the Update Area.

### **Show \*translated\* text as first Live Suggestion**

By default, this option is active and Drag/Drop, Suffix Drag and phonetic translated text will be the first choice in the Live Suggestion list. If Spell Check thinks the \*translated\* text is misspelled and this option is selected, the misspelled translation will **not** be offered as the first suggestion.

If you do not want the Drag/Drop, Suffix Drag or phonetic \*translated\* text offered in the Live Suggestion list, deselect this option.

### **Live Suggestions favor: Quality    Balanced    Speed**

- Quality settings are designed for faster computers. Using this setting, Live Suggestions will spend a little more time looking for a suggestion and will search more steno outlines for a longer match.
- Balanced is the default setting. Live Suggestions takes less time and fewer steno outlines then the Quality option to look for suggestion.
- Speed settings are designed for slower computers. Using this setting, Live Suggestions will take minimal time searching for a suggestion and minimal steno outlines for the longest match. If you are running Case CATalyst on older hardware and your realtime is a little sluggish and you want to use Live Suggestions, you may want to try this setting.

## **Live Suggestions Dictionary Translate Commands**

The following Translate commands are available for dictionary definitions to take action on a [Live Suggestion](#). Depending on your Live Suggestions option settings, you can have anywhere from 2 - 5 Live Suggestions display in the [Brief It pane](#). When a Live Suggestion is a match to what you have written and you have created dictionary definitions to Replace and/or Define with LS#, you can write the steno outline defined in the dictionary. When a Define With LS# command is used, the global is applied to the entire file. The [Realtime Commands Dictionary](#) located in your System Files case may have some predefined entries that you can use or modify based on your steno theory.

**Available Translate Commands for Replacing Live Suggestion:**

Replace With LS1  
Replace With LS2  
Replace With LS3  
Replace With LS4  
Replace With LS5

**Available Translate Commands for Defining Live Suggestion:**

Define With LS1  
Define With LS2  
Define With LS3  
Define With LS4  
Define With LS5

## Output Options

Output options allow you to determine settings for realtime output to another format such as ASCII/ANSI, electronic information displays, StenoKeys, realtime captioning or CaseViewNet. Depending on the output selected, the output location can be another location on your system, a remote location or both. Output to:

- [ASCII/ANSI](#) format.
- An encoder for [Captioning](#).
- [CaseViewNet and CaseView II](#).
- [Other Devices](#) for output to electronic information displays.
- [Speche](#) for distribution of CaseView output via the internet.
- [StenoKeys](#) for output to another application on your computer.
- [CARTView](#) (local display) to send realtime to a separate window.

## Output to ASCII/ANSI

You can send the realtime output in ASCII/ANSI format to another location on your system, to a remote location or both. You might use this feature if you are sending to a third-party software package or LED sign that requires this type of output. Line feeds only occur in the output file when a new paragraph is written.

In addition to setting the following Output to ASCII/ANSI options, you must select ASCII/ANSI in the [Output To](#) field in the Translate dialog box. To have Case CATalyst remember the output destination, check the accompanying box, Remember Setting.

### ASCII/ANSI Options

To access the ASCII/ANSI options, from the Translate dialog box select **Options** and then select the **Output to ASCII/ANSI** tab.

#### Connection

**Output over comm port**

Check this box to send the realtime output to a remote location.

### **Comm Port**

Select the appropriate COM port on the Case CATalyst computer for the cable connection between the Case CATalyst system and the receive system. You must select a different COM port than the one selected on the Realtime tab for connecting the writing machine to the Case CATalyst system. For more information on COM or serial ports, refer to the user guide for your computer.

In situations when you must output to multiple ports, select the appropriate COM ports from the drop down list. For example, you are outputting to ASCII/ANSI via a serial connection and you also need to send to LiveNote Streaming Text which requires a serial connection.

### **Direct (Cable)**

Select this option when you connect the Case CATalyst system and the receive system with a realtime cable.

### **Modem**

Select this option when you connect the Case CATalyst system to the receive system remotely over the phone lines. The Case CATalyst system is connected to a phone jack via a modem cable. The receive system is connected to a phone jack in the remote location via a modem cable.

### **Call**

Have the Case CATalyst system call the receive system remotely. Enter the phone number in the *Number* field.

### **Answer**

Have the receive system call the Case CATalyst system.

### **Number**

When you select *Call*, type the telephone number for the location of the receive system. If applicable, include any numbers required to access an outside telephone line. For example, if you need to dial 9 to reach an outside line and 1 reach a different area code, the number would resemble the following: 9, 1, 123-456-7890.

### **Wrap Lines at margin**

This option will automatically wrap lines (new line inserted) based on the file's margins. If you want the ASCII/ANSI output file lines to only wrap (new line inserted) when there is a new paragraph, deselect this option. When outputting to a remote display via StreamText, best results may be achieved by deselecting this option. This option is selected by default.

### **Output to file**

Check this box to send the ASCII/ANSI realtime output to a file which you can store or send electronically. Use the **Browse** button to display the ASCII Output Filename dialog box, where you can name and select a destination location for the file. Once selected, the location path displays in the field.

## **Options**

### **Hold Strokes**

Use the Hold Strokes option when you want a "smooth" translation. For example, you do not want partial strokes and misstrokes to display on the realtime screen or on the system displaying the ASCII/ANSI feed when stroking a multiple stroke outline or phrase that would result in a "re-translation" once the longest match is reached.

When active, Case CATalyst holds the steno outlines before displaying the translated text on the ASCII/ANSI window. Case CATalyst holds the steno until based on the setting in the Longest match plus X strokes option. Once the number of strokes written exceeds the Longest match plus X strokes option, Case CATalyst pushes the longest match text to the display. If no longest match is found, translation holds the strokes written for the specified amount of seconds, then pushes any translated text or steno on the screen.

For example, let's say your Longest match plus X strokes option is set to 3 and the Held for X seconds option is set to 6. You write a four stroke word which is a longest match plus three more strokes. When the longest match plus the additional strokes are written, CATalyst pushes out the translation. If translation isn't done with the longest match, it will hold back the translation for the X number of seconds specified.

When outputting, the Longest match plus X strokes affects the amount of strokes you can delete. If you have this option set to 4, you can delete 3 steno strokes because once you write the Delete stroke, it counts as the 4th stroke. If you have this option set to 7, you can delete 6 steno outlines.

Enter a value in the following fields to [hold strokes](#) to the realtime output.

#### **Longest match plus \_ strokes**

Check this box to hold strokes to the output screen during realtime when outputting to ASCII/ANSI. Enter the number of strokes, after the longest match, you want Case CATalyst to hold before displaying the translated text. Valid entries are 0-9.

You can set separate values for the Longest match plus X strokes held to the Edit screen and the other output options (Realtime, Other Devices and StenoKeys).

#### **Held for \_ seconds**

Enter the number of seconds you want Case CATalyst to wait, when no steno is written, before displaying the translated text or steno outlines. Valid entries are 0-9.

You can only set one value, however, for the number of seconds Case CATalyst waits if no strokes are made before displaying the translated text. In other words, once you change the Held for X seconds on one of the output tabs, it changes the Held for X seconds option on all of the output tabs.

## **Output to Other Devices**

Output to Other Devices allows you send realtime data to electronic information displays. Electronic information displays are used in theaters, baseball parks, train stations, etc. Use Output to Other Devices to send realtime data to the following electronic information device: Daktronics Venus Matrix.

In addition to setting the following Output to Other Devices options, you must select Other in the [Output To](#) field in the Translate dialog box. To have Case CATalyst remember the output destination, check the accompanying box, Remember Setting.

## **Other Devices Options**

To access the Other Devices options, from the Translate dialog box select Options and then select the Output to Other Devices tab.

### **Connection**

### Output over comm port

Check this box to send the realtime data over the COM port to an electronic information device. Designate the COM port by making an entry in the Comm Port field.

Uncheck this box to view the Preview Window while writing but not sending to an electronic information device. You may want to do this to practice.

### Comm Port

Select the appropriate COM port on the Case CATalyst system for the cable connection between the Case CATalyst system and the electronic information device. For more information on COM or serial ports, refer to the user guide for your computer.

### Direct (Cable)

Select this option when you directly connect the Case CATalyst system to the electronic information device with a realtime cable. For more information on the connecting the electronic information device, see the user's guide for your device.

### Modem

Select this option when you are writing to an electronic information device remotely over the phone lines. The Case CATalyst system is connected to a phone jack via a modem cable. The electronic information device is connected to a phone jack in the remote location via a modem cable. For more information on connecting the encoder, see the user's guide for your encoder.

### Call

Select this option if the Case CATalyst system is calling the electronic information device remotely. Enter the phone number in the *Number* field below.

### Answer

Select this option if the electronic information device is calling the Case CATalyst system.

### Number

When you select to have the Case CATalyst system call the electronic information device via modem, you must indicate the number to call. Type the phone number of the location of the receiving electronic information device. When typing a number, remember to put any access numbers you must use to get an outside line, if applicable. For example, if you need to dial 9 to reach an outside line, the number might look like 9, 123-123-1234.

### Hold Strokes

Use the Hold Strokes option when you want a "smooth" translation. For example, you do not want partial strokes and misstrokes to display on the realtime screen or on the receive system when stroking a multiple stroke outline or phrase that would result in a "re-translation" once the longest match is reached.

When active, Case CATalyst holds the steno outlines before displaying the translated text on the Daktronics/TransLux/LED sign. Case CATalyst holds the steno until based on the setting in the Longest match plus X strokes option. Once the number of strokes written exceeds the Longest match plus X strokes option, Case CATalyst pushes the longest match text to the display. If no longest match is found, translation holds the strokes written for the specified amount of seconds, then pushes any translated text or steno on the screen.



For example, let's say your Longest match plus X strokes option is set to 3 and the Held for X seconds option is set to 6. You write a four stroke word which is a longest match plus three more strokes. When the longest match plus the additional strokes are written, CATalyst pushes out the translation. If translation isn't done with the longest match, it will hold back the translation for the X number of seconds specified.

When outputting, the Longest match plus X strokes affects the amount of strokes you can delete. If you have this option set to 4, you can delete 3 steno strokes because once you write the Delete stroke, it counts as the 4th stroke. If you have this option set to 7, you can delete 6 steno outlines.

### **Longest match plus \_ strokes**

Check this box to hold strokes to the output screen during realtime when outputting to Other Devices. Enter the number of strokes, after the longest match, you want Case CATalyst to hold before displaying the translated text. Valid entries are 0-9.

You can set separate values for the Longest match plus X strokes held to the Edit screen and the other output options (Realtime, ASCII/ANSI and StenoKeys).

### **Held for \_ seconds**

Enter the number of seconds you want Case CATalyst to wait, when no steno is written, before flushing the strokes being held. Valid entries are **0-9**.

You can only set one value, however, for the number of seconds Case CATalyst waits if no strokes are made before displaying the translated text. In other words, once you change the Held for X seconds on one of the output tabs, it changes the Held for X seconds option on all of the output tabs.

## **Device Options**

### **Device**

Select the device from the drop down list.

#### **Number of Lines**

Select the number of rows to display. Choose a number between **1** and **8**.

#### **Characters Per Line**

Select the number of characters on each line. Choose a number between **16** and **48**.

#### **Indent**

Indicate the number of spaces to indent all lines. Choose one of the following numbers: **0, 4, 8, 12, 16, 20, 24, 28, 32** or **36**.

## **Translate Options**

During realtime writing to electronic information devices, the following options take priority over the same options set on another Translate Options tab. The options can also be triggered by realtime commands.

### **Phonetic Untranslates**

Phonetically translate steno outlines when no match for the steno occurs in any dictionary used for translation. This prevents the display of untranslates on the realtime screen. The phonetic translation is based on the entries in the Phonetic table. On the Case CATalyst screen, the "phonetically" translated word is the color of an untranslate to indicate the use of the [Phonetic table](#).

You can toggle the Phonetic Translation On and Off during realtime if you have a dictionary entry defined as Toggle Phonetic Mode.

### **Auto-Conflict**

Use [Auto-Conflict](#) to automatically select the first choice of the conflict during translation. This prevents the display of conflicts on the screen. You can also use the Toggle Auto Conflict Resolution command when writing realtime to control the auto-conflict command from the writer.

You can use Auto-Conflict in conjunction with EZ Choice. When EZ Choice is active, Case CATalyst first checks the Conflict Database. If the conflict is not in the database, then Auto-Conflict resolves the conflict.

### **Use EZ Choice**

Use [EZ Choice](#) to resolve conflicts during translation based on previous conflict selections when occurring in similar context. When you resolve a conflict in Edit or realtime, the conflict choice plus the two words preceding the conflict are entered into the Conflict Database file. EZ Choice then uses the conflict database to determine the conflict resolution in future jobs.

### **Use Second Choice**

SecondChoice resolves conflicts during translation using the Second Choice Conflict Database. When a conflict is selected in Edit, Case CATalyst uses a system file to identify the possible parts of speech for the word before and after the conflict and places the conflict choice along with the system file information in the SecondChoice conflict database. When the same parts of speech appear before and after the same conflict in future translations, Case CATalyst selects the same conflict choice. When used in conjunction with EZ Choice, EZ Choice has priority.

### **Use EZ Link**

Use [EZ Link](#) to attach prefixes and suffixes to the root word during translation applying the rules of spelling in an attempt to correctly spell the combined word. Case CATalyst first checks the Spell Check wordlist for a match. If no match exists then Case CATalyst attaches the combined root word and suffix.

### **Exclude Caps**

Exclude Caps is a Translate option available when EZ Link is active. When selected, Case CATalyst attaches the suffix but does not apply the EZ Link rule to root words defined as all capped or mixed case. Case CATalyst instead attaches the suffix directly to the word without altering the root word. For example, you write, "The Brady<Suffix>s went on vacation..." The EZ Link result is "Bradies." When Exclude Caps is active the result is "Bradys".

### **ALL CAPS**

Display the realtime text in all capital letters.

## **Output to Speche**

Speche allows for realtime distribution of your CaseView output via the internet. The CaseView signal is sent via your Internet connection to Speche Communications where it is converted to a standard Internet format (http) and delivered instantly to your intended audience. Remote participants use an Internet connection and browser to view the file. They do not need CaseView.

You can send the CaseView signal alone or in addition to any standard local CaseView hookups you are providing. Use this service to include remote participants in a deposition, courtroom proceeding, CART application or Internet broadcast event.

An agreement is required with Speche Communications in order to facilitate this realtime capability. Please contact Speche at (877) 823-9080 or visit Speche at [www.speche.com](http://www.speche.com) for more information.

In addition to setting the following Output to Speche options, you must select Speche in the [Output To](#) field in the Translate dialog box. To have Case CATalyst remember the output destination, check the accompanying box, Remember Setting.

## Speche Options

To access the Speche options, from the Translate dialog box select Options and then select the Output to Speche tab.

### Host

The IP address necessary to communicate with Speche. Speche Communications provides IP information during setup.

### Port

The port Speche uses to communicate with the reporter's system. Port 4000 is the default port and cannot be changed.

### User

Identifies your configuration type and custom options selected during setup. Speche Communications assigns a user name during the scheduling of the event or session. This user name and the password are required to facilitate connection with Speche.

### Password

Allows access to Speche. Speche Communications assigns a password during setup. This password and the user name are required to facilitate connection with Speche.

## Output to Caption

Output to Caption allows you to write realtime and [send](#) the realtime text directly to an encoder for realtime captioning. All realtime data is sent to the encoder. The use of pre-scripted text is not compatible with this feature.

Special [captioning realtime commands](#) allow you to control certain captioning functions, such as setting the encoder on or off-line, setting the number of characters per line and changing text color. You create dictionary definitions with captioning format symbols to control these commands. It is necessary to define a stroke as <Caption: Block> and use that stroke to begin the realtime session.

All captions are sent in roll-up mode. The first line displayed on the screen rolls off the screen as the next line of text written displays at the bottom. For example, you set the number of lines to display as 3 so that three lines of text always display on the caption screen. When you write the fourth line, the first line rolls off the screen to make room for the fourth line on the caption display. Generally, captions are displayed in all caps. If you select the ALL CAPS options and a name requires lower case, use the {case} format symbol before the text definitions.

You must have captioning software to perform post production captioning. You cannot do post-production captioning by sending the realtime text directly to an encoder.

## Captioning Options

In addition to setting the following [Output to Caption](#) options, you must select Caption in the [Output To](#) field in the Translate dialog box. To have Case CATalyst remember the output destination, check the accompanying box, Remember Setting.

## Caption Options

To access the Caption options, from the Translate dialog box select **Options** and then select the **Output to Caption** tab.

### Connection

#### Output over comm port

Check this box to send the realtime data over the COM port to an encoder. Designate the com port by making an entry in the *Comm Port* field.

Uncheck this box to view the Closed Caption Preview Window while writing but not sending to an encoder. You may want to do this to practice.

#### Comm Port

Select the appropriate COM port on the Case CATalyst system for the encoder cable connection to the computer. For more information on COM or serial ports, refer to the user guide for your computer.

#### Direct (Cable)

Select this option when the Case CATalyst system connects to the encoder with a realtime cable. For more information on connecting the encoder, see the user's guide for your encoder.

#### Modem

Select this option when you are writing to an encoder remotely over the phone lines. The Case CATalyst system is connected to a phone jack via a modem cable. The encoder is connected to a phone jack in the remote location via a modem cable. For more information on connecting the encoder, see the user's guide for your encoder.

#### Call

Select this option if the Case CATalyst system is calling the encoder remotely. Enter the phone number in the *Number* field below.

#### Answer

Select this option if the encoder is calling the Case CATalyst system.

#### Number

When you select to have the Case CATalyst system call the encoder via modem, you must indicate the number to call. Type the telephone number for the location of the receive system. If applicable, include any numbers required to access an outside telephone line. Insert commas between numbers to have the system pause a second before dialing the next number. This allows the system to receive a dial tone before sending the next number. For example, if you need to dial 9 to reach an outside line and 1 to reach a different area code, the number would resemble the following: 9, 1, 123-456-7890.

### Hold Strokes

#### Longest match plus \_ strokes

Check this box to hold strokes to the output screen during captioning. This is sometimes known as "smooth" translation. Enter the number of strokes, after the longest match, you want Case CATalyst to hold before displaying the translated text. Valid entries are **0-9**.

When active, Case CATalyst holds the steno outlines before displaying the translated text on the realtime Caption Preview window. Case CATalyst holds the steno until based on the setting in the Longest match plus X strokes option. Once the number of strokes written exceeds the Longest match plus X strokes option, Case CATalyst pushes the longest match text to the display. If no longest match is found, translation holds the strokes written for the specified amount of seconds, then pushes any translated text or steno on the screen.

For example, let's say your Longest match plus X strokes option is set to 3 and the Held for X seconds option is set to 6. You write a four stroke word which is a longest match plus three more strokes. When the longest match plus the additional strokes are written, CATalyst pushes out the translation. If translation isn't done with the longest match, it will hold back the translation for the X number of seconds specified.

### **Held for \_ seconds**

Enter the number of seconds you want Case CATalyst to wait, when no steno is written, before flushing the strokes being held. Valid entries are **0-9**.

## **Encoder Options**

### **Encoder Model**

Select an encoder from the drop down list. The most common model of encoders are listed. If the model you are using is not listed, try the EEG Compatible option.

### **Captioning Options**

The following captioning options can also be set or modified using the [captioning realtime commands](#).

#### **Number of Lines**

Select the number of captioning rows to display. Choose a number between **2** and **4**.

#### **Characters Per Line**

Select the number of characters on each caption line. Choose a number between **16** and **32**.

#### **Baseline**

Select the line where the bottom line of the caption is placed. Choose a number between **1** and **15**. For example, if you select line 4 and you are using 4 caption lines, the bottom line of the caption displays on line 4.

To place the captions on the top of the screen, select line 1. To place the captions on the bottom of the screen, select line 15.

#### **Indent**

Indicate the number of spaces to indent all caption lines. Choose one of the following numbers: **0, 4, 8, 12, or 16**.

#### **Language**

When using encoder model, Subtitle Encoder NEWFOR, select the language in which you want the subtitles to display. You must first enter a valid teletext page in the *Teletext* field.

The *Language* field is only available when using Subtitle Encoder NEWFOR.

### Teletext

When using encoder model, Subtitle Encoder NEWFOR, type the teletext page to which you are writing. Verify the correct language selection in the *Language* field.

The *Teletext* field is only available when using Subtitle Encoder NEWFOR.

## Options

During captioning, the following options take priority over the same options set on another Translate Options tab. The options can also be triggered by realtime commands.

### Phonetic Untranslates

Phonetically translate steno outlines when no match for the steno occurs in any dictionary used for translation. This prevents the display of untranslates on the realtime screen. The phonetic translation is based on the entries in the Phonetic table. On the Case CATalyst screen, the "phonetically" translated word is the color of an untranslate to indicate the use of the [Phonetic table](#).

You can toggle the Phonetic Translation On and Off during realtime if you have a dictionary entry defined as [Toggle Phonetic Mode](#).

### Auto-Conflict

Auto-Conflict automatically selects the first choice of the conflict during translation. This prevents the display of conflicts on the screen. You can also use the [Toggle Auto Conflict Resolution](#) command when writing realtime to control the auto-conflict command from the writer.

You can use Auto-Conflict in conjunction with EZ Choice. When EZ Choice is active, Case CATalyst first checks the Conflict Database. If the conflict is not in the database, then Auto-Conflict resolves the conflict.

### Use EZ Choice

EZ Choice resolves conflicts during translation that occur in context similar to a previous conflict selection. When you resolve a conflict in Edit or realtime, the conflict choice plus the two words preceding the conflict are entered into the Conflict Database file. EZ Choice then uses the conflict database to determine the conflict resolution in future jobs.

### Use Second Choice

SecondChoice resolves conflicts during translation using the Second Choice Conflict Database. When a conflict is selected in Edit, Case CATalyst uses a system file to identify the possible parts of speech for the word before and after the conflict and places the conflict choice along with the system file information in the SecondChoice conflict database. When the same parts of speech appear before and after the same conflict in future translations, Case CATalyst selects the same conflict choice.

When used in conjunction with EZ Choice, EZ Choice has priority.

### Use EZ Link

EZ Link attaches prefixes and suffixes to the root word during translation applying the rules of spelling in an attempt to correctly spell the combined word. Case CATalyst first checks the Spell Check wordlist for a match. If no match exists then Case CATalyst attaches the combined root word and suffix.

### Exclude Caps

Exclude Caps is a Translate option available when EZ Link is active. When selected, Case CATalyst attaches the suffix but does not apply the EZ Link rule to root words defined as all capped or mixed case. Case CATalyst instead attaches the suffix directly to the word without altering the root word. For example, you write, "The Brady<Suffix>s went on vacation..." The EZ Link result is "Bradies." When Exclude Caps is active the result is "Bradys".

### **ALL CAPS**

Display the realtime text in all capital letters.

## **Captioning Realtime Commands**

Use dictionary definitions that include the captioning format symbols to control the captioning commands when writing realtime and sending to an encoder. The text, Caption: identifies the captioning format symbols in the Insert Format Symbol dialog box and in a dictionary definition. When Reveal Codes is active, captioning format symbols display in the Reveal Codes window.

The following captioning format symbols are available for dictionary definitions in Case CATalyst. Additional captioning format symbols found in the format symbol list apply only to the optional CATalyst BCS software.

## **Case CATalyst Caption Format Symbols**

### **Baseline**

Determines the vertical placement of the captions. The Set Caption Baseline dialog box displays where you can select a valid number between 1 and 15. You can create dictionary definitions to change the placement of your captions from your writer.

### **Block**

Prevents all upstream captions, such as commercial, from being sent to the encoder. Block mode is used when you are writing realtime to the encoder. Use the Block command when starting captioning to ensure the encoder is in the correct mode. It is necessary to define a stroke as <Caption:Block> and use that stroke to begin the session. You may also use this command at other times during the session, for example to switch from PASS mode to BLOCK mode.

### **Chars**

Determines the number of characters allowed on a caption line. The Set Caption Chars Per Line dialog box displays where you can select a valid number between 8 and 32. You may want to create dictionary entries to change the length of characters on a caption line.

### **Clear**

Removes all the text from the video screen and the Caption Preview window. You may want to create a dictionary entry to remove the captions from the screen. This is useful immediately before going to a commercial to ensure that captions are not overwritten.

### **Color**

Determines the text color for the caption word or remaining text on the line until the next line wrap. The Choose Caption Color dialog box displays. Select a color and press Enter (OK). The selected color displays until the next line wrap and then defaults back to white.

To use the Color format symbol for a specific word or phrase, insert the Color format symbol with the selected color before the word or phrase. Then insert the Color format symbol after the word or phrase using White selected as the color.

### Column

Determines the horizontal indent of the caption. The Caption Column dialog box displays where you can select a valid number between 1 and 25. You may want to create a dictionary entry to change the indentation of captions when writing.

### Flush

Releases any pending realtime text held and forces it to the encoder and Caption Preview window. You may want to create a dictionary definition to manually force text to the encoder. This is useful immediately before a commercial break to make sure the viewer sees the entire caption.

### KeepCaseNext

Inserts the KeepCaseNext format symbol into a dictionary definition which retains the next character's case. For example, to retain the small "c" in McLaughlin, create a dictionary entry: type M<Caption: KeepCaseNext>cLaughlin. When outputting in all caps, the "c" remains in lower case while all the other letters are capitalized, McLAUGHLIN.

### KeepCaseOff/On

Inserts the KeepCaseOff/On format symbols into a dictionary definition which retains the case of multiple characters. For example, to retain the upper and lower case of character in Case CATalyst create a dictionary definition: <Caption: KeepCaseOn>Case CATalyst<Caption: KeepCaseOff>. When outputting in all caps, the word displays as "Case CATalyst."

### Musical Note

Displays one music note on the video screen and the Caption Preview window to indicate music. You may want to create a dictionary entry to place a musical note in the caption or to create multiple musical notes.

### Pass

Allows all upstream captions, such as captioned commercials and other information to go to the encoder. Pass takes the realtime off-line to allow other captions to be sent to the encoder. You may want to create a dictionary entry to send the Pass command.

### Rollup Rows

Determine the maximum number of caption lines that appear when using the Roll-up style. The Set Roll-up Rows dialog box displays where you can select a valid number between 1 and 4. You may want to create a dictionary entry to change the number of roll-up rows.

### Transparent Space

Allow the video or picture to be seen behind the caption.

## Send to an Encoder for Captioning

You can send realtime captions using the Output to Caption feature without having CATalyst BCS. [Realtime caption](#) commands are available and a caption preview window displays so you have an visual indication of how the captions are appearing. You can set the number of lines of captions and their placements. Sending pre-scripted text line by line is not available in CATalyst's realtime captioning function. For more information about CATalyst BCS, you can read CATalyst BCS in this Help/Manual or please contact Stenograph Sales Department.

### To send realtime captions:



1. Connect your writing machine to your Case CATalyst system and connect the Case CATalyst system to the encoder or if sending remotely, to the modem. For more information on the connecting the encoder, see the user's guide for your encoder.
2. In Case CATalyst, press **Ctrl + t (Function/Translate & Edit)** to display the Translate dialog box.
3. Confirm your writer selection, layout and enter a job name. In the Output To field, select **Caption**. To have Case CATalyst remember Caption as the output destination, check the accompanying box, **Remember Setting**.
4. Press **Alt + p (Options)** and select the [Output to Caption](#) tab. Make necessary entries.
5. Press **Enter (OK)**. Option settings remain until you change them. The Translate dialog box displays.
6. Press **Enter (OK)** to start realtime and begin writing. If you select an existing job name, a message displays asking if you want to Append, Overwrite, or Cancel. Select **one** of the following

**Append**

Add the realtime steno file or steno and text files to the existing job.

**Overwrite**

Replace the existing files.

**Cancel**

Choose a different job name.

7. Once translation begins, the Closed Caption Preview Window displays. This allows you to preview the text that displays on the captioning screen. If necessary, you can move, resize or close the window. Once you close the window, you cannot reopen it during the current session. When you start another captioning session, the window displays.
8. To stop translation press **Ctrl + \ (backslash) (File/Stop Translation)**. Depending on your Edit options, a warning message may display. Select **Yes** to end realtime. You remain in the Edit module.

**Output to CaseView**

CaseViewNet is a free down-loadable realtime receive software program that provides courtroom and deposition participants instant access to testimony using a network (LAN) or Cloud (internet) connection with encryption and password. CaseViewNet receive participants can read, scroll, search and mark current and past text. iCVNet is a free down-loadable iPad app available from the Apple® App Store. iCVNet users can read, scroll, search and mark current and past text. If the user has save rights, the transcript can be e-mailed. You can also send realtime to any compatible browser using CaseViewNet Browser edition ([www.caseviewnet.com](http://www.caseviewnet.com)).

You can send to realtime viewing software that accepts the CaseView II protocol and CaseViewNet receive computers simultaneously. To send to CaseViewNet via wireless and Cloud communications, you must activate CaseViewNet on your Case CATalyst computer. When using a Cloud connection (CaseView via the internet or CVNet Browser edition) you will need a Session Code. Contact Stenograph Sales Department, 1.800.323.4247 or 1.630.532.5100, for more information.

CaseViewNet can also provide instant access to testimony using serial communications. CaseViewNet serial communications is available in CaseViewNet version 2.1.0 or higher. To download the free CaseViewNet viewer, go to <http://www.stenograph.com/cvn-downloads>. CaseViewNet activation is not required to send via serial communications to CaseViewNet.

## CaseViewNet Options

Access [CaseViewNet](#) options from the Translate dialog box. Select **Options** and then select the **Output to CaseView** tab. In addition to setting the Output to CaseView options, you also need to select to output to CaseView on the main Translate dialog box.

In addition to setting options on the Output to CaseView tab, be sure to select the [Output To](#) option in the Translate dialog box to **CaseView**. This allows the realtime output to be sent to the receive systems regardless of the receive system software.

## CaseViewNet Options

### Server Comments

Information in this field is available in the CaseViewNet Login dialog box if an invalid password is used. If an invalid password is used, a client can click the Show More link in the CaseViewNet Login dialog box to display the Server Comments.

### Notifications

Notification messages only apply to CaseViewNet clients connected via wireless communication.

#### Notify when user connects

Check this box to have Case CATalyst display a brief notification message in the lower right corner of your computer screen during realtime when a client connects to your Case CATalyst server.

#### Notify when user disconnects

Check this box to have Case CATalyst display a brief notification message in the lower right corner of your computer screen during realtime when a client disconnects from your Case CATalyst server.

#### Notify when user's rights change

Check this box to have Case CATalyst display a brief notification message in the lower right corner of your computer screen during realtime when password permissions change for a client connected to your Case CATalyst server.

## CaseViewNet Serial Connection Options

In the CaseView II Options section of the Output to CaseView tab, set options for CaseViewNet serial cable connected receive systems. Not all options apply to CaseViewNet.

### Output over comm port

Check this box to send the realtime data over the COM port. If you are sending to both CaseViewNet and CaseView II or sending to CaseViewNet via serial cable, check this box. Designate the COM port by making an entry in the *Comm Port* field. If this box is checked and no serial port is available, a *Cannot send to CaseView* message displays for 5 - 10 seconds and then automatically closes.

Uncheck this box if you are only sending to CaseViewNet through a wireless router.

### Comm Port

Select the appropriate COM port on the Case CATalyst computer for the cable connection between the Case CATalyst system and the CaseView II or CaseViewNet serial cable connected receive system. If your writing machine is connected to the Case CATalyst system via serial connection, you must select a different COM port than the one selected on the Realtime tab. For more information on COM or serial ports, refer to the user guide for your computer.

In situations when you must output to multiple ports, select the appropriate COM ports from the drop down list. For example, you are outputting to CaseViewNet via a serial connection and you also need to send to LiveNote Streaming Text which requires a serial connection.

### **Direct (Cable)**

Select Direct (Cable) when you connect the Case CATalyst system and the receive system with a serial realtime cable. Use this option when you connect the Case CATalyst system to a Multi-Line Block or Digital Sharing Device (DSD) for multiple receive systems.

### **Modem**

Select this option when you connect the Case CATalyst system to the receive system remotely over the phone lines. The Case CATalyst system is connected to a phone jack via a modem cable or digital sharing device (DSD). The receive system is connected to a phone jack in the remote location via a modem cable.

#### **Call**

Have the Case CATalyst system call the receive system when using a modem. Enter the phone number in the *Number* field below.

#### **Answer**

Have the receive system call the Case CATalyst system.

### **Number**

When you select *Call*, type the telephone number for the location of the receive system. If applicable, include any numbers required to access an outside telephone line. Follow the number with a comma. For example, if you need to dial 9 to reach an outside line and 1 reach a different area code, the number would resemble the following: 9, 1, 123-456-7890.

### **CaseView II Same PC**

Check this box to display CaseView II on the as the Case CATalyst computer. You must have CaseView II V1.02i to use this feature.

This option does not apply to CaseViewNet.

### **Save CaseView File**

Check this box to allow the CaseView II receive systems to save the realtime text, notes and marked text. This option only affects CaseView II receive systems and does not apply to other receive systems including CaseViewNet.

Uncheck this box to have the CaseView II receive systems save only notes and marked text.

### **Password Protection**

Check this box to allow the CaseView II receive systems to save the realtime text when the client enters a password. You must also select the *Save CaseView File* option to use this feature. Password Protection only applies when sending to CaseView II receive systems and does not apply to other receive systems including CaseViewNet.

Case CATalyst generates the CaseView II password and displays it when you begin the realtime session. You can view the password in Edit after realtime has begun by selecting **View/CaseView Options/CaseView Passwords**. The password displays in the lower left corner of the CaseView Password dialog box. This is a Case CATalyst-generated password that cannot be modified.

### Max Marked Lines

Type a number to determine how many lines can be marked on the CaseView II receive system. A password is not required to be able to mark lines. This option does not apply to other receive systems including CaseViewNet.

### Starting Page Number

Check this box and enter a page number to change the starting page number for realtime text on the CaseView II receive system. If you are appending the realtime text to an existing job, Case CATalyst creates a new section and applies the new page number to the realtime text.

When connected to CaseViewNet via serial cable connection, all CaseViewNet files start with page 1. You cannot change the starting page number.

### Time Stamps

Choose **one** of the following options to determine how the CaseView II and CaseViewNet serial cable connected receive system displays timestamps. If you are using the CaseView II synchronization feature, you must send timestamps to the receive system.

#### None

Do not send timestamps. No timestamps display on the receive system. CaseViewNet receive system connected via serial cable displays its own timestamps.

#### Clock

Send timestamps in actual time format (1:30:25).

#### Elapsed

Send timestamps to in elapsed format: starting 00 hours, 00 minutes, 00 seconds. Elapsed is not available for CaseViewNet serial cable connected receive systems.

## CaseViewNet Passwords

Click **Passwords** on the Output to CaseView tab to display the CaseView Passwords dialog box. Here you can verify and modify the passwords used by CaseViewNet clients connected via network (LAN) or Cloud (WAN - internet) communication. The CaseViewNet user needs to have a password in order to receive the realtime file securely. If you are sending to CaseViewNet or iCVNet via a Cloud connection, you want to make sure to change your passwords so previous clients that have connected using the same Session Code are not allowed to connect to unauthorized realtime sessions. You can size the dialog box to make all the column headings visible.



Passwords do not apply to CaseViewNet clients connected via a serial realtime cable.

Make entries in the fields. When finished, select **OK**.

### Allow Save

Create a password configuration to allow the client to save the CaseViewNet file using the password indicated in the Password field. A check mark indicates the Allow Save feature is active.

## Connections

Select one of the following:

- **Single LAN User** - the first CaseViewNet client to connect to your Case CATalyst server/network (not Internet connection) using the designated password is the only one allowed to use the password. You may want to use this setting when sending realtime to your judge via network connection and you could set the Expiration to Never so your judge never needs to sign in. This If you are sending via an Internet connection,
- **Multiple Users** - allow multiple CaseViewNet clients to receive your realtime feed using the same password. This connection option can be used for both network or cloud connections.

## Expiration

Set a password expiration date. Click in the field and select one of the following:

### Today

The password expires at midnight tonight.

### Never Expires

The password can be continually used without expiring.

### Specific Date

Select a specific date on the calendar for the password expiration date. The password expires at midnight of the selected day. For example, if you are in a five-day trial, CaseViewNet clients can use the same password throughout the five days of trial.

## Password

Specify the password that allows clients to connect to your Case CATalyst server and receive the realtime feed through CaseViewNet. The CaseViewNet client is prompted for a password when connecting to the Case CATalyst server. The password you give the CaseViewNet client determines whether or not they can save the realtime file.

Use the current password, generate a new password in the I Want To field or type a new password. Passwords must be 4 - 64 characters. You can create separate passwords for clients allowed only to view the realtime file and for clients allowed to view and save the realtime file.

## I Want To

### Clone

Make a copy of the password and associated information. A new line displays at the bottom of the list. Use this feature to create separate "Save" passwords for each client or to create a new password with a different expiration.

### Delete

Deletes the current password and associated information. You can also highlight the password you want to delete and click the Delete Password button at the top of the dialog box.

### Set Expired

Set the password to inactive. The message "Expired" displays in the Expiration field. This prevents clients from accessing the network with the password. To reactivate the password, select an option in the Expiration field.

### Generate Password

Generate a new password. If a password already exists, Case CATalyst displays a confirmation message. Select **Yes** to change the password. You can also click the New Password button at the top of the dialog box. Case CATalyst generates a new password with default settings.

### Browser Link

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

## CaseView II TCP/IP or Internet Connection

Send the CaseView feed to a specified TCP/IP address and port. Requires a serial to TCP/IP converter. CaseView software cannot currently receive input via TCP/IP.

### iCVNet options

There are no specific iCVNet options but the following CaseViewNet Options apply to iCVNet. The following items are used by iCVNet:

- Session Code (if using the CaseViewNet Cloud service)
- Password (Multiple Users passwords)
- Notifications (connects, disconnects, rights change)

## CaseView II Options

In the CaseView II Options section of the Output to CaseView tab, set options for CaseView II. From the Translate dialog box, select **Options** and then select the **Output to CaseView** tab.

In addition to setting options on the Output to CaseView tab, you must select the [Output To](#) option in the Translate dialog box to **CaseView**. This allows the realtime output to be sent to the receive systems.

## Set CaseView II Options

### Output over comm port

Check this box to send the realtime data over the COM port. If you are sending to both CaseViewNet and CaseView II or sending to CaseViewNet via serial cable, check this box. Designate the COM port by making an entry in the *Comm Port* field.

Uncheck this box if you are only sending to CaseViewNet through a wireless router.

If the Output over comm port option is selected and Case CATalyst cannot output over the selected COM port, the *Could not start CaseView II output. Data will not be output to CaseView II.* message displays for 5 - 10 seconds and then closes.

### Comm Port

Select the appropriate COM port on the Case CATalyst computer for the cable connection between the Case CATalyst system and the CaseView II or CaseViewNet serial cable connected receive system. If your writing machine is connected to the Case CATalyst system via serial connection, you must select a different COM port than the one selected on the Realtime tab. For more information on COM or serial ports, refer to the user guide for your computer.

In situations when you must output to multiple ports, select the appropriate COM ports from the drop down list. For example, you are outputting to CaseViewNet via a serial connection and you also need to send to LiveNote Streaming Text which requires a serial connection.

### **Direct (Cable)**

Select Direct (Cable) when you connect the Case CATalyst system and the receive system with a serial realtime cable. Use this option when you connect the Case CATalyst system to a Multi-Line Block or Digital Sharing Device (DSD) for multiple receive systems.

### **Modem**

Select this option when you connect the Case CATalyst system to the receive system remotely over the phone lines. The Case CATalyst system is connected to a phone jack via a modem cable or digital sharing device (DSD). The receive system is connected to a phone jack in the remote location via a modem cable.

#### **Call**

Have the Case CATalyst system call the receive system when using a modem. Enter the phone number in the *Number* field below.

#### **Answer**

Have the receive system call the Case CATalyst system.

### **Number**

When you select *Call*, type the telephone number for the location of the receive system. If applicable, include any numbers required to access an outside telephone line. Follow the number with a comma. For example, if you need to dial 9 to reach an outside line and 1 reach a different area code, the number would resemble the following: 9, 1, 123-456-7890.

### **CaseView II Same PC**

Check this box to display CaseView II on the as the Case CATalyst computer. You must have CaseView II V1.02i to use this feature.

This option does not apply to CaseViewNet.

### **Save CaseView File**

Check this box to allow the CaseView II receive systems to save the realtime text, notes and marked text. This option only affects CaseView II receive systems and does not apply to other receive systems including CaseViewNet.

Uncheck this box to have the CaseView II receive systems save only notes and marked text.

### **Password Protection**

Check this box to allow the CaseView II receive systems to save the realtime text when the client enters a password. You must also select the *Save CaseView File* option to use this feature. Password Protection only applies when sending to CaseView II receive systems and does not apply to other receive systems including CaseViewNet.

Case CATalyst generates the CaseView II password and displays it when you begin the realtime session. You can view the password in Edit after realtime has begun by selecting **View/CaseView Options/CaseView Passwords**. The password displays in the lower left corner of the CaseView Password dialog box. This is a Case CATalyst-generated password that cannot be modified.

### Max Marked Lines

Type a number to determine how many lines can be marked on the CaseView II receive system. A password is not required to be able to mark lines. This option does not apply to other receive systems including CaseViewNet.

### Starting Page Number

Check this box and enter a page number to change the starting page number for realtime text on the CaseView II receive system. If you are appending the realtime text to an existing job, Case CATalyst creates a new section and applies the new page number to the realtime text.

When connected to CaseViewNet via serial cable connection, all CaseViewNet files start with page 1. You cannot change the starting page number.

### Time Stamps

Choose **one** of the following options to determine how the CaseView II and CaseViewNet serial cable connected receive system displays timestamps. If you are using the CaseView II synchronization feature, you must send timestamps to the receive system.

#### None

Do not send timestamps. No timestamps display on the receive system. CaseViewNet receive system connected via serial cable displays its own timestamps.

#### Clock

Send timestamps in actual time format (1:30:25).

#### Elapsed

Send timestamps to in elapsed format: starting 00 hours, 00 minutes, 00 seconds. Elapsed is not available for CaseViewNet serial cable connected receive systems.

## CaseView II TCP/IP or Internet Connection

Send the CaseView feed to a specified TCP/IP address and port. Requires a serial to TCP/IP converter. CaseView software cannot currently receive input via TCP/IP.

## CaseViewNet WiFi Connection

CaseViewNet allows courtroom and deposition participants WiFi wireless access to realtime testimony. While writing realtime, you transmit text from your Case CATalyst version 8.20 or higher computer using a wireless access point. Client computers with wireless communication capabilities and CaseViewNet loaded onto their systems can read, scroll, search and mark testimony. Communication is secured using encryption and password protection. For additional information about wireless configuration and establishing the CaseViewNet connection, see the *CaseViewNet Router Installation Guide*. CaseViewNet must be activated on your computer before you can send the realtime to CaseViewNet clients. Contact Stenograph Sales Department, 1.800.323.4247 or 1.630.532.5100, for more information.



You can send to both CaseView II and CaseViewNet receive computers simultaneously. If you are sending to both CaseViewNet and CaseView II, connect the Case CATalyst system to the CaseView II receive system, multi-line block, or digital sharing device and confirm the COM port assignment for the output of the CaseView feed before beginning realtime.

Anti-virus and firewall settings protect your computer against unauthorized users but may also restrict the flow of data. Often, [changing a setting](#) in the software firewall can eliminate the restriction.

## CaseViewNet Activation & Expiration

The Case CATalyst server must have a valid CaseViewNet activation certificate in order to send realtime data to the CaseViewNet client computers using a network connection. A CaseViewNet activation certificate is not necessary when sending realtime data to CaseViewNet clients using a serial connection.

As the CaseViewNet certificate approaches its expiration date, a reminder window displays when Case CATalyst opens. The reminder message indicates the number of days until the expiration date. Set the reminder message to display again before the expiration date by selecting a number from the drop down menu in the *Remind me* field.

It is necessary to renew the activation certificate annually, at a discounted rate. A Case CATalyst support agreement, which also provides support for CaseViewNet, is required to purchase or renew a CaseViewNet activation certificate. Contact the Stenograph sales department at 1.800.323.4247 or 1.630.532.5100 for additional information. The purchased CaseViewNet certificate is downloaded from the Stenograph web site, [www.stenograph.com](http://www.stenograph.com), and secured on the hard drive of your Case CATalyst computer.

## Start a CaseViewNet WiFi Session

1. Plug in your configured router.
2. Turn on your Case CATalyst computer and wait until it is fully booted.
3. Verify the wireless capability on your computer is enabled.
4. Connect to the wireless network you are using with CaseViewNet. This is the network identified during the router configuration.

Windows automatically connects to your network if it was the last network connected to on this computer, the wireless network is set as default or if it is the only available network in range. If your computer does not connect automatically, right click the appropriate wireless icon in the SysTray and select Connect to a network from the menu. Select your network and click **Connect**. For additional information about connecting to your network for the first time, see the "*CaseViewNet Router Installation Guide*".

A switch or access to your computer vendor's application may be required. If Windows does not manage the wireless networking on your computer, a message displays. For additional information, refer to the user guide for your computer or contact the computer manufacturer.

**Important:** Microsoft ended Windows Vista support as of April 2017. Case CATalyst is no longer supported when running Windows Vista.

5. Start Case CATalyst.
6. Connect your writing machine to your Case CATalyst system. Do any of the following as appropriate:
  - If you are using a serial cable between your Case CATalyst system and your writing machine, connect the cable and confirm the COM port.
  - If you are using Bluetooth communication between your Case CATalyst system and your writing machine, confirm the COM port.

- If you are sending to both CaseViewNet and CaseView II, connect the Case CATalyst system to the receive system, multi-line block, or digital sharing device. Confirm the COM port assignment for the output of the CaseView feed.
7. Turn the writing machine On.
  8. Press **Alt + u, t (Function/Translate & Edit)**. The Translate dialog box displays.
  9. In the Output To field, select **CaseView** as the output destination.
  10. Press **Alt + p (Options)**. The Translate Options dialog box displays.
  11. Select the **Output to CaseView** tab. To have Case CATalyst always remember the Output To destination, check the accompanying box, *Remember Setting*.
  12. On the [Output to CaseView](#) tab, set CaseViewNet options and passwords. If you are sending to both CaseViewNet and CaseView II, check the Output over comm port box and make necessary [CaseView II Options](#) entries. Set translate options on the other tabs as necessary.
  13. When finished setting Translate options, press **Alt + a (Apply)** and then press **Enter (OK)**. Option settings remain until you change them. The Translate dialog box displays.
  14. Type or select a File name. Select a layout, dictionaries and create EZ Speakers or create a Speaker List as necessary.
  15. Press **Enter (OK)** to start realtime and begin writing.

If you select an existing job name, a message displays prompting you to Append, Overwrite, or Cancel. Select **one** of the following:

### **Append**

Add the realtime file to the existing job.

### **Overwrite**

Replace the existing files.

### **Cancel**

Choose a different job name.

16. You can view and modify [CaseViewNet passwords](#) and view and manage [user connections](#) during realtime.
17. To stop realtime press **Ctrl + \ (backslash) (File/Stop Translation)**. Depending on your Edit options, a warning message may display. Select **Yes** to end realtime. You remain in the Edit module.

## **CaseViewNet Client WiFi Connection**

CaseViewNet allows the client computer to connect via WiFi to the CaseViewNet realtime session by using one of three connection methods: the CaseViewNet Client Connection Wizard, specifying the Case CATalyst computer/server connection information or discovering the Case CATalyst computer/server for each session. Review each of the methods to determine the optimal connection type for your CaseViewNet clients.


CaseViewNet also allows the CaseViewNet client to connect via serial cable. Refer to [Starting a CaseViewNet Serial Session](#) for details on connecting serially.

## **Use the Connection Wizard**

Use the CaseViewNet Client Connection Wizard when the CaseViewNet client is unsure of how they receive the realtime data. Each time the client selects to connect in CaseViewNet, the Connection Wizard prompts for the connection type and steps you through the connection process.

Use the Connection Wizard when receiving the realtime data via a serial port, such as from a non-Case CATalyst reporter or through the network connection from different Case CATalyst reporters having different Case CATalyst computer/servers.

To set CaseViewNet System Options to use the Connection Wizard:

1. In CaseViewNet, select **Options/System Options**. The System Options dialog box displays.
2. In the System Options dialog box under the CaseViewNet Settings section, click **Connection**.
3. In the Use Connection Wizard field, select **Yes**. Yes is the default setting.
4. Click **OK** to save the settings.
5. To start the realtime session, click the Connect  icon. The Connection Wizard displays.
6. The Connection Wizard prompts the client through the connection process.
7. Click **Finish** on the last screen. The Connection Wizard closes and the realtime data scrolls on the screen when an active connection is made. When you use cursor movements to perform tasks, the [Follow Realtime](#) mode is temporarily disabled. Click the Follow Realtime icon to continue following realtime.
8. When proceedings are complete, select **Realtime/Disconnect**.

## Specify Connection Information - No Wizard

Specify the CaseViewNet client connection information when the CaseViewNet computer always connects to the same network or the same IP address. This connection method may be appropriate for judge's computer where the network and reporter are the same.

To set CaseViewNet System Options with specific connection information:

1. In CaseViewNet, select **Options/System Options**. The System Options dialog box displays.
2. In the System Options dialog box under the CaseViewNet Settings section, click **Connection**.
3. In the *Use Connection Wizard* field, select **No**. Yes is the default setting.
4. In the *Connection Type* field, select **Network/Internet**.
5. Set any other necessary Network/Internet Options.

### Network/Internet Options

#### IP Address

No entry is necessary in this field unless the realtime feed being sent requires a specific IP Address as indicated by the reporter. A default entry in this field may prevent CaseViewNet from receiving the realtime feed.

#### Port

CaseViewNet, by default, uses port 443. It is not recommended that you change this port setting unless you are using a specific IP Address and port setting.

### Name

Type a name in the field to identify yourself to the reporter during realtime. This name displays on the reporter's Case CATalyst computer to inform the reporter you have successfully connected to the realtime feed.


### Organization

Type a name in the field that identifies your organization to the reporter during realtime. This is an optional field.

### Password

Type the assigned password provided by the reporter. The password provided by the reporter allows your CaseViewNet computer to receive the realtime data via wireless network. Depending on the user rights assigned to the password provided to you, the password also allows you to view the realtime file or allows you to view and save the realtime file. Enter only the password indicated by the reporter. Passwords vary between realtime sessions.

6. Click **OK** to save the settings.

7. To start the realtime session, click the Connect  icon. The CaseViewNet Connection Status screen displays momentarily and the realtime data scrolls on the screen when an active connection is made. If CaseViewNet cannot find the specified Case CATalyst computer/server, the Find Server dialog box displays. Select the server and click **Connect**.

When you use cursor movements to perform tasks, the [Follow Realtime](#) mode is temporarily disabled. Click the Follow Realtime icon to continue following realtime.


8. When proceedings are complete, select **Realtime/Disconnect**.

## Discover Server for Each Connection - No Wizard

Use this method if the CaseViewNet computer always uses the same connection type, such as *Network*, but the Case CATalyst computer/server changes. For example, you work with the same reporting firm all the time and each of their reporters provide a WiFi realtime feed. Since each reporter from the firm has their own router, the IP address varies.

To set the CaseViewNet System Options to discover the server for each connection:

1. In CaseViewNet, select **Options/System Options**. The System Options dialog box displays.
2. In the System Options dialog box under the CaseViewNet Settings section, click **Connection**.
3. In the *Use Connection Wizard* field, select **No**. Yes is the default setting.
4. In the *Connection Type* field, select **Network/Internet**.
5. In the Network/Internet Options section select **Prompt Available Servers**.
6. Click **OK** to save the settings.

7. To start the realtime session, click the Connect  icon. The CaseViewNet Connection Status screen displays momentarily and then the Find Server dialog box displays.
8. Select the server and click **Connect**. The realtime data scrolls on the screen when an active connection is made. When you use cursor movements to perform tasks, the [Follow Realtime](#) mode is temporarily disabled. Click the Follow Realtime icon to continue following realtime.

9. When proceedings are complete, select **Realtime/Disconnect**.

## Anti-Virus and Firewall Settings

Most anti-virus software installed on computers contain a firewall. A firewall is a system that secures the wireless network, shielding it from access by unauthorized users. It can also restrict data from flowing in and out of the network from both the Case CATalyst network computer and the CaseViewNet client computers. Often, changing a setting in the software firewall can eliminate the restriction.

Stenograph has tested several anti-virus software packages and provides recommended settings for the Case CATalyst and CaseViewNet computers to help ensure unrestricted data flow. The latest CaseViewNet anti-virus information can be found on the Stenograph Help Desk. If you have an internet connection, from the Help menu, select Support Help Desk. In the *Keyword* field type, **caseviewnet virus protection**. To apply any of the recommended actions, consult your anti-virus software documentation or vendor.

## Locate Anti-Virus and Firewall Information

1. Do one of the following:
  - In Case CATalyst, press **Alt + h, s** (**Help/Support Help Desk**).
  - Using your Internet browser, go to the Stenograph web site, [www.stenograph.com](http://www.stenograph.com). Click **Support/Help Desk**.
2. In the *Keyword* field type, **caseviewnet virus protection**.
3. To apply any of the recommended actions, consult your anti-virus software documentation or vendor.

## CaseViewNet Server Startup Error

If you are running Case CATalyst 9.x or higher, a startup error message may display when starting realtime and outputting to CaseViewNet. The message indicates the name of a program that is currently using the same port Case CATalyst uses to output to CaseViewNet.

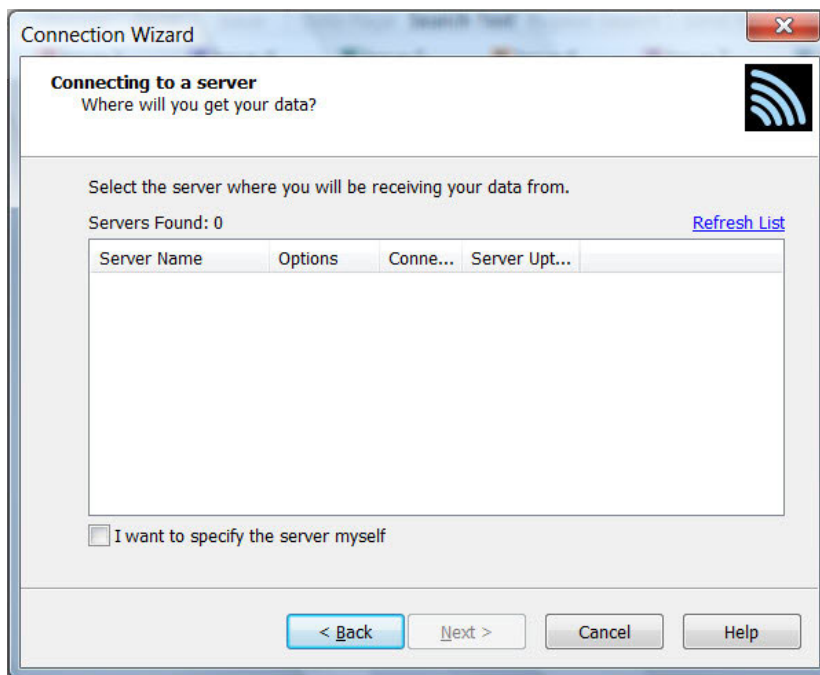
At this time, two programs, Skype and Pando are known to interfere with the CaseViewNet output. It is possible there are other programs that block the CaseViewNet data output. Skype is currently the only known program you can use while running CaseViewNet by starting the program after beginning realtime.

### Action

1. Close the indicated program.
2. Restart realtime and establish the communication between Case CATalyst and CaseViewNet. Depending on the third party program, you may be able to start it again.

## Case CATalyst Server Does Not Display

The CaseViewNet computer cannot find the Case CATalyst server name after a reasonable period of time.



### Action

1. On the CaseViewNet computer, click **Refresh List** in the Find Server dialog box. If the server displays, click Connect to establish the connection.
2. Verify there is an active realtime session on the Case CATalyst computer. A realtime file must be started and at least one steno stroke written to establish a realtime connection in Case CATalyst.
3. In Case CATalyst, be sure that **CaseView** was selected in the *Output To* field when beginning translation. It may be necessary to stop the realtime translation and restart realtime to ensure **CaseView** is selected in the *Output To* field.
4. Confirm that the CaseViewNet computer is connected to the realtime reporter's wireless network. The CaseViewNet computer must first be connected to the reporter's wireless network before CaseViewNet can establish a connection to the Case CATalyst server.
5. If CaseViewNet continues to be unable to establish a connection to the Case CATalyst server, be sure that CaseViewNet activation on the Case CATalyst computer is current. CaseViewNet activation is valid for one year. Without current CaseViewNet activation, no CaseViewNet connection is possible and the Case CATalyst server is not available.

### WiFi Connection Drops

A WiFi card continually looks for the strongest signal with the purpose of connecting to the Internet. When it finds a stronger signal, the WiFi card “jumps” to the stronger connection without checking that the current connection is in use. This can result in a lost connection. Case CATalyst displays a notification if the connection is lost or jumps to another access point and prompts you to reconnect to the original access point.

### Action

Change the wireless settings on the CaseViewNet computer and the realtime reporter's Case CATalyst computer/server to help prevent the WiFi card from “jumping” to another network. Depending on your operating system, these instructions may vary.

1. From the Start Menu, select **Control Panel**.
2. Depending on your Windows operating system and view setting, click **Network and Internet** and then click **Networks and Sharing Center**; or double click either **Networks** or **Networks and Sharing Center**.
3. Select **Manage wireless networks**. The dialog box for managing wireless connections displays.
4. Double click the realtime reporter's network name. For the realtime reporter, this is the network name identified during the router configuration which is used by the Case CATalyst computer/server to send realtime data to CaseViewNet computers. For the CaseViewNet user, it is the network name provided by the realtime reporter for wireless CaseViewNet connection to their network.
5. The Wireless Network properties dialog box for your network name displays. If necessary, click the **Wireless Properties** button to display the Wireless Network properties dialog box.
6. Check the option, *Connect automatically when this network is in range*.
7. Click to **OK** to save your changes.
8. Identify any other stored wireless profiles, if any, that may be in range of your wireless connection. Double click the network name and verify the option, *Connect automatically when this network is in range*, is not checked.
9. Close any open manage wireless network dialog boxes when finished.
10. If applicable, verify with the realtime reporter the correct network name and password.

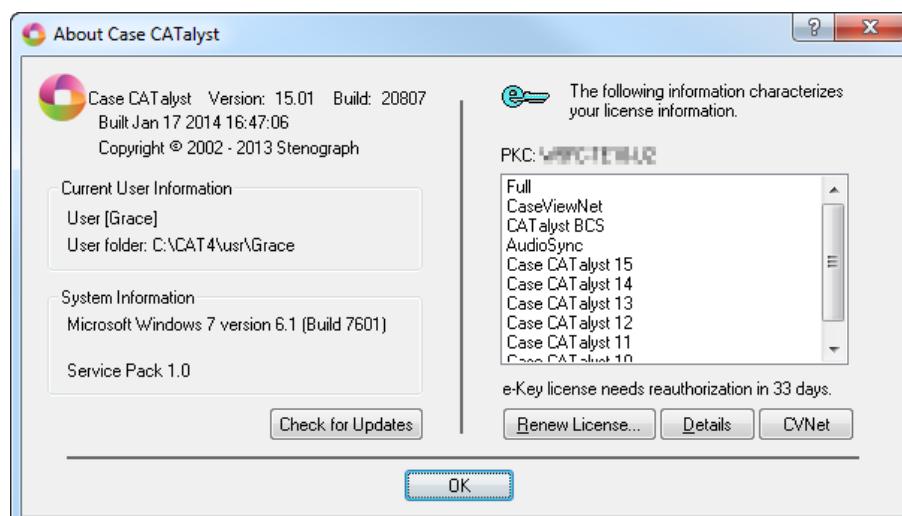
## CaseViewNet Certificate Messages

Although rare, it is possible to receive a message that there is something wrong with the CaseViewNet certificate or the CaseViewNet certificate is invalid. The solution is that the certificate needs to be reinstalled. There are two possible course of actions which are explained below. The most common solution is listed first.

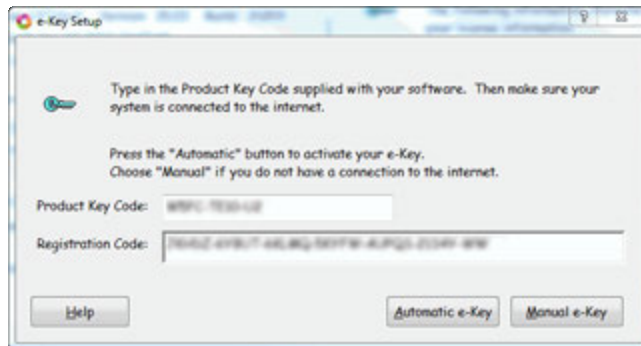
### Renew your e-Key activation

In most cases an invalid CaseViewNet certificate can be repaired by renewing your e-Key activation. To renew your e-Key, do the following:

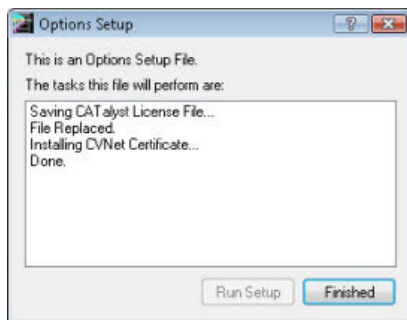
1. In Case CATalyst, click **Help** and then **About Case CATalyst**. The *About Case CATalyst* dialog displays.



2. Click the **Renew License...** button. The *e-Key Setup* dialog displays.



3. Click the **Automatic e-Key** button. One of the follow messages displays:
  - A message displays prompting to please wait while the license is downloaded.
  - The message, *The option file does not give or extend any options beyond your current license. Do you want to install it anyway?* displays. Click **Yes**.

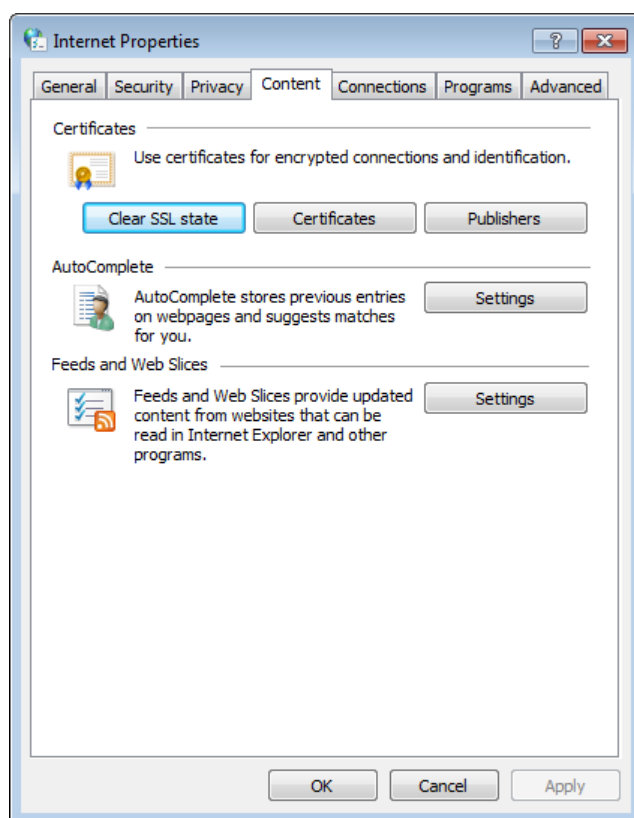


4. Click the **Finished** button and then click **OK** to close the About Case CATalyst dialog.
5. Close and reopen Case CATalyst. Start a test realtime file with the CaseView output option selected.  
If a CaseViewNet Certificate is Invalid message displays, follow the steps below to delete the CaseViewNet certificate.

### Delete the CaseViewNet Certificate before reinstalling

1. With Case CATalyst closed, click **Start, Control Panel, Network and Internet** and then **Internet Options**. The Internet Properties dialog displays.  
Depending on your version of Windows, you may click Start, Control Panel and then Internet Options.





2. Click the **Content** tab and then click the **Certificates** button. The Certificates dialog displays.



3. Highlight **CATalyst\_CVNet** and click the **Remove** button. A Removal confirmation message displays, click **Yes**.
4. Click the **Close** button to exit the Certificates dialog.
5. You will now need to reinstall your CaseViewNet Certificate. Go to the *Renew your e-Key activation* section at the top of this topic and follow the instructions.

## CaseViewNet Cloud (internet) Connection

CaseViewNet allows courtroom and deposition participants access to realtime testimony with an internet (Cloud) connection. While writing realtime, you transmit text from your Case CATalyst version 8.20 or higher computer using a wireless access point. Client computers with an internet connection and CaseViewNet loaded onto their systems can read, scroll, search and mark testimony. Realtime can also be received on an iPad using iCVNet and/or any device that can access a compatible browser using CaseViewNet Browser Edition ([www.caseviewnet.com](http://www.caseviewnet.com)). You can mark, search, and e-mail the transcript. Communication is secured using encryption and password protection. CaseViewNet must be activated on your computer before you can send the realtime to CaseViewNet clients. Contact Stenograph Sales Department, 1.800.323.4247 or 1.630.532.5100, for more information.

Anti-virus and firewall settings protect your computer against unauthorized users but may also restrict the flow of data. Often, [changing a setting](#) in the software firewall can eliminate the restriction.

## CaseViewNet Activation & Expiration

The Case CATalyst computer must have a valid CaseViewNet license in order to send realtime data to the CaseViewNet client computers, iCVNet and/or CaseViewNet Browser Edition using a Cloud connection. A CaseViewNet license is not necessary when sending realtime data to CaseViewNet clients using a serial connection.

As the CaseViewNet license approaches its expiration date, a reminder window displays when Case CATalyst opens. The reminder message indicates the number of days until the expiration date. Set the reminder message to display again before the expiration date by selecting a number from the drop down menu in the *Remind me* field.

It is necessary to renew the license annually, at a discounted rate. A Case CATalyst support agreement, which also provides support for CaseViewNet, is required to purchase or renew a CaseViewNet license. Contact the Stenograph sales department at 1.800.323.4247 or 1.630.532.5100 for additional information. The purchased CaseViewNet license is downloaded from the Stenograph web site, [www.stenograph.com](http://www.stenograph.com), and secured on the hard drive of your Case CATalyst computer.

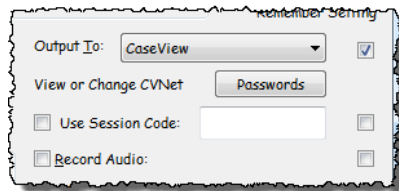
## Start a CaseViewNet Cloud (internet) Connection

To send realtime via the CaseViewNet Cloud or CaseViewNet Browser Edition you need a CaseViewNet license and a Session Code (available at <http://www.stenograph.com/caseviewnet-information>). Use the following instructions to start a realtime file with a CaseViewNet Cloud connection. These instructions assume you have already purchased your Session Code.

CaseViewNet Browser Edition allows clients to use any computer, phone, tablet, etc. that can open a browser. Then go to [www.caseviewnet.com](http://www.caseviewnet.com) and fill in all the fields and click Connect.

1. Turn on your Case CATalyst computer and wait until it is fully booted.
2. Connect to the internet.
3. Start Case CATalyst.
4. Turn the steno machine On.

5. Connect your writing machine to your Case CATalyst system. Do **any** of the following as appropriate:
  - If you are using a WiFi connection between your Case CATalyst and your steno machine, make sure your steno machine is connected to the same network as Case CATalyst.
  - If you are using a USB connection between your Case CATalyst and your steno machine, connect the USB cable to both the Case CATalyst computer and steno machine and confirm the USB drivers are installed.
  - If you are using a serial cable between your Case CATalyst and your steno machine, connect the cable and confirm the COM port.
  - If you are using Bluetooth communication between your Case CATalyst system and your writing machine, confirm the COM port.
  - Confirm the Cloud (internet) clients have connected to the internet and have the correct Session Code and password. The Session Code is not case sensitive and will automatically display in all caps when typed in the Session Code field in Case CATalyst, CaseViewNet and/or iCVNet and CaseViewNet Browser Edition regardless of the state of the Caps Lock key.
6. Press **Alt + u, t (Function/Translate & Edit)**. The Translate dialog box displays.
7. In the Output To field, select **CaseView** as the output destination.
8. Check the Use Session Code option and type the Session Code in the text box, if necessary. If the Remember Setting check box is selected, CATalyst will remember the last Session Code used. The Session Code is not case sensitive and will automatically display in all caps. This option is not available unless the Output To: field displays CaseView or Multiple Outputs.. and CaseView is selected in the subsequent dialog box.



9. Press **Alt + p (Options)**. The Translate Options dialog box displays.
10. Select the **Output to CaseView** tab. To have Case CATalyst always remember the Output To destination, check the accompanying box, *Remember Setting*.
11. On the [Output to CaseView](#) tab, set CaseViewNet options and passwords. Set translate options on the other tabs as necessary.
12. When finished setting Translate options, press **Alt + a (Apply)** and then press **Enter (OK)**. Option settings remain until you change them. The Translate dialog box displays.
13. Type or select a File name. Select a layout, dictionaries and create EZ Speakers or create a Speaker List as necessary.
14. Press **Enter (OK)** to start realtime and begin writing.

If you select an existing job name, a message displays prompting you to Append, Overwrite, or Cancel. Select **one** of the following:

#### Append

Add the realtime file to the existing job.

#### Overwrite

Replace the existing files.

### Cancel

Choose a different job name.

When you output using the CaseViewNet Cloud, a message box displays prompting you to confirm that you want to send to the CaseViewNet Cloud. This confirmation message was implemented in the event you have the Use Session Code option selected along with Remember Settings and you may have forgot to deselect it or forgot it was selected and/or you don't want to send the realtime to the CaseViewNet Cloud. If you select No, the realtime session will continue but nothing will be sent to the CaseViewNet Cloud. If you select Yes, CATalyst will send the realtime via the Cloud and your available days, if applicable, associated with your Session Code may be affected.

If you no longer want to see the confirmation message, select the *I understand the consequences of my actions. Please stop asking.* option. To enable or disable the confirmation message, go to Tools, Options, [Warnings...](#)



15. You can view and modify [CaseViewNet passwords](#) and view and manage [user connections](#) during realtime.

A green light displays on the Status Bar to indicate a Cloud connection.



A yellow light indicates the Cloud is currently trying to make a connection with the CaseViewNet Cloud.

A red light indicates there is no Cloud connection.

16. To stop realtime press **Ctrl + \** (backslash) (**File/Stop Translation**). Depending on your Edit options, a warning message may display. Select **Yes** to end realtime. You remain in the Edit module. The CaseViewNet and/or iCVNet clients connected via the Cloud will receive a message that realtime has ended.

## Connection via Cloud (internet) message

The following transcript text may display in CaseViewNet and iCVNet in specific situations when a client connects via the Cloud.

## 1

1                                \* \* \* \* \*

2             You received this transcript page because either the Court

3     Reporter has not started the realtime session yet or you have

4     used the wrong session code. Do one of the following:

## End Realtime Job

When writing realtime and sending to CaseViewNet via the Cloud, the following message displays on the CaseViewNet receive systems when the court reporter ends the Case CATalyst realtime file. If the court reporter ends realtime for a lunch break, for example, and after lunch appends the afternoon session to the morning session, CaseViewNet will automatically append the afternoon to the morning session.

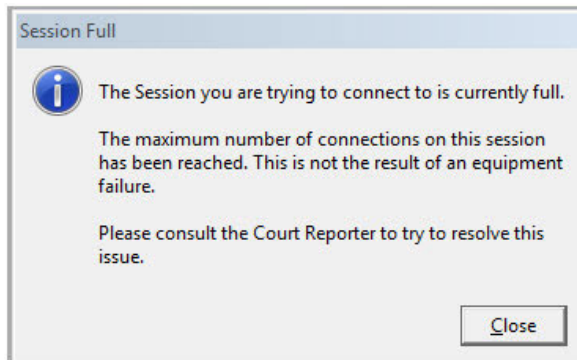


When sending to iCVNet via the Cloud, no message displays in iCVNet but the connection is disconnected and iCVNet will not automatically attempt to reconnect. If the court reporter ends realtime for a lunch break, for example, and after lunch appends the afternoon session to the morning session, once the iCVNet user connects, iCVNet transcript will include the morning and afternoon session.

**Session Full**

When purchasing a Session Code to send realtime via the CaseViewNet Cloud, you select the number of connections for each CaseViewNet Cloud session. If a client attempts to connect using a Session Code that already has the maximum number connections, the client and the Court Reporter receive messages.

The Case CATalyst receives the following message:



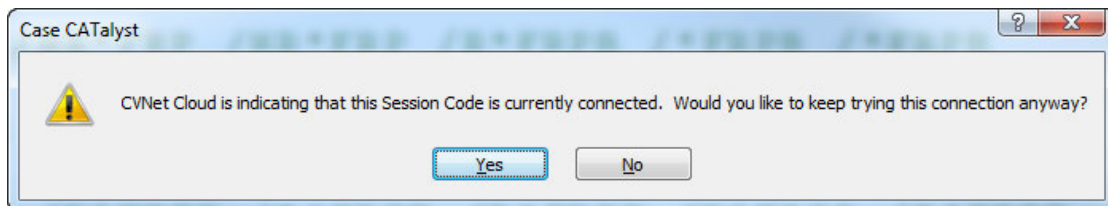
The message displays for 5 seconds to possibly 30 seconds and then automatically closes. You can continue with the realtime session with the current connections or you can stop the realtime session and use a Session Code that allows more connections or purchase a new Session Code that allows for more connections. Communicate the new Session Code to all the interested parties and start a new realtime session using the new Session Code.

The CaseViewNet and/or iCVNet client receives the following message:



### Session Code in Use

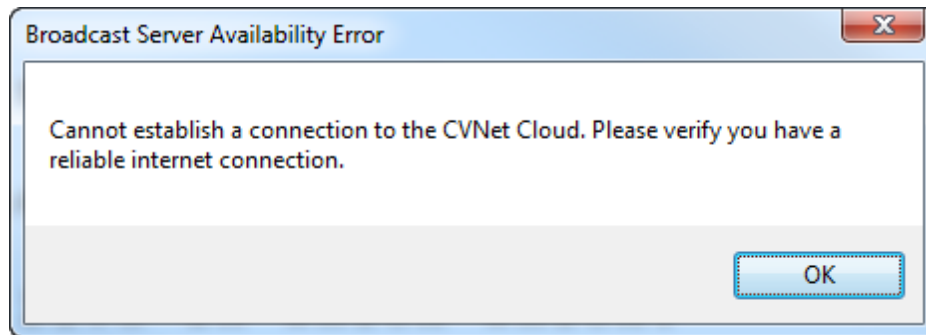
When you start a realtime session outputting to the Cloud, realtime will start, you will be prompted to confirm you want to output to the Cloud (if the warning is active) and then CaseViewNet Cloud checks to see if the Session Code is already being used. If it is, the following message displays:



The above message could display if you just disconnected from an earlier output to the Cloud session and you are using the same Session Code. If you select Yes to continue trying to use this connection, CATalyst will check every 15 seconds to see if the Session Code is free. If you select No, realtime will continue but you will not be outputting to the Cloud.

## CaseViewNet Cloud Availability Error

If you attempt to output via the CaseViewNet Cloud and no internet connection is available or the current internet connection is unstable, the following message displays:



Check your internet connection and make sure you have a constant stable connection. Click OK and try again.

## View CaseView Options

CaseView Options is located on the View menu. When selecting CaseView Options, you can view and/or change [CaseView Passwords](#) one the fly and/or display the [Connected Users](#) dialog pane.

If you are currently outputting to CaseViewNet via a network or cloud (session code) connection, the following actions are available:

### Notify when user connects

Select this option to have Case CATalyst display a brief notification message in the lower right corner of your computer screen during realtime when a client connects to your Case CATalyst server. Deselect this option to disable the notification.

### Notify when user disconnects

Select this option to have Case CATalyst display a brief notification message in the lower right corner of your computer screen during realtime when a client disconnects from your Case CATalyst server. Deselect this option to disable the notification.

### Notify when user's rights change

Select this box to have Case CATalyst display a brief notification message in the lower right corner of your computer screen during realtime when password permissions change for a client connected to your Case CATalyst server. Deselect this option to disable the notification.

## CaseViewNet Serial Connection

CaseViewNet serial connection allows courtroom and deposition participants access to realtime testimony via direct serial cable connection. Serial communications is compatible with any current CAT system that can send realtime data using the CaseView protocol.

Stenograph Realtime Send and Receive adapters and a crossover serial cable are used to connect the Case CATalyst realtime computer with the CaseViewNet receive systems. If multiple CaseViewNet system are receiving realtime data via serial cable, a multi-block (MLB) or digital sharing device is used. If your computer does not have a serial port, a USB to serial adapter may be used to create a serial port.

Some feature differences exist between a CaseViewNet WiFi and serial connection. Review the [WiFi/Serial Connection and Feature Comparison](#) for details.

## Establish cable connection

To help ensure a successful connection:

1. Verify the following adapter and cable connections:
  - If there is only one receive computer, a blue Send adapter for the CAT system attaches to a crossover cable connected to a red Receive adapter attached to your CaseViewNet computer.
  - If there are multiple receive systems, the blue Send adapter attached to the CAT system attaches to the cable connected to the multi-line block (MLB). A gold Receive adapter on each CaseViewNet receive computer attaches to a crossover cable. Each crossover cable is connected to the multi-line block.
2. If you are using a USB to serial adapter to create a serial port, verify the device driver for the adapter is installed on the computer. If you plug the USB to serial adapter into a USB port and the New Hardware Found message displays, it is necessary to load the device driver for the adapter. Device drivers are found on the vendor supplied CD that comes with the adapter or on the vendor's web site. Follow the vendor's installation instructions. Depending on your operating system, you may need an updated driver. When the device driver is successfully installed a brief message displays confirming the installation.
3. When the device driver is successfully installed, [verify the COM port](#) assignment for the USB port to which the USB adapter is connected. After verification, confirm the COM port assignment in CaseViewNet System Options.

## Set CaseViewNet Connection Options

Complete the following steps to set CaseViewNet options for serial communication:

1. Start CaseViewNet on the client computers.
2. In CaseViewNet, click the **Options** menu and then select **System Options**.
3. Click **Connection** and verify the following options. When finished, click **OK**.

### Connection Type

Select **Direct**.

### Baud Rate

Verify the settings is **2400**. 2400 is the default setting in Case CATalyst and in CaseViewNet. The send and receive systems baud rates must match. 2400 is the recommended baud rate.

### COM Port

Select the COM port that will receive the realtime data on the CaseViewNet computer.

## Begin the Realtime Session on Case CATalyst

Complete the following steps to begin the realtime session for output to CaseViewNet via serial communication.



1. Start Case CATalyst.
2. Turn your writing machine On.
3. Connect your writing machine to your Case CATalyst system. If you are using a serial cable or Bluetooth communication with your writing machine, confirm the COM port.
4. Confirm the COM port assignment in Case CATalyst for the output of the CaseView feed.
1. Start CaseViewNet on the receive system. CaseViewNet clients connected via serial cable receive the transcript at the point the realtime connection is made. If the realtime connection is established after the realtime session has begun, the client only receives the transcript from the point of connection forward.
2. In Case CATalyst, press **Ctrl + t (Function/Translate & Edit)** to display the Translate dialog box.
3. In the *Output To* field, select **CaseView**. To have Case CATalyst always remember CaseView as the output destination, check the accompanying box, *Remember Setting*.
4. Press **Alt + p (Options)**. The Translate Options dialog box displays.
5. Select the **Output to CaseView** tab.
6. On the Output to CaseView tab, verify the following options:

#### **Output over comm port**

Check this box to send the realtime data via serial cable. Designate the COM port by making an entry in the *Comm Port* field.

#### **Comm port**

Select the appropriate COM port on the Case CATalyst computer for the serial cable connection between Case CATalyst and the CaseViewNet receive system. If your writing machine is connected to the Case CATalyst system via serial cable, select a different COM port than the one selected on the Realtime tab.

#### **Direct (cable)**

Select this option to send the realtime data via serial cable.

#### **Timestamps**

Choose **one** of the following options to determine how CaseViewNet displays timestamps.

##### **None**

Do not send timestamps. No timestamps display on the receive system. A CaseViewNet receive system connected via serial cable displays its own timestamps.

##### **Clock**

Send timestamps in actual time format (1:30:25).

##### **Elapsed**

Elapsed is not available for CaseViewNet serial cable connected receive systems.



Passwords do not apply to CaseViewNet clients using a serial cable connection. They have all rights.

7. When finished setting Translate options, press **Alt + a (Apply)** and then press **Enter (OK)**. Option settings remain until you change them. The Translate dialog box displays.
8. Type or select a File name. Select a layout, dictionaries and create EZ Speakers or create a Speaker List as necessary.
9. Press **Enter (OK)** to start realtime and begin writing. If you select an existing job name, a message displays prompting you to Append the realtime file to the existing job, Overwrite the existing file or Cancel to choose a different job name.  
  
Changes made to the last five lines of the transcript by the reporter during realtime display in the CaseViewNet file.
10. To stop realtime press **Ctrl + \ (backslash) (File/Stop Translation)**. Depending on your Edit options, a warning message may display. Select **Yes** to end realtime. You remain in the Edit module. When you stop realtime with a serial cable connection, CaseViewNet does not display a lost connection message.

## CaseViewNet Client System

Realtime begins on the CaseViewNet computer when the CaseViewNet client clicks the Connect



icon. CaseViewNet opens a new file unless there is an open file. If a file is already open, CaseViewNet prompts you to append to the open file or start a new file. New files always start with page 1. The CaseViewNet transcript displays in Tahoma 12-point font. It is recommended to use Normal View to display the transcript.

If communication is lost during realtime on the CaseViewNet side, for example the USB to serial adapter is removed, a lost connection message displays in CaseViewNet. CaseViewNet automatically attempts to reestablish the connection. Reconnect the adapters. If the connection re-establishes using the same COM port, the CaseViewNet user can select **Retry**.

## WiFi/Serial Connection Comparison

In a situation where a CaseViewNet computer does not have built in WiFi capability, a NIC port, CaseViewNet has not been activated on the Case CATalyst system or you are not using Case CATalyst 8.05 or higher software, you can establish a serial connection between the CAT computer and the CaseViewNet client computers.

Certain CaseViewNet features are limited or not available when connected via serial connection. Review the following chart for connection and feature comparisons. Features not listed perform the same for WiFi or Ethernet cable and Serial connections.

### LAN (WiFi or Ethernet) or WAN (Internet) Connection

RapidRefresh; all editing changes the reporter makes to the realtime file are immediately reflected on the CaseViewNet computer. No command is necessary to refresh the CaseViewNet computer.

### Serial Connection

Changes made by the Case CATalyst reporter within the last 5 lines of realtime text display on the CaseViewNet screen. Changes the reporter makes that affect lines prior to the last 5, are not reflected in CaseViewNet.

## LAN (WiFi or Ethernet) or WAN (Internet) Connection

Password is required to establish a connection.  
Session Code and Password required for WAN connection.

Password option to control CaseViewNet client save rights in addition to establishing a secure communication. Ability to limit save rights.

Upgrade Password capability during realtime.

Lost connection message displays on the Case CATalyst computer if the CaseViewNet computer loses communication with the realtime reporter's Case CATalyst computer/network server.

Auto Reconnect. The CaseViewNet computer automatically attempts to reconnect, based on the specified number of times, to the realtime reporter's Case CATalyst computer/network server, if connection is lost. If connection to the Case CATalyst server is not reestablished, a lost connection message display on the CaseViewNet computer.

Connection Info displays the current connection type and the Case CATalyst server name. CaseViewNet client connection information is also available on the Case CATalyst computer.

Ability to save realtime text in all file types:

- \* CaseViewNet (.sgcvn)
- \* LiveNote Portable Transcript File
- \* ASCII (.txt)
- \* TextMap Portable Transcript File
- \* Summation

## Serial Connection

Password protection option when the realtime reporter uses Case CATalyst. No password protection when the reporter uses another CAT system and client has full save rights

Password option available to limit CaseViewNet client to viewing the realtime file only when the reporter uses Case CATalyst. No ability to limit save rights when the reporter uses another CAT system.

Upgrade password is not available.

No lost connection message displays on the Case CATalyst computer if the CaseViewNet computer loses communication with the realtime reporter's Case CATalyst computer/network server.

Auto Reconnect. The CaseViewNet computer only attempts to reconnect to the COM port when the COM port connection is lost, such as the USB to serial adapter is removed while receiving realtime data. A lost connection message only displays when a connection cannot be made to the COM port.

Connection Info about the last connection, COM port, baud rate and the connection type, CaseView II displays on the CaseViewNet computer. No connection information is available on another CAT system.

Ability to save realtime text in all file types:

- \* CaseViewNet (.sgcvn)
- \* LiveNote Portable Transcript File
- \* ASCII (.txt)
- \* TextMap Portable Transcript File
- \* Summation

**LAN (WiFi or Ethernet) or WAN (Internet)  
Connection**

\* Amicus (.txt)

Ability to generate reports.

**Serial Connection**

\* Amicus (.txt)

Ability to generate reports.

**Cannot Receive Realtime Data Via Serial Cable**

The CaseViewNet computer is connected to the Case CATalyst computer via serial cable and CaseViewNet is unable to receive the realtime data.

**Serial Cable with USB to Serial Adapters**

When no physical serial port is available, cable connection between the computers is accomplished using a serial cable and a USB to serial adapter to establish a serial port. The USB to serial adapter inserts into a USB port on the computer.

**Action**

1. Verify that the device driver for the adapter is installed on each computer. If you plug the USB to serial adapter into a USB port and the New Hardware Found message displays, it is necessary to load the device driver for the adapter. Device drivers are found on the vendor supplied CD that comes with the adapter or on the vendor's web site. Follow the vendor's installation instructions. Depending on your operating system, you may need an updated driver. When the device driver is successfully installed a brief message displays confirming the installation.
2. When the device driver is successfully installed, [verify the COM](#) port assignment for the USB port to which the USB adapter is connected. After verification, confirm the COM port assignment in Case CATalyst on the Translate Options Output to CaseView tab and in the Connection section of CaseViewNet System Options.
3. Verify **Direct** is selected in the Connection section of CaseViewNet System Options.

**Serial Cable with Serial Connector**

Cable connection between the computers is accomplished using a serial cable that connects to the Send and Receive adapters and plugs directly into the serial port on the computer.

**Action**

1. In Case CATalyst, verify that CaseView is selected in the *Output To* field in the Case CATalyst Translate dialog box.
2. In Case CATalyst Translate Options on the Output to CaseView tab:
  - Verify that **Direct (cable)** is selected.
  - Verify that the correct COM port is selected. Verify the COM port assignment, if necessary.

3. In CaseViewNet under System Options in the Connection section:
  - Verify that **Direct** is selected.
  - Verify the correct COM port is selected. Confirm the COM port assignment if necessary.
4. Verify the correct Receive adapter is used on the CaseViewNet computer.
  - If there is only one receive computer, a blue Send adapter for the CAT system attaches to a crossover cable connected to a red Receive adapter attached to your CaseViewNet computer.
  - If there are multiple receive systems, the blue Send adapter attached to the CAT system attaches to the cable connected to the multi-line block (MLB). A gold Receive adapter on each CaseViewNet receive computer attaches to a crossover cable. Each crossover cable is connected to the multi-line block.

## CaseViewNet Serial Connection Lost

CaseViewNet is not receiving realtime data when connected via serial cable. One of the following may have occurred:

## Realtime Stops

### Action

- Verify the CaseViewNet client is in Follow Realtime mode.
- When realtime transmission ends, no lost connection message displays.

## USB to Serial Adapter Disconnected

When the COM port connection is lost, for example the USB to serial adapter is removed from the computer, a lost connection message displays in CaseViewNet. CaseViewNet automatically attempts to reestablish the connection.

### Action

Reconnect the adapters. If the CaseViewNet connection re-establishes using the same COM port, select **Retry**.

## CaseView II Connection

CaseView II provides courtroom and deposition participants instant access to current and past testimony using serial communication. While writing realtime, you can instantly transmit text to one or more CaseView II receive computers. The user on the receive systems can read, scroll back, search, and mark text for later reference. For additional information about connecting CaseView receive systems, see the *CaseView II* documentation.

CaseViewNet users, follow the steps in [Starting a CaseViewNet Session](#), to begin a CaseViewNet session.

## Begin CaseView II Session

1. Start Case CATalyst.

2. Connect your writing machine to your Case CATalyst system. If you are using a serial cable or Bluetooth communication with your writing machine, confirm the COM port.
3. Connect the Case CATalyst system to the receive system, multi-line block, or digital sharing device. Confirm the COM port assignment for the output of the CaseView feed.
4. Turn your writing machine On.
5. Start CaseView II on the receive systems.
6. In Case CATalyst, press **Ctrl + t (Function/Translate & Edit)** to display the Translate dialog box.
7. In the Output To field, select **CaseView**. To have Case CATalyst always remember CaseView as the output destination, check the accompanying box, **Remember Setting**.
8. Press **Alt + p (Options)**. The Translate Options dialog box displays.
9. Select the **Output to CaseView** tab. To have Case CATalyst always remember the Output To destination, check the accompanying box, *Remember Setting*.
10. On the Output to CaseView tab, set [CaseView II options](#) and [verify the Com](#) port setting. Set translate options on the other tabs as necessary.
11. When finished setting Translate options, press **Alt + a (Apply)** and then press **Enter (OK)**. Option settings remain until you change them. The Translate dialog box displays.
12. Type or select a File name. Select a layout, dictionaries and create EZ Speakers or create a Speaker List as necessary.
13. Press **Enter (OK)** to start realtime and begin writing. If you checked the CaseView II option, [Password Protection](#), Case CATalyst displays the password. You can also view the password during realtime by selecting **View/CaseView Options/CaseView Passwords**.

If you select an existing job name, a message displays prompting you to Append, Overwrite, or Cancel. Select **one** of the following:

### **Append**

Add the realtime file or steno and text files to the existing job.

### **Overwrite**

Replace the existing files.

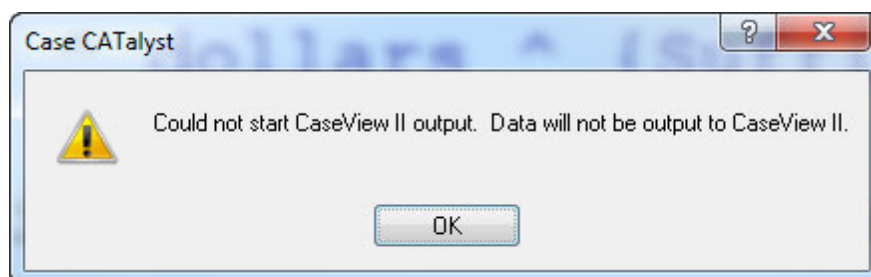
### **Cancel**

Choose a different job name.

14. To stop realtime press **Ctrl + \ (backslash) (File/Stop Translation)**. Depending on your Edit options, a warning message may display. Select **Yes** to end realtime. You remain in the Edit module.

## **Cannot Start CaseView**

The following message displays for approximately 5 - 10 seconds when you select CaseView in the *Output To* field in the Translate dialog box and the COM port specified in the Output to CaseView tab is not available or you select File instead of Writer in the Steno Source field.



## Action

1. In the Translate dialog box, verify your *Steno Source* and *Output To* selection.
2. In the Case CATalyst Translate Options dialog box, on the Output to CaseView tab, verify your *Comm Port* selection.

## Output to StenoKeys

Output to StenoKeys allows you to use the writing machine to send text to another application on your computer, such as Microsoft Word. When you select Output to StenoKeys, the software package that is currently active on the computer screen is the application of "focus" and receives the translated text output. This is similar to Stenograph's RapidWrite Pro® software. You can use Output to StenoKeys for writing e-mails, medical transcription, letters, etc.

To use another application on your computer for the StenoKeys output, the program you are using must display on the screen and be the active selection. For example, you have Case CATalyst and MS Word open. You select to use Output to StenoKeys and start translation. In order to send the text to MS Word, you must switch the active focus to MS Word. While MS Word has the focus, Case CATalyst writes all text to the MS Word file and a Case CATalyst text file. If you switch the focus to Case CATalyst, the text is only written to the Case CATalyst text file.

You may want to create a job or case dictionary specifically for the StenoKeys Output function and for the application to which you are writing. The dictionary would contain [entries](#) to control cursor movement and invoke keyboard commands from the writer. For example, to italicize text in MS Word, the command is **Ctrl + i**. In an e-mail program, the command to italicize text may be different. While the steno outline may be the same in both dictionaries, the text portion of the definition is likely to be different. A job or case dictionary for each application may be necessary.

In addition to setting the following Output to StenoKeys options, you must select **StenoKeys** in the [Output To](#) field in the Translate dialog box. To have Case CATalyst remember the output destination, check the accompanying box, Remember Setting.

## StenoKeys Options

To access the StenoKeys options, from the Translate dialog box select **Options** and then select the **Output to StenoKeys** tab.

### Hold Strokes

The [Hold Strokes](#) options are also available when writing realtime and when outputting to realtime, ASCII/ANSI and Other Devices.

Use the Hold Strokes option when you want a "smooth" translation. For example, you do not want partial strokes and misstrokes to display on the realtime screen or on the receive system when stroking a multiple stroke outline or phrase that would result in a "re-translation" once the longest match is reached.

When active, Case CATalyst holds the steno outlines before displaying the translated text on the active window. Case CATalyst holds the steno until based on the setting in the Longest match plus X strokes option. Once the number of strokes written exceeds the Longest match plus X strokes option, Case CATalyst pushes the longest match text to the display. If no longest match is found, translation holds the strokes written for the specified amount of seconds, then pushes any translated text or steno on the screen.

For example, let's say your Longest match plus X strokes option is set to 3 and the Held for X seconds option is set to 6. You write a four stroke word which is a longest match plus three more strokes. When the longest match plus the additional strokes are written, CATalyst pushes out the translation. If translation isn't done with the longest match, it will hold back the translation for the X number of seconds specified.

When outputting, the Longest match plus X strokes affects the amount of strokes you can delete. If you have this option set to 4, you can delete 3 steno strokes because once you write the Delete stroke, it counts as the 4th stroke. If you have this option set to 7, you can delete 6 steno outlines.

### **Longest match plus \_ strokes**

Check this box to hold strokes to the active screen during realtime. This is sometimes known as "smooth" translation. Enter the number of strokes, after the longest match, you want Case CATalyst to hold before displaying the translated text. Valid entries are **0-9**.

You can set separate values for the Longest match plus X strokes held to the Edit screen and the other output options (Realtime, ASCII/ANSI and Other Devices).

### **Held for \_ seconds**

Enter the number of seconds you want Case CATalyst to wait, when no steno is written, before flushing the strokes being held to the translated text or steno outlines. Valid entries are **0-9**.

You can only set one value, however, for the number of seconds Case CATalyst waits if no strokes are made before displaying the translated text. In other words, once you change the Held for X seconds on one of the output tabs, it changes the Held for X seconds option on all of the output tabs.

## **Creating Dictionary Definitions for StenoKeys**

The case or job dictionary for the [Output to StenoKeys](#) will contain certain entries that differ from your Case CATalyst dictionary. It is necessary to have a separate dictionary which contains entries that invoke commands, functions or special punctuation definitions in the software application to which you are writing. For example, to bold text in Case CATalyst is F4 B. In Microsoft® Word it is Ctrl + b. Output to StenoKeys uses several characters in the text portion of the dictionary entry to denote a specific instruction. For example, you are using MS Word as your StenoKeys application. To italicize text in Microsoft Word, you use the command **Ctrl + i**. Output to StenoKeys uses the ` (grave) character in the dictionary definition to denote the Ctrl (Control) key.

**Note:** If you are using a full size keyboard that has a Numeric Keypad, for best results make sure the Num Lock is inactive (disabled) on the Numeric Keypad.

## **Modifier and Special Command Keys**



The Control, Alt and Shift keys on a computer keyboard are called modifier keys. These keys change the function of other keys when they are pressed together. For example, to italicize in Microsoft Word, you press Ctrl + i. Ctrl is the modifier key. In the StenoKeys dictionary, the text portion of the dictionary entry to italicize in Microsoft Word would be {`i}. The grave accent (`) indicates the Ctrl key. You can place multiple command sequences in the text portion of a dictionary entry. Output to StenoKeys uses the following characters as modifiers to indicate special instructions:

Character	Instruction
` (grave accent)	Indicates Ctrl
%	Indicates Alt
+	Indicates Shift
{ }	Indicates a special command key or used to surround a modifier key and a text character
( )	Is used to surround multiple text characters

A special command key is a command not associated with text characters. For example, you want to write a steno stroke that invokes Help in Microsoft Word. Pressing F1 in Microsoft Word invokes the Help function so you define the text portion of the entry as {F1}. The braces are used to indicate a specific command. You can create other special commands, such as {UP}, {DOWN}, {RIGHT}, {LEFT}, {ENTER}, {BACKSPACE}, {HOME}, {END}, etc. Special commands can be combined with modifier keys. For example, { HOME} indicates Ctrl + Home, which moves the cursor to the beginning of the file. In Case CATalyst, special commands translate as text. For example, if you write the stroke defined as { HOME}, the text { HOME} displays in the Case CATalyst file.

When defining a text character with a modifier key, surround the modifier and text character with braces {}. You can also use a modifier with several text characters, for example, boldface and underlining text. When defining a modifier with several text characters, surround the text characters with parenthesis () and surround the modifier and text characters in the parenthesis with braces. For example, to create a dictionary definition for bold and underline, the text definition is: {(bu)} space. You can use capital or lower case letters to indicate the text characters.

## StenoKeys Dictionary Definition Guidelines

Use the following guidelines when modifying or inserting text for Output to StenoKeys dictionaries:

- Type the text exactly as you want it to translate.
- To indicate the dictionary entry is using the Ctrl key, use ` (grave). For example, a dictionary definition that contains {`b} indicates Ctrl + b.
- To indicate the dictionary entry is using the Alt key, use %. For example, a dictionary definition that contains {%F4} indicates Alt + F4.
- To indicate the dictionary entry is using the Shift key, use +. For example, a dictionary definition that contains {+m} indicates Shift + m.
- You can use multiple modifier keys. For example, a dictionary entry such as {(t)}space indicates Ctrl + Alt + t.
- Add "space" (without the quotes) either before the command or after to ensure a space between text. For example, to bold text the definition should either be space{`b} or {`b} space.

- To indicate a special command key, use { } around the command key. For example, a dictionary entry such as {BACKSPACE} indicates the command should move the cursor back one space.  
**NOTE:** To define a space, in the Text portion of the dictionary entry press the Spacebar. **Do not define a space** as {SPACEBAR} as that is not a special command key.
- To indicate a special command key and a modifier key, put the modifier command inside the {}. For example, Ctrl + Home would be defined as {HOME}.
- Punctuations symbols, with the exception of modifier keys, translate the same in Case CATalyst and Output to StenoKeys. To use punctuation in Output to StenoKeys, it is recommended you place the definitions in your Personal Dictionary.
- When making a StenoKeys definition to delete, it is recommended to use the StenoKeys delete definitions. Using the DEL or Delete key on the keyboard, may not work as intended.
- To display the actual text character of a modifier key, create the following definitions. Since these characters perform differently and are defined specifically for Output to StenoKeys than in Case CATalyst, it is recommended that you place these definition in a job dictionary to use with Output to StenoKeys.

Character	StenoKeys Dictionary Definitions
` (grave accent)	` -- if you want the grave accent to attach to the following word, define as ` <delete space&gt;<="" td=""></delete>
%	% -- if you want the percent symbol to attach to the following word/number, define as %<Delete Space>
+	+ -- if you want the plus symbol to attach to the following word/number, define as +<Delete Space>
(	(
)	)
{	space{
}	}space

## Sending to StenoKeys

To send realtime to another application using [Output To StenoKeys](#):

1. Open the application you are using to display the realtime output for Output to StenoKeys.
2. Open Case CATalyst. Press **Ctrl + t (Function/Translate & Edit)** to display the Translate dialog box.
3. Confirm your writer selection, layout and enter a job name. In the *Output To* field, select **Output to StenoKeys**. To have Case CATalyst remember StenoKeys as the output destination, check the accompanying box, **Remember Setting**.
4. Press **Alt + p (Options)** and select the **Output to StenoKeys** tab. Make entries as necessary to [hold strokes](#):

**Longest match plus \_ strokes**

Check this box to hold strokes to the active screen during realtime. This is sometimes known as "smooth" translation. Enter the number of strokes, after the longest match, you want Case CATalyst to hold before displaying the translated text. Valid entries are **0-9**.

When active, Case CATalyst holds the steno outlines before displaying the translated text on the active window. Case CATalyst holds the steno until based on the setting in the Longest match plus X strokes option. Once the number of strokes written exceeds the Longest match plus X strokes option, Case CATalyst pushes the longest match text to the display. If no longest match is found, translation holds the strokes written for the specified amount of seconds, then pushes any translated text or steno on the screen.

You can set separate values for the strokes held to the Edit screen during realtime set on the Translate Options Input tab and for the strokes held in the ASCII/ANSI output set on Output to ASCII/ANSI tab.

#### **Held for \_ seconds**

Enter the number of seconds you want Case CATalyst to wait, when no steno is written, before flushing the strokes being held to the translated text or steno outlines. Valid entries are **0-9**.


5. Press **Enter (OK)**.
6. Switch to the application to which you want to write. The application you are using must display on the screen and be the active selection.

## **Output to CARTView**

CARTView (local display) is available in the Output To: field in the Translate dialog box. Outputting to CARTView displays a separate window which can display on your computer or you can drag the window to another monitor or computer screen. The CARTView window displays text with no toolbars or menus. You can [customize the display](#) by changing the color of the text, background, font style and size, background transparency, line spacing and the position of the window. You can save the CARTView settings to the Alternate User Settings feature. You can have multiple saved Alternate User Settings files for different clients or different types of CART work. When selecting to translate, you can select the [Alternate User Settings](#) file to load saved settings, such as text color, font size, placement, etc., for the CART session.

Editing changes to the realtime screen are reflected on the CARTView screen. If the CARTView window is displayed on another monitor/computer, you can use editing features that display dialog boxes on the realtime screen without displaying the dialog boxes on the CARTView window. For example, you can use the Power Define feature to easily define from your writing machine without displaying the dialog box on the CART window.




A Case CATalyst CARTView Settings Icon () is available in the Windows System Tray. When selected, the icon displays the CARTView screen settings such as font, transparency, color, etc. The system tray icon makes 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 need to go to the front of the room to make adjustments.

To create a blank line on the CARTView window, define a steno outline as <New Line>. You can write the <New Line> definition to create a blank line or write it multiple times (if applicable) to clear the CARTView screen. To create musical notes, define a steno outline as the <Caption: Musical Note> format symbol. The euro symbol (€) displays in the in CARTView window as long as you are using a font that supports the euro symbol.

When ending punctuation is written at the end of a line in the CATalyst file, the CARTView window will make a new line before continuing. CATalyst sends the data to the CARTView window as an ASCII format. Since CARTView doesn't have information about when a paragraph follows or doesn't follow, the assumption is made that when a line ends in the CATalyst file with ending punctuation, what follows should be on a new line. This assumption works the majority of the time, but occasionally, the assumption can cause a new line when it isn't wanted.

You can output to [CARTView and have scripting capability](#) by using CATalyst BCS even though your PKC may not enable BCS.


To output to CARTView:

1. At Manage Jobs, open the Translate dialog box by pressing **Ctrl + t** or clicking the Translate & Edit icon.
2. In the upper right hand corner of the dialog box, in the Output To field, click the down arrow (▼) and select CARTView (local display).  


If you always want CATalyst to remember to output to CARTView, be sure there is a check in the box following the option.
3. Type a file name, select additional options and/or dictionaries if needed and click **OK** to begin realtime.
4. The CARTView window displays. If desired, click and drag it to another monitor or screen.
5. To [customize the CARTView window](#), right click and select the appropriate options.
6. When finished, press **Ctrl + \** (Stop Translation) and the CARTView window closes.

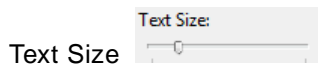
## Customizing the CARTView window

The [CARTView window](#) displays text with no toolbars or menus. You can customize the font style and size, the transparency of the background, the color of the text, background and outlining of text characters (if desired) and the alignment of text and line spacing. You can save the CARTView window customization to the [Alternate User Settings](#). You can save as many settings files as you want.

A Case CATalyst CARTView Settings Icon () is available in the Windows System Tray. When selected, the icon displays the CARTView screen settings listed below. The system tray icon makes 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.

To customize the CARTView screen, right click on the CARTView window and do any of the following:

### Font



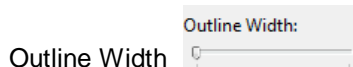
Text Size

To increase the size of the text, move the slider to the right. You can also click the slider and use the Down arrow or Right arrow to increase the font size.

To decrease the size of the text, move the slider to the left. You can also click the slider and use the Up arrow or Left arrow to decrease the font size.

### Choose Font

In the Font dialog box, select the Font type, Font style and/or Size and press Enter. If you need the euro symbol (€) be sure to select a font that supports the euro symbol.



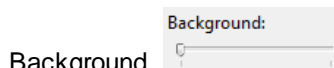
Outline Width

You can outline each character of the text and adjust the thickness of the outline.

To increase the thickness of the character outline, move the slider to the right. You can also click the slider and use the Down arrow or Right arrow to increase the outline thickness.

To decrease or remove the character outline, move the slider to the left. You can also click the slider and use the Up arrow or Left arrow to decrease the outline thickness.

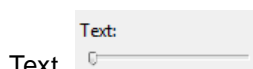
### Transparency



Background

To increase the background transparency of the CARTView window, move the slider to the right. You can also click the slider and use the Down arrow or Right arrow to increase the transparency.

To decrease the background transparency of the CARTView window, move the slider to the left. You can also click the slider and use the Up arrow or Left arrow to decrease the transparency.



Text

To increase the transparency of the text, move the slider to the right. You can also click the slider and use the Down arrow or Right arrow to increase the text transparency.

To decrease the transparency of the text, move the slider to the left. You can also click the slider and use the Up arrow or Left arrow to decrease the text transparency.

### Text Alignment

Left

Aligns the text to the left margin.

Center

Aligns the text in the middle based on the right and left margins.

Right

Aligns the text to the right margin.

### Color

Text

Select a color for the text. You can create your own color by selecting Define Custom Color. A color selection dialog box displays. To create your own color, consult your Windows documentation for more information.

### Background

Select a color for the background. You can create your own color by selecting Define Custom Color. A color selection dialog box displays. To create your own color, consult your Windows documentation for more information.

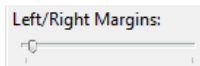
### Text Outline

Select a color for the text outline, if desired. You can create your own color by selecting Define Custom Color. A color selection dialog box displays. To create your own color, consult your Windows documentation for more information.

If you select to outline the characters, you can adjust the outline width by right clicking, selecting Font and then Outline Widths.

## Margins and Spacing

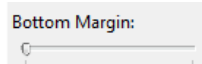
### Left/Right Margins



To increase the left margin and decrease the right margin, move the slider to the right. You can also click the slider and use the Down arrow or Right arrow to increase the left margin and decrease the right margin.

To decrease the left margin and increase the right margin, move the slider to the left. You can also click the slider and use the Up arrow or Left arrow to decrease the left margin and increase the right margin.

### Bottom Margin

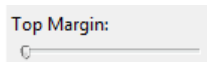


To increase the Bottom margin, move the slider to the right. You can also click the slider and use the Down arrow or Right arrow to increase the Bottom margin.

To decrease the Bottom margin, move the slider to the left. You can also click the slider and use the Up arrow or Left arrow to decrease the Bottom margin.

To display the most text in the CARTView window, the Bottom margin slider should be all the way to the left.

### Top Margin

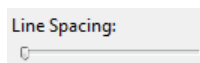


To increase the Top margin, move the slider to the right. You can also click the slider and use the Down arrow or Right arrow to increase the Top margin.

To decrease the Top margin, move the slider to the left. You can also click the slider and use the Up arrow or Left arrow to decrease the Top margin.

To display the most text in the CARTView window, the Top margin slider should be all the way to the left.

### Line Spacing



To increase the spacing between the lines, move the slider to the right. You can also click the slider and use the Down arrow or right arrow to increase the spacing between the lines.

To decrease the spacing between the lines, move the slider to the left. You can also click the slider and use the Up arrow or left arrow to decrease the spacing between the lines.

## Snap Size

The Snap Size feature allows you to quickly size and/or position the CARTView window and also undo the selection quickly. For example, If you want the CARTView window to expand to the width of

your screen, you would select Width. Or if you want the CARTView screen to be at the bottom of your screen but still show the Windows Taskbar, you would select Bottom Workspace. Selecting a snap size does not lock the CARTView position or size, you can still move the window, and size the window by selecting the top, bottom, side or corner of the window.

#### Unsnap

Reverts the window size and position to the default settings.

#### Width

Expands the CARTView window horizontally to the size of the current screen. The height of the window does not change.

#### Height

Expands the CARTView window vertically to the size of the current screen. The width of the window does not change.

#### Workspace

Expands the CARTView window to the entire size of the screen except for the Windows Taskbar. The Windows Taskbar will still be visible.

#### Full Screen

Expands the CARTView window to the entire size of the screen. The Windows Taskbar will be covered.

#### Bottom Workspace

Expands the width of the CARTView window to the size of the screen and moves the window to the bottom of the screen just above the Windows Taskbar. The height of the window does not automatically change but can manually be sized.

#### Bottom Full Screen

Expands the width of the CARTView window to the size of the screen and moves the window to the bottom of the screen covering the Windows Taskbar. The height of the window does not automatically change but can manually be sized.

## Using Alternate User Settings with CARTView

Once you have customized your [CARTView window](#), you can save the customization to a Alternate User Settings file by selecting File, Save Alternate User Settings. When you want to use that Alternate User Settings file, you select the settings file in the Translate dialog box. You can also name and save Translation settings file and when you are ready to translate, you can easily load dictionaries, translation options and the Alternate User Settings files. For example, half the time you report depositions for the same court reporting firm so you have a specific layout, translation options and EZ Speaker dictionary you use. In the Translate dialog box you select the layout, translation options and EZ Speaker dictionary you use and save those settings to the Depo Translation Settings file. A quarter of the time you write CART for a physics student at the local college. In the Translate dialog box you select CARTView as the output, select the special Physics dictionary you have created and select the Alternate User Settings file that has been set up with the size of the text and color combination that works for him and you save that Translation Settings file. Lastly, a quarter of the time you provide CART for your church. In the Translate dialog box you select CARTView as the output, select the Special dictionary you have created, and Alternate User Settings file that you set up for the church and you save that Translation Settings file. The next time you write realtime, you can quickly load the appropriate [Translation Settings](#) file which has all the correct settings, dictionaries, etc., for the current job and reduces your setup time.

1. Once you have customized your CARTView window in realtime, select File, Alternate User Settings and name the file.
2. The next time you are writing realtime to CARTView, click Translate, click Options and then click the down arrow (▼) in the User Alternate User Settings For Edit field.
3. Highlight the Alternate User Settings file you want to use.
4. Selection additional options if necessary, and to return to the Translate dialog, click **OK**.
5. Confirm the Output To field displays CARTView and select any dictionaries needed to help Translate, name the file and click **OK** to begin realtime. The CARTView window displays the settings based on the Alternate User Settings file selected.  
Once realtime has started, loading a Alternate User Settings file from the File menu will not change the CARTView settings. The Alternate User Settings file must be selected in the Translate Input tab.

### Dragging CARTView window to another screen


The [CARTView](#) window can be displayed on the Case CATalyst screen or can be viewed on another monitor or display by dragging it to the other display. The first thing you need to do is to establish a connection between another monitor or device to your computer and there are a couple different ways to accomplish that.

#### Connect another monitor to your computer:

If you have an external monitor with a video cable, you would simply connect the video cable to your laptop, right click the Desktop, select Screen Resolution, and then at "Multiple Displays" select "Extend desktop to this display."

If you are using a tablet as a second screen and do not want a cable connection, you would need a piece of software that connects the computer to the tablet via WiFi. For example, you can use an iPad® as an extra monitor. You could set up a local WiFi network via a hardware router, then use an app to create additional real estate, such as iDisplay and an associated iDisplay PC application on your laptop. Once app is running and the two pieces of equipment are talking to each other, make sure you have the Extend desktop to this display selected in your Windows screen resolution settings.

Next, you simply click the window and drag it over to the second display. If you're not sure which way to drag it, take a look at the Screen Resolution dialog. You'll see one screen labeled 1, another screen labeled 2. Click Identify and you'll see which one is which. You may want to make sure that the screens are in logical order. In other words, if you laptop screen is labeled #1 and your second monitor is labeled #2 and displays on the right of your screen, make sure the second display is to your right and the sides of the screens are touching in the "Change the appearance of your displays" dialog box.

A Case CATalyst CARTView Settings Icon () is available in the Windows System Tray. When selected, the icon displays the CARTView screen settings such as font, transparency, color, etc. The system tray icon makes 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 need to go to the front of the room to make adjustments.



(IMPORTANT NOTE: Stenograph does not recommend or endorse any one particular method or application for adding an additional screen.)

## Using Split Screen in Realtime

Split Screen is a feature in Translate & Edit and Edit that allows you to split the Edit screen, showing two displays of the same file. You may want to use this feature so you can retain your editing place in one screen and watch your realtime scrolling in the other screen. Simply click in the screen in which you want the focus. When using Split Screen while writing realtime, the bottom window remains stationary and the top window scrolls, following realtime. You can use the scroll bar to move through the file in either display.

If you want to view one screen and easily move the cursor between your last editing location and watching your realtime text, you can use the [Follow Realtime](#) command.

### Split the Edit Screen

1. Using the mouse, move the pointer to the upper right hand side of the Edit screen, positioning it on the vertical bar just above the scroll bar. When the pointer is in the correct position, it displays as a line with arrows on each end as shown below:



2. Holding the left mouse button, move the mouse down, moving the vertical bar to create a split screen. Place the vertical bar in the desired position and release the mouse button.
3. To return the display to a single window, move the vertical bar to the top of the Edit screen.

## AudioSync Microphone Set Up and Test

Before using AudioSync, set up and test your microphone to ensure clear recording and playback sound. Your Case CATalyst e-Key license must include the AudioSync option in order to use AudioSync.

**IMPORTANT:** When synchronizing with a videographer, adjust the clock time on your computer, if necessary, **before** starting the realtime file. Do NOT change the clock time on your computer at any time during a realtime session or have any operating system setting that automatically updates your clock. Changing the clock time once realtime begins affects the playback of the audio recording.

### Set Up the Microphone

1. Plug the microphone into the correct port. Computers generally have different ports for sound input and output. Some notebook computers have a combined sound input and output port. You may need an adapter to connect a microphone to a combined port. Some microphones connect via a USB port, instead of the 3.5mm jack. Refer to the documentation for your microphone for additional connection information.

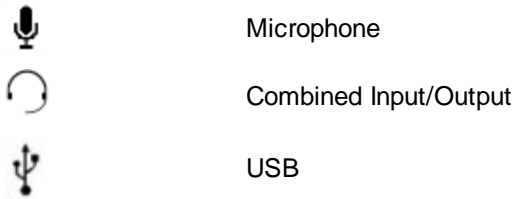
You can identify the most common ports by the following symbols:



Headphones



Line in (Sound coming in from an external hardware device other than a microphone.)




2. If your microphone is battery-powered, you may need to turn it on.

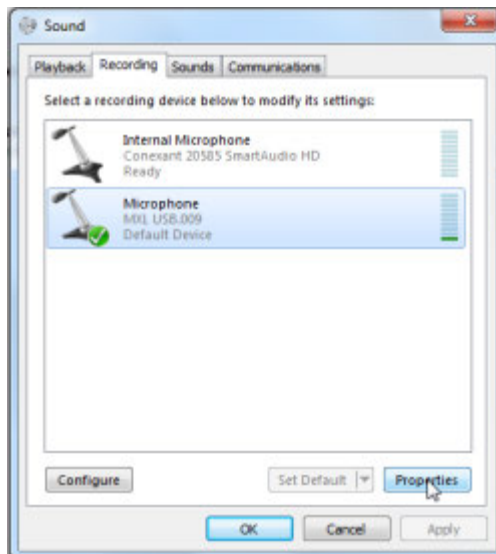
## Adjust Recording and Playback Volume

Different types of sounds can play at different volume levels on your computer. Sounds attached to events such as starting or closing Windows, the playback of an audio CD, and the sounds recorded by a microphone may all play back at different volume levels. The volume levels depend on your sound card sound level settings.

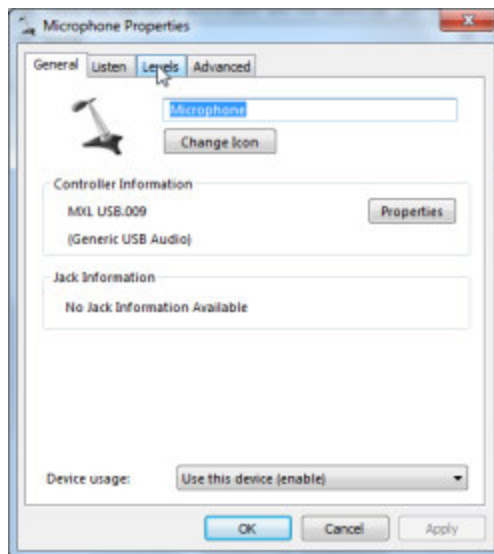
**Important:** Microsoft ended Windows Vista support as of April 2017. Case CATalyst is no longer supported when running Windows Vista.

### Windows 8 and Windows 7

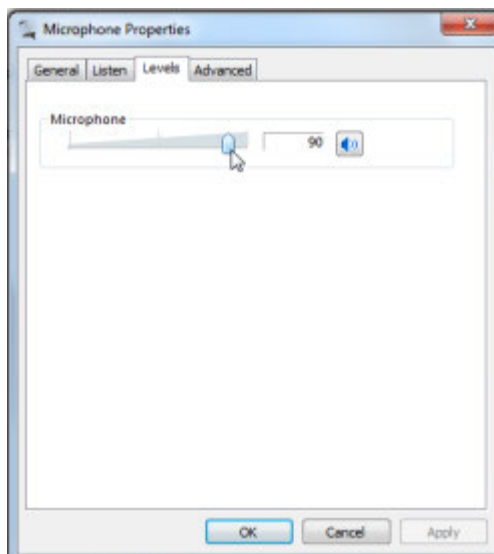
1. Right click the volume control  icon on the Windows taskbar and select **Recording Devices**. The Sound dialog box displays
2. On the **Recording** tab, click the microphone you are using for room sound and then click **Properties**. Only one microphone may displays.



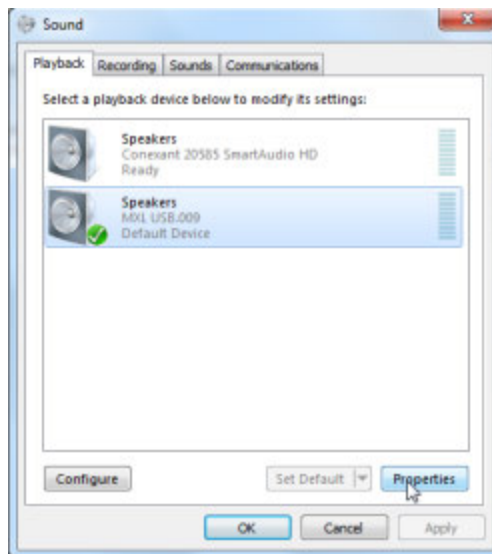
3. The Microphone Properties dialog box displays. Click the **Levels** tab.



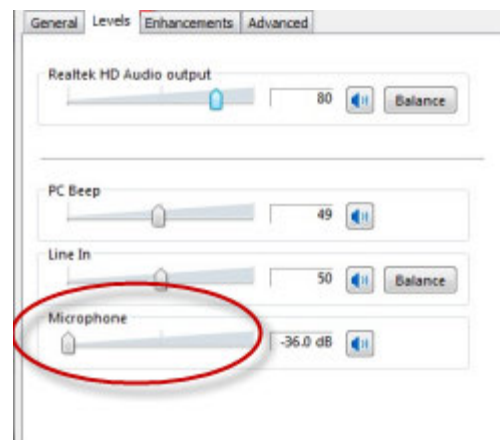
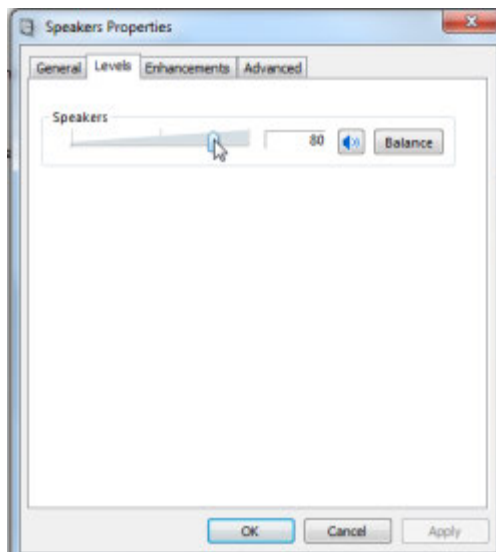
4. On the Levels tab, use the mouse to drag the Microphone level to approximately **90** percent.



5. Click **OK** to save the change. The Sound dialog box displays.
6. Click the **Playback** tab.
7. On the Playback tab, click the speakers you are using for playback and then click **Properties**.



8. The Speaker Properties dialog box displays. Click **Levels**.
9. On the Levels tab, use the mouse to drag the Speaker output level to approximately **80** percent. If a microphone volume control also displays on the tab, ensure that it is first set completely to the left before adjusting the volume output level for the speakers. This ensures the speaker setting is configured correctly.



10. Click **OK** to save the change. The Sound dialog box displays.
11. In the Sound dialog box, click **OK**.
12. Test the recording and playback levels.

## Test the Recording and Playback Levels

### Windows 8 and Windows 7

1. From the Windows Start Menu select **All Programs/Accessories/Sound Recorder**. The Sound Recorder dialog box displays.
2. Click **Start Recording**. Say a few words to test the microphone, standing at different distances and then click **Stop Recording**. The Save As dialog box displays.
3. Name the test audio file and save it to a convenient location, such as the Desktop.
4. Close the Sound Recorder.
5. Using Windows Explorer, navigate to the test audio file.
6. Double click the file to playback the recording. The file plays in the default selected media player.

**Important:** Microsoft is ending Windows Vista support as of April 2017. At that time, Case CATalyst will no longer be supported when running Windows Vista.

## Globals Exchange realtime and writer

When writing realtime via a USB or WiFi connection using Case CATalyst V13 or higher and the Luminex or Diamante V2.0 or higher, J-Defines made on the Luminex or Diamante, including used briefs, are automatically sent to the global table of the Case CATalyst realtime file. Any dictionary definitions made in the Case CATalyst realtime file, including D-Defines, J-Defines, K-Defines and Other Defines, are automatically sent to the Luminex or Diamante where they become J-defines on the steno machine. The exchanged definitions apply from the point of creation forward to all new realtime steno written.

If you Undo a global, Undo Last Global or delete a global in Case CATalyst, it does not remove the definition from the dictionary in the Luminex memory or Diamante memory or from the Luminex or Diamante job dictionary file. Refer to the Luminex or Diamante User Guide for information on removing J-Defines from the Luminex or Diamante.

## Realtime Commands Dictionary - System Files Case

A Realtime Commands Dictionary is a default file in your System Files case and also in the Default Files\System Files folder located in the CAT4 directory (or wherever CATalyst is installed) .

The Realtime Commands Dictionary contains dictionary entries for translation commands, number conversion and trigger commands and more. You can modify any or all of the entries to match your steno theory and then select this dictionary to help translate your realtime file or copy/paste the entries into your Personal dictionary or another dictionary you may use when writing realtime.

Please note: The Realtime Commands Dictionary is updated when new commands become available. When updating to the latest version of Case CATalyst, if there is a new Realtime Commands Dictionary it does not overwrite your existing Realtime Commands Dictionary. If you have modified your Realtime Commands Dictionary, you most likely will want to manually insert new entries that become available. If you haven't modified your Realtime Commands Dictionary, you copy the latest Realtime Commands Dictionary from C:\CAT4\DefaultUserFiles\System Files to your user's System Files case.

STENO	TEXT DEFINITION	DESCRIPTION
*	{Delete}	Deletes the previous steno outline.
#*	{Delete}	Deletes the previous steno outline.

O*RD	{Number Conversion}[*Ordinal]	Converts the previous number or set of numbers to ordinal numbers. This option also converts a word number such as "one" to 1st. This option does not convert an ordinal word number such as "first" to 1st.
A*T	<Delete Space>@<Delete Space><Force Next Lower>	Inserts @ and deletes any space before or after the @ symbol and forces the following text to be lower case regardless of the capitalization.
A*E	{Prefix Number}[']	Inserts an apostrophe immediately in front of the previous number or set of numbers. Works with numbers followed by an "s," for example, 70s.
EF/EF	{Text E-Define}	Invokes the Power Text Define dialog box allowing you to create e-defines from your writing machine.
RO* EP L	{Number Conversion}[*RomanUpper]	Converts the previous number or set of numbers to upper case Roman Numerals.
H*T	{Stitch On}[web]http://<Delete Space>	Translates as http:// and lower cases all text without spaces between words that follows.
H* TS	{Stitch On}[web]https://<Delete Space>	Translates as https:// and lower cases all text without spaces between words that follows.
H*PB	{Prefix Number}[-]	Inserts a hyphen (negative) immediately in front of the previous number or set of numbers.
TPH*EG	{Prefix Number}[-]	Inserts a hyphen (negative) immediately in front of the previous number or set of numbers.
W*T	{Stitch On}[web]www.<Delete Space>	Translates as www. and lower cases all text without spaces between words that follow.
W*RDZ	{Number Conversion}[*Words]	Converts the previous digit or set of digits to word numbers.
W*EB	{Stitch On}[web]	Lower cases all text without spaces between words that follow.
P*T	{Prefix Number}[.]	Inserts a period immediately in front of the previous number or set of numbers.
PO*UPBD	{Prefix Number}[#]	Inserts a pound sign (#) immediately in front of the previous number or set of numbers.
TK-Z	{Prefix Number}[\$]	Inserts a dollar sign (\$) immediately in front of the previous number or set of numbers.
S-Z	{Prefix Number}[<Delete Space>.]	Inserts <Delete Space>. in front of the previous number. For example, \$14 30 becomes \$14.30

PAUS/PAUS	{Pause Audio}	Pauses the recording of AudioSync.
SAOUP/SAOUP	{Resume Audio}	Resumes/starts the recording of AudioSync.
PHR*US	{Prefix Number}[+]	Inserts a plus sign (+) immediately in front of the previous number or set of numbers.
PW*EPB/PW*EPB	{Toggle Bench Mode}	Toggles Bench Mode on/off. When Bench Mode is on, translating text is not visible on any receiving system (computers receiving realtime output via CaseViewNet or other similar realtime receive/litigation support software). The reporter can toggle the display of text in Case CATalyst by clicking View, Show, Bench Text.
KAP/#4	{Cap Previous 4 Words}	Caps the previous four words.
KAP/#3	{Cap Previous 3 Words}	Caps the previous three words.
KAP/#2	{Cap Previous 2 Words}	Caps the previous two words.
KAP/#1	{Cap Previous 1 Words}	Caps the previous word.
STR*	{Cap Previous 2 Words}Street	The word Street translates and caps one previous word before Street.
STRAO*ET	{Cap Previous 3 Words}Street	The word Street translates and caps two previous words before Street.
KA*P/OPB	<All Caps On>	All text is capitalized following this command.
KA*P/OF	<All Caps Off>	All text following this command will translate as it is defined in the dictionary.
TEL/PREP	{Number Conversion}[X (XXn) NNN-NNNN]	Converts a minimum of previously written nine numbers up to thirteen numbers to a U.S. phone number format with parenthesis. See <a href="#">Common Number Formats</a> for more information.
TEL/TPOEPB	telephone{Number Trigger}[X (XXn) NNN-NNNN]	Inserts the word 'telephone' into the transcript and converts a minimum of nine numbers up to thirteen numbers following the word telephone to a U.S. phone number format with parenthesis. See <a href="#">Common Number Formats</a> for more information.
TEL/TKARB	{Number Conversion}[n-NNN-NNNN]	Converts a minimum of previously written nine number up to thirteen numbers to a U.S. phone number format. See <a href="#">Common Number Formats</a> for more information.

TPOEPB	phone{Number Trigger}[X (XXn) NNN-NNN]	Inserts the word 'phone' into the transcript and converts a minimum of nine numbers up to thirteen numbers following the word phone to a phone number format. See <a href="#">Common Number Formats</a> for more information.
T*PL	{Number Conversion}[*Time00]	Converts previous three- or four-digit number to HH:MM format; changes one through twelve to digits and MM becomes 00.
TAOEUPL/TAOEUPL	{Number Conversion}[*Time]	Converts previous three- or four-digit number to HH:MM format; changes one through twelve to digits.
TAOEUPL/#2	{Number Conversion}[NN:nn:Nn]	Time with two-digit hour and option for seconds. See <a href="#">Common Number Formats</a> for more information.
TAOEUPL/#1	{Number Conversion}[nN:nn:Nn]	Time with one-digit hour and option for seconds. See <a href="#">Common Number Formats</a> for more information.
TRABG/TRABG	{Toggle Follow Realtime}	Toggles between the cursor following realtime or staying in the last edit position.
TPRAO*EL	{Toggle Follow Realtime}	Toggles between the cursor following realtime or staying in the last edit position.
TPOPB/TPOPB	{Toggle Phonetic Mode}	Toggles between turning Phonetic translation on and off.
TPO*PBT/PWEUG	<Font Size 18>	Causes text written after this command to display and print in a larger font size. (Font size changes only display with Page View; not Normal View.)
TPO*PBT/TPHORPL	<Font Size 12>	Causes text written after this command to display and print in a standard font size. (Font size changes only display with Page View; not Normal View.)
TPO*PBT/SPHAUL	<Font Size 9>	Causes text written after this command to display and print in a smaller font size. (Font size changes only display with Page View; not Normal View.)
SKWROP	{Set Job End Time Field}	Fills in the Job End Time field value with the current time.
SKWRART	{Set Job Start Time Field}	Fills in the Job Start Time field value with the current time.
TKAEUT/#1	{Number Conversion}[nN/Nx/nn]	Date with one-digit month, one- or two-digit day and two digit year, separated by slashes. See <a href="#">Common Number Formats</a> for more information.



TKAEUT/#2	{Number Conversion}[NN/nn/Nn]	Date with two-digit month, one- or two-digit day and two digit year, separated by slashes. See <a href="#">Common Number Formats</a> for more information.
TPAEUT/#1	{Number Conversion}[nN/Nx/NNNN]	Similar to TKAEUT/#1 entry only requires a four-digit year.
TPAEUT/#2	{Number Conversion}[NN/nn/NNNN]	Similar to TKAEUT/#2 entry only requires a four-digit year.
PHAO*EL	{Number Conversion}[*Month/Year]	Convert 3 to 6 numbers into a month/year date format.
TPHUPL/H-PB	{Number Conversion}[nn-nn-nN-nN]	Converts previous numbers with hyphens. See <a href="#">Common Number Formats</a> for more information.
TPHUPL/PAOER	{Number Conversion} [nnnnnnnnX.NN]	Converts previous numbers with period. See <a href="#">Common Number Formats</a> for more information.
TPHUPL/PAO*ER	{Number Conversion} [n,nnn,nnn,nnX.NN]	Converts previous numbers with period and commas. See <a href="#">Common Number Formats</a> for more information.
TPHUPL/PREPB	{Number Conversion}[(XXXXXXXXXXN)]	Converts numbers surrounded by parenthesis. See <a href="#">Common Number Formats</a> for more information.
TPHUPB/TPHUPL	{Number Conversion} [nnn,nnn,nnn,nnN]	Converts previous numbers with commas. See <a href="#">Common Number Formats</a> for more information.
TPHUPB/TKARB	{Number Conversion}[nnnnnnnnX-NN]	Converts previous numbers with dash. See <a href="#">Common Number Formats</a> for more information.
TPHUPB/SHRARB	{Number Conversion} [NNNNNNNNX/NN]	Converts previous numbers with slash. See <a href="#">Common Number Formats</a> for more information.
TKHR-RS	{Number Conversion} [\$nnn,nnn,nnn,nnN]	Converts previous numbers to dollars. See <a href="#">Common Number Formats</a> for more information.
TKHR-RSZ	{Number Conversion} [\$nnn,nnn,nnn,nnX.0N]	Converts previous numbers to dollars and cents. See <a href="#">Common Number Formats</a> for more information.
S-S	social security{Number Trigger}[NNN-NN-NNNN]	Inserts the words "social security" and converts the next nine numbers to a U.S. social security number format.
S*S	{Number Conversion}[NNN-NN-NNNN]	Converts previously written nine numbers to a U.S. social security number format. See <a href="#">Common Number Formats</a> for more information.
TPHEURB/AUF	{InitialCap Off}	Turns off the InitialCap On command.

TPHEURB/OF	{InitialCap Off}	Turns off the InitialCap On command.
TPHEURB/OPB	{InitialCap On}	Turns on the Initial Cap On command. All words following the {InitialCap On} command will be initial capped except words that are listed in <a href="#">Advance Edit's Words to suppress capping when found in the middle of phrase</a> option.
TPHREUBG/TPHREU BG	{Toggle Auto Conflict Resolution}	Toggles the <a href="#">Auto Conflict Resolution</a> command on and off.
TKEF/TKEF	{Define}	Invokes the <a href="#">Power Define</a> dialog box.
SKAPB/SKAPB	{Scan Define}	Scans back to the last untranslate and opens the Power Define dialog box.  <a href="#">Advanced Translate Options</a> includes the ability to have the Scan Define command also stop on drag/drop and/or suffix drag translations.
SPEF/SPEF	{EZ Speaker Define}	Opens the Create EZ Speaker Entry dialog box.
SKA*EUP	{Cancel Active Dialogs}	Closes most active dialog boxes (without taking action) including message boxes, except Associate Audio File, Set Page Number, Make Exhibit Index Entries, Power Define, Scan Define, Text Define and Create EZ Speaker Entries from the steno machine. <i>If the Power Define or Text Define dialog box is in Suspend mode, you can write the steno for the Cancel Active Dialog command to close it.</i>
ST*FP/-FPLT	{Stitch On}[.]	Stitches finger spelled letters or words with periods.
ST*FP/H-PB	{Stitch On}[-]	Stitches finger spelled letters or words with hyphens.
ST*FP/OF	{Stitch Off}	Turns off any Stitch command.
ST*FP/AUF	{Stitch Off}	Turns off any Stitch command.
1*#	{Resolve Conflict, Choice 1}	Searches back to the last conflict in the file and selects the first choice of the conflict.
2*#	{Resolve Conflict, Choice 2}	Searches back to the last conflict in the file and selects the second choice of the conflict.
3*#	{Resolve Conflict, Choice 3}	Searches back to the last conflict in the file and selects the third choice (if available) in the conflict. <a href="#">{Resolve Conflict, Choice}</a> commands are available for 1 - 9 conflict choices.

STAO*EUPL	{Start Timer}[1]	Causes Timer1 to begin. If Show <a href="#">Timers</a> is selected, the timer is displayed (reporter's Case CATalyst screen only).
1-R#	{Replace With LS1}	Replaces the untranslate and additional steno (if appropriate) with the first Live Suggestion text.
2-R#	{Replace With LS2}	Replaces the untranslate and additional steno (if appropriate) with the second Live Suggestion text.
3-R#	{Replace With LS3}	Replaces the untranslate and additional steno (if appropriate) with the third Live Suggestion text.
1-D#	{Define With LS1}	Defines the untranslate and additional steno (if appropriate) with the first Live Suggestion text.
2-D#	{Define With LS2}	Defines the untranslate and additional steno (if appropriate) with the second Live Suggestion text.
3-D#	{Define With LS3}	Defines the untranslate and additional steno (if appropriate) with the third Live Suggestion text.
TPHORBBS	{Ignore Steno for LS}	Ignores the last untranslate so Live Suggestion will not provide suggestions on the ignored steno.
TKAURG	.org{Stitch Off}	Adds .org to the end of the previous word and turns off the Stitch command.
TKAUT	.net{Stitch Off}	Adds .net to the end of the previous word and turns off the Stitch command.
TKAUF	.gov{Stitch Off}	Adds .gov to the end of the previous word and turns off the Stitch command.
TKAUD	.edu{Stitch Off}	Adds .edu to the end of the previous word and turns off the Stitch command.
TKAUPL	.com{Stitch Off}	Adds .com to the end of the previous word and turns off the Stitch command.
TKO*T	.<Delete Space><Force Next Lower>	Adds a period to the end of the previous word, removes the space from whatever is written after this steno stroke and forces the text to be all lower case.
SWREUP/KOED	ZIP Code{Number Trigger}[NNNNn-nnnn]	Inserts the words ZIP Code and formats a five digit number and/or nine digit number following the words ZIP Code.
SWREUP/SWREUP	{Number Conversion}[NNNNn-nnnn]	Converts previously written five and/or nine digit numbers to a U.S. ZIP Code format.

## Quick Tran

Quick Tran allows you to start realtime translation bypassing any dialog box entries. For example, let's say you are an official court reporter and you want to break each calendar call into its own file. You can use Quick Tran to start a realtime session (first file for the day) and/or if you have already started realtime and want to start a new file quickly. Case CATalyst automatically uses the last realtime settings, including selected dictionaries and assumes *Writer* is selected in the Steno Source field of the Translate dialog box. By default, Case CATalyst assigns the file name using the two digit year, month and day followed by the hour, minute and seconds. For example: 080816\_140905 was created August 13, 2016 at 2:09:05 p.m. To customize the Quick Tran file naming convention, create a new naming formula in the Advanced Translate option, [Quick Tran filename format](#).

If you are writing realtime with a Diamante or élan Mira A3 WiFi connection and using the Quick Tran feature, you can have CATalyst automatically connect to the last WiFi writer by selecting the Auto Connect Last WiFi writer in the Translate, [Realtime settings](#).

If you select Quick Tran while in an active realtime file, Case CATalyst disconnects from the current realtime file and starts a new realtime file. **It is necessary to end the file on the writer to prevent the steno strokes from the current realtime file from being added to the new realtime file.** A new realtime file (tab) is started and the original realtime file remains open, allowing you to edit and save it. To change the default Quick Tran file name, use the [Rename](#) feature in Manage Jobs.

Access Quick Tran:

- at Manage Jobs, press **Alt + f, q (File/Quick Tran)** to start your first realtime file of the day. The first file and all subsequent files will use the last used translation settings (including selected dictionaries) and will name the file according to the Advanced Translate *Quick Tran filename format* option.
- while writing realtime, press **Alt + f, q (File/Quick Tran)** to start a new realtime file. The new file opens in a new tab with the default naming convention or if you modified the naming option, however you have modified the naming convention.
- in Edit, use a [keyboard command](#) assigned to Quick Tran or [macro](#) that invokes the Quick Tran command.



[Keyboard Map](#) Function: Quick Tran

## RealTeam - Simultaneous Editing

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.

You can easily set up a [RealTeam realtime test](#) and/or a [RealTeam non-Realtime](#) test in 5 easy steps.






### 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.

### 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. The Auto Login to RealTeam at CATalyst Startup option is available in the RealTeam Ready dialog box.


- 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.
- 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 .**
- 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.
- The Track Changes feature is not supported with RealTeam.


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

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

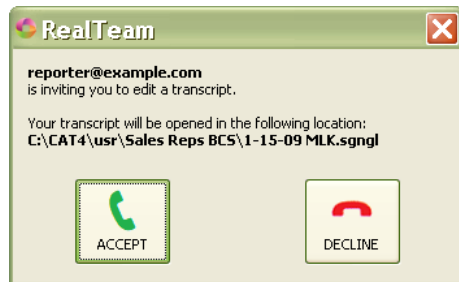
Stenograph encourages you to set up a RealTeam realtime test prior to trying it in a real situation. The following information focuses on starting a RealTeam session while writing realtime.

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

### 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. Select File, RealTeam Invite and 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 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, the contact's name displays to indicate the contact's cursor location in the file. The person's name who invited the contact displays on the contact's screen to indicate the location of his/her cursor. If a contact's cursor is covering text that you'd like to view, simply move your cursor or mouse pointer near or over the contact's cursor and it will temporarily shrink/hide. When you move your cursor or mouse pointer away, their cursor will display again.

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




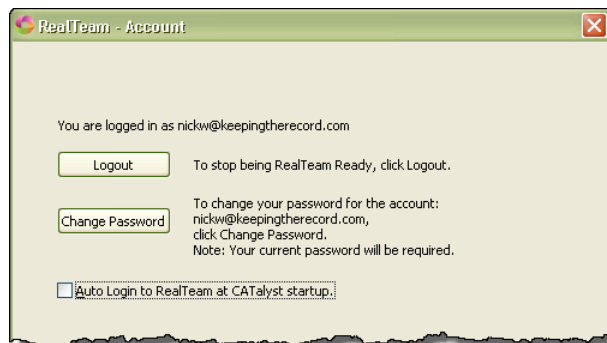
## Login into RealTeam

Each RealTeam participant needs a RealTeam login. However, if you would like, you can use the same login as your Cloud Backup account. Once you have your login information completed, the Auto Login to RealTeam at CATalyst startup option allows you to select it once and every time you start Case CATalyst, you will automatically be RealTeam Ready.

**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**.

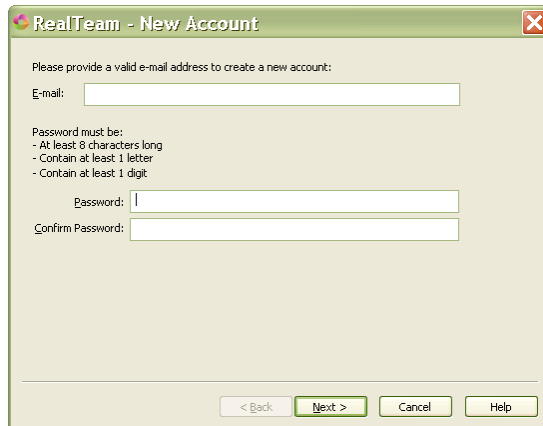
If no login exists, the E-mail and Password fields will be blank. Proceed to **Step 2**.

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**.



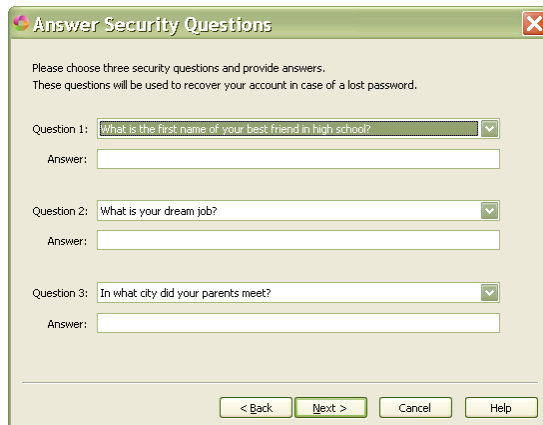
3. In the Create New Account Now dialog box, do the following:



The dialog box is titled "RealTeam - New Account". It contains the following elements:

- A message: "Please provide a valid e-mail address to create a new account:"
- An "E-mail:" text input field.
- A "Password must be:" section with three bullet points:
  - At least 8 characters long
  - Contain at least 1 letter
  - Contain at least 1 digit
- A "Password:" text input field.
- A "Confirm Password:" text input field.
- At the bottom, four buttons: "< Back", "Next >", "Cancel", and "Help".

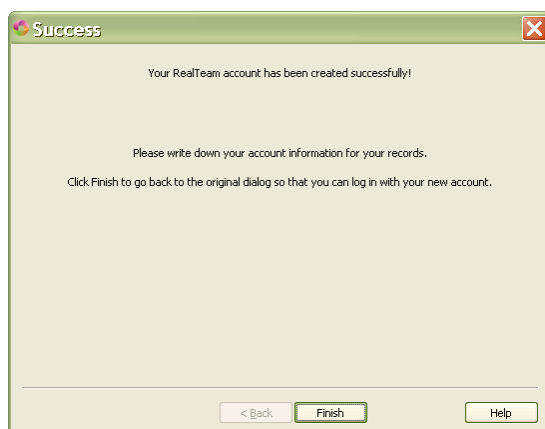
- In the **E-mail** field, type a valid e-mail address. Press **Tab** to move to the Password field. (Although you are entering a valid e-mail address, you will not receive e-mails from RealTeam. The e-mail address is used strictly as a login name.)
  - In the Password: field, type a password that contains at least 1 letter, 1 digit and is at least 8 characters long.
  - 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.
  - 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 maybe prompted for the answers to the three questions you selected.



The dialog box is titled "Answer Security Questions". It contains the following elements:

- A message: "Please choose three security questions and provide answers. These questions will be used to recover your account in case of a lost password."
- Three question-answer pairs:
  - Question 1: "What is the first name of your best friend in high school?" (dropdown menu) with an "Answer:" text input field.
  - Question 2: "What is your dream job?" (dropdown menu) with an "Answer:" text input field.
  - Question 3: "In what city did your parents meet?" (dropdown menu) with an "Answer:" text input field.
- At the bottom, four buttons: "< Back", "Next >", "Cancel", and "Help".

- To continue, press **Enter** or click Next >.
- 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.



7. Do **one** of the following:

- To automatically be logged in to RealTeam and be RealTeam Ready when you start Case CATalyst, press **Alt + a** (Auto Login to RealTeam at CATalyst Startup) and then press **Enter** or click Finish.
- To log in to RealTeam, press **Enter** or click Finish.

The [RealTeam Status icon](#) turns blue () when you are RealTeam Ready.


## RealTeam Host and Participant

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.

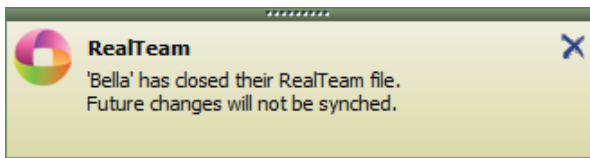
### Realtime:

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:

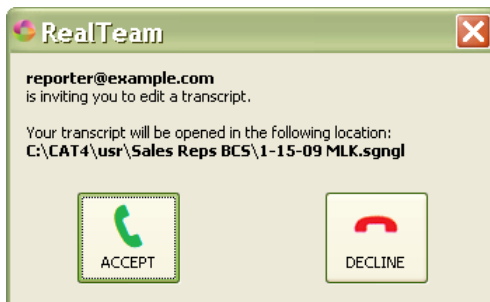



The message displays approximately 15 seconds and then closes.

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:

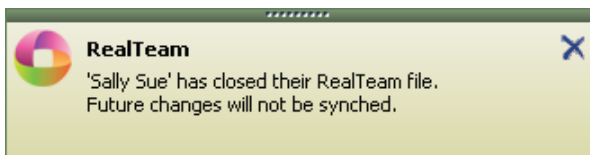
1. To log in to RealTeam, click the RealTeam Status icon (  ) on the toolbar. Once you are logged in, the icon turns blue (  ).
2. The RealTeam invitation dialog box produces a "ring" like a telephone and the CATalyst icon flashes (  ) on the Windows Taskbar. When you receive the RealTeam invitation,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

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

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

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

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

There are a couple of items you may want to make note of about the Transfer to User feature:

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

## RealTeam Invite - Translate dialog box

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 or proofreader and then write realtime as you normally do.




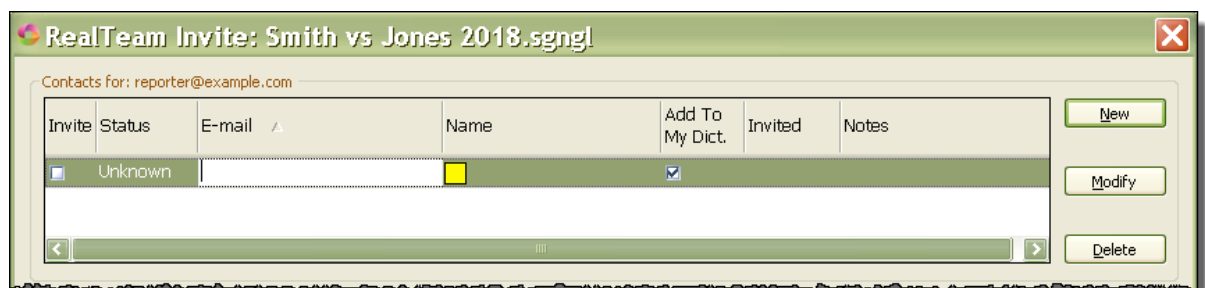
If you forgot to select the option when starting realtime, you can always select the File (**Alt + f**) and then select RealTeam Invite to access your contacts and select them.

## RealTeam Contacts - Invite dialog box

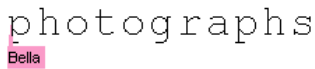
### RealTeam Invite (Contacts) dialog box

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.



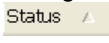
3. To add a contact, do the following:

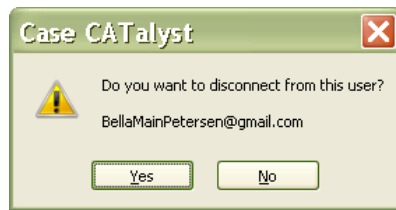
- a. In the E-mail field, **type a valid e-mail address** for the contact and press **Tab** to move to the Name field.
  - b. **Type the contact's name.** If desired, click the down arrow (▼) to select the cursor/highlighting color for the contact on your system. The name in the Name field displays in 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:  

  - 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.



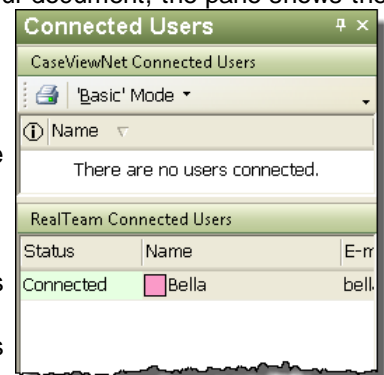
1. To delete a contact, use the mouse or up/down arrow to highlight the existing contact and then click **Delete** or press **Alt + d**.
2. At the "Are you sure..." message select **Yes** to delete the contact from the Invite dialog box.
3. Repeat **Step 1** to delete additional contacts from the RealTeam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

## RealTeam 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.

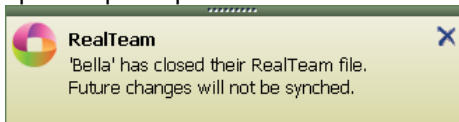
Status: displays the status of the contact.

- 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 (  ). 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.

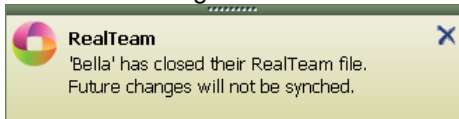


- If you right click the contact's Name field, you can modify the Name and/or change the cursor/highlight color associated with the contact. The color indicates the color of the cursor and highlights. Use the drop-down arrow to select your preferred color for each contact. Changing the cursor/highlight 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. still connected users, the message displays the name that they have in a message if one of the connected users close their file while there are still connected users.



- 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 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.


## RealTeam's Toolbar

A RealTeam toolbar with the RealTeam Status icon () is available at Manage Jobs toolbars and a RealTeam toolbar with the RealTeam Status icon and RealTeam Invite icon () is in Translate and Edit. 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 transcript/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.

## RealTeam Log Out

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.


## Edit

Edit is a function in Case CATalyst that allows you to make changes to the translated or typed text.

### Open an Existing Text File

- Press **Alt + f, o, t** (**File/Open/Text File**). Select a text file from the Open Existing dialog box and press **Enter** (**Open**).
- In Manage Jobs, double click on a text subfile or a job containing a text subfile.

### Create a New Text File

1. Do **one** of the following:
  - Press **Alt + f, n, t** (**File/New/Text**).
  - On the Function Bar, click the Edit  icon.
  - Press **Alt + u, e** (**Function/Edit**).
2. The Create New Document dialog box displays. Type a name in the *File name* field. If a text file with the selected file name is currently open in Edit, the file displays.
3. Select a Layout from the Layout Name field.
4. Press **Enter** (**Open**). Edit automatically opens with the new file.

## File - New - Text

The File, New, Text feature allows you to open a blank file in which you can type text, paste text, create an include file, parenthetical, index template, etc. When you select File, New, Text, the Create New Document dialog box displays with the Files of type field set to Transcript files (\*.sgnpl).

To create a new text file:

1. Press **Alt + f, n, t** (File, New, Text).
2. In the Create New Document dialog box, in the File name field, type the new file name.  
If you want to create the file in an existing case, double click the Case name.  
If you want to create a new case, click the New Case icon, type the name of the case and press **Enter**. To create the file in the new case, double click the case name.
3. In the Layout Name field, click the down arrow to display the list of available transcript layouts.  
Select the layout you want to apply to the new file.  
Once the blank file is open, the applied layout does not display until you type or paste text.
4. To create the file, press **Alt + o** (Open).
5. Begin typing or paste text.  
Once you begin typing or paste text the selected layout displays.

## Set Active Window

Set Active Window is a command that displays a dialog box listing the available Edit dialog panes from which you can select one to set the cursor focus. Each dialog pane in the list has an associated number. The list always displays in the same order with the same associated number. This assures the dialog panes retain the same number so you can include this command in a macro.

To use the Set Active Window command in Edit you must first open the desired keyboard map and [assign](#) a key to the command. You can [record](#) a macro using this command to set the focus to a window and then invoke a subsequent command.

### Use Set Active Window in Edit

1. Press the assigned key combination to invoke the Set Active Window command. The Set Active Window dialog box displays.
2. Select the number associated with the window on which you want to set the cursor focus. You can select to set the cursor focus on any available dialog pane in the list. If the dialog pane is closed, selecting the number opens the dialog pane and sets the cursor focus.

## Edit's Stationary Status Bar

Edit's stationary Status Bar is the bottom frame of the Case CATalyst software. Whether realtining or editing, the stationary Status Bar displays important information including page numbers, sections (if applicable), layout used and more. Below is an example of the stationary Status Bar.

Page 13    Sec 1    13/13    (13/584)    At 5.8 "    Ln 14    Deposition format: CAP | NUM | SCRL | OVR |    Kbd Map: Sydney's keyboard

### The following information displays on the stationary Status Bar:

- Page displays the current page number.
- Sec displays the current section number. A section is created when you reset a page number.
- x/x displays the current page number *versus* the total number of pages in the current section.
- (x/x) displays the current page number *versus* the total number of pages in the file.
- At x.x" displays the current horizontal location of the cursor in inches from the left margin.
- Ln x displays the current line number location of the cursor.
- The current layout name displays. If the layout has been modified in Edit, an asterisk (\*) displays for the layout name.
- The CAP display is black (active) if the Caps Lock key is on. If the Caps Lock key is not on, Caps appears grayed out.
- The NUM display is black (active) if the Num Lock key is on.
- The SCRL display is black (active) if the Scroll Lock (ScrLk) key is on. This key has no effect on CATalyst's scrolling or arrowing features.
- The OVR display is black (active) if the Insert key has been toggled and anything you type is going to overwrite the existing text. If you toggle the Insert key again, you will be in Insert mode and anything you type will be inserted into the body of the text.
- Kbd Map: displays the current keyboard map being used.

## Editing Basics

Editing Basics walk you through simple editing commands that allow you to make changes to the transcript, including text correction, conflicts resolution, definition of untranslates and paragraph formatting.

### Basic Cursor Movement Commands

You can perform basic cursor movements in Edit with keyboard commands, allowing you to keep your hands on the keyboard. You can also use keyboard shortcut keys to invoke menu features.

A [Keyboard Map](#) determines the action of the keys on the keyboard. Case CATalyst comes with a default keyboard map which you can change, allowing you to use keyboard commands from another Keyboard Map. Basic cursor keyboard commands for the default Keyboard Map include:

Key Assignment Name	Default Key Assignment	Description
Move Down	Down arrow	the down arrow key moves the cursor down one line at a time.
Move Down Word Begin		move the cursor down a line and at the beginning of a word.
Move Up	Up arrow	the up arrow key moves the cursor up one line at a time.
Move Word Right	Right arrow	the right arrow key moves the cursor one word to the right.
Move Word Left	Left arrow	the left arrow key moves the cursor one word to the left.
Move Right	Ctrl + Right arrow	moves the cursor one character to the right.
Move Left	Ctrl + Left arrow	moves the cursor one character to the left.
Move Screen Bottom	Ctrl + Down arrow	moves the cursor to the last line of text displaying on the screen
Move Screen Top	Ctrl + Up arrow	moves the cursor to the first line of text displaying on the screen
Move Line Begin	Home	moves the cursor to the beginning of the line.
Move Line End	End	moves the cursor after the last character in the line.
	End, End	moves the cursor after the last space at the end of the line.
Move Document Top	Ctrl + Home	moves the cursor to the beginning of the file.
Move Document Bottom	Ctrl + End	moves the cursor to the end of the file.
Move Screen Page Up	PgUp	moves the cursor back one screen at a time. In Page view, headers/footers are considered text and are counted when moving a screen at a time.
Move Screen Page Down	PgDn	moves the cursor forward one screen at a time. In Page view, headers/footers are considered text and are counted when moving a screen at a time.



Move Page Up	Ctrl + PgUp	moves the cursor to the first transcript line of the current page. If there are 25 transcript lines on a page, the cursor moves to line one.
Move Page Down	Ctrl + PgDn	moves the cursor to the last transcript line of the current page. If there are 25 transcript lines on a page, the cursor moves to line 25.
Scan Forward	F8	moves the cursor forward to the next scan item depending on your Scan For selection in Edit.
Scan Backward	Shift + F8	moves the cursor backward to the next scan item depending on your Scan For selection in Edit.

## Cursor Positioning in Edit

The cursor displays in Edit as a vertical blinking line in the text area of the editor and in the text field of a dialog box. Position the cursor to take an action on a:

### Single character or word

Place the cursor just before the character or on the word.

### Block of text or steno

Use a Mark command to extend the cursor until all the text or steno is highlighted.

### Space between words or symbols

Do **any** of the following:

- Position the cursor to the right of the space if you want to insert text.
- Position the cursor to the left of the space to add text to the previous word
- Position the cursor to the left of the space and press Delete to remove the space.
- Position the cursor to the right of the space and press Backspace to remove the space.

## Scan To and Define Untranslates

Untranslates are steno outlines that have not yet been defined in your dictionary. Use the Scan key to quickly move to the next untranslate. Scan can also move you to the next conflict, scan stop, or more depending on your [Scan For Options](#) settings.

Use [global definitions](#) to define untranslates, mistranslates, or partial translates you want to globally resolve. A global definition applies from the point of the cursor forward through the rest of the file. All global definitions go to the Global Table. Except for E-Defines, Case CATalyst also adds global definitions to the specified dictionary.

### Define an Untranslate

1. Press **F8** to scan to the next untranslate. The cursor positions immediately before the untranslated steno outline.
2. Do **one** of the following:

#### Define a single steno outline

There is no need to mark a single steno stroke. Continue with the next step.

### Define multiple steno outlines

Use any of the mark commands to highlight the steno strokes you want to define.

### Define partial translates

Use any of the Mark commands to highlight the steno outlines and translated text that follows the steno which you want to define.

To define steno outlines and translated text that precedes the steno, use any mark command that moves the cursor left, to highlight the text and steno strokes. For example, Shift + ← highlights text to the left of the cursor position.

3. Create a dictionary definition. Do **one** of the following:

#### D-Define

Press **Ctrl + d**. Use the [D-Define command](#) for common steno-based words or phrases that you want to add to your Personal Dictionary. A steno-based word or phrase has associated steno.

#### K-Define

Press **Ctrl + k**. Use the [K-Define command](#) for steno-based words or phrases that pertain specifically to this job or are not common steno-based words you want to add to your Personal Dictionary. The job must be in a case for the K-Define to be active.

#### J-Define

Press **Ctrl + j**. Use the [J-Define command](#) for steno-based words or phrases that pertain specifically to this job or are not common steno-based words you want to add to your Personal Dictionary.

#### Other Dictionary

Press **Ctrl + Shift + o**. Use the Other Define command for steno-based words or phrases you want to place in an alternative dictionary.

#### E-Define

Press **Ctrl + e**. Use the [E-Define command](#) for misspelled words or phrases that you want to globally correct or global but not add to any dictionary.

4. When the Global Define dialog box displays, type the text for the definition in the New Text field. You can insert format symbols into the definition by pressing **Alt + f (FS)** and selecting from the list or using [shortcut keys](#).
5. When finished defining press **Enter (OK)** to apply the definition.

## Scan To and Resolve Conflicts

Conflicts are multiple words that display together when the steno outline has more than one definition. For example: ^do you know ^down. In Edit, you can resolve a conflict for a single occurrence or globally resolve it so that it applies throughout the file. Use the Scan key to quickly move to the next conflict. Scan can also move you to the next untranslate, scan stop, or more depending on your [Scan For Options](#) settings.

Translate options such as [Auto Conflict](#) or [EZ Choice](#) can resolve conflicts automatically during translation. For example, when Auto Conflict is active, it resolves conflicts during translation by automatically selecting the first choice of the conflict. When EZ Choice is active, Case CATalyst resolves conflicts during translation based on previous conflict selections that occur in similar context.

## Resolve a Conflict

1. Press **F8** to scan to the next conflict. Case CATalyst positions the cursor immediately before the first caret (^) of the conflict.
2. Do **one** of the following:

#### Resolve for a single occurrence

Press the number associated with the conflict choice. For example, the conflict is ^do you know ^down. Press **1** to select the first conflict choice "do you know". Press **2** to select the second conflict choice, "down". To continue to scan, press **F8**.

#### Resolve globally

- a. Do one of the following:

##### E-Define

Press **Ctrl + e**. Use the [E-Define command](#) for misspelled words or phrases that you want to globally correct or global but not add to any dictionary.

##### D-Define

Press **Ctrl + d**. Use the [D-Define command](#) for common steno-based words or phrases that you want to add to your Personal Dictionary. A steno-based word or phrase has associated steno.

##### K-Define

Press **Ctrl + k**. Use the [K-Define command](#) for steno-based words or phrases that pertain specifically to this job or are not common steno-based words you want to add to your Personal Dictionary.

##### J-Define

Press **Ctrl + j**. Use the [J-Define command](#) for steno-based words or phrases that pertain specifically to this job, case, or are not common steno-based words you want to add to your Personal Dictionary.

- b. When the Global Define dialog box displays, type the text for the definition in the New Text field. Insert format symbols into the definition by pressing **Alt + f (FS)** and selecting from the list or using [shortcut keys](#).
- c. When finished defining, press **Enter (OK)** to apply the definition.

## Marking Text in Edit

A Mark command highlights steno and text for the purpose of performing another command. There are several Mark commands. The most common action to perform after Marking steno or text is to define or delete it. You can also use the Mark command to highlight steno or text for searching. When text is marked, the associated steno displays on the left side of the Status Bar.

Use the Mark command when you want to select more than one steno outline or word. It is not necessary to use the Mark command when defining or replacing a single steno outline or word. For example, to define the steno /SWORPB, position the cursor immediately before /SWORPB and press a define command.

You can use any of the following commands to Mark text. To unmark text, press **Alt + s, k (Special Edit/Unmark)** or click the mouse once anywhere on the screen.

- Shift + any basic cursor movement
- Ctrl + [

- Click and hold left mouse button + move mouse
- Click + hold Shift + click end of text
- Select Special Edit/Mark Start and Mark End

### Shift + any basic cursor movement key

Highlight steno outlines and words using Shift and any [basic cursor movement](#), such as →, Ctrl + , or Ctrl + Page Down. Depending on the cursor movement selected, this Mark command can highlight a single steno outline or word, line, or page.

For example, the Mark command, Shift + → highlights one steno outline or word at a time. To use this Mark command:

1. Position the cursor on or immediately before the steno or text.
2. Press **Shift** + → to mark the first steno outline or word. Continue to hold **Shift** and press → to highlight all the steno or text you want to mark. If you mark too much:
  - To unmark one steno outline or word at a time, press **Shift** + ← .
  - To unmark all the text, press the → arrow key without holding Shift; press **Alt** + **s, k** (**Special Edit/Unmark**); or click anywhere on the screen.
3. Perform the command for the highlighted steno and text.

### Ctrl + [

Highlight one steno outline or word at a time. To use this Mark command:

1. Position the cursor on or immediately before the steno or text.
2. Press **Ctrl** + [ to mark the first steno outline or word. Continue to hold **Ctrl** and press [ to highlight all the steno and text you want to mark.

If you mark too much:

  - To unmark one steno outline or word at a time, press **Ctrl** + ] .
  - To unmark all the text, press an arrow key; press **Alt** + **s, k** (**Special Edit/Unmark**); or click anywhere on the screen.
3. Perform the command for the highlighted steno and text.

### Click and hold left mouse button + move mouse

Highlight all the steno and text from where you first click and hold the left mouse button to where you move the mouse and release the button. To use this Mark command:

1. Position the cursor on or immediately before the steno or text and **press** and **hold the left mouse button**.
2. Move the cursor to the place where you want to quit marking and release the left mouse button.

If you mark too much:

  - To unmark one steno outline or word at a time, press **Ctrl** + ] or **Shift** + ← .
  - To unmark all the text, press an arrow key; press **Alt** + **s, k** (**Special Edit/Unmark**); or click anywhere on the screen.

## Click + hold Shift + click end of text

Highlight consecutive lines of steno and text. Position the cursor at the beginning of the text you want to mark. Hold **Shift**. Locate and click the last line or word of text to mark.

If you mark too much:

- To unmark one steno outline or word at a time, press **Ctrl + ]** or **Shift + ←**.
- To unmark all the text, press an arrow key; press **Alt + s, k** (**Special Edit/Unmark**); or click anywhere on the screen.

## Select Special Edit/Mark Start and Mark End

The [Mark Start/End commands](#) located on the Special Edit menu, perform differently than other Mark commands. You can use the Search feature in conjunction with these commands to highlight large blocks of steno and text. When using the Mark Start command with certain Edit commands, such as Copy, Cut or Delete, Case CATalyst assumes the Mark End at the end of the marking.

To use this Mark command:

1. Position the cursor on or immediately before the steno or text and select **Special Edit/Mark Start**.
2. Move your cursor to highlight the desired steno and text or use the Search feature to locate the end of the text you want to highlight.
3. Perform any other necessary Edit command. To unmark the highlighted text and not perform another Edit command, press **Alt + s, k** (**Special Edit/Unmark**) or click anywhere on the screen.

## Inserting Text

The cursor displays in Edit as a vertical blinking line in the text area of the editor and in the text field of a dialog box. When in Insert mode (default mode), you can type directly on the screen to insert text, format symbols, and punctuation.

When typing, the cursor pushes the text to the right as you type if you are in Insert (OVR is grayed out on Status Bar) mode. When you are in Overstrike (OVR) mode, the text you type overwrites the existing text. The default cursor mode in Edit is Insert (INS). To change the Insert/Overstrike mode, press the **Insert** key.

If you never use Overstrike mode or tend to press the Insert key by mistake, you can set the Insert key to do nothing in your [Keyboard Map](#).

To manually insert a conflict, you must use **Ctrl + i** (**Edit/Insert/Conflict**) to type the text in the Insert Conflict/Text dialog box in order for Case CATalyst to recognize the caret (^) as a conflict.

## Replace Text

You can replace existing text for a single occurrence with the [Replace command](#). If [Intuitive Replace](#) is active, Case CATalyst remembers all the replacements and suggests a word in the New Text field. Type new text or toggle through the 10 most recent replacements and select one.

### Example

To use the Replace command:

1. Position the cursor immediately before the word you want to replace. To replace more than one word, first Mark the text.

2. Press **Ctrl +r (Global/Replace)** The Global-Replace dialog box displays with the Global Type field set to Replace.
3. In the New Text field, type the new text or press **Ctrl + r** to toggle through the last ten replacements when using Intuitive Replace feature and select one to use.
4. Press **Enter (OK)**.

## Deleting Text

You can delete text in Edit in the following ways:

- Position your cursor immediately after the character or word you want to delete. Press **Backspace** to delete one character at a time.
- Position your cursor immediately before the word you want to delete. Press **Ctrl + Delete** to delete the word. You can continue to delete successive words.
- Mark text and then press **Delete**. Case CATalyst deletes only the highlighted text. If you mark a single word, Case CATalyst deletes only the word and does not include any adjoining spaces.

## Creating Global Definitions

A global definition allows you to define steno, words and phrases while editing (realtime or after the fact) once and apply the definition forward through to the end of the job or to the entire file. You [create](#) a global definition when you define steno outlines, including untranslates, mistranslates, or partial translates, as a D-Define, K-Define, J-Define, or an E-Define. You can also [apply a global only to the current section](#) in the file or [selectively](#).

Case CATalyst places D-Defines into your Personal Dictionary or the [Update Area](#), if selected for use, K-Defines into the Case dictionary, J-Defines into the Job dictionary, and E-Defines into the Global Table. In addition to placing the D-Defines, K-Defines, and J-Defines into a dictionary, Case CATalyst also places the definitions into the Global Table.

### Example

1. Position the cursor immediately before the steno outline. If the steno outline is more than one stroke, use a Mark (Shift + right arrow) command to highlight the strokes.
2. Press **Ctrl + d (Global/D-Define)** to place the definition into your Personal Dictionary. The Global D-Define dialog box displays.
3. With your cursor in the New Text field, type the text for the steno.
4. When finished defining press **Enter (OK)** to apply the definition.

There are [additional options in the Global dialog box](#) such as capitalization options, spacing options, stitch options and more.

## Creating Paragraph Format Definitions

There are several formatting definitions, with Question, Answer, Colloquy, New Line Paragraph and Centering among the most common. When creating a formatting definition, you include a specific format symbol in the definition to set the format for the paragraph. For example, you use the format symbol <Answer> to create an Answer definition. Paragraph values, such as margins, indents, and line spacing are set in [Layout](#).

Refer to the specific [format symbol](#) for detailed steps to create a formatting definition.

### Example

1. Position the cursor immediately before the steno outline. If the steno outline is more than one stroke, use a Mark command to highlight the strokes.
2. Press **Ctrl + d (Global/D-Define)** to place the definition into your Personal Dictionary. If you do not want the definition in your Personal Dictionary, use the appropriate command to place the entry in the correct dictionary. The Global D-Define dialog box displays.
3. With your cursor in the *New Text* field, do **one** of the following:
  - Use the shortcut key by pressing **F4 and then appropriate paragraph command**. For example, press F4 q for a <Question> paragraph style.
  - Press **Alt + f (FS)** to display the format symbol list. To insert a paragraph format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol you want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. For example, select Question for a <Question> paragraph style.
4. The format symbol displays in the *New Text* field. How the selected paragraph displays on the screen is determined by the paragraph style parameters set in the applied Layout. For example, if you inserted a <Question> paragraph style, the current layout determines whether a period follows the Q and the spaces before text begins along with the margins.
5. When finished defining press **Enter (OK)** to apply the definition.

## Creating Punctuation Definitions

Common formatting definitions include: period, question mark, comma, dash, colon, and apostrophe. To create the definition for punctuation:

1. Position the cursor immediately before the steno outline you want to define. If the steno is more than one stroke, use a Mark command to highlight the steno strokes.
2. Press **Ctrl + d. (Global/D-Define)**. The Global D-Define dialog box displays.
3. In the New Text field, type **any** of the following punctuation definitions. Case CATalyst automatically inserts one space following the punctuation. When you want to add or remove spaces following the punctuation, you must add the appropriate format symbol to the definition.

### Period/Point

- To create two spaces after a period during translation, type:

**. and then press the Spacebar once**

- To create a space before the period but no space after the period or to create a decimal point between two numbers when you are using the Automatic Number Conversion feature, define the stroke as the word "**point**" (no quotes). During translation, when the word "point" is written immediately before numbers, such as "point zero 8, Case CATalyst converts it to ".08". When a number followed by the word "point" followed by another number is written, such as "5 point 2", Case CATalyst converts it to 5.2.

No entry is required in the NumberConversion.ini table to use "point". When Automatic Number Conversion is active, Case CATalyst converts appropriately.

- To create a space before the period but no space after the period during translation, for numbers such as .08 or .385 when you are not using the Automatic Number Conversion feature, type:

**<Sticky Space>.<Delete Space> or <Delete Space>space.<Delete Space>**

- To create no space before the period and no space after the period during translation for numbers such as 1.25 or 7.5, when you are not using the Automatic Number Conversion feature, type:

**<Delete Space>.<Delete Space>**

#### **Question Mark**

To create two spaces after a question mark during translation, type:

**?** and then press the **Spacebar** once.

#### **Comma**

To create one space after a comma, type:

**,**

#### **Dash or Reporter's Dash**

To create a dash (--) and keep the dash on with the previous word, type:

**<Sticky Space>--**

#### **Colon**

To create two spaces after a colon during translation, type:

**:** and then press the **Spacebar** once

#### **Possessive and Non-possessive Apostrophe**

To have the Case CATalyst Smart Punctuation feature determine whether the apostrophe is possessive or non-possessive during translation, type:

**'**

#### **@ definition**

To create a dictionary for the @ symbol where you do not want a space before or after the symbol, type:

**<Delete Space>@<Delete Space>**

To create a dictionary definition for the @ symbol where you want a space before it and a space following it, type:

**<Sticky Space>@**

(The @ at the beginning of a definition is used to indicate auto include dictionary definition so when creating a dictionary definition for the @ symbol alone, a format symbol must proceed the @. Using a Sticky Space format symbol will retain a blank space before the @ symbol.)

4. When finished defining press **Enter (OK)** to apply the definition.

## **File Management Tools**

Several file management tools are available to assist in managing your transcript files, allowing you to append multiple files, break a single file into multiple files, merge files together and include files (parentheticals, title pages, certificate pages, exhibit blurbs, etc.) into a job. File management tools also include saving and loading alternate user settings for translation, reviewing the history for a job and changing writers during a realtime session.



## Save As

Save As (**Alt + f, e**) displays the Save As dialog box, which allows you to save the current file to another name, case, user folder, or drive. The original file is closed in it's original state or last saved version and a copy of the file with the new file name is created and opened. **You are now working in the new (Save As named) file.** You can automatically have Case CATalyst display the Save As dialog box with the last folder location in which you saved a file or the folder location of the current file by setting the [Advanced Edit Option](#), *Remember last folder used for Save As*.

### To use Save As:

1. Open the original file. If you make any changes in this file without saving and then do a Save As, the original file is closed and the changes in the file are saved to the Save As copy.
2. Press **Alt + f, a (File/Save As)**. In the Save Copy as dialog box, use the following fields and options as necessary:

### Save in

Defaults to the current user. Use the drop down button to save a file in another location.

### Go To Last Folder Visited

Return to the previous folder viewed.



### Up One Level

Move one folder level up in the file structure.

### File Window

Available files for the current user.



### Create New Folder

Create a new folder in the File Window. The folder icon along with a default name displays in the File Window. Type a new name in the highlighted area, then press **Enter**.

### View Menu

Display the files in the selected view: Thumbnails, Tiles, Icons, List, or Details.

### File name

Select an existing file name or type a new file name in the field. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Save As dialog box displays and you can type a different name.

When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*

If you type the same name as an open file in another application, the following message displays: "This file is already is use. Select a new name or close the file in use by another application." Select **OK** and type a different file name or close the job or application and type the file name again.

### Save as type

The type of file that displays in the File Window which also indicates the type of file you are saving. To change the display of the file type, click the down arrow and select **All Files (\*.\*)**. The default file type is .sgcap.

### Save Selection

When you have selected text, this field displays allowing you to save the selection to a file. For example, you may want to save a portion of text from the current captioning session to create a script file for future use.

### Load to Story Queue

Check this box to load the saved file into the Story Queue and assign a Story Slug line using the current name of the saved file followed by the current date and time.

### Save

Save the captioning file.

### Cancel

Close the Save As dialog box without saving the file.

## Save and Load Alternate User Settings

Save and Load Alternate User Settings are Edit commands that enable you to save multiple user setting files and easily switch between them within the same user name. For example, you may want to have different user settings files based on the type of job, deposition versus court, transcript, [CART](#) using CARTView output or realtime versus editing.

Features saved to a user setting file include:

- Page display, Normal or Page view.  
Case CATalyst does not retain Full Screen. You can create a macro or AccelerWriter to switch the display to Full Screen when starting a job.
- Zoom settings.
- Color selections.
- Position and display status of the Vertical Notes and Reveal Codes dialog panes when the panes were docked or set to AutoHide. They are not remembered if panes were floating.
- Cursor context and size.
- Display font when in Normal view.
- CARTView window - font style, font size, background color and transparency, window position and line spacing.

The Save and Load Alternate User Settings features are accessible from Manage Jobs allowing you to save the current user settings after exiting Edit and load a user settings file before opening Edit. You can also select the Translate option, [Use Alternate User Settings for Edit](#), prior to translation and have Case CATalyst automatically load the saved settings when Edit opens. When you choose to save the translate settings, the file currently selected in the Use Alternate User Settings in Edit field is part of the [Saved Translation Settings](#) file.

When sending to CARTView and selecting an Alternate User Settings file, the Alternate User Settings file needs to be selected on the Input tab of the Translate dialog box in order to be applied to the CARTView window. Once realtime has started, loading a Alternate User Settings file from the File menu will not change the CARTView settings. If you want to change the CARTView display during realtime, [right click the CARTView window](#) or click the CARTView Settings Icon in the Windows System Tray.

Alternate User Settings files are stored in the Alternate User Settings case located within the Systems Files case.

## Save Alternate User Settings

1. In Edit, set the feature options you want to save to the user settings file.
2. Select **File/Save Alternate User Settings**. The Save As dialog box displays.
3. Do one of the following:
  - In the File name field, type a name for the user settings file and press **Enter (Save)**.
  - Select an existing file. The name displays in the File name field. Press **Enter (Save)**. Case CATalyst prompts you to replace the existing file. Press **Enter (Yes)** to overwrite the existing file.

## Load Alternate User Settings

1. Select **File/Load Alternate User Settings**. The Open dialog box displays.
2. Highlight the user settings file you to load and press **Enter (Open)**.

When sending to CARTView and selecting an Alternate User Settings file, the Alternate User Settings file needs to be selected on the Input tab of the Translate dialog box in order to be applied to the CARTView window. Once realtime has started, loading a Alternate User Settings file from the File menu will not change the CARTView settings. If you want to change the CARTView display during realtime, [right click the CARTView window](#) or click the CARTView Settings Icon in the Windows System Tray.

## Append

Append is an Edit feature that attaches a copy of a selected job file to the end of the current job. The original text selected to append remains unchanged. When the text you are appending has steno associated with the text, the steno also copies into the current session. You can append text from a file in your user name, another user name, or a case.

When appending a file that contains audio into a file that contains audio, the portion of file you are appending does not remain linked to its original audio. Case CATalyst displays a warning message allowing to continue or cancel appending the file.

## Append a Job in Edit

1. With your cursor in any position, press **Alt + f, d (File/Append)**. The Append dialog box displays.
2. Make entries in the fields as necessary:

### Look in

Choose the user name from which you want to select the file to append. The default is the current user. To locate a file in a location other than the CAT4 user level, use **Browse**.

### File Window

Available files for the current user. Highlight the file you want to copy to the end of the current Edit file. The selected file name displays in the File name field below. To select a file within a case, double-click the case to open it.

### **File name**

Type the name of the file to append. If you highlight a file to append, the file name displays here.

### **Files of type**

Displays the type of file to append. The default type is a Case CATalyst text (.sgnfl) file.

### **Browse**

Search for a different folder.

### **Bring Fields**

If there are field values in the file you are appending, decide whether you want to bring those fields values into the current file. If you bring the field values and they conflict with existing field values in the current file you will be prompted to select the field value you want. CATalyst remembers the last state of the Bring Fields option the next time you use the Include, Append or Merge command.

### **Bring Layout**

Check this box to bring in the associated layout for the file you are appending.

### **Keep Inc File Page Number**

The Keep Inc File Page Numbers (**Alt + e**) option (when the Bring Layout option is selected) allows you to append the selected file to the end of the current transcript and retain the page numbering on the appended file.

### **Keep Orig File Page Numbers**

This option is not available when appending.

3. Press **Enter (Open)** to Append the selected file.

## **Break**

Break is an Edit feature that allows you to split a text file into two or more portions and save the additional portion to a new or an existing file.

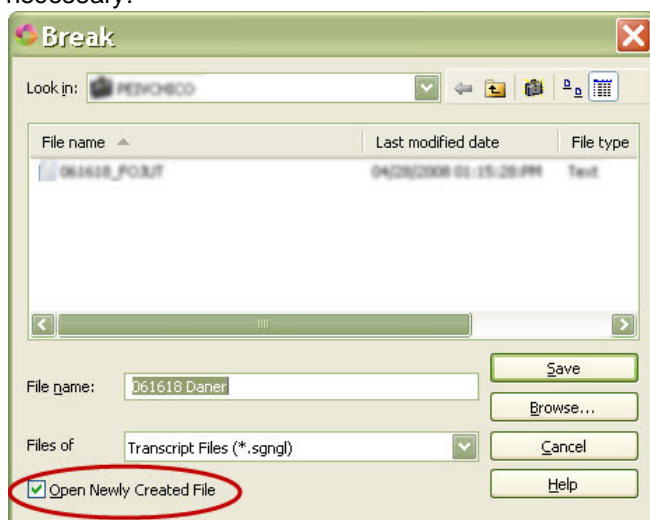
When you break a text file:

- a copy of the vertical notes and a copy of the Job Wordlist for that portion of the original file is placed into the new or existing file. If you choose to Undo a Break, Case CATalyst restores the text and steno to the original file. The text and steno broken from the original file remains intact in the new or existing file.
- and save the broken text to an existing file, a confirmation message displays with a Yes/No option to continue. When you select Yes, a New Page format symbol inserts at the end of the existing file and appends the broken text beginning on the new page. Case CATalyst includes the layout information with the broken text.
- with an associated audio file, the audio file is copied to the new or existing file. Case CATalyst creates a link in the new or existing file that allows the audio to play from the point at which the file was split.
- that contains fields, field values are copied from the original transcript to the new or existing file.

- with an image in the broken text, the broken text retains the image.

## Break an Edit File

1. Open the job you want to split.
2. Do **one** of the following:
  - Position the cursor where you want to break the job. Everything after the cursor is moved to the new or selected existing job.
  - Use a Mark command to highlight the specific text you want to break. Only the text that is highlighted is moved.
3. Press **Ctrl + b (File/Break)** to break the job. The Break dialog box displays. Make entries as necessary:



### Look in

Defaults to the current user. Use the drop down button to display the current folder level.

### File Window

Available files for the current user. To append the broken text to an existing file, highlight the file. The selected file name displays in the File name field below. To select a file within a case, double-click the case to open it.

### File name

Type a new file name or select an existing file name. When you select an existing file name, the following message displays: *This will append the text to the end of the selected file. Do you wish to continue?* Press **Enter (OK)**.

### Files of type

The type of file that displays in the File Window. The default type is a Case CATalyst text (.sgnl) file.

### Browse

Locate a different folder.

### Open Newly Created File

Select this option to automatically open the newly created file with the new name. When the option is selected, the newly created file is saved under the new name and the file opens in a new Edit tab. This option's status is remembered.

4. Press **Enter (Save)**. The text following the cursor or the marked text is removed from the current job and placed in the new job or at the end of the existing selected job. Case CATalyst automatically saves the new or existing file and then closes it.
5. Continue to work in the current job. If you want to confirm the moved text, press **Ctrl + o** to display the Open Existing Document dialog box and select the file to which you moved the text.

## History For

When you exit an Edit file without saving the changes, the History For dialog box displays providing editing statistics about the file and prompting you to save the job. It also enables you to identify the completion status for the job. You can view all the statistics for the job by selecting to view the Job History for the file from Manage Jobs.

### History Dialog Box Data

#### Edited By

The user name where the file is located.

#### Session Date

The date of the editing session.

#### Duration

The length of the editing session.

#### Job State

Identify the completion status of the job by selecting one of the following options:

- In Progress
- Final Edit
- Proofread

Your selection displays in: Manage Jobs under the Job State column when in Detailed List View; and in Job History on the [Edit tab](#).

#### Save changes to filename.sgngl

##### Yes

Save changes to the job.

##### No

Close the job without saving the changes. By default, you will be prompted with a "Are you sure..." dialog box.

## Merge

Merge is an Edit command that merges the text of a selected job into the end of the current job. The selected file that you merge becomes a part of the current job and the text subfile of the selected file is deleted. You can restore the original file from the Windows recycle bin. If you want to combine two or more files without deleting the original text subfile, use the [Append](#) command.

When merging a file that contains audio into a file that contains audio, the portion of file you are merging does not remain linked to its original audio. Case CATalyst displays a warning message allowing to continue or cancel the merge.

### Merge a Job

1. With your cursor in any position, press **Ctrl + m (File/Merge)**. By default, Case CATalyst displays a warning message that the entire contents of the selected file you want to merge into the current file will be deleted. You are prompted to continue or, if you do not want to delete the selected file to merge, prompted to cancel and use the Append feature. You can by-pass the warning by checking the option, *I understand the consequence of my action. Please stop asking.* or deselecting the warning in Edit Options, [Warnings](#). Select **Yes** to display the Merge dialog box.
2. Make entries as necessary:

#### Look in

Choose the user name from which you want to select the merge file. The default is the current user.

#### File Window

Available files for the current user. Highlight the file you want to merge. The selected file name displays in the File name field below. To select a file within a case, double-click the case to open it.

#### File name

Type the name of a file to merge. If you highlight a file to merge, that file name displays here.

#### Files of type

The file type displayed in the File Window. The default subfile type is a Case CATalyst text (.sgnfl).

#### Browse

Locate a file in a folder other than the CAT4 user level.

#### Bring Fields

If there are field values in the file you are appending, decide whether you want to bring those fields values into the current file. If you bring the field values and they conflict with existing field values in the current file you will be prompted to select the field value you want. CATalyst remembers the last state of the Bring Fields option the next time you use the Include, Append or Merge command.

#### Bring Layout

Check this box to bring in the associated layout for the file you are merging.

#### Keep Inc File Page Number

The Keep Inc File Page Numbers (**Alt + e**) option (when the Bring Layout option is selected) allows you to merge the selected file at the current cursor position and retain the page numbering on the selected file.

#### Keep Orig File Page Numbers

The Keep Orig File Page Numbers is not available when merging files.

3. Press **Enter (Open)** to Merge the selected file.

## Multi-File Append...

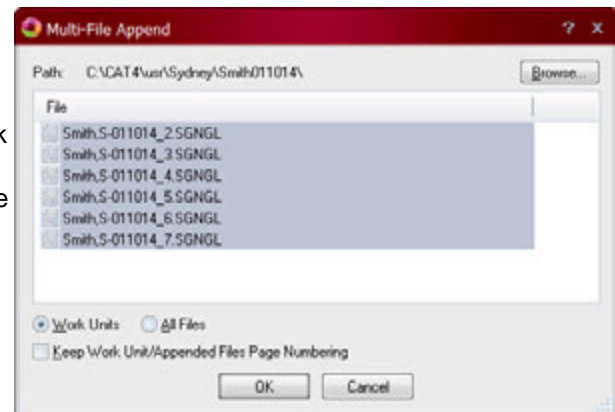
The Multi-File Append feature is available on Edit's File menu and allows you to quickly combine multiple [Work Units](#) or other transcripts. For example, let's say you are writing realtime and you are also creating Work Units so your scopist can begin editing the file as soon as possible. Once the scopist is done editing the Work Units, the Multi-File Append feature can be used to combine the Work Units into one file. Another example for using Multi-File Append would be for reporters that [take turns writing](#) realtime to the same file and when finished need to combined each reporters edited transcripts into one transcript.



Work Units are sequentially numbered as each Work Unit is created, i.e. filename\_1, filename\_2, etc. The Multi-File Append feature uses this naming convention to identify a Work Unit versus a named transcript. If the feature recognizes the files as Work Units, the remaining Work Units that have not been appended to the current file are displayed in the dialog box. Work Units are appended in sequential order based on the naming convention. If no Work Units are identified, all available files in the current location are displayed in the dialog box. You can select the files you want to append and reorder them in the order that you want them appended. This feature is an append feature so the original files, whether Work Units or other transcripts, remain intact.

To use the Multi-File Append feature:

1. Open the transcript to which you want to append other files.
2. From the file menu, press **Alt + f, f** (Multi-File Append). The Multi-File Append dialog box displays.
3. Do **one** of the following:

- a) If CATalyst identifies transcripts with the default Work Unit naming convention (same filename\_#) or transcripts followed by the default Work Unit naming convention with additional characters (work units that may include the scopist's initials, i.e. filename\_#SMP or filename\_#\_SMP), CATalyst displays the transcripts that have not been appended in sequential order. CATalyst automatically looks in the same location as the current transcript and the Work Unit option is selected. If the correct files are displayed, **go to Step 4**.



- b) If CATalyst does not find files consistent with Work Unit naming conventions, all files in the current location display and the All Files radio button is selected. Using Windows selection conventions, select the files you want to append and click **OK**. The Confirm File Order dialog box displays. The files will be appended in the order they are listed in the dialog box. Do **one** of the following:
  - i. To change the order, highlight a filename and click the up or down arrows (   ) in the upper right-hand corner of the dialog box to move the file in the correct order. either click OK to append the files in the order that they appear or change the order of the files by highlighting a file and then clicking the up or down arrow in the



upper right hand corner to put it in the proper order for appending and **go to Step 4.**

- ii. If the files are in the proper order in which you want them appended, **go to Step 4.**
  - iii. To select additional files, press **Alt + b** (Back) to return to the Multi-File Append dialog box. **Repeat Step 3b.**
  - c) To change the path (location) of files, click **Browse...**, navigate to the folder that contains the files you want to append. Review the above two options and then **go to Step 4.**
  - d) To keep the current page numbers of the Work Units or selected files to append, press **Alt + k** to select the Keep Work Unit/Appended Files Page Numbering option.
4. To append the selected files click **OK**. Work Units are appended in the order of their job name (i.e. filename\_4 and then filename\_5, filename\_6, etc.). Selected files are appended in the order they displayed in the Confirm File Order dialog box.

## Stop Translation

Stop Translation ends the [realtime](#) session. This stops writing text to the file via the writing machine. The transcript remains open in Edit. When you use the Stop Translation command, it is recommended that you wait a few seconds before closing the transcript so all steno from the steno machine is sent to the realtime file. If you end realtime by turning off your steno machine, it is recommended you use the same procedure. Wait a few seconds before closing the transcript to insure all the steno from the steno machine has been sent to the realtime file.

## Include

Include is an Edit (F9) command that allows you to copy the entire text of another file into the current job. For example, you can include a title page or certificate page into the current job. The original file selected to include remains unchanged. The included file copies into the current job immediately before the cursor position.

When the file you are including has steno associated with the text, the steno also copies into the current job. When the file you are including contains [fields](#), you can select the Bring Fields option to retain the field values. If the destination file contains a value for the same field as the file being included, and that value conflicts, Case CATalyst prompts you to choose which of the two values you want for the entire job. You cannot have two values for one field in a job.

You can include a job from your user name, another user name, or a case. If you Include a specific file regularly, you can create an [Auto Include](#) definition to have Case CATalyst include the file automatically during translation.

You can also attach the page layout for the Include file. For example, the index page you are including uses Roman numerals as the numbering format and has smaller margins than the transcript page layout. When you include the index page, you can attach the page layout so the Include file retains the formatting.

### Include a File in Edit

1. Position the cursor to the right of where you want to include the file and press **F9**. The Include File dialog box displays.
2. Make entries in the fields as necessary:
3. **Look In**

Choose the user name from which you want to select the include file. The default is the current user. To locate a file in a location other than the CAT4 user level, use **Browse**.

### **File Window**

Displays a list of the files from which to choose. Highlight the file you want to Include. If the file is in a case, double-click the case to open it.

### **File name**

The name of the selected file to Include.

### **Files of type**

Displays the type of file to Include. The default type is a Case CATalyst text (.sgnfl) file.

### **Browse**

Locate a different folder.

### **Bring Fields**

If there are field values in the file you are including, decide whether you want to bring those fields values into the current file. If you bring the field values and they conflict with existing field values in the current file you will be prompted to select the field value you want. CATalyst remembers the last state of the Bring Fields option the next time you use the Include, Append or Merge command.

### **Bring Layout**

Check this box to bring in the associated layout for the file you are including. By default, Case CATalyst remembers the Bring Layout setting. For example, if Case CATalyst remembers that you always bring the layout when you include your Title page but you do not select the Bring Layout option when you include your CERT page. You must include each file once for Case CATalyst to remember the Bring Layout setting.

### **Keep Inc File Page Number**

The Keep Inc File Page Numbers (**Alt + e**) option (when the Bring Layout option is selected) allows you to bring in the selected include file and retain the page numbering on the include file.

### **Keep Orig File Page Numbers**

The Keep Orig File Page Numbers (**Alt + k**) options (when the Bring Layout option is selected) allows you to retain the page numbering in the original file.

For example, let's say that you need the first page of the transcript to be Page 1 regardless of the number of standard pages (title, appearance, stipulation, etc.) that appear before the first page of testimony. You start your realtime file with testimony and the transcript begins with Page 1. When appropriate, you move your cursor to the beginning of the file and include the title page. In the Include dialog box, you select the Bring Layout option along with the Keep Inc File Page Numbers option and the Keep Orig File Page Numbers option. The title page include file is inserted into the transcript and retains its current page numbering and the transcript page (the original file) retains its Page 1 numbering. All subsequent pages are numbered consecutively. This option is only available when the Bring Layout option is selected. If you have the Remember Bring Layout option set to Yes (default setting) in the Include options dialog box, CATalyst remembers the state of Bring Layout option and the state of the Keep Inc File Page Numbers and Keep Orig File Page Numbers options.

### **Options**

Select Options (**Alt + p**) to modify the available [include settings](#).

4. Press **Enter (Open)**.

## Creating an Include File

In Case CATalyst, standard pages and parenthetical are referred to as include files or "includes." Include files contain pages or sections of text that you use time after time in your jobs, such as title pages, certificate pages, an indication of taking a recess, or going off the record. The exact wording and format of any include file varies between courts, agencies, and reporters. As a result, each reporter generally creates his or her own unique set of include files.

[Tables](#) allow you to align text in columns without affecting other text on the same horizontal line. For example, you might use a table for the text at the beginning of a title or cover page to create the "birdcage". The advantage in using a table for this text is that you can type text and have it wrap automatically in the column margins without affecting the horizontal or vertical placement of text which appears on the same horizontal line to the right of the text you are typing.

## Title Page

In the following title page caption example, one table cell contains text for the caption lines; a second table cell contains the parenthesis ( ), vertical bar ( | ), or colon ( : ) symbols for the birdcage; and a third table cell contains the case number and other information that should appear to the right of the birdcage.

### Example

PlaintiffName,	)	Case No. #
Plaintiff,	)	
- v -	)	Type of Proceeding
DefendantName,	)	
Defendant.	)	

The closed parenthesis always lines up on the title page regardless of the size of the Plaintiff or Defendant name typed into the first column. The parenthesis symbol in the second cell remains in place and the Plaintiff name wraps to the next line within the designated cell, if necessary. The table grid lines do not print.

To create a title page using the caption in the previous example:



1. Press **Alt + f, n, t (File/New/Text File)**. The Create New Document dialog box displays.
2. In the File name field, type a name for your title page, select the layout and press **Alt + o (Open)**. Case CATalyst opens an empty text file in Edit. **Once you start typing, the selected page layout will be applied.**
3. Position your cursor where you want to insert the table.  
  
If you want to single space the text, you can turn on single spacing before inserting the table or use a single spaced paragraph style within the table. To turn single spacing On before the table, press **F4S (Edit/Insert/Insert Format Symbol/Single Space On)**.
4. Press **Alt + e, i, t (Edit/Insert/Table)**. The Insert Table dialog box displays.
5. Make the following entries. When you are aligning text in columns, as shown in the example, only one row is necessary. You do not need to create a separate row for each line of text.

### Number of columns

Type **3** to create three columns in the table. If you want to create a birdcage with fewer or additional columns, type the appropriate number.

#### Number of rows

Type **1** to create one row in the table. If you want to create a birdcage with fewer or additional rows, type the appropriate number.

6. Press **Enter (OK)**. Case CATalyst inserts the table.
  7. If necessary, modify the cell widths to accommodate the amount of spaced required for the text:
    - a. Switch to Page view, press **Alt + v, p (View/Page)**.
    - b. Place your cursor in the column you want to modify.
    - c. Using the mouse, move the left and right column margin guides (  ) to the desired position.
    - d. Press **Ctrl + s (Save)**.
    - e. If desired, switch back to Normal view, press **Alt + v, n (View/Normal)**.
  8. Type the necessary text.
  9. To adjust the text alignment within the cells, apply appropriate paragraph styles. Press **Shift + F4** to display the Format Symbol Dialog Box. Double click the appropriate format symbol to apply the desired paragraph style. For example, if you want the text in the column to align to the left, use the New-Line Paragraph Style. If you want the text centered, use the Centered Paragraph Style. If you want text alignment to be aligned to the right, such as the page numbers on an index page, apply a User-Defined Paragraph Style in which text alignment is set at Right. To apply a user defined paragraph style, press **F4**, type **e**, then the number of the User Defined Paragraph Style you want to apply.
-  The left, center and right alignment toolbar icons in Edit available through the Customize Toolbar feature (View/Show/Customize Toolbar), Format group, do NOT apply to text in table cells.
10. Turn single spacing Off, if you turned it On before inserting the table. Press **Ctrl + End** to move your cursor to the end of the file. Press **F4s (Edit/Insert/Insert Format Symbol/Single Space Off)**.
  11. Press **Ctrl + s (File/Save)** to save the file.

## Parenthetical

In the following parenthetical example, a conflict (^ Plaintiff's ^ Defendant's) is a part of the parenthetical to allow you to scan and select the correct word by pressing 1 or 2 instead of typing the text each time.

The # symbol is placeholder text surrounded by <Scanstop Begin> and <Scanstop End>format symbols. The Scanstop allows you to scan to the placeholder text and replace it with the necessary information. You can use any word or phrase as placeholder text to indicate the job specific information necessary in that position.

### Example

(Whereupon, ^ Plaintiff's ^ Defendant's Exhibit #  
was marked for identification.)

## Create Example Parenthetical

1. Press **Alt + f, n, t (File/New/Text File)**. The Create New Document dialog box displays.

2. In the File name field, type a name for this parenthetical file and press **Alt + o (Open)**. Case CATalyst opens an empty text file in Edit. Only one parenthetical is placed in a file.
3. Apply the Parenthetical paragraph type. Press **Shift + F4 (Format Symbol Dialog Box)**. Double click the Parenthetical format symbol.
4. Type the text: **(Whereupon,** and then press the Spacebar once.
5. Insert the conflict:
  - a. Press **Ctrl + i (Edit/Insert/Conflict/Text)**. The Insert Conflict/Text dialog box displays.
  - b. Type: **^ Spacebar Plaintiff's Spacebar ^ Spacebar Defendant's**
  - c. Press **Enter (OK)**. Case CATalyst inserts the conflict text into the file.



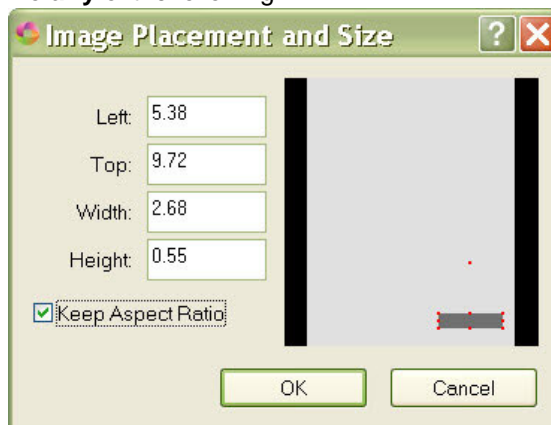
You must use the Case CATalyst Insert Conflict/Text feature to insert a conflict. If you type a conflict into the file, you cannot Scan to the conflict.

6. Type: **Exhibit #**
7. Mark the placeholder text, # , and then press **F4 O (Edit/Insert/ Insert Format Symbol/ScanStop Begin)** to surround the placeholder text with <Scanstop Begin> and <Scanstop End> format symbols. Case CATalyst automatically places a Scanstop End format symbol at the end of the text when you mark the text. Use [Reveal Codes](#) to view the format symbols as necessary.
8. Type the remaining text.
9. Press **Ctrl + s (File/Save)** to save the file.

## Certificate page with signature

If you want to add an electronic signature to your certificate page or other transcript documents, you first need to sign your name, scan your signature and save it as a bmp or jpg file type. An electronic signature is a representation of your signature and is not the same as a [digital signature](#).

1. Open the include file in which you want to insert your signature, for example your include file named cert. Make sure your Edit view is set to Page view (**Alt + v, p**).
2. To modify the layout, press **Alt + o, l (Format, Modify Layout)** and go to the Header/Footer tab.
3. Select a header/footer number not in use – such as header 7.
4. Click the **Image...** button. In the Open File dialog box, navigate to the location of your scanned signature and double click it.
5. The Image Placement and Size dialog box displays. Do **any** of the following:
  - a) Click the image in the right pane and move it to the location and/or adjust the size.
  - b) Use the fields on the left to adjust the placement and size of the image.
  - c) Click OK to save the changes.
6. In the Layout pane, click **Apply** and select **Only This Page**.
7. Confirm the location and size of the signature and go back to the Layout pane to make any adjustments until you have your signature image as you want it.



8. Close the Layout pane.
9. When including this page (whether manually or auto include), you will need to bring the Page Layout with the file. When you bring a page layout with a file, the file automatically starts on a new page. If you have a New Page format symbol at the beginning of this file, remove it.
10. Save and close the include file.
  - If you auto include the certificate page, open the dictionary that contains the auto include entry and add [Y] following the definition, i.e. @cert[Y] or @Includes\cert[Y]. The @Includes\cert[Y] indicates that the cert include file is in a Case named Includes.
  - If you manually include the certificate page, you can change your Include Options *Remember Bring Page Layout setting* option. The next time you include your cert or certificate page, select the *Bring Page Layout* option. CATalyst will remember the Bring Page Layout setting whenever the certificate page is included until you change the option.

### Quick Tran

Quick Tran allows you to start realtime translation bypassing any dialog box entries. For example, let's say you are an official court reporter and you want to break each calendar call into its own file. You can use Quick Tran to start a realtime session (first file for the day) and/or if you have already started realtime and want to start a new file quickly. Case CATalyst automatically uses the last realtime settings, including selected dictionaries and assumes *Writer* is selected in the Steno Source field of the Translate dialog box. By default, Case CATalyst assigns the file name using the two digit year, month and day followed by the hour, minute and seconds. For example: 080816\_140905 was created August 13, 2016 at 2:09:05 p.m. To customize the Quick Tran file naming convention, create a new naming formula in the Advanced Translate option, [Quick Tran filename format](#).

If you are writing realtime with a Diamante or élan Mira A3 WiFi connection and using the Quick Tran feature, you can have CATalyst automatically connect to the last WiFi writer by selecting the Auto Connect Last WiFi writer in the Translate, [Realtime settings](#).

If you select Quick Tran while in an active realtime file, Case CATalyst disconnects from the current realtime file and starts a new realtime file. **It is necessary to end the file on the writer to prevent the steno strokes from the current realtime file from being added to the new realtime file.** A new realtime file (tab) is started and the original realtime file remains open, allowing you to edit and save it. To change the default Quick Tran file name, use the [Rename](#) feature in Manage Jobs.

Access Quick Tran:

- at Manage Jobs, press **Alt + f, q (File/Quick Tran)** to start your first realtime file of the day. The first file and all subsequent files will use the last used translation settings (including selected dictionaries) and will name the file according to the Advanced Translate *Quick Tran filename format* option.
- while writing realtime, press **Alt + f, q (File/Quick Tran)** to start a new realtime file. The new file opens in a new tab with the default naming convention or if you modified the naming option, however you have modified the naming convention.
- in Edit, use a [keyboard command](#) assigned to Quick Tran or [macro](#) that invokes the Quick Tran command.



[Keyboard Map](#) Function: Quick Tran

## Create Work Unit

The Create Work Unit feature creates a work unit on demand while writing realtime instead of waiting for the work unit settings [timed increment](#). For example, let's say you have your Translate Realtime Create Work Units set to every 50 minutes. As you are writing, you decide you want your scopist to see that text as soon as possible. You can press Alt + f, k (File, Create Work Unit) or write a steno outline to invoke macro to create a work unit immediately rather than waiting for the 50 minutes. When the Create Work Unit command is invoked, the work unit is created with the next consecutive number at the point the command is invoked and the work unit timer is reset. When a work unit is created based on the time increment setting, CATalyst attempts to end the work unit at the end of the current paragraph. When a work unit is created by invoking the Create Work Unit feature, the work unit is ended exactly where the command is written.

If you have started realtime and forgot to select the Create Work Units option, you can press Alt + f, k (File, Create Work Unit) or write a steno outline to invoke macro to create a work unit which displays the [Start Work Unit](#) dialog box and allows you to start work units after realtime has started. When the Create Work Unit command is invoked, the work unit is created with the next consecutive number at the point the command is invoked and the work unit timer is reset.

This option is grayed out if you are not in a current realtime session.

1. Start a realtime file.
2. Select File, Create Work Unit (**Alt + f, k**).  
You can record a macro to create a work unit and assign it to a steno outline in your dictionary to invoke the Create Work Unit from your steno machine. A macro that is invoked by a dictionary definition is called an [AccelerWriter](#).
  - a) If the Create Work Units option was selected before starting realtime, a new work unit is created.
  - b) If the Create Work Units option was not selected before starting realtime, the Start Work Units dialog box displays. Do any of the following:
    - Change the time interval for work units.
    - Change the *Save to a different folder* option.
    - Change the Save location.
    - Deselect the With Audio option if you do not want to create an audio file with the work units. If the With Audio option is grayed out, audio is not currently being recorded in the realtime file and the option cannot be changed.
3. To save the changes and start creating work units, invoke the Create Work Unit command again. Whatever changes you made are saved and become the default setting for the Create Work Unit feature. That includes having the Create Work Units option selected.



Keyboard Map Function: Create Work Unit

## Change Writer Turn

Several international and a few domestic court reporting proceedings require that multiple court reporters take turns writing to the same realtime file. In many cases, the realtime is being sent to realtime receive systems at the same time. In these situations, the reporters need to change the steno machines and have their dictionary being used without a break in the realtime feed. The Change Writer Turn feature allows you to change writing machines and dictionaries without interruption to the realtime job. 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 connection from the computer and connect another steno machine and load the appropriate reporter's dictionary and other necessary files.

When there is a change in reporters, steno outlines written on the newly connected steno machine may not be sent to the realtime file until the user's files were selected and the dialog box was closed. This works very well for the majority of reporters who take turns writing to one file, but some prefer to have CATalyst send all steno on the new writer after the Change Writer Turn. The Change Writer Turn - [Translate Pending Change Writer Strokes](#) option is available in your UserSettings file that allows all steno written on the newly connected writer to dump into the file once you change writer turns. For example, Reporter 1 is writing realtime and at the time the reporters are going to switch, Reporter 2 starts writing as Reporter 1 stops and selects Change Writer Turn which loads Reporter 2's dictionary and settings files. When the dialog box closes, all the steno strokes Reporter 2 wrote are translated using Reporter 2's dictionary and sent to the realtime file.

To make the Change Writer Turn situation successful, it is important that you follow the preparation instructions and practice the procedure so you feel comfortable with the process.

## Copy Personal and Job Dictionaries

Each reporter must make a copy of their Personal dictionary and appropriate job dictionaries for use in the realtime job.

1. From Manage Jobs, double click the **System Files** case and highlight your **Personal Dictionary**.
2. Press **Ctrl + c (Tools/Copy)**. The Copy dialog box displays.
3. Ensure the *Keep Case Structure* option is not selected.
4. In the *Job Name* field, type a name for your Personal Dictionary and press **Enter**. Use a name that allows you to easily identify it when switching dictionaries during the realtime job. For example, rename it by typing your initials before the name, such as *KRB Personal Dictionary*.
5. Follow the previous steps to copy and rename any job dictionaries you want to use for the realtime job. When renaming a dictionary, you may want to use your initials before the name to easily identify it. For example, *KRB Power Define*.
6. Backup the renamed Personal dictionary along with any job dictionaries to removable media, such as a thumb drive, unless you are using the same computer for the realtime job.

## Preparation for Using Change Writer Turn

It is necessary to create a new user on the computer to use for the realtime job; have each reporter copy their Personal dictionary and appropriate job dictionaries to the new user; and set individual Translate options prior to the realtime session.

### Create a New User on the Realtime Computer

1. Start Case CATalyst on the realtime computer.



2. At the sign on screen, press **Alt + f, n, u** (**File, New, User**). If Auto Logon is active, move up one level to create the new user.
3. Type a new user name and press **Enter**.
4. Sign on to that user name.
5. Create a Personal Dictionary. Press **Alt + f, n, d, p** (**File, New, Dictionary, Personal**).
6. Insert one entry into the newly created Personal Dictionary.
7. Press **Ctrl + s** (**File\Save**) to save the dictionary and then press **Ctrl + F4** (**File\Close**) to close the dictionary.

### Restore Dictionaries to the New User on the Realtime Computer

1. Insert the thumb drive or removable media that contains your renamed Personal dictionary and appropriate job dictionaries into the realtime computer.
2. From Manage Jobs on the realtime computer, press **Ctrl + r** (**Tools\Restore**). The Open dialog box displays.
3. Navigate to the location of the removable media and select the compressed dictionary files to restore. You can select multiple files.
4. Press **Enter** (**Open**). The Restore dialog box displays.
5. Select your renamed Personal dictionary and appropriate renamed job dictionaries and press **Enter** (**OK**).

### Set Translate options

Each reporter must select their renamed Personal and job dictionaries and their steno machine and then save the selection to a Translate Options Settings file on the computer used for the realtime job.

1. From Manage Jobs, press **Alt + t, u, t** (**Function/Translate**). The Translate dialog box displays.
2. Click **Options**. The Case CATalyst Translate Options dialog box displays.
3. On the Realtime tab, select the type of steno machine you are using from the *Realtime Writer* list. Select any other Realtime options as necessary.
4. On the Input tab, select any [Translate](#) and [Advanced Translate](#) options that all the reporters have agreed to use for this realtime job.
5. Click **OK** in the Case CATalyst Translate Options dialog box.
6. In the Translate dialog box, choose your renamed Personal and job dictionaries and click *Dictionary Priorities* to set the priority use for translation. When finished setting dictionary priorities, click **OK**.
7. Click **Save Settings** to save and name your Translation settings. The Saved Translation Settings dialog box displays.
8. Type a name in the *File name* field and click **Save**. This Translation settings file is the file you load which identifies your steno machine connection and dictionaries. Stenograph recommends that you apply the same naming conventions used for your renamed Personal and job dictionaries.

### Test your connections and procedures.

1. Connect the steno machine for the first reporter to the realtime computer.
2. On the realtime computer, sign in to the newly created user.

3. From Manage Jobs, press **Alt + t, u, t (Function/Translate)**. The Translate dialog box displays.
4. Click **Load Settings**. The Saved Translation Settings dialog box displays. Select the settings file for the first reporter and press **Enter (Open)**.
5. Make a selection in the *Output To* field; type a name the *File* field; and press **Enter (OK)** to start translation.
6. Write some text.
7. Practice switching reporters. Press **Alt + f, w (File, Change Writer Turn)**. It is necessary to invoke the Change Writer Turn command before disconnecting the current steno machine.
8. Click **Load Settings**. The Saved Translation Settings dialog box displays. Select the settings file for the next reporter and press **Enter (Open)**.
9. Disconnect the current steno machine and connect the steno machine for the next reporter.

**IMPORTANT:** Do NOT end the file on the first steno machine until the next steno machine is successfully connected and you have selected the Settings file for the next reporter. If you end the file on the current steno machine before connecting a new steno machine, the following message displays when you press Enter:

*You need to invoke the Change Writer Turn command before disconnecting the current writer.*
10. Continue writing the realtime job. The realtime data is sent to the realtime file and realtime receive systems without interruption.
11. When finished writing the realtime job, end the file on the steno machine.

## Change Writer Turn option

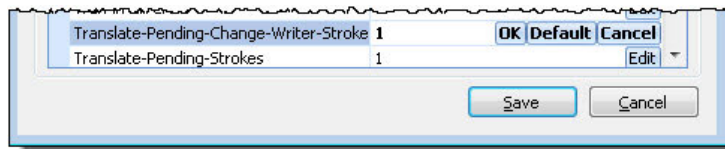
The Change Writer Turn feature is used when more than one reporter is used for the realtime proceedings without an interruption in the proceedings. For example, Reporter 1 writes realtime for 30 minutes and then Reporter 2 writes realtime for the next 30 minutes. The Change Writer Turn feature allows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

A UserSettings option has been added that allows all steno written on the newly connected writer to dump into the file once you change writer turns. For example, Reporter 1 is writing realtime and at the time the reporters are going to switch, Reporter 2 starts writing as Reporter 1 stops and selects Change Writer Turn which loads Reporter 2's dictionary and settings files. When the dialog box closes, all the steno strokes Reporter 2 wrote are translated using Reporter 2's dictionary and sent to the realtime file.

### To use the Change Writer Turn - Translate Pending Change Writer Strokes setting:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings** file. 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**.

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



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

## Edit Commands

Edit Command features provide the ability to manage movement from within the transcript, such as jumping to a designated page and searching for text. You can also copy, cut and paste text, insert items like format symbols, fields and speakers, look for a definition and conduct an Internet search. The Send to Cat Scratch feature allows you to send items such as text, dictionary definitions and briefs directly to the [Cat Scratch](#) dialog pane.

### Copy and Cut Text in Edit

You can copy or cut (remove) text from a transcript or file and paste it to another file, if appropriate. Copied and cut text is sent to the CATalyst [Clipboard](#). For example, you might want to copy text from one file to paste to another file to create an excerpt or copy certain verbiage to paste to another file. You might cut text from one file to another to separate multiple files in one transcript. When copying and cutting text in Edit, by default, the underlying steno and timestamps of the text, if appropriate, is copied with the text. When you paste the text, the underlying steno and timestamps associated with that text is also pasted. If you print your transcript with timestamps, the timestamps may be out of sequence with the destination file's timestamps. You can change an option in [Advanced Edit Options](#) to not include the underlying steno or to have Case CATalyst automatically prompt you with a Yes/No option to include the underlying steno.

Fields contained in copied or cut text that is pasted into a new or existing file are either copied with field attributes (continue to function as placeholders) or as plain text (the value of the field is pasted but not longer functions as a field). You can select how copied fields are pasted in the [Fields Options](#) dialog box, *Retain Fields when pasting* option.

### Copy or Cut Text

- Use a Mark command to highlight the text you want to copy/cut.
- Do one of the following:
  - Press **Ctrl + c** to copy the text.
  - Press **Ctrl + x** to cut the text.
- Do **any** of the following:

#### [Paste](#) the copied or cut text within this job

Position the cursor to the right of where you want to insert the copied text and press **Ctrl + v**. Case CATalyst pastes the text immediately before the cursor.

#### **Paste** the copied or cut text into an existing job

If the job is open in Edit, press **Alt + w** and then the associated file number to switch to that job. Position the cursor to the right of where you want to insert the copied text and press **Ctrl + v**.

If you need to open the job, press **Ctrl + o (File/Open/Text File)**, select the job from the Open Existing Document dialog box, and press **Enter (Open)**. Position the cursor to the right of where you want to insert the copied text and press **Ctrl + v**.

#### **Paste the copied or cut text into a new job**

Press **Alt + f, n, t (File/New/Text)**, type the name of the job in the File name field and select a Page Layout. Press **Enter (Open)**. Position the cursor to the right of where you want to insert the cut text and press **Ctrl + v**.

## **Go To**

Go To is an Edit command that allows you to move quickly to a specific page or line number in the current job. This feature may be useful if you reviewed a hard copy of your transcript and now you want to make the changes to your electronic transcript. If you simply indicate the page number, CATalyst moves the cursor to the first line of the desired page. If your transcript contains sections, you need to include the section number also. If your transcript does have sections and you simply type the page number, CATalyst moves to the page indicated in the current section, if available.

### **Go To Page or Line Number**

1. From the current job, press **Ctrl + g (Edit/Go To)**. The Go To dialog box displays.
2. Type a number in **one** of the following fields and then press **Enter (OK)**.
  - **Section Number**
  - **Page Number**
  - **Line Number**



[Keyboard Map](#) Function: Go To Page/Line

## **Go To Index Entry**

Go To Index Entry is an Edit command that allows you to locate an indexed item in the transcript. For example, let's say you build an index using the [Build Index](#) feature. You are reviewing the index and want to check the transcript concerning the indexed item. You can use the Go To Index Entry command to instantly move your cursor to the index location. After building an index, position your cursor on an indexed item and press **Alt + e, x (Edit/Go To Index Entry)**. The cursor moves to the indexed location in the transcript.

## **Move to Next Red Squiggle**

Transcript Spell Check options has a *Display Red Squiggle Under Misspelled Words* option, that when selected will display a red squiggly line under words that Spell Check does not find in the selected Spell Check wordlists. You might want to turn this option on to see words that Spell Check doesn't recognize. The red squiggle under words is only visible on the realtime/edit screen and does not print. The Move to Next Red Squiggle command allows you to move the cursor forward in the transcript to the next word (based on cursor position) that has a red squiggle underneath. This command is available on the Edit menu and is available for assignment in a Keyboard Map.



*Keyboard Map Function:* Move to the next red squiggle  
Move to the previous red squiggle

## Move to Previous Red Squiggle

Transcript Spell Check options has a *Display Red Squiggle Under Misspelled Words* option, that when selected will display a red squiggly line under words that Spell Check does not find in the selected Spell Check wordlists. You might want to turn this option on to see words that Spell Check doesn't recognize. The red squiggle under words is only visible on the realtime/edit screen and does not print. The Move to Previous Red Squiggle command allows you to instantly move the cursor backward in the transcript to the previous word (based on cursor position) that has a red squiggle underneath. This command is available on the Edit menu and available for assignment in a Keyboard Map.




*Keyboard Map Function:* Move to the previous red squiggle  
Move to the next red squiggle

## Definition Search

The Definition Search feature connects you to the specified Internet search site when you have an active Internet connection. For example, let's say you are doing a landscaping transcript and you come across the word "vernalization" and you want to check the definition. You can position your cursor immediately before the word and use the Definition Search command to open your specified site with the word "vernalization" in the search field and the definition displayed. You need to be connected to the Internet. To set your default *Definition Search* site, go to the [Advanced Edit Options](#).

### Search for a Definition

1. Position your cursor is immediately before a word or highlighted phrase.
2. Do one of the following:
  - Press **Alt + e, f** (**Edit/Definition Search**).
  - From the [Word Definition](#) dialog box, click the **Definition Search** (  ) icon.
3. Case CATalyst automatically connects to the user specified site and displays the search results.



[Keyboard Map](#) Function: Definition Search

## Internet Search

The Internet Search feature allows you to do an Internet search from Edit when you have an active Internet connection. For example, let's say you have come across a word in the transcript that you are not very familiar with and you want to learn more. You position your cursor immediately before the word and select Internet Search. CATalyst connects to your specified search engine, puts the cursor in the text field and the search results are displayed.

When searching the Internet on text that contains punctuation, Case CATalyst replaces the punctuation with a space. For example, [www.stenograph.com](http://www.stenograph.com) becomes, www stenograph com. 1.3 cubic feet becomes 1 3 feet. The default search engine is Google. You can change the search engine in [Advanced Edit Options](#).

When the [Surround each phrase with quotes](#) Advanced Edit option is active, Case CATalyst surrounds the searched word or a phrase with quotes in the search engine. The words are considered grouped together, narrowing the search. Without the quotes the scope of the search is broader and may identify sites that use only one of the words. By default, the *Surround each phrase with quotes* option is set to Yes.

1. Position your cursor is immediately before a word or highlighted phrase.
2. Press **Alt + e, n (Edit/Internet Search)**.
3. Case CATalyst automatically connects to the user specified site and displays the search results.



[Keyboard Map](#) Function: Internet Search

## Paste Text in Edit

Copied or cut text goes to the CATalyst [Clipboard](#) and is available to be pasted in any job or in a compatible text file/program outside of Case CATalyst. You use the Paste command to place the [copied/cut](#) text from the clipboard. Do any of the following:

### Paste the cut text within this job

Position the cursor to the right of where you want to insert the cut text and press **Ctrl + v**. Case CATalyst pastes the text immediately before the cursor.

### Paste the cut text into an existing job

If the job is open in Edit, press **Alt + w** and then the associated file number to switch to that job. Position the cursor to the right of where you want to insert the cut text and press **Ctrl + v**.

If you need to open the job, press **Ctrl + o (File/Open/Text File)**, select the job from the Open Existing Document dialog box, and press **Enter (Open)**. Position the cursor to the right of where you want to insert the cut text and press **Ctrl + v**.

### Paste the cut text into a new job

Press **Alt + f, n, t (File/New/Text)**, type the name of the job in the File name field and select a Page Layout. Press **Enter (Open)**. Position the cursor to the right of where you want to insert the cut text and press **Ctrl + v**.

Whether the underlying steno and timestamps, if appropriate, are pasted with the copied text depends on the Retain Steno option in your [Advanced Edit Options](#) setting.

Whether copied fields are pasted as functional fields or plain text depends on the Retain Fields option in your [Field Options](#) setting.

## Search

The Search command in Edit allows you to locate text, steno or timestamps in your transcript. A text search can locate whole, partial or multiple words depending on your selection. The Search also looks for the specified text within fields, hidden text and any header/footer text changed with format symbols in Edit. If Search finds text in hidden text or header/footer text, Reveal Codes displays with the header/footer or hidden text line highlighted.

A steno search can locate full or partial steno strokes depending on your selection. When searching for timestamps, Case CATalyst displays the Vertical Notes window if it is not already open. If Case CATalyst does not locate the exact timestamp, the next timestamp that occurs within one minute of the timestamp searched for is highlighted.

You can search forward or backward in the file for any search criteria. Once a searched entry displays, you can repeat the Search for the same search criteria. Press F3 to search for the next occurrence or Shift + F3 to search backward for a previous occurrence.

## Search in Edit

1. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
2. Make necessary entries:

### Search For

Select the Search Type and then type the text, steno or timestamp for the search.

### Search Type

Select one:

#### Text

Search by text. Type the text for the search in the *Search For* field. Include format symbols or [extended characters](#) as necessary.

#### Steno

Search by steno. Type the steno for the search in the *Search For* field. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to search for a two stroke word, such as "guideline", you could type TKPWAOEUD -- then type / or press the Spacebar to finish with the second stroke, HRAOEUPB. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter.

For more information about typing steno outlines in the Steno field, see the [Steno Shortcut Table](#).

#### Timestamp

Search by timestamp. By default the *Search For* field displays the current time in hour/minutes/seconds, based on your computer's time. Type a different timestamp if necessary or highlight the hour, minute or seconds and use the up and down arrows to adjust the time.

If Case CATalyst does not locate the exact timestamp, the next timestamp that occurs within one minute of the timestamp searched for is highlighted.

### Wildcard Text

Search for specific text with unknown characters. Type the text for the search in the *Search For* field. Use the following:

- Use a ? (question mark) in a word or phrase for a single unknown character.
- Use an \* (asterisk) in a word or phrase for an unknown number of characters following the asterisk.

### Regular Expression

Search based on a specific text string. A list of default expressions displays in the dialog box. Double click an expression to insert it into the *Search For* field. Refer to the Regular Expression Default List for details on each regular expression default formula.

To create a shortcut for an expression in the list, right click the name and select **Modify Shortcut**. Type alpha or numeric characters in the field and press **Enter (OK)**. You may want to use the shortcut key to create a [macro](#) which you can use in a regular expression. To record a macro for a regular expression, press Alt + t, m, r (Tools/Macro/Record) to display the RecordMacro Toolbar. Begin recording the macro; invoke the Search command and select Regular Expression. The cursor defaults to the Search For field. Press Tab to move to the Regular Expression list. Type the shortcut key and press Enter to put the formula in the Search For field..

### Regular Expression Default List

- **Acronyms** – searches for any occurrence that begins a word with a character followed by a period. There must be at least “character period character period” in order for it to be considered a match.
- **Alnum** – searches for any capital or lower case alpha/numeric character individually or part of a group.
- **Alpha** – searches for any capital or lower case alpha character individually or part of a group.
- **Digit** – searches for any numeric character individually or part of a group.
- **Contractions** – searches for any word that begins with one or more alpha characters which are followed by an apostrophe and one or more characters follow the apostrophe and end the word.
- **Dates** – searches for all occurrences of dates with the exceptions when a month is listed by itself or a digit displays before the month, such as 1 January.
- **E-mail address** – searches for any alpha character including a hyphen or period, followed by @ with any alpha character following including a hyphen or period.
- **Mixed Alpha and Digits** – searches for occurrences at the beginning of a word any alpha characters followed by numeric characters or occurrences that begin with any number character followed by alpha characters.
- **One Alnum** – searches for any alpha/numeric character.
- **One Alpha** – searches for any alpha character. This will treat each alpha character in a word as a single search item.
- **One Digit** – searches for any single numeric character. This will treat each numeric character as a single search item.



- **Phone Number** – searches for the number 1 followed by either a period or hyphen, but the search will continue even if this condition does not exist. The search will continue and look for a three digit number followed by a period or hyphen but will continue even if this condition does not exist. A match is only found when a three digit number followed by period or hyphen followed by a 4 digit number is found.
- **Repeated Words** –searches for occurrences of a word that begins and ends with alpha characters and the same word immediately follows.
- **SSN** – searches for occurrences of 3 digits followed by a hyphen, followed by 2 digits followed by a hyphen followed by 4 digits.
- **Stitched** – searches for occurrences that begins a word with a single alpha character followed by one or more hyphens.
- **Time** – searches for occurrences of time with the exception of “o’clock” time.

Optionally you can create your own regular expression formula to save for later use. Refer to the list of regular expression characters when creating your own formulas. To save your customized formula, click the **Save As** button. The Saved Named Regular Expression As dialog box displays. Type a name for the expression and press **Enter (OK)**. The name is added to the list in the dialog box.

### Regular Expression Characters for Customized Formulas

- **\d** = any one digit
- **\w** = any one alpha character
- **|** = OR (please note | is the pipe symbol)
- **[ ]** = any one character in a set
- **[^]** = any one character not in a set
- **( )** = treat group as a single item
- **\>** = at the end of a word
- **\<** = start at the beginning of a word
- **\*** = zero or more of the previous item (can be used as a\*b)
- **?** = zero or one of the previous item (can be used as a?b)
- **+** = one or more of the previous item (can be used as a+b)
- **.** = any single character
- **{n}** = specific number of occurrence (Replace n with an actual number)
- **,** = use inside squiggle brackets to specify “or more” for example {2,} indicates two or more.
- **\.** = use to make ‘period’ a character to which to be searched
- **-** = use to express “through” as in an “A through Z” or “1 thorough 9” search.
- **\n** = n can be digits 1 through 9. This finds the previous matched expression n times.

### FS

Search for a format symbol or add a format symbol to the search. Select **FS** and double-click a symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

Check the Go to Reveal Codes after FS Search option to open the Reveal Codes window when searching for a format symbol without any text.

This option is only available when searching for text or format symbols.

### **Case Sensitive**

Check this box to search for text in the *Search For* field exactly as it is typed in upper and lower case. For example, if you only want to find occurrences of "Mark" when it is capitalized, you would type "Mark" in the Search For field and select the Case Sensitive option.

If you do not select Case Sensitive, the search finds the word both as it stands alone and as part of another word. For example, if you search for "Mark" and do not check this box, Case CATalyst finds all occurrences of word "mark" and "Mark".

This option is only available when searching for text or format symbols.

### **Whole Word**

Search only for the whole words that match the text typed in the *Search For* field. For example, if you only want to find occurrences of able when it is the word "able" and not part of a word like "table", you would type "able" in the Search For field and select the Whole Word option.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "able" results in Search stopping on "able", "table", "unsinkable", "controllable", etc. This is often called a wildcard search.

This option is only available when searching for text or format symbols.

### **Go to Reveal Codes after FS Search**

Check this box to have Case CATalyst open the Reveal Codes window when searching for a format symbol. Case CATalyst highlights the searched text in the Reveal Codes window. If the searched text is not found, the Reveal Codes window does not open.

For example, you may want use this option when searching for a format symbol to delete. Case CATalyst opens Reveal Codes, locates the format symbol and highlights the format symbol in the Reveal Codes window.

You may want to turn this option Off when creating a macro that includes searching for a format symbol.

### **Search Direction**

Select one:

#### **Forward**

Search forward, from the cursor position to the end of the job. If you do not begin the search at the beginning of the job, Case CATalyst prompts you to continue the search from the beginning of the file.

#### **Backward**

Search backward, from the cursor position to the beginning of the job. If you do not begin the search at the beginning of the job, Case CATalyst prompts you to continue the search from the end of the file.

#### **List Results**

Search the entire transcript and automatically display the Search information in the [Search Results](#) pane with the text content, page, line and section reference for each occurrence. This option is available when searching for Text, Wildcard and Regular Expression searches. If this option is selected when performing a Wildcard or Regular Expression search, searched text or regular expression matches will be underlined in the Search Results pane. If you are searching for Q, A or Colloquy format symbols, the first letter following the format symbol will be underlined in the Search Results pane.

### Deselect All

Reset the options in the Search dialog box to their default values. You may want to use this feature when recording a macro to achieve consistent results when replaying the macro.

3. Press **Enter (OK)** to start the Search.
4. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

## Search and Replace

Search and Replace allows you to locate and replace a word or words in Edit without making an [E-Define](#) global. You can search and replace forward or backward for a whole word, part of a word, or multiple words.

Inserting {Prefix} and {Suffix} format symbols during Search and Replace does not produce results as designed. Insert these format symbols directly into a dictionary definition.

## Search and Replace Text

1. Press **Alt + e, e (Edit/Search and Replace)**. The Search and Replace dialog box displays.
2. Make necessary entries:

### Search For

Type the text for the search. Include any format symbols or [extended characters](#) as necessary. Press **F9** to add extended characters.

### Replace With

Type the replacement text, including format symbols or [extended characters](#) as appropriate. Press **F9** to add extended characters.

Leave this field blank to search for the text in the *Search For* field and delete it from the transcript.

### FS

Select **FS** to add [format symbols](#) to your search. Double click the format symbol from the list to select it. You can also type the format symbol shortcut key. Place the cursor in the *Search For* field, press **F4** and then press the appropriate letter or symbol.

This option does not apply to when using Search and Replace in the Edit [Number Conversion](#) feature.

### Case Sensitive

Check this box to search for the text in the Search For field exactly as it is typed in upper and lower case. For example, if you only want to find occurrences of "Mark" when it is capitalized, you would type "Mark" in the Search For field and select the Case Sensitive option.

If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. For example, if you search for "Mark" and do not check this box, Case CATalyst finds all occurrences of word "mark" and "Mark".

### **Whole Word**

Check this box to search only for the whole words that match the text typed in the Search For field. For example, if you only want to find occurrences of able when it is the word "able" and not part of a word like "table, you would type "able" in the Search For field and select the Whole Word option.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "of" would result in Search stopping on "of", "officer", "coffee", "soft", etc. This is often called a wildcard search.

### **Go to Reveal Codes after FS Search**

Check this box to have Case CATalyst open the Reveal Codes window when searching for a format symbol. Case CATalyst highlights the searched text in the Reveal Codes window. If the searched text is not found, the Reveal Codes window does not open.

For example, you may want use this option when searching for a format symbol to replace. Case CATalyst opens Reveal Codes, locates the format symbol and highlights the format symbol in the Reveal Codes window.

You may want to turn this option Off when creating a macro that includes searching for a format symbol.

### **Search Direction**

Select **one** of the following:

#### **Forward**

Search forward, from the cursor position to the end of the job.

#### **Backward**

Search backward, from the cursor position to the beginning of the job.

### **Deselect All**

Reset the options in the Search and Replace dialog box to their default values. You may want to use this feature when recording a macro to achieve consistent results when replaying the macro.

3. Select one of the following to begin the search:

#### **Selective**

Choose when to replace occurrences of the original text with the replacement text. The Confirm dialog box displays allowing you to choose to replace for this occurrence, all occurrences, or skip replacement for this occurrence and move to the next.

#### **Replace All**

Replace all occurrences of the original text with the replacement text. When finished, Case CATalyst displays the number of replacements made.



*Keyboard Map Function: Search and Replace*

## Send To Cat Scratch

The [Cat Scratch pane](#) is a virtual scratch pad. Many reporters make notes of attorney names or specific terms on the notice sheet or a piece of paper. Instead of using a piece of paper that can get lost or destroyed, use the Cat Scratch pane to organize all the information. The information in the Cat Scratch pane stays with the file and/or case depending on your settings. The Send To Cat Scratch Pane features allow you to send transcript text, dictionary definitions, [Brief It entries](#), AccelerWriter definitions, [Power Defines](#) and [Global definitions](#) directly to the [Cat Scratch](#) dialog pane. Depending on the scope selected in [Advanced Edit Options](#), the Cat Scratch information is available in the job, case or user Cat Scratch pane.

There are many ways you can send information to the Cat Scratch pane. You can assign a keyboard combination to one or all of the keyboard functions listed below to your keyboard map. You can select the *Send Used Briefs to Cat Scratch* option in the [Brief It Options](#) and automatically send suggested briefs to the Cat Scratch pane. If you send just text to the Cat Scratch pane, the text is placed in the Text section of the Cat Scratch pane. If you send Steno and Text, the entry is sent to the Steno/Text section of the Cat Scratch pane. You can create a keyboard command, Send Steno & Text to Cat Scratch Pane, that sends highlighted text with the underlying steno in the transcript to the Steno/Text section of the Cat Scratch pane. You can highlight a brief in the Brief It pane and send it to the Steno/Text section of the Cat Scratch pane. While [creating a global](#), you can select the Add 2 Cat Scratch option and send the definition to the Cat Scratch Pane. While you are [Power defining](#), you can write the steno outline defined in your Power Define dictionary as [CAT SCRATCH], to send the text and definition to the Cat Scratch pane.



[Keyboard Map](#) Function: [Send To Cat Scratch](#)

[Send Steno & Text to Cat Scratch Pane](#)

[Send Selected Brief to Cat Scratch](#)

[Send Last Brief to Cat Scratch](#)

## Send Text to Cat Scratch

The Send to Cat Scratch command is an edit command that allows you to highlight text and send it to the Text section of the Cat Scratch pane. The [Cat Scratch pane](#) is a virtual scratch pad. Many reporters make notes of attorney names or specific terms on the notice sheet or a piece of paper. Instead of using a piece of paper that can get lost or destroyed, use the Cat Scratch pane to organize all the information. The information in the Cat Scratch pane stays with the file and/or case depending on your settings.

For example, let's say that you want to remember to research specific terminology that was used in the proceedings. You can simply highlight the terminology and use the Send to Cat Scratch command to put it on your virtual scratch pad that you can open at anytime.

**To send text to the Cat Scratch pane:**

1. In the body of the transcript, highlight the text you want to send to the Cat Scratch pane.
2. Do one of the following:
  - a) If you have assigned a key combination to the [Send to Cat Scratch](#) command in the current keyboard map, press the assigned key.
  - b) Right click and select Send to Job/Case Cat Scratch.
  - c) Press **Alt + e, o** (Edit, Send to Cat Scratch).The selected text is sent to the text section in the Cat Scratch pane.
3. If the Cat Scratch pane is not currently displaying, press **Alt + v, e, c** (View, Panes, Cat Scratch).



[Keyboard Map](#) Function: Send To Cat Scratch

[Send Steno & Text to Cat Scratch Pane](#)

[Send Selected Brief to Cat Scratch](#)

[Send Last Brief to Cat Scratch](#)

## Send Steno & Text to Cat Scratch Pane

The Send Steno and Text to Cat Scratch Pane is an edit command that allows you highlight text and send the text, along with the underlying steno to the Text/Steno section of the Cat Scratch pane. The [Cat Scratch pane](#) is a virtual scratch pad. Many reporters make notes of attorney names or specific terms on the notice sheet or a piece of paper. Instead of using a piece of paper that can get lost or destroyed, use the Cat Scratch pane to organize all the information. The information in the Cat Scratch pane stays with the file and/or case depending on your settings.

If you want to just send the text and not the underlying steno, use the [Send to Cat Scratch command](#).

### To send text to the Cat Scratch pane:

1. Highlight the text you want to send to the Cat Scratch pane.
2. Do one of the following:
  - a) If you have assigned a key combination to the [Send Steno & Text to Cat Scratch](#) command in the current keyboard map, press the assigned key.
  - b) Press **Alt + e** and select the Send Steno and Text to Cat Scratch Pane menu item. The selected text along with the underlying steno is sent to the steno and text section in the Cat Scratch pane.  
If the beginning of the selected text does not have underlying steno, the *Beginning of selection must include steno* message displays. Click **OK**.
3. If the Cat Scratch pane is not currently displaying, press **Alt + v, e, c** (View, Panes, Cat Scratch).



[Keyboard Map](#) Function: Send To Cat Scratch

[Send Steno & Text to Cat Scratch Pane](#)

[Send Selected Brief to Cat Scratch](#)

[Send Last Brief to Cat Scratch](#)

## Send Selected Brief to Cat Scratch

Send Selected Brief to Cat Scratch is a command available in the Brief It pane. [Brief It](#) is a translation feature that suggests conflict free brief forms for words and phrases that you write during a realtime job. When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form in one of your dictionaries and displays it in the Brief It dialog pane. You can write the suggested/reminder brief to reduce writing multiple stroke outlines.

The [Cat Scratch pane](#) is a virtual scratch pad. Many reporters make notes of attorney names or specific terms on the notice sheet or a piece of paper. Instead of using a piece of paper that can get lost or destroyed, use the Cat Scratch pane to organize all the information. The information in the Cat Scratch pane stays with the file and/or case depending on your settings.

You can select the *Send Used Briefs to Cat Scratch* option in the [Realtime Aid Options](#) and automatically send suggested briefs to the Cat Scratch pane. While [creating a global](#), you can select the Add 2 Cat Scratch option and send the text definition and steno to the Cat Scratch Pane. While you are [Power defining](#), you can write the steno outline defined in your Power Define dictionary as [CAT SCRATCH], to send the steno and text definition to the Cat Scratch pane.

The Brief It option, [Show Phonetic Steno](#), determines whether the steno displays in steno characters or the “phonetic” sound of the combined letters. For example, let’s say you have the Show Phonetic Steno option selected and you write the phrase “large imbalances”, Brief It displays the suggestion as “LARJ” instead of “HRARPBLG.” And in the Steno field of the Text/Steno section, you would see "LARJ". And when you send that brief to the Cat Scratch pane, the steno display as "LARJ" in the Text/Steno section.

### To send a selected brief to the Cat Scratch pane:

1. In the Brief It pane, highlight any brief.
2. Do one of the following:
  - a) If you have assigned a key combination to the [Send Selected Brief to Cat Scratch](#) command in the current keyboard map, press the assigned key.
  - b) Right click and select Send to Job/Case Cat Scratch.

The selected brief information is sent to the steno and text section in the Cat Scratch pane.

3. If the Cat Scratch pane is not currently displaying, press **Alt + v, e, c** (View, Panes, Cat Scratch).



[Keyboard Map](#) Function: [Send To Cat Scratch](#)

[Send Steno & Text to Cat Scratch Pane](#)

Send Selected Brief to Cat Scratch

[Send Last Brief to Cat Scratch](#)

## Send Last Brief to Cat Scratch

Send Last Brief to Cat Scratch is a command available in the Brief It pane. [Brief It](#) is a translation feature that suggests conflict free brief forms for words and phrases that you write during a realtime job. When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form in one of your dictionaries and displays it in the Brief It dialog pane. You can write the suggested/reminder brief to reduce writing multiple stroke outlines.

The [Cat Scratch pane](#) is a virtual scratch pad. Many reporters make notes of attorney names or specific terms on the notice sheet or a piece of paper. Instead of using a piece of paper that can get lost or destroyed, use the Cat Scratch pane to organize all the information. The information in the Cat Scratch pane stays with the file and/or case depending on your settings.

You can select the *Send Used Briefs to Cat Scratch* option in the [Realtime Aid Options](#) and automatically send suggested briefs to the Cat Scratch pane. While [creating a global](#), you can select the Add 2 Cat Scratch option and send the definition to the Cat Scratch Pane. While you are [Power defining](#), you can write the steno outline defined in your Power Define dictionary as [CAT SCRATCH], to send the text and definition to the Cat Scratch pane.

The Brief It option, [Show Phonetic Steno](#), determines whether the steno displays in steno characters or the “phonetic” sound of the combined letters. For example, let’s say you have the Show Phonetic Steno option selected and you write the phrase “large imbalances”, Brief It displays the suggestion as “LARJ” instead of “HRARPBLG.” And in the Steno field of the Text/Steno section, you would see “LARJ”. And when you send that brief to the Cat Scratch pane, the steno display as “LARJ” in the Text/Steno section.

### To send a selected brief to the Cat Scratch pane:

1. In the Brief It pane, highlight any brief.
2. Do any of the following:
  - a) If you have assigned a key combination to the [Send Last Brief to Cat Scratch](#) command in the current keyboard map, press the assigned key.
  - b) Right click and select Send to Job/Case Cat Scratch.
3. The last brief in the Brief It is sent to the steno and text section in the Cat Scratch pane.
4. If the Cat Scratch pane is not currently displaying, press **Alt + v, e, c** (View, Panes, Cat Scratch).



[Keyboard Map](#) Function: [Send To Cat Scratch](#)

[Send Steno & Text to Cat Scratch Pane](#)

[Send Selected Brief to Cat Scratch](#)

Send Last Brief to Cat Scratch

## Insert

The Edit, Insert feature provides the ability to insert:

- [Conflict Text](#)
- A [Dash](#)



- [Fields](#)
- [Format Symbols](#)
- [Hidden Text and Comments](#)
- [Images](#)
- [Extended Characters](#)
- [Exhibit Index Entries](#)
- [Speakers](#)

## Insert Conflict/Text

Insert Conflict/Text is an Edit command that displays the Insert Conflict/Text dialog box allowing you to insert a conflict into the file. Case CATalyst uses a caret (^) to identify a conflict. To insert a conflict in Edit, you must use the Insert Conflict/Text feature to have Case CATalyst recognize the caret (^) as a conflict. Case CATalyst does not recognize a caret (^) as a conflict when it is typed directly on the screen. When defining steno to be a conflict, use a define command.

For example, you are creating an Include file and you want to create an entry such as, ^ Plaintiff ^ Defendant on your title page so you can [scan](#) to the entry while editing. You press Ctrl + i to display the Insert Conflict/Text dialog box and then type the conflict into the Text field. A ^ (caret) should precede each conflict choice and a space should follow each caret. If a space is not typed after each caret, Case CATalyst inserts the spaces along with a <Conflict End> format symbol at the end of the conflict.

You can type directly on the screen to insert text, format symbols, and punctuation.

**^ Spacebar Plaintiff Spacebar ^ Spacebar Defendant**






## Insert Conflict Text

1. Position the cursor to the left of where you want to insert the text and press **Ctrl + i** (**Edit/Insert/Conflict**).
2. In the Text field, create the conflict. Type a caret (^) followed by a space and then the word or words; then type a space, caret, space, followed by the second word. Continue with this format until you have entered all your conflict choices. Do not put a space after the last word. For example, to create a conflict between "there", "their", and "they're", type:

**^ Spacebar there Spacebar ^ Spacebar their Spacebar ^ Spacebar they're**

It displays in Edit as ^ there ^ their ^ they're.

You can include a format symbol, field, extended characters and additional text in the command:

-  To include a format symbol, select **FS** and choose one from the list or use a format symbol shortcut key.
-  To insert a field or make it part of the entry, select [Insert Field](#) and choose from the list.
-  To insert an [extended character](#), press **F9**.
-  To include additional text following the conflict that is not part of the conflict, use the [Conflict End](#) format symbol after the last word in the conflict.
-  To insert previously typed inserted text, use Intuitive Replace by pressing Ctrl + r in the Insert Conflict dialog box. Case CATalyst cycles through the last ten typed items. Depending on your setting, Intuitive Replace cycles through the last items inserted for job, for the case or by the user.

3. Press **Enter (OK)**.

## Insert Dash

Insert Dash is an Edit command that inserts two hyphens after the cursor position. To use the Insert Dash command, position your cursor to the left of where you want to insert the dash and press **Ctrl + /**. For example, if you want to insert a dash between the words "he she", position your cursor anywhere between the two words and press **Ctrl + /**. The result is he -- she.

## Insert Field

Insert Field displays the Insert Field dialog box where you can create new [fields](#), remove fields, fill in fields, create field list groups, clear field list groups and insert fields into the job while Editing.

In Edit, you can access Insert Field from the Edit menu and from select dialog boxes, such as the Global Define or Insert dialog box. In Manage Dictionary, the Insert Field feature is available from the Insert Entry and Modify Entry dialog boxes. To insert a field:

- in Edit. Press **Alt + e, i, f (Edit/Insert/Field)** to display the Insert Field dialog box.
- in Edit and Manage Dictionary from select Case CATalyst dialog boxes. Click the **Insert Field** button to display the Insert Field dialog box.

### Insert a Field

The Insert Field dialog box displays with two columns. Field Names displays the list of available field in the left columns. The right column, Field Value, displays the definition for the field, if a definition has been created.

Use the following features as necessary. When you invoke Insert Field from within a dialog box, such as the Global Define dialog box, not all features are available.

#### Field Name

The list of available fields. Highlight the field to insert and click **OK**.

#### Field Value

Displays the definition for the field, if a definition has been created.

#### Close dialog after inserting field

Check this option to automatically close the Insert Field dialog box after inserting a field.

Uncheck this option to have the dialog box remain open after inserting a field. This allows you to move the cursor focus between the Insert Field dialog box and the text file while maintaining fields. You must manually close the Insert Field dialog box.

#### Clear Field List Group

Depopulate filled in Field List Group values from the transcript by positioning your cursor in one of the field values for the Field List Group and select **Clear Field List Group**. You may want to use this option if all the field values for a particular Field List Group is incorrect. The Clear Field List Group only removes field values from the current transcript.

For example, while editing a job, you selected the Kurkowski and Kohlmeyer firm on your appearance page. During your proofreading, you realize you selected the wrong firm. You position your cursor in the Attorney 1 field name and select Clear Field List Position. Case CATalyst removes all the field values for Kurkowski and Kohlmeyer from the transcript.

#### Options

Display the [Field Options](#) dialog box where you can determine how Case CATalyst handles certain parameters when working with fields

#### New Field

Create a new user defined field such as Plaintiff, Defendant or County. Case CATalyst inserts a new field using the default name FIELD followed by the next consecutive number, such as FIELD1, FIELD2, etc. In the highlighted area, type a name for the field such as County or Judge. After typing the name, press **Enter** or click anywhere in the dialog box. You can create as many user defined fields as necessary. User defined fields can have a User, Case or Job scope.

### Fill In Field

Enter the value for the current field. For example, you created a new field for County. Highlight County and select Fill In Field. The [Fill In Field](#) dialog box displays where you can type the value and set the scope. A field value cannot exceed 200 characters.

### Add Next Field List Group

Case CATalyst includes five [field list groups](#) which include fields for Attorney, Firm, Address, etc. These fields correspond with the fields in the Fill-In-Field List file. Use this option to create the next consecutive field list group. For example, you are working on a big case which requires nine appearances. A field list group includes ATTORNEY, FIRM, ADDRESS, etc. Case CATalyst assigns the next consecutive group number to the new field list group.

### Insert

Insert the selected field into the text file at the cursor location. The fields displays in the user selected [color](#).

You can select multiple fields to insert by holding Ctrl and clicking the desired fields. To select consecutive fields, hold Shift while you click the first field and then the last field.

### Close

Save changes and close the Insert Field dialog box.

### Delete Field

Remove a user defined field from the list. Highlight the field you want to delete and then select **Delete Field**. The field is only removed from the list. If the field you delete already exists in a document, it remains in the document.

To delete multiple fields, hold Ctrl and click the desired fields. To select consecutive fields, hold Shift while you click the first field and then the last field. A confirmation message displays. Select **Yes** to continue the deletion.

## About Fields

Fields are placeholders for information that change in the job, such as page numbers, appearance data, witness names, plaintiff & defendant names, dates and times. You can use fields in include files, definitions, and headers and footers. They can also be used in place of text surrounded by Scanstops or single-choice conflicts, such as ^WITNAME, where you usually replace or E-define the text. Generally, once you fill in a field, it changes throughout the transcript.

There are three different field types in Case CATalyst, [predefined](#) fields, [user defined](#) fields and [field list groups](#). Predefined fields are available fields that are automatically filled in, such as page numbers and creation date. User defined fields are fields created by the user such as Witness and Plaintiff. Field List Groups are specifically designed for quickly and easily filling in appearance information and work in conjunction with the [Fill In Field List](#).

Fields are inserted into a transcript file, text file or definition using the [Insert Field](#) feature. Fields display in a user selected [color](#) on the Edit screen. In Edit, you can access Insert Field from the Edit menu and

from select dialog boxes, such as the Global Define or Insert dialog box. In Manage Dictionary, the Insert Field feature is available from the Insert Entry and Modify Entry dialog boxes.

You can fill in fields while editing and from the Fill-In-Field List file. When editing, the Scan and [Fill In Fields](#) feature is used to define information for user defined fields and field list groups. Predefined fields are automatically filled in by Case CATalyst. The Fill-In-Field List works in conjunction with Field List Group fields and stores client information such as addresses and attorney names. You can view, add, delete and modify field list group entries in the Fill-In-Field List.

When [including](#) a file that contains fields that have values, such as Appearances or title page information, the field values are retained. If the destination file contains a value for the same field as the file being included, and the value of the fields conflicts, Case CATalyst prompts you to select which of the two values you want for the entire job. You cannot have two values for one field in a job.

When you break a file that contains fields, field values are not retained in the text portion broken to the new or existing file. The fields values reset to empty. If the field values exist in another job, you can use the [Use Other Fields Values](#) command to fill in the fields.

When building an index, Case CATalyst indexes the text entered for the field value, not the field placeholder.

The Case CATalyst default setting for fields that are copied or cut is to paste the field or field value into a new or existing file as plain text. The field values display as plain text. They no longer function as placeholders for information that you can change using field features. You can change the default setting in [Field Options](#) so that fields contained in cut or copied text paste with the field value intact and functioning like a field.

## Field Types

### Predefined Fields

Case CATalyst contains predefined (automatic) fields. They include:

- **Current Date and Current Time**

Use these fields in dictionary definitions or text files when you want the **date or time to change each time** the file is opened or edited. Case CATalyst makes the change based on the computer's current date and time.

- **Current Year**

This field reflects current year based on your computer date and dynamically changes when the year changes on your computer. Use this field in include files where the current year is necessary.

- **First/Last Indexed Word on Page**

Use these fields in a concordance index to [add](#) the first and last indexed word to the header or footer.

- **First Page and Last Page**

Use these fields where you want the actual page number of the first page and last page of the transcript. This number changes when the pages in the file change. You may, for example, use these fields in a certificate page include file. When the include file is brought into the transcript, the fields automatically adjust the page number based on the current transcript.

- **First Page in Section/Last Page in Section**

Use these fields where you want the actual first page number of the current section and last page number of the current section. This number changes when the pages in the file change. For example, you have multiple proceedings in one transcript which require multiple sections in the file. If you need a certificate page which contains the page number for each proceeding, use these fields.

- **Job End Time**

Displays the time when the [Set Job End Time Field](#) translate command was inserted into the transcript.

- **Job Start Time**

Displays the time when the [Set Job Start Time Field](#) translate command was inserted into the transcript.

- **Page Number – x, x, x...**

These fields change when the page numbers in the transcript change. Page number fields are generally used in layouts to number the transcript pages.

- **Seal Date and Seal Date with Day (These fields require manual insertion into a file and cannot be used in an include file.)**

Use these field formats to reflect the current date the field was inserted into the transcript using an ordinal day followed by the month and year, 9th of February, 2009; or the day followed by the word "day" followed by the month and year, 9th day of February, 2009.

The date in these fields does not change when you open and close the file. Insert the fields into the transcript at the time of the required date. For example, record a macro that includes your certificate include file, scans to the location of where the seal date should be placed and then inserts the appropriate Seal Date field.

- **Seal Date when Included (Static date set when included) and Seal Date with Day when Included (Static date set when included)**

These two Seal Date fields are different than the above Seal Date fields. The Seal Dates when included 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.

For example, let's say you are creating a new Certificate page and have inserted the [!Seal Date with Day when Included] field. 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 include your new Certificate page on October 18th, 2018. The [!Seal Date with Day when Included] field changes to static text, *the 18th day of October, 2018*. No matter how many times you open and close that transcript, that 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*.

- **Static Date and Static Time**

Use these field formats in dictionary definitions when you want to timestamp the file and have the date or time remain the same. For example, let's say that you need to add a parenthetical at the end of the proceedings that displays the time. You create a dictionary entry that inserts the following in the transcript: <Parenthetical>(Whereupon the deposition concluded at [!Static Time - 12 Hour]). The [!Static Time - 12 Hour] field uses the time from your computer to fill in the field value. These fields can also be used in dictionary definitions that include the static time field for witness stepped down and recess taken types of entries. The date and time do not change when you open and close the file. You can also manually insert the fields into a file. Also see the Job Start Time and Job End Time fields (listed above) that work with the [Set Job Start Time Field](#) and [Set Job End Start Field](#) translate commands if you need to note the start and end time of the proceedings. These fields and translate commands can be used to automatically fill in the cover or title page information.

Static date and time uses the following rules:

- When writing realtime, the date and time is taken from the computer.
- When translating a steno file with timestamps, the date and time is taken from the steno file.
- When translating a steno file without timestamps, the date and time shows all zeros.
- The time is separated with a colon. You change the separator to a period in [Field Options](#).
- Do not use static date and time fields in include files.
- Static Time - H:M:S displays the time in hours, minutes and seconds based on a 12-hour clock.
- Static Time - 12 Hour displays the time in hours and minutes based on a 12-hour clock.
- Static Time - 24 Hour displays the time in hours and minutes based on a 24-hour clock (often referred to as military time).

- **Total Pages In Document**

Display the total number of pages in the job. For example, you might want your page number to reflect the current page number of the total number of pages in the file, such as 2 of 78.

- **Total Pages In Section**

Display the total number of pages in a section. For example, you might want your page number to reflect the total pages in the concordance index section.

pre-defined calculation fields, Transcript Start, Transcript End and Transcript Total. Transcript Start and Transcript End are designed to work in conjunction with Transcript Total for the purpose of calculating transcript totals. Transcript Total is also designed for use independently of the other pre-defined calculation fields.

- **Transcript Start**

Identify the first transcript page for billing purposes. This field inserts into the transcript as Hidden Text to prevent the field value from displaying in the transcript. When inserted into a job report template, the field inserts into the transcript as regular text to display the information. This field works in conjunction with the Transcript Total field.

- **Transcript End**

Identify the last transcript page for billing purposes. This field inserts into the transcript as Hidden Text to prevent the field value from displaying in the transcript. When inserted into a job report template, the field inserts into the transcript as regular text to display the information. This field works in conjunction with the Transcript Total field.

- **Transcript Total**

Calculate the total number of pages based on the Transcript Start and Transcript End fields. This field inserts displaying the field value information. If you do not use the Transcript Start and End fields, the total page count begins on the page with the first occurrence of underlying steno and ends on the page with the last occurrence of underlying steno.

## User Defined Fields

User defined fields allow you to create customized fields for information such as county, judge, witness names or any field you need in your job. You identify the specific name to represent the field in the current job. Additionally, you can set the [scope](#) for the definition to determine the availability of the field values for other jobs. For example, you create a COUNTY field and want that field to display all the available county names in every job. You set the scope to *User*. In another example, you create a WITNESS field and want that field to display only the available witness names in the current job. You set the scope for the WITNESS field to *Job*.

There are five date fields that you can insert into an Include file or the transcript to show the date the job was created. Case CATalyst automatically bases the field value on the creation date in the Job History. For example, you can use the Creation Date field on your title page Include file. When you insert the Creation Date field into the title page, it displays the *date the Title page Include file was created*. When you include the title page into the job, the Creation Date dynamically adjusts to display the creation date for the current transcript. If the date is incorrect, you can change the field value in the [Insert Field](#) dialog box.

The five Creation Date fields include:

### Creation Date

The date display in all numeric format: 04/12/2012.

### Creation Date in Words

The date displays in word and numeric format: April 12, 2012.

### Creation Date Ordinal

The date displays in words and numeric ordinal format: 12th of April, 2012.

### Creation Date Ordinal with Day

The date displays in words along with the word 'day' and numeric ordinal format: 12th day of April, 2012.

### Creation Day of the Week

The day of the week displays: Tuesday.

If you are currently using the Creation Date field in a job and switch to the International date format (DD/MM/YY), it is necessary to delete the text of the Creation date field in that job, save and close the file, and reopen the job. For example, the Creation date field is in an include file with a "date" value. In order for the International date format take effect, open the include file. Open the Insert Field dialog box, Edit/Insert/Field and delete the value in the Creation Date field. Save and close the include file. When you reopen the file, the international date format takes effect. If the Creation Date field is not in use, no action is required when you switch to International format.



## Field List Groups

A field list group is a series of related fields usually associated with appearances, such as speaker, attorney, firm name, and address. For example, the Insert Field dialog box displays the fields: SPEAKER1, FIRM1, ATTORNEY1, ADDRESS-A1, ADDRESS-B1, CITY1, STATE1, ZIP1. These fields work in conjunction with the [Fill-In-Field List](#) file. When you make an entry for a field list group during Edit, Case CATalyst stores the information in the Fill-In-Field List file. The information is available for all jobs. The Fill-In-Field List is located in the System Files case.

You can create additional attorney fields for a field list group to accommodate multiple attorneys from the same firm. For example, you are using Field List Group 3. You have FIRM3, ATTORNEY3, ADDRESS-A3, etc. You [create](#) a new field named ATTORNEY3A. The ATTORNEY3A field is now associated with the FIRM3 List Group. You can also create other additional fields such as E-MAIL3A, PHONE NUMBER3A, etc. There are five preset field list groups and you can create additional groups.

## How to Use Fields in a Transcript

Fields can be inserted into include files, definitions and headers and footers. The following examples show how to use the three [field types](#) in Case CATalyst: predefined fields, user defined fields and field list groups.

### Include Files

On your appearances page, you can use a field list group for the appearance information. Insert all the appropriate fields and then format the information as necessary.

#### *Field List Group Example*

APPEARANCES

FOR PLAINTIFF:	[!FIRM1]
	BY: [!ATTORNEY1]
	[!ADDRESS-A1]
	[!ADDRESS-B1]
	[!CITY1], [!STATE1]
	[!ZIP1]

#### *User Defined Field Example*

Create a field for the witness name, such as [!WITNAME]. On a title page, cert page, or sworn statement, you might insert the [!WITNAME] name field.

## Definitions

Fields can be used in definitions to automatically bring in information for a predefined field or to insert a user defined field for which you later enter the information.

#### *Predefined Field Example*

At the end of the proceedings note the time the proceedings concluded. In any dictionary, you define the steno outline, EPBD/EPBD or KHRAOUD/KHRAOUD (or whatever steno you want to use)as:

<Parenthetical>(Whereupon, the proceedings concluded at [!Static Time – 12 hour]) (You can use whatever wording is appropriate for your work.)

The pre-defined [!Static Time - 12 hour] field automatically fills in the time from your computer when the stroke is written. If you are not writing realtime but you are using a steno machine that records timestamps, you can read in the steno file from your writing machine and when you translate the steno file, CATalyst will use the timestamp from the steno file.

## Headers/Footers in Layouts

Predefined, user defined and Field List Group fields can be used in a header or footer.

### *Header Example*

You want a header identifying the witness and current speaker at the beginning of every page. You insert fields into the header, such as:

DIRECT EXAMINATION OF [!WITNAME] BY [!SPEAKER1]

## Add Attorney Fields to Field List Group

Field List Group fields are related fields designed for Appearance pages. There are five preset field list groups. Default fields for a field list group include, SPEAKER, FIRM, ATTORNEY, ADDRESS-A, ADDRESS-B, CITY, STATE, ZIP. The same number follows each of the fields in the field group. For example, SPEAKER1, FIRM1, ATTORNEY1, ADDRESS-A1, ADDRESS-B1, CITY1, STATE1, ZIP1. The next group will be SPEAKER2, FIRM2, ATTORNEY2, ADDRESS-A2, ADDRESS-B2, CITY2, STATE2, ZIP2, etc. The number indicates that the fields are all part of the field group. You can create as many field list groups you want and you can create additional fields for the field group.

You can create additional attorney fields to associate with a Field List Group for use when there are multiple attorneys present from the same firm. For example, let's say you are using Field List Group 1. You have FIRM1, ATTORNEY1, ADDRESS1-A, etc. You create a new field named ATTORNEY1A. The ATTORNEY1A field is associated with the FIRM1 List Group. The transcript you are working on has two attorneys representing the plaintiff. You scan and fill in the fields for FIRM1, selecting the Jones, Jones & Jones firm that has one location and six attorneys. Case CATalyst fills in the FIRM1 field along with the ADDRESS, CITY, STATE and ZIP fields and then displays the list of attorneys for the ATTORNEY1 field. You select the first attorney. Case CATalyst scans to the ATTORNEY1A field and displays the same list of attorneys from which to select. You can also create additional fields for E-MAIL1A, PHONE NUMBER1A, etc., to associate with the additional attorney field. All the additional fields you create are available in the [Fill-In-Field List](#).

## Create an Additional ATTORNEY Field

1. In Edit, press **Alt + e, i, f, (Edit, Insert, Field)**. The Insert Field dialog box displays.
2. Select **New Field**.
3. Type **ATTORNEY** followed by the number of the list group and then an alphabetic letter or word and press **Enter**. For example, ATTORNEY1A or ATTORNEY1\_SECONDCHAIR. You can create multiple attorney fields for each firm. For example, ATTORNEY1B.
4. When finished, click **Close**.
5. To use the newly created field, insert the field in the appropriate location in your include file that contains appearance information or in the transcript while editing. When you Scan and Fill in Fields, Case CATalyst recognizes the additional field associated with Field List Group.

## Timer and Timer Group Fields

A Timer field, when inserted into the transcript, displays the total time for the specific [Timer](#). A Timer tracks the amount of time for a speaker or specific event in a job. For example, some jurisdictions or specific types of proceedings place time limits on the testimony of an expert witness. The responsibility of tracking the time often falls to the court reporter. A dictionary definition with the [Start Timer](#) translate command is necessary for each individual speaker for whom you want to track time.

A TimerGroup field, when inserted into the transcript, displays the total time for a specific [Timer Group](#). A Timer Group contains multiple Timers listed under one group name for the purpose of tracking their cumulative time.

You can insert Timer and TimerGroup fields directly into the transcript or as part of an include file. It is necessary to create a Timer field for each Timer used in the job. For example, you have MR. JONES assigned to the {Start Timer}[1] translate command and MR. SMITH assigned to the {Start Timer}[2] translate command and both speakers questioned the witness during the proceedings. On your certificate page, you want to include the total time that MR. JONES questioned the witness and the total time MR. SMITH questioned the witness. You create a [TIMER1] field and a [TIMER2] field. On your Cert page, you insert the [TIMER1] field to display the total time that MR. JONES questioned the witness and insert the [TIMER2] field to display the total time MR. SMITH questioned the witness.

If you assign multiple Timers to a Timer Group, you can create a TimerGroup field for each Timer Group if you want to keep track of the group time. For example, there is an additional speaker, MR. DOE. He and MR. SMITH are both defense attorneys. You created a Timer Group for the two attorneys. You can create a [!TIMER GROUP1] field and insert it into the Cert page for the cumulative time of both SMITH and DOE.

## Create Timer and TimerGroup Fields

1. Open the Insert Field dialog box. Press **Alt + e, i, f (Edit/Insert/Field)**. The Insert Field dialog box displays.
2. Depending on the type of Timer field you want to insert, highlight the **Timer** or **TimerGroup** field and press **Alt + f (Fill in Field)**.
3. In the Select Timer or TimerGroup dialog box, type or use the spin control to select the speaker Timer or Timer group number.
4. Press **Enter**. The new Timer or TimerGroup field displays in the Insert Field dialog box. For example, you created a Timer field for Speaker 2. The *TIMER2* field displays.
5. Create additional Timer and TimerGroup fields as necessary.
6. When finished, press **Alt + c (Close)** to close the Insert dialog box.

**NOTE:** If you use the New Field button to create a Timer field instead of the instructions above, make sure you type TIMER immediately followed by the timer number. For example, TIMER102 is correct but TIMER 102 will not work properly.

## Insert a Timer or TimerGroup Field

1. In the transcript or Include file, position your cursor at the insert point for the Timer or TimerGroup field.
2. Press **Alt + e, i, f (Edit, Insert, Field)**. The Insert Field dialog box displays.


3. Locate and highlight the specific Timer or TimerGroup field to insert and press **Alt + i (Insert)**.
4. Insert additional Timer or TimerGroup fields as necessary.
5. When finished, press **Alt + c (Close)** to close the insert dialog box.

**NOTE:** If you use the New Field button to create a TimerGroup field instead of the instructions above, make sure you type TIMERGROUP immediately followed by the timer group number. For example, TIMERGROUP2 is correct but TIMERGROUP 2 will not work properly.

## Insert Format Symbols

Insert Format Symbols is an Edit command that displays the Insert Format dialog box from which you can select [format symbols](#) for insertion into the transcript text. You can add other format symbols to the default list in the Case CATalyst Insert Format Symbol dialog box by modifying your [Format Symbols Options table](#).

### Display the Insert Format Symbol Dialog Box

- In Edit, press **Shift + F4**.
- From the menu select **Edit/Insert/Insert Format Symbols**.
- Click  on the Edit toolbar.

## Insert Hidden Text/Comment

Use the Insert Hidden Text/Comment feature in Edit when you want to include a note that is not visible on the transcript in Edit and does not display on the printed transcript. For example, a reporter working with a scopist may want to include notes to one another. Case CATalyst displays a push pin on the Edit screen to indicate hidden text. Double click the push pin to display the hidden text.

You can add format symbols to the hidden text, such as bold and italics, or include the hidden text on an Index page. For example, you may want to use hidden text to add a description you need when marking an exhibit. By surrounding the hidden text with Indexing format symbols, you can have Case CATalyst display the description on the Index page. In the actual transcript, the exhibit description does not display.

When inserting format symbols, you can highlight the text and select a format symbol to have Case CATalyst automatically insert the format symbol at the beginning of the highlighted text. When adding a paired format symbol, such as Bold On/Off or Index On/Off, highlight the text and then select the format symbol that turns the formatting on. Case CATalyst automatically surrounds the text with the appropriate On and Off symbols.

The Hidden Text dialog box accepts up to 1792 characters. When you insert more than one hidden text entry on a line, an arrow displays in the lower right corner of the Hidden text dialog box. Click the arrow to expand the dialog box to display all the hidden text entries. A number displays above each entry. Case CATalyst numbers the entries in the order you create them.

### Insert Hidden Text in Edit

1. Press **Alt + e, i, h (Edit/Insert/Hidden Text/Comment)**. The Hidden Text dialog box displays.
2. Type the text you want to insert. Use the following options as necessary:

**FS**

Display the list of available format symbols. Double click the format symbol you want to use in the definition. You can insert a format symbol at any point in the text entry. To have the format symbol list always display, check the box, Always Show Format Symbols.

You can also use shortcut keys to insert a format symbol. Press **F4** and then press the appropriate letter or symbol.

### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to insert into the hidden text.

When you insert hidden text that contains a Field, the field value displays in Reveal Codes but not in the Hidden Text dialog box. For example, in the transcript you fill in your user defined [!COUNTY] field as COOK. When you insert the [!COUNTY] field into the Hidden Text dialog box, the field value does not display. When you close the Hidden Text dialog box, the filled in field value displays in Reveal Codes.

### Extended Characters

Press **F9** to display the Insert Character dialog box where you can select an [extended character](#) to insert into the hidden text.

3. Press **Enter (OK)** to insert the hidden text. If the Transcript Spell Check option, [Spell Check While Defining](#), is active, Case CATalyst spell checks the text.

To view additional hidden text entries for the line, press **Ctrl + Down Arrow** (↓). To shrink the dialog box, press **Ctrl + Up Arrow** (↑).

4. To search for hidden text entries:
  - Use the Special Search commands, [Search](#) Next/Previous Hidden Text.
  - Set your [Scan For](#) options to scan for hidden text using Reveal Codes, **Ctrl + Shift + r** (**View/Review Codes**) to view the hidden text.
  - Use the [Hidden Text](#) feature to display all the Hidden Text in a dialog pane.



[Keyboard Map](#) Function: Insert Hidden Text

## Insert Image

Insert Image is an Edit feature that allows you to insert a graphic image into your job file. Place your cursor anywhere on the line when inserting the image. Case CATalyst places the image on a new line below the insertion point. Text displays below the image, but does not wrap around the image. You can use Image Properties or the mouse to reposition the image on the line or to modify the size.

### Insert a Image

1. In Edit, press **Alt + e, i, i** (**Edit/Insert/Image**). The Open File dialog box displays.
2. Make necessary entries:

#### Look in

The current folder. If necessary, select another location.

#### File name

The selected file to open. Click a file to select it or type the file name.

### Files of type

The type of image files that displays in the window. You can insert almost any type of graphic. Display all image types or filter the display by selecting a specific file type from the list, such as .bmp or .jpg (JPEG). A PDF file is not a graphic file and cannot be opened or inserted as an image.

### Enable Preview

Display the image in the dialog box to preview it before insertion.

### File Info

Display the File Information dialog box showing additional information such as image format size, and resolution.

3. Press **Enter (Open)** to insert the image.
4. Use [Image Properties](#) to modify the position and size of the image as necessary.



[Keyboard Map](#) Function: Insert Image

## Insert Extended Characters

Insert Extended Characters is an Edit command that allows you to insert Upper ANSI characters into the file. The current font selection in the transcript determines the extended characters available for selection. You can change the font, however changing the font may result in a difference in the availability of characters.

### Insert an Extended Character into the Text

1. Press **Alt + e, i, x (Edit/Insert/Extended Characters)**. The Insert Character dialog box displays. To change the font, press **Alt + t**. The Font dialog box displays where you can modify the font characteristics.
2. Double click a character to insert. Case CATalyst inserts the character at the cursor location.

### Insert an Extended Character into a Dialog Box

1. With the cursor in the Text or New Text field, press **F9**. The Insert Character dialog box displays. To change the font, press **Alt + t**. The Font dialog box displays where you can modify the font characteristics.
2. Double click a character to insert. Case CATalyst inserts the character at the cursor location in the Text or New Text field.

## Make Exhibit Index Entries

Make Exhibit Index Entries is an Edit feature that allows you to insert index format symbols and exhibit descriptions for individual, multiple or a range of exhibits marked at one time. For example, you mark exhibits 1 through 20 for identification. You are using index category B for your exhibits. Your index page is designed with the exhibit number in the first column, exhibit description in the second column, the page reference where the exhibit is marked in the third column and page references where the exhibit is admitted in the fourth column. Using the Make Exhibit Index Entries feature, you can identify all the exhibit numbers to be indexed, have Case CATalyst insert the appropriate indexing format symbols and add any necessary description text to each Exhibit numbers. When you use the Build Index feature, Case CATalyst copies the exhibit information to the appropriate columns on the index page.

Exhibit information is created as individual Hidden Text. If you exit the Make Exhibit Index Entries feature before entering all the desired information for the exhibits, Case CATalyst automatically saves the completed exhibit entries and prompts you to either insert the remaining exhibit numbers or exit without inserting the entries. If you select to insert the remaining exhibit numbers, you can later open [Hidden Text](#) dialog pane and complete the description information.

You can also select Help, Self-Study Guides and then Automatic Index Self-Study Guide for step-by-step instructions to create an index template and using Case CATalyst's Build Index feature.



[Keyboard Map](#) Function: Make Exhibit Index Entries

## Identify, Format and Describe Exhibit Index Entries

1. In Edit, position the cursor where you want to insert the exhibit information.
2. Press **Alt + e, i, m (Edit/Insert/Make Exhibit Index Entries)**. The Make Exhibit Index Entries dialog box displays.
3. Make necessary entries:

### Exhibit range

Type the exhibit entries as follows:

- Individual — Type the exhibit number.
- Multiple — Type the exhibit numbers, separated by a comma. For example: 1, 6, 8
- Range — Type the beginning exhibit number followed by a hyphen followed by the ending exhibit number. For example: 1-20. You can combine alpha and numeric numbers such as A-F, 1A-1F or "A-1"-“A-6.”

When entering a range that includes a number, hyphen and letter, such as "A-1" it is necessary to put quotes around the beginning and ending range number. You can use either single or double quotes, but they must match. For example, type "A-1"-“A-6” or ‘A-1’-‘A-6’ for the range.

If you enter a range of A1, C1, F1, exhibit entries A1, C1 and F1 are created. You can also enter individual entries with no particular order, such as A1, B7, 286, F17. If Case CATalyst cannot determine the range criteria, a message displays.

### Index Category (A-Z, 1-9)

Type the letter or number for the index [category](#) which you are using for exhibits. For example, you might use category A for witnesses and category B for exhibits. If you are using an index template, make sure you use the same exhibit letter or number category that is on the index template.

### **Use Indexing Format Symbols**

Select one of the following:

#### **Index Heading Only**

Insert Index Heading format symbols around the exhibit number and text, if included.

#### **Index Heading and Index**

Insert Index Heading format symbols around the exhibit number and Index format symbols around the description.

#### **Index Only**

Insert Index format symbols around the description.

### **Use Index Cell**

Index Cell format symbols are used when you want more than one reference number for one indexed item. For example, you have an Exhibit number and need to provide reference (page) numbers as to when it was marked and when it was admitted. Use a different index cell number for marked exhibits and admitted exhibits.

Depending on your selection in the Use Indexing Format Symbols section, only certain options are available. Select one of the available options:

#### **For Index Heading, use Index Cell(s)**

Select this option if you are using Index Cell format symbols along with Index Heading format symbols. Type an Index Cell number in the field. Your index template, should use the same cell number you enter here.

If you are identifying more than one action, such as exhibit marked and exhibit admitted at the same time, type the appropriate cell number in each cell number field.

#### **For Index, use Index Cell(s)**

Select this option if you are using the Index Cell format symbols along with Index format symbols. Type an Index Cell format symbol in the field. Your index template, should use the same cell number you enter here.

If you are identifying more than one action, such as exhibit marked and exhibit admitted at the same time, type the appropriate cell number in each cell number field.

#### **Not using cells**

Select this option if you are not using Index Cell format symbols.

### **Sample Text**

Displays an example of text with format symbols based on your selections.

### **I want to customize Index Heading text**

This option is available when you select to use Index Heading only or Index Heading and Index format symbols. Check this option to add an additional identifier text to the exhibit number.



### I want to add description text

This option is available when you select to use Index only or Index Heading and Index format symbols. Check this option to add a description to the exhibit. The Exhibit Detail dialog box displays when you press Enter (OK).

3. Press **Enter (OK)**. One of the following occurs:

- If you did not select to customize Index Heading text or add description text, Case CATalyst closes the Make Exhibit Index Entries dialog box and inserts a Text icon to indicate information exists for building an exhibit index. You can click on the icon to display the information.
- If you selected to customize Index Heading text or to add description text to the exhibit the Exhibit Detail dialog box displays when you press Enter (OK). Do the following:
  - a. Make entries in the fields for the first exhibit. To add the exhibit numbers without a description, leave the field blank.

#### Index Heading Text

This field is available when you select to use Index Heading only or Index Heading and Index format symbols and select to customize the Index Heading Text. Type the text you want to add and insert additional [format symbols](#) and [fields](#) as necessary. Case CATalyst automatically adds the Index Heading format symbols.

#### Index Text

This field is available when you select to use Index only or Index Heading and Index format symbols and select to add description text. Type the text you want to add and insert additional [format symbols](#) and [fields](#) as necessary. Case CATalyst automatically adds the Index format symbols.

Select *Repeat Description* to type a description and automatically apply it as the description for all remaining entries. Click Done when finished. If you press Enter instead of clicking Done, the next exhibit number displays and the *Repeat Description* option is deselected.

- b. Press **Enter (Next)** to display the Enter Detail screen for the next consecutive numbered exhibit. Continue entering information for each exhibit until finished. Use the Back button to return to a previous entered exhibit. If you select Done before moving through all the exhibit entry screens, Case CATalyst prompts you to enter the remaining exhibits without descriptions. Select Yes to enter both the exhibits with completed descriptions and those without descriptions. You can add the descriptions later. Select No to enter only entries with completed descriptions. Only exhibits with completed descriptions are added to the transcript.
- c. When you finish entering exhibit information for the last exhibit, click Done. Case CATalyst closes the Make Exhibit Index Entries dialog box and inserts a Text icon to indicate information exists for building an exhibit index. You can click on the icon to display the information.

## Insert Speaker

Insert Speaker allows you to insert a speaker name from the Speaker List without opening the Speaker List dialog pane. CATalyst VP inserts the speaker name into the job as Colloquy unless the speaker name is inserted directly before or after a Question when it displays as a By Line. To customize the By Line format, use the [By Line Options](#).

## Insert a Speaker

1. Press **Alt + e, i, s (Edit/Insert/Speaker)**. The Select EZ Speaker dialog box displays.
2. In the *Enter Value* field, type the token number associated with the speaker name you want to insert and press **Enter (OK)**.
3. The speaker name displays in the associated color in Colloquy format.

## Insert Speaker from Speaker List

To insert a speaker name from the Speaker List during Edit:

1. Open the Speaker List. Press **Alt + v, e, k** (**View/Panes/Speaker List**).
2. Double click the entry or highlight the entry and click the **Insert** button.

## Tables

Tables allow you to align text in columns without moving other text placed on the same horizontal line. Using the Insert Table command, you can quickly [create](#) tables with any number of columns and rows. After creating the table, you can [modify](#) the table size, number of columns and rows, cell size and cell properties. You can also [copy](#) and paste a table along with its contents. Table grid lines display in Edit in both Normal and Page view for visual assistance in adjusting the cells, margins, and text placement. Grid lines do not print. Stenograph recommends working in Page view when creating and modifying tables.

Using tables on include pages which require column formatting, such as captions on title pages, is helpful in aligning text. For example, you may want to use a table to create the birdcage setup on a title page so that the birdcage, the closed parenthesis or colons, always lines up regardless of the amount of information for the caption. The following table is one row and three columns. One table cell contains the Plaintiff and Defendant names. Another cell to the right contains the closed parenthesis or colons. The last cell contains the case or docket number.

PlaintiffName,	)	Case No. #
Plaintiff,	)	
- v -	)	Type of Proceeding
DefendantName,	)	
Defendant.	)	

When you type in the Plaintiff name, the parenthesis in the next cell remains in place and the Plaintiff name wraps to the next line within the designated cell, if necessary. For more information about using tables on Include pages, see [Creating an Include File](#).

The [Build Index](#) command uses tables for indexed information. When you use the Build Index command without an index template, Case CATalyst automatically places the indexed information in a table. When using an [index template](#), you must place indexing format symbols into table cells to format the indexed information.



Keyboard Map Functions:

- All Cap Cell
- Copy Current Table
- Copy Table Rows

- Cut Table Rows
- Delete Table
- Delete Table Columns
- Delete Table Rows
- Init Cap Cell
- Insert Table Columns
- Insert Table Dialog
- Insert Table Rows
- Join Tables
- Paste Table Rows
- Split Table
- Swap Table Rows
- Table Cell Properties
- Table Column Properties
- Table Row Properties

## Insert Table...

Create tables in a job with any number of columns and rows. Once the table is created, you can add and delete columns and rows, modify cell size and modify cell properties. Table grid lines display in both Normal and Page View for visual assistance in adjusting the cells, margins, and text placement. Table grid lines do not print.

You can insert multiple tables into one file. Place at least one paragraph style between tables.

## Insert a Table into a Job

1. In Edit, switch to Page View, press **Alt + v, p (View/Page)**.
2. Position your cursor where you want to insert the table. To add a table at the end of a job, press **Ctrl + End** to move your cursor to the end of the file.
3. Press **Alt + e, i, t (Edit/Insert/Table)**. The Insert Table dialog box displays.
4. Make entries in the fields:

### Number of columns


Enter the number of columns you want in your table.

### Number of rows

Enter the number of rows you want in your table.

Most tables only require one row with multiple columns. You do not need to create a row for every line of text in the table.

5. Press **Enter (OK)**. Case CATalyst displays the table.
6. If necessary, [modify](#) the column width in Page view.
  - a. Place your cursor in the column you want to modify.

- b. Move the left and right column margin guides (  ) to the desired position. If the ruler elements are not visible, confirm you are in Page view, press **Alt + v, p (View/Page)**.
- c. Press **Ctrl + s (Save)**.
- d. If desired, switch back to Normal view, press **Alt + v, n (View/Normal)**.



[Keyboard Map](#) Functions: Insert Table Dialog

## Insert Rows and Columns

Add rows and columns to existing tables. If you want to remove an inserted column or row use the [Delete](#) Column and Delete Row features. Stenograph recommends using Page view when working with tables.


### Insert Rows

Add rows above or below the current row in which your cursor is located.

1. Switch to Page view, press **Alt + v, p (View/Page)**.
2. Place your cursor in the desired row.
3. Press **Alt + e, b, r (Edit/Table/Insert Rows)**. The Insert Row dialog box displays.
4. Select the number of rows you want to add and whether to add them before or after the current row.
5. Press **Enter (OK)**.

### Insert Columns

Add columns to the left or right of the current column in which your cursor is located.

1. Switch to Page view, press **Alt + v, p (View/Page)**.
2. Place your cursor in the desired column.
3. Press **Alt + e, b, c (Edit/Table/Insert Columns)**. The Insert Column dialog box displays.
4. Select the number of columns you want to add and whether to add them before or after the current column.
5. Press **Enter (OK)**.
6. If necessary, modify the column width:
  - a. Place your cursor in the column you want to change.
  - b. Move the left and right column margin guides (  ) to the desired position. If the ruler elements are not visible, confirm you are in Page view, press **Alt + v, p (View/Page)**.



[Keyboard Map](#) Functions: Insert Table Columns

Insert Table Rows

Insert Table Dialog

## Split Table

Split one table into two separate tables using the Split Table feature. The table splits horizontally. You can only use Split Table on tables that contain more than one row. You cannot split a table from the first row. For example, you use the Build Index command and a row of indexed information splits between two pages. Use the Split Table feature to avoid splitting the row between two pages.

## Split Table

1. Switch to Page view, press **Alt + v, p (View/Page)**.
2. Place your cursor on the row where you want to split the table. This becomes the first row of the new table. Press **Alt + e, b, s (Edit/Table/Split Table)**.
3. Press **Ctrl + s (File/Save)**.



[Keyboard Map](#) Functions: Split Table  
Swap Table Rows

## Join Tables

The Join Tables feature allows you to put two [tables](#) together as long as there is no text between the two tables. This feature can be used when creating index templates or while editing a transcript. For example, let's say you want to create a table in your index template for previously marked exhibits. You want the first row to have two columns and the second row have three columns for the exhibit number, description and page number. You can create the first table with one row and two columns and then create the second table that has one row and three columns. You then position your cursor in the first table and use the Join Table command to make it one table.

DEPOSITION EXHIBITS  
(PREVIOUSLY MARKED)

DEPOSITION EXHIBIT	PAGE
EXHIBIT	

### To join tables:

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

### Possible messages:

- If you attempt to join two tables and there is text between the two tables, the following message displays:  
*Unable to join the tables because of text between the tables.*

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



[Keyboard Map](#) Function:      Join Tables  
Split Tables  
Swap Table Rows

## Table Properties

Using the Table Properties feature, you can prevent a table row from spanning across pages. The default setting allows the text of a row or cell that does not fit on the current page to continue on the following page. Alternatively, you can force the row and cell text onto the next page to eliminate the row or cell text from displaying on two pages. You can set the Table Properties manually for each table or you can put the command in an Index Template. If you select to force row and cell text to the following page and you want to add a line of text at the top of the following page, such as *Index Cont*, use the [Split Table](#) feature before adding the text to the following page.

Table Properties also allows you to control the printing of table borders or "grid lines" for individual tables. By default the grid lines of a table do not print. When you select to print borders, only the table in which your cursor is located is affected by the option. For example, you can select to print borders on your Title page table (birdcage) but it does not affect the borders of an index table.



[Keyboard Map](#) Functions:      Table Properties  
Table Row Properties  
Table Cell Properties

## Set Table Properties

1. Place your cursor inside the table in which you want to set the Table Properties. If you are setting the table properties in an Index Template, open the appropriate Index Template.
2. Press **Alt + e, b, a (Edit/Table/Table Properties)**. The Table Properties dialog box displays.
3. Set options:
4. **Allow table rows to span pages.**  
Do one of the following:
  - Check the box, **Allow table rows to span pages** to allow row and cell text to display on two pages.

- Uncheck the box to force row and cell text that does not fit on the current page to the following page.

### Print Table Borders

Do one of the following:

- Check this box to print table borders for the table in which the cursor is positioned.
- Uncheck this box to hide table borders for the table in which your cursor is positioned

5. Press **Enter (OK)**.

## Copy, Cut and Paste Table Rows

The Copy, Cut and Paste Table Row commands allow you to copy or move table rows to a new position within the same table. When you use these commands in a table that contains index items, Case CATalyst retains the dynamic reference information associated with the indexed items. Table rows can only be copied, cut and pasted to the same table. You can record macros to paste the table rows with the Before and After locations.

To quickly change the position of one row in a table with the following row using the [Swap Table Rows](#) feature. If you are copying the entire table, use the [Copy A Table](#) command.

## Move Table Rows

1. Position the cursor in the row to copy or cut. To copy or cut multiple rows, mark the rows.
2. Do one of the following:

### Copy the Rows

Leave the rows in the current position and make a copy of them to insert into in another location in the table. Select **Edit/Table/Copy (Rows(s))**.

### Cut the Rows

Remove the row from the current position and move them to another location in the table. Select **Edit/Table/Cut Row(s)**.

3. Position the cursor in the location where you want to paste the copied or cut information.
4. Select **Edit, Table, Paste Row(s)**. The Paste Table Row dialog box displays.

If the Paste option not available, either you did not copy or cut the rows or your cursor is positioned in a table other than the one from which the rows were copied or cut. Copy and cut rows can only be pasted within the same table.

5. Select one of the following within the table from which you cut or copied the rows:

### Before

Place the copied or cut table rows before the row in which the cursor is located.

### After

Place the copied or cut table rows after the row in which the cursor is located.

6. Press **Enter** to paste the rows.



[Keyboard Map](#) Functions:

- Copy Table Rows
- Cut Table Rows
- Paste Table Rows
- Copy Current Table

## Copy a Table

You can copy and paste existing tables and their contents. The copied table is available on the Clipboard and can be copied to multiple jobs. For example, you use a table to format your caption information, the birdcage. You use the same caption information with the same format on your certificate page. You can copy the entire table.

To copy or move table rows to a new position within the same table, use the [Copy, Cut and Paste Table Row](#) commands. To quickly change the position of one row in a table with the following row using the [Swap Table Rows](#) feature. If you are copying the entire table, use the [Copy A Table](#) command.

## Copy an Existing Table

1. Position the cursor in the table you want to copy.
2. From the Edit menu, select **Table/Copy Table**.
3. Position the cursor at the location in the transcript where you want to insert a copy of the table.
4. Press **Ctrl + v (Edit/Paste)**. Case CATalyst inserts the table at the position of the cursor.



[Keyboard Map](#) Functions:

- Copy Current Table
- Copy Table Rows
- Split Table
- Swap Table Rows

## Table Cell, Column and Row Properties

Table cell, row and column properties determine the left margin for the text within a cell. Cell, row and table properties also allow you to add a character separator to the end of the first or last line of text within a cell and set whether the characters and reference number are aligned with the first line or last line of indexed text. For example, you may want to use a period separator within a cell on an Index Template to have leader dots appear before a right justified page number:

1	Photograph of house.....	14
---	--------------------------	----

## Set Table Cell Properties

1. Switch to Page view, press **Alt + v, p (View/Page)**.
2. Locate the table you want to modify and place your cursor in the desired cell, row, or column.



3. Modify properties for a cell, column or row by pressing one of the following:
  - **Alt + e, b, p (Edit/Table/Cell Properties)**  
Changes made for a cell affect only the individual cell selected.
  - **Alt + e, b, u (Edit/Table/Column Properties)**  
Changes made for a column affect all the cells in the column.
  - **Alt + e, b, o (Edit/Table/Row Properties)**  
Changes made for a row affect all the cells in the row.
4. The properties dialog box for the selected cell, row or column properties displays. Make entries:

**Align Top**

Position the leader character on the same line as the first line of text.

**Align Bottom**

Position the leader character on the same line as the last line of text.


**Extend First Line of cells with character**

Add a leader character to the end of the first or last line of text within the cell. Type the character you want to use in the field to the right.

**Interior Margin**

Type a number to determine the amount of space between the left edge of the cell and the text within the cell. A setting of "0" (zero) places the text against the cell edge. Increase the number to increase the distance. The default is .13.

This customized setting is remembered for subsequent tables created when you use the Insert Table feature from the Edit menu. When using the Insert Table icon to insert a table, the default setting of .13 is applied.

5. If necessary, modify the column width in Page view:
  - a. Place your cursor in the column you want to change.
  - b. Move the left and right column margin guides (  ) to the desired position. If the ruler elements are not visible, confirm you are in Page view, press **Alt + v, p (View/Page)**.
6. Press **Ctrl + s (File/Save)**.



[Keyboard Map](#) Functions:

- Table Cell Properties
- Table Column Properties
- Table Properties
- Table Row Properties

**Delete Tables, Columns and Rows**

Using the Delete features from the Table menu, you can delete an entire table or specific columns and rows. You can Undo the delete if needed.

1. Switch to Page view, press **Alt + v, p (View/Page)**.
2. Do any of the following:

**Delete Table**

Place your cursor anywhere within the table and press **Alt + e, b, d (Edit/Table/Delete Table)**.

**Delete Column**

Place your cursor in the column you want to delete and press **Alt + e, b, L (Edit/Table/Delete Column)**.

**Delete Row**

Place your cursor in the row you want to delete and press **Alt + e, b, w (Edit/Table/Delete Row)**.

3. Press **Ctrl + s (File/Save)**.



[Keyboard Map](#) Functions:

- Delete Table
- Delete Table Column
- Delete Table Rows
- Swap Table Rows
- Split Table

## Swap Table Rows

Change the position of one row in a table with the following row using the Swap Table Rows feature. You can only swap one row at a time. This feature may be useful when you want to change a row in a transcript index that is already built or when creating a multiple row index template table.

To copy or move table rows to a new position within the same table, use the [Copy, Cut and Paste Table Row](#) commands.

## Swap Table Rows


1. Switch to Page view, press **Alt + v, p (View/Page)**.
2. Place your cursor in the first cell of the row you want to move.
3. Press **Alt + b, b (Edit/Table/Swap Table Rows)**. Case CATalyst swaps the selected row with the row immediately below.
4. Press **Ctrl + s (File/Save)**.



[Keyboard Map](#) Functions:

- Swap Table Rows
- Copy Table Rows
- Split Table

## Modify Table Column Width

1. In Edit, open the file that contains the table you want to modify.
2. Switch to Page view, press **Alt + v, p (View/Page)**.
3. Place your cursor in the column you want to modify.
4. Move the left and right column margin guides (  ) to the desired position. If the ruler elements are not visible, confirm you are in Page view, press **Alt + v, p (View/Page)**.
5. Press **Ctrl + s (Save)**.
6. If desired, switch back to Normal view, press **Alt + v, n (View/Normal)**.



[Keyboard Map](#) Functions:

- Table Cell Properties
- Table Column Properties
- Table Properties
- Swap Table Rows
- Join Tables

## Special Edit Commands

Special Edit Commands include several features that enhance your transcript editing, including but not limited to managing fields, conducting special searches and scans and changing number, punctuation and word formats.

### Bookmark Cursor Location

Bookmark Cursor Location is an Edit feature that allows you to electronically mark (bookmark) a location in the file for quick reference. When you bookmark the location of your cursor, you can move anywhere in the file and easily return the cursor to the bookmarked location. Case CATalyst remembers the exact position of the cursor on the line.

You may want to use this feature to copy information from a previous location in the file to the current cursor location. For example, you need to copy the text of a question to read back. Use Bookmark Cursor Location to identify the current location of the cursor. Move to the text you want to copy. Copy the text and use Go to Cursor Location to return to your current position in the job.

You can only bookmark one location at a time. If you bookmark more than one location, Case CATalyst only remembers the most recent bookmark. If no location is marked and you select Go to Cursor Location, Case CATalyst moves the cursor to the beginning of the file.

A Bookmark Swap command is also available from the Special Edit menu. The Bookmark Swap command has two potential purposes. One purpose provides the ability to bookmark the current location and return to a previous bookmark in the file and the other usage would be if you built your index page and then realized you needed to add an examination or exhibit reference that would need to be bookmarked in the PDF. For more details, see the [Bookmark Swap](#) command.



[Keyboard Map](#) Function: Bookmark Current Cursor Location

Go To Bookmarked Cursor

Bookmark Swap

## Bookmark and Return to a Location

1. Move to the location in the file you want to bookmark.
2. Press **Alt + s, a** (**Special Edit/Bookmark Cursor Location**).
3. When you are ready to return to the bookmarked location, press **Alt + s, g** (**Special Edit/Go to Bookmarked Cursor**).

## Go to Cursor (Bookmark) Location

The Go to Cursor Location command moves the cursor to the last bookmarked (electronic mark) in the file. The Bookmark Cursor Location you to electronically mark (bookmark) a location in the file for quick reference. When you bookmark the location of your cursor, you can move anywhere in the file and easily return the cursor to the bookmarked location by using the Go to Cursor Location command. Case CATalyst remembers the exact position of the cursor on the line.

A Bookmark Swap command is also available from the Special Edit menu. The Bookmark Swap command has two potential purposes. One purpose provides the ability to bookmark the current location and return to a previous bookmark in the file and the other usage would be if you built your index page and then realized you needed to add an examination or exhibit reference that would need to be bookmarked in the PDF. For more details, see the [Bookmark Swap](#) command.



[Keyboard Map](#) Function: Bookmark Current Cursor Location

Go To Bookmarked Cursor

Bookmark Swap

## Bookmark and Return to a Location

1. Move to the location in the file you want to bookmark.
2. Press **Alt + s, a** (**Special Edit/Bookmark Cursor Location**).
3. When you are ready to return to the bookmarked location, press **Alt + s, g** (**Special Edit/Go to Bookmarked Cursor**).

## Bookmark Swap

A Bookmark Swap command is now available from the Special Edit menu and as an assignable function in the keyboard map. As you know, only one bookmark can exist at one time in a transcript. Once you insert a bookmark using the [Bookmark Cursor Location](#) command and then use the Bookmark Cursor Location command again, the first bookmark is removed and only the last bookmark location exists. If you bookmarked a location and then later wanted to return to that same location but also bookmark your current location so you can return to it, you could use the Bookmark Swap command.

The Bookmark Swap command serves dual purposes:

### Purpose 1

Allows you to bookmark the current location and return to a previous bookmark: Let's say you are editing a file and see reference to the name of a medical procedure. You remember researching the medical procedure earlier in the job, but didn't global the change. You aren't sure you have the right name or spelling. You decide to bookmark your current location (page 54 line 7) and find the earlier discussion of this procedure. Once you find the previous location (page 21 line 17), you would like to bookmark this location so you can go back to it again, but you also want to return to where you were to fix things and continue editing (page 54 line 7). You use the Swap Bookmark which does the following - it bookmarks the new location (page 21 line 17) and takes you back to where you were (page 54 line 7). The original bookmark is removed and CATalyst puts you back in your editing position. In other words, you "swap" the earlier bookmark with the current location and automatically return to the original bookmark location. You can use the Swap Bookmark feature to go back and forth a few times if necessary.

### Purpose 2

PDF Bookmarks (created by using the [PDF Bookmark Text On/Off](#) format symbols) only work when there is a CATalyst created index page using an [Index Template](#) and the [Build Index](#) feature. Have you ever experienced several missing page numbers on your index page because you added information to the transcript after building the index page? And this "added information" needs to be added to your index page. You can do this by placing a bookmark in CATalyst and then manually inserting an Index Page format symbol in your index. The index page will show the page number of the current bookmark location. Once it is inserted, that page number will be remembered even if you make a new bookmark in the file. That's all you need to do. You can use the new Bookmark Swap feature to ensure the PDF includes a bookmark to that exhibit reference and easily go back and forth between the index and the location of your bookmark.

For example, let's say you remembered that you manually inserted an exhibit blurb into the transcript while you were finalizing the transcript, so that exhibit was never added to your index page when you built the index. You manually edit your transcript to include this information in the index, but you don't have the CATalyst created index page number in the index. If you just type the correct page number on the index page, the new bookmark in PDF feature will not recognize the page number. You need that CATalyst created index page number for bookmarking in the PDF. As mentioned above, starting with this build, CATalyst will use a file's bookmarked position to help you manually create an Index Page inside a CATalyst created index.

**To manually make an index page reference inside your index using the example above, do the following:**

1. On your index page (that you have already built), position your cursor in the table where you need to add the information. If needed, add a table row.
2. In the table row, type the information that was added to the transcript. For example, you left out exhibit 34 which was a copy of a land agreement. In the appropriate table row and cell, you would type "34" and then surround the number with the appropriate <PDF Bookmark Text #> On and Off

format symbol. In appropriate table cell you would type Land Agreement and then surround the text with the appropriate <PDF Bookmark Text #> On and Off format symbol.

3. Position your cursor in the exhibit page number cell and use the Bookmark Cursor Location (**Special Edit, Bookmark Cursor Location**) command.
4. Then search for the transcript page that contains the exhibit information.
5. Once you have located the exhibit, use the Bookmark Swap (**Special Edit, Bookmark Swap**) command to return to the location in the index.
6. Finally, with your cursor in the page number cell of your index, insert the <Index Page> format symbol. When the transcript is printed to PDF and you have used the appropriate PDF Bookmark Text On/Off number format symbols, the exhibit will be properly bookmarked in the PDF.

The above method can be used for a missed examination, exhibit or whatever you have added to the transcript that needs to also be included in the index.



[Keyboard Map](#) Function: Bookmark Swap

Bookmark Current Cursor Location

Go To Bookmarked Cursor

## Fill In Field

The Fill In Field feature allows you to define a [field](#) for the current job and add the information to a Select List. From the Fill In Field dialog box, while editing a job or using the Insert Field feature, you can choose entries from the Select List to define [user defined fields](#) and [field list group](#) items. When filling in a User Defined field, you can also set the scope or the range for the field.

In addition to text values, the F(x)> option allows you to create [calculation formulas](#) within fields. For example, you want to create a simple formula that calculates the billable number of transcript pages multiplied by the page rate, plus an appearance fee. Case CATalyst contains three [pre-defined](#) calculation fields designed to calculate the total number of transcript pages.

Case CATalyst stores user defined field values in the current job and, depending on the scope chosen, stores the field information for other jobs. Field values cannot exceed 1024 typed characters. You can select User, Case or Job for the scope. Scope refers to how filled in field information is stored. When User is selected for the scope, the filled in text is available for all jobs in the current user. For example, you create a COUNTY field. Set the scope to User so all the county names display when filling in the field. When Job is the scope, the filled in text displays only for the current job. For example, you create a PLAINTIFF field. Set the scope to Job so only the current job values for the plaintiff field display. The default scope is Case. Filled in text with the scope of Case is available in the list for all jobs in a case. If you select Case as the scope and the job is not in a case, the filled in text is available for all jobs.

When defining fields in a field list group, you can set your [Transcript Spell Check options](#) to have Case CATalyst spell check the entry and then place the information into the [Fill-In-Field List](#) file, located in the System Files case. Entries in the Fill-In-Field List are available for all jobs.

Access the Fill In Fields dialog box:

- In Edit from the Insert dialog box. Press **Alt + e, i, f (Edit/Insert/Field)**. Choose a field and select **Fill In Field**.
- In Edit with the Scan and Fill In Field feature. Press **Alt + s, l (Special Edit/Scan and Fill In Fields)** to scan to the first empty field. Once you fill in the field, Case CATalyst automatically scans to the next empty field.
- In Edit scan (F8) to the field. In the Fill in Field dialog box, select or type the text and press **F8** to continue scanning. You must set your Scan For Options to stop on **Fields (empty)** and **Fill In Fields**.
- From a dialog box with an Insert Field button, select the Insert Field button to display the Insert Field dialog box. Choose a field to fill in and select **Fill In Field**.
- In the job, place your cursor just before or highlight the field and press **Alt + s, n (Special Edit/Fill In Field)**.
- In the job, double click the field.
- From the Translate dialog box, select a file to translate and select **Define Fields**. Choose a field and select **Fill In Field**.
- In Edit with the [Use Other Field Values](#) feature to select values from other jobs. Press **Alt + s, h (Special Edit, Use Other Field Values)**.

## Filling In Fields

To fill in a field:

1. Open the Fill In Field dialog box.
2. Use the following fields as necessary. Use [Field Options](#) to set the default cursor position for either *Field Value* or *Select List* field.

### Field Name

The name of the highlighted field.

### Field Value

Type the text that replaces the field. Add format symbols and [extended characters](#) as necessary. A field value cannot exceed 200 characters.

### Select List

Entries display in this field when you define user defined fields and field list groups. Depending on the scope for a user defined field, the entry is available for all the jobs in the current user, only for the jobs in the case, or only in the current job. Field list group entries are available for all jobs.

When the [Sort attorney names using Attorney Sort column](#) option is active, Case CATalyst displays, (Attorney Sort Active), next to Select List. When you fill in an ATTORNEY field group entry, the cursor focus defaults to the Select List. Type the first few letters of the attorney's last name to move your cursor to the closest matching entry. The attorneys display last name first in the list but are inserted into the transcript first name, last name. If you are not using this option, attorney names display in the transcript as they display in the Fill In Field List.

### Replace Field With Text (User Defined Fields Only)

Check this box to insert the field value as text and only replace the current field value. The field is no longer an active field. This does not fill in the text for all matching fields in the document. Case CATalyst remembers your option selection for this same field until you change it.

For example, you create a [!WITNESS] field and use it in your sworn statement. Your job today has multiple witnesses. You scan to the first [!WITNESS] field, type the name JOHN P. DOE and select the *Replace Field with Text* option. JOHN P. DOE replaces the field in this occurrence but the remaining [!WITNESS] fields remain empty. When you come to the next [!WITNESS] field, you type the appropriate name.

In another example, you have a [!Month] field on your title and certificate pages. You create a list of fields values with all the months of the year. While editing your September 30th transcript, you select "September," the month the proceedings took place, for the field value on the title page using the *Replace Field with Text* option. Case CATalyst inserts September as text in that location. On the certificate page, you select "October," the month you finish the transcript, for the field value using the *Replace Field with Text* option.

## FS

Display the [format symbol](#) list and double click a format symbol to add to the field value. To add [extended characters](#), position the cursor in the *Field Value* field and press **F9**.

## Insert Field

Display the [Insert Field](#) dialog box and select a field to add to the field value.

## F(x)>

Display the Formula menu. The Formula menu allows you to [create calculation formulas](#) in fields.

## Set Scope (User Defined Fields Only)

The Scope for *field name* dialog box displays where you can set the scope of the selected entry. This option is only available filling in a user defined field. Choose one:

### User

Make the field values available in all jobs. For example, you create a COUNTY field. You likely want to set the scope for User.

### Case

When using a Case to organize related jobs, you can make the field values available for all jobs in the specific case. For example, you are using a Case and created a user defined field for PLAINTIFF or DEFENDANT. You set the scope to Case. If you select Case as the scope and the job is not in a case, the entry is available for all jobs.

### Jobs

Make the field value available only in current job. For example, you create a WITNESS field. You would likely set the scope to Jobs.

## Add (User Defined Fields Only)

Add the user defined entry to the Select List. The entry displays as a choice when you choose to fill in the specified user defined field. You may want to use the Add command when you want to add several values for the currently selected field. For example, you created a COUNTY field value and you want to add as many county names you can think of at this time. Type the County name and then click Add.



**Delete Item (User Defined Fields Only)**

Remove a user defined entry from the Select List. Removing an entry from the Select List does not affect the transcript.

**Show All**

Show All allows you to show all the names for a particular Field List Group field. For example, you selected to fill in the value for an Attorney field. Show All displays all attorney names for all the firms in the Fill-In-Field List, select Show All.

Show All uses existing entries in the Fill-In-Fields list. This option is only available for a field list group entry.

**New List Entry**

Display the Fill in Fields dialog box where you can fill in any of the values for a field list group. Add format symbols, as necessary by selecting **FS**. You may use the [Import vCard](#) button to create the new Fill-In-Field list entry if you have a vCard available for the attorney. When finished making entries, you can apply the modified fields to the current field group by selecting the *Apply this entry to the current Field Group* (**Alt + g**) option. Whether or not you select the *Apply this entry to the current Field Group* option, the field values are added to the Fill-In-Field List **Enter** (**OK**). Entries made to the fields in this dialog box are also entered into the [Fill-In-Field List](#).

This option is only available for a field list group entry.

**Clear Group**

Depopulate filled in Field List Group values from the transcript. Position your cursor in one of the field values for the Field List Group and select **Clear Field List Group** to clear all the field values for the group. The Clear Field List Group only removes field values from the transcript. It does not remove information from the Fill-In-Field List.

For example, while editing a job, you selected the Kurkowski and Kohlmeyer firm on your appearance page. During your proofreading, you realize you selected the wrong firm. You position your cursor in the Attorney1 field name and select Clear Field List Position. Case CATalyst removes all the field values for Kurkowski and Kohlmeyer from the transcript.

3. Press **Enter** (**OK**) to add the entry to the Select List and close the dialog box.

**Creating Calculation Formulas**

The F(x)> option, available from the Fill In Field dialog box, allows you to create calculation formulas in fields. For example, you want to create a simple formula that calculates the billable number of transcript pages multiplied by the page rate, plus an appearance fee. Case CATalyst contains three [pre-defined](#) calculation fields designed to add page count totals.

It is necessary to create new fields that contain the formulas. For example, you may want to create Page Rate, ASCII Rate and Appearance Fee fields. Several mathematical attributes are available from the F(x) menu that allow you to make a variety of simple to complex formulas. All formulas must begin with an = (equal sign). The equal sign is built into each of the attributes and displays in the *Field Value* field when you select an item. Do not remove the equal sign.

Several mathematical attributes are available from the F(x) menu that allow you to make a variety of simple to complex formulas. A short list of commonly used attributes and suggested applications are provided. Review the common attributes and the examples for steps on creating a simple formula. **Stenograph strongly recommends you consult Excel or an Excel formula resource for assistance building the formulas if you require assistance.**

## Pre-defined Calculation Fields

Three pre-defined calculation fields, Transcript Start, Transcript End and Transcript Total. Transcript Start and Transcript End are designed to work in conjunction with Transcript Total for the purpose of calculating transcript totals. Transcript Total is also designed for use independently of the other pre-defined calculation fields. If you do not use the Transcript Start and End fields, the total page count begins on the page with the first occurrence of underlying steno and ends on the page with the last occurrence of underlying steno.

### Transcript Start

Insert this field into the transcript on the page you want to identify as the first transcript page for billing purposes. This field inserts into the transcript as Hidden Text to prevent the field value from displaying in the transcript. When inserted into a job report template, the field inserts into the transcript as regular text to display the information.

This field works in conjunction with the Transcript Total field.

### Transcript End

Insert this field into the transcript on the page you want to identify as the last transcript page for billing purposes.

This field inserts into the transcript as Hidden Text to prevent the field value from displaying in the transcript. When inserted into a job report template, the field inserts into the transcript as regular text to display the information.

This field works in conjunction with the Transcript Total field.

### Transcript Total

Insert this field anywhere in a document to calculate the total number of pages based on the Transcript Start and Transcript End fields. This field inserts displaying the field value information. If you do not use the Transcript Start and End fields, the total page count begins on the page with the first occurrence of underlying steno and ends on the page with the last occurrence of underlying steno.

## Creating New Calculation Fields

It is necessary to create new fields that contain the formulas. For example, you may want to create a field for Page Rate field that has several values because you charge a different rate for realtime, daily copy and expedited transcripts.

All formulas must begin with an = (equal sign). The equal sign is built into each of the attributes and displays in the *Field Value* field when you select an item. Do not remove the equal sign.

You may want to make the Transcript Start and Transcript End fields part of an Include file instead of manually inserting them into the transcript each time. By default, if you do not use the Transcript Start and End fields, the total page count begins on the page with the first occurrence of underlying steno and ends on the page with the last occurrence of underlying steno. If the Transcript Start or Transcript End field is part of a dictionary definition, such as a parenthetical, the field does not insert into the transcript as hidden text and the field value displays as text in the transcript.

If you create a calculation field that ends with \_Start, \_End or \_Total, the fields work similarly to the [pre-defined](#) calculation formulas, Transcript\_Start, Transcript\_End and Transcript\_Total. The user defined fields can be used to calculate the total number of pages for a part of the transcript. For example, you need to calculate a page count for specific pages in addition to the transcript pages, such as the number of confidential pages in a transcript. Create additional fields to calculate the information.

Several mathematical attributes are available from the F(x) menu that allow you to make a variety of simple to complex formulas. A short list of commonly used attributes and suggested applications follows. Review the common attributes and the examples for steps on creating a simple formula. **Stenograph strongly recommends you consult Excel or an Excel formula resource for assistance building the formulas if you require assistance.**

### Commonly Used Attributes

- **Addition** - Use the Addition attribute in a formula that adds the cost of the transcript plus an appearance fee.
- **Subtraction** - Use the Subtraction attribute to subtract a credit from the current balance due.
- **Multiplication** - Use the Multiplication attribute to multiply the number of pages by the page rate to calculate the cost of the transcript.
- **CURRENCY (number, decimals)** - Use the CURRENCY attribute to place a dollar sign in front of a number. By default, CURRENCY displays two decimal places. For example, \$100.00.
- **Math Functions - SUM** - Add two or more numbers. Separate the numbers you want to add with a comma. Eliminates the use of the plus sign (+) between numbers. This attribute can be useful in a complex formula.
- **Math Functions - PRODUCT** - Multiply numbers. Separate the numbers you want to multiply with a comma. Eliminates the use of the asterisk (\*) between numbers. This attribute can be useful in a complex formula.

### Example 1 - Total Due for Job Report

You want to calculate the total number of transcript pages on your job report and to multiply the number of pages by your page rate to display the total amount due.

#### Step 1 - Create Calculation Fields

1. Open your [Job Report](#) Template.
2. Type the appropriate information for the billing and insert *Transcript Total* field.  
i.e. Transcript Pages: [!TRANSCRIPT TOTAL]
3. Open the Insert Field dialog box. Press **Alt + e, i, f (Edit/Insert/Field)**.

4. Select **New Field**. In the highlighted area, replace the default name with the field name, **Page Rate** and press **Enter**. You can use any name for the field. Page Rate is an example.
5. Highlight the new field and select **Fill in Field**. Click **Set Scope**, select **User** and press **Enter**.
6. Position the cursor in the *Field Value* field and select **F(x)>**.
7. From the menu, select **CURRENCY**. The formula, `=CURRENCY()` displays the *Field Value* field with the cursor inside the parentheses.
8. Type your page rate and press **Enter**. For example, your page rate might be, 3.50.
9. Click **OK**. The formula, `=CURRENCY(3.50)`, displays as the field value for *Page Rate*. You can have more than one value for the field if necessary.
10. Select **New Field**. In the highlighted area, replace the default name with the field name, **Total Due** and press **Enter**. You can use any name for the field. Total Due is an example.
11. Highlight the new field and select **Fill in Field**. Click **Set Scope**, select **User** and press **Enter**.
12. Position the cursor in the *Field Value* field and select **F(x)>**.
13. From the menu, select **CURRENCY**. The formula, `=CURRENCY()` displays the *Field Value* field with the cursor inside the parentheses.
14. Click **Field** and insert the **TRANSCRIPT TOTAL** field.
15. Type an asterisk (\*) for multiplication and then click **Field**.
16. Insert the **PAGE RATE** field. The following formula displays in the *Field Value* field:  
`=CURRENCY([TRANSCRIPT TOTAL] * [PAGE RATE])`
17. Click **OK**.
18. Click Close to close the Insert Field dialog box.
19. Modify your job report to include the text for Page Rate Total Due information and insert the appropriate fields. For example, your billing information may display as:  
 Transcript Pages: [!TRANSCRIPT TOTAL]  
 Page Rate: [!PAGE RATE]  
 Total Due: [!TOTAL DUE]
20. Save and close your Job Report.

## Step 2 - Create Job Report

1. Open the edited transcript for which you want to calculate the amount due.
2. Press **Alt + t, j (Tools, Create Job Report)**.
3. Select the job report modified with the newly created total calculation fields.
4. The *Total Due* field fills in based on the total number of pages in the transcript multiplied by the page rate you indicated when creating the Page Rate field. If multiple values exist, select a Page Rate. For example:

Transcript Pages: 205

Realtime Page Rate: \$3.50

TOTAL DUE: \$717.50

You may want to place the total due information in a table to justify the text in the columns.

### ***Example 2 - Transcript Page Numbers for Cert Page***

You want to place the first transcript page number and the last transcript page number on your certificate page. The title page, errata sheet and the certificate page are not included in the count. By default, if you do not use the Transcript Start and End fields, the total page count begins on the page with the first occurrence of underlying steno and ends on the page with the last occurrence of underlying steno.

#### **Step 1**

Insert the pre-defined Transcript Start and Transcript End fields in the transcript on the appropriate pages to indicate where the page count should begin and end. If there is steno in your title or cert pages because you use auto includes, do one of the following:

- Insert the pre-defined **Transcript Start** field into your Sworn or your Stipulations Include files to indicate where the transcript starts. The field inserts as hidden text and does not display when you print.
- Insert pre-defined **Transcript End** field into your Deposition Concluded Include file to indicate where the transcript ends. The field inserts as hidden text and does not display when you print.

You may want to make the Transcript Start and Transcript End fields part of an Include file instead of manually inserting them into the transcript each time. If the Transcript Start or Transcript End field is part of a dictionary definition, such as a parenthetical, the field does not insert into the transcript as hidden text and the field value displays as text in the transcript.

#### **Step 2**

1. On the Certificate page, create two fields that will be filled in with the start and ending page numbers. For example, Transcript Start Page and Transcript End Page. This is necessary because pre-defined Transcript Start and Transcript End fields insert as hidden text unless you are in a job report template.
2. Open the Insert Field dialog box. Press **Alt + e, i, f (Edit/Insert/Field)**.
3. Select **New Field**. In the highlighted area, replace the default name with the field name, **Transcript Start Page** or whatever field you created and press **Enter**.
4. Highlight the new field and select **Fill in Field**. Click **Set Scope**, select **User** and press **Enter**.
5. Position the cursor in the *Field Value* field, click **Field** and insert the **TRANSCRIPT START** field.
6. Click **OK**.

7. Select **New Field**. In the highlighted area, replace the default name with the field name, **Transcript End Page** or whatever field you created and press **Enter**.
8. Highlight the new field and select **Fill in Field**. Click **Set Scope**, select **User** and press **Enter**.
9. Position the cursor in the *Field Value* field, click **Field** and insert the **TRANSCRIPT PAGE** field.
10. Click **OK**.

### Step 3

1. Open your Certificate Include file and insert the newly created fields. The values for the Certificate page display but when the file is included, the values adjust to the actual transcript page number.
2. When you are finished, click **Close**.

## Fix Numbers

Case CATalyst has two Edit features that allow you to quickly change the format of numbers while editing a job: [Automatic Number Conversion](#) and [Number Conversion](#). Automatic Number Conversion converts numbers and words using specific formatting rules in the NumberConversion.ini file. Number Conversion converts numbers written as digits (1234), text (one thousand two hundred thirty-four), or a combination of digits and text (12 hundred) into selected text or numeric formats.

## Automatic Number Conversion

Automatic Number Conversion is an Edit feature that converts numbers and words using specific formatting rules in the [NumberConversion.ini](#) file. The formatting rules are based on word and number combinations. The Automatic Number Conversion is also available in the [Global dialog box](#) when right clicking in the Text field or pressing **Shift + F10**.

You can also select the [Automatic Number Conversion](#) translate option to automatically convert numbers and words using the NumberConversion.ini file during translation. Since Automatic Number Conversion uses number formats in the NumberConversion.ini, Automatic Number Conversion does not use Number Conversion or Number Trigger dictionary entries. The NumberConversion.ini file is located in the System Files case.

## Apply Automatic Number Conversion

1. Position the cursor immediately before or within the number and words you want to change.
2. Press **Alt + s, u, v** (**Special Edit/Fix Numbers/Automatic Number Conversion**).  
If you are in the Global dialog box, press **Ctrl + Shift + u** or right click and select Auto Number Conv.

## Number Conversion

Number Conversion is an Edit feature that converts numbers written as digits (1234), text (one thousand two hundred thirty-four), or a combination of digits and text (12 hundred) into selected text or numeric formats. Some formats must have a specific number of digits in order for that number conversion to display in the Number Conversion dialog box. For example, there must be nine numbers to convert to a Social Security number.

Case CATalyst comes with a default list of number conversion formats such as ordinal, Roman numerals and time. You can [customize](#) the list by modifying entries in the Number Conversion section of the UserSettings file. For example, let's say you need a special number format for your jurisdiction. You need to convert 11 numbers as follows: XX-XXX-X-XXX-XX. You can edit an existing Edit number conversion format to have the number format you need.

You can also [create](#) dictionary entries containing number conversion formats to convert numbers while writing realtime or translating a file.

In the [Advanced Translate Options](#) dialog box, there is a *Force lowercase ordinal suffixes* option. If you are using the All Cap On format symbol to capitalize transcript text and you want ordinal suffixes (st, nd, rd, th) to be lower case, set this option to Yes. This option affects {Number Conversion}[\*Ordinal], {Number Trigger}[\*Ordinal] commands and selecting an ordinal conversion from Edit's Number Conversion dialog box.

## Convert a number in Edit

1. Select the digits or text for conversion. Do **one** of the following:
  - If the numbers are digits and contiguous (1234), place the cursor immediately before the number and press **Ctrl + u** (**Special Edit/Fix Numbers/Number Conversion**).
  - If the numbers are digits, separated by a space (1234 67), to include all the numbers in the conversion, use a Mark command to highlight all the numbers and press **Ctrl + u** (**Special Edit/Fix Numbers/Number Conversion**).
  - If the number appears as text or is part digits and text, use a Mark command to highlight all the text or digits and text and press **Ctrl + u** (**Special Edit/Fix Numbers/Number Conversion**).
2. The Number Conversion dialog box displays. Highlight a number format. The actual number you are formatting displays in the Formatted Text field.
3. Do one of the following:

### Search and Replace

The Number Conversion dialog box closes and the [Search and Replace](#) dialog box displays allowing you to search the job for the highlighted number and replace it with the selected number format. When the Search and Replace is finished, the Search and Replace dialog box closes.

### E-Define

E-Define the highlight number using the selected number format. Case CATalyst applies the E-Define and closes the Number Conversion dialog box.

### Enter

Press **Enter** to apply the formatting only to this occurrence.

## Customize Edit's Number Conversion

The [Number Conversion](#) feature in Edit uses a default list of number formats to convert numbers written as digits (1234), text (one thousand two hundred thirty-four), or a combination of digits and text (12 hundred) into selected text or numeric formats. for example, let's say you have a special number format based on your type of work or work area that is not available in the default list. You can customize the list to meet your needs by modifying the existing entries.

An entry in the number conversion list consists of two lines: Format and FormatDesc. Located in the UserSettings file, the number conversion list displays all Format lines together and all FormatDesc lines together. The Format line includes a numeric identifier, such as "Format1," along with the actual number conversion format, such as "NNN NN NNNN." The FormatDesc line includes a numeric identifier, such as "FormatDesc1," followed by a user defined description. For example, the default entry for a social security number is:

Format1 NNN-NN-NNNN

FormatDesc1 Social security number

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

### Modify the Number Conversion List

The conversion format for the Number Conversion feature uses the same [formats](#) and [guidelines](#) as Number Conversion and Number Trigger dictionary definitions. This includes the use of N, n, X, x, 0, \_, and \. The Number Conversion dialog box in Edit displays number conversion commands in alphabetical order.

To modify a Number Conversion format:

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

### Fix Punctuation

Case CATalyst contains several features that assist you in applying punctuation to transcript. They include:

- [Cycle Possession](#)
- [Interrupted Q/A/C](#)
- [Smart Punctuation](#)
- [Smart Remove Punctuation](#)
- [Stitch](#)
- [Surround Text with Punctuation](#)
- [Surround with Dashes](#)



- [Toggle Punctuation](#)
- [Cycle Possession](#)

## Cycle Possession

Cycle Possession is an Edit command that allows you to cycle through a choice of possessive apostrophes. When you place your cursor on a word ending with an "s" and select Cycle Possession, you can cycle through a choice of plural possessive apostrophe, no apostrophe and single possessive apostrophe and then back to plural possessive. For example, the word "friends" displays in the transcript. Using Cycle Possession, the cycle choices would be friends', friends and friend's. Invoking the command on a singular word makes the word plural and then cycles through the possessives. For example, "dog" becomes dogs', dogs, dog's.

In rare circumstances, Cycle Possession may not produce a desired result. For example, using Cycle Possession with the word bus, you get " bus' " and then you get "bu" because "bu" is in one of the Case CATalyst wordlists. In this situation, you can add "bu" as an exclude to your Personal wordlist and Cycle Possession no longer offers the word. In another example, using Cycle Possession with the word "knife" results in "knives." Knives is considered a correct spelling but you want the word "knives." Add the word "knives" as an exclude to your Personal wordlist and Cycle Possession offers "knives."

You may want to create a keyboard map assignment for this command for more efficient use.

## Use the Cycle Possession Command

1. Place the cursor immediately before or on the word.
2. Press **Ctrl + ' (Special Edit/Fix Punctuation/Cycle Possession)** until you have selected the possessive option you want to use.



[Keyboard Map](#) Function: Cycle Possession

## Interrupted Q/A/C

Interrupted Q/A/C (**Ctrl + q**) is an Edit command that inserts reporter's dashes (--) at the end of a Question or Answer and in front of the next Question or Answer and at the beginning and end of matching Colloquy Speaker Names. The Interrupted Q/A/C command, when used for a Question, Answer or Colloquy, also lower case the first word of the second Question, Answer or Colloquy. The reporter's dash has a space before and after the hyphens. Refer to the following example for Question, Answer or Colloquy.

### Example

Position the cursor anywhere on the first Question and press **Ctrl + q** (Special Edit, Fix Punctuation, Interrupted Q/A/C) to produce the following results:

Q. How did you - -

A. I didn't.

Q. -- know he wasn't going to be home that day.

Dashes are inserted before the Answer format symbol (F4 a) and after the next Question format symbol (F4 q). An Uncap Next format symbol (F4 F5) is inserted before the first word following the second set of reporter's dashes.

### **Example**

Position the cursor anywhere on the first Colloquy and press **Ctrl + q** (Special Edit, Fix Punctuation, Interrupted Q/A/C) to produce the following results.

MR. SMITH: Objection to form --  
MR. JONES: The witness can answer.  
MR. SMITH: -- and foundation

### **Insert an Interrupted Q/A/C**

Position the cursor anywhere in a Question, Answer or Colloquy and press **Ctrl + q** (Special Edit, Fix Punctuation, Interrupted Q/A/C).

### **Smart Punctuation**

Smart Punctuation is an Edit feature designed to help reduce steps when typing and removing certain punctuation. When you press the selected keyboard command, Case CATalyst inserts the punctuation, preset spacing, and when appropriate, capitalizes the next word. Case CATalyst inserts only the amount of spaces needed for the selected punctuation. For example, the default Smart Punctuation setting for a period inserts two spaces after the period. You place your cursor at the end of a word or the beginning of the next word (one space already exists between the two words) and press period. Since one space already exists, Case CATalyst inserts the period immediately following the word (before the cursor if you cursor was immediately following a word or at the end of the previous word if your cursor was on the beginning of the next word), inserts one additional space to meet the default setting of two spaces and capitalizes the next word. When you remove punctuation, Case CATalyst removes the punctuation, spacing and when appropriate, uncaps the next word.

Smart punctuation also replaces existing punctuation. For example, if you have the text "He was there. I know he was there." If you position your cursor either immediately after the period or immediately before "I" and you press a comma, Case CATalyst will remove the period, replace it with the comma and remove the extra space that was following the period. In this example, it does nothing to the "I" because it is capitalized and should not be lower cased. "He was there, I know he was there."

Case CATalyst applies Smart Punctuation when you use the [Toggle Punctuation](#) feature or type punctuation, provided a space occurs before or after the point of insertion. Smart Punctuation does not apply during translation where punctuation is determined by the dictionary definition or when you type text and include punctuation, such as [www.stenograph.com](#).

Smart Punctuation spacing is determined by the Spaces After settings in the UserSettings file. You can modify the spacing associated with each Smart Punctuation command.

In the [Advanced Edit](#) option, the Use Enhanced Smart Punctuation option is available. When set to Yes, you are able to remove existing punctuation by typing the same Smart punctuation while continuing to be able to add or modify punctuation by typing the desired punctuation. Regardless of your cursor position, the action will take place at the end of a word and never in the middle. This option may work best for those users that have transitioned from a previous CAT system that allowed you type the same punctuation to insert or remove it. The default setting is set to No. For more information, see the Advanced Edit options.

The Case CATalyst Default keyboard map contains default key assignments for the Smart Punctuation commands. You can [change](#) these key assignments. The commands and default settings include:

## Smart Punctuation Commands and Default Key Assignments

### Colon

Attaches a colon (:) to the end of the previous word, adds two spaces, and caps the next word.

Default Key Assignment: Shift + :

### Comma

Attaches a comma (,) to the end of the previous word and adds a space.

Default Key Assignment: ,

### Exclamation

Attaches an exclamation mark (!) to the end of the previous word, adds two spaces, and caps the next word.

Default Key Assignment: Shift + 1

### Period

Attaches a period (.) to the end of the previous word, adds two spaces, and caps the next word.

Default Key Assignment: .

### Question

Attaches a question mark (?) to the end of the previous word, adds two spaces, and caps the next word.

Default Key Assignment: Shift + /

### Remove Punctuation

Removes the punctuation at the end of the previous word, removes a space, and uncaps the next word. This feature works for colon, period, exclamation mark, question mark, and semi-colon.

Default Key Assignment: None.

### Surround with Dashes

[Surround with Dashes](#) automatically inserts dashes (–) with spaces before and after each dash around the current word or marked words.

Default Key Assignment: Ctrl + =

### Semi-colon

Attaches a semi-colon (;) to the end of the previous word and adds a space.

Default Key Assignment: ;

## Customize Smart Punctuation Spacing

The Case CATalyst [Smart Punctuation](#) feature automatically inserts spacing after punctuation and before and after dashes when you type the punctuation, provided a space occurs before or after the point of insertion. Smart Punctuation also applies when you use the [Toggle Punctuation](#) feature.

You can customize the automatic spacing by changing the setting for the selected Spaces After option. For example, to have Case CATalyst insert one space after a period when you press the period key during edit, change the default setting for the Spaces After Period option from two spaces to one.

To customize the Smart Punctuation spacing:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type **Spaces** and press **Enter** to move to the *Spaces-After* section.
6. Click the **Edit** icon on the desired option.
7. Type the desired number of spaces, **0 - 5**, in the field and click **OK**. To restore the default setting, click **Default**. table below to review the available settings, their defaults and a brief description of their function.
8. Press **Alt + s** (**Save**) to save the setting and close the dialog box.
9. Press **Ctrl + s** (**File/Save**).
10. Press **Alt + f, x** (**File/Exit**).

### Smart Punctuation Default Settings

Spaces After Option	Default	Function
Reporters Dash	2	Sets the number of dashes (--) that are inserted when using the Reporter's Dash or Toggle Punctuation command. This setting does <u>not</u> affect the Interrupted Q/A/C command.
Spaces After Colon	2	Sets the number of spaces that follow the punctuation when a colon (:) is typed.
Spaces After Comma	1	Sets the number of spaces that follow the punctuation when a comma (,) is typed.
Spaces After Dash	1	Sets the number of spaces that follow the punctuation when inserting a dash using the Reporter's Dash or Toggle Punctuation command. This setting does <u>not</u> affect the Interrupted Q/A/C command.
Spaces After Exclamation	2	Sets the number of spaces that follow the punctuation when an exclamation mark (!) is typed.
Spaces After Period	2	Sets the number of spaces that follow the punctuation when a period (.) is typed.

Spaces After Question	2	Sets the number of spaces that follow the punctuation when a question mark(?) is typed.
Spaces After Semicolon	1	Sets the number of spaces that follow the punctuation when a semicolon (;) is typed.
Spaces Before Dash	1	Sets the number of spaces that precede the punctuation when inserting a dash using the Reporter's Dash or Toggle Punctuation command. This setting does <u>not</u> affect the Interrupted Q/A/C command.

## Smart Remove Punctuation

Smart Remove Punctuation is an Edit feature that removes unnecessary punctuation and extra spaces. For example, you have the following in your job: "Don't go down that road. Today." If your cursor is immediately before the T in "Today", when you invoke the Smart Remove Punctuation command, Case CATalyst removes the period and the extra space.

Smart Remove Punctuation is a keyboard command feature. You must select a keyboard combination to use the feature, adding it to the desired [keyboard map](#). You can quickly add the command to the active keyboard map during Edit.

### Add Smart Remove Punctuation to the Active Edit Keyboard Map

1. From Edit, double click the keyboard name in the Status bar at the bottom of the screen.
2. Press **Ctrl + i (Edit/Insert)**. The Assign Key to Function dialog box displays.
3. Click any function in the Functions list and press **Ctrl + f**. The Find dialog box displays.
4. Type **Smart Remove Punctuation**, select a direction and press **Enter (OK)**. Case CATalyst highlights the feature.
5. In the Key field, select a key for assignment from the drop down list and then click the radio button next to **one** of the following: **Key Only**, **Ctrl + Key**, **Shift + Key**, **Ctrl + Shift + Key**. When a function is currently assigned to the selected key combination, it displays in the Currently Assigned to field. If no function is assigned, the field is blank.

When selecting a single key for assignment, consider instead, assigning Shift plus the key to prevent the possibility of invoking the capped version of the keyboard command when the Caps Lock is on.

6. Press **Enter (Assign)**. The entry displays in the Keyboard Map list.

If you select a key combination currently assigned to another function, the following message displays: "The Key: *nameofkey* is already assigned to the Function: *nameoffunction*. Do you want to replace it?" Choose **Yes** to replace the existing assignment with the new function. Choose **No** to retain the existing assignment.

7. Press **Esc (Close)** to exit the Assign Key to Function dialog box.
8. Press **Ctrl + s (File/Save)** to save the change to the keyboard map.
9. Press **Ctrl + F4**, to close the keyboard map. Case CATalyst returns you to Edit.

## Stitch

Stitch is an Edit command that cycles through options to define the character or separator between letters of a word or between words. The default characters and cycle order is hyphen, space and period. You can customize the character selection and the cycle order and select how the space is handled for the Stitch command in [Advanced Edit Options](#). The default setup does the following:

- Inserts a hyphen, space, or period between the letters of one word.
- Insert a hyphen, space or period between two or more words.
- Inserts hyphens, spaces or periods between the letters of two or more words.



[Keyboard Map](#) Function: Stitch

## Use Stitch in Edit

1. Do **one** of the following:
  - Place the cursor in front of or on the word you want to Stitch.
  - Mark the words you want to Stitch.
2. Press **Ctrl + - (hyphen)** (**Special Edit/Fix Punctuation/Stitch**) to cycle through the selection.



## Customize Stitch Characters

Customize the character selection for the Stitch command. To modify the list:

1. From Manage Jobs, press **Alt + t, o, e, a** (**Tools/Options/Edit/Advanced Edit**). The Advanced Edit Options dialog box displays.
2. Click **Stitch characters in cycle order** option and type the desired characters in the desired cycle order.
3. To change how spaces are handled, click the **Stitch Spaces** and select the appropriate option. The Stitch Spaces option allows you to select how a "space" is handled if a "space" is part of your Stitch characters in cycle order options. The available options apply to the "space" in your cycle order of the stitch command. Three options on handling a space are available.
4. To include a Delete Space format symbol at the end of the stitch cycle, click the **Include Delete Space**.

If this option is set to Yes, then the very last cycle of the Stitch command will insert a <Delete Space> format symbol between the characters/words. For example, during the testimony the witness refers to WITC and it translates as W I T C. During editing you highlight W I T C and if a <Delete Space> was at the end of the stitch cycle, then the result would be WITC and Reveal Codes would show W<Delete Space>I<Delete Space>T<Delete Space>C.

The default setting for this option is No.

5. Press **Enter (OK)** close the Advanced Edit Options dialog box and save the changes.

## Surround Text with Punctuation

Surrounding text with punctuation is an Edit feature designed to help reduce steps when typing and adding certain punctuation. When you highlight text and then press the designated keyboard command, Case CATalyst inserts the punctuation before and after the highlighted text. You can surround a word or phrase with single quotes, double quotes, commas and parentheses. For single quotes, double quotes and parentheses, Case CATalyst inserts the punctuation immediately in front of the highlighted text and immediately following the highlighted text. When inserting commas, Case CATalyst inserts a comma following the word preceding the highlighted text and following the last word of the highlight text.

You can also highlight the same text that includes the surrounding punctuation, press the matching opening punctuation and the surrounding punctuation is removed. Using the example, "so he said" which is surrounded by quotes, you can highlight "so he said" and press the keys assigned to " (quote) and the quotes are removed resulting in *so he said*.

If there is multiple surrounding punctuation around the highlighted text, for example, ("so he said"), in order to remove only the surrounding quotes, you would need to highlight just the text surrounded by the quotes or the quotes and the text and then press the keys assigned to " (quote). Using the same example, if you wanted to remove both sets of opening and closing punctuation, you could highlight all the punctuation and text and press the keys assigned to ( (open parenthesis) to remove the parentheses and then the keys assigned to " (quote) to remove the quotes.

## Surround Text with Selected Punctuation

1. Highlight the desired word or phrase.
2. Press one of the following default keyboard commands:

'	Single Quote
"	Double Quote
( or )	Left or Right Parenthesis
,	Comma

## Surrounding Punctuation that can be Toggled

'	Single Quote
"	Double Quote
(	Left or Right Parenthesis

## Surround with Dashes

Surround with Dashes (Ctrl + =) is an Edit command that allows you to insert reporter's dashes (--) before and after highlighted text. Case CATalyst automatically inserts a space before and after the dashes.

You can [change](#) the number of dashes that Case CATalyst inserts in the Surround with Dashes by changing the setting in the UserSettings.sgxml file.

## Surround Words with Dashes

### One Word

Place your cursor to the left of the word and press **Ctrl + =** (**Special Edit/Fix Punctuation/Surround with Dashes**).

### Multiple Words

Use a Mark command to highlight the word or phrase around which you want to insert the reporter's dashes and press **Ctrl + =** (**Special Edit/Fix Punctuation/Surround with Dashes**).

## Toggle Punctuation

Toggle Punctuation is an Edit command that allows you to cycle through several common punctuation symbols on the same line and/or paragraph without moving the cursor to the actual punctuation. Using three different keyboard commands, you can change punctuation on the same line as the cursor and at the end of the current paragraph.

[Smart Punctuation](#) applies when you use the Toggle Punctuation command. Case CATalyst automatically inserts the punctuation, adjusts the spacing and when appropriate, initial caps or changes to lower case the first letter of the next word. You can change the number of spaces Case CATalyst automatically inserts after the punctuation by [changing the settings](#) in the UserSettings.sgxml file.

Toggle Punctuation includes:

- Period (.)
- Question Mark (?)
- Comma (,)
- Reporter's Dashes (--)
- No Punctuation (removes punctuation)
- Colon (:)
- Semicolon (;)
- Exclamation Point (!)

When you select *No Punctuation*, you can still cycle to one of the other options, in the same punctuation location, as long as you do not move the cursor. Once you move the cursor, you cannot go back and use the Punctuation command.

## Toggle Punctuation Commands

### Ctrl + , (comma)

Hold **Ctrl** and press **,** (**comma**) to change the first punctuation occurrence following the cursor, which occurs on the same line as the cursor. Keyboard map function assignment is Toggle All Punctuation.

### Ctrl + . (period)

Hold **Ctrl** and press **.** (**period**) to change the last ending punctuation on the same line as the cursor. This command toggles period, question mark, exclamation mark, dashes, and no punctuation. Keyboard map function assignment is Toggle Sentence Ending Punctuation.

### Ctrl + Shift + . (period)

Hold **Ctrl** and **Shift** and press **.** (**period**) to change the ending punctuation of the paragraph in which the cursor is located. This command toggles period, question mark, exclamation mark, dashes, and no punctuation. Keyboard map function assignment is Toggle Paragraph Ending Punctuation.



## Cycle Quote and 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 cycle those three punctuation marks between applying the punctuation to the current word, 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. He 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.

## Fix Words

Case CATalyst contains several features that assist you in editing words in the transcript. They include:

- [Cap/Uncap](#)
- [Word Swap](#)
- [Restore Steno](#)
- [QuickFix Prefix](#)
- [QuickFix Suffix](#)
- [Redact](#)
- [Split Compound Word](#)
- [Cycle Contraction](#)
- [Cycle Homophones](#)

## Cap/Uncap

Cap/Uncap is an Edit command that cycles through three options to capitalize and lower case letters, words or phrases. You can also use this command in the text field of D define, J-define, E-define, Insert and Replace dialog boxes. The three options include:

- Capitalize the first letter in a word or all words in a phrase
- Capitalize all the letters in a word or phrase
- Uncap the letters in a word or phrase

When capping stitched words, the command affects each letter. For example *W o r d s*, *W O R D S*, and *w o r d s*. This command does not uncap a letter if an embedded command controls the capitalization of that letter.

Case CATalyst comes with a default list of articles and conjunctions to leave lower case. The Cap/Uncap command does not initial cap these specified articles or conjunctions if they appear between a series of words such as United States of America or State of the Union. It does continue to initial cap the word if it appears at beginning of a phrase such as The Main Store. The [Advanced Edit Option, Words to suppress capping when found in middle of phrase](#), allows you to add or remove words in the list.

## Using Cap/Uncap Command

1. Place the cursor immediately before the word, on the word, or mark the block of steno or text you want to cap or uncap.
2. Press **Ctrl +F5 (Special Edit, Fix Words, Cap/Uncap)** until you have selected the cap option you want to use.

## All Cap

All Cap allows you to capitalize all the letters of the selected word or words. The [Advanced Edit option, Words to suppress capping when found in middle of phrase](#) setting has no effect on the All Cap command. This command is also available in a keyboard map function as Allcap selected text.

To cycle through capping options, use the [Cap/Uncap](#) command.

## Uncap

Uncap allows you lower case all the letters of the selected word or words. If a word that starts a sentence is part of the selected text, the Uncap command will not uncap the word that starts a sentence. To remove the capitalization of the first word that starts a sentence, you would need to use the [Uncap Next](#) format symbol. This command is also available in a keyboard map function as Uncap selected text.

To cycle through capping options, use the [Cap/Uncap](#) command.

## Initial Cap

Initial Cap allows you to capitalize the first letter of each selected word. The [Advanced Edit option, Words to suppress capping when found in middle of phrase](#) setting applies when using the Initial Cap command. In other words, if the *Words to suppress capping when found in middle of phrase* setting is set to Yes and "or" is one of the words that should be suppressed, highlighting and initial capping the phrase, "cats or dogs" will result in "Cats or Dogs."

To cycle through capping options, use the [Cap/Uncap](#) command.

## Word Swap

Word Swap (Ctrl + w) is an Edit command that reverses the position of two words. For example, in the sentence, "She would doing start the dishes." the word "doing" and "start" are reversed. Using Word Swap, you can switch the position of the words so that the sentence reads, "She would start doing the dishes."

If the words have associated steno, the steno outlines are not swapped. You cannot use the Word Swap command on untranslated steno.

## Using Word Swap

Place the cursor before or on the first of the two words you want to swap and press **Ctrl + w** (**Special Edit/Fix Words/Word Swap**).

## Restore Steno

Restore Steno is an Edit command that converts the selected text back to steno for possible redefining. To restore the steno outline for text:

1. Do **one** of the following:
  - Place the cursor in front of or on the word for the steno you want to restore.
  - Mark the words for the steno you want to restore.
2. Press **Ctrl + F2** (**Special Edit/Fix Words/Restore Steno**).

## QuickFix Prefix

QuickFix Prefix attaches a prefix to a word using the [EZ Link](#) rules of spelling. QuickFix Prefix also uses the [Prefixsuffixrules.ini](#) file when the Prefixsuffixrules.ini file is located in your System Files case. Case CATalyst attaches the prefix you select from the list of prefixes and attempts to correctly spell the combined word, first checking the Spell Check wordlist for a match. If no match exists then Case CATalyst attaches the combined root word and prefix without any spelling changes.

The QuickFix Prefix table contains entries that determine the prefix list in the QuickFix Prefix dialog box. You can [change](#) the default entries in the list.

## Attach a Prefix

1. Place your cursor immediately before, after or on the word to which you want to add a prefix.
2. Press **Alt + s, w, x** (**Special Edit/Fix Words/QuickFix Prefix**). The QuickFix dialog box displays.
3. Review the fields and options:

### Results

The root word selected to QuickFix. Once a prefix is selected, the result of the root word combined with the prefix displays.

### Window

The list of prefixes with a letter assignment for each prefix. To switch the list to suffixes, click the radio button next to **Suffix**.

### Options

Display the Prefixes dialog box. The entries in this table display in the selection list for QuickFix Prefix. Make changes as necessary and then press **Enter (OK)**.

4. Make your prefix selection from the list by pressing the associated letter or highlighting the entry and pressing **Enter (OK)**.

## QuickFix Suffix

QuickFix Suffix attaches a suffix to a word using the [EZ Link](#) rules of spelling. QuickFix Suffix also uses the [Prefixsuffixrules.ini](#) file when the Prefixsuffixrules.ini file is located in your System Files case. Case CATalyst attaches a suffix you select from the list of suffixes and attempts to correctly spell the combined word, first checking the Spell Check wordlist for a match. If no match exists then Case CATalyst attaches the combined root word and suffix without any spelling changes.

The QuickFix Suffix table contains entries that determine the suffix list in the QuickFix Suffix dialog box. You can [change](#) the default entries in the list.

## Attach a Suffix

- a. Place your cursor immediately before, after or on the word to which you want to add a suffix.
- b. Press **Alt + s, w, q (Special Edit/Fix Words/QuickFix Suffix)**. The QuickFix dialog box displays. Or assign a key combination to QuickFix Suffix in a keyboard map and press that key combination.
- c. Review the fields and options:

### Results

The root word selected for QuickFix. Once a suffix is selected, the result of the root word combined with the suffix displays.

### Window

The list of suffixes with a letter assignment for each suffix. To switch the list to prefixes, click the radio button next to **Prefix**.

### Options

Display the Suffixes dialog box. The entries in this table display in the selection list for QuickFix Suffix. Make changes as necessary and then press **Enter (OK)**.

- d. Do any of the following:
  - a. To add a suffix from the list, press the associated letter or highlight the entry and press **Enter (OK)**.
  - b. To remove an existing suffix from the word, press **Alt + r**. Repeat if necessary. To then add a suffix from the list, press the associated letter or highlight the entry and press **Enter (OK)**.

## Redact

Some jurisdictions require court reporters to edit sensitive information before releasing the transcript to the public. Sensitive information may include social security numbers, the full name of a juvenile, date of birth, etc. Using the Redact feature in Edit, you can "block out" this text in a transcript. The integrity of the transcript remains in place and the sensitive information is not readable in the printed or exported document.

The Redact feature surrounds text with Redaction format symbols. The text is hidden when printing to hard copy or PDF and when exporting to ASCII, HTML, RTF/CRE, CaseViewNet, PTX, PTF and TextMap. The hidden portion replaces the original text and takes up the same amount of space as the original text. Line spacing and line breaks are unaffected. You can change the appearance of redacted text to lines (///), Xs, black rectangle or white space in [Advanced Edit Options](#).

**Redacted text appears as follows in the following delivery methods:**

Redaction Setting	Print Hard Copy or PDF	Export to RTF/CRE	Export to ASCII	Export to HTML	Export to PTX or PTF	Export to TextMap	Export to CaseViewNet
Black Rectangle	(████)	( )	( )	( )	( )	( )	( )
Lines	(/////)	(/////)	( )	( )	( )	( )	(   )
White Space	( )	( )	( )	( )	( )	( )	( )
Xs	(XXXX)	(XXXX)	(XXXX)	(XXXX)	(XXXX)	(XXXX)	(XXXX)

[Compress Print](#), by default, shows redacted text as white space throughout the transcript with the exception of the initial and final pages. To have Compress Print use an alternative redacted text appearance throughout the transcript, choose the setting in Advanced Edit Options, *Redacted text displays as* option and in Compress Print, select the [Document](#) option and select the *Use the transcript's layout settings instead of these settings* option.

Assigning [keyboard commands](#) to Redaction Selection and Insert Redaction On and Insert Redaction Off format symbols allow you select and turn Redaction on and off from the keyboard.

**Example**

You have the following Social Security number in the transcript: 123-12-1234.

You surround 123-12 with Redaction On//Off format symbols. The text prints as:

123-████

## Using Redact

1. Place the cursor immediately before the word or mark the block of text you want to redact.
2. Do one of the following:
  - Press **Alt + s, w, d** (**Special Edit/FixWords/Redact**).
  - Press **Shift + F4** to display the Format Symbol list. Select **Redaction On**. Press **Enter**. The Redaction Off format symbol is automatically inserted at the end of the marked text.

## Remove Suffix

The Remove Suffix command is available from the Special Edit, Fix Words submenu. The Remove Suffix uses the entries in the [PrefixSuffixRules.ini](#) file to determine the shortest suffix to remove first. For example, the word *wanderings* is in the transcript. You position your cursor before *wanderings* and select Remove Suffix and the suffix "s" is removed to show the word *wandering*. If you use the Remove Suffix command again, the suffix "ing" is removed to show the word *wander*. If you used the Remove Suffix command again, the suffix "er" is removed to show the word *wand*. The PrefixSuffixRules.ini file contains prefix and suffix entries along with the rules as to how to attach the prefix or suffix. The Remove Suffix command uses these entries and rules to determine the suffix and how to remove it. In the example above, there is an entry for suffix 's' in the PrefixSuffixRules file and that is the shortest suffix to remove. Once that suffix is removed, there is an entry in the PrefixSuffixRules file for suffix 'ing', so that is the next suffix to remove. Finally, there is an entry for suffix 'er' so when the command is used again, the suffix 'er' is removed from the word 'wander' to form 'wand.'

The Remove Suffix command also spell checks the word to make sure it is a valid word once the suffix is removed. Let's say you have the word *coming* in the transcript and you use the Remove Suffix command. Depending on your PrefixSuffixRules entries, the result might be *com*. Spell Check recognizes 'com' as a word. You could open your [Personal Wordlist](#) and insert *com* and select the Exclude feature and the next time you remove the suffix from the word 'coming', it will result in 'come.'

### To remove a suffix

1. Position your cursor immediately before the word with the suffix. You can also highlight the word but it is not necessary.
2. Press **Alt + s, w, r** (Special Edit, Fix Words, Remove Suffix).  
If necessary to remove more than one suffix, repeat the command again.



*Keyboard Map Function: Remove Suffix*

## Split Compound Word

The Split Compound Word feature cycles through a list of suggested ways to split a compound word, according to the action selected in the Compound Words wordlist or another wordlist. When the compound word is not in a wordlist, Split Compound Word suggests a split word according to Spell Check. For example, if you position your cursor before "greenhouse" and use the Split Compound Word command, the result is "green house."

When the compound word has multiple split suggestions, repeat the Split Compound Word command to cycle through the split word choices. You can use the Spelling Lookup, with the Suggest Split Words option active, to view multiple ways to split the word. It is not necessary for the Suggest Split Words option to be active to use Split Compound Word.

Use the Set Compound Word Priority to change the priority order when multiple suggestions are offered or the Exclude Compound Word Pair to prevent a split word from displaying as a suggestion. The entries for these commands are stored in the Compound Words Wordlist.

To split a compound word:

1. Position the cursor before the word to split.
2. Press **Alt + s, w, s** (**Special Edit/Fix Word/Split Compound Word**). If the word has multiple split options, you can invoke the Split Compound Word command again to cycle to the next suggestion.



[Keyboard Map](#) Function: Split Compound Word

## Compound Words Wordlist

The Compound Words wordlist is used exclusively with the Split Compound Word command. Entries are added to the wordlist when using the Exclude Compound Word Pair or Set Compound Word Priority features. You also can [manually](#) manage entries in the wordlist. The wordlist is stored in the System Files case.

To access the Compound Words Wordlist, Press **Alt + f, o, w, w** (**File, Open, Wordlist, Compound Words**).

## Exclude Compound Word Pair

The Exclude Compound Word Pair command (**Alt + s, w, l**) allows you to exclude a word pair suggestion when using the Split Compound Word feature. For example, you position the cursor immediately before the word “notice” and invoke the Split Compound Word command. The first split suggestion is “no tice” and the next suggestion is “not ice.” You do not want “no tice” to ever be a suggestion. With the “no tice” suggestion displayed, you invoke the Exclude Compound Word Pair command. Case CATalyst places the suggestion, “no tice” in the Compound Words Wordlist with Action set to “Exclude” and does not display it again as a compound word split suggestion for “notice.” You can access the Compound Words Wordlist to manually manage the entries.

Repeat the Split Compound Word command to cycle through multiple split word suggestions. The Set Compound Word Priority feature allows you to change the priority order in which the suggestions are offered. You may want to use this feature to always suggest your most commonly used choice.

## Set Compound Word Priority

The Set Compound Word Priority feature (**Alt + s, w, p**) allows you to set a suggested word as your first choice when multiple Split Compound Word suggestions are available. You may want to use this feature to always display your most commonly used choice first. For example, you position the cursor immediately before the word “notice” and invoke the Split Compound Word command. The first split suggestion is “no tice” and the next suggestion is “not ice.” You want “not ice” to be the first suggestion. With the “not ice” suggestion displayed, you invoke the Set Compound Word Priority command. Case CATalyst places the suggestion, “not ice” in the Compound Words Wordlist with the Action set to “Suggest” and displays it as the first suggestion for “notice.” You can access the Compound Words Wordlist to manually manage the entries.

Repeat the Split Compound Word command to cycle through multiple split word suggestions for a compound word. The Exclude Compound Word Pair feature allows you to exclude a word pair from suggestion.

## Exclude Compound Word pair

The Exclude Compound Word Pair command (**Alt + s, w, l**) allows you to exclude a word pair suggestion when using the [Split Compound Word](#) feature. For example, you position the cursor immediately before the word “notice” and invoke the Split Compound Word command. The first split suggestion is “no tice” and the next suggestion is “not ice.” You do not want “no tice” to ever be a suggestion. With the “no tice” suggestion displayed, you invoke the Exclude Compound Word Pair command. Case CATalyst places the suggestion, “no tice” in the Compound Words Wordlist with Action set to “Exclude” and does not display it again as a compound word split suggestion for “notice.” You can access the Compound Words Wordlist to manually manage the entries.

Repeat the Split Compound Word command to cycle through multiple split word suggestions. The Set Compound Word Priority feature allows you to change the priority order in which the suggestions are offered. You may want to use this feature to always suggest your most commonly used choice.



*Keyboard Map Function: Split Compound Word - Exclude*

## Set Compound Word priority

The Set Compound Word Priority feature (**Alt + s, w, p**) allows you to set a suggested word as your first choice when multiple [Split Compound Word](#) suggestions are available. You may want to use this feature to always display your most commonly used choice first. For example, you position the cursor immediately before the word “notice” and invoke the Split Compound Word command. The first split suggestion is “no tice” and the next suggestion is “not ice.” You want “not ice” to be the first suggestion. With the “not ice” suggestion displayed, you invoke the Set Compound Word Priority command. Case CATalyst places the suggestion, “not ice” in the Compound Words Wordlist with the Action set to “Suggest” and displays it as the first suggestion for “notice.” You can access the Compound Words Wordlist to manually manage the entries.

Repeat the Split Compound Word command to cycle through multiple split word suggestions for a compound word. The [Exclude Compound Word pair](#) feature allows you to exclude a word pair from suggestion.



*Keyboard Map Function: Split Compound Word - Set Preferred*

## Cycle Contraction

The Cycle Contraction command allows you to change contractions to whole words or whole words to contractions. For example, you have “She’ll” in the transcript. Using Cycle Contraction, you cycle through “She will,” “She shall,” and back to “She’ll.”

The Cycle Contraction command is only available when the cursor is positioned on a contraction or words that can be converted to a contraction. Words available for Cycle Contraction are determined by the [Contraction Rules](#).

## Use Cycle Contraction



1. Position the cursor before the word or words for which you want to cycle through contractions.
2. Press **Alt + s, w, y (Special Edit/Fix Words/Cycle Contraction)**.



[Keyboard Map](#) Function: Cycle Contraction

## Cycle Homophones

Cycle Homophones cycles through a list of homophones for a particular word or phrase. Homophones are two or more words that are pronounced the same but differ in spelling or meaning or both. For example, "there", "their" and "they're". While editing you could use the replace feature to type the correct word or you could use the Cycle Homophones feature to cycle to the correct word.

Some reporters and/or editors may put common complicated mistranslates in the Homophones file as a quick and easy way to cycle between the words. For example, let's say the reporter occasionally misstrokes the word "commission" when wanting "communications". The reporter or editor might put the word "commission" in the Homophones file with the word "communication" as a homophone and then put the word "communication" in the Homophone file with the word "commission" as a homophone. This allows the editor to quickly switch to the correct word. In addition, the user may also put these two words in the [Mistran Minder](#) list. When editing is complete, they use the Mistran Minder feature that displays words in the Mistran Minder list that are also in the transcript along with context, if available. If one of the common mistranslates is in the Mistran Minder results and in their Homophones list, the user can quickly change to the correct word without typing anything.

Some reporters and/or editors might also use the Cycle Homophone feature to switch between acronyms and full names. For example, the user might add Federal Bureau of Investigation as a full description to the FBI entry. The user wants to change Federal Bureau of Investigation to FBI and simply highlights "Federal Bureau of Investigation" and uses the Cycle Homophone feature to change it to "FBI". This allows the user to quickly cycle between homophones, common complicated mistranslates, acronyms or more to save time and reduce typing.

The Cycle Homophones feature is available when the cursor is positioned on a word, acronym or highlighted phrase that is listed in the Homophones file. Homophones are case sensitive and the Cycle Homophones command works in the following ways:

- If the transcript contains an upper case version of a word but your Homophone list only contains a lower case version of the word (to start a list), the Cycle Homophones command will cycle the word and cycle back to the original case of the word. For example, if THERE is the word being cycled, Cycle Homophones will cycle through THEIR, THEY'RE and then back to THERE.
- If you have both an upper and lower case version of a word (to start a list) in the Homophone list, the Cycle Homophones command will cycle based on the right case of the word. For example, if "All-In-One" is the phrase being cycled and your Homophones list contains All-In-One and all-in-one in the list, the Cycle Homophones will cycle through all-in-one and All-In-One.
- The Cycle Homophones command cycles the case shown in the Homophone list for all other scenarios.

The list of homophones used by the Cycle Homophones feature is a text file accessible for modification. The default Homophones.txt file located in the System Files case. In addition homophones, you may want to add acronyms and their names to the list, such as FBI and Federal Bureau of Investigation, which allows you to toggle between the two. Since many users use the Homophones feature as an editing aid beyond just homophones, the Homophones menu item is available on the View menu for easy [modifying of the Homophones](#) file. and added View/Edit Homophones to the Keyboard Map function list. Both commands will open the Homophones Editor dialog box where you can easily add new homophones and/or edit/delete existing homophones.

When you start Case CATalyst, the homophone file for the selected user is loaded and is used throughout the current Case CATalyst job. Modifications made to the homophone file while editing are immediately available in Edit.

### Using Cycle Homophones

1. Position the cursor before the word or highlight a phrase for which you want to cycle through homophones.
2. Press **Alt + s, w, h (Special Edit/Fix Words/Cycle Homophones)**. If nothing happens, it means there isn't an entry in the Homophones list that matches the text. To add and/or edit the Homophones file, do one of the following:
  - a. Press **Alt + v, h (View, Homophones)**.
  - b. Press **Alt + t, p (Tools, View/Edit Homophones)**.
3. Repeat as necessary to cycle through the available homophones and/or edit homophones.



[Keyboard Map](#) Function: Cycle Homophones

View/Edit Homophones

### Modifying the Homophone list

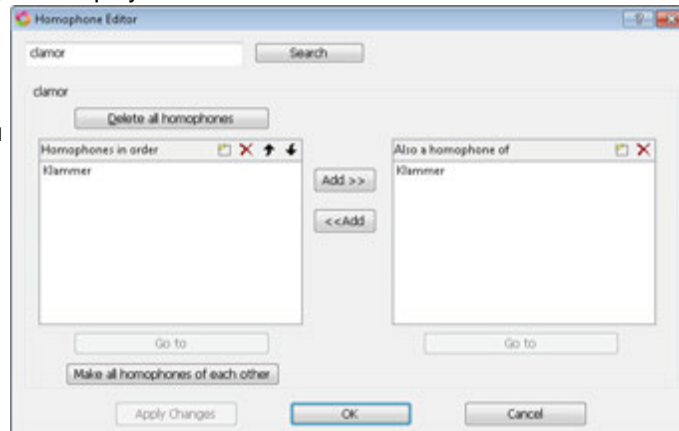
The Homophones file is located in the System Files case and is an ASCII file that can be edited in a text editor such as Notepad. Many users use the Cycle Homophones feature as an editing aid beyond just homophones. You can easily edit the Homophones list by selecting Homophones from the View menu, selecting View/Edit Homophones from the Tools menu and/or assign a key combination to the View/Edit Homophones Keyboard Map function in your Keyboard Map. All of the commands will open the Homophones Editor dialog box where you can easily add new homophones and/or edit/delete existing homophones. For example, let's say during the deposition the witness says, "I am a clamor by trade, I dig and sell clams to the tourist." While editing, you realize that the correct word is "clammer" so you want to check and see if these two words are in the Homophones list. You position your cursor before the word "clamor" and the press **Alt + v, h (View, Homophones)**, press **Alt + t, p (Tools, View/Edit Homophones)** or the key combination you assigned to the View/Edit Homophones function in your







keyboard map. The Homophone Editor dialog box displays with the word "clamor" in the Search field.

The word "clamor" is in the homophone list and shows the word "Klammer" is a homophone of "clamor". It also shows that "clamor" is a homophone of "Klammer". You can easily delete the word "Klammer" if you no longer want it in your list and add the words "clammer" and "clamber" as homophones of the word "clamor". And you can easily make them all homophones of each other.

The Homophones feature handles individual words, phrases and acronyms.

Homophones Editor dialog box:



- Search field - you can search your homophones list for a specific word. If the word is found, it displays immediately below the Search field. The current homophones associated with the searched word, if found, display in the Homophones in order display box.
- Delete all homophones - allows you to delete all the homophones associated with the current word.
- Homophones in order display box - displays the current homophones associated with the current word in the order in which they will cycle:
  -  - to add a new homophone for the current word, click the New icon or press **Ctrl + i**. A blank box displays, type the word and press Enter.
  -  - to delete an existing homophone, highlight the word and click the Delete icon.
  -  - to move an existing homophone up in the order, highlight the word and click the Move Up icon until the word is in the position you want.
  -  - to move an existing homophone down in the current order, highlight the word and click the Move Down icon until the word is in the position you want.
- Add >> - to take a word that is a homophone of the current word and have the current word be a homophone of that word, click the Add >> button.
- Add << - to add a word in that is listed in the "also a homophone of" list and make it a homophone of the current word, click the << Add button.
- Also a homophone of display box displays other words in which the current word is a homophone:
  -  - to add the current word to another homophone, click the New icon. A blank box displays, type the word and press Enter.
  -  - to delete the current word from being a homophone of one of the words listed in the "Also a homophone of" list, highlight the word and click the Delete icon.
- Go to - to see a list of homophones for a word that is currently displayed in the list, highlight the word and click the Go to button.

- Make all homophones of each other - to make all the words in both lists to be homophones of each other, click the Make all homophones of each other button.
- Apply Changes - to save all changes you have made, click the Apply Changes button. You can press this button after making any changes to save the most recent change.
- If you made changes and didn't apply the changes, clicking OK saves the changes and closes the dialog box.
- If you made changes and didn't apply the changes, clicking Cancel gives you the option to close the dialog box without saving changes.

Open and modify the Homophones list in Notepad:

1. From anywhere in Case CATalyst, press **Alt + f, o, i, h** (**File/Open/List/Table/Homophones**). The Homophones.txt file opens in Notepad or WordPad.

Each list of homophone entries in the file is separated by a blank line. Each entry within the list must be on a separate line. The number of entries for the homophone determines the number of lists required to identify the cycle priority for each word. The order of the entries in a list determines the cycle results. For example, the words "there, their, and they're" create a list. Three separate lists, one for each word, determine the cycle priority for the first word.

there  
their  
they're

their  
there  
they're

they're  
their  
there

2. Do either of the following:

### **Add an List**

To add an entry, create a blank line by pressing **Enter**. Type the word. There is no limit to the number of entries. All entries in the homophone file are case sensitive.

You may want to consider using the homophones file for lists of acronyms and their names. For example, to toggle between FBI and Federal Bureau of Investigation, you have two lists:

FBI  
Federal Bureau of Investigation

Federal Bureau of Investigation

FBI

### Delete and Entry

To delete an entry, highlight the word and press **Delete**. If a blank line remains, delete the blank line.

3. Press **Ctrl + s (File/Save)**.
4. Press **Alt + f, x (File/Exit)**.



[Keyboard Map](#) Function: Cycle Homophones  
View/Edit Homophones

## Mark

Mark Start and Mark End are Edit commands used to highlight large blocks of steno outlines and text at one time. When using the Mark Start feature with certain Edit commands, such as Copy, Cut or Delete, Case CATalyst assumes the Mark End at the end of the marking.

You can also use the Mark Start feature from the Special Edit menu in conjunction with the Search or Go To commands. For example, you want to delete Bench text. At the start of Bench Mode text, you select Mark Start and then select [Search](#) to search for Bench Mode Off format symbol. Case CATalyst highlights all the text from the Mark Start to the cursor location. When Case CATalyst locates Bench Mode Off, press Delete to remove the highlighted text. There are [additional Mark commands](#) you can use to highlight multiple steno outlines and text. However, you can only use Mark Start and Mark End, selected from the Special Edit menu, in conjunction with the Search feature.

### Mark Steno and Text

1. Position the cursor on or immediately before the steno or text and press **Alt + m, m (Special Edit/Mark/Mark Start)**.
2. Move your cursor to highlight the desired steno and text or use the Search feature to locate the end of the text you want to highlight.
3. When finished highlighting, press **Alt + m, e (Special Edit/Mark/Mark End)** or perform the Cut, Copy or Delete command. If using the Mark Start command with certain features such as Cut, Copy or Delete, Case CATalyst assumes the Mark end at the end of marking.
4. Perform any other necessary Edit command. To unmark the highlighted text and not perform another Edit command, click anywhere on the screen.

### Unmark

Press, **Alt + m, k (Special Edit/Mark/Unmark)**. Alternatively, you can click anywhere on the screen to unmark the text.

## Resolve All Chosen Conflicts

Resolve All Chosen Conflicts is an Edit command that confirms all [EZ Choice](#) and Auto-Conflict resolved conflicts in the open Edit file. When you final resolve an EZ Choice or Auto-Conflict resolved conflict, Case CATalyst changes the text from the conflict color to text color. Case CATalyst also adds the EZ Choice confirmed selection to the usage count in the conflict database.

When exporting to RTF/CRE, unconfirmed EZ Choice and Auto-Conflict resolved conflicts export in the original conflict form, so a scopist, for example, can view the original conflict. Once you confirm EZ Choice and Auto-conflict resolved conflicts, Case CATalyst exports the selection as normal text.

You can also confirm each EZ Choice and Auto-conflict resolved conflict individually by scanning to it and pressing Enter or selecting another conflict choice.

## Confirm All EZ Choice and Auto-Conflict Resolve Conflicts

1. From the Special Edit menu, select **Resolve All Chosen Conflicts**. Depending on your [Warning](#) option selection, the following warning message may display: *Are you sure you want to final resolve all EZ Choice conflicts and Auto Chosen conflicts?* displays. Press **Enter (Yes)** to continue.

You can select to not display this message by checking the box; *I understand the consequences of my actions. Please stop asking.* You can reselect to display the warning at any time in Tools/Options/Warnings.

2. The Resolving Conflicts dialog box displays the progress of the final resolve (confirmation) process.

If you press Cancel during the confirmation process, a warning message displays: *Action Aborted: xxx conflicts were finalized. Use undo if you want to change them back.* Press **Enter (OK)** to close the dialog box.

## Scan

Scan is an Edit command that moves the cursor to the next untranslate, conflict, scan stop, or more depending on your [Scan For Options](#) settings. To scan, press **F8 (Special Edit/Scan)**. You can also set [Spell Check options](#) to Scan while Spell Check.

## Scan Backwards

Scan Backwards is an Edit command that moves the cursor backward to the previous untranslate, conflict, scan stop, or more depending on your [Scan For Options](#) settings. To scan backward, press **Shift + F8 (Special Edit/Scan Backwards)**.

## Scan and Fill In Fields

Scan and Fill In Fields is an Edit feature that moves the cursor to the next empty [field](#) in the transcript and opens the Fill in Field dialog box. Once you type a new definition or choose an entry for the empty field and select OK, Case CATalyst automatically scans to the next empty field.

The Fill In Field dialog box contains a Select List from which you can choose an entry for the empty field. The Select List displays entries that match the field. For example, if the cursor stops on [!FIRM1], all the entries for FIRM display. [!FIRM] is part of a field list group. Field list group entries are available for all jobs. User defined fields entries are available depending on the scope selected for the entry.

When filling in field list groups and you select a firm name from the Select List that has only one attorney and one location listed, then Scan and Fill In Fields replaces the appropriate empty group fields with the selected information. If you select a firm name that has more than one address or more than one attorney, Case CATalyst fills in the empty fields but stops on any field that needs more information. For example, your Appearance section includes two address lines for every firm group. When using the Scan and Fill In Fields command, you select a firm that only has one address line. Case CATalyst scans to the empty field and displays the Fill-in-Fields dialog box. You can select OK and Case CATalyst deletes the empty field from the group and removes the entire line if there is no other text on that same line.

## Using Scan and Fill In Fields

1. Press **Alt + s, I (Special Edit/Scan and Fill In Fields)**. Case CATalyst locates the next empty field and displays the [Fill In Fields](#) dialog box. The field name displays in the Field Name field.
2. In the Field Value field, type an entry or select an entry from the Select List for the field name. To delete an empty field and the entire line if no other text is on that line, press **Enter** without typing a value. When typing a field value, it cannot exceed 200 characters.
3. Press **Enter (OK)**. Case CATalyst inserts the entry and scans to the next empty field. A message displays when there are no more empty fields.

## Scan For

The Scan For feature allows you to quickly scan forward in the transcript for a single specific item. Available Scan For items display in a submenu when you select the Scan For feature.

To scan forward for a variety of items, use the [Scan](#) feature. Your [Scan For options](#) determine which items Case CATalyst locates when using Scan or Scan Backward.

## Using Scan For

Press **Alt + s, c (Special Edit/Scan For)** and select an item from the submenu. To continue to scan for the same item, press **Alt + s, c (Special Edit/Scan For)** and select the item again. You can also assign a key combination in a keyboard map to the specific Scan For item to quickly scan to it.

Bench - scans to the next [Bench Mode](#) On format symbol.

Conflicts - scans to the next unresolved [conflict](#).

Drag/Drop - scans to the next [Drag/Drop Analysis](#) translation and/or [TrueStroke Drag/Drop](#) translation.

Fields - scans to the next empty [field](#).

Hidden Text - scans to the [Hidden Text](#) indicator.

Index Placeholder - scans to the next [Index Placeholder](#) format symbol.

Indexed Items - scans to the next text surrounded by [index](#) format symbols.

Oops - scans to the next [Oops](#) format symbol.

Prefix/Suffix - scans to the next [Prefix](#) or [Suffix](#) format symbol.

Scan Stop - scans to the next [Scanstop Begin](#) format symbol.

Suffix Drag - scans to the next [Suffix Drag](#) format symbol.

Untranslates - scans to the next untranslated steno outline, no dictionary entry found for the steno outline.

Attachment Points - scans to the next [Attachment Point](#) format symbol.

Change - scans to the next [track changes](#) modification.

To search backward for a specific item, use Scan Backward For. Press **Alt + s, k (Special Edit/Scan Backward For)** and select an item from the submenu.



[Keyboard Map](#) Function: Available for each item on the Scan For submenu.

## Scan Backwards For

The Scan Backward For feature allows you to quickly scan backward in the transcript for a single specific item. Available Scan Backwards For items display in a submenu when you select the Scan Backward For feature.

To scan backward for multiple items at once, use the [Scan Backward](#) feature. Your [Scan For options](#) determine which items Case CATalyst locates when using Scan Backward.

## Using Scan Backwards For

Press **Alt + s, k (Special Edit/Scan Backward For)** and select an item from the submenu. To continue to scan backward for the same item, press **Alt + s, k (Special Edit/Scan Backward For)** and select the item again. Assign a key combination to the specific Scan Backward For item to quickly scan to it.

Bench - scans to the next [Bench Mode](#) On format symbol.

Conflicts - scans to the next unresolved [conflict](#).

Drag/Drop - scans to the next [Drag/Drop Analysis](#) translation and/or [TrueStroke Drag/Drop](#) translation.

Fields - scans to the next empty [field](#).

Hidden Text - scans to the [Hidden Text](#) indicator.

Index Placeholder - scans to the next [Index Placeholder](#) format symbol.

Indexed Items - scans to the next text surrounded by [index](#) format symbols.

Oops - scans to the next [Oops](#) format symbol.

Prefix/Suffix - scans to the next [Prefix](#) or [Suffix](#) format symbol.

Scan Stop - scans to the next [Scanstop Begin](#) format symbol.

Suffix Drag - scans to the next [Suffix Drag](#) format symbol.

Untranslates - scans to the next untranslated steno outline, no dictionary entry found for the steno outline.

Attachment Points -scans to the next [Attachment Point](#) format symbol.

Change - scans to the next [track changes](#) modification.

To search forward for a specific item, use Scan For. Press **Alt + s, c (Special Edit/Scan For)** and select an item from the submenu.





[Keyboard Map](#) Function: Available for each item on the Scan Backward For submenu.

## Set Job Start Time Field

The Set Job Start Time Field command can be inserted in a realtime file to timestamp exactly when the command was invoked and automatically fill in the value for the Job Start Time field with that time information. Many reporters put the time the proceedings started and ended on their title page, certificate page, job reporter, etc. Once the Start Job Time field is inserted on a title page, certificate page, job reporter, etc., when the include file is inserted into the transcript and the Set Job Start Time Field command was invoke in the time at the time the proceedings started,, the Job Start Time field will automatically be filled in based on the time the Set Job Start Time Field command was invoked. .

The Set Job Start Time Field and Set Job End Time Field commands can also be inserted via a dictionary definitions containing the Set Job Start Time Field translate command and a dictionary definition containing the Set Job End Time Field translate command.

The Set Job Start Time Field and Set Job End Time Field can also be inserted manually when the commands are assigned key combinations in a [keyboard map](#).



[Keyboard Map](#) Functions: Set Job Start Time Field  
Set Job End Time Field

## Set Job End Time Field

The Set Job End Time Field command can be inserted in a realtime file to timestamp exactly when the command was invoked and automatically fill in the value for the Job Start Time field with that time information. Many reporters put the time the proceedings started and ended on their title page, certificate page, job reporter, etc. Once the Start Job Time field is inserted on a title page, certificate page, job reporter, etc., when the include file is inserted into the transcript and the Set Job Start Time Field command was invoke in the time at the time the proceedings started,, the Job Start Time field will automatically be filled in based on the time the Set Job Start Time Field command was invoked. .

The Set Job Start Time Field and Set Job End Time Field commands can also be inserted via a dictionary definitions containing the Set Job Start Time Field translate command and a dictionary definition containing the Set Job End Time Field translate command.

The Set Job Start Time Field and Set Job End Time Field can also be inserted manually when the commands are assigned key combinations in a [keyboard map](#).



Keyboard Map Functions: Set Job End Time Field  
Set Job Start Time Field

## Special Search

Special Search commands allow you to quickly find specific items within the transcript. They include searching for the next or previous:

- [Question, Answer or Colloquy.](#)
- [Hidden text.](#)
- [Headers.](#)
- [Layout changes.](#)
- [Punctuation.](#)
- [Ending punctuation for a sentence.](#)
- [Paragraphs.](#)
- [Missing By Line.](#)
- [Search results.](#)

### Search Next/Previous Q/A/C

Search Next Q/A/C and Search Previous Q/A/C are Edit commands that move your cursor to the next Question, Answer or Colloquy format symbol in the file. Search Next Q/A/C may be useful if you are checking the ending punctuation of Questions, Answers, or Colloquy. Search Q/A/C may be helpful when reading back testimony.

- To move to the next Question, Answer, or Colloquy format symbol, press **Alt + s, p, q** (**Special Edit/Special Search/Next Q/A/C**).
- To move to the previous Question, Answer, or Colloquy format symbol, press **Alt + s, p, a** (**Special Edit/Special Search/Previous Q/A/C**).

### Search Next/Previous Hidden Text

Search Next Hidden Text and Search Previous Hidden Text are Edit features that search the job file for [hidden text](#) or comments.

- To search forward in the file for the next hidden text, press **Alt + s, p, h** (**Special Edit/Special Search/Search Next Hidden Text**).
- To search backward in the file for hidden text, press **Alt + s, p, v** (**Special Edit/Special Search/Search Previous Hidden Text**).

### Search Next/Previous Header

Search Next Header and Search Previous Header are Edit features that search the file for a header or footer text change.

- To search forward in the file for the next header/footer, press **Alt + s, p, x** (**Special Edit/Special Search/Search Next Header**).
- To search backward in the file for header/footer text, press **Alt + s, p, p** (**Special Edit/Special Search/Search Previous Header**).

## Search Next/Previous Layout Change

Search Next Layout Change and Search Previous Layout Change are Edit features that search forward in the file for a change in the job layout and then display the changed information. If you want to search for a header change, use [Search Next/Previous Header](#) .

## Search the File for Layout Changes

1. Do one of the following:
  - To search forward in the file, press **Alt + s, p, c** (**Special Edit/Special Search/Search Next Layout Change**).
  - To search backward in the file, press **Alt + s, p, y** (**Special Edit/Search Previous Layout Change**).
2. The Page Layout Change dialog box displays with two columns of layout information. The left column identifies the location of the previous layout change and displays data for that section of the file. The right column identifies the location of the current layout, where the cursor is located in the file, and displays data for that section of information. Layout changes display in red.  
  
To view Paragraph Style changes, highlight either of the Paragraph Style(s) headings and press Enter or double click a heading. Another Page Layout Change dialog box containing all the paragraph style data displays. When finished viewing, press **Enter (OK)** to close the dialog box contain paragraph style data.
3. When finished reviewing the changed information, press **Enter (OK)**. If Paragraph Style(s) is highlighted, you must click **OK** or deselect the heading before pressing Enter to close the Page Layout Change dialog box.

## Search Next/Previous Sentence Ending Punctuation

Search Next Sentence Ending Punctuation and Search Previous Sentence Ending Punctuation are Edit features that search the file for a period, question mark or dash.

- To search forward in the file for the next sentence ending punctuation, press **Alt + s, p, e** (**Special Edit/Special Search/Next Sentence Ending Punct**).
- To search backward in the file for the previous sentence ending punctuation, press **Alt + s, p, n** (**Special Edit/Special Search/Search Prev Sentence Ending Punct**).

## Search Next/Previous Punctuation

Search Next Punctuation and Search Previous Punctuation are Edit features that search the file for a period, question mark, comma, colon, semicolon, hyphen, single quotes, double quotes, open parenthesis, close parenthesis and apostrophe.

- To search forward in the file for the next punctuation, select **Special Edit/Special Search/Next Punct**).
- To search backward in the file for the previous punctuation, select **Special Edit/Special Search/Search Prev Punct**).

## Search Next/Previous Paragraph

Search Next Paragraph and Search Previous Paragraph are Edit features that search the file for the next paragraph style. Case CATalyst positions the cursor before the paragraph format symbol.

- To search forward in the file for the next paragraph, select **Special Edit/Special Search/Search Next Paragraph**).
- To search backward in the file for the previous paragraph, select **Special Edit/Special Search/Search Previous Paragraph**).

## Search Next Missing By Line

Search Next Missing By Line searches the transcript for occurrences of where a By Line paragraph with speaker name should occur and prompts you to insert the speaker By Line. You can specify the placement of the By Line and set search criteria in [By Line Options](#).

The Search Next Missing By Line gathers speaker information starting at the top of the transcript and searches forward. When it locates an occurrence of a missing By Line, the Fix Missing By Line dialog box displays highlighting a probable speaker name. You can choose to insert the suggested speaker name, select another speaker name from the list, type a new speaker name or ignore the occurrence. The speaker name inserts as a By Line using the By Line paragraph style from the file's current Layout. The field at the bottom of the dialog box, displays the format for the By Line. You can add format symbols and fields to the By Line.

The Search Next Missing By Line feature may not prompt for a missing By Line when one exists. This is often due to an incorrect use of format symbols to define the Colloquy and Parentheticals. For example, Case CATalyst recognizes Colloquy occurrences when the speaker is defined with the Colloquy format symbol. Case CATalyst may not recognize Colloquy if you use the format symbols: <New Line Paragraph><Tab><Tab> followed by the speaker name. The same situation can occur for Parentheticals. Case CATalyst recognizes a Parenthetical occurrence when a Parenthetical paragraph style is used but may not recognize a Parenthetical occurrence when a Colloquy format symbol is used. For more information, see [Paragraph Setup](#) and [Colloquy + Q= Auto By Line](#).

## Search for Missing By Lines

1. Press **Alt + s, p, b** (**Special Edit, Special Search, Search Next Missing By Lines**). When the feature locates an occurrence of a missing By Line, the Fix Missing By Line dialog box displays.
2. A list of speaker names identified in the transcript displays. The speaker name selected for insertion displays in the field below the list. Do any of the following:
  - Insert the highlighted speaker name. Click **Insert**.
  - Select another speaker name from the list and click **Insert**.
  - Modify the text in the field and click **Insert**. For example, you want to insert a speaker name that is not in the list or add a field to the speaker name. Use format symbols and fields as necessary. Select **FS** to choose a [format symbol](#) to add to the speaker name. Select [Insert Field](#) to add a field to the speaker name.
  - Ignore the occurrence and automatically continue the search. Click **Ignore**.
  - Navigate in the transcript without closing the Fix Missing By Line dialog box. Click anywhere in the transcript. The Insert button changes to Resume. To continue using the Search Next Missing By Line feature, click **Resume**.
3. The search continues identifying missing By Line until it reaches the end. You are not prompted start from the beginning.



[Keyboard Map](#) Function: Search Next Missing By Lines

## Search Next/Previous Search Result

When you invoke a [Search](#) in Edit with the *List Search Results* option selected, Case CATalyst searches the transcript and automatically displays the results of the Search in the Search Results dialog pane. The text content, page, line and section reference display for each occurrence of the searched item.

The Search Next Search Result and Search Previous Search Result features allow you to move your cursor from the current position in the transcript to the next occurrence of the [Search](#) criteria. You can also double click an entry to move to that location in the transcript.

- To move forward to the next occurrence, select **Special Edit/Special Search/Search Next Search Result**).
- To move forward to the previous occurrence, select **Special Edit/Special Search/Search Previous Search Result**).

## Use Other Field Values

Use Other Field Values is an Edit feature that allows you to bring field values from another job into the current job. Use Other Field Values brings in the values for user defined field entries and any assigned values for group field list entries.

When you assign a value to a field in the current job and then bring in a different value for the same field, Case CATalyst prompts you to select which of the two values you want for the entire job. You can choose to keep the currently assigned field value or overwrite it with the value you bring in from the other job. You cannot have two values for one field in a job.

## Use Field Values from Another Job

1. Do one of the following to display the Select Job for Other Field Values dialog box:
  - In Edit, press **Alt + s, h** (**Special Edit/Use Other Field Values**).
  - From the Translate dialog box, select **Define Fields/Use Other**.
2. Choose the job from which you want to bring the field values and press **Enter** (**Open**). The Select Fields dialog box displays with all fields highlighted.
3. Do any of the following:

### Select All Field Values

Press **Ctrl + a** (**Select All**). All the field values are highlighted for selection.

### Select a Consecutive Group of Field Values

Click to highlight the first field value of the group. Locate the last field value. Press and hold **Shift**, while you click the last field values. All the field values in-between are highlighted.

### Select Field Values

Press and hold **Ctrl** while you click the individual field values you want to add. The individual field values are highlighted.

4. Press **Enter** (**OK**) to add the selected field values to the job.

If a field value from the selected job conflicts with a field value in the current job, Case CATalyst displays a message asking if you want to change the field. You can choose to retain the field name in the current job or replace it with the field name from the other job.

## Track Changes

The Track Changes feature, when active, tracks non-global changes made to a transcript. The changed items can include deletions, insertions, replacements, including a file and adding spaces. Global definitions, undo last global, layout changes and filling in fields are not tracked, however, if you use the Undo Global Once command, the action is recorded as a Replace.

Changes are viewable within the body of the transcript in the [assigned](#) color for the current editor when the [Display Changes](#) feature is active. A summary of all the changes made while Track Changes was active is viewable in the [Track Changes pane](#). If your cursor is positioned on a change in the transcript, you can right click and select Change Info to open the Track Changes pane and see more information about the transcript change. The right click menu item, Change Info, is only available if your cursor is positioned on a change in the transcript and the Track Changes option is selected. Each change, except for deletions, display in the transcript and the Track Changes pane in the user assigned color for the current editor. All deletions display the assigned deletion color regardless of the editor.

The current user name identifies the current editor of the tracked changes unless a name is specified in Application/Computer option, [Editor ID](#). The *Editor ID* option allows you to specify an editor name, however, the editor name applies to all users on the system who select to use the Track Changes feature.

You can track changes made by multiple editors, such as between a reporter and scopist. For example, Track Changes is active when the reporter makes small changes to the transcript before sending the transcript to the scopist. The change is recorded in the pane using the editor name and user [assigned](#) color for Editor 1. The reporter sends the file to the scopist. The scopist becomes the second editor. Changes are recorded using their editor name in the assigned color for Editor 2. When the transcript is returned to the reporter, scopist changes are displayed in the Editor 2 color. It is important that the reporter and scopist determine and set the same Editor colors prior to editing the job.

Each user controls the active status of the Track Changes feature. By default, the Track Changes feature is not active. It is necessary to activate the Track Changes feature once for each new transcript in which you want to track changes. Once activated, it remains active for the transcript unless it is deselected.

## Activate Track Changes

From Edit, select **Special Edit/Track Changes**.

To see the changes in the body of the transcript, select **Normal** view (Alt + v, n) and select **Display Changes** (Alt + v, c)

## View Commands

View commands provide access to several Case CATalyst features that affect the screen display and ability to view certain transcript related information that includes, but is not limited to Briefs, Speakers, Reveal Codes, Global Table, a word definition, Layout details and CaseViewNet and CaseView passwords and when outputting to CaseViewNet via a network or Cloud, you can see who is connected, change a user's rights or block users from receiving your realtime feed. The Block feature is usually used in a courtroom situation where the Judge may have inadvertently connected to the wrong court reporter for the day.

[Normal](#)

[Page](#)

[Full Screen](#)

[Show](#)

[QuickFix Your View](#)

[Reset the View](#)

[Display Changes](#)

[Zoom](#)

[CaseView Options](#)

[Global Table](#)

[Show Active CARTView](#)

[Hide Active CARTView](#)

[Dictionary Info](#)

- ✓ Personal Dictionary
- ✓ Case Dictionary
- ✓ Job Dictionary
- ✓ Other Dictionary

[Query Realtime Translation](#)

[Layout Information](#)

[Word Definition](#)

[Folio Count](#)

[Homophones](#)

[Display](#)

## CaseView Options

The CaseView Options (**Alt + v, a**) menu allows access to the CaseView II and [CaseViewNet passwords](#), the [Connected Users](#) for CaseViewNet and iCVNet user connected via the cloud or network and the [CaseViewNet notifications](#) allow you receive alerts when connected via the cloud or network.

## CaseView Passwords

Display the CaseView Passwords dialog box. The CaseView Passwords dialog box allows you to verify passwords used by CaseView II clients and to view and modify the passwords used by CaseViewNet clients. You can size the dialog box to make all the column headings visible. In Edit, press **Alt + v, a, p** (**View/CaseView Options/CaseView Password**).

## CaseView II

Case CATalyst generates the CaseView II password and displays it when you begin the realtime session. You can view the password in Edit after realtime has begun by pressing **Alt + v, a, p** (**View/CaseView Options/CaseView Passwords**).

## CaseViewNet

CaseViewNet clients connect via wireless network and/or internet must have a password in order to receive the realtime feed. Passwords do not apply to CaseViewNet receive systems connected to the Case CATalyst realtime computer via serial cable. Make entries in the fields as necessary. When finished, select **OK**.

### Allow Save

Create a password configuration to allow the client to save the CaseViewNet file using the password indicated in the Password field. A check mark indicates the Allow Save feature is active.

### Connections

Select one of the following:

#### Single LAN User

The first local (connected via a local area network) CaseViewNet client to connect to your Case CATalyst server using the password in the Password field is the only one allowed to use the password. You may want to use this setting when sending realtime to your judge. CATalyst provides connectivity via a LAN (local area network) or a WAN (wide area network such as the Internet). If you give an internet CaseViewNet/iCVNet client a Single LAN User password, the client will not be able to connect as both CaseViewNet and iCVNet via an internet connection will consider the password invalid.

#### Multiple Users

Allow multiple CaseViewNet clients to connect to your Case CATalyst server using the same password in the Password field.

### Expiration

Set a password expiration date. Click in the field and select one of the following:

#### Today

The password expires at midnight tonight.

#### Never Expires

The password can be continually used without expiring.

#### Specific Date

Select a specific date on the calendar for the password expiration date. The password expires at midnight of the selected day. For example, if you are in a five-day trial, CaseViewNet clients can use the same password throughout the five days of trial.

### Password

Specify the password that allows clients to connect to your Case CATalyst server and receive the realtime feed through CaseViewNet. The CaseViewNet client is prompted for a password when connecting to the Case CATalyst server. The password you give the CaseViewNet client determines whether or not they can save the realtime file.

Use the current password, generate a new password in the I Want To field or type a new password. Passwords must be 4 -64 characters. You can create separate passwords for clients allowed only to view the realtime file and for clients allowed to view and save the realtime file.





Passwords do not apply to CaseViewNet receive systems connected to the Case CATalyst realtime computer via serial cable.

## I Want To

### Clone

Make a copy of the password and associated information. A new line displays at the bottom of the list. Use this feature to create separate "Save" passwords for each client.

### Delete

Deletes the current password and associated information. You can also highlight the password you want to delete and click the Delete Password button at the top of the dialog box.

### Set Expired

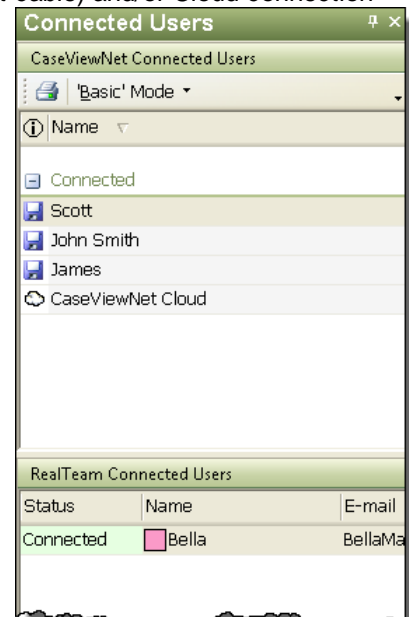
Set the password to inactive. The message "Expired" displays in the Expiration field. This prevents clients from accessing the network with the password. To reactivate the password, select an option in the Expiration field.

### Generate Password

Generate a new password. If a password already exists, Case CATalyst displays a confirmation message. Select **Yes** to change the password. You can also click the New Password button at the top of the dialog box. Case CATalyst generates a new password with default settings.

## Connected Users

The Connected Users dialog pane displays the connection status of [CaseViewNet/iCVNet users](#), if applicable, connected via a network connection (wireless or Ethernet cable) and/or Cloud connection" and also displays [RealTeam connected users](#), if applicable. The top part of the pane is reserved for CaseViewNet users and the bottom part of the pane is reserved for RealTeam users. You can click and drag the title bars within the pane to adjust the size of each section.



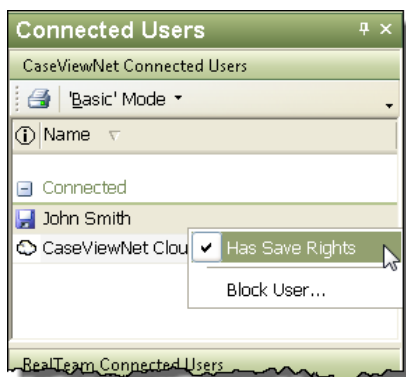
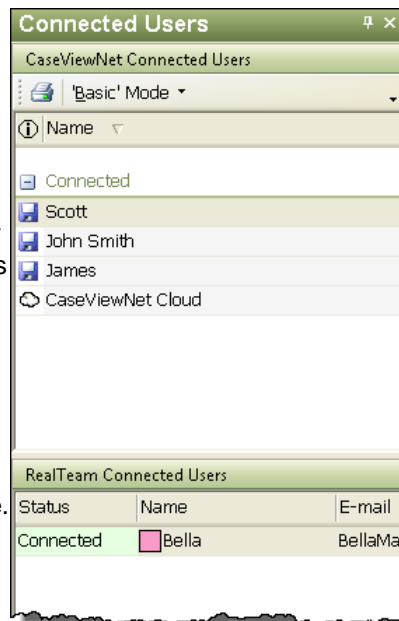
## CaseViewNet Connected Users Section

The CaseViewNet section of the Connected Users dialog pane displays the connection status of CaseViewNet/iCVNet users connected via a network connection (wireless or Ethernet cable) and/or Cloud connection.

If there is a Cloud connection, a 'cloud' icon will display. User connection status includes connected with save rights, connected without save rights, disconnected and blocked information.

Connection details for each CaseViewNet user is viewable in the CaseViewNet Connected User dialog pane for the current session. Basic and Advanced Modes display detailed connection information in a message bubble that is available by resting the cursor on a user name. In Advanced mode, the information for each user also displays in columns. You can select which columns display and modify the display order.

Right clicking on a user name in the CaseViewNet Connected User dialog pane allows you to manage user connections. You can change the selected user's save rights or disconnect and block the connection making your Case CATalyst server inaccessible to the selected user. You might block a user when working in a courthouse. When you block a user, you can send a message explaining the reason. For example, you were in a courtroom yesterday where the judge received your wireless feed for the proceedings. Today you are in a different courtroom and the judge from yesterday automatically connects to you by mistake. You can block that judge from connecting and send a message to explaining the reason for blocking.



A blocked CaseViewNet user will get a message stating the connection has been blocked and if the reporter wrote message as to why the user was blocked, that information will display. An iCVNet user will not get a blocked message but they will immediately be disconnected and will not be able to connect until the reporter unblocks the user.

To open the CaseViewNet Connected User dialog pane in the Case CATalyst realtime session, press **Alt + v, a, u** (**View/CaseView Options/CaseView Connected Users**).

## CaseViewNet User Information

### Connection Status

#### Connected

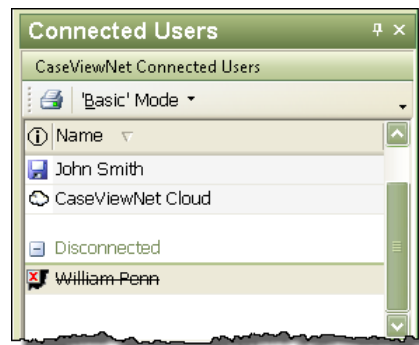
The user is connected to the current CaseViewNet session with save rights as indicated by a floppy disk icon (🖨️) or no save rights as indicated by a floppy disk icon with a red X (🖨️❌).

### Disconnected

The user was connected to the current session but is not connected at this time.

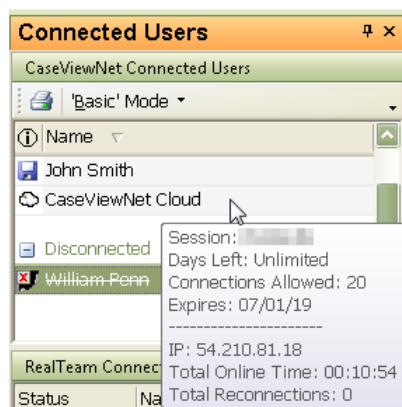
### Blocked

The user is blocked by the court reporter and cannot connect to the CaseViewNet session as indicated by a user icon being moved under the heading Disconnected and the icon marked with a red X.



## Connection Details

In Basic and Advanced mode, you can position the cursor on a CaseViewNet user name to display connection details. Details includes each user's name, affiliated organization, if any, current connection status, the IP connection address, total time online, the number of times an invalid password is used, the total times the user has reconnected to the session, and the CaseViewNet save rights. In Advanced Mode, you can select which connection details to view in columns, sort by a specific connection detail and create subgroups for connection detail. If you position and hover your cursor over the CaseViewNet Cloud line, you see the following information about the CaseViewNet Cloud session.



**Session:** The Session Code used. In this example, wa4m03 is the Session Code.

**Days Left:** The number of days left at the *start* of this CaseViewNet Cloud session. The number of days is selected at the time of the Session Code purchase.

**Connections Allowed:** The number of connections the current Session Code allows during the CaseViewNet Cloud session. The number of connections allowed is selected at the time of the Session Code purchase.

**IP:** The IP address of the Case CATalyst connection.

**Total Online Time:** The amount of time the CaseViewNet Cloud has been connected.

**Total Reconnections:** The number of times CaseViewNet Cloud disconnected and reconnected to the server.



If you position and hover your cursor over the connected client's name, you see the following information:

**Name:** The name the client used when logging into CaseViewNet or the name of the iPad when connecting via iCVNet.

**Organization:** The name of the organization the client used when logging into CaseViewNet. If the client is using iCVNet, nothing will display in this field.

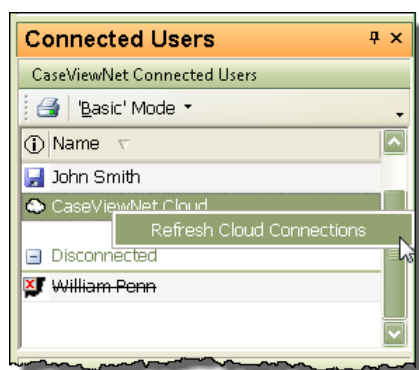
**Status:** The current status of the client.

**IP:** The client's IP address.

**Total Online Time:** The amount of time the client has been connected.

**Total Reconnections:** The number of times the client has disconnected and reconnected to the server.

If you want to refresh the display of the connected CaseViewNet Cloud clients, right click the CaseViewNet Cloud line and select Refresh Cloud Connections. Please be aware that all connections will be disconnected and then reconnected when using this feature.



### Print

Print the CaseViewNet Connected Users information based on the current display mode, Basic or Advanced. When you select to print to PDF, by default Case CATalyst uses the job file name followed by *\_CaseViewNetUsers.pdf* to name the file. For example, if the current realtime session is 032609SMP, the PDF name is *032619SMP\_CaseViewNetUsers.pdf*.

### Basic/Advanced Mode

The current display mode. To switch the mode, click the down arrow and select the mode from the drop down menu. A check mark in front of the name indicates the active mode. For example, print the detailed connection information in Advanced mode to reference how long clients were connected.

## CaseViewNet Dialog Pane Display Modes

The CaseViewNet Dialog pane displays connection information in either Basic or Advanced mode.

### Basic Mode

The CaseViewNet Connected User dialog pane, by default opens in Basic Mode with users grouped by connection status, Connected, Disconnected and Blocked. Click on the plus sign next to the status heading to expand or collapse the list of user names. You can sort by name within each group. Case CATalyst identifies the sort column with a triangle to the right of the column heading. Click the Name column heading until the triangle points up for ascending order or down for descending order.

Each user name displays with an icon, indicating their current save rights. These include:

- Save Rights - A diskette icon before the user's name indicates the CaseViewNet user has the ability to save CaseViewNet file.
- No Save Rights - A diskette with a red X icon before the user's name indicates the CaseViewNet cannot save the CaseViewNet file. The client can save a report that includes page and line number references for their marks, issue codes and their notes.
- Blocked - A red X on top of a silhouette icon before the user's name and the user name with a line through it indicates the CaseViewNet user is disconnected from the CaseViewNet session and is blocked from connecting.

### Advanced Mode

The Advanced Mode contains additional options that allow you to group users by various connection details. Use the following options as necessary:

### Filter

Filter allows you to display users by specific criteria contained in the entries. Type the criteria by which you want to filter. Filter hides the display of items not specified. It does not remove them. All entries display when you remove the typed entry. For example, to filter all users that have Save rights, type **save** in the Filter field. Switching to Basic Mode removes the text from the Filter field.



### Column List

Display the Column Chooser dialog box where you can click and drag a heading to the CaseViewNet Connected User dialog pane. Position the heading as a column to display the indicated information for each user or position the heading in the Advanced Grouping field to create a grouping.



### Advanced Grouping

Display the Advanced Grouping field where you can create groups and subgroups by which you can sort the users by various connection details. Click the Column List icon to display the Column Chooser dialog box and drag a heading from the list to the Advanced Grouping field located above the user list. For example, you can create a group by all users with save rights based on the current connection status.



To remove the groups and subgroups, click the column list names in the CaseViewNet Connected User dialog pane and drag them out of the dialog pane.

## Manage CaseViewNet User Connections

Position the cursor on a user name and right click. Select one of the following actions from the menu.

### Has Save Rights

Change the current save rights for the selected user. Right click the user name. A check mark displays next to the option, *Have Save Rights*, when the selected user currently has save rights. If the user does not have save rights, no check mark displays. Click **Have Save Rights** to permit or revoke the user's current rights status. CaseViewNet users will not be able to save the transcript except for marks and notes the user made. iCVNet users will not be able to e-mail the transcript.

A floppy disk icon () next to the user name indicates they have save rights. A floppy disk icon with a red X () indicates they do not have save rights.

### Block User

Block and disconnect the selected user. Right click the user name and select **Block User**. A check mark before the option indicates the user is blocked. When you block a user, the Block CaseViewNet User dialog box displays in Case CATalyst indicating you are blocking the user and provides the opportunity to include a message. If desired, type a message to the CaseViewNet user explaining the reason for blocking the connection. For example, "Please connect to the Linda Server, she is your court reporter today." When finished typing your message, click **Block & Logoff User** to active the block. When Case CATalyst blocks the user, a blocked connection message displays in CaseViewNet along with the reporter's message, if applicable.

To remove the block and allow connection for a selected user, right click the user name and click **Block User**. No check mark displays in front of the option when a user has an active CaseViewNet connection. When removing the block, it is necessary for the CaseViewNet user to reconnect in order to receive the realtime transcript. iCVNet users will not be able to connect or receive the realtime feed until they are unblocked. The iCVNet iPad will not indicate that it is blocked.



When using the Block feature with a version of CaseViewNet other than 2.1.1 or higher, the CaseViewNet user does not receive get the blocked message. The CaseViewNet user is disconnected and the Login dialog box displays. If the user attempts to reconnect, the Login dialog box displays.



[Keyboard Map](#) Function: View CaseViewNet UserList Pane

## CaseViewNet Notifications

Display a brief notification message in the lower right corner of your computer screen during realtime. Notification messages only apply to CaseViewNet and iCVNet clients connected via a network or Cloud connection.

### Notification Messages

There are three different types of notifications although blocking and unblocking a user will generate when a user connects and/or disconnects. A check mark in front of the option indicates it is active.

#### Notify when user connects

Toggle the display of the notification message, press **Alt + v, a, c** (**View/CaseView Options/Notify when user connects**).

#### Notify when user disconnects

Toggle the display of the notification message, press **Alt + v, a, d** (**View/CaseView Options/Notify when user disconnects**).

#### Notify when user's rights change

Toggle the display of the notification message, press **Alt + v, a, r** (**View/CaseView Options/Notify when user rights change**).

## Dictionary Info

Dictionary Info allows you to view dictionary entries during Edit. You can view an entry directly in the selected dictionary or by using the [Query Realtime Translations](#) feature. When you highlight a word in the History window and select a dictionary to view the entry, the selected dictionary opens the Manage Dictionary function and displays the dictionary entry that matches the highlighted word. If Case CATalyst cannot find the entry, the first dictionary entry displays.

When you choose to look at the definition for a particular outline using the Query Realtime Translation feature, the Lookup dialog box displays. The outline appears in the title bar and the definition is listed along with the dictionaries in which the definition is found.

### View a Dictionary Entry

1. Place your cursor immediately before the word or highlight the word you want to view.
2. Do **one** of the following:
  - To view the entry in your Personal Dictionary, press **Ctrl + Shift + i**.
  - To select the dictionary in which you want to view the entry:
    - a. Press **Alt + v, i (View/Dictionary Info)**.
    - b. From the Dictionary Info menu, select **one** of the following:

#### **Personal**

Display the Personal Dictionary for the current user.

#### **Case**

Display the Case dictionary associated with the open job. This option is only available when the job is in a case.

#### **Job**

Display the Job dictionary associated with the open job.

#### **Other**

This feature is currently not available.

## Query Realtime Translations

Query Realtime Translations displays the dictionary name and definition indicating the source of the translated text along with all possible entries of the steno outline found in the dictionaries used to translate. This allows you to instantly access the dictionary entry for modification or deletion. The dictionary automatically refreshes following any changes.

You can query words during realtime or after translation while editing. When you use Query Realtime Translations after translation, Case CATalyst uses the Job History file to determine which dictionaries were used for translation. If the Job History file is not available, no dictionaries are available for Query Realtime Translation when editing after translation.

If the message "No translation available for STENO" displays, it could be a result of attempting to query on a word that was typed in and has no underlying steno. It could also result from no translation history in the Job History.



The Lookup dialog box for Query Realtime Translations lists the entries from all the dictionaries in which there is a translation for the selected steno outline, for any entry that begins with the same first stroke as the selected steno outline and for individual definitions if it is a multi-stroke entry. The dictionary name in which the translation originates, the steno and the text definition of the dictionary display first in the list. For example, you query the word "endorsement" which is written as follows:

/EPB/TKORS/PHEPBT

The Lookup dialog box displays:

Number	Dictionary	Steno	Entry Text
1	Personal Dictionary	/EPB/TKORS/PHEPBT	endorsement
2	Personal Dictionary	/EPB/TKORS	endorse
3	Personal Dictionary	/EPB	even
4	Job Dictionary	/TKORS	Doris
5	Personal Dictionary	/PHEPBT	meant

## Query Translations

- Do one of the following:
  - Place your cursor immediately before the word or highlight the words in the transcript.
  - Highlight the steno in the Vertical Notes pane.
- Press **Ctrl + Shift + q (View/Dictionary Info/Query Realtime Translation)**. The Lookup dialog box displays with the steno outline for the selected words or steno in the Title Bar. The first entry in the list reflects the location of the translation.
- The following information displays for each entry:

### Number

The priority in which the dictionary is used in translation.

### Dictionary

The dictionaries that contain the entry. Dictionaries display in priority order.

### Steno

The steno outline for the selected word.

### Entry Text

The definition for the steno identified in the Title Bar.

- Do any of the following as necessary:

### Modify

Highlight an entry and select **Modify**. The Modify Dictionary Entry dialog box displays. [Make changes](#) to the entry as necessary and press **Enter (OK)**. Press **Enter (OK)** in the Lookup dialog box to accept the changes. The dictionaries in use for translation automatically refresh.

### Global

Highlight an entry and select **Global** to global the definition for the current realtime session. Case CATalyst applies the global and closes the Lookup dialog box.

### Delete

Highlight an entry and select **Delete** to remove the entry from the dictionary. A confirmation message displays by default. Check the option, *I understand the consequence of my actions. Please stop asking.* to bypass the confirmation message. Press **Enter (OK)** in the Lookup dialog box to accept the changes. The dictionaries in use for translation automatically refresh.

## Display

The Display menu allows you to access Case CATalyst features that affect the display of items in Edit. For example, this includes but is not limited to, setting colors for untranslates and conflicts, the cursor size, vertical notes and reveal codes font and cursor context. Select View and then Display.

## Colors

The Colors feature allows you to change the color for specific elements on the Edit screen, such as text, background, line numbers, untranslates, scan stops, timestamps, globalled text, work unit area, Hyperlink, etc.

1. In Edit, press **Alt + v, d, c (View/Display/Colors)**. The Colors dialog box displays.
2. Make necessary changes:

### Sample Text Window

Identify the various types of text in Edit for which you can set colors. Move your cursor to an area in the window. The Description field shows the type of text selected. For example, position your cursor on the Q. The Description field at the bottom of the screen identifies the text as a Question.

When you identify the type of text you want to change, you can click it to select it for modification. Case CATalyst displays the type in the drop down list to the right.

### Description

Describes the text on which the cursor is positioned in the sample window.

### Drop Down List

Select the type of text for which you want to change the color. A red box displays around the selected text type in the sample window.

### Color Field

The current color for the text type identified in the above field. Click the Color field to display the Color palette. Click the color you want to use and press **Enter (OK)**.

### More Colors

You can create your own color by selecting **Define Custom Color**. A color selection dialog box displays. To create your own color, consult your Windows documentation for more information.

## Page View

### Show Display Colors

Display the selected colors in Normal and Page view.

### Show Font Colors

Display the selected colors only in Normal view. Page view uses the font colors from the applied layout.

### Default

Reset colors for all the text types to the default settings that came with Case CATalyst.

3. Press **Enter (OK)** to accept the changes and close the Colors dialog box. Case CATalyst remembers the new settings for the current user until changed again.

## Display Font

Display Font is an Edit option that allows you to change the font and font characteristics used to view text on the screen. The selected display font is only visible in Normal view. Modifying the font using Display Font does not affect the printed transcript. To change the font on the printed transcript, use [Font](#) or the [Font format symbol](#).

### Change the Display Font

1. In Edit, press **Alt + v, d, d (View/Display/Display Font)**. The Display Font dialog box displays.
2. Check the box, **Use Display Font**.
3. Select **Font**. The Font dialog box displays. Make necessary changes:

#### Font

Select a font type.

#### Font Style

Select a font style:

- **Regular**—no style attributes
- **Italics**—apply italics to the selected font
- **Bold**—apply bold to the selected font
- **Bold Italic**—apply italics and bold to the selected font.

#### Effects

##### Strikeout

Check the box to have the selected text display with strikeout line.

##### Underline

Check the box to have the selected text display underlined.

#### Color

This feature does not apply to Display Font. To change editing and printing font colors use the [Colors](#) option (**View/Display/Colors**).

#### Sample

A sample of how text displays in the job with the selected font settings.

4. Press **Enter (OK)** to close the Font dialog box.
5. In the Display Font dialog box, press **Enter (OK)** to apply the changes. If necessary, verify you are in Normal view, press **Alt + v, n (View/Normal)**.

## Vertical Notes Font

Vertical Notes Font is an Edit option that allows you to change the font and font style in the vertical notes dialog pane. To adjust the character size, change the size of the Vertical Notes dialog pane. Case CATalyst remembers the selected font and font style until it is changed.

### Change the Vertical Notes Font

1. Place the cursor focus in the Vertical Notes dialog pane by clicking in the pane.
2. Press **Alt + v, d, v (View/Display/Vertical Notes Font)** or right click and select **Vertical Notes Font**. The Font dialog box displays. Make necessary changes:

#### Font

Select a font type.

#### Font Style

Select a font style:

- **Regular**—no style attributes
- **Italics**—apply italics to the selected font
- **Bold**—apply bold to the selected font
- **Bold Italic**—apply italics and bold to the selected font.

#### Sample

A sample of how text displays in the job with the selected font settings.

3. Press **Enter (OK)** to close the Font dialog box.
4. In the Display Font dialog box, press **Enter (OK)** to apply the changes.

## Reveal Codes Font

The [Reveal Codes](#) feature in Edit displays formatting information along with the transcript text inside a dialog pane. Adjusting the size of the Reveal Codes pane increases or decreases the number of text lines displayed but font attributes remain unchanged. The Reveal Codes Font feature allows you to change the font, font style and the font size in the pane. The default font is Arial, size 23. You can change the font color for format symbols only in the Reveal Codes pane by [modifying](#) a setting in your UserSettings file.

To select a modify the font:

1. In Edit, position the cursor in the Reveal Codes dialog pane.
2. Right click and select **Reveal Codes Font** or select **View/Display/Reveal Code Font**. If Reveal Codes Font is grayed out, the dialog pane does not have the cursor focus.
3. In the Font dialog box change a value in any of the following field.
  - Font
  - Font style
  - Size
4. Click **OK**. The text in the Reveal Codes pane reflects the change.



[Keyboard Map](#) Function: Reveal Codes

Set Focus to Edit

## Change Format Symbol Color in Reveal Codes

The default background color of the Reveal Codes window is gray when the cursor focus is in the body of the transcript. When the cursor focus is in the Reveal Codes window, the background color is the same as the transcript background. To change the color of the format symbols that display in the Reveal Codes dialog pane. Use any RGB color number. For example, to make the format symbols the same default color as globals use the RGB number, 13382655.

To change the font color of format symbols in Reveal Codes:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type **RevealCodesFSRGB** and press **Enter** to move to the *RevealCodesFSRGB* option.
6. Click the **Edit** icon.
7. Type the RGB number for the desired color in the field and click **OK**. You can use an RGB number already in use for another View-Settings option. To restore the default setting, click **Default**.
8. Press **Alt + s (Save)** to save the setting and close the dialog box.

## Set Cursor Size

Set Cursor Size is an Edit option that allows you to change the size of the cursor on the screen. You can set the cursor size for the Default and other keyboard maps.

## Change the Cursor Size

1. Press **Alt + v, d, z (View/Display/Set Cursor Size)**. The Cursor Size dialog box displays.
2. Make entries:

### Cursor Type

Select the keyboard map type for which you want to change the cursor size. Select one:

- Default Keyboard Map
- All Other Keyboard Maps

### Enter Value

Type a number **1 through 20**.

3. Press **Enter (OK)**.

## Set Cursor Context

Set Cursor Context is an Edit feature that allows you to select a resting cursor position for arrowing or scrolling through the file. The default percentage is 18. This is a percent of the screen with the bottom being 0 and the middle of the screen being 50, so that 50% is at the center of the screen. 50% is comparable to center line editing.

This setting does not affect cursor or mouse movement for editing.

## Set a Cursor Position

1. In Edit, press **Alt + v, d, e (View/Display/Set Cursor Context)**. The Set Cursor Context dialog box displays.
2. Type a number between **0 – 50** in the field. Case CATalyst retains the settings for the current user until changed.
3. Press **Enter (OK)**.

## Folio Count

Folio Count is an Edit feature that allows you to view the number of characters, words and folios in the current file. As necessary, you can [change](#) the number of words that comprise a folio.

To view the character, word and folio count press **Alt + v, u (View/Folio Count)**.

## Included and Excluded Items in the Character Count

### Included

- Q and A along with any punctuation associated. For example, **A.** counts as two characters.
- Text.
- Punctuation.
- Characters inside a field.
- EZ Choice and Second Choice selected conflicts count the number of characters for the selected conflict only.
- Stitched text counts each alpha and punctuation character. For example, **M-a-i-n** is 7 characters.
- Underlined words that use format symbols count only the number of characters in the word.
- An underlined character is counted as one character.

### Excluded

- Page numbers.
- Line numbers.
- Text in headers and footers.
- Timestamps.

## Global Table

The Global Table feature opens the [global table](#) where you can [manage the global](#) entries for a job.

Access the Global Table:

- in Edit. Press **Ctrl + y (Global/Global Table)**.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change globals already applied to the open job. To affect globals, it is necessary to modify the globals from within Edit. Additionally, it is only possible to Undo a global from within Edit.

## Show Active CartView

The [CARTView](#) window is extremely easy to use and is a viable solution for CART providers, for presentations, etc. When start a CART job, at the Translate dialog box select CARTView (local display) as your output option. You can then customize the font style, color, size and more. There are several position options also. You can show or hide the CARTView window via menu items or keyboard commands. Let's say you are using CARTView to provide realtime to a large business meeting. The meeting takes a 15 minute break and you like to hide the text display during the break. You can use the [Hide CARTView](#) command while on break and when the meeting starts again, you can use the *Show Active CARTView* command to provide realtime when the meeting resumes.

When outputting to CARTView, you can position the CARTView window along with [customizing](#) how the text looks by changing the font style, font size, color and more. You have the ability to show the CARTView window via the menu and keyboard combination or keyboard map assignment. You can hide the CARTView window for whatever reason and then when you are ready to display it again, simply select Show CARTView Window and you are off and running again. In addition, you can record macros to hide and show the CARTView window so the commands can be invoked from your writing machine.

### CARTView Keyboard Map Functions:

- Hide CARTView - hides all active CARTView windows
- Show CARTView window - displays all active CARTView windows  
This option will only show the CARTView window if CARTView (local display) was selected when starting translation.

### View menu (Alt + v) items:

- Hide Active CARTView (t) - hides the current active CARTView window
- Show Active CARTView (v) - displays the current active CARTView window  
This option will only show the CARTView window if CARTView (local display) was selected when starting translation.

### Right Click in CARTView window

- Hide Window

## Hide Active CARTView

The [CARTView](#) window is extremely easy to use and is a viable solution for CART providers, for presentations, etc. When start a CART job, at the Translate dialog box select CARTView (local display) as your output option. You can then customize the font style, color, size and more. There are several position options also. You can show or hide the CARTView window via menu items or keyboard commands. Let's say you are using CARTView to provide realtime to a large business meeting. The meeting takes a 15 minute break and you like to hide the text display during the break. You can use the *Hide CARTView* command while on break and when the meeting starts again, you can use the [Show Active CARTView](#) command to provide realtime when the meeting resumes.

When outputting to CARTView, you can position the CARTView window along with [customizing](#) how the text looks by changing the font style, font size, color and more. You now have the ability to hide and show the CARTView window via the menu, keyboard combination or right click (hide only). You can hide the CARTView window for whatever reason and then when you are ready to display it again, simply select Show CARTView Window and you are off and running again. In addition, you can record macros to hide and show the CARTView window so the commands can be invoked from your writing machine.

### CARTView Keyboard Map Functions:

- Hide CARTView - hides all active CARTView windows
- Show CARTView window - displays all active CARTView windows  
This option will only show the CARTView window if CARTView (local display) was selected when starting translation.

### View menu (Alt + v) items:

- Hide Active CARTView (t) - hides the current active CARTView window
- Show Active CARTView (v) - displays the current active CARTView window  
This option will only show the CARTView window if CARTView (local display) was selected when starting translation.

### Right Click in CARTView window

- Hide Window

## Layout Information

Layout Information is an Edit feature that displays the Page, Paragraph, and Headers & Footers layout information for the current job. You can [modify](#) the job layout information.

To display layout information, press **Alt + v, i (View/Layout Information)**.


## Panes

Select Case CATalyst features, such as [Search File Contents](#), [Search Due Jobs](#), [Job Details](#) or [Integrated Video Training](#) in Manage Jobs; and [Vertical Notes](#), [Reveal Codes](#), [Speaker List](#), [EZ Text](#), [Clipboard](#), [Hotspots](#), [Search Results](#), [Cat Scratch](#), [Brief It](#), [Hidden Text](#), [Track Changes](#) and [Connected Users](#) in Translate/Edit, are accessible from a small self contained resizable window called a [dialog pane](#). Dialog panes, when selected to show, display in a default fixed position on the Case CATalyst screen. You can easily reposition dialog panes to vertical, horizontal, floating or auto-hide (tabbed) locations on the Case CATalyst screen.



You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

## Reveal Codes


Reveal Codes is an Edit feature that displays formatting information along with the transcript text inside a dialog pane. Use the Reveal Codes pane to identify and delete unwanted formatting information such as paragraph styles, format symbols or headers.

The background color of the Reveal Codes pane is gray when the cursor focus is in the body of the transcript. When the cursor focus is in the Reveal Codes window, the background color is the same as the transcript background. You may want to create a key combination for the [Set Focus to Edit](#) keyboard command to move the cursor focus between the Edit screen and the Reveal Codes pane.

When you adjust the size of the Reveal Codes pane, the text remains the current size and the pane increases or decreases the number of lines of text displayed. Using the Display, [Reveal Codes Font](#) feature, you can change the font, font style and font size. To change the color of the font, it is necessary to [modify](#) a setting in your UserSettings file.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

Press **Ctrl + Shift, r** (**View/Panes/Reveal Codes**) to display the Reveal Codes dialog pane.



[Keyboard Map](#) Function: Reveal Codes

Set Focus to Edit

## Set Focus to Edit - Keyboard Command

Set Focus to Edit is a keyboard command that places the cursor focus back to the Edit screen when you are in the Reveal Codes or Vertical Notes dialog pane. You must select a keyboard combination to use the feature, adding it to the desired [keyboard map](#). You can quickly add the command to the active keyboard map during Edit.

To add Set Focus to Edit to the active keyboard map during Edit:

1. From Edit, double click the keyboard name in the Status bar at the bottom of the screen.
2. Press **Ctrl + i** (**Edit/Insert**). The Assign Key to Function dialog box displays.
3. Click any function in the Functions list and press **Ctrl + f**. The Find dialog box displays.

4. Type **Set Focus to Edit**, select a direction and press **Enter (OK)**. Case CATalyst highlights the feature.
5. In the Key field, select a key for assignment from the drop down list and then click the radio button next to **one** of the following: **Key Only**, **Ctrl + Key**, **Shift + Key**, **Ctrl + Shift + Key**. When a function is currently assigned to the selected key combination, it displays in the Currently Assigned to field. If no function is assigned, the field is blank.

When selecting a single key for assignment, consider assigning Shift plus the key to prevent the possibility of invoking the capped version of a keyboard command when the Caps Lock is on.

6. Press **Enter (Assign)**. The entry displays in the Keyboard Map list.

If you select a key combination currently assigned to another function, the following message displays: "The Key: *nameofkey* is already assigned to the Function: *nameoffunction*. Do you want to replace it?" Choose **Yes** to replace the existing assignment with the new function. Choose **No** to retain the existing assignment.


7. Press **Esc (Close)** to exit the Assign Key to Function dialog box.
8. Press **Ctrl + s (File/Save)** to save the change to the keyboard map.
9. Press **Ctrl + F4**, to close the keyboard map. Case CATalyst returns you to Edit.

## Vertical Notes

Vertical Notes is an Edit feature that displays the steno notes in paper tape format within the Vertical Notes dialog pane. The steno notes display in the Arial Monospaced font by default. You can change the font and font style using the [Vertical Notes Font](#) feature. By default, the Vertical Notes pane displays as a tab on the right side of the screen.

The vertical notes automatically scroll with the cursor movement on the screen and also allow for manual scrolling throughout the note file. You can edit the job, making dictionary definitions from vertical notes pane. Global definitions made from vertical notes apply throughout the job in the same manner as defining from the Edit screen. Use the [Set Focus to Edit](#) keyboard command to move the cursor focus from the Vertical Notes pane to the Edit screen.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to

move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

Steno outlines in the vertical notes that display in light gray can indicate the steno outline:

- was deleted using asterisk delete from the writer.
- was deleted using the Delete key on the computer keyboard.
- was written while power defining. These are not the initial strokes to invoke Power Define.
- is a number converted by a Number Conversion or Number Trigger.
- was written for an AccelerWriter.

To toggle the Vertical Notes display open and closed, press **Ctrl + n (View/Panes/Vertical Notes)**. A check mark indicates that Vertical Notes is active.

## Defining from Vertical Notes

You can create dictionary definitions from the Vertical Notes pane. Defines made from the vertical notes are placed in the selected dictionary and are available for future translation. Global definitions made from vertical notes apply through the job in the same manner as defining from the Edit screen.

1. Highlight the desired steno strokes in the Vertical Notes pane.
2. Press one of the following and make necessary entries.
  - **Ctrl + d (D-Define)**. The Global – D-Define dialog box displays.
  - **Ctrl + k (K-Define)**. The Global – K-Define dialog box displays.
  - **Ctrl + j (J-Define)**. The Global – J-Define dialog box displays.
  - **Ctrl + Shift + o (O-Define)**. The Global – O-Define dialog box displays.
3. Make entries:

### Steno (Alt + s)

The steno for the text selected to global.

### Text (Alt + t)

Type the text for the definition, including necessary format symbols, fields or extended characters. Press **F9** to add [extended characters](#).

### FS (Alt + f)

Display the list of available [format symbols](#). Double click the format symbol to insert it at any point in the text portion of definition.

You can also use shortcut keys to insert a format symbol. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

### Insert Field (Alt + i)

Display the [Insert Field](#) dialog box to select a field for insertion into the text portion of the definition.

### Endings (Alt + n)

When you type a word in the *New Text* field, Case CATalyst analyzes the word to determine if a " G", " S" or " D" steno outline could be added to the word. If so, then Case CATalyst activates the Endings button. The Global Endings dialog box displays when the Endings button is selected. You can choose any of the suggested definitions to add to your dictionary. For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### Global Type (Alt + g)

The type of define originally selected displays. To select a different type of global define, choose from the drop down box.

### Pick Other Dictionary (Alt + p)

This field is available if you select Other Dictionary in the Global Type field. You can send the Brief It Suggestion to an alternative dictionary when making an O-Define. Select a current dictionary from the drop down list or use **Browse** to choose another dictionary. Depending on your [Global options](#) settings, Case CATalyst remembers your selection for the current session or for every job. This field displays when you select Other Dictionary in the Global Type field.

### Quick add to Personal Global Table (Alt + q)

Check this box to add the definition to the [Personal Global Table](#).



This option is only available for E-Defines.

### Add to Xtra Global Table (Alt + x)

Check this box to Case CATalyst send the global to its destination (based on the type of global) and to the Xtra Global Table. The Xtra Global Table is a feature that allows scopist to make defines while editing a transcript and send specific globals to an additional global table that can be applied when needed. For example, there might be a few phrases or specific terminology that the reporter occasionally misstrokes and the scopist is globaling these same steno outlines in multiple jobs. While defining, the scopist defines the steno as usual and then selects the Add to Xtra Global Table option in the Global dialog box. The global is sent to the destination (based on the type of global) and sent to the Xtra Global Table at the same time. The scopist can apply the Xtra Global Table while editing any transcript by pressing **Alt + g, x** (Apply Xtra Global Table).

### Generate All Possible Misstrokes (Alt + m)

Check this box to have Case CATalyst generate definitions in the designated dictionary based on all the possible misstrokes of the original steno outline. Only the original steno outline goes into the current Global Table. All misstrokes are available for future translations.

Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. Case CATalyst also creates a dictionary definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already has a definition in your Personal Dictionary as "vice", so Case CATalyst did not generate /SRAOEUS as a misstroke.

By default, this option is not selected when you open the Global define dialog box. You can [change](#) the default so that the Global define dialog box displays with Generate All Possible Misstrokes selected. A separate default setting for D-Defines, J-Defines, and K-Define can be set.

### Add 2 Cat Scratch (Alt + 2)

Send the definition to the [Cat Scratch](#) dialog pane in addition to the Global Table and selected dictionary. Depending on the Cat Scratch scope, the entries are sent to the job, case or user Cat Scratch pane.

4. When finished defining, press **Enter (OK)**.

## Keyboard Command: Set Focus to Edit

Set Focus to Edit is a keyboard command that places the cursor focus back to the Edit screen when you are in the Reveal Codes or Vertical Notes dialog pane. You must select a keyboard combination to use the feature, adding it to the desired [keyboard map](#). You can quickly add the command to the active keyboard map during Edit.

To add Set Focus to Edit to the active keyboard map during Edit:

1. From Edit, double click the keyboard name in the Status bar at the bottom of the screen.
2. Press **Ctrl + i (Edit/Insert)**. The Assign Key to Function dialog box displays.
3. Click any function in the Functions list and press **Ctrl + f**. The Find dialog box displays.
4. Type **Set Focus to Edit**, select a direction and press **Enter (OK)**. Case CATalyst highlights the feature.
5. In the Key field, select a key for assignment from the drop down list and then click the radio button next to **one** of the following: **Key Only**, **Ctrl + Key**, **Shift + Key**, **Ctrl + Shift + Key**. When a function is currently assigned to the selected key combination, it displays in the Currently Assigned to field. If no function is assigned, the field is blank.

When selecting a single key for assignment, consider assigning Shift plus the key to prevent the possibility of invoking the capped version of a keyboard command when the Caps Lock is on.

6. Press **Enter (Assign)**. The entry displays in the Keyboard Map list.

If you select a key combination currently assigned to another function, the following message displays: "The Key: *nameofkey* is already assigned to the Function: *nameoffunction*. Do you want to replace it?" Choose **Yes** to replace the existing assignment with the new function. Choose **No** to retain the existing assignment.

7. Press **Esc (Close)** to exit the Assign Key to Function dialog box.
8. Press **Ctrl + s (File/Save)** to save the change to the keyboard map.
9. Press **Ctrl + F4**, to close the keyboard map. Case CATalyst returns you to Edit.

## TrueStroke Data

TrueStroke™ technology, available on Stenograph's Luminex, Diamante® and Wave™ steno machines, is a sophisticated algorithm that tracks the direction and velocity of keystrokes. The data contains information about timing, the direction of travel and the velocity for each steno key in each steno outline. This allows you to examine a steno outline to determine the cause for a stroke to register as it did, providing instant feedback on your writing style. For example, you may want to examine split, stacked, dragged or dropped strokes.

When the TrueStroke option is active on the writing machine, TrueStroke data is written to the .sgxr2 subfile on the Luminex and Diamante Data SD card or to the Wave memory along with the steno note file. When you read the steno note file into Case CATalyst 10.07 higher or write realtime via USB cable or WiFi connection to Case CATalyst 10.07, the TrueStroke data is automatically copied to the job subfile, Steno X-ray2. The Steno X-ray2 file is also available when you read in a steno file from the Luminex or Diamante SD card or the Wave Memory. You can view the TrueStroke information in Vertical Notes or using the free TrueView® Utility program. Students and instructors can view and print steno notes from TrueView program which is available at [www.stenograph.com](http://www.stenograph.com).

If there are steno strokes you continually misstroke, and that misstroke cannot be defined as anything else, it is strongly recommended that you define the outline in your dictionary. You can also use the Case CATalyst [TrueStroke Drag/Drop](#) (realtime translation only) and the [Drag/Drop Analysis](#) features to aid in translation. Consult the user guide for your writing machine regarding information on keyboard adjustments.


### View TrueStroke Data

1. In Edit, open the vertical notes for the realtime file. Press **Alt + v, v (View/Vertical Notes)**.
2. Double click the steno outline for which you want to view the TrueStroke data. The Steno X-ray dialog box displays in Compact View.
3. Double click a steno outline to view the details of the steno outline in Expanded View.
4. To close the Steno X-ray dialog pane, click the **X** in the upper right hand corner of the pane.

### Understanding the TrueStroke Data

TrueStroke data is visible in two views, Compact and Expanded. Compact view provides initial information about a keystroke to assist you in locating steno outlines you may want to review. For example, you may notice steno outlines that contain characters which appear lighter or darker than others in the same stroke; characters that are higher or lower than others; or you may notice a stroke that contains a character with a horizontal bar through it, indicating a key was pressed but did not register.

Double clicking the steno outline opens Expanded view, providing additional detail about each individual character of the keystroke in specific colors at varying intervals in the keystroke:

- The light gray color at the beginning of a stroke indicates the key is being pressed down. When the light gray color continues to display for a key, it indicates a shadowed character that does not register. In Compact view, a shadowed character displays with a horizontal bar through it, .

- The green color indicates the key has been held down long enough and with sufficient velocity to register. The brighter the color, the more pressure or velocity occurred when the key was depressed.

In a multi-character steno outline, some keys are visible in the down stroke before other characters. This indicates that the keys were pressed at different times instead of all together.

- The soft white color reflects when the keys are released and move up.
- The blue color closely represents when TrueStroke registers all the keys as a complete stroke.

#### **Example 1**

The steno outline for the word, “don’t” occurs in the steno notes. In the Steno X-ray file, Compact View shows some characters appear lighter and higher than others. The “U”, displays with horizontal bar indicating it was pressed but did not register. Double click the steno stroke to display the Expanded view.

In Expanded View, the “O” and “P” keys are bright green throughout the stroke, indicating they received consistently strong pressure on the downstroke. The “B” key receives less pressure as indicated by the lighter green color. All the intended keys are pressed or released at approximately the same time and are registered as indicated by the blue color.

14:12:02.49	TK	O	E	P	T
14:12:02.49	TK	O	E	P	T
14:12:02.50	TK	O	E	P	T
14:12:02.52	TK	O	E	P	T
14:12:02.54	TK	O	E	P	T
14:12:02.56	TK	O	E	P	T
14:12:02.58	TK	O	E	P	T
14:12:02.60	TK	O	E	P	T
14:12:02.62	TK	O	E	P	T
14:12:02.63	TK	O	E	P	T
14:12:02.65	TK	O	E	P	T
14:12:02.67	TK	O	E	P	T
14:12:02.69	TK	O	E	P	T
14:12:02.71	TK	O	E	P	T
14:12:02.73	TK	O	E	P	T
14:12:02.75	TK	O	E	P	T

Compact View

Expanded View

**Example 2**

The steno outline for the word, “yes” occurs in the steno notes. In the Steno X-ray file, Compact View shows this intended single stroke outline as two strokes. Double click the steno stroke to display the Expanded view.

In Expanded View, the “K” “W” and “R” keys display in green and register together, as indicated by the blue but are then dragged, as shown by the light gray color and no longer register while the “E” key is depressed. All the intended keys did not get pressed or released at the same time resulting in the single stroke splitting into two strokes.

06:50:56.95	K	W	R
06:50:56.97	K	W	R
06:50:56.98	K	W	R
06:50:57.00	K	W	R
06:50:57.01	K	W	R
06:50:57.03	K	W	R
06:50:57.05	K	W	R
06:50:57.06	K	W	R
06:50:57.08	K	W	R
06:50:57.09	K	W	R
06:50:57.11	K	W	R
06:50:57.13	K	W	R
06:50:57.14	K	W	R
06:50:57.16	K	W	R
06:50:57.17	K	W	R
06:50:57.19	K	W	R
06:50:57.21	K	W	R
06:50:57.22	K	W	R

Compact View

Expanded View

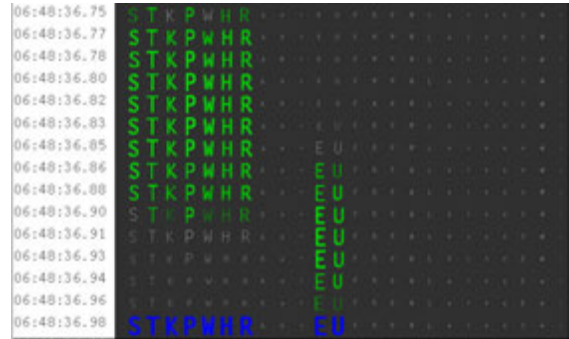
**Example 3**

The steno outline for the “Q” followed by the word “I” occur in the steno notes. In the Steno X-ray file, Compact View shows this intended two stroke outline written as one stroke. Double click the steno stroke to display the Expanded view.

The “S” “T” “K” “P” “W” “H” and “R” keys display in green and continue to display in green when the “E” and “U” keys are depressed. The keys intended for the first stroke were not released before the keys for the keys for the second stroke were depressed. All the keys register together, as indicated by the blue color.



Compact View



Expanded View

## EZ Text

EZ Text displays the EZ Text table in a dialog pane on the Edit screen. The EZ Text table allows you to create up to 20 strings of text which you can insert into the transcript or the Text field of a dialog box. Each text line can contain up to approximately 900 characters including conflicts, scan stops, format symbols, etc. EZ Text lines are stored in the EZ Text table located in the Systems Files case.


To insert an EZ Text line into the transcript while editing, position your cursor at the location in the transcript where you want the text and do one of the following:

- Highlight the EZ Text entry and click Insert on the EZ Text toolbar.
- Double click an EZ Text entry from the EZ Text dialog pane.
- Press F4 plus the EZ Text entry number; for example, F4 2. To insert EZ Text entry 10, press F4 0. To insert EZ Text entry 12, press F4 Shift + 2.

You can also insert EZ Text lines into the Text field of a dialog box. For example, you may want to create EZ Text entries that contain format symbols which do not have a shortcut key combination, allowing you to quickly insert the format symbols into dictionary definitions or a dialog box. To insert an EZ Text entry into a Text field of a dialog box, position the cursor in the Text field, press F4 and then press the EZ Text entry number.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen

## Create and Modify EZ Text Lines

1. Press **Alt + v, e, e** (View/Panes/EZ Text).
2. Use the fields and options as necessary:

### Number

Identifies the number associated with the EZ Text line listed in the Text field. The first ten lines are numbered #1 through #10 and the next five lines are numbers Shift + 1- 0.



## Text

The current text for the EZ Text entry, if any, displays in this field.



### Insert

Insert the highlighted EZ Text line into the transcript. Case CATalyst places the entry into the job at the cursor location. You can also double click the an entry to insert it into the transcript or press F4 plus the EZ Text line number; for example, F4 2.



### Modify (Ctrl + m)

Highlight an EZ Text line and click the **Modify EZ Text Entry** icon. The EZ Text Assignment dialog box displays with the current text from the highlighted EZ Text line. Make necessary entries and press **Enter (OK)**.

## Text

Type new text or make changes as necessary. Each text line can contain up to approximately 900 characters including conflicts, scan stops, format symbols and [extended characters](#). The maximum number of EZ Text lines is 15.

### Insert Auto Include

Display the EZ Text Auto Include dialog box. Select an Include file to associate with the selected EZ Text key. Do the following:

- Select **Browse** to display the Choose Include File dialog box.
- Navigate to the location of the file you want to insert. This may be a credit or XDS file.
- Select a file and press **Enter (Open)**. The file name displays in the Entry Text field. The "at" symbol, @, at the beginning of the entry designates the file as an Include file and must precede the file name.

### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to insert into the definition. For example, you may have entries for dropped examinations and want to use the EZ Speaker fields. You create the entry: <Centered Paragraph>DIRECT EXAMINATION<By-line>BY[!EZ SPEAKER 1]:<Question>

## FS

Display the list of available format symbols. Double click the format symbol you want to use or highlight the format symbol and press **Enter**. You can insert a format symbol at any point in the text entry. To have the format symbol list always display, check the Always Show Format Symbols box. You can also use shortcut keys to insert a format symbol.



### Insert Auto Include File

Highlight an EZ Text line and click the **Modify EZ Text Entry** icon. The EZ Text Auto Include dialog box displays with the current text from the highlighted EZ Text key. Choose an Include file to associate with the selected EZ Text key:

- Select **Browse** to display the Choose Include File dialog box. To use the associated layout with the selected include file, check the box **Bring Layout**.
- Navigate to the location of the file you want to insert.

- c. Select a file and press **Enter (Open)**. The file name displays in the Entry Text field. The "at" symbol, @, at the beginning of the entry designates the file as an Include file and must precede the file name.



#### Delete

Highlight the EZ Text line and press **Delete** or click the **Delete** icon. Choose **Yes** at the confirmation prompt.



#### Print

Print the EZ Text table. In the [Print](#) dialog box make any necessary changes and press **Enter (OK)**.

3. Press **Ctrl + s (File/Save)** to save the changes.
4. Press **Alt + f, x (File/Exit)** to close and exit the EZ Text table.

## Speaker List

The Speaker List contains speakers created using the [Create EZ Speakers](#) feature, typed speaker names entered before translating in the [Translate Speaker List](#) and Common Speakers added in [Field Options](#). The Speaker List pane in Edit allows you to insert speaker names or other fields directly into the job. For example, you may need to insert the speaker name for a dropped steno outline or misidentified speaker. Speaker fields from the Fill In Field List or [Field List Groups](#) used to identify speakers, can be added to the Speaker List. In addition to using EZ Speaker fields and Speaker fields from the Fill In Field List, you can add predefined fields such as the Seal Date field or a user define field such as Location. Speaker names and Speaker # fields display in the Speaker section of the Speaker List. All other fields display in the Fields section. The Speaker List pane can display a total of 310 unique speakers. EZ Speakers 01 - 100 are standard (specific steno) speakers, 101 - 299 are super (placeholder in lieu of steno) speakers and 300 - 309 are [common speakers](#).

The Speaker section of the Speaker List displays the speaker name along with the speaker number and the associated steno, if applicable. Speakers from the Speaker section insert into the transcript as Colloquy, unless the cursor location is immediately before or after a Question, then Case CATalyst inserts it as a By Line. To specify the By Line format, use the [By Line Options](#). The speaker name displays in the job with the color assigned to it in the Speaker List. You can add and modify speaker entries in the Speaker List.

The Field section of the Speaker List displays the field value in the Name column and the empty field name in the Number column. Fields from the Field section insert into the transcript as text without formatting. Fields can be added to the list using the [Settings](#) option in the Speaker List dialog pane. Additional Field options are accessed through the Settings option.

When a speaker name in the Speaker List contains text that is part of a Personal Global or E-Define, the Personal Global or E-Define applies to the inserted speaker. The [Advanced Global Option, Use Personal Global](#), must be active to automatically apply text that is part of a Personal Global. The Advance Global Option, *Apply E-Defines to typed-in text*, must be active to apply automatically apply text that is part of an E-Define. For example, you are required to bold the speaker name in Colloquy and By Lines. You include the bold attribute as part of your speaker definitions. Since the bold formatting attribute does not carry over to the Speaker List you create a Personal Global to apply the bold attribute.

Using the speaker names from the Speaker List, you can create a graphical [Seating Chart](#), viewable in the MiniViewer at the top of the Speaker List dialog pane or on the computer screen. Speakers display in their assigned colors. When viewing the Seating Chart on the screen, the speaker indicator includes the speaker name, speaker number and, if applicable, the associated steno.

[Brief it](#), when active, automatically creates a brief for a speaker when you create a new speaker using the Create EZ Speaker feature, insert a new speaker from the Speaker List dialog pane or modify a speaker name from the Speaker List. Briefs are not generated for Common speakers in the Speaker List.

The Speaker List works in conjunction with Spell Check during Edit. For example, you have a repeated speaker in colloquy. Spell Check displays speaker names from the Speaker List in the Suggestions field and allows you to change to another speaker name in that job.

Insert a speaker name or field into the job from the Speaker List by double clicking the entry or highlighting the entry and clicking the Insert button. To insert a speaker name into the transcript without opening the Speaker List, use the [Insert Speaker](#) command.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow ( ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

To access the Speaker List pane in Edit, press **Alt + v, e, k (View/Panes/Speaker List)**.



[Keyboard Map](#) Functions: Insert Field

Seating Chart: Show MiniViewer

Seating Chart: Hide MiniViewer

Seating Chart: Show All Speakers

Seating Chart: Hide All Speakers

Seating Chart: Toggle AutoHide Feature

## Speaker List Pane Features

### Name

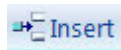
In the Speaker section, the defined speaker name or the name of the speaker field. In the Field section, the value of the field or the empty field name. Click the title bar to display the names in ascending or descending alphabetical order.

### Steno

Type the steno, if any, you want to associate with the speaker. You can retain the association by checking the box in the Locked field. If you have your speaker identifications defined in a dictionary, most likely your Personal Dictionary, and you always want them to display in the speaker list, type the associated steno and select the Locked column. Instead of using the Create EZ Speakers feature, you will simply fill in the field in the transcript or Speaker List.

### Locked

Check this box to retain the association of the steno entered in the Steno field with the speaker number. If you have your speaker identifications defined in a dictionary, most likely your Personal Dictionary, and you always want them to display in the speaker list, type the associated steno in the Steno field and select the Locked column. Instead of using the Create EZ Speakers feature, you will simply fill in the field in the transcript or Speaker List.



#### Insert

Insert the highlighted speaker name or field into the transcript. You can also double click an entry to insert it into the transcript. Speaker fields either insert as Colloquy or Byline depending on cursor location. If your cursor is located following a colloquy or question paragraph style, the speaker will be inserted as Colloquy. If your cursor is positioned after an answer paragraph style, the speaker will be inserted as a by line. To customize how your by line is inserted using this feature see [By Line Options](#).



#### New Speaker

Create a new speaker name. The Select EZ Speaker dialog box displays with the next sequential speaker number. Use the displayed number in the Enter Value field or type a new number and press **Enter (OK)**. Valid number are **1 - 99**. A new speaker name field displays with the assigned speaker number. Type the name in the field and press **Enter**.



#### Fill in Speaker

Modify an existing speaker or user defined field name. Highlight an entry and select **Fill in Speaker**. When you modify a speaker name, type the change and press **Enter**. When you modify a user defined field, the [Fill in Field](#) dialog box displays. Make necessary entries and select **OK**.



#### Change Color

Change the speaker name color. Highlight the field and select **Change Color**. Select a color from the color palette. The More Colors options displays the [Color](#) dialog box for additional and custom colors.

You can also change the field color assignment. Highlight a field and select **Change Color** to select a color from the color palette. The change affects the user color for all fields.



#### Delete

Delete an existing speaker name entry. Highlight the entry and press **Delete** or click the Delete icon. To remove a field from the list, click the Settings icon to uncheck the field from the list in the Choose Speaker List Fields dialog box.



#### Filter

Select this option to display all the available speakers with associated speaker numbers. Deselect this option to only display speaker numbers with assigned speaker names.



#### Allcap Text

Select this option to enter the speaker name in all capital letters. Deselect this option to enter the Speaker Name in upper and lower case letters.



### Show/Hide Seating Chart MiniViewer

Select this option to display the [Seating Chart](#) MiniViewer above the speaker list in the Speaker List dialog pane. The MiniViewer shows the placements of the Seating Chart speakers. Deselect this option to hide the MiniViewer. You can still display the Seating Chart speakers.



### Show/Hide Seating Chart Speakers

Select this option to display [Seating Chart](#) speakers on the screen. Deselect this option to automatically hide the Seating Chart speakers. This is the default. When you move your cursor over the MiniViewer, the Seating Chart speakers display on the screen for a few seconds and then automatically hide. You can [change](#) the number of seconds the Seating Chart displays before it automatically hides or have the Seating Chart continuously display.



### Options

Display the Speaker List / Seating Chart Options dialog box where you can choose additional fields to add to the Speaker List. Click the option, *Add fields to Speaker List* and check the box next to the fields you want to add to the Speaker List. Click **OK** when finished. You can modify the name of new user defined fields. [Field Options](#) are also accessible from the Choose Speaker List Field dialog box.





### Help

Display the Case CATalyst Help.

## Seating Chart

The Seating Chart feature allows you to create a graphical Seating Chart of speakers from the Speaker List, placing speaker information on the computer screen in a position relative to where the speakers are sitting during the proceedings. The Seating Chart is viewable on the computer screen and in the MiniViewer located above the [Speaker List](#) in the Speaker List dialog pane.

The Seating Chart MiniViewer, by default, displays when the Speaker List opens. The Show/Hide Seating Chart MiniViewer  icon toggles the display of the MiniViewer. To add speakers to the Seating Chart, display the MiniViewer and drag a speaker from the Speaker List onto the MiniViewer or right click the speaker and select Add to Seating Chart. Speaker items display in the MiniViewer and the computer screen in the assigned speaker color. Speaker items on the computer screen show with a default height and width that can be modified in the Speaker List options or temporarily changed by clicking and dragging the edges. Each speaker item on the computer screen, by default, shows the speaker name on the top line, the speaker number and, if applicable, the associated steno on the second line. To reposition a speaker item, click and drag the speaker item on the computer screen to a different location. Moving a speaker item on the computer screen changes the position of the speaker item in the MiniViewer.

Seating Chart speaker items display when you click the Show/Hide Seating Chart Speakers  icon or when you position your cursor over the MiniViewer. When the Seating Chart displays, the Show/Hide Seating Chart Speakers icon is highlighted. By default, the Seating Chart is set to AutoHide after displaying for 3 seconds. You can change the display time or disable the AutoHide feature to continuously show the speakers items. You can toggle between enabling and disabling the AutoHide feature by changing the Seating Chart options or by using the Seating Chart: Toggle AutoHide Feature key combination. When you display the Seating Chart speaker items with the AutoHide feature is disabled, the speaker items remain on the computer screen until you enable AutoHide. Case CATalyst remembers the last display state of the Seating Chart.

You can remove individual or all speaker items from the Seating Chart by right clicking and selecting the desired item. Once a speaker item is removed, it is necessary to add the speaker item again if you want to redisplay it in the Seating Chart. If you remove all the speakers items from the Seating Chart and want to redisplay them, it is necessary to add each speaker item individually.

You can create a default Seating Chart to automatically populate the Seating Chart with speakers when you start a new job. Using the [Default Seating Chart/Scope](#) option, you select the scope, User or Case and then select the speakers to populate the Seating Chart. When you write the steno for a selected speaker in the current job, the Speaker List populates. For example, the case you are working on has ten attorneys. You determine the default Seating Chart arrangement and set the scope to Case. The Seating Chart arrangement is remembered for all jobs in that case. Speakers added from the default Seating Chart after translation begins are automatically added to the seating chart. For example, your default seating chart includes [!EZ Speaker 01], [!EZ Speaker 02], [!EZ Speaker 03], [!EZ Speaker 04]. You identify [!EZ Speaker 01] and [!EZ Speaker 03] before starting the realtime. A half hour into the job a break is taken when the second attorney for the plaintiff arrives. You use [Create EZ Speakers](#) to identify [!EZ Speaker 02] and the speaker is automatically added to the Seating Chart. Settings apply to new jobs or cases and do not affect the current job or previous jobs or cases.

[Seating Chart options](#) allow you to customize the actions and display of the Seating Chart and speaker items, such as the Seating Chart display time, the text layout for the speaker items or creating a default Seating Chart.



[Keyboard Map](#) Functions: Seating Chart: Show MiniViewer

Seating Chart: Hide MiniViewer


Seating Chart: Show All Speakers

Seating Chart: Hide All Speakers

Seating Chart: Toggle AutoHide Feature

## Create a Seating Chart

1. Press **Alt + v, e, k (View/Panes/Speaker List)** to display the Speaker List dialog pane.
2. Do one of the following to add speakers to the Seating Chart:
  - Right click a speaker name in the Speaker List and select **Add to Seating Chart**. The speaker name displays in the middle of the computer screen. Click the Seating Chart speaker item and drag it to the desired position on the screen.

- Click the Show/Hide Seating Chart MiniViewer  icon to display the MiniViewer if it is not displayed. Click a speaker name and drag it to the desired position in the MiniViewer. The speaker item displays on the computer screen in the same position as the MiniViewer.
3. Do any of the following:

#### Reposition a seating chart speaker

Click and drag the Seating Chart speaker item to the correct position.


#### Change the size of the seating chart speaker

Click the edge or corner of a Seating Chart speaker item and drag to the desired size. The change only applies to the selected Seating Chart speaker. There is a default minimum and maximum size. You can [change](#) the default.

#### Remove a speaker from the seating chart

Position the cursor on the Seating Chart speaker item, right click and select **Remove from Seating Chart**. To remove all the speakers from the Seating Chart, select **Remove All from Seating Chart**.

#### Toggle the display of the seating chart items

Click Show/Hide Seating Chart Speakers  icon to toggle the display of the Seating Chart on the computer screen.


#### Toggle the display of the MiniViewer

Click the Show/Hide MiniViewer  icon.

#### Toggle the Auto Hide Feature

Invoke the Toggle AutoHide feature command. You must have [assigned](#) the Toggle AutoHide Feature command to a keyboard map function.

## Speaker List/Seating Chart Options

Speaker List and Seating Chart options determine certain customized settings that control Seating Chart actions and display. These settings affect both regular CATalyst translation and CATalyst BCS captioning. Access Speaker List / Seating Chart Options from the Speaker List dialog pane in Edit. Press **Alt + v, e, k (View/Panes/Speaker List)** to display the Speaker List dialog pane. Click the Settings  icon.

## Speaker List/Seating Chart Options

Use the following fields to customize Speaker List and Seating Chart settings:

### Add fields to Speaker List

Display the Select Fields for Speaker List dialog box. Choose fields to display in the Speaker List that do not usually show. The Speaker List is most commonly populated using the Create EZ Speaker feature and the selection of common speakers.

### Show Common Speakers

Select **Yes** to display Common Speakers, such as THE WITNESS or the THE COURT, in the Speaker List. Select **No** to hide the Common Speakers. The default is No.

### Show MiniViewer

Select **Show** to automatically display the Seating Chart MiniViewer in the Speaker List dialog pane. Select **Hide** to manually open the Seating Chart MiniViewer Speaker.

### Default Seating Chart/Scope

Automatically display selected speakers in the Seating Chart when you start a new job. You can set the scope of the Seating Chart to display for a user or case. Settings apply to speakers selected for the current job and new jobs but do not affect previous jobs or cases. Highlight the option, click the drop-down arrow, select the scope and click the **Edit** button to select the specific speakers you want in the Seating Chart in future jobs. You can create a separate default seating chart for User and Case.

When the Default seating chart is set to Case, the seating chart information is saved in the *nameofcase\_case* settings file. When the Default seating chart is set to User, the seating chart information is saved in the *UserSettings* file located in your System Files case.

### Sticky Windows

Select **Yes** to easily align speaker items with each other or along the monitor borders using your mouse. Speaker items remain independent allowing you to reposition them individually. The default setting is **No**.

### Speaker Item Transition

Select how the speaker items change from visible to hidden and hidden to visible. Choose one:

#### Fade

Speaker items show on the screen and fade from the screen in their designated locations.

#### Zoom

Speaker items move on and off the screen in a zooming motion between the MiniViewer and their designated location.

### Speaker Item Transparency

Select **Yes** to have the speaker items display at a specified level of transparency when they do not have cursor focus. When you click a speaker item, the speaker item displays as a solid image until you remove the cursor focus. Set the transparency level in the *Transparency Setting* field. Select **No** to have the speaker items always display as a solid image.

#### Transparency Setting

When the *Speaker Item Transparency* option is active, use the slider bar to set the transparency level. A low setting increases the transparency and a high setting decreases the transparency.

### Speaker Item Layout

Determine the layout for the speaker items on the screen. Layouts determine the text arrangement of the speaker name, speaker number, if available, and steno for the speaker items. Choose one:

- Layout 1 – Name on the top, steno on the bottom, number on bottom left.
- Layout 2 – Steno on the top, name on the bottom, number on bottom left.
- Layout 3 – Name on the top, steno on the bottom, large number on left.
- Layout 4 – Steno on the top, name on the bottom, large number on left.
- Layout 5 – Name on the top, steno on the bottom, no speaker number.
- Layout 6 – Steno on the top, name on the bottom, no speaker number.



### Auto Hide Speakers Items


Select Yes to automatically hide the speaker items when they do not have cursor focus. Select No to continuously display the speaker items on the screen. Using the Seating Chart: Toggle AutoHide Feature command, you can toggle between enabling and disabling the AutoHide feature. Create a [keyboard assignment](#) or an [AccelerWriter](#) for the command.

### Auto Hide Close Delay

Use the slider bar to determine the number of deciseconds the speaker items display before automatically hiding when they no longer have cursor focus. This option is only available when the *Auto Hide Speakers Items* option is set to Yes.

### Auto Hide Show Delay

Use the slider bar to determine the number of deciseconds the speaker items wait before displaying

when you hover the cursor over the MiniViewer or click, , Show/Hide Seating Chart Speakers. This option is only available when the *Auto Hide Speakers Items* option is set to Yes.

### Speaker Item Size

The current width and height of the speaker items. Make entries in the *Width* and *Height* fields to customize the default size of new speaker items. If there are current speaker items that you want to reflect the default settings, remove all speakers from the Seating Chart and then add them to the Seating Chart.

To temporarily customize the size of current speaker items, click and drag the sides while displayed on the screen. Manually resizing one speaker item does not affect the other speaker items on the screen.

### Clear All Speakers from Speaker List

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

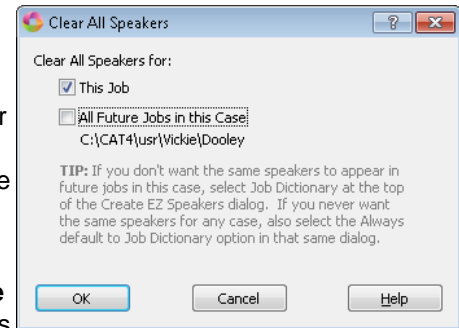
There may be times when all the speakers are no longer relevant for the current job or for all future jobs in the case. The Clear All Speakers command is available for just those times!

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

#### To use the Clear All Speakers command:

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

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



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

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

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

## Speaker List Right Click menu

When the Speaker List is displayed, you can right click in the [Speaker List](#) pane and select any of the following items:

### Insert

Insert the highlighted speaker name or field into the transcript. You can also double click an entry to insert it into the transcript. Speaker fields either insert as Colloquy or Byline depending on cursor location. If your cursor is located following a colloquy or question paragraph style, the speaker will be inserted as Colloquy. If your cursor is positioned after an answer paragraph style, the speaker will be inserted as a by line. To customize how your by line is inserted using this feature see [By Line Options](#).

### New Speaker

Use the New Speaker feature to create a new EZ Speaker field and add the speaker to the Speaker List. When you select New Speaker, the Select EZ Speaker dialog box displays in which you need to select an EZ Speaker [field](#) number. Valid numbers are 1 - 99. A blank speaker spot is added to the Speaker List, type the speaker name and click the down arrow to select a color, if desired, for the speaker.

### Add to Seating Chart

The [Seating Chart](#) allows you to create a graphical Seating Chart of speakers from the Speaker List, placing speaker information on the computer screen in a position relative to where the speakers are sitting during the proceedings. Use the Add to Seating Chart feature to create a graphic for a speaker which you can drag to any position on your screen. Click a speaker in the Speaker List and select Add to Seating Chart. The [Speaker List/Seating Chart Options](#) control the Seating Chart graphic settings.

### Fill in Field

Modify an existing speaker or user defined field name. Highlight an entry, right click and select **Fill in Field**. When you modify a speaker name, type the change and press **Enter**. When you modify a user defined field, the [Fill in Field](#) dialog box displays. Make necessary entries and select **OK**.

### Clear All Speakers

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

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

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

### Delete

Delete an existing speaker name entry. Click the entry in the Speaker List and then select **Delete**. The speaker name is removed and if using EZ Speaker fields, the EZ Speaker field displays throughout the job.

### Case CATalyst Help

Display the Case CATalyst Help.


### Hidden Text

The Hidden Text feature displays the [Hidden Text](#) dialog pane which shows all the Hidden Text in the transcript along with the page location. You can search, modify, delete and print items.

The Hidden Text dialog pane displays the line of Hidden Text, the page and the line number on which it occurs and the section number. You can sort the list by clicking a column heading. Alternate ascending and descending order by clicking on the same column heading again. An arrow in the column indicates the sort order.

Double clicking an entry in the Hidden Text dialog pane moves the cursor to the location in the file where the selected Hidden Text occurs.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to

move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen

### Access the Hidden Text dialog pane in Edit:

- Press **Alt + v, e, h (View/Panes/Hidden Text)**.
- Double click a hidden text entry in the transcript.



[Keyboard Map](#) Function: View Hidden Text

## Hidden Text Dialog Pane Features



### Modify (Ctrl + m)

Highlight an entry and click the Modify icon. Case CATalyst moves the cursor to the line in the job where the selected Hidden Text occurs and displays Hidden Text dialog box.

Add, delete or modify the Hidden text. Insert format symbols or fields as necessary. When finished, click **OK**.



### Delete

Highlight an entry and press Delete or click the **Delete** icon to remove the Hidden Text entry from the transcript. Choose **Yes** at the confirmation prompt.



### Search

Search the Hidden Text. In the Search dialog box make necessary entries and press **Enter (OK)**.

### Search

Type the text you want to locate in the Hidden Text dialog box. Use the remaining options, as necessary.

#### Entry Type

Check this box and select the criteria from the drop down list:

- Numbers — The first entry that contains numbers.
- Contain Format Symbol — The first entry that contains a format symbol.
- Contains field(s) — The first entry that contains a field.
- Phrase — The first entry that contains two or more words separated by a space.

**Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This field is unavailable when you select to search by Entry Type.

**Whole Word**

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This field is unavailable when you select to search by Entry Type.

**FS**

Include a format symbol in the Search. Type the format symbol or display the format symbol list by clicking **FS** and double click a format symbol to choose it. It is unavailable when you select to filter by Entry Type.

**Insert Field**

Include a field in the Search. Click **Insert Field** and double click a field from the list to choose it. This field is unavailable when you select to filter by Entry Type.

**Location**

Limit the search to include one of the following criteria. These fields are unavailable when you select to search by Entry Type.

- Exact Match — Search for entries that exactly match the text entered in the Search field.
- Begins With — Search for entries that begin with the text entered in the Search field.
- Ends With — Search for entries that end with the text entered in the Search field.
- Contains — Search for entries that contain, anywhere in the entry, the text entered in the Search field.

**Direction**

Select one of the following:

**Forward**

Search forward from the cursor position to the end.

**Backward**

Search backward from the cursor position to the beginning.

**Filter**

Display the Hidden Text based on specific criteria.

**Filter**

Select a criteria from the drop down list and type the appropriate entry in the field to the right:

- Text — All entries for the specified text. Type the text. Include any other optional filtering features.
- Page — All entries on a specific page. Type the page number in the field.
- Line — All entries for a specific line number. Type the line number in the field.
- Sec— All entries for a specific section. Type the section number in the field.

### Entry Type

Check this box and select the criteria from the drop down list:

- Text — All entries that contain specific text criteria. Select a criteria from the drop down box to the right:
  - ♦ Numbers — The first entry that contains numbers.
  - ♦ Contain Format Symbol — The first entry that contains a format symbol.
  - ♦ Contains field(s) — The first entry that contains a field.
  - ♦ Phrase — The first entry that contains two or more words separated by a space.
- Page — All entries on a specific page. Type the page number in the field.
- Line — All entries for a specific line number. Type the line number in the field.
- Sec— All entries for a specific section. Type the section number in the field.

### Case Sensitive

Check this box to limit the filter based on the upper and lower case letters of text typed in the field. If you do not select Case Sensitive, the filter displays all words containing the indicated characters, regardless of case. This field is only available when filtering by typed text in the field.

### Whole Word

Filter only for the words that match the text typed in the field. If you do not select Whole Word, the filter displays the word both as it stands alone and as part of another word. This field is only available when filtering by the typed text in the field. It is unavailable when you select to filter by Entry Type.

### FS

To Filter with format symbol, type the format symbol or display the format symbol list by clicking FS and double click a format symbol to choose it. This field is only available when filtering by the typed text in the field. It is unavailable when you select to filter by Entry Type.

### Insert Field

Filter with a field. Click Insert Field and double click a field from the list to choose it. This field is only available when filtering by the typed text in the field. It is unavailable when you select to filter by Entry Type.

### Location

Filter by one of the following criteria. These fields are unavailable when you select to filter by Entry Type.

- Exact Match — Filter entries that exactly match the text typed in the field.
- Begins With — Filter for entries that begin with the text typed in the field.

- Ends With — Filter entries that end with the text typed in the field.
- Contains — Filter entries that contain, anywhere in the entry, the text typed in the field.



### Remove Filter

Display all the Hidden Text.



### Print

Print the Hidden Text. In the [Print](#) dialog box make any necessary changes and press **Enter (OK)**.



### Case CATalyst Help

Display Case CATalyst Help.


## Hotspots

Hotspots is a dialog pane that contains occurrences of the [Oops](#) format symbols (up to 10 Oops categories available), an empty (undefined) field or an untranslate in the transcript. For example, you might have an Oops format symbol category that you write when you need to check the spelling before someone leaves the proceedings. With the Hotspots pane, you can quickly find all the occurrences of where you need to check spellings before all participants leave the proceedings.

The Hotspots dialog pane displays the entire transcript line along with the page, line number and section number on which an Oops format symbol, empty field or untranslate occurs. The different entry types display in separate color coded groups. Lines containing the Oops format symbol display in the color selected in the Hotspots pane Options. Each Oops category can have a different color assignment and name. By default, the Oops categories display at the top of the list, followed by empty fields in blue and then lines containing untranslates in green. You can set the Hotspots [options](#) to hide item types you do not want displayed and you can also Filter in the Hotspots pane to see exactly what you want (see Filter/Sort before). The Hotspots options affect both regular CATalyst translation and CATalyst BCS captioning.

Double click a Hotspots entry to move the cursor to that location in the transcript. If the Hotspots entry is an undefined field Case CATalyst also opens the Fill-in-Field dialog box based on the field type. If the Hotspots entry is an untranslate, Case CATalyst positions your cursor immediately before the untranslate in the transcript. If there is more than one untranslate on a transcript line, a Hotspots entry displays for each untranslate. When the Hotspots audio option is active for the selected Hotspots entry, double clicking on the Hotspots entry plays the audio, if any, associated with the entry.

You can search, sort, modify, delete and print the Hotspots entries. Use the Hotspots icons on the title bar of the Hotspots dialog pane.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

To access the Hotspots dialog pane in Edit, press **Alt + v, e, o (View/Panes/Hotspots)**.

## Hotspots Dialog Pane Features

Click a column heading to sort the entries in ascending and descending order. An arrow in the column indicates the sort order.

Double click an entry to move the cursor to the location in the file where the selected Hotspots occurs. Review the line and make any necessary changes.



### Modify (Ctrl + m)

Highlight an entry and click the **Modify** icon. Case CATalyst moves the cursor to the line in the job where the selected Hotspots entry occurs.



### Delete

Highlight an entry and press **Delete** or click the **Delete** icon to remove the Oops format symbol from the transcript. By default, a confirmation prompt displays. Choose **Yes** to delete the entry. You can change the display of the confirmation prompt by changing the Hotspots Pane option, [Prompt before deleting Oops format symbol?](#). The Delete feature is only available for Oops entries.



### Search


Search the Hotspots entries . In the [Search dialog box](#) make necessary entries and press **Enter** (OK).

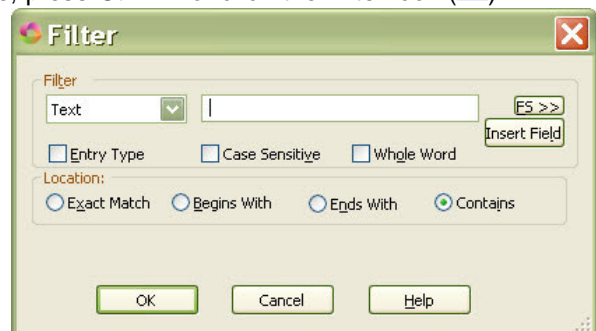


### Filter / Sort


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

#### To Filter the Hotspots pane:

- With your cursor focus in the Hotspots pane, press **Ctrl + f** or click the Filter icon (.
- 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.
3. 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.
  4. 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.
  5. To filter, press **Enter** or click **OK**.
  6. To remove the filtered display in the Hotspots pane, click the Remove Filter () icon.



#### Remove Filter

Display all the Hotspots entries.



#### Print

Print the Hotspots. You can print Hotspots entries to a printer or to PDF. In the [Print](#) dialog box make any necessary changes and press **Enter (OK)**.



#### Settings


Modify the Hotspots dialog pane [options](#).



#### Case CATalyst Help

Display Case CATalyst Help.

## Hotspots Pane Options

Access the Hotspots Pane options from the Hotspots Pane. Click the Settings  icon. Click **OK** when finished making changes.

### Show Oops

Select **Yes** to display the transcript line in the Hotspots dialog pane on which an Oops format symbol is located. Select **No** to hide the display of lines containing the Oops format symbol.

### Play Audio when double-clicking <Oops> entries

Select **Yes** to play the associated audio, if available, when you double click an <Oops> entry in the Hotspots dialog pane.

### Show Untranslates

Select **Yes** to display the transcript line in the Hotspots dialog pane on which an untranslate is located. Select **No** to hide the display of lines containing untranslates. If there is more than one untranslate on a transcript line, a Hotspots entry displays for each untranslate.

### Play Audio when double-clicking Untranslate entries

Select **Yes** to play the associated audio, if available, when you double click an untranslate entry in the Hotspots dialog pane.

### Maximum number of Untranslate entries to show

Determine the maximum number of untranslate entries to display in the Hotspots dialog pane at one time. The default setting is 5. Once you resolve an untranslate, Case CATalyst populates the Hotspots dialog pane with the next untranslate, if another one exists in the file.

### Show undefined fields

Select **Yes** to display the transcript line in the Hotspots dialog pane on which an undefined (empty) field is located. Select **No** to hide the display of lines containing undefined fields.


### Play Audio when double-clicking undefined fields

Select **Yes** to play the associated audio, if available, when you double click an undefined field entry in the Hotspots dialog pane.

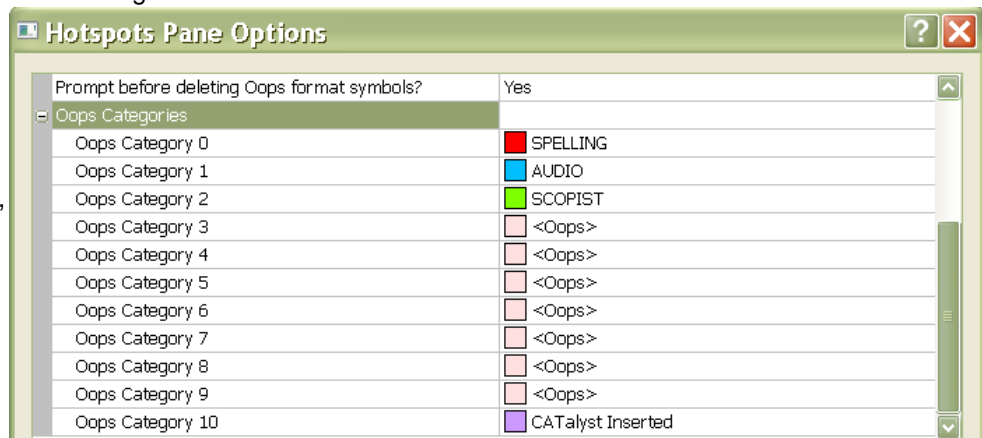
### Prompt before deleting Oops format symbol

Select **Yes** to display a confirmation message when you delete an Oops format symbol. Deleting an Oops format symbol from the Hotspots dialog pane removes the Oops format symbol from the transcript. Select **No** to bypass the confirmation prompt when you delete an Oops format symbol.

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

- At Manage Jobs or anywhere in CATalyst, press **Alt + t** and select **All Options** or click the All Options icon (  ) available on the toolbar. Select Edit Panes and then Hotspots. If you are in Edit, you can press **Alt + v, e, o** (View, Panes, Hotspots) to display the Hotspots pane and then click the Options icon on the Hotspots pane title bar.
- Do any of the following:

- To assign a category name, double click the Oops in the right-hand column and type the name for the Oops.



- To assign a color, click the Down arrow (  ) and select a color.

3. When finished, do any of the following:

- To save and close the Oops options, press **Enter**.
- To restore the default Oops categories, press **Alt + r**.
- To forget your changes and close the dialog box, click **Cancel**.


#### Things to know:

- If you do not assign a category to any of Oops format symbols, when you insert the Oops format symbol in a job by pressing F4 and selecting the Oops format symbol, you will be prompted for a category number. Once inserted into the job, Reveal Codes will show the <Oops #> and the Hotspots pane will simply show <Oops>.
- Category 10 is reserved and assigned to CATalyst Inserted category. For example if you have the Advanced Translate option, Insert Oops FS after aborted Power Define set to Yes and you abort a Power Define, Scan Define, EZ Speakers or Text Define during realtime, the Oops category 10 format symbol is inserted into the transcript. Category 10 Oops format symbol is also inserted when translating a steno file or re-translating a realtime file that contains AccelerWriters (macros invoked from the steno machine) and/or Power Defines at the point where the AccelerWriter or Power Define was invoked.

## Search Hotspots Entries

Search the Hotspots dialog pane for specific text, format symbols, fields or entry types. You can search forward or backward for a whole word, part of a word, or multiple words. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

To search Hotspots entries:

1. In the Hotspots dialog pane, click the Search  icon. The Search dialog box displays.
2. Select the method by which you want to search the Hotspots entries.

#### Specific Text

Search by specific text. In the *Search* field, type the text you want to find.

#### Entry Type

Check this box to search by entry type. Case CATalyst searches only for entries with the selected entry type.

Entry Types

#### Conflict

The first entry that contains a conflict end format symbol.

#### Scan Stop

The first entry that contains a scan stop begin or end format symbols.

#### Numbers

The first entry that contains numbers.

#### All Capped

The first entry that contains all capped text.

**Contains capped**

The first entry that contains at least one capital letter.

**Phrase**

The first entry that contains two or more words separated by a space.

**Contains punctuation**

The first entry that contains punctuation.

**Contains format symbol**

The first entry that contains a format symbol.

**Contains Fields(s)**

The first entry that contains a field.

**Auto Include**

The first entry that begin with @.

**AccelerWriter**

The first entry that begin with &&.

**Number Conversion**

The first entry that contain the {Number Conversion} translate command.

**Number Trigger**

The first entry that contain the {Number Trigger} translate command.

**Numeral Words**

The first entry that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

The first entry that contain a <Colloquy> format symbol and a colon.

3. Use the remaining fields as necessary:

**Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This field is only available when you select to search for text.

**Whole Word**

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This field is only available when you select to search for text.

**FS**

Include a format symbol in the Search. Type the format symbol or display the format symbol list by clicking **FS** and double click a format symbol to choose it. This field is only available when you select to search for text.

### Insert Field

Include a field in the Search. Click **Insert Field** and double click a field from the list to choose it. This field is only available when you select to search for text.

### Location

Limit the search to include one of the following criteria. These fields are only available when you select to search for text.

#### Exact Match

Search for entries that exactly match the text entered in the Search field.

#### Begins With

Search for entries that begin with the text entered in the Search field.

#### Ends With

Search for entries that end with the text entered in the Search field.

#### Contains

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

### Direction

Select one of the following:

#### Forward

Search forward from the cursor position to the end.

#### Backward

Search backward from the cursor position to the beginning.

4. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
5. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

## Filter Hotspots

Display Hotspots entries in the Hotspots dialog pane based on text, Hotspots type, page number, line number or section number.

1. In the Hotspots dialog pane, click the Filter  icon. The Filter dialog box displays.
2. Select a filter criteria from the drop down list.

### Text

All entries for the specified text. Type the text you want to filter on and include any other optional filtering features such as Whole Word or Case Sensitive.

### Type

All entries for the specified type of Hotspots entry.

- Oops - if you have Oops categories and have applied a name to the Oops category, type the category name. For example, let's say you have <Oops-1> named Audio. In the Filter dialog box, select Type, in the blank field type: *Audio*.
- Untranslates - if you are showing untranslates in the Hotspots pane, in the Filter dialog box, select Type and in the blank field to the right, type: *untranslate*.
- Field - if you are showing Empty fields in the Hotspots pane, in the Filter dialog box, select Type and in the blank field to the right, type: *empty field*.

### Page

All entries on a specific page. Type the page number in the field.

### Line

All entries for a specific line number. Type the line number in the field.

### Sec

All entries for a specific section. Type the section number in the field.

3. Use the following options as necessary:

### Entry Type

Check this box to filter by entry type. Select an entry type from the drop down list. Only entries with the entry type selected display. This option is available when the Filter criteria selected is *Text* or *Type*.

Entry Types

#### Conflict

All the entries that contains a conflict end format symbol.

#### Scan Stop

All the entries that contains a scan stop begin or end format symbols.

#### Numbers

All the entries that contains numbers.

#### All Capped

All the entries that contains all capped text.

#### Contains capped

All the entries that contains at least one capital letter.

#### Phrase

All the entries that contains two or more words separated by a space.

#### Contains punctuation

All the entries that contains punctuation.

**Contains format symbol**

All the entries that contains a format symbol.

**Contains Field(s)**

All the entries that contains a field.

**Auto Include**

All the entries that begin with @.

**AccelerWriter**

All the entries that begin with &&.

**Number Conversion**

All the entries that contain the {Number Conversion} translate command.

**Number Trigger**

All the entries that contain the {Number Trigger} translate command.

**Numerical Words**

All the entries that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

All the entries that contain a <Colloquy> format symbol and a colon.

**Case Sensitive**

Check this box to limit the filter based on the upper and lower case letters of text typed in the field. If you do not select Case Sensitive, the filter displays all words containing the indicated characters, regardless of case. This field is only available when filtering text.

**Whole Word**

Filter only for the words that match the text typed in the field. If you do not select Whole Word, the filter displays the word both as it stands alone and as part of another word. This field is only available when filtering by the typed text in the field.

**FS**

Include a format symbol in the Filter. Type the format symbol or display the format symbol list, double click **FS** and double click a format symbol to choose it. This field is only available when filtering by text.

**Insert Field**

Include a field in the Filter. Click **Insert Field** and double click a field from the list to choose it. This field is only available when filtering by text.

**Location**

Filter by one of the following criteria. These fields are only available when filtering by text.

**Exact Match**

Filter entries that exactly match the text typed in the field.

### **Begins With**

Filter for entries that begin with the text typed in the field.

### **Ends With**


Filter entries that end with the text typed in the field.


### **Contains**

Filter entries that contain, anywhere in the entry, the text typed in the field.

4. Do one of the following:

- To filter on your current criteria, press **Enter** or click **OK**.

- To filter on a new set of criteria, click the Filter  icon.

- To remove the current filter and display all the Hotspot entries, click the Remove Filter  icons.

## **Clipboard**

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. Selecting Copy twice on the same highlighted text automatically opens the Clipboard. Selecting Copy again, toggles the display of the Clipboard. Items sent to the Clipboard remain available for all edit files during the current Case CATalyst session. Once you close Case CATalyst, the Clipboard items are deleted unless you lock one or more items. When you lock Clipboard items, those items will 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 displays in an dialog pane. 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. When you lock Clipboard items, those items 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. Items remained locked until they are individually unlocked or the Unlock All button is used.

You can paste any of the 10 items into the job using the Clipboard or by pressing an assigned keyboard command. Invoking the [Paste](#) command inserts the last item copied into the job. The text of Clipboard entries can be pasted into the Text field of a dialog box. In the Text field of a dialog box, press F11 and then type the number for the clipboard item. Numbers 0 - 9 are valid. For example, you want to copy exhibit descriptions into the Make Exhibit Index Entries dialog box. Copy each description to the clipboard. Open the Make Exhibit Index Entries dialog box and in the description text field press F11 and then press the desired Clipboard number.



## 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**. You can also invoke the assigned Toggle Clipboard Lock keyboard command for that item while editing. You must first create a [keyboard map assignment](#).

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. You can also invoke the assigned Toggle Clipboard Lock keyboard command for that item while editing. You must first create a keyboard map assignment.

You cannot delete individual items from the Clipboard. Use **Clear All** to remove all the 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.
4. In the Clipboard dialog pane, position your cursor in the box that contains the text you want to insert and press **Enter**. Case CATalyst inserts the text immediately after the last cursor location in the job.

### 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.



[Keyboard Map](#) Functions:    View Clipboard  
    Paste Item #  
    Toggle Clipboard Lock #

## Brief It

The [Brief It](#) translation feature that suggests conflict free brief forms for words and phrases that you write during a realtime job. When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form and displays it in the Brief It dialog pane. The Brief It option on the Case CATalyst Translate Options [Realtime tab](#) must be checked for Brief It to be active during realtime writing. By default, the option is active. [Live Suggestions](#) are also displayed in the Brief It pane.

[Brief It Options](#) determine certain customized settings that control how Case CATalyst suggests briefs in the Brief It dialog pane during realtime. You can create Personal Briefs, include and exclude keys in suggested briefs, suggest only one stroke briefs and identify common words that occur at the beginning or end of phrases to prevent a brief from being suggested. You may want to customize Brief It before beginning translation.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow ( ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

Access the Brief It dialog pane in Edit. Press **Alt + v, e, t (View/Panes/Brief It)**. The Brief It dialog pane can be set to float or be docked anywhere on the screen.

## Brief It Dialog Pane

The briefs in the dialog pane have a color-coded background for easy identification. The more often the same brief is offered and not used, the darker the background color.

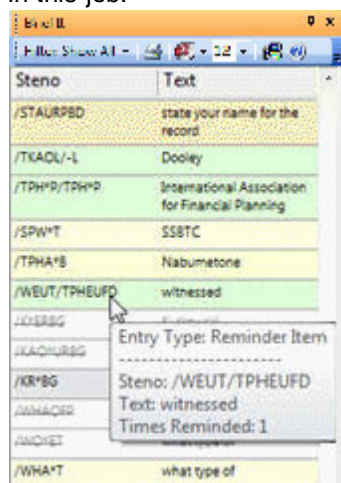
Steno	Text
/STAURPBO	state your name for the record
/TKAOL/-L	Dooley
/TPH*P/TPH*P	International Association for Financial Planning
/SPW*T	SSBTC
/TPHA*8	Nabumetone
/WEUT/TPHEUFD	witnessed
/KXERBG	Kurkowski
/KACHURBG	Kurkowski
/KX*BG	Kurkowski
/WHAQED	what type of
/WQHET	what type of
/WHA*T	what type of

Brief It dialog pane colors include:

- Green — indicates a Reminder brief. This is a brief that exists in a dictionary being used for translation.
- Yellow — indicates a Suggested brief. This is a brief Case CATalyst generates.
- Orange — indicates a Personal brief. This is a brief you created and entered in the Briefs.txt file.
- Gray — indicates a Used brief. This is any type of brief displayed in the Brief It dialog pane you used in this job.
- White with strike out — indicates a Rejected brief. A rejected brief occurs when you use the Reject Suggestion or New Suggestion command.

## Brief Details

Rest the cursor on an entry in the dialog box to display information about the brief, including the type of brief, the steno and text contained in the brief, and how often the brief has been suggested in this job.



## Managing Briefs

Right click a single entry in the Brief It dialog pane to take an action on the brief. Available actions depend on the type of brief selected. To take an action on multiple entries at once, use Windows conventions to highlight multiple briefs. Only actions applicable to all the selected entries are available. For example, if you highlight a Reminder brief and a Suggested brief, the only feature available is, Send to Cat Scratch. If you highlight several Suggested briefs, the available actions include, Send to Cat Scratch, J-define Suggestions, Reject Suggestions and New Suggestions.

### Entry Type

Identifies the type of brief: Reminder, Personal, Suggested or Used.

### Send to Case Cat Scratch

Depending on your [Cat Scratch](#) pane scope, Send to Job Cat Scratch, Send to Case Cat Scratch or Send to Cat Scratch displays.

### Lookup Steno

Displays the entry in the dictionary where the existing brief entry is located. This action only displays for Reminder entries. The dictionary, that contains the entry, opens with the entry highlighted.

### J-Define Suggestion

[Create a J-Define](#) from the brief. Displays the Add Dictionary Definition – Job Dictionary dialog box with the brief form in the Steno field and the definition in the Text field. This action is available for Suggested and Personal briefs.

If you have the Brief It Option, *Define to Case Dictionary*, selected, right click displays K-define Suggestions.

### Reject Suggestion

Reject the Suggested brief. Case CATalyst strikes through the brief form, changes the background to white and makes the brief unavailable. When you use the reject suggestion command, the steno and text brief combination will not be suggested again during the current realtime session. This action is available for Suggested and Personal briefs.

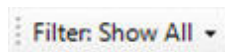
### New Suggestion

Automatically rejects the brief and suggests a new brief; or suggests a new brief for a brief already rejected. This action is available for Suggested and Personal briefs.

### J-Define Rejection

[Create a J-Define](#) from a rejected brief. Displays the Add Dictionary Definition – Job Dictionary dialog box with the brief form in the Steno field and the definition in the Text field. This action only displays for rejected briefs.

## Dialog Pane Features



### Filter Type

Filter allows you to display the briefs by category or with specific criteria. Click the down arrow to select the type of entries to display. A check mark next to the item indicates it is selected to be included in the filter. Filter hides the display of specified items in the Brief It dialog pane. It does not remove them. All entries display when you return to Show All. By default, the Filter is set to Show All entries except Live Suggestions. [Live Suggestions](#) is a filter option that allows you to see Live Suggestions in the Brief It pane while you are writing realtime. In order to see Live Suggestions, this option must be selected.

If you write a brief generated by Brief It that is not displayed in the Brief It dialog pane because the Filter is hiding the entry, Case CATalyst job defines.

If you are showing Live Suggestions and the Rejected filter type is not selected, when you replace/define a Live Suggestion all the other Live Suggestions offered for that steno are no longer displayed in the Brief It pane. If the Rejected filter type is selected, when you replace/define a Live Suggestion all the other Live Suggestions offered for that steno are crossed out and display in the Brief It pane until the next Live Suggestion.



### Print

Display the Print dialog box allowing you to print the list of briefs. If you select to print to PDF, by default Case CATalyst uses the current job name followed by "\_Brief It.pdf". You can modify the name.



### Select Font Type

Select a font type from the drop down list to affect all the steno and text in the Brief It dialog pane. Depending on the font style selected, briefs in the Brief It pane may wrap. Two stroke briefs wrap the second steno stroke after the slash (/). If a format symbol exists, the text wraps after the format symbol.



### Select Font Size

Select a font size from the drop down list to affect all the steno and text in the Brief It dialog pane. Depending on the font style selected, briefs in the Brief It pane may wrap. Two stroke briefs wrap the second steno stroke after the slash (/). If a format symbol exists, the text wraps after the format symbol.



### Options

Display the Realtime Aids Options dialog box which provides access to [Brief It](#) and [Live Suggestions](#) options. Brief It options allow you to customized settings that control how Case CATalyst suggests brief and Live Suggestions option allow you to customize the number of Live Suggestions that display, defined suggestions go to the job or case dictionary, etc.



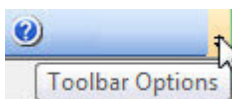
### Export to CSV

Allows you to export the contents (whatever type of briefs are displaying in the Brief It pane) to a CSV (comma separated value) file type which can be opened in Microsoft Excel or a compatible file type.



### Case CATalyst Help

Display the Case CATalyst help.



### Toolbar Options

Click the down arrow on the right side of the toolbar to add or remove icons from the Brief It toolbar.

## Cat Scratch

The Cat Scratch dialog pane is designed to be a virtual scratch pad. You can add notes, names, job orders that you normally would jot down on paper or the job sheet to the Cat Scratch pane. The notes remain with the job and cannot become misplaced. In addition to personal notes, the Cat Scratch pane provides quick access to briefs, dictionary entries, power define definitions or newly created AccelerWriter definitions.

There are two sections to the Cat Scratch dialog pane. A Text section and a Text/Steno section. The Text section holds all text items without steno, such as copied or text typed directly into the Cat Scratch pane such as a name, transcript order instructions, terminology or anything you want to remember. The Text/Steno section holds all items containing text and steno that are sent to the Cat Scratch pane such as used briefs, sent briefs, most used Case dictionary entries, newly created AccelerWriters, Power Defines or manually selected dictionary entries. The Brief It option, [Show Phonetic Steno](#), determines whether the steno displays in steno characters or the “phonetic” sound of the combined letters. For example, let’s say you have the Show Phonetic Steno option selected and you write the phrase “large imbalances”, Brief It displays the suggestion as “LARJ” instead of “HRARPBLG.” And in the Steno field of the Text/Steno section, you would see "LARJ". And when you send that brief to the Cat Scratch pane, the steno display as "LARJ" in the Text/Steno section.

Each section separately numbers items and is separately sortable by column. Click on a column heading to change the sort order. The [Search](#) features allows you to quickly locate specific items within a section. Pinning an item locks it to the top of the respective section for quick accessibility. Locked items do not scroll off the screen when more item are added to the Cat Scratch pane.

The availability of information in the Cat Scratch dialog pane for the job depends on the selected Cat Scratch scope: job, case or user. When the scope is set to job, items in the Cat Scratch pane are available for that job and the information is stored in the Job History. When the scope is set to Case, items in the Cat Scratch pane are available for any job related to the case and the information is stored in the Case History. When the scope is set to User, items in the Cat Scratch pane are available for all jobs in the current user and the information is stored in the User History, System Files\_Case. Set the scope in [Cat Scratch options](#). The default scope setting is Case. When the job is not in a case, the existing CAT Scratch information is available in the job. The Cat Scratch options affect both regular CATalyst translation and CATalyst BCS captioning.

Action commands in the Cat Scratch pane are available by right-clicking an item. You can insert text from the Cat Scratch pane into the job, case or your Personal Wordlist. Each word in the selected item is analyzed and sent to a wordlist only if it is not recognized. For example, you have "Susan Zorne." Susan is a recognized word, so it is not added to the wordlist. Zorne is not recognized so it is added. Other right-click commands allow you to insert the text portion of a steno/text entry into the transcript, add the entry to the job, case or Personal dictionary and suggest a brief for the selected entry, which is added to the Brief It pane. Available right-click actions depend on the item selected.

You can copy an individual item, multiple items or all the entries in the Cat Scratch pane from your job and paste them into the Cat Scratch pane of another job regardless of scope. For example, you are working on the RWAnderson case with the scope for the Cat Scratch pane set to Case. You work on this case for a week. You have various information such as names, addresses, dictionary definitions and briefs. Each day you open a new job file, the items in the Cat Scratch pane from the previous days are available. The next week you work on a new case, JDorsinski. You copy and paste selected new briefs from the RWAnderson Cat Scratch dialog pane to the Cat Scratch pane for the new case.

You can quickly send text from the transcript to the Cat Scratch pane by highlighting the text, right-clicking the mouse and selecting Send to Cat Scratch. The keyboard command, Send Steno & Text to Cat Scratch Pane, sends highlighted text with the underlying steno in the transcript to the Steno/Text section of the Cat Scratch pane. You must [create a keyboard command](#) to use this feature.

The Cat Scratch toolbar is customizable. Click the down arrow located on the right side of the toolbar. Select **Add or Remove Button** and choose the toolbar to modify. Click a command to show or hide it from the toolbar. A check mark indicates the icon shows on the toolbar.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow ( ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

To display the Cat Scratch pane in Edit, press **Alt + v, e, c (View/Panes/Cat Scratch)**.



[Keyboard Map](#) Function: Send To Cat Scratch Pane

Send Steno & Text to Cat Scratch Pane

Send Selected Brief to Cat Scratch

Send Last Brief to Cat Scratch

## Cat Scratch Dialog Pane Features

### Entry/Text

All text items without steno, such as transcript text sent to the Cat Scratch pane or typed text like a witness names, transcript order information or personal notes.

### Entry/Text/Steno

All items containing text and steno that are sent to the Cat Scratch pane such as most used dictionary entries, briefs you want to remember or new AccelerWriters. The Brief It option, [Show Phonetic Steno](#), determines whether the steno displays in steno characters or the “phonetic” sound of the combined letters. For example, let’s say you have the Show Phonetic Steno option selected and you write the phrase “large imbalances”, Brief It displays the suggestion as “LARJ” instead of “HRARPBLG.” And when you send that brief to the Cat Scratch pane, the Steno field of the Text/Steno section would display as “LARJ”.

If you edit the steno field in Cat Scratch, the steno will temporarily change to all steno characters instead of phonetic. Once your edit is complete, the display changes back to phonetic if that Brief It option is selected.



### Insert

Insert an item from the text section into the transcript. Position the cursor in the transcript where you want to insert the text. Highlight the Cat Scratch item and click the Insert icon or right-click and select **Insert**.



### New

Create a new text item. A blank line displays where you can type the text.



### Modify

Modify an existing item in the Text or Text/Steno section. Highlight the item and click the Modify icon. Type the new text or steno.



### Delete

Delete an existing item in the Text or Text/Steno section. Highlight the item and press **Delete** or click the Delete icon. At the Delete confirmation message, press **Enter** to delete.



### Copy

Copy an individual item, multiple items or all the entries in the Cat Scratch pane from one job and paste them into the Cat Scratch pane of another job. Use Windows conventions to highlight the desired items and click the Copy icon.



### Paste

Paste copied items from another Cat Scratch pane into the current Cat Scratch pane.



### Search

Search the Cat Scratch pane. Depending on your cursor focus, the Search looks in the Text or the Steno/Text section.



### **Pin/Lock**

Highlight entries and click the Pin icon to lock the items at the top of their respective sections. Locked items do not scroll when other entries are added to the Cat Scratch pane. Locking items may be useful when you have key briefs or dictionary entries that you want displayed first. Use the Unpin icon to unlock an item.



### **Unpin/Unlock**

Highlight entries and click the Unpin icon to unlock the items from the top of their respected section. Unpinned items display in the list with their original sorting number.



### **Add Most Used Dictionary Entries**

Automatically copy the most used Case Dictionary entries to the Steno/Text section of the Cat Scratch dialog pane. The most used entries count is based on the Usage Count information in the Case Dictionary. For example, you have an on-going case in which two weeks passed since the last proceeding. As a quick reference to the way you wrote the most commonly used names and terminology in the case, you click the Add Most used Dictionary Entries icon. The most used entries in the Case dictionary automatically display in the Cat Scratch dialog pane. The number of entries that display is determine by the setting in Cat Scratch Options.



### **Font Type**

Select a font type for all the characters in the Cat Scratch pane. This affects both sections.



### **Font Size**

Determine the size of the font for all the characters in the Cat Scratch pane. This affects both sections.



### **Print**

Print the items in the Cat Scratch dialog pane.



### **Options**

Display the [Cat Scratch Options](#) dialog box to customize the options for the Cat Scratch dialog pane.

## **Cat Scratch Options**

### **Cat Scratch Scope**

Determine the availability of information in the Cat Scratch dialog pane. This option is available from the Cat Scratch Options or Advanced Edit Options dialog box. Changing the option in one location changes it in the other location.

Select one of the following:

#### **Case**

Items in the Cat Scratch pane are available for any job related to the case and the information is stored in the Case History. The default scope setting is Case. When the job is not in a case, the CAT Scratch information is available in the job.



**Job**

Items in the Cat Scratch pane are available for that job and the information is stored in the Job History.

**User**

Items in the Cat Scratch pane are available for any job in the current user and the information is stored in the User History, System Files\_Case.

**Number of Case Dictionary entries to add**

Specify the number of Case Dictionary entries to automatically add to the Cat Scratch dialog pane. Click the Add most used entries from case dictionary icon to automatically add the specified number of most used entries. Valid settings are 1 - 25. The default is 10.

**Display text section first**

Select **Yes** to display the text section first in the Cat Scratch pane. Select **No** to display the Steno/Text section first. Changing the setting applies to any new jobs opened in Edit. It does not apply the currently open file.

**Search Cat Scratch Pane****Search****Text Section**

Search the Text section for specific text or entry type. To search for text, type the text and include any format symbols, fields or [extended characters](#) as necessary.

To search for an entry type, check the Entry Type box and select an item from the list.

**Steno/Text Section**

Search the Steno/Text section for text or steno. To search for text, select **Text** from the list and type the text, including any format symbols, fields or extended characters as necessary.

To search for steno, select **Steno** from the list and type the steno. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

**FS**

Add format symbols to a text search. Select **FS** and double click the symbol from the list or position the cursor in the Search field, press **F4** and then press the appropriate format symbol shortcut letter or symbol.

**Insert Field**

Add fields to a text search. Display the [Insert Field](#) dialog box and select a field.

**Entry Type**

Limit a text search by entry type. Check this box and select an entry type from the Search list.

Entry Types

**Conflict**

An entry that contains a conflict end format symbol.

**Scan stop**

An entry that contains a scan stop begin or end format symbol.

**Numbers**

An entry that contains numbers.

**All Capped**

An entry that contains all capped text.

**Contains capped**

An entry that contains at least one capital letter.

**Phrase**

An entry that contains two or more words separated by a space.

**Contains punctuation**

An entry that contains punctuation.

**Contains format symbol**

An entry that contains a format symbol.

**Contains Field(s)**

An entry that contains a field.

**Auto Includes**

An entry that begin with @.

**AccelerWriter**

An entry that begin with &&.

**Number Conversion**

An entry that contain the {Number Conversion} translate command.

**Number Trigger**

An entry that contain the {Number Trigger} translate command.

**Numeral Words**

An entry that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

An entry that contain a <Colloquy> format symbol and a colon.

**Case Sensitive**

Search only for text that matches the text typed in the Search field exactly as it occurs in upper and lower case. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

### Whole Word

Search only for whole words that match the text typed in the Search field.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "of" would result in Search finding "of", "officer", "coffee", "soft", etc.

### Partial Stroke

Search for the specified steno as an entire steno outline or as part of a steno outline. For example, searching for –FPLT with the Partial Stroke option active displays entries: -FPLT,

-FPLTD, -FRPBLGTS, -FRPBLTS, etc. Searching for –FPLT without Partial Stroke, displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. Case CATalyst searches all steno strokes for the letters indicated in the Steno column based on your selection in the Location field.

### Location

Select search parameters.

#### Exact Match

Search for entries that exactly match the steno or text entered in the Search field.

#### Begins With

Search for entries that begin with the steno or text entered in the Search field.

#### Ends With

Search for entries that end with the steno or text entered in the Search field.

#### Contains

Search for entries that contain, anywhere in the entry, the steno or text entered in the Search field.

### Direction

Select the direction of the search in the list.

#### Forward

Search forward, from the cursor position to the end of the section.

#### Backward

Search backward, from the cursor position to the end of the section.

## Search Results

When you invoke a [Search](#) in Edit with the *List Search Results* option selected, Case CATalyst searches the transcript and automatically displays the results of the Search in the Search Results dialog pane. The text content, page, line and section reference display for each occurrence of the searched item. When performing a [Wildcard](#) or [Regular Expression](#) search with the List Search Results option selected, the Wildcard and Regular Expression matches will be underlined. If you search for Q, A or Colloquy format symbols, the first letter following the format symbol will be underlined.

If you use the [Mistran Minder](#) feature, the Mistran Minder matches display in the Search Results pane and are underlined.

Double click an entry to move the cursor to that location in the current transcript. You can also use the [Search Next and Previous Search Result](#) to move your cursor from the current position in the transcript to the next occurrence.

To manually open the Search Result pane, press **Alt + v, e, s (View/Pane/Search Results)**.

### Search Results Dialog Pane Features



#### Font Type

Select a font type for all the characters in the Search Results pane.



#### Font Size

Determine the size of the font for all the characters in the Search Results pane.



#### Print

Print the items in the Search Results pane.

### Track Changes

The [Track Changes](#) feature, when active, tracks non-global changes made to a transcript. The changes display in the body of the transcript when in Normal view and with the [Display Changes](#) feature selected. The Track Changes pane provides a summary of all the changes made while the Track Changes feature was active. The changed items can include deletions, inserts, including a file, replacing and adding spaces. To activate Track Changes while editing, select **Special Edit/Track Changes**.

Details for each change display in the Track Changes pane and are organized into three columns: Change, Page and Editor. Each change, except for deletions, display in the [assigned color](#) for the active editor. All deletions display in the assigned deletion color regardless of the editor. When replacing steno or text, the replaced item is considered deleted. Replacement text is considered an inserted change. Inserted and included text show editor color with the initial words followed by an ellipsis (...) and then the last words. Global definitions, undo last global, layout changes and filling in fields are not tracked, however, if you use the Undo Global Once command, the action is recorded a Replace. The display color for changes made with Undo feature depends upon the resulting action. For example, if you delete a word but then Undo it, the change displays in the editor color because Undo inserts the word back into the transcript. If you type a word and then Undo it, the change displays in the deletion color because the Undo removes the word from the transcript.

The current user name identifies the current editor of the tracked changes unless a name is specified in Application/Computer option, [Editor ID](#). The *Editor ID* option allows you to specify an editor name. The editor name applies to all users on the system who select to use the Track Changes feature. If you are exchanging files with another Case CATalyst user, you can track the changes for the multiple editors. The first person that edits the file is Editor 1. The next person that edits the file is Editor 2. You can assign up to five editor colors. For example, Track Changes is active when the reporter makes small changes to the transcript before sending the transcript to the scopist. The change is recorded in the pane using the editor name and assigned color for Editor 1. The reporter sends the file to the scopist. The scopist becomes the second editor. Changes are recorded using their editor name in the assigned color for Editor 2. When the transcript is returned to the reporter, scopist changes are displayed in the Editor 2 color.

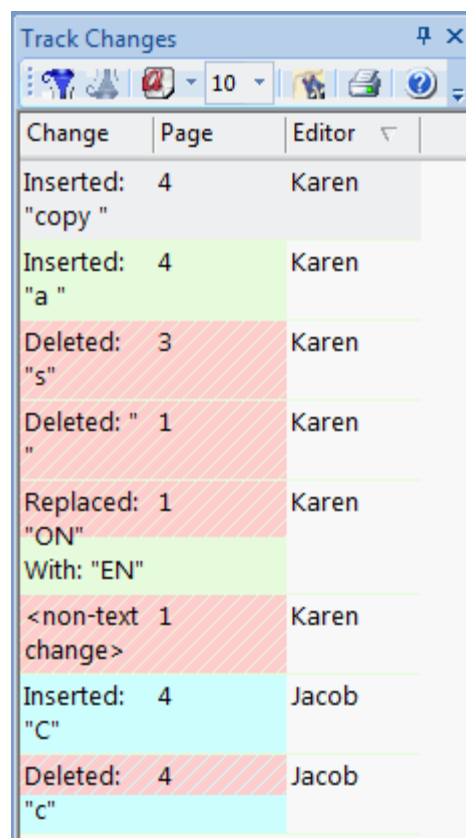
You can access the Track Changes pane in Edit by pressing **Alt + v, e, a (View/Track Changes)**. If your cursor is positioned on a change in the transcript, you can right click and select Change Info to open the Track Changes pane and see more information about the transcript change. The right click menu item, Change Info, is only available if your cursor is positioned on a change in the transcript and the Track Changes option is selected. The Track Changes pane can be set to float or be docked anywhere on the screen.

## Track Changes Dialog Pane

The changes in the pane are organized into three columns: Change, Page and Editor. Click a column heading to sort the entries in ascending and descending order. An arrow in the column indicates the sort order. Double click an entry to move the cursor to the location in the file where the selected edit occurs. When you Arrow Up and Arrow Down in the Track Changes pane, the cursor scrolls in the transcript, vertical notes pane and reveal codes pane.

The Track Changes default colors include:

- Pink — deleted item or item removed for a replacement.
- Light Green — inserted item or replacement item for Editor 1.
- Light Blue — inserted item or replacement item for Editor 2.
- Light Purple — inserted item or replacement item for Editor 3.
- Gray Row — current or last change location.
- Gray Column — sort column.



Change	Page	Editor
Inserted: "copy "	4	Karen
Inserted: "a "	4	Karen
Deleted: "s"	3	Karen
Deleted: " "	1	Karen
Replaced: "ON"	1	Karen
With: "EN"		
<non-text change>	1	Karen
Inserted: "C"	4	Jacob
Deleted: "c"	4	Jacob

## Dialog Pane Features



### Filter

Display entries based on page number, the editor or changes. Click the Filter icon to display the [Filter dialog box](#).



### Remove Filter

Display all the entries.



### Select Font Type

Select a font type from the drop down list to affect all the steno and text in the pane. Depending on the font style selected, entries in the pane may wrap.



### Select Font Size

Select a font size from the drop down list to affect all the steno and text in the pane. Depending on the font style selected, entries in the pane may wrap.



### Search

Search the entries . In the [Search dialog box](#) make necessary entries and press **Enter (OK)**.



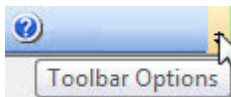
### Print

Display the Print dialog box allowing you to print the list of changes. If you select to print to PDF, by default Case CATalyst uses the current job name followed by the text, "TrackChanges." For example, SMP122811\_TrackChanges. You can modify the name.



### Case CATalyst Help

Display the Case CATalyst help




### Toolbar Options

Click the down arrow on the right side of the toolbar to add or remove icons from the dialog pane toolbar.

## Filter Changes

Display entries based on specific change, page number, editor, or entry type.

1. In the Track Changes dialog pane, click the Filter  icon. The Filter dialog box displays.
2. Select a filter criteria from the drop down list.

### Page #

All entries on a specific page. Type the page number in the field.

**Editor**

All entries for the specified editor. Type the name of the editor in the field.

**Change**

All entries for the specified change. Type the text.

**Case Sensitive**

Check this box to limit the filter based on the upper and lower case letters of text typed in the field. If you do not select Case Sensitive, the filter displays all words containing the indicated characters, regardless of case. This field is only available when filtering text.

**Whole Word**

Filter only for the words that match the text typed in the field. If you do not select Whole Word, the filter displays the word both as it stands alone and as part of another word. This field is only available when filtering by the typed text in the field.

**Location**

Filter by one of the following criteria. These fields are only available when filtering by text.

**Exact Match**

Filter entries that exactly match the text typed in the field.

**Begins With**

Filter for entries that begin with the text typed in the field.

**Ends With**

Filter entries that end with the text typed in the field.


**Contains**

Filter entries that contain, anywhere in the entry, the text typed in the field.

**Search Changes**

Search the Track Changes dialog pane for specific text. You can search forward or backward for a whole word, part of a word or multiple words. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

To search entries:

1. In the Track Changes dialog pane, click the Search  icon. The Search dialog box displays.
2. Select the method by which you want to search the entries.
3. In the *Search* field, type the text you want to find.
4. Use the remaining fields as necessary:

**Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the *Search* field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This field is only available when you select to search for text.

**Whole Word**

Search only for the words that match the text typed in the *Search* field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This field is only available when you select to search for text.

**Location**

Limit the search to include one of the following criteria. These fields are only available when you select to search for text.

**Exact Match**

Search for entries that exactly match the text entered in the *Search* field.

**Begins With**

Search for entries that begin with the text entered in the *Search* field.

**Ends With**

Search for entries that end with the text entered in the *Search* field.

**Contains**

Search for entries that contain, anywhere in the entry, the text entered in the *Search* field.

**Direction**

Select one of the following:

**Forward**

Search forward from the cursor position to the end.

**Backward**

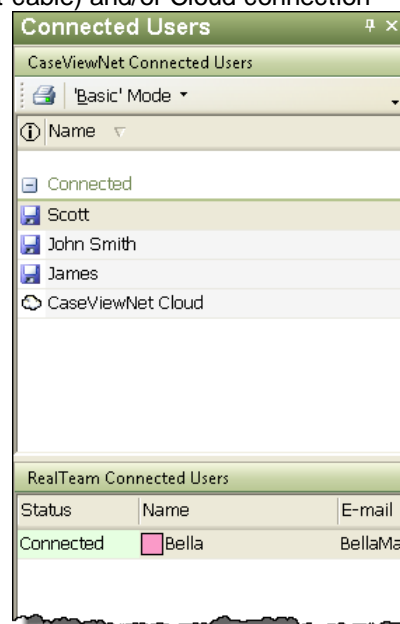
Search backward from the cursor position to the beginning.

5. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
6. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.



## Connected Users

The Connected Users dialog pane displays the connection status of [CaseViewNet/iCVNet users](#), if applicable, connected via a network connection (wireless or Ethernet cable) and/or Cloud connection" and also displays [RealTeam connected users](#), if applicable. The top part of the pane is reserved for CaseViewNet users and the bottom part of the pane is reserved for RealTeam users. You can click and drag the title bars within the pane to adjust the size of each section.



## Normal, Page & Full Screen View

You can choose how you want to view the text while you work in Edit between Normal, Page or Full Screen view. Changing the view does not change any text or formatting in the job. To magnify or decrease the view of your document without changing any format settings use [Zoom](#).

### Normal

View the text in a word processing format. Text formatting displays, but other formatting features such as page borders, header and footers, and graphics do not. Press **Alt + v, n (View/Normal)**. To see what the printed page will look like, change to Page view. Many users like to edit in Normal view but will change to Page view to see how a page, i.e. title page, is going to print and then switch back to Normal view to continue editing.









By default, Normal view displays the text in single spacing. To display the text in [double space](#), select **View/Show/Double Space** in the Normal view. In Page view, text displays based on how it will print.

### Page

View the text as the file would appear when printed. Formatting features such as text formatting, page borders, headers and footers, and graphics display in Page view. Press **Alt + v, p (View/Page)**. If you prefer editing in Normal view, you can easily switch to Page view to see how a page is going to print, i.e. title page, and then switch back to Normal view to continue editing.

Using the mouse pointer, you can move the ruler markers to make margins adjustments for the associated item.

### Page View – Ruler Marker Symbols

	Margins
	First Line Indent
	Paragraph Symbol
	Box Lines
	Timestamps
	Paragraph Numbers
	Line Numbers
	Continuation Paragraph

## Full Screen

Allows you to hide all the toolbars and the Function bar, except for the Full Screen toolbar, to provide more text space on the screen. You may want to use this feature if you provide CART service. As an alternative to using full screen for CART, you can use the [CARTView](#) output.

You can customize the toolbars that display while in Full Screen view without changing the toolbars while editing in Normal or Page view. To change the display, click the down arrow on the right side of the Full Screen toolbar. Click **Add or Remove Buttons** and then click **Customize**. In the Customize dialog box check the box next to the toolbar you want to display on the screen.

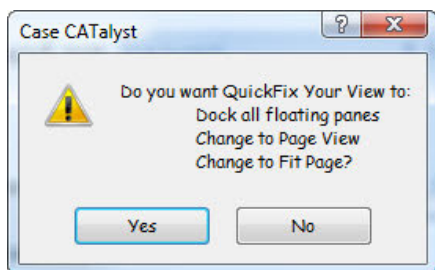
Uncheck the box to hide the toolbar. Case CATalyst remembers the new settings for Full Screen view in the current user until changed.

## QuickFix Your View

QuickFix Your View will change your current Edit view to Page view, set the Zoom to Fit Page and dock all floating panes. QuickFix Your View is located under the View menu. Once you select QuickFix Your View, a dialog box displays listing what QuickFix Your View is going to change and if you want to make the change. If you select to make the change, you are prompted to keep the changes. If you select No, the view returns to the original settings.

You can also reset your view to Case CATalyst's default edit view by using the [Reset the View](#) feature.

Depending on your current view settings, the following is an example of the QuickFix Your View dialog box:

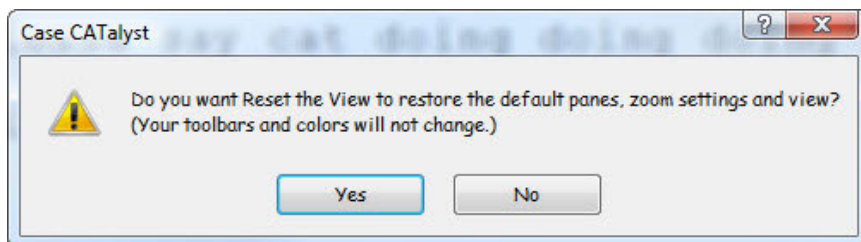


Keyboard Map Function: QuickFix Your View

## Reset the View

The Reset the View option is available on the View menu and is an alternative to the QuickFix Your View option. Reset the View changes the current view settings to CATalyst's default view settings. You might want to use the Reset the View option if you have moved your panes around or changed your view and now you just want to go back to the default settings. Or for example, if you have one or more dialog panes on top of each other and you used the QuickFix Your View option but that didn't change the panes being on top of each other. The Reset the View settings are Page view, Fit Page with Vertical Notes and Reveal Codes panes docked and the Speaker List set to auto hide. Selecting Reset the View does not affect your toolbars or color settings. When selecting Reset the View, you will be prompted to make the view change. If you select to make the change, you will be prompted to keep the view changes. If you select No, the view returns to the original settings.

You can also use [QuickFix Your View](#) to change your transcript view to Page, Zoom setting default to Fit Page and all floating dialog panes will be docked.



Keyboard Map Function: Reset the View

## Show

The Show feature presents a selection of toolbar and window options that allows you to customize your screen view. Press **Alt + v, s (View/Show)** to display the Show menu. Click an option to select or deselect it. A check mark next a menu item indicates the feature is active. When you click Customize Toolbar, the Customize dialog box displays.

## Show or Hide Case CATalyst Screen Features

### Audio Indicators

Show the [Audio Indicators](#) in Normal View.

### Bench Text

Show or hide text written in [Bench Mode](#) during a realtime session.

### Double Space in Normal View

Show text [double spaced](#) when in Normal View.

### Reporter's Area

Show or hide the [Reporter's Area](#) on the Edit screen during realtime writing.

### Show Subfiles

Show or hide subfiles on the Manage Job screen.

### Status Bar

Show or hide the [Status Bar](#) at the bottom of the Case CATalyst screen. The Edit Status Bar displays above the [stationary Status Bar](#) (CATalyst frame). It shows the corresponding steno outline when marking outlines. It also shows steno outlines, if any, when the [Hold Strokes](#) option is selected when writing realtime. On the right side of the toolbar, original conflicts resolved by EZ Choice or Auto Conflict display.



Stationary Status Bar



### Timers

Show or hide the [Timers](#) On/Off dialog box.

### Timestamps

Show or hide the [Show Timestamps](#) dialog box on the Edit screen.

### Timestamps in Vertical Notes

Show or hide the [Timestamps](#) in the Vertical Notes.

### Translate Statistics

Show or hide the [Translation Status](#) dialog box.

### Visible columns

Selecting Visible columns displays the Column Settings dialog box. You can [modify the column format](#) in Manage Jobs when you display the screen in Detailed List View. You can also choose which columns display, determine the order of the column display from left to right, and adjusts the width of the columns.

### Work Unit Area

Show or hide the Work Unit Area while writing realtime. The Work Unit Area is a shaded area on the realtime screen that, when showing, displays text that has been sent to a [work unit](#).

## Show Audio Indicators

Show Audio Indicators is an Edit feature that displays the Audio Indicators automatically in Normal View when timestamps do not display or when timestamps display in clock mode. You can hide the Audio Indicators when in Normal View.

## Show Double Space in Normal View

Show Double Space in Normal View is an Edit feature that allows you to display text in double space when in Normal View. This feature is a display only option and available only in Normal View. Page View displays the transcript text in the spacing selected for printing.

To toggle the display between double and single space, select **View/Show/Double Space in Normal View**. A check mark in front of the option indicates the display is double spaced.

## Show Status Bar

Enter topic text here.

## Show Timers

Show Timers displays the Timers dialog box in Edit. The Timers dialog box contains information about the [Timers](#) for the current job. When Timers are Off, the title bar of the dialog box displays TIMERS OFF. When you start a Timer, the name associated with the Timer displays in the title bar.

Display the Timers dialog box from the View menu. Select **Show/Timers**. You can place the dialog box anywhere on the screen.

## Timers Dialog Box



### Timers

The names of all identified Timers along with each individual Timer's total time. Identify Timer names and clock colors in Edit using the [Timer Information](#) option.

### Group Timers

When you select to create group Timers, the group name displays along with the total time for all members in the group. Create Timer groups in Edit using the Timer Information option.

### Arrow Buttons

Click the  button to expand the dialog box. Click the  to condense the dialog box. When you condense the dialog box, the following information displays: either the clock time for the current Timer or, if no Timers are active, TIMERS OFF.

## Show Reporter's Area

The Reporter's Area is designed to be a visual indicator when a reporter and scopist is working together. When selected, the Reporter's Area is a shaded area on the realtime screen that displays text that is available to the court reporter to make changes using realtime commands (from the steno machine) and/or keyboard edits. Since the reporter could make changes in this area, the scopist may want to always be editing up to the Reporter's Area but not in the Reporter's Area. It all depends on the reporter and scopist working together and whether the reporter is going to make changes during realtime.

The Reporter's Area is approximately the last 128 steno outlines written during realtime. The Reporter's Area is not visible to realtime viewers but is visible and accessible by the reporter or scopist on the Case CATalyst system. Realtime commands written by the reporter (from the steno machine), such as [number conversions](#), [conflict resolution](#) and [AccelerWriters](#) apply in the Reporter's Area. Once the translated text extends beyond the Reporter's Area, realtime commands (such as number conversions, conflict resolution) written by the reporter do not apply. AccelerWriters do apply to the Reporter's Area. For example, if the reporter writes a command for conflict resolution, but the conflict is already "outside" the Reporter's Area, then no resolution takes place and the conflict remains in the transcript until edited by the scopist or reporter. The Reporter's Area does not affect Power Defines, Power Defines apply to the entire file.

The Reporter's Area temporarily shrinks when accessed, for example, by the scopist. The Reporter's Area does not restrict the scopist from editing. It is a visual indication for the reporter to know where specific realtime (from the steno machine) commands take action.

## Display Reporter's Area

From Translate & Edit press **Alt + v, s, a** (**View/Show/Reporter's Area**).

## Show Work Unit Area

The Work Unit Area is a shaded area on the realtime screen that, when showing, displays text that has been sent to a work unit. A [work unit](#) is a portion of the realtime file that is sent to a specific location at incremented times. For example, you can set it so a work unit is created every 20 minutes. Work Units allow a scopist or more than one scopist to access the work units and begin editing for faster production turnaround time. You can customize the Work Unit Area shading by selecting **View/Display/Colors**.

There is also a [Create Work Unit](#) command that allows you to create a work unit on demand

## Show Bench Text

Bench Mode text is text that is written between the [Toggle Bench Mode](#) On/Off translate command to suspend the display of text on the realtime received systems. The reporter would use the Toggle Bench Mode On command immediately before a bench conference, for example, the reporter then writes the contents of the bench conference and writes the Toggle Bench Mode Off command when testimony resumes. The Bench Mode text is in the realtime file but appears as /// in the CaseViewNet realtime receive systems. The Toggle Bench Mode On/Off commands can be used in any situation when the reporters wants to prevent others from viewing the realtime translation, such as confidential bench conferences, in-chambers discussions, or when writing a note to a scopist or yourself.

When Bench Mode is On, a "B" displays on the Translate & Edit Status bar. To toggle between viewing and hiding the Case CATalyst realtime text written after the Bench Mode On command, select **View/Show/Bench Text**. A check mark in front of the option indicates it is selected. To view the Bench Text in a particular color, select **View/Display/Colors**.

To invoke the Toggle Bench Mode command from your writer, a steno outline defined as {Toggle Bench Mode} needs be in a dictionary being used during realtime. The Toggle Bench Mode dictionary entry is included in the default [Realtime Commands Dictionary](#). Modify the entry, as necessary, to accommodate your writing style.

## Show Timestamps

Show Timestamps is an Edit feature that allows you to change the display of timestamps in Edit. Timestamps automatically generate when writing realtime. You also can display timestamps when you read steno notes from the writing machine and create an Edit file, if the writing machine has the ability to generate timestamps.

You can change the color of the timestamps in Edit using the [Color](#) feature.

## Display Timestamps in Edit

1. From the View menu, select **Show/Timestamps**. The Show Timestamp dialog box displays.
2. Make entries as necessary:

### Show Timestamps in Normal View

Check this box to display timestamps in Normal View. You can always view Timestamps in Page View unless you disable them in the layout.

### Affect Both Normal and Page View

Select to display timestamps in actual time or elapsed time. Your choice affects both Normal and Page View.

- Clock (actual time)
- Elapsed (starting at 0:00)

3. Press **Enter (OK)**.

## Show Timestamps in Vertical Notes

Show Timestamps in Vertical Notes is an Edit feature that allows you to view timestamps along with your vertical notes. If vertical notes are open on the Edit screen when you select to view timestamps in vertical notes, it is necessary to resize the vertical notes pane by widening the view to include the timestamps. You can also close and reopen vertical notes to have Case CATalyst automatically resize the pane.

## View Timestamps in Vertical Notes

Do one of the following:

### When vertical notes are open

1. Press **Alt + v, s, v (View/Show/Timestamps in Vertical Notes)**.

2. Using the mouse, position the cursor on the line between the transcript and the vertical notes pane. When the cursor is in the correct position, it displays as a horizontal line with arrows on each end as shown below:





3. Hold the left mouse button and move the cursor to the left until the timestamps display.

#### When vertical notes are closed

1. Press **Alt + v, s, v** (**View/Show/Timestamps in Vertical Notes**).
2. Press **Alt + v, v** (**View/Vertical Notes**).

## Show Translate Statistics

Show Translation Status is a Translate & Edit and Edit feature that displays translation statistics about the open job.

When you select to Show Translation Status, the dialog box displays in a condensed format, displaying the current time, total strokes and untranslates, total number of dictionaries, and total pages for the job. Click the down arrow  to expand the dialog box and display all the translation status details. When the dialog box is expanded, click the up arrow  to condense the dialog box.

To toggle the display On and Off in Translate & Edit and Edit, press **Alt + v, s, n** (**View/Show/Translation Status**). The following information displays when you expand the translation status dialog box to show all the translation details for the job.

Power Defines and keyboard actions, such as defining and resolving conflicts, do not affect translation statistics in any manner.

#### Name of the job

The name of the job displays on the Title Bar of the dialog box.

#### Current Time

The current time based on the computer's clock.

#### Strokes

##### Total

The total number of strokes written in the job.

When you write a steno stroke that is an untranslate and then use a deletion stroke, such as asterisk delete, to delete the untranslated stroke, neither the steno stroke or the deletion stroke count in the total number of strokes.

##### Untrans

The number of untranslates in the job.

When you write a steno stroke that is an untranslate and then use a deletion stroke, such as asterisk delete, to delete the untranslated stroke, neither the steno stroke or the deletion stroke count as an untranslate statistic.



When you write a deletion stroke at the beginning of the file or when the Reporter's Area is zero, the deletion stroke displays as an untranslate if there is nothing to delete. The deletion stroke is not added to the untranslate count because there is a definition in the dictionary for it. It is included in the total number of strokes.

**Untran %**

The percentage of untranslates.

**Elapsed Time****Adjusted**

The total elapsed time of the job.

**Total**

The total elapsed time of the job.

**Conflicts****Total**

The total number of conflicts written. Conflicts selected by Auto Conflict count in the total. Strokes written that result in a conflict are also included.

EZ Choice resolved conflicts do not count towards the total number of conflicts.

**Resolved**

The number of conflicts resolved by selecting conflicts from the writing machine using the Resolve Conflict Choice commands.

**Job Dictionaries**

The list of job dictionaries selected at the time of translation.

**Pages**

The total number of pages in the job.

**Options**

Displays the Used in Last Translation dialog box which indicates the [translate options](#) used during the translation of this job. This information may be helpful in the event that troubleshooting is necessary. Press **Enter (Close)** when finished viewing the information.

**Show Words Per Minute**

The Words Per Minute toolbar allows you to view the approximate number of words written per minute while writing realtime. The average number of words per minute is calculated over a minimum of two seconds up to a maximum of about 30 seconds. The software uses the longest consistent writing speed, within 25 percent. If you write substantially more words per minute for over 2 seconds, the Words Per Minute feature reflects the faster rate even if you cannot maintain the speed. For example, if you are writing at approximately 180 words per minute, the toolbar displays, 180. If you write approximately 225 words per minute for a short time, the toolbar displays, 225. When you stop writing, the display returns to 000 after a few seconds.

**Display the Words per Minute toolbar**

1. Press **Alt + v, s (View/Show)** to display the Show menu.

2. Click the **Words Per Minute** toolbar. A check mark next the feature indicates it is active.

## Word Definition

Word Definition is an Edit feature that allows you to look up the definition of a selected word. You can view a word definition at any time when working in Edit or during Spell Check. Hyperlinks are available for words contained in a definition which exist as a defined word in the selected dictionary. These links display in underlined bold text. Links are also available for words listed as synonyms in a definition which exist as a defined word in the selected dictionary. These links display in underlined text. Links, by default, are set to display in blue. You can modify Word Definition Dictionary dialog box colors in [Word Definition Dictionary Options](#).

The Merriam-Webster dictionary is the default dictionary for Word Definition and comes with the Case CATalyst software. Definitions are provided for approximately 215,000 words.

## View a Word's Definition

1. Do one of the following:
  - In Edit, place your cursor immediately before or on the word for which you want to look up a dictionary definition and press **Alt +v, w (View/Word Definition)**.
  - From the Spell Check dialog box, select **Definitions**.
2. The Merriam-Webster Dictionary dialog box displays with the definition for the highlighted word. If you receive the "no definition found" message, you can type a new word in the field and click **Find Word**.

Use **any** of the following options:



### Find Word

Look up another word. Type a new word in the field and press **Enter** or click the Find Word icon.



### Dictionary Search

Connect to the [user specified](#) website for additional definition possibilities. You must have an active Internet connection.



### First Word

Display the first word in the dictionary.



### Previous Word

Display the word in the dictionary that occurs before the word currently displayed.



### Next Word

Display the word in the dictionary that occurs after the word currently displayed.



### Last Word

Display the last word in the dictionary.



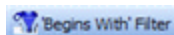
### Settings

Modify the Word Definition Dictionary Settings. This includes dictionary choice and dialog box colors.



### Wordlist

Expand the Word Definition Dictionary dialog box to show the list of dictionary words. You can scroll through the Wordlist using the Up Arrow, Down Arrow, Page Up, and Page Down keys.



### Begins With Filter

Show only those words in the dictionary that contain the word currently displayed.

3. When finished looking up word definitions, press **Esc**.

## Zoom


Zoom settings allow you to change the viewing size of the text on the screen by manually increasing or decreasing the viewing percent. You can select a higher zoom percentage to get a close up view of the text or select a lower Zoom setting to reduce the viewing size of the job allowing you to see more of the page. Depending on your Zoom choice, all the text may not fit on the screen and you may need to use the horizontal bar at the bottom of the screen to read all the text. Also available on the Zoom menu is Fit Text and Fit Page options. **Fit Text** maximizes the display of text to the current size of the screen. **Fit Page** maximizes the display of text including page elements, such as line numbers, timestamps, headers/footers, etc., to the current size of the screen.

## Change Text Size For Viewing Only

### Use the View Menu

1. Press **Alt + v, z (View/Zoom)** to display the Zoom menu. A check mark displays next to the current selection.
2. Select a new percent. To display the viewing size at a percentage other than the values provided, select **Custom**. In the Custom Zoom dialog box, enter a number between 1 and 800 in the Enter Value field.

### Click the Zoom icon

1. Click the Zoom  icon. Case CATalyst displays the next percentage increase in the list.
2. Continue to click the Zoom icon. Case CATalyst selects the next percentage increase in the list until it reaches the largest size. For example, the viewing percentage is set at 100%. You click the Zoom icon and the viewing percent increases to 150%. When you reach the largest size, Case CATalyst toggles to Fit Text, Fit Page and up the list again.



Zoom Keyboard commands: Cycle through zoom settings  
 Cycle through zoom settings (Reverse)  
 Zoom 100%

Zoom 150%  
Zoom 200%  
Zoom 400%  
Zoom 50%  
Zoom 75%  
Zoom Fit Page  
Zoom Fit Text

## Display Changes

The Display Changes feature, when active, shows non-global changes made when the [Track Changes](#) feature is active during editing. You can quickly Scan to changes in the transcript by selecting *Changes* in your [Scan For Options](#) or using the [Scan For](#) or Scan Backward For Changes features. You must be in Normal View to show the changes.

Inserted text is shown in the [assigned](#) editor color. When replacing steno or text, the replaced item is considered deleted. The replacement text is considered an inserted change. Global definitions, undo last global, layout changes and filling in fields are not tracked and are not indicated. If, however, you use the Undo Global Once command, the action is recorded a Replace. The display color for changes made with Undo feature depends upon the resulting action. For example, if you delete a word but then Undo it, the change displays in the editor color because Undo inserts the word back into the transcript. If you type a word and then Undo it, the change displays in the deletion color because the Undo removes the word from the transcript. Deleted text is indicated by the assigned deletion color regardless of the editor. Depending on type of deletion, the color block displays as a space or in the first letter of the following word.

The user that makes the first changes to the transcript is Editor 1 and changes display in the assigned color for Editor 1. If you exchange files with another Case CATalyst user, multiple editor colors display. Changes made by the first person to edit the file display in the color assigned to Editor 1, while changes for the next person to edit the file display in the color assigned to Editor 2. Color assignments are available for up to five editors. For example, Track Changes is active when the reporter makes small changes to the transcript before sending the transcript to the scopist. The change is recorded in the default color, Light Green, assigned to Editor 1. The reporter sends the file to the scopist. The scopist becomes the second editor. When the transcript is returned to the reporter, scopist changes are displayed in the default, Light Blue, color assigned to Editor 2.

It is important to remember that the current user name identifies the editor of the tracked changes unless a name is specified in Application/Computer option, [Editor ID](#). The *Editor ID* option allows you to specify an editor name, however, the editor name applies to all users on the system who select to use the Track Changes feature.

To view a summary of all the changes, use the [Track Changes pane](#). The Track Changes pane allows you to view and sort the changes by change, page or editor.

To display changes in the transcript, select **View/Display Changes**.

## Global Commands

Case CATalyst contains several global commands that allow you to create and manage [global definitions](#), or globals, while editing. Globals are steno-based words or phrases that you define once and are automatically applied to all occurrences from that point through to the end of the job, to the entire file if selected or only to selected items. You can define untranslates, mistranslates, partial translates which include translated words and untranslates, or conflicts. You can also press **Shift + F10** (right click) when your cursor is in the New Text field and the [right click menu](#) displays additional actions such as number conversion, surrounding quotes, surrounding commas, etc.

If you write realtime via a Luminex or Diamante (v 2.x or higher) WiFi or USB connection, D-defines created in Case CATalyst are sent to the Luminex or Diamante. The define applies at the current location in the Luminex or Diamante file and is stored in the Luminex or Diamante dictionary memory and applies to all jobs on the Luminex or Diamante until the dictionary memory is cleared. (Please see your steno machine's user guide for instructions on clearing the writer's dictionary memory.) J-defines made on the Luminex or Diamante apply at the current location in the Luminex or Diamante file, are sent to the file's job dictionary, stored in the dictionary memory and are sent to the Case CATalyst's realtime file job dictionary and [Global Table](#).

## Global Definitions

Global definitions, or globals, let you define steno-based words or phrases or plain text (E-defines) once and then automatically apply the definition to all occurrences from that point through to the end of the job, to the entire job or selected occurrences. You can define untranslates, mistranslates, partial translates (translated words and untranslates), or conflicts. Global definition types include: D-Define, K-Define, J-Define, E-Define and Other Dictionary. Defines are created using the edit command of the same name. You can define globals during Manage Notes, Edit, or during realtime translation. You can also press **Shift + F10** (right click) when your cursor is in the New Text field and the [right click menu](#) displays additional actions such as number conversion, surrounding quotes, surrounding commas, etc.

When you create a global, Case CATalyst automatically applies it forward through to the end of document. When writing realtime, globals apply to any incoming text. To apply globals backward in the file, select the Entire File option in the Global Define dialog box when defining. When you select Entire File, globals apply forward and backward. When writing realtime, you can use the Power Define feature to apply globals forward and backward in the file and to all incoming text. To apply globals backward in the file, use the [Apply All Globals Backward](#) command.

When you create a global using the [Selective](#) option, Case CATalyst stops on the first occurrence affected by the global change. You can choose to apply the change to this occurrence, all occurrences, to the current Section only, skip the occurrence and go to the next occurrence or take no action and return to Edit. If you apply the change to all occurrences, the global is no longer selective. The Entire File option is ignored when using the Selective option but selecting Entire Section does apply the global to **all** occurrences in the current section. Selective globals (not Entire Section) do not apply to previous text. The selective global starts at the current cursor location, moves forward in the file until CATalyst is finished applying the selective global. Click OK in finished dialog box and the cursor returns to the location where the global was started.

When you create a global using the [Suggest](#) option displays a list of up to ten possible text definition for the steno displayed in the Global Definition dialog box. You can set Case CATalyst to automatically display the Suggestion list by checking the *Open with Suggestions* option.

If you are a scopist and want to create a special global table of common defines that the reporter might misstroke or that you use when editing, you can use the Add to [Xtra Global Table](#) option.

When writing realtime, globals apply to any incoming text. You can use the [Power Define](#) feature to apply globals forward and backward in the file and to all incoming text. Selective globals do not apply to new realtime text. If a selective global changes to no longer be selective, the global then applies to new realtime text.

You can create new definitions for future translations from the current steno outline. Select Generate All Possible Misstrokes in the global definition dialog box to generate misstroke definitions and place them in the destination dictionary. The current steno outline and text definition go to the Global Table and apply through the rest of the current captioning file in the History window. The generated misstroke definitions do not apply to the open file. Before generating misstroke definitions, Case CATalyst checks the Personal Dictionary to avoid creating conflicting entries.

Selecting the Endings option in the global definition dialog box also allows you to create new definitions for future translations from the current steno outline. Case CATalyst analyzes the word in the Text field to see if a " G", " S" or " D" steno outline could be added to the word. If so, then Case CATalyst generates suggested definitions with the endings.

Case CATalyst places a global define into the global table and, with the exception of E-Defines, into the appropriate dictionary. An E-Define only goes into the global table. Case CATalyst handles global dictionary definitions as follows:

- A D-Define goes directly into your Personal Dictionary unless you select to use the [Update Area](#) in the Dictionary options. A new D-Define applies during translation and is added to your Personal Dictionary the next time you open it.
- A K-Define goes into the associated case dictionary, the dictionary with the same name as the case. The current job must be in a case in order to create a K-Define.
- A J-Define goes into the associated job dictionary, the dictionary with the same name as the job. You can select a different job dictionary by pressing selecting Other Dictionary in the Global Type field.
- An Other Dictionary define goes into a selected alternative dictionary.

If you write realtime via a Luminex or Diamante (v 2.x or higher) WiFi or USB connection, D-defines created in Case CATalyst are sent to the Luminex or Diamante. The define applies at the current location in the Luminex or Diamante file and is stored in the Luminex or Diamante dictionary memory and applies to all jobs on the Luminex or Diamante until the dictionary memory is cleared. (Please see your steno machine's user guide for instructions on clearing the writer's dictionary memory.) J-defines made on the Luminex or Diamante apply at the current location in the Luminex or Diamante file, are sent to the file's job dictionary, stored in the dictionary memory and are sent to the Case CATalyst's realtime file job dictionary and [Global Table](#).

### D-Define

D-Define (Ctrl + d) is a default command used to define untranslated steno outlines or steno outlines and text. Use D-Defines for common words or phrases that you want in your Personal Dictionary (referred to in some software packages as main dictionary) to use each time you translate. You can only D-Define words or phrases that have steno associated with them. You cannot D-Define typed words or phrases you insert unless you use the [Text to Dict Define](#) command.

The D-define command globally changes the steno-based words from the point in the job you create the global through to the end of the job or throughout the entire file or only selected items depending on the option selected. It also puts the definition into the Global Table and, depending on your Dictionary Options, into your Personal Dictionary or the Update Area, if selected for use.

If you write realtime via a Luminex or Diamante (v 2.x or higher) WiFi or USB connection, D-defines created in Case CATalyst are sent to the Luminex or Diamante. The define applies at the current

location in the Luminex or Diamante file and is stored in the Luminex or Diamante dictionary memory and applies to all jobs on the Luminex or Diamante until the dictionary memory is cleared. (Please see your steno machine's user guide for instructions on clearing the writer's dictionary memory.) J-defines made on the Luminex or Diamante apply at the current location in the Luminex or Diamante file, are sent to the file's job dictionary, stored in the dictionary memory and are sent to the Case CATalyst's realtime file job dictionary and [Global Table](#).

[Click here to create a D-define.](#)

## E-Define

E-Define (Ctrl + e) is a command used to define untranslated steno outlines and/or text that does not have associated steno, such as scan stops or typed words or phrase you have inserted. For example, you reported a proceeding where they referred to Mr. Smith throughout the job. While editing, you realize that Mr. Smith is actually spelled Mr. Smyth. You can E-define all occurrences of Mr. Smith to Mr. Smyth and CATalyst only looks at the matching text and changes those that match. You can also replace one format symbol with another. For example, you use <Index Heading On A>. format symbols for an Exhibits number and <Index On A> for the description. In the current job, you don't have to report the descriptions on the index page so you could E-Define <Index Heading On A> to be <Index On A> if you have a job that doesn't require a description for exhibits.

The E-define command globally changes the words from the point in the job you create the global through to the end of the job, throughout the entire file or to selected items depending on the option selected. It also puts the definition into the Global Table. The definition is NOT put into a dictionary. You can create [E-defines on the fly](#) using the {Text E-Define} realtime command.

To create a case sensitive E-Define, select the Case Sensitive option so that the E-Define is applied to words that match the case of the word in the Old Text field. If you do not select this option, Case CATalyst changes all occurrences of the word in the Old Text field regardless of case. For example, to change Mark to Marc throughout the job without changing the word "mark", you could select the Case Sensitive option and type "Marc".

Case CATalyst interprets words which are automatically initial caps, such as the first word following a Q or A symbol, as lower case words. Case CATalyst only recognizes the word as initial capped when:

- You type it initially capped.
- It is initial capped as a dictionary entry.
- It is initial capped as the result of a Cap Previous command or Cap Next command.

If the Apply E-Defines to Typed Text option is active, E-defines apply to:

- Include files
- Appended files
- Auto Include files
- Realtime data

Apply E-defines to Typed Text never applies to:

- Restored text (Ctrl + z)
- Number converted text (Ctrl + n)

[Click here to create an E-define.](#)

## J-Define

A J-Define (Ctrl + j) is a command used to define untranslated steno outlines or steno outlines and text. Use J-Defines for words or phrases that you want in your job dictionary. You can only J-Define words or phrases that have steno associated with them. You cannot J-Define any typed words or phrases you have inserted unless you use the [Text to Dict Define](#) command.

The J-define command globally changes the steno-based words from the point in the job where you create the global through to the end of the job, throughout the entire the file or to selected items, depending on the option selected. It also puts the definition into the Global Table and into the Job dictionary.

If you write realtime via a Luminex or Diamante (v 2.x or higher) WiFi or USB connection, J-defines created in Case CATalyst are sent to the Luminex or Diamante. The define applies at the current location in the Luminex or Diamante file and is stored in the Luminex or Diamante dictionary memory and apply to all jobs on the Luminex or Diamante until the dictionary memory is cleared. (Please see your steno machine's user guide for instructions on clearing the writer's dictionary memory.) J-defines made on the Luminex or Diamante apply at the current location in the Luminex Diamante file, sent to the file's job dictionary, stored in the dictionary memory and are sent to the Case CATalyst's realtime file job dictionary and [Global Table](#).

By default, Case CATalyst uses the job dictionary of the same name as the file for J-Defines. You can choose a different job dictionary by selecting Other Dictionary (Ctrl + Shift + o) in the Global Type field of the global definition dialog box. The selection is remembered for the current session. You can also change the default job dictionary for this job using the [Change Job Dictionary](#) feature.

[Click here to create a J-define.](#)

## K-Define

A K-Define (Ctrl + k) is a command used to define untranslated steno outlines or steno outlines and text. Use K-Defines for words or phrases that you want in your Case Dictionary. You can create K-Defines only if the current job is in a case and if the words or phrases have steno associated with them. You cannot K-Define any typed words or phrases you insert unless you use the [Text to Dict Define](#) command.

The K-define command globally changes the steno-based words from the point in the job you create the global through to the end of the job, throughout the entire file or to selected items, depending on the option selected. It also puts the definition into the Global Table and into the Case dictionary.

If you write realtime via a Luminex or Diamante (v 2.x or higher) WiFi or USB connection, K-defines created in Case CATalyst are sent to the Luminex or Diamante. The define applies at the current location in the Luminex or Diamante file and is stored in the Luminex Diamante dictionary memory and apply to all jobs on the Diamante until the dictionary memory is cleared. (Please see your steno machine's user guide for instructions on clearing the writer's dictionary memory.) J-defines made on the Luminex or Diamante apply at the current location in the Luminex or Diamante file, sent to the file's job dictionary, stored in the dictionary memory and are sent to the Case CATalyst's realtime file job dictionary and [Global Table](#).

Case CATalyst automatically uses K-Defines during translation on any job file translated within the Case. Using a Case dictionary can be useful when you have several jobs in the same Case. You can apply steno and text defines to an entire Case to eliminate the need to copy the day one job dictionary to the day two job dictionary so that all those entries can apply to the day three job.



---

[Click here to create a K-define.](#)

## Other Dictionary Define

An Other Dictionary Define (Ctrl + o in the global dialog box) is a command used to define untranslated steno outlines or steno outlines and text. Use Other Dictionary Defines for words or phrases that you want in a dictionary. You can only use the Other Dictionary Define for words or phrases that have steno associated with them. You cannot Other Dictionary Define any typed words or phrases you have inserted unless you use the [Text to Dict Define](#) command.

An Other Dictionary define allows you to place a dictionary define into any dictionary used to translate the current job, another existing job dictionary or a new job dictionary. For example, you have a medical word that you would like to define but not necessarily put in your Personal Dictionary or the current job dictionary. Using Other Dictionary, you can place your define in your Medical job dictionary. Case CATalyst remembers your Other dictionary selection for the current session.

If you write realtime via a Luminex or Diamante (v 2.x or higher) WiFi or USB connection, O-defines created in Case CATalyst are sent to the Luminex or Diamante. The define applies at the current location in the Luminex or Diamante file and is stored in the Luminex or Diamante dictionary memory and apply to all jobs on the Luminex or Diamante until the dictionary memory is cleared. (Please see your steno machine's user guide for instructions on clearing the writer's dictionary memory.) Other Dictionary defines made on the Luminex or Diamante apply at the current location in the Luminex or Diamante file, sent to the file's job dictionary, stored in the dictionary memory and are sent to the Case CATalyst's realtime file job dictionary and [Global Table](#).

The Other Dictionary command globally changes the steno-based words from the point in the job where you create the global through to the end of the job, throughout the entire the file or only to selected items , depending on the option selected. It puts the definition into the Global Table and into the other selected dictionary.

[Click here to create an Other Dictionary define.](#)

## Create a Global Definition

Complete the following steps to create a D-Define, K-Define, J-Define, E-Define or Other Dictionary definition. Depending on the type of define, not all options are available. For example, the Case Sensitive option is only available when creating an E-define but the Suggest option is not available when creating an E-define.

When writing realtime via USB or WiFi connection using Case CATalyst V13 or higher and the Luminex and Diamante V2.0 or higher, J-Defines made on the Luminex or Diamante, including used briefs, are automatically sent to the global table of the Case CATalyst realtime file. Any dictionary definitions made in the Case CATalyst realtime file, including D-Defines, J-Defines, K-Defines and Other Defines, are automatically sent to the Luminex or Diamante. The exchanged definitions apply from the point of creation forward to all new realtime steno written.

## Steps to Create a Global Definition

1. Place the cursor immediately before the word, on the word, or mark the steno or text you want to define.
2. Press one of the following:
  - **Ctrl + d (D-Define)**. The Global – D-Define dialog box displays.

- **Ctrl + k (K-Define)**. The Global – K-Define dialog box displays.
  - **Ctrl + j (J-Define)**. The Global – J-Define dialog box displays.
  - **Ctrl + e (E-Define)**. The Global – E-Define dialog box displays.
  - **Ctrl + Shift + o (Other Dictionary)**. The Global – Other Dictionary dialog box displays.
3. Make necessary entries:

#### **Old Text**

The selected steno/text to global.

#### **Steno**

The steno for the steno/text selected to global. This field is unavailable for E-Defines.

#### **Mark/Unmark Left**

Press **Alt + [** (left bracket) to expand the marked selection to the left in the Old Text field.

Press **Alt + ]** (right bracket) to deselect the marked selection to the left in the Old Text field.

#### **Mark/Unmark Right**

Press **Alt + Right Arrow** or **Ctrl + g** to expand the marked selection to the right in the Old Text field. Press **Alt + Left Arrow** to deselect the marking in the Old Text field.

#### **New Text**

The cursor defaults to the *New Text* field when defining. Type the new text, including any format symbols you want to global. The following options are available:

Press **F9** to add [extended characters](#).

- To copy the old text to the *New Text* field, press **F6**.
- To toggle through the last ten typed replacement text, press **Ctrl + r** with the cursor in the *New Text* field; or **Ctrl + Shift + r** to toggle backwards through the selection.
- Press **Shift + F10** (or right click in the *New Text* field) to display the [Right Click menu](#) options. Most Right Click menu items can be invoked used without displaying the menu.

When the Open with Suggestions option is checked, a list of up to 10 suggestions display when the Global dialog box opens. To select a suggestion, press the associated suggestion number or arrow up or down to highlight a suggestion and press **Enter**. To clear the suggestion list, press any other key, such as Esc.

When the option, [Spell Check While Defining](#) is not active, press **Shift + F7** to Spell Check the word in the *New Text* Field. To look up a definition, press **Ctrl + F7**.

#### **FS (Alt +f)**

Display the list of available [format symbols](#). To always display the format symbol list, check the box, Always Show Format Symbols. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can also use shortcut keys to insert a format symbol. Place the cursor in the *New Text* field, press **F4** and then press the appropriate letter or symbol.

#### **Insert Field (Alt + i)**

Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### Cap (Alt + a)

Copy the text in the *Old Text* field to the *New Text* field and cycle through three Cap/Uncap options for the text in the *New Text* field. Cap applies the capping options to the text. You can also use the Ctrl + F5 method to cycle through the capping options. The capping options include:

- Capitalize the first letter in a word or phrase, except for words in the "Words to suppress capping when found in the middle of the phrase" list. This option is available in the Advanced Edit dialog box.
- Capitalize all the letters in a word or phrase.
- Uncap the letters in a word or phrase.

### Conflict (Alt + o)

This option is available when a conflict is part of the Old Text. When you select Conflict, Case CATalyst copies the text from the Old Text field to the New Text field, automatically choosing the first conflict. If you select Conflict a second time, Case CATalyst chooses the second conflict. If additional conflict choices exist, select Conflict until the desired choice displays in the New Text field. When more than one conflict exists in the Old Text field, your selection applies to all the conflicts.

### Suggest (Alt + u)

Display a list of up to ten possible text definitions for the steno in the *Steno* field. Click on a selection or press the associated number to insert the entry into the *New Text* field. If you do not want to select a suggestion, type the correct text; or press ESC or ALT. The suggestion list closes and places the cursor focus in the *New Text* field. To automatically display the Suggestion list when the Global dialog box opens, select the *Open with Suggestions* option. The list of suggestions is not available when E-Define or Replace is selected in the *Global Type* field.

Suggested definitions display based on current globals, dictionaries used to translate the job, dictionary entry usage count, recently used data, drag/drop and stacking possibilities and spell checked phonetic suggestions based on the current Phonetic Table. When editing on a computer other than the one on which the job was originally taken, you must have all dictionaries and the phonetic table used during translation.

### Open with Suggestions

Automatically display a list of up to ten possible text definitions for the steno in the *Steno* field when the Global Define dialog box opens. The change applies the next time the Global Define dialog box displays. This option is not available when Replace is selected in the *Global Type* field.

If you do not select this option, you can manually display the list by selecting *Suggest* in the Global Define dialog box. If you are using macros or AccelerWriters to open a Global Define dialog box, do not select this option. Use a key combination, such as **Alt + u** to manually select *Suggest* to display the suggestion list.

### Endings (Alt + n)

When you type a word in the *New Text* field, Case CATalyst analyzes the word to determine if a " G", " S" or " D" steno outline could be added to the word. If so, then Case CATalyst

activates the Endings button. Edit's [Plural Endings](#) Option setting also applies to the Endings feature. The Plural Endings option allows you to set the final S, final Z or both as keys you write to indicate a plural.

The Global Endings dialog box displays when the Endings button is selected. You can choose any of the suggested definitions to add to your dictionary. For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### Spaces

When two or more words display in the Old Text field, the Spaces option is available. Spaces copies the text to the New Text field and toggles the placement of a [<Sticky Space>](#) format symbol between words, removes the spaces between words and returns to the original state. Spaces is also available when you type two or more words in the New Text field.

### Stitch (Alt + -)

Copy the text in the *Old Text* field to the New Text field and place hyphens between each word. Stitch is also available when you type words in the *New Text* field. If there is one word, the letters are hyphenated, if there are two words, the words are hyphenated. If you press Alt + hyphen again, CATalyst toggles to the hyphens being removed.

If there are three or more words, a drop-down list displays with different stitch choices. For example, if the highlighted words are unique CATalyst features, the drop-down list displays. You can select the number of the choice you want or click the choice:

unique-CATalyst-features

unique-CATalyst features

unique CATalyst-features

Using the above three examples, you can press Alt + , (comma), a list displays. You can select the number of the choice you want or click the choice:

, unique CATalyst features,

, unique CATalyst, features

unique, CATalyst features

Using the above three examples, you can press Alt + " (quote symbol) a list displays. You can select the number of the choice you want or click the choice:

"unique CATalyst features"

"unique CATalyst" features

unique "CATalyst features"

### Global Type

The type of define originally selected displays. To select a different type of global define, choose from the drop down box, or press **one** of the following key combinations. When you D-Define, K-Define, or J-Define the entry, the correct steno must display in the *Steno* field.

- **Alt + d** (D-Define)
- **Alt + k** (K-Define) - if the file is in a case.
- **Alt + j** (J-Define)

- **Alt + e** (E-Define) - does not place the global definition into a dictionary.
- **Alt + r** (Replace) - for this occurrence only.
- **Ctrl + Shift + o** (Other Dictionary) - send job dictionary defines to an alternative dictionary.

### Pick Other Dictionary

Send job dictionary defines to an alternative dictionary when making an O-Define. Select a current dictionary from the drop down list or use **Browse** to choose another dictionary. Depending on your [Global options](#) settings, Case CATalyst remembers your selection for the current session or for every job. This field displays when you select Other Dictionary in the Global Type field.

### Entire File (Alt + l)

Check this box to apply the global change forward and backward throughout the job.

### Case Sensitive (Alt + v)

When making an E-Define, check this box for Case CATalyst to change any occurrence of the word in the *Old Text* field only when it matches the same upper and lower case letters as the text in the *New Text* field. Uncheck this box, to change all occurrences of the word in the *Old Text* field regardless of the case.



This option is only available for E-Defines.

### Selective (Alt + s)

Check this box to have Case CATalyst mark the global as [Selective](#) and identify it in the Global Table. Case CATalyst stops on the first occurrence affected by the global change. You can choose to apply the change to this occurrence, all occurrences, to the current Section only, skip the occurrence and go to the next occurrence or take no action and return to Edit. If you apply the change to all occurrences, the global is no longer selective. The Entire File option is ignored when using the Selective option but selecting Entire Section does apply the global to **all** occurrences in the current section. Selective globals (not Entire Section) do not apply to previous text. The selective global starts at the current cursor location, moves forward in the file until CATalyst is finished applying the selective global. Click OK in finished dialog box and the cursor returns to the location where the global was started.

To prevent selective globals from being added or pasted when using the [Add Other Globals](#) command or when marking and copying globals from one table to another, check the Global Table [option](#), *Exclude Selective Global*.

### Quick add to Personal Global Table (Alt + q)

Check this box to add the definition to the [Personal Global Table](#).



This option is only available for E-Defines.

### Add to Xtra Global Table (Alt + x)

Check this box to have Case CATalyst send the global to its destination (based on the type of global) and to the [Xtra Global Table](#). The Xtra Global Table is a feature that allows scopist or reporters to make defines while editing a transcript and send specific globals to an additional global table that can be applied when needed. For example, there might be a few phrases or specific terminology that the reporter occasionally misstrokes and the scopist is globaling these same steno outlines in multiple jobs. While defining, the scopist defines the steno as usual and then selects the Add to Xtra Global Table option in the Global dialog box. The global is sent to the destination (based on the type of global) and sent to the Xtra Global Table at the same time. The scopist can apply the Xtra Global Table while editing any transcript by pressing **Alt + g, x** ([Apply Xtra Global Table](#)).

### Generate All Possible Misstrokes (Alt + m)

Check this box to have Case CATalyst generate definitions in the designated dictionary based on all the possible misstrokes of the original steno outline. Only the original steno outline goes into the current Global Table. All misstrokes are available for future translations.

Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. Case CATalyst also creates a dictionary definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already has a definition in your Personal Dictionary as "vice", so Case CATalyst did not generate /SRAOEUS as a misstroke.

By default, this option is not selected when you open the Global define dialog box. You can [change](#) the default so that the Global define dialog box displays with Generate All Possible Misstrokes selected. A separate default setting for D-Defines, J-Defines, and K-Define can be set.



This feature does not apply to E-Defines.

### Add 2 Cat Scratch (Alt + 2)

Selecting this option results in the steno and text of the global being added to the Steno/Text section of the Cat Scratch pane. The Add 2 Cat Scratch option is not remembered regardless of Remember selected options for D, J, K and O defines status in the Advanced Global Options dialog box.



This feature does not apply to E-Defines.

4. When finished defining, do **one** of the following:
  - Press **Enter (OK)** to apply the definition.
  - Press **F8** to apply the definition and scan to the next untranslate.

## Global Definition Dialog Box Shortcut Keys

- |         |   |
|---------|---|
| F4 + #  | Insert EZ Text into the <i>New Text</i> field.        |
| F6      | Copy the old text to the <i>New Text</i> field.       |
| F9      | Add extended characters to the <i>New Text</i> field. |
| F11 + # | Copy clipboard text to the <i>New Text</i> field.     |

- 
- Alt + 2 Copy text in the *New Text* field to the Text portion of the Cat Scratch pane.
  - Alt + - Stitch the text in the *New Text* field. If more than two words are in the Text field, CATalyst displays a drop-down list of hyphenated options.
  - Alt + , CATalyst displays a drop-down list of comma placements depending on the number of words in the Text field.
  - Alt + " CATalyst displays a drop-down list of quote placements depending on the number of words in the Text field.
  - Alt + → Expand the marked text to the right.
  - Alt + ← Deselect the marked text from the right.
  - Alt + [ Expand the marked text to the left.
  - Alt + ] Deselect the marked text from the left.
  - Alt + a Copy the old text to the *New Text* field and cycle capitalization options.
  - Alt + f Display the list of available format symbols.
  - Alt + i Insert a field into the *New Text* field.
  - Alt + l Apply the global change forward and backward throughout the job.
  - Alt + m Generate all possible misstrokes.
  - Alt + n Activate the Endings button.
  - Alt + o When the old text contains a conflict, copy the text from the *Old Text* field to the *New Text* field, automatically choosing the first conflict.
  - Alt + q Add the definition to the Personal Global Table.
  - Alt + s Mark the global as Selective.
  - Alt + u Display a list of up to ten possible text definitions for the steno in the *Steno* field.
  - Alt + v Change occurrences of the word in the *Old Text* field only when it matches the same upper and lower case letters as text in the *New Text* field
  - Ctrl + g Expand the marked selection.
  - Ctrl + r With the cursor in the *New Text* field, toggle through the last ten typed replacement words.
  - Ctrl + F7 Spelling Lookup.
  - Ctrl + Shift + r With the cursor in the *New Text* field, toggle backward through the last ten typed replacement words.
  - Shift + F7 Spell check the word in the *New Text* field when the option, [Spell Check While Defining](#), is not active.
  - Shift + F10 Display the Right Click menu options for the New Text field.

## Add to Xtra Global Table option

The Xtra Global Table option (available in the Define dialog box) was originally created to assist scopists that worked with dictionaries that were not continually updated with new definitions. For example, let's say the scopist gets a transcript from a reporter and while scoping, comes across "enter containment" with the steno SPWER/TAEUPLT. The scopist defines the steno correctly as "entertainment" and when finished with the job, sends the job and defines back to the reporter. For whatever reason, the scopist continues to get jobs from the reporter with words or phrases that have been correctly defined by the scopist but the reporter's dictionary never was updated. As a result, the scopist is continually defining the same words/phrases over and over again in multiple jobs. When you check the add to Xtra Global Table option in a define dialog box, CATalyst will add the definition to the current job and selected dictionary if applicable, but also will add the definition to the Xtra Global Table. The scopist can apply the Xtra Global Table to all future jobs the scopist receives from the reporter and the result is a better translation because defines are applied even though the reporter never updated her/his dictionary.

Although the Xtra Global Table was originally designed for scopists, reporters may find it useful also. For example, let's say the reporter has made some e-defines while editing and has also added them to the Xtra Global Table. The reporter can select the Xtra Global Table to help translate future jobs so the e-defines apply to the text during translation on future jobs.

When making a global and selecting the Add to Xtra Global Table option, the definition is sent to the correct destination (based on the type of global being made) and is sent to the Xtra Global Table with the same global type. The Xtra Global Table is automatically created in the user's System Files case the first time the Add to Xtra Global Table option is selected in the global dialog box. In an effort to keep the Xtra Global Table efficient, duplicate entries are removed.

### Creating a global and sending it to the Xtra Global Table

1. Create a global as usual.
2. To send the entry to the Xtra Global Table, press **Alt + x** (Add to Xtra Global Table).
3. Press **Enter** to complete the global. The global is sent to the destination (based on the type of global) and sent to the Xtra Global Table.

If this is the first time you selected the Xtra Global Table option, the Xtra Global Table is created in your System Files case.

**Please note:** The **Alt + g, x** accelerator key was previously assigned to the Text List Brief It command. The accelerator key for Text List Brief It is now **f** (**Alt + g, f**).

## Global Right Click menu

When defining or replacing in the Global dialog box, with your cursor positioned in the New Text field, you can press **Shift + F10** or right click and select a multitude of additional actions to be applied to the text in the New Text field. Stenograph has received a variety of requests to be able to global selected text and perform an action on the text without retyping it, such actions as number conversions, suggesting capitalization options where the word "and" is changed to an ampersand (&) and more. Some of the actions are already available with keyboard commands but many users are not aware of the commands. Due to the limited amount of space in the Global dialog box and limited number of

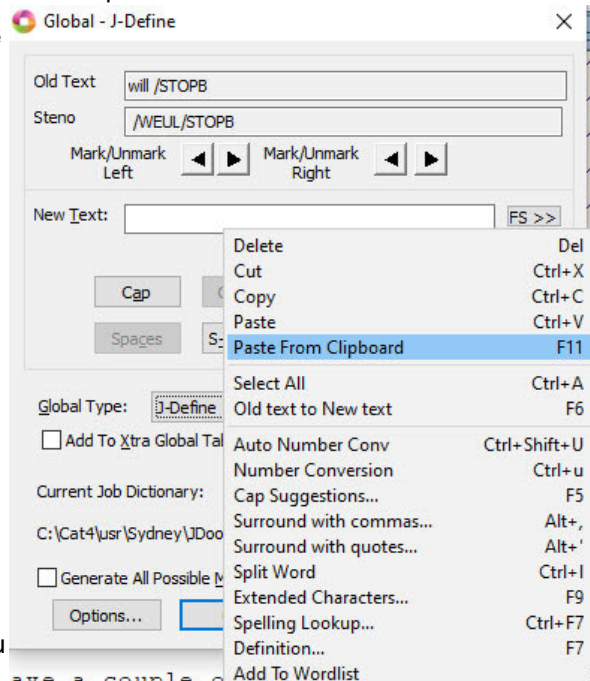


accelerator keys available, the right click menu fulfills most requests.

To display the right click menu, use your right mouse button or press **Shift + F10**. If you know the shortcut key for the command, you can simply press the shortcut key and eliminate displaying the right click menu.

Available right click actions based on the text in the New Text field. Right click short cuts can be used (except where noted) in the Global dialog box without displaying the Right Click menu:

- Delete - press **Del** or from the right click menu press **d** -- this action deletes all text in the New Text field.
- Cut - press **Ctrl + x** or from the right click menu press **t** -- this action deletes the selected text in the New Text field and retains it for pasting until other text is cut or copied.
- Copy - press **Ctrl + c** or from the right click menu press **c** -- this action copies the selected text in the New Text field and retains it for pasting until other text is cut or copied.
- Paste - press **Ctrl + v** or from the right click menu press **p** -- this action places the most recent copied or cut text in the New Text field.
- Paste From Clipboard - Press **F11** or from the right click menu click the Paste From Clipboard option. -- this action lets you quickly paste text you've placed on your [Case CATalyst Clipboard](#) into the New Text field of a define dialog. After pressing **F11** or selecting the Paste From Clipboard right click menu option, type the Clipboard Number associated to what you'd like pasted into the New Text field. The valid numbers are 0 - 9.
- Select All - press **Ctrl + a** or from the right click menu press **a** -- this action marks all the text that is in the New Text field.
- Old text to New text -press **F6** or from the right click menu press **n** -- this action brings the text in the Old Text field down to the New Text field. This action is not new to Case CATalyst but many users are not aware that **F6** can be pressed to bring the Old Text to the New Text field. Why might you use this action -- if the text in the Old Text field is spelled correctly and just needs something added to the end of the text, you can save time and energy by pressing **F6** and copying it to the New Text field rather than retyping the text.
- Auto Number Conv(ersion) - press **Ctrl + Shift + u** or from the right click menu press **v** -- this feature brings down the old text to the New Text field and uses the keywords in your NumberConversion.ini file to convert the number and/or words based on the text in the New Text field. For example, if you have "25 hundred dollars" in the New Text field and you select Auto Number Conv, the result will be "\$2500." If the New Text field contained 15 red river Drive, selecting Auto Number Conv would result in 15 Red River Drive. This option allows you to use the automatic number conversion feature and global it throughout the transcript.
- Number Conversion - press **Ctrl + u** or from the right click menu press **m** -- this feature displays Edit's Number Conversion (**Ctrl + u** while editing) dialog box with a list of conversion formats. For example, let's say "twelve thousand four hundred sixty-eight" is repeated throughout the transcript. Instead of highlighting the entire number and pressing **Ctrl + u** to convert each occurrence, you can



simply highlight the number, define/global, press **Ctrl + u** and display the same conversion list and global it throughout the transcript.

- Cap Suggestions - press **F5** or from the right click menu press **g--** this feature displays a list of capitalization suggestions along with capitalization suggestions that change the word "and" to an ampersand (&). Although the right click menu is available, **F5** can be used directly from the Global dialog box. **Alt + a** and **Ctrl + F5** are still available in the global dialog box to cycle through the usual capitalization options.

- Surround with commas - **Alt + ,** (comma) or from the right click menu, press **s** -- this feature displays a list of suggested comma placements based on the words in the New Text field. Once you select a suggestion, it is globalized in the transcript. This is not a new feature in the Global dialog box as **Alt + ,** (comma) in the Global dialog box will bring down the same suggestions.
- Surround with quotes - **Alt + '** (apostrophe) or from the right click menu, press **r** -- this feature displays a list of suggested quote placements based on the words in the New Text field. Once you select a suggestion and complete the global, it is globalized in the transcript.
- Split word - press **Ctrl + I** (L) or from the right click menu, press **I** (L) -- this feature displays a list of words that can be made from a compound word and allows you to globalize the split words. For example, if the word in the New Text field is "background", the list displays "back ground". This feature uses the same split word logic as Edit's Split Compound Word feature.
- Extended Characters - **F9** or from the right click menu, press **x** -- this action displays the Insert Character dialog box which allows the insertion of extended ASCII characters or symbols. F9 is active from the Global dialog box and also from the right click menu. F9 is not new to Case CATalyst but many users may not be aware of the feature so we added it to the right click menu.
- Spelling Lookup - **Ctrl + F7** or from the right click menu, press **e** -- invokes the Spelling Lookup feature on a word in the New Text field depending on the cursor location. Ctrl + F7 is not a new feature to Case CATalyst but was added to the right click menu to make users aware of its availability.
- Definition - **F7** or from the right click menu, press **f** -- highlight a word in the New Text field and check the definition. The Merriam-Webster Dictionary dialog box displays the definition, if available.
- Add To Wordlist - from the right click menu only, press **w** -- this action allows you add words to your personal, job or case (if in a case) directly from the New Text field. Rather than waiting for spellcheck to tell you something is misspelled, you can add the word right at the time you are defining it.

## Add Other Globals


Add Other Globals allows you to copy global definitions from another job to your current job and place the globals into the global table of the current job. You can select individual globals or all the globals. The added globals automatically apply when other globals apply. If you only apply the globals forward and then later decide you want to apply them backward, use the [Apply All Globals Backwards](#) command.

When you add globals using the Add Other Globals command, any globals previously identified as [selective](#) are no longer considered selective and Case CATalyst no longer stops on each occurrence. To prevent selective globals from being added or pasted when using the Add Other Globals command or when marking and copying globals from one table to another, check the Global Table [option](#), *Exclude Selective Global*.

## Select and Add Globals from Another Job

1. In Edit, press **Alt + g, a** (**Global/Add Other Globals**). The Add Other Globals dialog box displays. When editing a job inside a case, the Open dialog box defaults to displaying global tables contained within the same case.
2. Make necessary entries:

### Look in

Defaults to the current user. To select a global file from a different case or user, click the Up One Level  icon, to select a different user.

### Available Files Window

Select a global file. If the file is in a Case, first open the case. The selected file displays in the File name field below. You can also type the name of the file in the File name field.

### File name

The global file selected to open. Type a file name or select a file from the list.

### Files of type

Identifies the file type that displays in the Available Files Window. The default is Global Files (.sgglb).

### Browse

Locate a different folder outside of Case CATalyst.

3. Press **Enter (Open)**. The selected Global Table displays.
4. Select globals to add to the global table and apply to the open job. Do **one** of the following:

#### Select one entry

Highlight the entry for selection.

#### Select specific entries

Press and hold **Ctrl** while you click the individual entries to highlight.

#### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry you want to select. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries between the first and last selected entry.

#### Select all the entries

Press **Ctrl + a (Select All)** to highlight all the entries.

5. Add and apply the scope of selected globals. Do **one** of the following:

#### Forward Only

Add the globals to the global table and apply the selected globals forward in the file, from the point of your cursor.

#### Entire File

Add the globals to the global table and apply the selected globals forward and backward throughout the job.

#### Cancel

Do not apply any globals and close the Add Globals dialog box.

## Apply All Globals Backwards

When you make a D-Define, E-Define, J-Define, K-Define or Other global, by default, the global applies forward from the point you create it through to the end of the job but does not apply to previous transcript. Apply All Globals Backwards allows you to apply all globals backward in the job. The global remains active for new text, such as realtime. A global marked as "[selective](#)" does not automatically apply backward.

To apply only certain globals backward open the [Global Table](#). Choose the desired globals and use the Global Table, Apply Backward feature. The globals remains active for new text, such as realtime.

If you select the option, *Entire File*, when creating a global definition, then the global automatically applies both forward and backward in the file.

To apply all globals backward, press **Alt + g, g (Global/Apply All Globals Backward)**.

## Apply Personal Globals

Case CATalyst, by default, automatically corrects mistyped words while editing based on entries in the [Personal Globals](#) table. The Apply Personal Globals feature allows you to correct mistyped words in a previously translated file.

The *Use Personal Globals* option in [Advanced Global Options](#) must be active to use the Personal globals features. By default, this option is active.

## Apply Personal Globals to a Translated File

1. Open the transcript in Edit.
2. Press **Alt + g, p (Global/Apply Personal Globals)**. Personal Globals apply to the entire file regardless of cursor location.

## Apply Xtra Global Table

The Apply Xtra Global Table (**Alt + g, x**) feature is available on the Global Menu. While defining, you can send the current definition to the transcript global's table, designated dictionary if applicable and to the [Xtra Global Table](#). The Xtra Global Table is automatically created in the System Files case the first time the option is selected in the Global dialog box. Selecting the Apply Xtra Global Table automatically applies all the globals in the Xtra Global Table to the current file.

**Please Note:** Apply Xtra Global Table feature is **Alt + g, x**. Alt + g, x was previously assigned to Global, Text List Brief It feature. The accelerator key for Text List Brief It feature is now **f**. To access the Text List Brief It function, press Alt + g, f.

## Global Suggest

When you create a [Global definition](#) using the Suggest option, a list of up to ten possible text definitions for the steno displayed in the *Steno* field of the Global definition dialog box displays. Clicking a suggested selection or pressing the associated number of a suggestion inserts the entry into the *New Text* field. To ignore the suggestion, press Esc to close the Suggestion List and place the cursor in the *New Text field* or click in the *New Text* field and type the correct text. To automatically display the Suggestion List, check the [Open with Suggestions](#) option in the Global definition dialog box or in the Advanced Global dialog box. The Open with Suggestions option is only available for Global definitions and is not available when replacing text.

Suggested definitions display based on current globals, dictionaries used to translate the job, dictionary entry usage count, recently used data, drag/drop and stacking possibilities and spell checked phonetic suggestions based on the current [Phonetic Table](#).

When editing a job on a computer other than the one on which the job was originally taken, you will want to have all dictionaries and the Phonetic Table used during the translation in order to take advantage of the accurate Suggest feature.

**Note:** If you are recording or playing back a macro, the Global dialog box will never display Suggestions regardless of the state of the Open With Suggestions option in the Global box or in the Advanced Global options.

## Global Table

A Global Table contains definitions created using D-Define, K-Define, J-Define, E-Define and Other Dictionary Define commands in the job. Each job has its own Global Table. When you make the first [global definition](#) for the job, Case CATalyst creates a Global Table, if one does not already exist. [Global Table Options](#) determine how certain global features are handled and allows you to customize Global Table display settings.

You can [manage the globals](#) in the Global Table for the job. Apply, undo, modify, delete and print globals. Other features allow you add globals from other Global Tables and to copy and paste globals from one Global Table to another.

Global Tables are available for use in translation. Global Tables are available for use in translation. Translating with a Global Table allows you to use previously created [E-Defines](#) in the selected Global Table along with any defines in the selected dictionaries. To use Global Tables in translation, in the Translate dialog box, select the [Show Global Tables](#) option to display global files for selection.

Access the Global Table:

- in Edit. Press **Ctrl + y (Global/Global Table)**.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the job. To apply changes to text, it is necessary to modify the globals from within Edit. Additionally, Undo Global is only available from within Edit.



[Keyboard Map](#) Functions: Global Table

## Understanding the Global Table

The following information displays in a Global Table. The most recent global displays at the top. Use the [Search](#) and [Filter](#) features to locate a specific entry or entries with specific criteria.

You can sort globals in the table by clicking a column heading. Continue to click the column heading until the triangle points up for ascending order or down for descending order. By default, the cursor moves to the top row in the sort order. To have the cursor remain at the current line location change the [Retain position after sort](#) Global Table option.

### Number

The number of the global. When you create globals, Case CATalyst sequentially assigns a number to each global. The Global Table opens with the entries listed in descending global number order, the most recent global first in the list.

### Type

The type of global define: D-Define, K-Define, J-Define, E-Define or a Personal Global. If you made an Other global, it will be listed as a J-define type of global.

**Steno**

The steno portion of the global.

**Case Sensitive**

Y or N displays in this column when the entry is an [E-Define](#) or a Personal Global. Y indicates you made the global case sensitive so that it replaces only text with the upper and lower case letters as they display in the definition.

**Old Text**

The text, steno and format symbols, if applicable, the global replaces.

**New Text**

The replacement text for the global.

**Selective**

The global was marked as [Selective](#) when the steno or text was defined. If you use the [Add Other Globals](#) command to apply the global, Case CATalyst no longer considers the global Selective. A Selective global used during realtime does not apply to new realtime text.

The Global Table option, [Exclude Selective Global](#) determines if a selective global should be included when copying and pasting.

**Global Table Options**

Global Options determine how certain global features are handled and allow you to customize Global Table display settings. You can access Global Table Options from the Global Table. Press **Alt + t, o** (**Tools/Options**).

You can also [manage the globals](#) in the Global Table such as delete, modify, undo, etc.

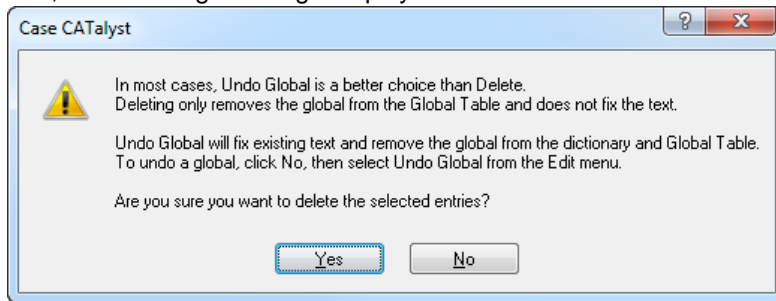
**Global Table Options**

To make a change, click an option. Depending on the field, select a choice from the drop down box, type an entry or use the Browse button. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Global Table Options to their original Case CATalyst default selection.

**Warn before deleting entries**

Check this box to display a confirmation message when you delete global table entries. Deleting a global removes it from the global table and does not fix or change existing text. In most cases, users want to reverse a global to change the transcript text back to what it was (steno/text) before making the global and remove the definition from the designated dictionary. To do that, use the [Undo Global](#) command which is available when opening the Global Table while in a Transcript or you can locate the global in the transcript and select Undo Global from the Global menu.

If you opened the Global Table while in a transcript and select to delete a global and this option is set to Yes, the following message displays:



The Delete global confirmation message differs depending on whether you are deleting globals in a Global Table that was opened at Manage Jobs or a global table that opened within a transcript. When opening a Global Table from Manage Jobs and selecting to delete a global, a Yes No confirmation message displays.

Uncheck this option to disable the confirmation message when you delete entries

### Exclude Selective Global

Check this box to exclude [selective](#) globals from being added or pasted when using the [Add Other Globals](#) command or when copying and pasting globals from one table to another.

Uncheck this box to have selective globals available when using the Add Other Globals... feature.

### Global Table Heading font

The current font selection for the column headings displays in the field. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

Global Table fonts apply to the Add Globals dialog box when you use the Add Other Globals feature.

### Global Table Steno font

The current font selection for the steno portion of the entries displays in the field. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

When selecting font types for steno display, it is best to select a Fixed Space Font. Case CATalyst, by default, has three fixed spaced fonts: Andale Mono, Arial Monospaced and Letter Gothic MT plus the Windows Courier New. If you select a proportional font, steno characters may not line up based on their placement on the steno keyboard.

Global Table fonts apply to the Add Globals dialog box when you use the Add Other Globals feature.

### Global Table Text font

The current font selection for the text that displays in the Old Text and New Text fields. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.



Global Table fonts apply to the Add Globals dialog box when you use the Add Other Globals feature.

### Global Table Other font

The current font selection for Global Table text under the Number, Type, Case Sensitive and Selective headings displays in the field. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

### Retain position after sort

Select **No** to have the cursor move to the top row in the Global Table after clicking a column heading to change the sort order. This is the default.

Select **Yes** to maintain the cursor position at the current line location after click a column heading to change the sort order.

### Add Other Globals go to dictionaries

Select **Yes** to have the *Add Other Globals* feature add all D-Defines, K-Defines and J-Defines to the Global Table and their respective dictionaries. This is the default setting.

Select **No** to have the *Add Other Globals* feature add all D-Defines, K-Defines and J-Defines only to the Global Table.

## Manage Global Table Entries

You can apply, undo, add, modify and delete globals in your Global Table. The Global Table is accessible from Edit and from Manage Jobs. Modifying a Global Table entry from Manage Jobs, however, does not change globals already applied to the open job. To affect globals, it is necessary to modify the globals from within Edit (open the transcript and then open the Global Table). Additionally, it is only possible to Undo a global from within Edit. If you are scopist, you may be using the [Xtra Global Table](#) feature which you can also manage from the System Files case.

Use the [Search](#) feature to quickly locate an entry. The [Filter](#) feature allows you to display Global Table entries in a specified category or with specific criteria.

Access the Global Table:

- in Edit. Press **Ctrl + y (Global/Global Table)**. When modifying a global in Edit, the modified text applies to matching global of the existing global throughout the entire file.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**. When modifying a global at Manage Jobs, the modified text is changed in the Global Table and has no effect on the text in the job. If you open the job and then open the Global Table, the text of the global will be modified but it does not apply to the job.

## Add Other Globals to the Global Table

The [Add Other Globals](#) feature allows you to copy global definitions from another job to your current job and place the globals into the global table of the current job.

## Apply Globals Backwards in the Global Table

When making a global definition, by default, the global only applies forward in the file unless you select the Entire File option. The global does not apply to previous transcript. The Global Table feature, Apply Backwards, allows you to choose globals and apply them backward in the job. The global remains active for new text, such as realtime.

Use [Apply All Global Backward](#) to quickly apply all globals in the transcript backward in the job. A global marked as "[selective](#)" does not automatically apply backward when using this feature.

### Apply Globals Backward

1. Do one of the following:
  - Highlight the entry for selection.
  - Press and hold **Ctrl** while you click the multiple entries to highlight.
  - Click to highlight the first entry of the group. Locate the last entry you want to select. Press and hold **Shift**, while you click the last entry. Case CATalyst highlight all the entries in-between.
  - Press **Ctrl + a** to highlight all the entries.
2. Press Alt + e, a (Apply Backward) to apply the globals backward in the job.

## Copy and Paste Globals

To copy and paste globals from one Global Table to another:

1. Open Global Table from which you want to copy. Do one of the following:

#### Select one entry

Highlight a single entry.

#### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight for selection.

#### Select a consecutive group of entries

Click to highlight the first entry of the group. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries in-between for selection.

#### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

2. Right click and select **Copy** and close the Global Table.
3. Open the Global Table in which you want to Paste the entries.
4. Right click and select **Paste**.

## Delete Globals

You can remove globals from the Global Table using the Delete command which removes the globals from the Global Table but does not fix or change existing text. Deleting a global prevents it from applying to new, incoming text. ***If you opened the Global Table while in a transcript, in most cases, users want to reverse the action of a global so it changes the transcript text back to what it was (steno/text) before making the global in all instances in the transcript where the global was applied and remove the entry from the designated dictionary.***

When deleting a global from a Global Table opened from Manage Jobs, an *Are you sure you want to delete?* message displays.

When deleting a global from a Global Table while in a transcript, a warning message displays explaining that deleting a global will not change or fix the existing text.



To reverse the global action, use the [Undo Global](#) command. Undo Global does not affect text modified after the global applied.

To remove globals from the global table:

1. Highlight the entries to delete. Do **one** of the following:

#### Select one entry

Highlight a single entry.

#### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight for selection.

#### Select a consecutive group of entries

Click to highlight the first entry of the group. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries in-between for selection.

#### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

2. Press **Delete** to remove the global from the global table. A confirmation message displays if you have the [Warn before deleting entries](#) option selected. Select **Yes** to continue the deletion.

## Modify Global Text

To modify the text in the New Text field of an entry:

1. Highlight the entry and press **Ctrl + m (Edit/Modify)**
2. Case CATalyst positions the cursor in the *New Text* field at the end of the current text. Make necessary changes. To insert a format symbol, press **F4, F4** to display the Format Symbol list. Double click an entry to select it.
3. Press **Enter** to complete the modification.
4. At the modify confirmation prompt, press **Enter** confirm the change.

In edit, the modified global applies throughout the entire file to the matching steno/text of the existing global.

In realtime, the modified global applies only to the existing globals. Once the file is saved, the modified global text is saved in the destination dictionary if appropriate.

At Manage Jobs, the modified global text is changed in the Global Table and has no effect on the text in the file.

## Print Globals

To print global entries for the open job in Edit:

1. From the Global Table, press **Ctrl + p (File/Print)**. The Print dialog box displays.
2. Select the printer and press **Enter (OK)**.

## Send Globals to Cat Scratch

Send global entries to the User, Case or Job Cat Scratch Dialog Pane, depending on the selected user scope of the Cat Scratch pane.

1. In the Global Table, highlight the entries to send. Do **one** of the following:

### Select one entry

Highlight a single entry.

### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight for selection.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries in-between for selection.

### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

2. Select **Edit/Send to Case Cat Scratch**.

## Undo Globals

While editing a job, you can undo globals using one of three different commands without opening the Global Table:

- [Undo Last Global](#) reverses the last global action.
- [Undo Global](#) reverses the global from the job. Undo is also available in the Global Table. You can undo a global at anytime.
- [Undo Global Once](#) reverses the global action for a single word.

## Modify Global

You can modify the text of a D, J, K or E global in the Global Table. If you are in edit, you open the Global Table and you modify the text of a global, the modified text of the global is applied to all occurrences of the global in the transcript. In realtime, the modified global applies only to the existing globals in the transcript. Once the file is saved, the modified global text is saved in the destination dictionary if appropriate. If you want to change a global during realtime and have it apply, you will need to redefine it or re-global it to have it apply. [Personal Globals](#) cannot be modified from the Global Table.

If open a Global Table at Manage Jobs, you can modify the text of a global but it does not affect the transcript text.

To modify the text in the New Text field of a Global Table entry:

1. Do one of the following:
  - In Translate & Edit, press **Ctrl + y** (Global, Global Table).
  - At Manage Jobs, double click the Global Table subfile or highlight the Global Table subfile, right click and select Open.
2. Highlight the entry and press **Ctrl + m** (Edit/Modify)
3. Case CATalyst positions the cursor in the *New Text* field at the end of the current text. Make necessary changes. To insert a format symbol, press **F4, F4** to display the Format Symbol list. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. Double click the format symbol to select it. You can also use F4 and the format symbol shortcut to insert format symbols.
4. Press **Enter** to complete the modification.
5. At the *Are you sure you want to modify this global* confirmation prompt, press **Enter** to confirm the change.
6. To close and save the change(s), press **Ctrl + F4** or click the X in the upper right hand corner of the Global Table dialog box.

**In edit**, the modified global applies throughout the entire transcript to the matching steno/text of the existing global.

**In realtime**, the modified global applies only to the existing globals in the transcript. Once the file is saved, the modified global text is saved in the destination dictionary if appropriate. If you want to change a global during realtime and have it apply, you will need to redefine it or re-global it to have it apply.

**At Manage Jobs**, the modified global text is changed in the Global Table and has no effect on the text in the transcript. If you use the global table with the modified global for future translations or applying globals, the modified global is active.

## Search Global Table

Search allows you to locate a entry in the Global Table you want to view or modify. You can search forward or backward for steno or text, including whole word, part of a word, or multiple words. Once a searched entry displays, you can repeat Search for the same text and search parameters by using *Repeat Search*.

Use the [Filter](#) feature to display Global Table entries in a specified category or with specific criteria.

Access the Global Table:

- in Edit. Press **Ctrl + y** (Global/Global Table).
- in Manage Jobs. Press **Alt + f, o, i, t** (File, Open, List/Table, Global Table). In the Open Existing Document dialog box, select a Global Table and press **Enter** (Open).

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the job. To apply changes to text, it is necessary to modify the globals from within Edit.

Additionally, Undo Global, and other undo global features, are only available from within Edit.

## Search Global Table

1. From the Global Table, press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
2. Make entries as necessary:

### Search For

Select the method by which you want to search the Global Table.

#### Steno

Search by steno. Type the search steno in the field. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

#### Partial Stroke

Check this box to search for the specified steno regardless of whether or not it is part of a steno outline. For example, searching for –FPLT finds: -FPLT, FPLTD, FRPBLGTS, FRPBLTS, etc. Without the *Partial Stroke* option, searching –FPLT displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. This option only displays when you search for Steno.

#### Text

Search by text. Type the search text in the field. The search considers both *Old Text* and *New Text*.

#### FS

Add format symbols to a text search. Select **FS** and double click the format symbol from the list to select it; or use shortcut keys. To use a shortcut key, place the cursor in the *Search For* field, press **F4** and then the appropriate letter or symbol.

#### Case Sensitive

Limit the search based on the upper and lower case letters of text typed in the *Search For* field. Without this option, the search considers all words containing the indicated characters, regardless of the case typed into the field. This option only displays when you search for Text.

3. Press **Enter (OK)** to start the search. The Search dialog box closes and the Global Table window displays the entry. If Case CATalyst does not find a match for the selected steno or text search, a message displays.
4. To repeat the same search, press **F3 (Edit/Repeat Search)**.

## Filter Global Table

Filter displays only the entries in the Global Table that contain the specified criteria. Entries filtered out are not removed from the file. All the entries redisplay when you select Unfilter or the next time you open the Global Table.

Use the [Search](#) feature to quickly locate an entry you want to view or modify.

Access the Global Table:

- in Edit. Press **Ctrl + y (Global/Global Table)**.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the job. To apply changes to text, it is necessary to modify the globals from within Edit. Additionally, Undo Global, and other undo global features, are available from within Edit.

## Filter Global Table

1. From the Global Table, press **Alt + v, f (View/Filter)**. The Filter dialog box displays.
2. Make entries as necessary:

### Filter

Click the down arrow to display the filter criteria. Select one of the following:

#### Number

Filter the display by the assigned entry number. Type the entry number in the field.

#### Steno

Filter the display by steno. Type the steno in the field. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

#### Partial Stroke

Check this box to filter on entries that contain a portion of the steno outlined typed. For example, you filter on –FPLT. The filter includes: -FPLT, FPLTD, FRPBLGTS, FRPBLTS, etc. Filtering on –FPLT without the *Partial Stroke* option, displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc.

#### Case Sensitive

Filter the display based on the E-Define Case Sensitive attribute. A global created with the Case Sensitive attribute replaces only text with upper and lower case letters as they display in the definition. Select **Y** to filter on entries with the Case Sensitive attribute. Select **N** to filter on entries without it.

#### Type

Filter the display by global define type. Select a define type from the drop down list.

#### Old Text

Filter the display based on text in the *Old Text* field. Type the text in the field.

Add format symbols and fields to the filter as necessary. Select **FS** and double click the format symbol from the list to select it; or use shortcut keys. To use a shortcut key, place the cursor in the field, press **F4** and then the appropriate letter or symbol. To add a field, click [Insert Field](#) and select a field. Press **F9** to add [extended characters](#).

#### New Text

Filter the display based on text in the *New Text* field. Type the text in the field.

Add format symbols and fields to the filter as necessary. Select **FS** and double click the format symbol from the list to select it; or use shortcut keys. To use a shortcut key, place the cursor in the field, press **F4** and then the appropriate letter or symbol. To add a field, click [Insert Field](#) and select a field. Press **F9** to add [extended characters](#).

#### Selective

Filter the display based on the Selective attribute. A global created with the Selective attribute moves to each occurrence affected by the global change, allowing you to choose to apply the change, skip the occurrence or apply the change to all occurrences. Select **Y** to filter on entries with the Selective attribute. Select **N** to filter on entries without it.

### **Entry Type**

Filter the display by entry type, such as conflict or Auto Include. Select an entry type from the drop down list. This field is available when *Old Text* or *New Text* is selected in the *Filter* field.

#### **Entry Types**

##### **Conflict**

The first entry that contains a conflict end format symbol.

##### **Scan stop**

The first entry that contains a scan stop begin or end format symbols.

##### **Numbers**

The first entry that contains numbers.

##### **All Capped**

The first entry that contains all capped text.

##### **Contains capped**

The first entry that contains at least one capital letter.

##### **Phrase**

The first entry that contains two or more words separated by a space.

##### **Contains punctuation**

The first entry that contains punctuation.

##### **Contains format symbol**

The first entry that contains a format symbol.

##### **Contains Field(s)**

The first entry that contains a field.

##### **Auto Includes**

The first entry that begin with @.

##### **AccelerWriter**

The first entry that begin with &&.

##### **Number Conversion**

The first entry that contain the {Number Conversion} translate command.

##### **Number Trigger**

The first entry that contain the {Number Trigger} translate command.



**Numeral Words**

The first entry that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

The first entry that contain a <Colloquy> format symbol and a colon.

**Case Sensitive**

Filter on entries based on the upper and lower case letters of text typed in the field. Without this option, the filter considers all words containing the indicated characters, regardless of the case typed into the field. This field is available when *Old Text* or *New Text* is selected in the *Filter* field.

**Whole Word**

Filter only on entries that match the filter text typed in the field. If you do not select *Whole Word*, the filter locates the text as it stands alone and as part of another word. This field is available when *Old Text* or *New Text* is selected in the *Filter* field.

**Location**

Select filter parameters.

**Exact Match**

Filter on entries that exactly match the text entered in the *Filter* field.

**Begins With**

Filter on entries that begin with the text entered in the *Filter* field.

**Ends With**

Filter on entries that end with the text entered in the *Filter* field.

**Contains**

Filter on entries that contain, anywhere in the entry, the text entered in the *Filter* field.

3. Press **Enter (OK)**. If no entries are found for the filter item, a message displays.

**Xtra Global Table**

The Xtra Global Table option (available in the Define dialog box) was originally created to assist scopists that worked with dictionaries that were not continually updated with new definitions. For example, let's say the scopist gets a transcript from a reporter and while scoping, comes across "enter containment" with the steno SPWER/TAEUPLT. The scopist defines the steno correctly as "entertainment" and when finished with the job, sends the job and defines back to the reporter. For whatever reason, the scopist continues to get jobs from the reporter with words or phrases that have been correctly defined by the scopist but the reporter's dictionary never was updated. As a result, the scopist is continually defining the same words/phrases over and over again in multiple jobs. When you check the add to Xtra Global Table option in a define dialog box, CATalyst will add the definition to the current job and selected dictionary if applicable, but also will add the definition to the Xtra Global Table. The scopist can apply the Xtra Global Table to all future jobs the scopist receives from the reporter and the result is a better translation because defines are applied even though the reporter never updated her/his dictionary.

Although the Xtra Global Table was originally designed for scopists, reporters may find it useful also. For example, let's say the reporter has made some e-defines while editing and has also added them to the Xtra Global Table. The reporter can select the Xtra Global Table to help translate future jobs so the e-defines apply to the text during translation on future jobs.

## Replace

Replace (Ctrl + r) is a command that replaces text or steno with new text for this single occurrence only. You can also replace text by marking it and typing the new text.

If [Intuitive Replace](#) is active, Case CATalyst suggests a word in the New Text field based on previous replacements. When you replace a word not previously replaced and you place your cursor in the New Text field, the most recently replaced word displays. You can toggle through the last 10 replacements by pressing **Ctrl + r**.

## Replace Steno or Text

1. Place the cursor immediately before the word, on the word, or mark the steno or text you want to replace.
2. Press **Ctrl + r (Replace)**. The Global – Replace dialog box displays.
3. Make necessary entries:

### Old Text

The text selected for replacement.

### Steno

The steno, if any, for the text selected.

### Mark/Unmark Left

Press **Alt + [** (left bracket) to expand or **Alt + ]** (right bracket) to deselect the marking to the left.

### Mark/Unmark Right

Press **Alt + Right Arrow** or **Ctrl + g** to expand or **Alt + Left Arrow** to deselect the marking to the right.

### New Text

Type the new text, including any format symbols. Press **F9** to add [extended characters](#).

To copy the old text to the New Text field, press **F6**. You can toggle through the last ten typed replacement words by pressing **Ctrl + r** with the cursor in the New Text field; or **Ctrl + Shift + r** to toggle backwards through the selection.

When the option, [Spell Check While Defining](#) is not active, press **Shift + F7** to spell check the word in the New Text Field. To look up a definition, press **Ctrl + F7**.

### FS (Alt + f)

Display the list of available format symbols. To always display the format symbol list, check the box, Always Show Format Symbols. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.

You can also use shortcut keys to insert a format symbol. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### Cap

Copy the text in the Old Text field to the New Text field and cycle through three Cap/Uncap options:

- Capitalize the first letter in a word or phrase, except for words in the NoCapWords list
- Capitalize all the letters in a word or phrase
- Uncap the letters in a word or phrase

### Conflict

This option is available when a conflict is part of the Old Text. When you select Conflict, Case CATalyst copies the text from the Old Text field to the New Text field, automatically choosing the first conflict. If you select Conflict a second time, Case CATalyst chooses the second conflict. If additional conflict choices exist, select Conflict until the desired choice displays in the New Text field. If more than one conflict exists in the Old Text field, your selection applies to all the conflicts.

### Suggest

Display a list of up to ten possible text definitions for the steno in the Steno field. Click on a selection or press the associated number. Case CATalyst inserts the entry into the New Text field. If you do not want to select a suggestion, type the correct text, press ESC or press ALT. Case CATalyst closes the suggestion list and places the cursor focus in the New Text field.

Case CATalyst determines which definitions display based on current globals, dictionaries used to translate the job, dictionary entry usage count, recently used data, drag/drop and stacking possibilities and spell checked phonetic suggestions based on the current Phonetic Table.



When editing a job on a computer other than the one on which the job was originally taken, you must have all dictionaries and the phonetic table used during translation.

### Endings

The Endings feature is not available when replacing a word or phrase. If you change your action from a replace to a global, the Endings feature may be available. When you type a word in the Text field, Case CATalyst analyzes word to see if a " G", " S" or " D" steno outline could be added to the word. If so, then Case CATalyst activates the Endings button. The Global Endings dialog box displays. You can select any of the suggested definitions to add to your dictionary.

For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### Spaces

When two or more words display in the Old Text field, copies the text to the New Text field and places a [<Sticky Space>](#) format symbol between the words. Spaces is also available when you type two or more words in the New Text field.

### **Stitch**

Copy the text in the Old Text field to the New Text field and places hyphens between each letter. Stitch is also available when you type words in the New Text field. If there is one word, the letters are hyphenated. If there are two or more words, the words are hyphenated. For example step-by-step. To undo a stitch, select this feature again.

### **Open with Suggestions**

Not available for Replace.

### **Global Type**

The type of define originally selected displays.

### **Entire File**

Not available for Replace.

### **Case Sensitive**

Not available for Replace.

### **Selective**

Not available for Replace.

### **Generate All Possible Misstrokes**

Not available for Replace.

4. When finished replacing press **Enter (OK)** to replace the text.

## **Quick Suggest**

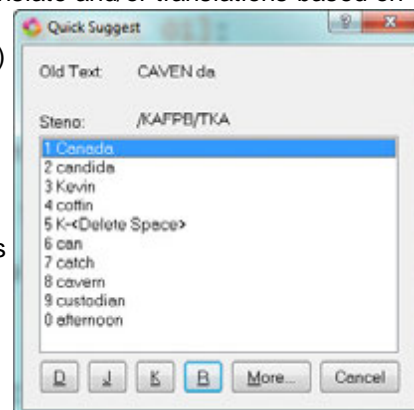
Quick Suggest is an editing command that will display a list of suggestions when your cursor is positioned on an untranslate, Drag/Drop or Suffix Drag translation or on any words. If multiple words are highlighted before invoking Quick Suggest, the Quick Suggest command will only offer suggestions for what is highlighted. This is the editing version of the realtime [Live Suggestions](#) feature. The Quick

Suggest feature may offer suggestions based on the individual untranslate and/or translations based on steno outlines before and/or after the untranslate. Once the Quick Suggest dialog box displays, you will see the Old Text (if applicable) and

the steno for the entry in the list. Based on the suggestion that is highlighted, the steno/text will also be selected in the transcript.

When you move your cursor up and down by the arrow keys or select a list

entry by the assigned number, the Old Text and Steno field contents may adjust and the transcript selection may also adjust based on the suggestion. You can select More to open the Global dialog box defaulting to a J-define where you can take more actions (such as Endings, Cap, etc.) on the definition or type a new text definition.



Quick Suggest is available when your cursor is positioned on an untranslate, Drag/Drop or Suffix Drag translation. In the [Scan For options](#), the *Automatically open Quick Suggestion* for option has been added and once you select any or all of the items (Untranslate, Drag/Drop or Suffix Drag), when [Scan](#) stops on an item, the Quick Suggest dialog box automatically opens displaying possible suggestions. In the Scan For options, if you have selected to have Quick Suggest automatically open for an untranslate, Drag/Drop and/or Suffix Drag, those items must also be selected in the options above the Quick Suggest items. In other words, if you want Quick Suggest to automatically open for an untranslate, Untranslate must also be selected in the Scan For options.

Quick Suggest can manually be invoked on an untranslate, Drag/Drop or Suffix Drag translate regardless of your Scan For option selection by pressing **Alt + g, q** or assigning a key combination to the Quick Suggest function in a keyboard map.

A *No suggestions available* message displays if Quick Suggest cannot offer any suggestions. If Quick Suggest has no suggestions to offer, you can have CATalyst automatically open the Global dialog box by selecting Yes for the Open Global dialog when no Quick Suggest Available option in the [Global Options](#) dialog box.

A *There is too much steno selected* message displays if too many steno outlines are highlighted. Press Enter to close the message box, then highlight fewer words/steno outlines and try again.

A *There is no steno at the cursor location* message displays when highlighted text does not have underlying steno outlines. Press Enter to close the message box.

### Quick Suggest:

1. Scan or position your cursor on an untranslate, Drag/Drop or Suffix Drag translation and do any of the following
  - a. If the Quick Suggest dialog box automatically opened, go to Step 2.
  - b. Press **Alt + g, q**.
  - c. Press the key combination you assigned to the Quick Suggest feature in your [keyboard map](#).
2. To select a suggestion, do one of the following:
 

When a suggestion is highlighted, if the steno for the suggestion changes (based on number of steno outlines), the Steno field updates appropriately and the highlighted text in the transcript adjusts accordingly.

  - a. Press the number associated with the suggestion.
  - b. Use your up/down arrow keys to highlight the selection.

3. To take action, do one of the following
  - a. To Replace the current steno and/or text with the selected suggestion, press **Enter**.
  - b. To [D-define](#) (Personal dictionary) the current steno and/or text, press **d** and then **Enter**.
  - c. To [J-define](#) (job dictionary) the current steno and/or text, press **j** and then **Enter**.
  - d. To [K-define](#) (case dictionary) the current steno and/or text, press **k** and then **Enter**.
  - e. To do one of the above actions along with additional actions or to type a different text, press **m** (or **Alt + m**) to open the Global J-define dialog box.
  - f. To take no action and scan to the next item, press **F8**.
  - g. To take no action and close the Quick Suggest dialog box, press **Esc** or click Cancel.



[Keyboard Map Function](#): Quick Suggest

### Selective Globals

When defining in Edit, use the Selective option in the Global dialog box to have Case CATalyst stops on the first occurrence affected by the global change. You can choose to apply the change to this occurrence, all occurrences, to the [current Section](#) only, skip the occurrence and go to the next occurrence or take no action and return to Edit. If you apply the change to all occurrences, the global is no longer selective. The Entire File option is ignored when using the Selective option but selecting Entire Section does apply the global to **all** occurrences in the current section. Selective globals (not Entire Section) do not apply to previous text. The selective global starts at the current cursor location, moves forward in the file until CATalyst is finished applying the selective global. Click OK in finished dialog box and the cursor returns to the location where the global was started.

Globals marked as Selective are added to the Global table and identified as "Selective." A Selective global does not apply automatically when other globals apply. For example, if you select to apply globals backward, a selective global does not automatically apply. A selective global does not apply during realtime to new realtime text.

If you choose to apply a Selective global change to all occurrences or use the Add Other Globals command to apply a Selective global, Case CATalyst no longer considers the global Selective. If you cut or copy and paste Selective globals from one Global table to another, the globals are no longer considered selective. Globals no longer considered selective, apply automatically when other globals apply. To prevent selective globals from being added or pasted when using the Add Other Globals command or when marking and copying globals from one table to another, check the Global Table [option](#), *Exclude Selective Global*.

### Apply Globals by Occurrence

1. In the Global define dialog box, enter the text in the New Text field.
2. Check the box, **Selective**.
3. Press **Enter (OK)**, the Confirm dialog box displays. Use the following options as necessary:

#### Original

The existing text or steno you are replacing.

**Steno**

The marked steno if making a D-Define, J-Define, or K-Define.

**Replacement**

The new text replacing the original text or steno.

**Type of Define**

The type of define selected for this global displays below the Steno field.

**Yes**

Change this occurrence and move to the next occurrence.

**Yes To All**

Change all the occurrences from the cursor position forward in the file. Once you select Yes To All, the global is no longer considered selective.

**Entire Section**

Applies the selective global to all occurrences in the current section. The global remains selective in the Global Table.

**Goto Next**

Do not change this occurrence and move to the next occurrence.

**Done**

Do not make any more changes and cancel the command. The cursor remains in the current position.

4. The dialog box closes once all the occurrences are encountered. The cursor remains at the position of the last occurrence. Continue editing.

## Apply Global to Current Section

Globals can be applied only to a particular section of a transcript, rather than to the entire transcript. Many official reporters have several calendar calls, appearances, pre-trial motions, etc., in one transcript but each item is separated into its own section. For example, let's say you are an official and you had back to back preliminary hearings and some calendar calls. You have all of the "proceedings" in their own sections in the one transcript. You start editing the first hearing (first section) and you J-Define STPHAO to be <Colloquy>MR. PETERSEN: but it is only for the first hearing because you used the STPHAO outline in the second hearing to indicate another attorney. You can apply the J-define only to the current section instead of the entire transcript. When you get to the next section in the transcript, STPHAO will be an untranslate and you can define the steno outline to be whatever you want.

Although CATalyst had a method of only applying globals to particular text using the Selective option, it required the reporter/scopist to confirm each occurrence for the global to apply and then stop applying when appropriate. This new feature allows the reporter/scopist to specify the current section for the global to apply which eliminates the chore of saying yes multiple times and keeping track of when to stop applying the global.

Sections are created by using the [Set Page/Paragraph Number](#) feature available on the Format menu in Translate & Edit/Edit.

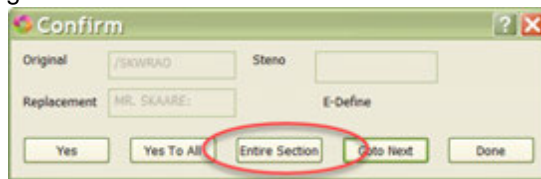
**To apply a global to a section only:**

1. In the Global define dialog box, type the text in the New Text field.

2. Check the box, **Selective**.



3. Press **Enter (OK)**, the Confirm dialog box displays. Select **Entire Section** to apply the selective global to all occurrences in the current section. The global remains selective in the Global Table.



4. The dialog box closes once all the occurrences are encountered. The cursor remains at the current position.

## Suggest a Brief

Suggest a Brief is a [Brief it](#) feature that allows you to force Brief It to suggest a brief while writing realtime or while editing. This may be helpful when preparing for a particular type of job with unfamiliar terminology or subject matter.

You can [assign](#) Suggest a Brief command to a [keyboard map](#) function. This works well in a macro to force briefs on previously written text. For example, you create a macro that selects the two previous words and invokes the Suggest a Brief command and then create an AccelerWriter definition. In a realtime file, you write "fibromyalgia syndrome." You then write the stroke to invoke the Suggest a Brief AccelerWriter. Brief It displays the suggested brief in the Brief It dialog pane.

This feature is available even though you may not have the Brief It option selected on Translate's Realtime tab.

To force a Suggested brief, press **Alt + g, s (Global/Suggest a Brief)**.



[Keyboard Map](#) Function: Suggest a Brief



## Text List Brief It

Text List Brief It is an Edit feature that analyzes text (.txt) files and creates [briefs](#) based on your [Brief It options](#). You may want to use Text List Brief It to suggest briefs from a list of words or phrases you anticipate writing in a future job or case. For example, you are doing a series of depositions on landscaping. You search the internet and download a landscaping wordlist and then use Text List Brief It to analyze the word list and create a list of Suggested briefs in the Brief It dialog pane. You could also use a core list from another reporter's job dictionary or transcript. To maximize results, it is best if each word or phrase is on a separate line. There is a 48 character limit per line.

When you select the Text List Brief It feature, the process begins immediately. Once Brief It begins the analysis, the process cannot be canceled. The Brief It dialog pane is visible during the analysis as Brief It populates the list. The number of characters on a line in the text file should not exceed 48. If the number of characters exceed 48, the line is not analyzed and the process continues. Alpha, numeric, punctuation and a white space are considered valid characters. If an invalid character is encountered during the analysis, such as a Unicode character, the processing stops and a message displays. When the analysis completes, a message displays indicating the number of lines for which Brief It attempted to suggest briefs along with the total number of lines processed. Blank lines are counted in the total number of lines processed but do not count towards the attempted number of briefs suggested.

When the Brief It option, Personal Briefs/Reminders Only is active, only Personal and Reminder briefs display in the Brief It dialog pane. No Suggested briefs are created when using Text List Brief It.

### Create Suggested Briefs from a Text List

1. In Edit, press **Alt + g, f** (**Global/Text List Brief It**). The Open dialog box displays.
2. Navigate to the location of the text file to analyze, select it and click **Open**.
3. Brief It analyzes the selected text file and displays any briefs in the Brief It dialog pane.
4. At the confirmation message, press **Enter** (**OK**).
5. Review the briefs.



[Keyboard Map](#) Function: Text List Brief It

## Request a Live Suggestion feature

*Request a Live Suggestion* feature is available from the Global menu while writing realtime. You can highlight X number of words and use the Request a Live Suggestion feature for the highlighted words. If a Live Suggestion or multiple Live Suggestions are found, they are displayed in the [Brief It](#) pane just like [Live Suggestions](#) currently display. If you like a suggestion, you can then use your [Define](#) or [Replace](#) Live Suggestion commands to take the Live Suggestion.

For example, let's say you write the following four steno outlines: /TPHAB /PWAU /PHET /TOEPB which translates as "nab because met tone" (without the quotes). The Live Suggestion feature would not automatically generate suggestions since there isn't an untranslate (all the words translated). So you highlight "nab because met tone" and select Request a Live Suggestion. The four stroke suggestions display in the Brief It pane. Nabumetone is one of the suggestions and is exactly what you want, so you write the Define or Replace Live Suggestion command to take it.

Another example for this feature is that you write five steno outlines, the first one being an untranslate and the rest of the steno outlines translate. Live Suggestions offers you great suggestions in the Brief It pane for the five strokes, you want a suggestion only for the last four strokes. So you highlight the last four strokes and use Request a Live Suggestion and, the new suggestions replace the original suggestions in the Brief It pane. You then write your Define or Replace Live Suggestion command to select the one you want.

If no suggestion can be found, the No Suggestions Found dialog box displays and automatically closes after several seconds. If you continue to write realtime, the realtime text displays behind the message box until it closes.

You can easily record macros to accommodate highlighting as few or as many words you want and then select the Request a Live Suggestion feature. Stop recording the macro, name and save it. From the Save Macro dialog box, create a dictionary entry to invoke the macro from your writer. It is recommended that you are in realtime when recording macros that are invoked from your writing machine to make sure the recorded macros work correctly based on the cursor position.

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

The Request a Live Suggestion feature is available in realtime even if you do not have the Live Suggestions option selected on Translate's Realtime tab.



[Keyboard Map](#) function: Request Live Suggestion

## Text To Dict Define

Text to Dict Define allows you to create a dictionary definition from transcript text that has no underlying steno and save it to the Global Table and the desired dictionary. For example, let's say that you are reviewing an ASCII file for an upcoming deposition about computer technology. As you are reviewing the ASCII, you come across the phrase, "baby duck syndrome" (interaction between human and computer) and you think of a great brief. You highlight the phrase and select the Text to Dict Define command from the Global menu. The Add Dictionary Definition - Job Dictionary dialog box displays. The Steno field is empty and the Text field contains the text you highlighted. You type the steno for the phrase and press Enter.

### Create a Text To Dict Definition

1. Position the cursor before a word or highlight multiple words in the transcript.
2. Press **Alt + g, n** (**Global, Text to Dict Define**). The Add Dictionary Definition – Job Dictionary dialog box displays.
3. Make necessary entries:

#### Steno (**Alt + s**)

Type the steno to associate with the text in the *Text* field. Separate multiple strokes with a forward slash (/).

#### Text (**Alt + t**)

The text selected for definition. Do any of the following:

- Select **FS** to add format symbols.

- Press **F9** to add [extended characters](#).
- Use the [Cap/Uncap](#) command, **Ctrl + F5**, to quickly cycle through the capping options for all the words in the Text field.

### **FS (Alt + f)**

Display the list of available [format symbols](#). Double click the format symbol to insert into the text portion of the definition. You can insert a format symbol at any point in the text entry.

### **Insert Field (Alt + i)**

Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### **Endings (Alt + n)**

CATalyst BCS analyzes word in the *Text* field to see if a " G", " S" or " D" steno outline can be added to the word and additional dictionary entries created. If so, then CATalyst BCS activates the Endings button. The Global Endings dialog box displays. Select any of the suggested definitions to add to your dictionary.

For example, you have REPT in the *Steno* field and "represent" in the *Text* field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### **Global Type (Alt + g)**

The type of definition you are creating. The default is a J-Define. Make a selection from the drop down box to select a different global type.

### **Pick Other Dictionary (Alt + p)**

This field is available if you select Other Dictionary in the Global Type field. You can send the Brief It Suggestion to an alternative dictionary when making an O-Define. Select a current dictionary from the drop down list or use **Browse** to choose another dictionary. Depending on your [Global options](#) settings, Case CATalyst remembers your selection for the current session or for every job. This field displays when you select Other Dictionary in the Global Type field.

### **Generate All Possible Misstrokes (Alt + m)**

Check this box to have CATalyst BCS generate definitions based on all the possible misstrokes of the original steno outline. CATalyst BCS generates a definition provided one does not already exist in the Personal Dictionary for any of the identified misstrokes. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. CATalyst BCS also creates a dictionary definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already exists in your Personal Dictionary as "vice", so CATalyst BCS does not generate /SRAOEUS as a misstroke.

### **Add 2 Cat Scratch (Alt + 2)**

Send the definition to the [Cat Scratch](#) dialog pane in addition to the Global Table and selected dictionary. Depending on the Cat Scratch scope, the entries are sent to the job, case or user Cat Scratch pane.

4. Press **Enter (OK)** to save the definition.



[Keyboard Map](#) Function: Text to Dict Define

### Transcript Brief It

Transcript Brief It is an Edit feature that analyzes the current transcript and creates Reminder, Personal and Suggested [briefs](#) based on your [Brief It options](#). The file must contain text with underlying steno. When you select the Transcript Brief It feature, a confirmation message prompts you to continue. Once Brief It begins the analysis, the process cannot be canceled. The Brief It dialog pane is visible during the analysis as Brief It populates the list. For example, you have an upcoming job concerning a case you took several months ago. You run Transcript Brief It on the previous jobs related to the case to create briefs for the current job. You can then make defines for the upcoming job.

When the Brief It option, Personal Briefs/Reminders Only is active, only Personal and Reminder briefs display in the Brief It dialog pane. No Suggested briefs are created when using Transcript Brief It.

To create Suggested briefs from the current transcript:

1. Open the transcript from which you want to create briefs.
2. Press, **Alt + g, b (Global/Transcript Brief It)**.
3. At the confirmation message, press **Enter (OK)**. Brief It analyzes the transcript and Suggests possible briefs.
4. Review the new briefs.



[Keyboard Map](#) Function: Transcript Brief It

### Undo Globals

Case CATalyst contains three undo global commands that allow you to reverse the action of a global in the transcript and remove the definition from the designated dictionary. In most cases, if you are trying to *fix* globalized text, one of the Undo Global commands is the correct action.

When writing realtime using Case CATalyst V13 or higher and the Luminex or Diamante V2.0 or higher, Luminex and Diamante J-Defines and all Case CATalyst dictionary definitions are automatically exchanged. In other words, globals made in Case CATalyst are sent to the Luminex or Diamante and j-defines made on the Luminex or Diamante are sent to Case CATalyst. The Delete, Undo Global, Undo Last Global or Undo Global Once commands do not remove the definition from the Luminex or Diamante. Refer to the Luminex or Diamante User Guide for information on removing J-Defines from the Luminex or Diamante.

### Undo Last Global

Undo Last Global reverses the last global action throughout the current realtime or editing session of the file. CastCATalyst returns the last globalled items to their original state, removes the global from the global table and removes the global from the dictionary, if appropriate. Undo Last Global does not apply to a globalled word or phrase modified after the global took affect. To undo the last global, press **Ctrl + Shift, u (Global/Undo Last Global)**.

## Undo Global

The Undo Global command reverses the action of the global in the job, removes the global from the Global Table and removes the global from the dictionary, if appropriate. Undo Global does not apply to a globalled word or phrase modified after the global took affect. It is only possible to Undo a global from within Edit. You cannot undo a global when opening the Global Table from Manage Jobs.

To use Undo Global, position the cursor immediately before the globalled word or phrase in the transcript. Right click the mouse to select **Undo Global** or press the [assigned](#) keyboard command for Undo Global or select Undo Global (at Cursor) from the Global menu. Undo Global and Undo Global Once commands check the Global Table to verify if the replacement text has a paragraph style that automatically generated punctuation before the globalled text. If so, CATalyst checks to confirm the punctuation is ending punctuation and the ending punctuation will be replaced by a space when the global undo command is used. You can also open the [Global Table](#) while editing to undo a global.

## Undo Global Once

The Undo Global Once command reverses the global action for a single word. Position the cursor immediately before the globalled word or phrase in the transcript. Right click the mouse to select **Undo Global**, select Undo Global Once (at Cursor) from the Global menu or press the [assigned](#) keyboard command for Undo Global Once. Undo Global and Undo Global Once commands check the Global Table to verify if the replacement text has a paragraph style that automatically generated punctuation before the globalled text. If so, CATalyst checks to confirm the punctuation is ending punctuation and the ending punctuation will be replaced by a space when the global undo command is used.

### Global menu:

- Undo Last Global
- Undo Global (at Cursor)
- Undo Global Once (at Cursor)



[Keyboard Map](#) Functions: Undo Last Global

Undo Global

Undo Global Once

## Formatting Commands

CastCATalyst format commands in Edit allow you to add and modify transcript text using [format symbols](#); manage transcript sections, when applicable; make changes to page and paragraph numbering; and make [Layout](#) changes for the current transcript.

## Font

The Font feature allows you to modify the font, font style, font size, or font effect for characters within a word, a single word, or a block of text. In Manage Dictionary, you can change the font settings for the steno and text display portion of the dictionary entry and for column headings. In Layout, you can set default font values for any paragraph style, symbol, line numbers, timestamps, and headers and footers.

When selecting a font, keep in mind there are two types of fonts. Fixed or Monospaced fonts and proportional fonts. When using a fixed/monospaced font, each character takes up the same amount of space. In other words, an "i" and "w" take up the same amount of space. If you are wanting to control the number of characters on a line or using a characters per inch setting, you should use a fixed/monospaced font. When using a proportional font, the characters only take the amount of space needed for the size of the character. It is very difficult to control the number of characters on a line using a proportional font and should not be used with the characters per inch option.

## Modify Fonts

1. Do one of the following:

### Edit

Highlight the text you want to modify and then press **Alt + o, f (Format/Font)**.

### Layout

Select the Font option for paragraph styles, header/footer text, timestamps, line numbers, etc.

### Manage Dictionary

Press **Alt + o, f (Format/Font)** and then select one of the following to modify: **Steno**, **Text**, **Column Header**, or **Other**.

2. In the Font dialog box, use **any** of the options:

### Font

Select a font type. When you select a font for a paragraph style, we strongly recommend using a fixed width font instead of a proportional font.

### Font Style

Select any font styles. To remove Bold and Italic formatting, select **Regular**.

### Size

Select a font size from the list. You can also type a font size into the field; however, the size may not be available for the selected font style.

### Effects

#### Strikeout

Check the box to have the selected text display with strikeout line.

#### Underline

Check the box to have the selected text display underlined.

### Color

Available font colors. Click the down arrow to display the colors, and then click a color to select it.

**Sample**

A sample of how text displays in the job with the selected font settings.

**Script**

Not used by Case CATalyst.

3. Press **Enter (OK)**.

**Modify Current Paragraph**

The Modify Current Paragraph feature allows you to make changes to the current paragraph. The current paragraph is the one in which your cursor is located. This feature only affects the current paragraph.

When you make changes to any of the Paragraph Body values, Case CATalyst inserts a Paragraph Delta format symbol into the document to indicate the difference between the modified paragraph and the applied layout. Paragraphs containing paragraph deltas do not change when you apply a layout. For example, you change the paragraph from double to single spacing. Case CATalyst inserts the <Paragraph Delta Line Spacing> format symbol to indicate that line spacing for the paragraph is modified. For each Paragraph Body feature changed, Case CATalyst displays the associated Paragraph Delta format symbol. This includes: First-line Indent, Left Margin, Right Margin, Continuation, Line Spacing, Alignment, and Body Text Font.

You can view paragraph delta format symbols in Reveal Codes. You can remove them individually in Reveal Codes or by using the [Remove All Paragraph Deltas](#) command.

To make changes to a paragraph style that affects the entire job, use the [Modify Job Layout](#) feature.

**Modify a Paragraph in Edit**

1. Position your cursor anywhere in the paragraph that you want to modify.
2. Press **Alt + o, p (Format/Modify Current Paragraph)**. The Paragraph Style setup window displays.
3. Select a different paragraph style or make changes to any of the [Paragraph Setup](#) values.
4. Press **Enter (Apply)** to apply the changes. A Paragraph Delta format symbol which change information is inserted in Reveal Codes.
5. Press **Ctrl + s (File/Save)** to save the changes to the file.
6. Click the "X" in the upper right corner of the setup window to close it.

**Change Header Text**

Change Header Text is an Edit feature that allows you to make header or footer text changes to the transcript. Header/footer changes can be made using a variety of editing commands and can be made by applying a layout that has header/footer text assignment. For additional information on how applying a layout containing headers and footers while editing and changing headers/footers via a format symbol work in a transcript, see [Understanding Header Changes and Layout Changes](#).

**To change a header/footer via a format symbol:**

1. Do **one** of the following to display the Change Header/Footer Text dialog box:
  - Position your cursor anywhere on the page on which you want to change the header/footer and press **Ctrl + h**. The Change Header/Footer Text dialog box displays defaulting to Header #1.

- Press F4, h, and the number of the header you want to insert/change. The Change Header/Footer Text dialog box displays defaulting to the header number you indicated.
  - In Page View double click any header, footer or page number.
  - Select Change Header Text (Ctrl + h default assignment) from the Format menu. The Change Header/Footer Text dialog box displays defaulting to Header #1.
2. Select the Header/Footer you want to change and type the changes. The header or footer text displays in the field below. Use the following features as necessary:

### Apply through to next layout change

Check this box to apply the header or footer change for the selected header number to all pages forward in the file until the next page layout change. The current header/footer will apply the text and will delete all the other change header/footer format symbols that follow it until the next layout change is encountered.

### FS (Alt + f)

Display the list of available format symbols. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol you want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry. If your cursor is positioned in the Text field, you can also use F4 plus shortcut key to insert a format symbol.

To have the format symbol list always display, check the Always Show Format Symbols box. To move from the Text field to the Format Symbol list when this option is selected, press Alt + y.

### Extended Characters

Press **F9** to display the dialog box of [extended characters](#). Double click the extended character you want to use in the definition.

### Insert Field

Display the Insert Field dialog box from which you can select a field to insert into the text portion of the definition.

3. Do **one** of the following:
- If you are only inserting one header/footer, press **Enter (OK)** to apply the changes and close the dialog box.
  - Change the text for another header or footer. Press **Alt + a (Apply)** to apply the changes and keep the dialog box open. Select the next Header/Footer you want to change, type the changes and press **Alt + a (Apply)**. When finished making changes, press **Enter (OK)** to close the dialog box.

NOTE: if you are only inserting one header/footer, if you click Apply and then OK, the header/footer is inserted twice into the transcript. Once when you clicked Apply and then again when click OK. If you are only inserting one header/footer, just click OK.



## Understanding Header Changes and Layout Changes

Header/footer changes can be made through the layout or can be made while editing using the Change Header menu (default keyboard assignment Ctrl + h) item located on the Format menu, by using the Change Header command (F4 + h and then header number) in a keyboard map or if in Page View, double clicking the header.

When you [apply a layout](#) to a page or pages or [modify a layout](#) while editing, the headers and footers in the layout apply to the transcript pages. The headers and footers only apply to the locations you say when you select how to apply the layout – choices are Entire Document, Only this page, From this Page to the Next Layout change, From this Page to the End of this Section and From this Page to the End of the Document. For example, you apply a specific layout to your Appearance page or pages. The layout you select to apply has the text Appearances assigned to Header 1. The layout and Header 1 are applied to the transcript based on how you selected to apply the layout, i.e. Entire Document, Only this page, etc. Or another example might be that you selected the wrong layout at the time of translation. Let's say you selected the layout for a court transcript instead of the layout for a deposition. You now select to apply the deposition format that has the firm name as a footer. That layout including header/footer text is applied based on the scope you selected in the The Apply This change to: dialog box.

When you [change a header/footer](#) via a format symbol (Change Header via the menu or keyboard command), the text you type will override any other header/footer text that was/is in the layout for the same header/footer number. It applies until the next layout change and then stops. For example, you change Header 1 to read Deposition of Witness Name. Header 1 applies throughout the job until it reaches the next layout change. If you had included a Certificate page (with the Bring Layout option selected) that has Header 1 assigned to Certificate, the Witness Name header stops applying at the Certificate page.

In addition, when you put in a change header/footer format symbol, it applies until the next change header/footer format symbol within those pages with the same layout. For example, you put a header/footer change via the format symbol for direct examination text and then you put another header/footer change for cross examination text, the direct examination header/footer applies until the cross examination header/footer starts. The header/footers apply on the page they are found or in other words, where the header/footer change started.

However, in some instances you may have entered several header/footer format symbols in the job with different text, but realize you want the current header/footer text to apply from your current cursor location and override the other header/footer changes you previously made. In this event, in the Change Header/footer dialog box, you would select the Apply through to the next layout change option and the current header/footer will apply that text and will delete all the other change header/footer format symbols that follow it until the next layout change is encounter.

## Modify Layout

The Modify Job Layout feature allows you to make paragraph, page, and header/footer changes to the applied layout in Edit and select the scope for the changes. Scope identifies how to apply the changes to the job. For example, you may want to apply the change only to the current page, from the current page to the end of the file or to the entire file. If your current Edit view is set to Page View and you make changes using the ruler elements, those changes always apply to the entire file and you will not be prompted for a scope. Once you make changes to a layout and apply them, all those changes are now part of the layout. In other words, if you modify the layout again, all elements of the layout along with the current changes are applied based on the scope selected. If you simply want to modify a particular paragraph, you can use the [Modify Current Paragraph](#) feature.

When changing multiple paragraph styles, apply each paragraph style change before modifying the next one. This allows you to select the scope for the changes in each paragraph style. When you do not apply changes after each paragraph style change, Case CATalyst prompts you to save when switching paragraph styles. Selecting Yes automatically applies the changes to the entire document.

You can make margin, indent, and font changes to one paragraph style and apply them to multiple styles. For example, you may want to change the margin value for question, answer, and colloquy paragraph styles. Check the box *Apply changed measurements and fonts to multiple Paragraph Styles*. When you select Apply, Case CATalyst prompts you to select the scope and then to select the paragraph styles.

If you modify a transcript's layout using the Modify Layout feature, all aspects of the layout are applied, including any header/footer text. For additional information on how applying a layout containing headers and footers while editing and changing headers/footers via a format symbol work in a transcript, see [Understanding Header Changes and Layout Changes](#).

To view the text as it would appear on the printed page, use Print Preview or switch the text view to Page. Page view also allows you to view the both the horizontal and vertical rulers.

To make changes to a specific paragraph, use the [Modify Current Paragraph](#) feature.

### Modify the Applied Layout in Edit

1. Press **Alt + o, L (Format/Modify Job Layout)**. The Layout setup window displays.
2. Make changes to any of the layout settings for [Paragraph Setup](#), [Page Setup](#), or [Header & Footers](#).

Check the *Apply changed measurements and fonts to multiple Paragraph Styles* box to apply margin, indent, and font values to multiple paragraph styles. You will be able to select which paragraphs to apply the change to **after** Step 3.

3. Press **Enter (Apply)**.  
If you selected to apply changes to multiple paragraph styles,
4. The Apply This change to: dialog box displays. Click the button next to **one** of the following options to choose the scope.

#### **Entire Document.**

All elements of the layout (including headers and footers) and changes apply to the entire file. If you made Header or Footer changes, they apply to the entire file including the Concordance Index, if one exists.

#### **Only this page**

All elements of the layout and changes only apply to the page of your cursor location.

#### **From this Page to the Next Layout Change**

All elements of the layout and changes apply from the page of your cursor location to the next layout change.

#### **From this Page to the End of this Section**

All elements of the layout and changes apply from the page of your cursor location to the end of the current section.

#### **From this Page to the End of the Document**

All elements of the layout and changes apply from the page of your cursor location to the end of the file.

5. Press **Enter (OK)**. Case CATalyst applies the changes.

If you selected to apply a change to multiple paragraph styles and checked the box, *Apply changed measurements and fonts to multiple Paragraph Styles*, the Select Paragraph Styles dialog box displays. Click each paragraph style to which you want to apply the values or press **Alt + a** (Select All) to select all paragraph styles and press **Enter (OK)**. Case CATalyst applies the changes.

6. Press **Ctrl + s (File/Save)** to save the changes.
7. Click the "X" in the upper right corner of the dialog pane to close it.

New Layouts created in Case CATalyst version 11 and higher display the Layout name in Edit on the Status Bar. When you modify the Layout from Edit, an asterisk (\*) displays in front of the name.

## Apply New Layout

Apply New Layout is an Edit feature that allows you to apply a different layout to the job open in Edit. When you apply a new layout to a transcript while editing, all aspects of the layout are applied, including any header/footer text. If you modify a transcript's layout using the [Modify Layout](#) feature, all aspects of the layout are applied, including any header/footer text. For additional information on how applying a layout containing headers and footers while editing and changing headers/footers via a format symbol work in a transcript, see [Understanding Header Changes and Layout Changes](#).

1. In Edit, press (**Alt + o, a**) **Format/Apply New Layout**. The Select Layout to Apply dialog box displays with all the available layouts for the current user.
2. Highlight the Layout you want to apply.
3. Press **Enter (Open)**. The Apply this change to: dialog box displays.
4. Click the button next to **one** of the following options to choose how you want to apply the layout changes.

### Entire Document

Changes apply to the entire file. If you made Header or Footer changes, they apply to the entire file including the Concordance Index, if one exists.

### Only this page

Changes only apply to the page of your cursor location.

### From this Page to the Next Layout Change

Changes apply from the page of your cursor location to the next layout change.

### From this Page to the End of this Section

Changes apply from the page of your cursor location to the end of the current section.

### From this Page to the End of the Document

Changes apply from the page of your cursor location to the end of the file.

5. Press **Enter (OK)**.

## Save Layout As

The Save Layout As is an Edit feature that allows you to save the current layout under a new name. You may want to use this feature if you modify the layout for the text in Edit and want to create a new layout based on the current changes. For example, you are working for a new firm or client that has a slight difference in your current layout. Instead of starting from scratch, you could open the transcript in Edit, make the layout modification and use the Save Layout As feature to save the current layout as a new name. Modifying a layout in Edit, does apply the layout to the current transcript.

### Save the Current Layout to a New Name

1. In Edit, select **Format/Save Layout As**. The Save Layout File dialog box displays.
2. Type a new name in the File name field or select an existing layout name.

When you select an existing layout name, Case CATalyst prompts you with a message to replace the existing layout with the current values.

3. Press **Enter (Open)**.

## Section - Set Page/Paragraph Number

Set Page/Paragraph Number is an Edit command that allows you to reset the page and paragraph numbering in Edit which creates a new section in the transcript. For example, if this job is a continuation of an earlier job, you might need the first page to be page 143 instead of page 1. If you work in court, you might use this feature to separate calendar call cases.

Case CATalyst creates a Section in the job when you use the Set Page/Paragraph Number command. The Set Page/Paragraph Number command takes effect on the page where you invoke the command. This applies to page and paragraph renumbering. For example, you are on page 100 of a 1000 page job and invoke the Set Page/Paragraph Number command to change page 100 to page number 500. The result is a job that contains Section 1 consisting of pages 1 - 99 and Section 2 consisting of pages 500 - 1400.

To change the **format** of the page numbering, use the [Change Header Text](#) command. For example, the current page number format is Page 1, Page 2, Page 3, etc. and you want to change it to Vol. 1 Page 1, Vol. 1 Page 2, etc.

### Change Page and Paragraph Numbers in Edit

1. On the page where you want to reset the page or paragraph number, press **Alt + o, n (Format/Set Page/Paragraph Number)**. The Page Number Change dialog box displays.
2. Make entries as necessary:

#### New Page Number

Type the new page number.

#### New Paragraph Number

Type the new paragraph number. The number begins with the first paragraph style on that page. You must have the option, [Paragraph is Numbered](#), selected in the applied layout to display paragraph numbers for the chosen paragraph type.

3. Press **Enter (OK)**. Case CATalyst creates a new section and automatically renumbers the remaining pages and paragraphs based on the new page or paragraph number. The section number displays in the Status Bar.

---

To delete a section, place your cursor in the section and press **Alt + o, c** (**Format/Delete Current Section**).

## Delete Current Section

Case CATalyst inserts a section into a job when you use the [Set Page/Paragraph Number](#) feature. Use Delete Current Section to remove inserted sections. Case CATalyst automatically adjusts the page numbers when you delete a section but does not change paragraph numbering, if you use that feature. Use the Set Page/Paragraph Number feature to renumber the paragraph after deleting a section. If you want to delete multiple sections, you must delete each one individually. You may want to modify your [keyboard map](#) and assign a keyboard command to the Delete Section function.

### Delete a Section in the Job

1. Place your cursor in the section you want to delete.
2. From the Format menu, select **Delete Current Section**. Case CATalyst combines the current section with the previous section and renumbers the pages. Once the transcript pagination is refreshed the current page number changes. To refresh the page number, press Page Up or Page Down twice. Any other sections in the job remain.

## Remove All Paragraph Deltas

Use Remove All Paragraph Deltas in Edit to remove all paragraph delta symbols in the file. Case CATalyst uses paragraph deltas to indicate changes in paragraph formatting that are different from the applied layout. When you use the [Modify Current Paragraph](#) command to make changes to any of the Paragraph Body features, Case CATalyst inserts a paragraph delta. Case CATalyst also uses paragraph deltas when you import a Case CATalyst 3.x file, inserting paragraph deltas in place of the Secondary Margin format symbols.

Paragraphs containing paragraph delta information do not change when you apply a layout so it may be necessary to use the Remove All Paragraph Deltas command to be able to apply a layout and have it change all paragraphs. For example, let's say you imported a Case CATalyst 3.x file where the Secondary Margin format symbols were used for Colloquy. You want to apply a layout that reflects the correct position for Colloquy. You would open the imported file in Edit, select the Remove All Paragraph Deltas command and then you could apply a different layout.

Paragraph Delta symbols are visible in Reveal Codes and give information as to what changed in the paragraph settings. For example, <Paragraph Delta Left Margin 3.11> indicates that that particular paragraph's left margin is set to 3.11 inches from the left margin.

To remove all paragraph deltas:

1. Press **Alt + o, r** (**Format/Remove All Paragraph Deltas**).
2. At the confirmation message, press **Enter** to confirm the delete. All Paragraph Delta information is removed from the file.

## Cycle Paragraph Style

Cycle Paragraph Style is an Edit command that allows you to change the current paragraph style to another paragraph style by cycling through a series of preset choices. For example, if you wrote two Answer paragraphs in a row and the second Answer should really be a Question paragraph, you can quickly make the change with the Cycle Paragraph Style command. Available paragraph styles include: Question, Answer, Colloquy, Parenthetical, By Line, New Line and Centered. The Default or Single Spaced paragraph styles are not included. The existing ending punctuation does not change when you change paragraph style. In other words, if you change an Answer paragraph which currently ends in a period to a Question paragraph, the ending period does not change to a question mark.

If you find yourself using this feature quite often, you may want to assign a [keyboard](#) command to this feature.

## Change Paragraph Styles

1. Place your cursor in the paragraph you want to change.
2. Press **Alt + o, t** (**Format/Cycle Paragraph Style**). Continue to press **Alt + o, t** until you apply the desired paragraph style. Existing ending punctuation does not change based on the new paragraph style.

## Join current paragraph to previous

The Join current paragraph to previous command is available on Translate & Edit / Edit's Format menu. The command joins the current paragraph (where your cursor is positioned) to the previous paragraph and removes the current paragraph's format symbol. For example, you may have written an Answer paragraph style and anticipated the witness was done and wrote a Question paragraph style. Now you want to remove the Question symbol and join the two paragraphs together. Simply position your cursor on the Question paragraph and use the Join current paragraph to previous command.

If the prior paragraph ends with a period, question mark or colon, there will be two spaces following the punctuation. If Advanced Edit's *Match Ending Punctuation with inserted style* option is selected, the ending punctuation of the combined paragraphs will be corrected unless the paragraph being joined is a <Continuation Paragraph>. If your cursor is currently located in a Colloquy paragraph style that starts with upper case text followed by a colon, the join command will recognize it as Colloquy text and delete the Colloquy format symbol, text and colon and join the paragraph to the previous paragraph.

To join paragraphs:

1. Position your cursor on the paragraph that you want to join with the previous paragraph.
2. Press **Alt + o, j**. The paragraph format symbol is deleted and the paragraphs are joined.

## Image Properties

Image Properties is an Edit command that allows you to reposition and resize an existing image in the transcript. An example of an image might be the witness' picture on the title page or your electronic signature on your certificate page.

## Reposition and Resize an Image

1. Place the mouse pointer over the image until a cross bar with arrows displays.
2. Click the left mouse button once. Small sizing boxes display around the edges of the picture.

3. Press **Alt + o, i** (**Format/Image Properties**). The Image Placement and Size dialog box displays.
4. Make necessary entries:

#### Left

Type a value to determine how far from the left side of the page you want to place the image. The position is a measurement taken from the left edge of the paper in inches. It is typed in decimals. For example, ½ half inch is typed, **.5**.

#### Top

Type a value to determine how far down from the top of the page you want to place the image. The position is a measurement taken from the top edge of the paper in inches. It is typed in decimals. For example one inch is typed, **1.0**.

#### Width

Type a value to determine the width of the image. The measurement is in inches. It is typed in decimals. For example 1¼ inch is typed, **1.25**.

#### Height

Type a value to determine the height of the image. The measurement is in inches. It is typed in decimals. For example 3½ inches is typed, **3.5**.

#### Keep Aspect Ratio

Check this box to maintain the image ratio of width to height. When you make a change in one of the Width or Height fields, Case CATalyst automatically determines the value for the opposite field. Type a value in one field and click in the opposite field or press **Enter (OK)**.

If you check this box and make a change in both the Width and Height fields, Case CATalyst uses the value in the Height field to determine image ratio.

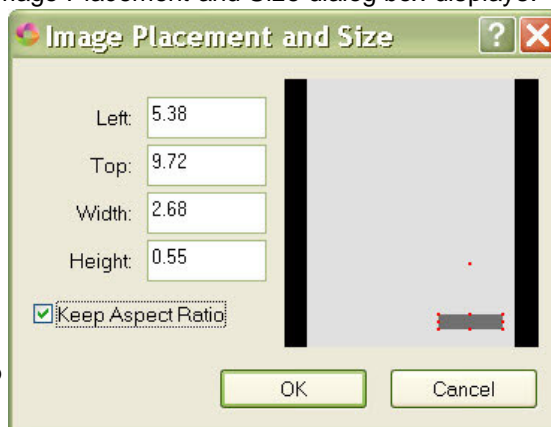
#### Placement Preview Window

On the right side of the Image Placement dialog box is a window that displays a preview of the image size and position on the transcript page. You can use your mouse in this window to resize or move the image.

To resize the image, move your cursor over the image until a line with arrows on each end displays. You can position the cursor so that the line is vertical to modify the height; horizontal to modify the width; or diagonal to modify both the width and height. Hold the mouse button down and move the cursor to modify the image size as desired. As you move the cursor, the values in the Width and Height field reflect the changes.

To reposition the image on the page, move your cursor over the image until a cross with arrows at the end of each line displays. Hold the mouse button down and move the image to the desired position. As you move the cursor, the values in the Left and Top field reflect the changes.

5. Press **Enter (OK)** to accept the changes.



## Print Layout Settings

The Print Layout Settings feature in Edit allows you to print all the values for the applied layout. Case CATalyst prints the Transcript Layout Detail Report which lists the current values for Paragraph Styles, Page Setup and Headers & Footers. Case CATalyst prints the full report. To [generate](#) a report for another layout, use the Layout function.

### Print a Report for the Applied Layout

1. From Edit, press **Alt + o, y (Format/Print Layout Settings)**. The Print dialog box displays.
2. Press **Enter (OK)**.
3. If you select to print the settings to the Stenograph PDF Printer, the Print to File dialog box displays. Select the location to which you want to save the PDF. Case CATalyst will suggest the name of layout\_layout.pdf as the default name of the PDF, although you can change the name.

## Format Symbols

Format symbols are codes or commands that help you format text when you translate or edit a transcript. For example, you can insert format symbols to format text as an Answer or to bold text. Other format symbols are used to perform editing activities such as <Index On> and <Index Off>, which indicates the text you want to itemize on the Index page. Depending on the format symbol, you can insert it:


- into the job in Edit.
- include it as part of a definition while defining in Edit.
- include it as part of a definition when inserting or modifying entries in Manage Dictionary.

The Insert Format Symbol dialog box contains a default list of format symbols along with their associated shortcut key, if assigned. Format symbols display surrounded by < > brackets. Some format symbols have an associated default shortcut key command. Shortcut keys allow you to insert a format symbol by invoking a key combination. To use a shortcut key, press F4 and then press the key associated with the command, such as the default key "t" to insert a Tab. Default paired format symbols that turn a feature On and Off, use capital letters to turn the feature On and lower case letters to turn the feature Off. For example, the default "F4 B" turns bold On and "F4 b" turns bold Off. You can customize the display of format symbols in the Format Symbols list and modify the shortcut key assignments by making changes in the [Format Symbols Options](#) table.

When the Insert Format Symbol dialog box is open, you can change the sort order of the Format Symbol list. Click on the Format Symbol column heading to select ascending or descending order by format symbol name or click on the Shortcut column heading to select ascending or descending order by shortcut key.

### Insert a Format Symbol During Edit or While Defining

- Use a shortcut key. Press **F4** and then press the key associated with the command, such as the default, capital "U" to turn underline On, or the default "F6" to cap the next word.
- Select a format symbol from the Format Symbol dialog box. Open the Format Symbol dialog box by

pressing **Shift + F4** or **F4, F4**, clicking the  icon on the toolbar or selecting [Insert Format Symbol](#) from the Edit menu. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol



or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.

## Format Symbol Shortcut Keys

The Format Symbols Options table contains Case CATalyst [format symbols](#). The following list provides a brief summary of each format symbol. For a detailed description of the format symbol and how to apply it, click the name from the list.

If a format symbol shortcut has a default key assignment exists, it is shown with the command. You can assign and modify the shortcut key assignments in the [Format Symbol Options](#) table.

To use a shortcut key, press F4 and then press the key associated with the command, such as "B," the default to turn bold On.

<a href="#">All Caps Off (F4 v)</a>	Turns Off all word capitalization for text following this symbol.
<a href="#">All Caps On (F4 V)</a>	Capitalizes the letters of all words following this symbol. Turn it Off with the All Caps Off symbol.
<a href="#">Answer (F4 A)</a>	Formats the text following the symbol as an answer according to the paragraph information set in the applied layout.
<a href="#">Attachment Point</a>	Attach an electronic exhibit, such as a photo or scanned document to the transcript.
<a href="#">Bench Mode Off</a>	End the temporary suspension of text to the connected receiving systems. To temporarily suspend sending text, use the Bench Mode On symbol.
<a href="#">Bench Mode On</a>	Temporarily suspend sending realtime text to the connected receiving systems. To resume sending text, use the Bench Mode Off symbol.
<a href="#">Bold Off (F4 b)</a>	Turns bold formatting Off for text following this symbol.
<a href="#">Bold On (F4 B)</a>	Turns bold formatting On for text following this symbol. Turn it Off with the Bold Off symbol.
<a href="#">By Line (F4 M)</a>	Formats the text following this symbol as a By Line paragraph according to the By Line paragraph information set in the applied layout.
<a href="#">Cap Next (F4 F6)</a>	Initial capitalize the next word following this symbol.
<a href="#">Centered Paragraph (F4 f)</a>	Center the paragraph between the left and right margins based on the Centered paragraph style set in the applied layout.
<a href="#">Colloquy (F4 c)</a>	Formats the text following this symbol as colloquy according to the colloquy paragraph information set in the applied layout.
<a href="#">Conflict End (F4 \)</a>	Indicates the end of a conflict to allow specified text or format symbols to follow the conflict.
<a href="#">Continuation Paragraph (F4 P)</a>	Formats the text following this symbol as a paragraph according to the continuation paragraph information of the previous paragraph style set in the applied layout.

<a href="#">Default Paragraph</a>	Formats the text following this symbol as a paragraph according to the default paragraph information set in the applied layout. This paragraph style applies when no other paragraph style is selected.
<a href="#">Delete Space (F4 ~)</a>	Deletes a computer-generated space. Use it in conjunction with outlines or text to delete spaces before or after the specified outline or text. You can also use Prefix and Suffix symbols.
<a href="#">Font Color</a>	Use in a dictionary definition where you want to change the font color for the text that follows it.
<a href="#">Font Size</a>	Formats the text following this symbol in the specified font size.
<a href="#">Forces Next Lower</a>	Force the first character of the next word to be lower case.
<a href="#">Header</a>	Change the header or footer while writing
<a href="#">Index Allcap Cell</a>	Cap all the letters within a cell on an Index Template.
<a href="#">Index Cell</a>	Used on the index template to specify the placement of multiple page numbers on a single table row.
<a href="#">Index End Sort</a>	Use in conjunction with Index Sort format symbols and the Build Index feature to customize the sort for a specific indexed item.
<a href="#">Index Heading Off (F4 j)</a>	Indicates the end of transcript text to be copied to the transcript index page. Use it in conjunction with Index Heading On. When prompted for a letter or number to identify the surrounded text, enter the same character used for Index Heading On.
<a href="#">Index Heading On (F4 J)</a>	Indicates the beginning of transcript text to be copied to the transcript index page; and to indicate placement of text on the template index page. Use it in conjunction with Index Heading Off. Case CATalyst prompts you to enter a letter or number to identify the surrounded text.
<a href="#">Index Initial Cap Cell</a>	Initial cap text in a cell on an Index Template.
<a href="#">Index Item</a>	Used on the index template to specify the placement of the sequentially number indexed items.
<a href="#">Index Line</a>	Used on the index template to indicate the placement of the line numbers of indexed text located in the transcript.
<a href="#">Index Off (F4 i)</a>	Indicates the end of transcript text to be copied to the transcript index page. Use it in conjunction with Index On indicating the beginning of text for indexing. When prompted for a letter or number to identify the surrounded text, enter the same character used for Index On.
<a href="#">Index On (F4 I)</a>	Indicates the beginning of transcript text to be copied to the transcript index page; and to indicate placement of the text on the template index page. Use it in conjunction with Index Off indicating the end of text for copying. Case CATalyst prompts

---

	you to enter a letter or number to identify the surrounded text. Each indexed text item cannot exceed 900 bytes.
<a href="#">Index Page</a>	Used on the index template to indicate the placement of the page number of indexed text located in the transcript.
<a href="#">Index Placeholder Text #</a>	Use as a single placeholder for party names in all your exhibit and other Include files where needed.
<a href="#">Index Position</a>	Used in the transcript to indicate the placement of the transcript index page.
<a href="#">Index Section</a>	Used on the index template to indicate the placement of the section number of indexed text located in the transcript.
<a href="#">Index Sort - Alpha Case Insensitive</a>	Sort indexed items on the transcript index page alphabetically, disregarding upper and lower case letters.
<a href="#">Index Sort - Alpha Case Sensitive</a>	Sort indexed items on the transcript index page alphabetically according to case; upper case followed by lower case.
<a href="#">Index Sort - Alpha Word Override</a>	Override the index template sort options for a particular indexed entry.
<a href="#">Index Sort - Match Headings</a>	Sort the matching index header text so it is grouped together while leaving the headings in chronological order
<a href="#">Index Sub Sort - Alpha case insensitive</a>	Sorts on the first consecutive alphabetic characters as the text to be sorted on (following the main sort index criteria)
<a href="#">Index Sub Sort Alpha -Exhibit</a>	List exhibits on the transcript index page with single alpha character alphabetically followed by the double alpha character and digit and alpha character.
<a href="#">Index Sub Sort - Numeric</a>	Sort indexed items on the transcript index page numerically.
<a href="#">Index Volume Information</a>	Used on the index template to indicate the placement of the volume description.
<a href="#">Italics Off (F4 d)</a>	Turns italic formatting Off for text following this symbol.
<a href="#">Italics On (F4 D)</a>	Turns italic formatting On for text following this symbol. Turn it Off with the Italics Off format symbol.
<a href="#">Line Number Off (F4 z)</a>	Turns line numbers Off for text following this symbol.
<a href="#">Line Number On (F4 Z)</a>	Turns line numbers On for text following this symbol. Turn it Off with the Line Number Off format symbol. Formats the text following this symbol according to the New Line Paragraph information set in the applied layout.
<a href="#">New Line</a>	Moves the text to left margin of the following line based on the previous paragraph style's left margin.
<a href="#">New Line Paragraph (F4 L)</a>	Formats a new paragraph immediately after this symbol as a paragraph according to the New Line paragraph information in

---

	the applied layout.
<a href="#">New Page (F4 N)</a>	Start a new page of text immediately after this symbol.
<a href="#">No Auto Convert</a>	Use in a dictionary definition to prevent the Automatic Number Conversion translate option and Display 10 and Under as Words from affecting numbers within the definition.
<a href="#">Oops</a>	Place an invisible mark in the job on which you can search or scan. You can have up to 10 Oops categories.
<a href="#">Orphan Control</a>	Keep together a specific number of lines to prevent the lines from being separated between page breaks.
<a href="#">Parenthetical</a>	Formats the text following this symbol as a parenthetical according to the parenthetical paragraph information set in the applied layout.
<a href="#">Pause Time</a>	Realtime format symbol used to suspend timestamps, most likely used when a proceeding is being videotaped and the videographer has stopped the tape. This format symbol is used in conjunction with the Resume Time FS
<a href="#">Question (F4 Q)</a>	Formats the text following the symbol as a question according to the question paragraph information set in the applied layout.
<a href="#">Redaction Off</a>	Turn redaction off to resume the text display.
<a href="#">Redaction On</a>	Turn <a href="#">redaction</a> on to "block out" the text for sensitive information. Redaction options are available in the <a href="#">Advanced Edit Options</a> .
<a href="#">Reset Time</a>	Restart the Elapsed timestamps to 00 hours, 00 minutes, 00 seconds.
<a href="#">Resume Time</a>	Realtime format symbol used to resume timestamps, most likely when a a proceeding is being videotaped and the videographer is resuming the videotaping after stopping it. This format symbol is used in conjunction with the Pause Time FS.
<a href="#">Right Margin Release (F4 r)</a>	Move a word that has wrapped to the following line up to end of the current line.
<a href="#">Scanstop Begin (F4 O)</a>	Creates the beginning of a scan stop for the text following this symbol. Turn it Off with the Scanstop End symbol.
<a href="#">Scanstop End (F4 o)</a>	Ends Scanstop formatting for the text following this symbol.
<a href="#">Set Time</a>	Change the Elapsed time.
<a href="#">Single Space Off (F4 s)</a>	Turns single spacing Off for text following this symbol. Turn it On with the Single Space On format symbol.
<a href="#">Single Space On (F4 S)</a>	Turns single spacing On for text following this symbol. Turn it Off with the Single Space Off format symbol.

<a href="#">Sticky Space (F4 k)</a>	Creates a space between two words and keeps those words together on the same line.
<a href="#">Strikeout Off</a>	Turns Off strikeout formatting for text following this symbol.
<a href="#">Strikeout On</a>	Turns On strikeout formatting for text following this symbol. Strikeout text has a line that appears through the middle of the words. Turn it Off with the Strikeout Off symbol.
<a href="#">Subscript Off (F4 y)</a>	Turns Off subscript formatting for text following this symbol.
<a href="#">Subscript On (F4 Y)</a>	Turns On subscript positioning for text following this symbol. Subscripts appear slightly below the normal line of text. Turn it Off with the Subscript Off symbol.
<a href="#">Superscript Off (F4 w)</a>	Turns Off superscript formatting for text following this symbol.
<a href="#">Superscript On (F4 W)</a>	Turns On superscript positioning for text following this symbol. Superscripts appear slightly above the normal line of text. Turn Off Superscript formatting with the Superscript Off symbol.
<a href="#">Tab (F4 T)</a>	Inserts a tab according to the tab values set in the applied layout.
<a href="#">Uncap Next (F4 F5)</a>	Removes initial capitalization from the word following this symbol.
<a href="#">Underline Off (F4 u)</a>	Turns Off underlining for text following this symbol.
<a href="#">Underline On (F4 U)</a>	Turns On underlining for text following this symbol. Turn it Off with the Underline Off symbol.
<a href="#">User Defined Paragraph (F4 e)</a>	Formats the text following this symbol as a paragraph according to the User Defined Paragraph Style 1 information set in the applied layout.

## All Caps On/Off

Use the All Caps On format symbol to capitalize all letters of all the words following this format symbol until the All Caps Off format symbol is encountered. For example, if you are writing realtime for a sight-impaired person, you may want to have the text display in all capital letters for easier viewing. These format symbols control how the text displays in Edit and how the text prints.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

## Insert During Edit

1. Position the cursor immediately to the left of where you want capitalization to start and press **F4 V**.
2. Move the cursor immediately to the right of where you want the capitalization to stop and press **F4 v**.

### Create a Dictionary Definition

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)**. The Insert Dictionary Entry dialog box displays.
4. In the Steno field, type the steno outline for All Caps On.
5. In the New Text field, press **F4 V**.
6. Press **Enter (OK)**.
7. In the Steno field, type the steno outline for All Caps Off.
8. In the New Text field, press **F4 v**.
9. Press **Enter (OK)**.
10. Press **Ctrl + s (File/Save)** to save the dictionary.

### Answer

Use the Answer format symbol to indicate where Answer text begins. You can insert the Answer format symbol in Edit or make it part of a dictionary definition.

Answer symbols display in Edit in the [user selected](#) color. The formatting values, which determine how the Answer symbol and Answer text displays and prints, are set in the [Layout](#) function. You can customize these values as necessary. For example, some of the formatting values you can customize determine:

- The position of the Answer symbol.
- The first line indent which is the position of text immediately following the Answer symbol.
- Whether or not a period prints after the "A".
- The font style for the "A" and for the text following the "A".
- The left and right margins for the body text of the Answer paragraph.
- The default punctuation, such as period, for the Answer.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert During Edit

Position the cursor to the left of where you want the Answer bank and press **F4 A**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select the type of definition you want to make. The Global Definition dialog box displays.

3. In the New Text field, press **F4 a**.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Attachment Point

Use the Attachment Point format symbol to attach an electronic exhibit, such as a photo or scanned document to the transcript. A new document icon displays in the transcript at the point you insert the Attachment Point format symbol. The attachment point remains empty until you attach a file. You can attach any file type by double clicking the attachment icon to display the Open dialog box where you can select an electronic file. Depending on the file type, the size of the transcript may drastically increase in size. The ability to e-mail could be affected by the attachment size.

Hovering the cursor over the attachment point icon displays the attachment status in the Status Bar at the bottom of the screen, an empty attachment point or the name and location of the attached file. Attachment information also appears in Reveal Codes. To open and view the attached electronic file requires the appropriate software for the file type. In other words, if the attached file is a \*.pdf, you must have a PDF reader (such as Adobe PDF Reader) to open and view the file.

You can modify include files and dictionary entries to include the Attachment Point format symbol, however, it may be easier to use the [Autolink](#) feature. Autolink eliminates the need to manually insert an Attachment Point format symbol by automatically inserting one when one does not already exist next to the exhibit number.

If you do elect to use the Attachment Point format symbol as a part of your Include files and dictionary entries or when manually inserting it into the transcript, ensure the position of the Attachment Point format symbols immediately follows the exhibit number or exhibit number placeholder text.

You can print a [transcript containing attachments](#) (electronic files) to PDF. In the [Print](#) or [Finish 'em](#) dialog box, select to include attachments. You can also export a transcript to [TextMap](#) and any attachments are included with the exported file.

## Bench Mode On/Off

Use the Bench Mode format symbols to indicate where to start and stop the suspension of text sent to connected receive systems. Text written after Bench Mode On does not display on the receive systems, until you stroke the steno outline for Bench Mode Off. Use this command in situations when you want to prevent others from viewing the realtime translation, such as confidential bench conferences, in-chambers discussions, or when writing a note to a scopist or yourself. Bench text displays in a [user selected](#) color on the Case CATalyst Edit screen.

Realtime text you send to CaseView after turning Bench Mode On, does not display on the CaseView screen. Realtime text written after turning Bench Mode Off displays on the CaseView screen.

You can also use the [Toggle Bench Mode](#) command. Both command types invoke and turn off Bench Mode. With Toggle Bench Mode, you need to define only one steno outline to turn Bench Mode On and Off. The Bench Mode On/Off commands require two separate steno outlines; one to turn Bench Mode On and one to turn it Off. All Bench Mode commands must be in a dictionary used during realtime. The Toggle Bench Mode command is part of the Realtime Command Sample job dictionary. Modify the entry, as necessary, to accommodate your writing style.

## Bold On/Off

Use the Bold format symbols, to indicate where to begin and end bold text.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Do one of the following:

- Position the cursor before the word where you want bold text to begin and press **F4 B**, then move the cursor where you want bold text to end and press **F4 b**.
- Mark the text you want to bold and press **F4 B**. The Bold Off format symbol is automatically inserted at the end of the marked text.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin bold text, press **F4 B**.
5. Type the text you want to bold. At the location you want to stop bold text, press **F4 b**. If appropriate, type any remaining text to complete the definition.
6. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## By Line

Use the By Line format symbol to indicate where a By Line paragraph begins. You can insert the By Line format symbol in Edit or make it part of a dictionary definition. You can have Case CATalyst automatically format By Line text using the Translate option, [Colloquy + Question = Auto By Line](#):

The applied Layout By Line paragraph formatting values determine how the By Line text displays and prints.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Position the cursor before the word where you want to create a By Line and press **F4 m**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.



2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type **F4 m** and the text of the definition. Include a colon ( : ), closed parenthesis ( ) ) or **Q** at the end of the definition to use the Colloquy + Question = Auto By Line feature.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Cap Next

Use the Cap Next format symbol to capitalize the first letter of the following word. This command is most beneficial when used in a dictionary definition where you always want the following word to be initial capitalized. For example, some people use the abbreviation "Ms" without punctuation and want the following surname capitalized. In this example, the text portion of the definition would be, Ms <Cap Next>.

You do not need to use the Cap Next format symbol in definitions that contain punctuation with embedded capitalization. For example, the dictionary entry "Mr." would not need the Cap Next format symbol because the period would automatically capitalize the following word.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Position the cursor before the word you want to cap next and press **F4 F6**.

## Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the end of the definition, press **F4 F6**.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Centered Paragraph

Use the Centered Paragraph format symbol to center a paragraph between the left and right margins.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

1. Position the cursor immediately before the text you want centered and press **F4 f**.
2. Move the cursor to the end of the text you want centered.
3. Press the appropriate format symbol to change the paragraph style for the text that follows.

### Create a Dictionary Definition While Editing

When you use the Centered Paragraph format symbol in a definition, the translated text following the Centered Paragraph information takes the format of the current paragraph style, such as Question or Answer.

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **F4 f** and the text of the centered information.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### Colloquy

Use the Colloquy format symbol to indicate a Colloquy paragraph. You can insert the Colloquy format symbol in Edit or make it part of a dictionary definition.

The Colloquy paragraph formatting values, set in the applied [Layout](#), determine how the Colloquy text displays and prints. You can customize these values in the Layout function.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert During Edit

Position the cursor to the right of where you want to insert Colloquy and press **F4 c**. If necessary, continue to type the speaker's name.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **F4 c**. Type the speaker name followed by a colon (:) and then press **Spacebar**. For example, F4 c MS. MEYER:Spacebar
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### Conflict End

Use the Conflict End format symbol when you want to place text or a format symbol after a conflict but do not want it to be associated with the conflict. For example:

<By-line>^ Atty1 ^ Atty2<Conflict End>:<Question>

Atty1 and Atty2 are part of the conflict. The colon and <Question> format symbol are not part of the conflict.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

1. Position the cursor where you want to insert the conflict and text and press **Ctrl + i** (**Edit/Insert/Conflict**). The Insert Conflict/Text dialog box displays.
2. In the Text field, type the conflict. For example:  
^ Spacebar text Spacebar ^ Spacebar text2
3. At the end of the conflict, press **F4 \** to insert the Conflict End format symbol. No space should exist between the end of the conflict and the Conflict End format symbol. For example:  
^ Spacebar text Spacebar ^ Spacebar text2<Conflict End>
4. Type the additional text or insert a format symbol and press **Enter (OK)**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the conflict and then press **F4 \**. No space should exist between the end of the conflict and the Conflict End format symbol. Following the Conflict End format symbol, type the text or insert a format symbol.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Continuation Paragraph

Use the Continuation Paragraph format symbol to indicate where a secondary or continuation paragraph within a specific paragraph type begins. The Continuation Paragraph formatting values set in the applied [Layout](#) determine how the Continuation Paragraph displays in Edit and prints. Continuation paragraph values are customized separately for all paragraph styles.

### Creating a Continuation Paragraph Within an Existing Paragraph

When you create a continuation paragraph from within an existing paragraph, Case CATalyst:

- places a period at the end of the preceding sentence. If no punctuation is present, Case CATalyst always inserts a period at the end of the preceding sentence regardless of paragraph style. This includes the paragraph style for Question.
- places the continuation paragraph on a new line, correctly indented according to the paragraph style.
- places the correct punctuation, according to paragraph style, at the end of the paragraph.

For example, you have the question:

Q. Where did you go on that Tuesday evening and you also say that Jimmy was racing down the hill on his skateboard?

Place your cursor immediately before "and" and press Enter. The result is:

Q. Where did you go on that Tuesday evening.

And you also say that Jimmy was racing down the hill on his skateboard?

### Creating a Continuation Paragraph Following an Existing Paragraph

When you create a continuation paragraph following an existing paragraph, Case CATalyst:

- places a period at the end of the preceding sentence.
- places the continuation paragraph on a new line correctly indented according to the paragraph style.

For example, you have the following question and answer:

Q. What is your high school education?

A. I graduated from high school in 1985. I then attended UW at Stevens Point in the fall of 1985.

Place your cursor immediately after the "?" at the end of the question. Press Enter and type: "What college did you attend, if any, and when". The result is:

Q. What is your high school education?

What college did you attend, if any, and when

A. I graduated from high school in 1985. I then attended UW at Stevens Point in the fall of 1985.

You type the ending punctuation after "when".

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Position the cursor before the word where you want to create a continuation paragraph and press **Enter**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **F4 p**.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### Default Paragraph

Use the Default Paragraph style to create a new paragraph style that may have different indentations and margins. You can also use the Default Paragraph when a new paragraph is needed but you do not want it to follow the current paragraph style. For example, to create a new paragraph in the middle of a Question paragraph that is not a [continuation paragraph](#) with Question formatting values, use the Default Paragraph style. You can insert the Default Paragraph style in Edit or make it part of a dictionary definition.

Case CATalyst uses the Default Paragraph information in the applied [Layout](#) to determine how text displays in Edit. you can customize these values in the Layout function. To align page numbering, headers, and footers on the page, set the alignment in Align field on the Headers & Footers tab in Layout.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Position the cursor before the word where you want to create a default paragraph and press **Shift + F4** to display the Format Symbol list. Select **Default Paragraph** and press **Enter**.

You must insert the Default Paragraph by selecting it from the Format Symbol list. There is no shortcut key.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. Insert the Default Paragraph format symbol at the desired location in the definition; press **Alt + f** to display the Format Symbol list. Highlight Default Paragraph and press **Enter**.

You must insert the Default Paragraph by selecting it from the Format Symbol list. There is no shortcut key.

4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Delete Space

Use the Delete Space format symbol to delete computer-inserted spaces which Case CATalyst automatically inserts between words during translation. For example, use a <Delete Space> after the period in an internet address, www.<Delete Space>, so that there is no space following the period and remaining characters.

You can also use Backspace or Del to remove a space while editing.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Position the cursor between the two words where you want the Delete Space and press **F4 ~**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, do one of the following:

- Delete the space at the beginning of the definition, press **F4~** and then type the text of the definition.
  - Delete the space at the end of the definition, type the text of the definition and then press **F4~**.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.



If you are defining a prefix or suffix you may want to use the [Prefix](#) and [Suffix](#) translate commands and take advantage of the Case CATalyst [EZ Link](#) feature.

## Font Color

Use the Font Color format symbol in a dictionary definition where you want to change the font color for the text that follows it. The font color change remains for all the text that follows until you insert another Font color format symbol. For example, you have a single word you want to display in bright green. In the dictionary definition you insert <Font Color Bright Green>word or words to highlight<Font Color Black>. You insert black because black is the color of the body text in the job.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

## Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **Alt + f** to display the Format Symbol list.
4. Select **Font Color**. The Choose Color dialog box displays.
5. Click a color and press **Enter (OK)**.
6. Type the text of the definition.
7. If you are applying the selected Font Color only to the text of the definition, insert the font color of the transcript text following the definition. From the Format Symbol list, select **Font Color**. The Choose Color dialog box displays.

If you do not insert the transcript text Font Color format symbol after the definition, all the text following the definition displays with the same color as the definition.

8. Select the color of the transcript text and press **Enter (OK)**.
9. Press **Enter (OK)** in the Global Definition dialog box. The definition displays in the current [color](#) selected for Globals. The new font color applies the next time you translate.

When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Font Size

Use the Font Size format symbol to set the font size for the text that follows it. The modified font size continues until Case CATalyst encounters a font change such as a paragraph style definition or a Font Size format symbol.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during Edit

Do the following:

1. Mark the text for which you want to change the font size and press **Shift + F4** to display the Format Symbol list.
2. Select **Font Size** and press **Enter**. The Set Font Size dialog box displays.
3. In the *Enter Value* field, type a point size for the font and press **Enter (OK)**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to change the font size, press **Alt + f** to display the Format Symbol list. Select **Font Size** and press **Enter**. The Set Font Size dialog box displays.
5. Type a point size for the font.
6. Press **Enter (OK)**. The new font size applies to the text until Case CATalyst encounters a font change, such as a paragraph style definition.

When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Force Next Lower

Use the Force Next Lower format symbol in a dictionary definition where you want the first character of the following word to be lower case. You would likely use this format symbol in dictionary definitions for web address or e-mail addresses. For example, you have "Stenograph" defined in your dictionary along with "www." and ".com". You write the web site address resulting in "[www.Stenograph.com](#)". Using the Force Next Lower format symbol in the "www." define, such as www.<Force Next Lower><Delete Space>, the result is: "[www.stenograph.com](#)".

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.

4. At the location you want to force the following word to be lower case, press **Alt + f** to display the Format Symbol list. Select **Force Next Lower**. Add any other text or format symbols that follow.
5. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Header

Use the Header format symbol in a dictionary definition to change the header or footer while writing or [insert a specific header while editing](#). The header or footer changes on the page where you invoke the Header format symbol.

Use fields with the Header format symbol in dictionary definitions to add header text information. If you use the EZ Speakers Dictionary, you may want to insert this format symbol as part of the appropriate entries in that dictionary.

For additional information on how applying a layout containing headers and footers while editing and changing headers/footers via a format symbol work in a transcript, see [Understanding Header Changes and Layout Changes](#).

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Create a Dictionary Definition

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**.
2. From the dictionary menu, select the dictionary type. When you choose Case or Job, the Open Existing Document dialog box displays. Select the dictionary and press **Enter**.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the Steno field, type the steno you want to use for the definition.
5. In the New Text field, press **F4 h**.
6. Type the appropriate header or footer line number and press **Enter (OK)**. The Change Header/Footer Text [dialog box](#) displays.
7. Type the header text, inserting any necessary format symbols, extended characters or fields and press **Enter (OK)**. For example, you need to change the text for header one. You press F4h 1 and in the header text field type DIRECT and insert the field for the witness:  
  
DIRECT - [!WITNESS]
8. The header text displays in the Text field of the Insert Dictionary Entry dialog box. For example, you entered DIRECT – [!WITNESS] in the header text field. It displays as:  
  
<Header 1 "DIRECT – [!WITNESS]">
9. Press **Enter (OK)**.
10. Press **Ctrl + s (File/Save)** to save the dictionary.

### Create a Dictionary Definition While Editing



1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **F4 h**.
4. Type the header or footer line number you want to change and press **Enter (OK)**. The Change Header/Footer Text [dialog box](#) displays.
5. Type the header text, inserting any necessary format symbols, extended characters or fields and press **Enter (OK)**.
6. In the Insert Dictionary Entry dialog box, press **Enter (OK)**.
7. Press **Ctrl + s (File/Save)** to save the dictionary.

## Index Allcap Cell

Use Index Allcap Cell to cap all the letters within a cell on an Index Template. Place the Index Allcap Cell format symbol after the Index Heading or Index On format symbol. For example, your exhibits appear in the transcript in upper and lower case. To display them on the index page in all capital letters, place the Allcap Cell format symbol in the Index Template.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into an Index Template or Index Page

1. Position the cursor where you want to insert the format symbol.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up or Down Arrow keys to locate the **Index Allcap Cell** format symbol.
4. Press **Enter** to insert the format symbol into the index template or index page at the location of the cursor.

## Index Cell

Use the Index Cell format symbol to reference the page number of indexed information when using the [Build Index](#) feature in Edit. You can index the item along with the page reference number only or index the item along with the page number references and text, such as a attorney names or exhibit descriptions.

The Index Cell format symbol is also a placeholder on an Index Template to indicate the table cell in which Case CATalyst places the reference number for the indexed information from the transcript. The Index Cell format symbol is also used in the transcript to indicate the occurrence of an event that you want to display in your index. When using the Index Cell format symbol in a transcript, you need to use an index template that contains Index Cell format symbols. See [<Index Cell> Guidelines](#) for details about the Index Cell format symbol.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

## Insert into the Transcript

The Index Cell format symbol can be used with either the Index Heading On/Off format symbols or the Index On/Off format symbols. You must include an Index Heading On format symbol when using the Index On format symbol.

1. Position the cursor where you want to insert the Index Cell format symbol.
2. At the location you want to identify the Index Cell, insert an Index Heading On format symbol by pressing **F4 J** followed by the appropriate index category (a-z or 1-0); or insert an Index On format symbol by pressing **F4 I** followed by the appropriate index category (a-z or 1-0).
3. To include text, move the cursor to the location where you want indexing to end.
4. Insert an Index Cell format symbol. Press **F4 =** to display the Enter Index Cell dialog box. Type a number **1 - 20** and press **Enter (OK)**.
5. Immediately after the Index Cell number, insert the Index Heading Off format symbol by pressing **F4 j** followed by the same index category as the Index Heading On format symbol; or insert the Index Off format symbol by pressing **F4 i** followed by the same index category as the Index On format symbol. For example, if you were indexing the examination of a witness where direct, cross, etc. examinations occurred, you might use the following format symbols:  
<Index Heading On A>[WITNESS NAME]<Index Heading Off A>  
DIRECT <Index On A><Index Cell 1><Index Off A>EXAMINATION  
CROSS <Index On A><Index Cell 2><Index Off A>EXAMINATION

## Insert into an Index Template

Refer to [Index Cell Guidelines](#) for details on using the Index Cell format symbol on an Index Template.

## Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to identify the Index Cell, insert an Index Heading On format symbol by pressing **F4 J** followed by the appropriate index category (a-z or 1-0); or insert an Index On format symbol by pressing **F4 I** followed by the appropriate index category.
5. Type any additional text following the format symbol.
6. Insert an Index Cell format symbol. Press **F4 =** to display the Enter Index Cell dialog box. Type a number **1 - 20** and press **Enter (OK)**.
7. Immediately after the Index Cell number, insert the Index Heading Off format symbol by pressing **F4 j** followed by the same index category as the Index Heading On format symbol; or insert the Index Off format symbol by pressing **F4 i** followed by the same index category as the Index On format symbol.
8. If appropriate, type any remaining text to complete the definition.
9. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Index End Sort

The Index End Sort format symbol is used in conjunction with Index Sort format symbols and the Build Index feature to customize the sort for a specific indexed item. Insert the Index End Sort format symbol in the transcript after the word where you want to stop sorting alphabetically. For example, you are indexing the examination of witnesses and the [index template](#) is set up to sort alphabetically on the first word. The witness name is Karen Blaha and your examinations display as follows.

Blaha Karen, Witness for the Defendant, Liability Phrase

Direct Examination 5

Cross Examination 10

In the transcript, you insert the Index End Sort format symbol after the word Karen. Case CATalyst stops sorting alphabetically after the witnesses name.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into the Transcript

1. Position the cursor after the word where you want to stop the sort.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up or Down Arrow keys to locate the **Index End Sort** format symbol.
4. Press **Enter** to insert the format symbol into the transcript at the location of the cursor.



[Keyboard Map](#) Function: Insert Index End Sort

## Index Heading On/Off

Use the Index Heading On/Off format symbols to surround transcript text for copying to the transcript index page when using the [Build Index](#) feature in Edit. The Index Heading On format symbol is also a placeholder on an [Index Template](#) to indicate the location for the Index Heading text. Usually the letter or number assigned to the Index Heading On/Off format symbols correspond with the letter or number of an Index On/Off format symbol.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

1. Position the cursor immediately to the left of where you want indexing to begin.
2. Press **F4 J** and then type a letter or number.
3. Move the cursor to where you want indexing to end.

4. Press **F4 j** and then type the same letter or number associated with the Index On format symbol or press **Spacebar**, which turns off all Index Heading On format symbols.

You can also mark the text and then insert the format symbol:

1. Mark the text you want to index.
2. Press **F4 J <letter or number>**. Case CATalyst surrounds the text with Index Heading On/Off format symbols.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin indexing, press **F4 J** and then type a letter or number.
5. Type the text you want to index. At the location you want to stop indexing, press **F4 j** and type the same letter or number associated with the Index Heading On format symbol or press **Spacebar**. If appropriate, type any remaining text to complete the definition.
6. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### Insert into an Index Template

1. Position the cursor where you want to locate the Index Heading text.
2. Press **F4 J** and then type a letter or number.

### Index Initial Cap Cell

Use the Index Initial Cap Cell to initial cap each word in a cell on an [Index Template](#). You must place the Index Initial Cap Cell format symbol after the Index Heading or Index On format symbol.

The Index Initial Cap Cell does not change an all capped word or phrase to lower case. The entries in Case CATalyst Wordlists determine when an all capped word, such as an acronym remains all capped or only initial capped.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into an Index Template

1. Position the cursor where you want to insert the format symbol.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up or Down Arrow keys to locate the **Index Initial Cap Cell** format symbol.
4. Press **Enter** to insert the format symbol into the index template or index page at the location of the cursor.

## Index Item

Use the Index Item format symbol on an [Index Template](#) to specify where, on the transcript index page, you want to sequentially list the indexed items from the job. The indexed items, transcript text surrounded by the Index On/Off format symbols, list in the order they occur in the transcript. See [<Index Item> Guidelines](#) for more information.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert into an Index Template

1. Position the cursor where you want to insert the format symbol.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up or Down Arrow keys to locate the **Index Item** format symbol.
4. Press **Enter** to insert the format symbol into the index template at the location of the cursor.

## Index Line

Use the Index Line format symbol on an [Index Template](#) to specify where on the transcript index page you want to list the line numbers for the indexed information from the transcript. See [<Index Line> Guidelines](#) for more information.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert into an Index Template

1. Position the cursor where you want to insert the format symbol.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up and Down Arrow keys to locate the **Index Line** format symbol.
4. Press **Enter** to insert the format symbol into the index template at the location of the cursor.

## Index On/Off

Use the Index On/Off format symbols to surround transcript text that should be copied to the transcript index page when using the [Build Index](#) feature in Edit. Assuming you want specific items grouped together, such as all the examinations grouped together, exhibits (some index pages have a group of marked exhibits and a different group for previously marked exhibits). The Index On format symbol is also a placeholder on an [Index Template](#) to indicate the location for the indexed text.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

1. Position the cursor immediately to the left of where you want indexing to begin.
2. Press **F4 I** and then type a letter or number.
3. Move the cursor to where you want indexing to end.
4. Press **F4 i** and then type the same letter or number associated with the Index On format symbol or press **Spacebar**, which turns off all Index On format symbols.

You can also mark the text and then insert the format symbol:

1. Mark the text you want to index.
2. Press **F4 I <letter or number>**. Case CATalyst surrounds the text with Index On/Off format symbols.

### Insert into an Index Template

1. Position the cursor where you want to locate the indexed text.
2. Press **F4 I** and then type a letter or number.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin indexing, press **F4 I** and then type a letter or number.
5. Type the text you want to index. At the location you want to stop indexing, press **F4 i** and type the same letter or number associated with the Index On format symbol or press **Spacebar**. If appropriate, type any remaining text to complete the definition.
6. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Index Page

Use the Index Page format symbol on an [Index Template](#) to specify where on the transcript index page you want to list the page numbers for the indexed information from the transcript. See [<Index Page> Guidelines](#) for more information.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into an Index Template

1. Position the cursor where you want to insert the format symbol.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up and Down Arrow keys to locate the **Index Page** format symbol.

4. Press **Enter** to insert the format symbol into the index template at the location of the cursor.

## Index Placeholder Text #

The Index Placeholder Text format symbol can be used in lieu of a conflict when you include a party name as part of an exhibit blurb or sworn statement. For example, you need your exhibit blurbs to read Plaintiff's, Defendant's, State's, etc. Exhibit #, marked for identification. Instead of creating a lengthy conflict between those choices, you can use the Index Placeholder Text format symbol instead. The Index Placeholder Text # format symbol allows you to use a single exhibit Include file when you need to have identifier names for exhibits. The Index Placeholder Text # format symbol is inserted into the exhibit blurb or dictionary definition and while editing, you select the appropriate identifier from the list. In [Advanced Edit Options](#), the Index Placeholder Assignment option allows you to customize a list of identifier names, such as Plaintiff's, Plaintiffs', Defendant's, Defendants', State's, etc. that can be used to identify exhibits, sworn statement information, etc. The Index Placeholder Assignments also facilitates using different indexing categories associated with specific identifiers. Once the include file or dictionary definition that contains the Index Placeholder Text # format symbol is in the transcript, you scan to the Index Placeholder Text # format symbol and Case CATalyst displays your customized list of identifier names. You select the correct one to insert into the current exhibit.

The selected Index Placeholder text will apply to multiple adjacent paragraph styles of the same type including Continuation paragraph styles and New Line (not New Line Paragraph) that contain the Index Placeholder Text # format symbol. All other paragraph styles prevent the selection from automatically changing Index Placeholders in subsequent paragraphs. Adjacent paragraphs applies to the direction you are scanning. In other words, if you are scanning forward, the adjacent paragraphs are the paragraphs following the current paragraph. If you are scanning backwards, the adjacent paragraphs are before the current paragraph.

### Example

The following are a couple exhibit blurb examples using the Index Placeholder Text format symbol:

( Exhibit #, was marked for identification.) or ( Exhibit #, description, was marked for identification.)

There is no physical indication of the Index Placeholder Text in the body of the transcript but can be seen in Reveal Codes.

Reveal Codes displays:

```
<Parenthetical>(<Index Placeholder Text #>space<Index On #>Exhibit<Scanstop Begin>#<Scanstop End><Index Off #>, was marked for identification.)
```

```
<Parenthetical>(<Index Placeholder Text #>space<Index Heading On #>Exhibit<Scanstop Begin>#<Scanstop End><Index Heading Off #>, <Index On #><Scanstop Begin>description<Scanstop End><Index Off #> was marked for identification.)
```

When you scan, the Index Placeholder Assignment List displays:

SC	Index	Text
1	B	Plaintiff's
2	B	Plaintiffs'
3	C	Defendant's
4	C	Defendants'
5	B	State's
6	C	State's

15 this as Exhibit 4.  
( Exhibit 4, vehicle estimate, was  
marked for identification.)

You can assign an indexing category to each replacement name. An index [category](#) organizes similar items, such as Plaintiff's exhibits in a group, Defendant's exhibits in a group and State's exhibits in a group on the index pages. In Case CATalyst, a category is identified by a letter "a" through "z", or a number "0" through "9." The [Build Index](#) feature sorts these categories and automatically places them in designated positions on the transcript index page. If you assign an indexing category to an identifier name, Case CATalyst inserts the associated index category along with the name.

It is necessary to create or modify existing include files with the Index Placeholder Text # format symbol to use the Placeholder Text list feature. If you use Index Heading or Index format symbols with indexing categories, you may want to use the " # " symbol in place of a letter for the category assignment in your include files. For example, <Index On #>. If you substitute the # for the Index Heading or Index On category, when you select the identifier name for insertion on the index page, Case CATalyst automatically replaces the " # " symbol with an index category letter or number assigned to the identifier name.

### Using the Placeholder Text List

1. Create your customized list of identifier names and index category assignments, if applicable, in [Advanced Edit Options](#).
2. Be sure your exhibit statements contain the Index Placeholder Text # format symbol. Add/modify any indexing format symbols to be Index Heading # and Index # format symbols in your exhibit statements if using the automatic index category assignment with the Placeholder Text format symbol.
3. Verify that your [Scan For options](#) are active for Index Placeholders.
4. In Edit, include the Exhibit statement into the job.
5. Press **F8 (Scan Forward)** or **Shift + F8 (Scan Backward)**.
6. When Case CATalyst stops on an Index Placeholders Text # format symbol, the Placeholder Text list displays.
7. Press the number associated with your selection or double click your selection. Case CATalyst inserts the selected replacement name into the transcript and applies the index category, if applicable.

The selected Index Placeholder text will apply to multiple adjacent paragraph styles of the same type including Continuation paragraph styles and New Line (not New Line Paragraph) that contain the Index Placeholder Text # format symbol. All other paragraph styles prevent the selection from automatically changing Index Placeholders in subsequent paragraphs. Adjacent paragraphs applies to the direction you are scanning. In other words, if you are scanning forward, the adjacent paragraphs are the paragraphs following the current paragraph. If you are scanning backwards, the adjacent paragraphs are before the current paragraph.

### Index Position

Use the Index Position format symbol in the transcript to indicate where [Build Index](#) places the index pages. You can place the Index Position format symbol anywhere in the job. If there is no Index Position format symbol in the transcript, Build Index places the index page at the end of the transcript. When you build the index, Case CATalyst removes the Index Position format symbol from the job.

When there are multiple sections in the job, an index Position format symbol can exist in each section. Build Index then builds an index page for each section. Each section can only have one Index Position format symbol. Use the Search command to confirm there is only one the Index Position format symbol in the job or section.



You can also add the Index Position format symbol to an include file and have it automatically incorporate into the job. When adding the Index Position format symbol to an include file, use a New Page format symbol to have the indexed information start on a new page.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into the Transcript or Include File

1. Position the cursor where you want to insert the format symbol.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up and Down Arrow keys to locate the **Index Position** format symbol.
4. Press **Enter** to insert the highlighted format symbol into the file at the location of the cursor.

## Index Section

Use the Index Section format symbol on an [Index Template](#) to specify where on the transcript index page you want to list the section numbers for the indexed information from the transcript. See [<Index Section> Guidelines](#) for more information.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into an Index Template

1. Position the cursor where you want to insert the format symbol.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up and Down Arrow keys to locate the **Index Section** format symbol.
4. Press **Enter** to insert the highlighted format symbol into the index template at the location of the cursor.

## Index Sort - Alpha Case Insensitive

Use the Index Sort – Alpha Case Insensitive format symbol in an [Index Template](#) to arrange the indexed items in a column alphabetically, regardless of case. When you insert the Index Sort – Alpha Case Insensitive format symbol, Case CATalyst prompts you to select a sort option: first, second, third or last word in the indexed entry. Case CATalyst automatically sorts all indexed entries in the specified column according to the option selected. You can use the [Index Sort - Alpha Word Override](#) format symbol in the index template to sort an index entry by a different word.

Insert the format symbol into the column heading table cell for the column you want to sort. You must place the Index Sort – Alpha Case Insensitive format symbol after Index Heading On or Index On format symbols. Only one type of index sort format symbol can exist in a table. See the [Sort Index Guidelines](#) for more information.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert into an Index Template

1. Open the Index Template in which you want to add the Index Sort format symbol. For best results, display the Index Template in Page View and open the Reveal Codes window.
2. Position the cursor in the table cell where you want to insert the format symbol. The index sorting format symbol must be inserted immediately after the Index Heading On or Index On format symbol.
3. Press **Shift + F4** to display the Insert Format Symbol dialog box.
4. Use the Up or Down Arrow keys to locate the **Index Sort – Alpha Case Insensitive** format symbol. You must select the format symbol from the list. The Choose which word to alphabetize on dialog box displays.
5. Select one of the following options by which you want to sort the index entries.

**First Word**

**Second Word**

**Third Word**

**Last Word**

6. Press **Enter** to insert the format symbol into the index template at the location of the cursor.
7. Using the [Reveal Codes](#) window, confirm the Index Sort format symbol follows the Index Heading On or Index On format symbol.

### Index Sort - Alpha Case Sensitive

Use the Index Sort – Alpha Case Sensitive format symbol on an [Index Template](#) to arrange the indexed items alphabetically, in a column according to case; upper case followed by lower case. When you insert the Index Sort – Alpha Case Sensitive format symbol, Case CATalyst prompts you to select a sort option: first, second, third or last word in the indexed entry. Case CATalyst automatically sorts all indexed entries in the specified column according to the option selected. You can use the [Index Sort - Alpha Word Override](#) format symbol in the transcript to sort an index entry by a different word.

Insert the format symbol into the column heading table cell for the column you want to sort. You must place the Index Sort – Alpha Case Sensitive format symbol after Index Heading On or Index On format symbols. If you are using an Index Sub Sort format symbol, it must follow the Index Sort format symbol. Only one type of index sort format symbol can exist in a table ([index template](#)) although you can use an index sub sort format symbol following the index sort format symbol. See the [Index Sort Guidelines](#) for more information.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert into an Index Template

1. Open the Index Template in which you want to add the Index Sort format symbol. For best results, display the Index Template in Page View and open the Reveal Codes window.

2. Position the cursor in the table cell where you want to insert the format symbol. The indexing sort format symbol must be inserted immediately following the Index Heading On or Index On format symbol.
3. Press **Shift + F4** to display the Insert Format Symbol dialog box.
4. Use the Up or Down Arrow keys to locate the **Index Sort – Alpha Case Sensitive** format symbol. You must select the format symbol from the list. The Choose which word to alphabetize on dialog box displays.
5. Select one of the following by which you want to sort the index entries.

**First Word**

**Second Word**

**Third Word**

**Last Word**

6. Press **Enter** to insert the format symbol into the index template at the location of the cursor.
7. Using the [Reveal Codes](#) window, confirm the Index Sort format symbol follows the Index Heading On or Index On format symbol.

## Index Sort Alpha - Exhibit

Use the Index Sort Alpha – Exhibit format symbol on an [Index Template](#) to list single alpha character exhibits alphabetically followed by the double alpha character and digit and alpha character exhibits.

For example, let's say you have the following exhibits in the transcript: Exhibit C, Exhibit G, Exhibit AA and then Exhibit DD. When exhibit entries appear in the transcript with the same letter in both initial cap and lower case (Exhibit A and Exhibit a), the capital letter lists first. For example, Exhibit A list before Exhibit a.

If you use the <Index Sort – Alpha Exhibit><Index Sub Sort Numeric> format symbols with alpha and numeric exhibits such as, ExhibitAA9, Exhibit AA, Exhibit A and Exhibit B, the results are Exhibit A, Exhibit B, Exhibit AA, Exhibit AA9. (If a digit or punctuation precede any of the alphabetic characters, the digit or number is ignored and sorting starts with the alpha character).

Insert the Index Sort Alpha – Exhibit format symbol after Index Heading On or Index On format symbols in the column you want to sort. If you are using an Index Sub Sort format symbol, it must follow the Index Sort format symbol. Only one type of index sort format symbol can exist in a table ([index template](#)) although you can use a index sub sort format symbol to fine tune your index. See the [Index Sort Guidelines](#) for more information.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert into an Index Template

1. Open the Index Template in which you want to add the Index Sort format symbol. For best results, display the Index Template in Page View and open the Reveal Codes window.
2. Position the cursor immediately after the indexing format symbol in the column you want to sort to occur.

3. Press **Shift + F4** to display the Insert Format Symbol dialog box and use the Up or Down Arrow keys to locate the **Index Sort Alpha – Exhibit** format symbol.
4. Press **Enter** to insert the format symbol into the index template at the location of the cursor.
5. Using the Reveal Codes window, confirm the Index Sort format symbol follows the Index Heading On or Index On format symbol.

## Index Sort - Alpha Word Override

When you insert an Index Sort – Alpha Case Sensitive or Index Sort – Alpha Case Insensitive format symbol, Case CATalyst prompts you to specify which word in the index entry you want to sort on: first, second, third, or last. Use Index Sort – Alpha Word Override to identify the word on which you want to sort, when you want do not want to follow the selected sort option. For example, on the Index Template, you have an Index Sort – Alpha Case Insensitive format symbol with the sort option set to Last Word. Your witness names, MARTI COOPER, JAMES NEUMAN, and SEAN RYAN sort alphabetically according to the last word. However, you also have a witness, JACKIE VAN DER BEER. Insert the Index Sort – Alpha Word Override format symbol into the transcript immediately before VAN to have Case CATalyst sort on VAN instead of BEER.

Case CATalyst ignores initials, titles, and salutations such as Mr., Dr., Jr., III, etc. They are not counted as words when Case CATalyst sorts the index. See the [Index Sort Guidelines](#) for more information.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert into the Transcript

1. Position the cursor in the transcript immediately before the word on which you want Case CATalyst to sort. The index sort format symbol must be inserted immediate after the Index Heading On or Index On format symbol.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up or Down Arrow keys to locate the **Index Sort – Alpha Word Override** format symbol. You must select the format symbol from the list.
4. Press **Enter** to insert the format symbol into the transcript at the location of the cursor.
5. Using the [Reveal Codes](#) window, confirm the placement of the format symbol.

## Index Sort - Match Headings

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

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

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

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

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

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

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

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

### Index Sort - Numeric

Use the Index Sort – Numeric format symbol on an [Index Template](#) to arrange the indexed items in a column numerically. <Index Sort – Numeric> skips over anything that is not numeric, then takes consecutive digits as the number to be sorted on. When exhibit entries contain numbers and numbers with alpha characters, the number only entry will be listed first followed by the same number with the alpha character. For example, let's say you have Exhibit 1, Exhibit 1A, Exhibit 1c, Exhibit 2, Exhibit 2A and Exhibit 4. Exhibit 1 would be listed first in the index followed by Exhibit 1A, Exhibit 1c, Exhibit 2, Exhibit 2A and then Exhibit 4.

Let's say you use the <Index Sort - Numeric><Index Sub Sort-Numeric> format symbols when your exhibits numbers contain integers, such as Exhibit 4.11, Exhibit 1.2, Exhibit 1.25 and Exhibit 4.2, then the exhibits would be sorted as Exhibit 1.2, Exhibit 1.25, Exhibit 4.2 and Exhibit 4.11. Each side of the decimal point is considered a integer.

Let's say you use the <Index Sort - Numeric><Index Sub Sort-Alpha Case Sensitive> format symbols when your exhibit contain alphabetic characters such as, A12B, B12A and B13C, the exhibits would be sorted as B12A, A12B and then B13C. Since the first sort is numeric, the first character in the above examples of the exhibit numbering is ignored, then the exhibits are sorted on the number and character following the number.

Insert the format symbol into the column heading table cell for the column you want to sort. You must place the Index Sort – Numeric format symbol after Index Heading On or Index On format symbols. If you are using an Index Sub Sort format symbol, it must follow the Index Sort format symbol. Only one type of index sort format symbol can exist in a table ([index template](#)) although a sub sort format symbol can follow in order to fine tune your index. See the [Index Sort Guidelines](#) for more information. Example:

Exhibit No.

Page

&lt;Index On E&gt;&lt;Index Sort – Numeric&gt;&lt;Index Sub Sort – Numeric&gt;

&lt;Index Page&gt;

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert into an Index Template

1. Open the Index Template in which you want to add the Index Sort format symbol. For best results, display the Index Template in Page View and open the Reveal Codes window.
2. Position the cursor where you want to insert the format symbol. The index sort format symbol must be inserted following the Index Heading On or Index On format symbol.
3. Press **Shift + F4** to display the Insert Format Symbol dialog box.
4. Use the Up or Down Arrow keys to locate the **Index Sort – Numeric** format symbol. You must select the format symbol from the list.
5. Press **Enter** to insert the format symbol into the index template at the location of the cursor.
6. Using the Reveal Codes window, confirm the Index Sort format symbol follows the Index Heading On or Index On format symbol.

## Index Sub Sort - Alpha Case Insensitive

The Index Sub Sort - Alpha Case Insensitive format symbol allow you to fine tune the sorting of indexed items, specifically designed for indexed exhibits. The existing CATalyst indexing sort format symbols ([Index Sort - Alpha Case Insensitive](#), [Index Sort - Alpha Case Sensitive](#) and [Index Sort - Numeric](#)) along with the two other 'sub sort' indexing format symbol ([Index Sub Sort - Alpha Exhibit](#) and [Index Sub Sort - Numeric](#)) provide more flexibility when creating index pages. See [Index Template Guidelines](#) for more information about indexing.

The <Index Sub Sort – Alpha Case Insensitive> format symbol must be used in conjunction with the existing “index sort” format symbols listed above. <Index Sub Sort – Alpha Case Insensitive> looks for the first consecutive alphabetic characters as the text to be sorted on (following the main index sort criteria). For example, let's say you use the <Sort Index - Numeric><Index Sub Sort - Alpha Case Sensitive> format symbols when your exhibit contain alphabetic characters such as, A12B, B12A and B13C, the exhibits would be sorted as B12A, A12B and then B13C. Since the first sort is numeric, the first character in the above examples of the exhibit numbering is ignored, then the exhibits are sorted on the number and character following the number.

Insert the format symbol into the column heading table cell for the column you want to sort. You must place the Index Sort – Numeric format symbol after Index Heading On or Index On format symbols. If you are using an Index Sub Sort format symbol, it must follow the Index Sort format symbol. Only one type of index sort format symbol can exist in a table ([index template](#)) although an index sub sort format symbol can follow in order to fine tune your index. See the [Index Sort Guidelines](#) for more information. Example:

**Exhibit No.**  
**Page**

<Index On E><Index Sort - Numeric><Index Sub Sort - Alpha Case Insensitive>	<Index Page>
---	--------------

## Index Sub Sort - Alpha Exhibit

The Index Sub Sort - Alpha Exhibit format symbol allow you to fine tune the sorting of indexed items, specifically designed for indexed exhibits. The existing CATalyst indexing sort format symbols ([Index Sort - Alpha Case Insensitive](#), [Index Sort - Alpha Case Sensitive](#) and [Index Sort - Numeric](#)) along with the two other 'sub sort' indexing format symbol ([Index Sub Sort - Alpha Case Insensitive](#) and [Index Sub Sort - Numeric](#)) provide more flexibility when creating index pages. See [Index Template Guidelines](#) for more information about indexing.

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

The Index Sub Sort format symbols must be used in conjunction with one of the three Sort Index format symbols listed above. Let's say you have the following exhibits: Exhibit A9, Exhibit AA, Exhibit A, Exhibit B3, Exhibit B1 and Exhibit A4. Using the <Index Sort Alpha -Exhibit> format symbol followed by <Index Sub Sort - Numeric> format symbol the sorting results are: Exhibit A, Exhibit A4, Exhibit A9, Exhibit AA, Exhibit B1 and Exhibit B3.

Insert the format symbol into the column heading table cell for the column you want to sort. You must place the Index Sort – Numeric format symbol after Index Heading On or Index On format symbols. If you are using an Index Sub Sort format symbol, it must follow the Index Sort format symbol. Only one type of index sort format symbol can exist in a table ([index template](#)) although an index sub sort format symbol can follow in order to fine tune your index. See the [Index Sort Guidelines](#) for more information. Example:

**Exhibit No.**  
**Page**

<Index On E><Index Sort - Alpha Exhibit><Index Sub Sort - Numeric>	<Index Page>
--	--------------

## Index Sub Sort - Numeric

The Index Sub Sort - Numeric format symbol allow you to fine tune the sorting of indexed items, specifically designed for indexed exhibits. The existing CATalyst indexing sort format symbols ([Index Sort - Alpha Case Insensitive](#), [Index Sort - Alpha Case Sensitive](#) and [Index Sort - Numeric](#)) along with the two other 'sub sort' indexing format symbol ([Index Sub Sort - Alpha Exhibit](#) and [Index Sub Sort - Alpha Case Insensitive](#)) provide more flexibility when creating index pages. See [Index Template Guidelines](#) for more information about indexing.

<Index Sub Sort – Numeric> looks for the first consecutive digits as the number to be sorted on (following the main sort index criteria). The <Index Sub Sort – Numeric> format symbol must be used in conjunction with the existing “index sort” format symbols listed above. For example, let's say you use the <Index Sort - Numeric><Index Sub Sort - Numeric> format symbols when your exhibit contain integers, such as Exhibit 4.11, Exhibit 1.2, Exhibit 1.25 and Exhibit 4.2, then the exhibits would be sorted as Exhibit 1.2, Exhibit 1.25, Exhibit 4.2 and Exhibit 4.11. Each side of the decimal point is considered a integer.

Insert the format symbol into the column heading table cell for the column you want to sort. You must place the Index Sort – Numeric format symbol after Index Heading On or Index On format symbols. If you are using an Index Sub Sort format symbol, it must follow the Index Sort format symbol. Only one type of Index Sort format symbol can exist in a table ([index template](#)) although an Index Sub Sort format symbol can follow in order to fine tune your index. See the [Sort Index Guidelines](#) for more information. Example:

Exhibit No.

Page

<Index On E><Index Sort – Numeric><Index Sub Sort – Numeric>	<Index Page>
--	--------------

## Index Volume Information

Use the Index Volume Information format symbol on an [Index Template](#) or index page to specify where to place the volume information on the transcript index page when creating one index from multiple files. A [volume description](#) identifies the contents of the indexed information when building a [master index](#). For example, you may want to create a volume description with information similar to one of the following:

Volume | 1

Volume | Testimony of James Doe

Volume | 11/15/03

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into an Index Template

1. Position the cursor where you want to insert the format symbol.



2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up or Down Arrow keys to locate the **Index Volume Information** format symbol.
4. Press **Enter** to insert the format symbol into the index template or index page at the location of the cursor.

## Italics On/Off

Use the Italics On/Off format symbols to print text in *Italic* font. The Edit screen displays the text in Italics.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

## Insert During Edit

Do one of the following:

- Position the cursor before the word where you want begin italics and press **F4 D**; then move the cursor where you want to end Italics and press **F4 d**.
- Mark the text you want to Italicize and press **F4 D**. The Italics Off format symbol is automatically inserted at the end of the marked text.

## Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin Italics, press **F4 D**.
5. Type the text you want to italics. At the location you want to stop Italics, press **F4 d**. If appropriate, type any remaining text to complete the definition.
6. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Line Numbers Off/On

Use the Line Number Off/On to stop and start printing transcript line numbers on a particular page or pages. For example, if the page layout for a job has line numbers and you want to suspend the printing of line numbers on a particular page or pages, use the Line Number Off format symbol. To resume the printing of line numbers, use the Line Number On format symbol.

The Line Number Off/On format symbols take affect at the point of the cursor. For example, if you turn line number Off on line 1 and back On at line 10, the result is no line numbers from line 1 – 10 with line numbers resuming on line 11. If you want to remove line numbers for the entire page, you may want to adjust your layout and apply it to the current page.

The Line Number Off format symbol must appear in the file before the Line Number On format symbol is recognized.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Do one of the following:

- Position the cursor at the point you want line numbers Off and press **F4 z**.
- Position the cursor at the point you want line numbers On and press **F4 Z**.

## New Line

Use the New Line format symbol to move text to the left margin of the following line using the left margin information set in the previous paragraph style. The New Line format symbol does not generate ending punctuation.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

1. Position the cursor on the word or format symbol where you want the New Line.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Highlight **New Line** and press **Enter**.

## Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the location you want to start a new line, press **Alt + f** to display the Format Symbol list. Highlight **New Line** and press **Enter** to insert the format symbol into the definition.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## New Line Paragraph

Case CATalyst automatically uses the New Line Paragraph format symbol when you open a new file or job and do not specify a particular paragraph style, such as Question, Answer, or Colloquy.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Position the cursor on the word or format symbol where you want the New Line Paragraph and press **F4 I**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the position you want the New Line Paragraph, press **F4 I**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### New Page

Use the New Page format symbol to create a page break in the job. One of the most common uses of the New Page format symbol is in Include files, such as at the end of the Title Page or beginning of the Certificate Page. Text following a New Page format symbol takes on the New Line paragraph style unless other paragraph format information exists. To remove a "new page ", delete the New Page format symbol in [Reveal Codes](#).

When using Page View in Edit, pages display as they print. When using Normal View, a page break is indicated by a dashed line. You can [change](#) the color of the line.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert During Edit

Position the cursor where you want the new page to begin and press **F4 n**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the position you want the new page, press **F4 n**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### No Auto Convert

Use the No Auto Convert format symbol in a dictionary definition to prevent the Automatic Number Conversion translate option and Display 10 and Under as Words from affecting numbers within the definition. For example, you write the steno for Global 1 Credit Union with Display 10 and Under as Words active. The result is Global one Credit. To prevent the conversion to Global one Credit Union, create the definition, Global<No Auto Convert>1 Credit.

You can also use the No Auto Convert format symbol in a definition by itself. For example, you create a dictionary definition for <No Auto Convert>. When writing a number, you recognize that you do not want it to convert in the current context. You write the stroke for No Auto Convert followed the "keyword" that creates a conversion. No conversion occurs because you wrote the stroke for <No Auto Convert> in between.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **Alt + f** to display the Format Symbol list. Highlight **No Auto Convert** and press **Enter** to insert the format symbol into the definition. Type the text of the definition.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Oops

Use the Oops format symbols to place an invisible mark in the job on which you can search or scan. The [Hotspots](#) pane allows you to quickly reference all the locations of the Oops format symbol and sort the results in the Hotspots pane. The Oops format symbols can be inserted while writing realtime (dictionary definitions) and while editing either manually or creating a macro to insert the specific Oops format symbol.

There can be several reasons to use the Oops format symbol. For example, most reporters seem to write something (i.e. SPEL/SPEL) in the transcript when they need to check the spelling of a name, street, prescription, etc. Using the Oops format symbol allows them to open the Hotspots pane, see all the occurrence of the "check spelling" Oops format symbol and it allows the reporter to quickly with the attendees before they leave the proceedings. Some reporters also write something when they want to remind themselves to check the audio (i.e. CK/CK). With Oops categories, you can write steno outlines defined with different Oops categories so nothing visible displays in the realtime file and yet everything you need is in the Hotspots pane categorized and sorted! Even if you write realtime just for yourself, you can instantly find the locations you want/need to check. No need to search or scan.

There are up to 10 possible Oops categories in the [Hotspots Options](#) which you can personalized with a name and color. You can assign specific items such as "check spelling" to one category, "check audio" to another category, etc." Using the example above, let's say you have the following categories: Oops 0 is assigned to check a spelling before everyone leaves the proceedings, Oops 1 is assigned to checking the audio and Oops 2 is assigned for things that you want your Scopist to research. Once you assign a name and a color (optional), when you view the Hotspots pane, you can quickly identify the categories and what to check when needed. The Oops format symbol categories apply to all jobs. Reveal Codes displays the different Oops categories with Oops followed by the number assignment. For example, <Oops 0> - check spelling, <Oops 1 - check audio>, <Oops 2> - Scopist research, etc. If you insert an Oops format symbol that has not been personalized, the Oops format symbol displays in Reveal Codes followed by the number.

There are certain actions such as aborting a Power Define, Scan Define, Create EZ Speakers or Text E-define dialog box, re-translating a steno file where Power Defines or AccelerWriters were used or having the Live Suggestion option *Insert Oops when replacing a live suggestion option* selected where Case CATalyst will automatically insert an Oops format symbol into the transcript. In the above cases, the Oops format symbol will always be inserted as <Oops 10> which is the CATalyst Inserted category.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table or you have remapped the F4 key in your keyboard map.

### Insert During Edit

Position the cursor before the word where you want to insert the Oops format symbol and press **Shift + F4** or press F4 twice to display the Format Symbol list. Highlight **Oops** and press **Enter**. The [Oops Category](#) dialog box displays, **type** the appropriate category number (0-9) and press **Enter**.

The Oops format symbol can be part of a dictionary definitions and include files. You can also make [macros](#) for commonly inserted Oops format symbols.



### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **Alt + f** to display the Format Symbol list. Highlight **Oops** and press **Enter**. The Oops Category dialog box displays. **Type** a valid Oops category number (0-9) and press **Enter** to insert the format symbol into the definition. If the Oops format symbol is the only entry in this definition, go to Step 4. If there is text with the Oops format symbol, type the text and go to Step 4.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.



## Orphan Control

Use the Orphan Control format symbol to prevent lines of text from being separated between page breaks. You can insert the Orphan Control format symbol in dictionary definitions, include files and while editing. For example, use this format symbol with Examinations where you do not want the Witness name and examination separated between pages.

When you insert the Orphan Control format symbol, Case CATalyst prompts you to select the number of lines that you want to keep together. The Orphan Control format symbol must follow the first paragraph style in the text file or definition. Use Reveal Codes to verify the placement of the format symbol.

Use Orphan Control [Options](#) to specify characters or text for display on lines normally left blank and to set the paragraph style which determines the margin, justification and font style when using the Orphan Control from symbol.

### Example:

<Parenthetical><Orphan Control 3 lines><Scanstop Begin>WITNESS

<Scanstop End>,<New Line>having been first duly sworn testified as follows:

<Centered Paragraph>DIRECT EXAMINATION

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

1. Open Reveal Codes; press **Ctrl + Shift + r** (**View/Reveal Codes**).
2. Position the cursor, on the screen, after the first paragraph style. Do not place the cursor in Reveal Codes.
3. Press **Shift + F4** to display the Insert Format Symbol dialog box.
4. Highlight **Orphan Control** and press **Enter**. The Select Number of Lines dialog box displays.
5. Select the number lines and press **Enter** (**OK**). This is the number of blank lines that must be available on a page before moving the text to the next page.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the location you want to insert orphan control, press **Alt + f** to display the Format Symbol list. Highlight **Orphan Control** and press **Enter** to insert the format symbol into the definition. The Select Number of Lines dialog box displays.
4. Select the number lines. This is the number of blank lines that must be available on a page before moving the text to the next page.
5. Press **Enter** (**OK**). When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Parenthetical

Use the Parenthetical paragraph style to indicate where a Parenthetical paragraph begins. You can insert the Parenthetical format symbol in Edit or make it part of a dictionary definition.

The Parenthetical paragraph information set in the applied [Layout](#) affects the formatting values that determine how the Parenthetical text displays in Edit. You can customize these values in the Layout function.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Position the cursor before the word where you want to create a parenthetical paragraph and press **Shift + F4** to display the Format Symbol list. Select **Parenthetical** and press **Enter**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **Alt + f** to display the Format Symbol list. Highlight **Parenthetical** and press **Enter** to insert the format symbol into the definition. Type the text of the definition.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Pause Time

Use the Pause Time format symbol is used during realtime to pause the timestamps. This format symbol is most likely used when working with a videographer and you need to temporarily stop the recording. For example, let's say you are reporting a deposition that is being videotaped. The videographer needs to stop recording. You would use the Pause Time command so when the videographer goes back on the record, the CATalyst timestamps and videotape timestamps match. Use the [Resume Time](#) format symbol to restart the recording of timestamps.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into the Transcript

1. Press **Shift + F4** or **F4,F4 (Edit/Insert/Insert Format Symbol)** where you want to pause the time. From the format symbol list, select **Pause Time**. The time pauses from the beginning of the line where you insert the format symbol.
2. Use the [Resume Time](#) format symbol to restart the recording of timestamps.



[Keyboard Map](#) Function: Insert Pause Time

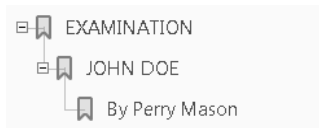
## PDF Bookmark Text On and Off Format Symbols

The PDF Bookmark Text format symbols are a pair (an On and Off format symbol). The PDF Bookmark Text format symbols are used in an index template to create bookmarks for items (such as examinations, exhibits, requested documents, etc.) that need to be bookmarked in the PDF. For example, let's say your jurisdiction requires a PDF to have bookmarks when examinations occur, exhibits are marked, requests for documentation occur, etc. Once the transcript is printed to PDF, the bookmarked text displays in the PDF pane and allows a user to click a bookmark and go directly to that location in the transcript. PDF Bookmarks are compatible when building a [master index](#) that is in the same file as the transcript.

The CATalyst <PDF Bookmark Text On/Off> format symbols are inserted into an [Index Template](#) and need to surround the indexing format symbols related to the items that need to be bookmarked. Then when you use CATalyst's [Build Index](#) feature and print the transcript to PDF, the bookmarked indexed text displays in the Bookmarks pane of the PDF.

In addition to the PDF Bookmark Text On/Off format symbols being paired, the PDF Bookmark Text On format symbols have associated numbers to indicate the "level" of the bookmark.

The following is the example of a PDF bookmark pane of the Examination of John Doe by Perry Mason. With the PDF Bookmarks, the person viewing the PDF can click “By Perry Mason” and move the cursor to the location where Perry Mason started questioning John Doe.



If you use Index Templates to create your transcript index page, it is as simple as adding the PDF Bookmark Text formats symbols to your index template. Remember, once you create your index template, it is used over and over again.

PDF Bookmarks can be as simple or as detailed as you need. Using the example above, here is what the Examination part of your Index Template would look like:

<PDF Bookmark Text On 1>EXAMINATION<PDF Bookmark Text Off>  
PAGE

<PDF Bookmark Text On 2><Index Heading On W><PDF Bookmark Text Off>		
<PDF Bookmark Text On 3><Index On W><PDF Bookmark Text Off>		<Index Page>

As a result, the EXAMINATION is level 1, the Index Heading On FS (which is replaced with the witness name when the index is built) is level 2 and the Index On FS (which is replaced with your attorney by lines) is level 3. That final level will be bookmarked in the PDF file when you print to PDF. If you wish to bookmark Exhibits or any other item in your index, start over with <PDF Bookmark Text On 1> format symbol for level 1 and so on for each item/table in your index.

The PDF Bookmark Text Off format symbol does not require a number; it automatically turns off any previous <PDF Bookmark Text On #> format symbol. Valid numbers for the <PDF Bookmark Text On #> format symbols are 1- 5.

#### To insert the PDF Bookmark Text On and Off format symbols:

1. Open the Index Template that you want to add the PDF Bookmark Text format symbols, make sure that you are in Page View and Reveal Codes are displayed. Locate the indexing format symbol you want to surround with the PDF Bookmark Text On/Off format symbols and double click it.
2. Access the Format Symbol list either by pressing F4 twice and then selecting PDF Bookmark Text On or clicking the format symbol (FS) icon on the toolbar. You could also assign key combinations in your [Keyboard Map](#) or modify your [Format Symbols options](#) to insert via a key combination.
3. Double click or press Enter on the PDF Bookmark Text On entry. The Enter bookmark level dialog box displays:



4. Type the number of the bookmark level and press Enter. The <PDF Bookmark Text On #> (displays selected number) and the <PDF Bookmark Text Off> format symbols surround the selected indexing code.
5. Repeat as necessary.





Keyboard functions: Insert PDF Bookmark Text On  
Insert PDF Bookmark Text Off

## Question

Use the Question format symbol to indicate where a Question begins. You can insert the Question format symbol in Edit or make it part of a dictionary definition.

Question symbols display in Edit in the [user selected](#) color. The formatting values, which determine how the Question symbol and Question text display in Edit and Print, are determined by the Question paragraph information set in the applied Layout function. You can customize these values as necessary. For example, some of the formatting values you can customize determine:

- the position of the Question symbol.
- the position of text immediately following the Question symbol.
- whether or not a period prints after the "Q".
- the font type for the "Q".
- to insert punctuation at the end of the line before the Question symbol when none exists.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Position the cursor to the left of where you want the Question bank and press **F4 q**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **F4 q**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Redaction On/Off

Some jurisdictions require court reporters to edit sensitive information before releasing the transcript to the public. Sensitive information may include social security numbers, the full name of a juvenile, date of birth, etc. Using the Redact feature in Edit, you can "block out" this text in a transcript. The integrity of the transcript remains in place and the sensitive information is not readable in the printed or exported document.

The Redact feature surrounds text with Redaction format symbols. The text is hidden when printing a hard copy or to PDF and when exporting to ASCII, HTML, RTF/CRE, PTX, PTF and CaseViewNet. The hidden portion replaces the original text with the redaction option you select and takes up the same amount of space as the original text. Line spacing and line breaks are unaffected. You can change the appearance of redacted text to black rectangle, white space, lines (///) or Xs in [Advanced Edit Options](#).

**Redacted text appears as follows in the following delivery methods:**

Redaction Setting	Print Hard Copy or PDF	Export to RTF/CRE	Export to ASCII	Export to HTML	Export to PTX or PTF	Export to TextMap	Export to CaseViewNet
Black Rectangle	(████)	( )	( )	( )	( )	( )	( )
Lines	(/////)	(/////)	( )	( )	( )	( )	(   )
White Space	( )	( )	( )	( )	( )	( )	( )
Xs	(XXXX)	(XXXX)	(XXXX)	(XXXX)	(XXXX)	(XXXX)	(XXXX)

[Compress Print](#), by default, shows redacted text as white space throughout the transcript with the exception of the initial and final pages. To have Compress Print use an alternative redacted text appearance throughout the transcript, choose the setting in Advanced Edit Options, *Redacted text displays as* option and in Compress Print, select the [Document](#) option and select the *Use the transcript's layout settings instead of these settings* option.

Assigning [keyboard commands](#) to Redaction Selection and Insert Redaction On and Insert Redaction Off format symbols allow you select and turn Redaction on and off from the keyboard.

**Example**

You have the following Social Security number in the transcript: 123-12-1234.

You surround 12-1234 with Redaction On//Off format symbols. The text prints as:

123-████

**Insert the Format Symbol**

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

**Insert into the Transcript**

1. Place the cursor immediately before the word or mark the block of text you want to redact.
2. Do one of the following:
  - Press **Shift + F4** to display the Format Symbol list. Select **Redaction On**. Press **Enter**. If the text was marked/highlighted, the Redaction Off format symbol is automatically inserted at the end of the marked text.
  - Press **Alt + s, d** (**Special Edit/Redact**).

## Reset Time

Use the Reset Time format symbol to restart the Elapsed timestamps to 00 hours, 00 minutes, 00 seconds. Case CATalyst resets the timestamps beginning on the following line where you insert the Reset Time format symbol and continues forward through the file. This may be useful when a new witness begins testifying and it is necessary to track the amount of time the witness testifies. This command does not affect Clock timestamps.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert into the Transcript

1. Press **Alt + v, s, p (View/Show/Timestamps)** and select **Elapsed** to display timestamps in Elapsed format.
2. Position your cursor where you want to change the time.
3. Press **Shift +F4 (Edit/Insert/Insert Format Symbol)**. From the format symbol list, select **Reset Time**. The timestamps change beginning on the next line.



[Keyboard Map](#) Function: Insert Reset Time

## Right Margin Release

Use the Right Margin Release format symbol to force a word to the end of the previous line. This allows you to print additional characters beyond the right margin.

For example, during the final proof of the transcript, you make a change in the middle of page 45 that changes the page and line numbering for all the remaining text. This means you need to reprint the last 36 pages. Using the Right Margin Release format symbol, you may be able to fit an extra word on a line. The ability to "squeeze" a word on a line may restore the original page and line information for most of the remaining transcript. Instead of reprinting 36 pages, you may only need to reprint one or two pages.

Use the Print Preview function to ensure all the characters of the word fit in the printable portion of the margin.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert into the Transcript

1. Position the cursor immediately before the word you want to force to the end of the previous line and press **F4 r**.
2. Preview the file. Press **Alt + f, v (File/Print Preview)**. To exit the Print Preview screen and return to Edit, press **Alt +c (Close)**.

## Resume Time

The Resume Time format symbol is available during realtime and is used to begin timestamps after the timestamps have been paused using the [Pause Time](#) format symbol. For example, let's say that you are reporting a videotaped deposition and the videographer needs to stop and replace the tape. You would need to pause the timestamps in Case CATalyst while the videographer changes the video tape. Once the videographer is ready to go back on the record, you use the Resume Time format symbol so the CATalyst timestamps and the videotape timestamps match.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into the Transcript

1. Press **Shift + F4** or **F4,F4 (Edit/Insert/Insert Format Symbol)**. From the format symbol list, select **Resume Time**.



[Keyboard Map](#) Function: Insert Resume Time

## Scanstop Begin/End

Use the Scanstop Begin and End format symbols to indicate where you want to create a Scanstop and where the Scanstop should end. The text in between the format symbols is part of the Scanstop. You may want to use the Scanstop format symbols around text you want to review or modify later, such as "check spelling" and then set Case CATalyst to stop on Scanstop in [Scan For](#) options.

The Case CATalyst default color for Scanstops is different from the text. If necessary, you can [change](#) the default color. During Edit, when Case CATalyst moves to a Scanstop, pressing Enter, removes the Scanstop, leaving the text and changing the color back to the default text color.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert During Edit

Do one of the following:

- Position the cursor immediately to the left of where you want the Scanstop to begin and press **F4 O**, then move the cursor to the position where you want to end the Scanstop and press **F4 o**.
- Mark the text you want as a Scanstop and press **F4 O**. The Scanstop End format symbol automatically inserts at the end of the marked text.

## Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.

2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin the Scanstop, press **F4 O**.
5. Type the text you want to contain in the Scanstop. At the location you want to end the Scanstop, press **F4 o**. If appropriate, type any remaining text to complete the definition.
6. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Set Time

Use the Set Time format symbol to change Elapsed timestamps. You may want to use this format symbol when you need to synchronize timestamps with a videographer. When you insert the Set Time format symbol, Case CATalyst starts the timestamp beginning from the line where you insert the format symbol and continues forward through the file. To apply the time starting with a specific line, insert the Set Time format symbol at the beginning of the line. If you insert the Set Time format symbol in the middle of a line, the time begins with the next line. Case CATalyst only displays the time in Edit when Elapsed [format](#) is selected.

To print Elapsed timestamps, the Print Timestamps option must be set to Elapsed in the Draft or Final [Print Options](#), depending on your selection for printing.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert into the Transcript

1. In Edit, press **Alt + v, s, p (View/Show/Timestamps)** and select **Elapsed** to display timestamps in Elapsed format.
2. Position your cursor at the beginning of the line where you want to change the time.
3. Press **Shift +F4 (Edit/Insert/Insert Format Symbol)**. From the format symbol list, select **Set Time**. The Set Time dialog box displays.
4. In the *Enter Time* field, highlight the hours, minutes, and seconds fields as necessary and adjust the time. You can type the new numbers, use the Up and Down arrow keys on your keyboard, or with the mouse, use the Up and Down arrow keys in the dialog box. To remove the format symbol, use [Reveal Codes](#) to locate and delete it.
5. Press **Enter (OK)**. The changed time displays on the screen.
6. Verify the Print Timestamps option is set to **Elapsed** in the Draft or Final [Print Options](#).



[Keyboard Map](#) Function: Insert Set Time

## Single Space On/Off

Use the Single Space On/Off format symbols to single space text in the job. When single spacing is On, Case CATalyst displays the screen in single spaced lines in Page View and half lines in Normal View. For example, in Normal View with Single Space on, the screen displays lines 1, 1 ½, 2, 2 ½, 3, 3 ½, etc. When you turn single spacing Off, Case CATalyst resumes transcript line numbering to whole numbers. For example, the cursor is on line 14 ½ and you insert the <Single Space Off> format symbol, F4 s. The next numbered transcript line is 15.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert into the Transcript

Position the cursor on the line where you want single spacing to begin and press **F4 S**, then move the cursor where you want to end single spacing and press **F4 s**.

Use [Reveal Codes](#) to delete a Single Space On format symbol that is in the wrong location.

## Sticky Space

Use the Sticky Space to create a space between two words and keep the words together on the same line. Case CATalyst uses built in rules so it does not create an extra space in definitions such as Mr. <Sticky Space> but keeps the words together on the same line.

Sticky Space is similar to the Keep Together format symbol in Case CATalyst 3.x.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert During Edit

Position the cursor immediately following the first word of the two words you want to keep together and press **F4 k**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the word or steno you want to define. Use a Mark command to highlight multiple steno outlines.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text and then press **F4 k**. Type any additional text.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Strikeout On/Off

Use the Strikeout On/Off format symbols to strikeout marked text. Strikeout text has a line that appears through the middle of the words. Strikeout text displays on the Edit screen and prints with the strikeout.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert During Edit

Do one of the following:

- Position the cursor immediately to the left of where you want the Strikeout to begin. Press **Shift + F4** and select **Strikeout On** from the Format Symbol list. Move the cursor to the position where you want to end the Strikeout. Press **Shift + F4** and select **Strikeout Off** from the Format Symbol list.
- Mark the text you want to Strikeout. Press **Shift + F4** and select **Strikeout On** from the Format Symbol list. Case CATalyst automatically inserts the Strikeout Off format symbol at the end of the marked text.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin the Strikeout, press **Alt + f** to display the Format Symbol list. Highlight **Strikeout On** and press **Enter**.
5. Type the text you want to Strikeout. At the location you want to stop the Strikeout, press **Alt + f** to display the Format Symbol list. Highlight **Strikeout Off** and press **Enter**.
6. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Subscript On/Off

Use the Subscript On/Off format symbols to print text in subscript format. Subscript text prints and displays on the screen slightly lower than the regular text. For example, you could have a dictionary definition for H<sub>2</sub>O.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert During Edit

Do one of the following:

- Position the cursor immediately to the left of where you want the Subscript to begin and press **F4 Y**, then move the cursor where you want to end the Subscript and press **F4 y**.
- Mark the text you want to Subscript and press **F4 Y**. The Subscript Off format symbol automatically inserts at the end of the marked text.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin the Subscript, press **F4 Y**.
5. Type the text you want to Subscript. At the location you want to stop the Subscript, press **F4 y**. If appropriate, type any remaining text to complete the definition.
6. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Superscript On/Off

Use the Superscript On/Off format symbols to print text in superscript format. Superscript text prints and displays on the screen slightly higher than the regular text. For example, you could have a dictionary definition for CO<sub>2</sub>.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert During Edit

Do one of the following:

- Position the cursor immediately to the left of where you want the Superscript to begin and press **F4 W**, then move the cursor to the position where you want to end the Superscript and press **F4 w**.
- Mark the text you want to Superscript and press **F4 W**. The Superscript Off format symbol is automatically inserted at the end of the marked text.

## Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin the Superscript, press **F4 W**.
5. Type the text you want to Superscript. At the location you want to stop the Superscript, press **F4 w**. If appropriate, type any remaining text to complete the definition.
6. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Tab

Use the Tab format symbol to move text to the next tab setting based on the page [layout](#) for the job.

## Insert the Format Symbol



The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert During Edit

Press **Tab** to move the text to the next tab setting.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the position you want the Tab, press **F4 T**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### Uncap Next

Use the Uncap Next format symbol to lower case the first letter of the following word. This command is most useful when capitalization is controlled by an embedded command, such as punctuation.

When the Uncap Next format symbol is used at the end of a definition, it prevents the capitalization of the first letter of the next word. For example, in the Personal Dictionary, there is a definition for "Mr. and Mrs." If the definition does not contain the Uncap Next format symbol after the period of "Mr.", the entry translates as "Mr. And Mrs." Including the Uncap Next format symbol as part of the definition for "Mr." (Mr. F4 F5), "and" translates in lowercase to produce "Mr. and Mrs."

Defining abbreviations containing multiple periods such as "a.m." do not require an Uncap Next format symbol after the last period to prevent capitalization of the next word. The Uncap Next format symbol is necessary at the end of the definition when defining abbreviations with a single period to prevent capitalization of the next word. For example, "etc." or "Corp."

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert During Edit

Move the cursor to the beginning of the word you want to lower case and press **F4 F5**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the position you want to uncap the next word, press **F4 F5**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Underline On/Off

Use the Underline On/Off format symbols to underline marked text. Underlined text displays on the Edit screen and prints underlined.

### Insert During Edit

Do one of the following:

- Position the cursor immediately to the left of where you want the Underline to begin and press **F4 U**, then move the cursor to the position where you want to end the Underline and press **F4 u**.
- Mark the text you want to Underline and press **F4 U**. The Underline Off format symbol is automatically inserted at the end of the marked text.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a [dictionary definition](#) type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin the Underline, press **F4 U**.
5. Type the text you want to underline. At the location you want to stop the Underline, press **F4 u**. If appropriate, type any remaining text to complete the definition.
6. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## User Defined Paragraph

A User Defined Paragraph style is often used for special paragraph formatting within a transcript. For example, often times when material is quoted from another document, the text is indented and surrounded by quotes. You might set up a User Defined Paragraph so you can easily format the quoted material. The quotes and formatting would be a part of the paragraph style. Use the User Defined Paragraph format symbol to insert a User Defined Paragraph Style when no other style, such as Question, Answer, or Colloquy applies. Insert the User Defined Paragraph format symbol in Edit or make it part of a dictionary definition.

The User Defined paragraph information set in the applied [layout](#) affects the formatting values which determine how the User Defined Paragraph text displays in Edit. You can customize these values in the Layout function.

While editing, you can change a current paragraph to a User Defined Paragraph Style by selecting Format/Modify Current Paragraph (**Alt + o, p**) and then choose the User Defined Paragraph Style you want.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table

### Insert During Edit

1. Position the cursor before the word where you want to insert User Defined Paragraph Style and press **F4 e**. The Set User Defined dialog box displays.
2. In the Enter Value field, type the number of the User Defined Style you want to apply.
3. Press **Enter (OK)**.

### Create a Dictionary Definition While Editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the location you want to insert the User Defined Paragraph, press **F4 e**. The Set User Defined dialog box displays. Type the number of the User Defined Paragraph style and press **Enter (OK)**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Tools and Options

The Tools menu in Case CATalyst provides access to audio playback options, when audio is available; Edit options; recording and managing macros; keyboard customizations; and several features that assist you in managing the post editing tasks of your transcript such as Spell Check and creating an index.

### Audio

Recording audio during realtime is available using the AudioSync option. During audio recording, the audio file is synchronized with the realtime transcript and is available for playback in Edit. You may want to use the [Auto Pause Audio](#) feature to pause the audio when no new steno is being sent.

[Play Audio](#) plays the synchronized audio file from the cursor location in the transcript file. Once you invoke the Play Audio command, the audio file plays until you invoke the [Stop Audio](#) command. You can also [suspend the playback](#) of audio when you open a dialog box and then resume the playback with the dialog box closes. [Play Audio with Scroll Text](#) allows Case CATalyst to scroll through the synchronized playback of the audio track and corresponding text. Additional audio commands include:

- [Set Audio Delay](#)
- [Associate Audio File](#)
- [EZ Sync](#)
- [EZ Sync at Cursor](#)

### Play Audio

Play Audio is an Edit command that plays the synchronized audio file from the cursor location. The audio file synchronizes with the text during realtime writing. You can position your cursor anywhere in the file and playback the audio file from that location. Once you invoke the Play Audio command, the audio file plays until you invoke the Stop Audio command. If the [Advanced Edit Option, Stop audio when dialog opens](#), is active, the audio pauses when a dialog box opens and automatically resumes when the dialog box closes. You can playback the audio during realtime without pausing AudioSync. For volume control during audio playback, refer to your Windows documentation.

Playback speed is adjustable on the Audio Playback Speed toolbar. You can also assign keys to increase and decrease the audio playback speed using the Increase Audio Playback Speed and Decrease Audio Playback Speed assignments in a [keyboard map](#).

Dead air may result when there is a pause in the conversation or proceedings. It may be noticeable when a longer silence occurs without the pausing the audio, either automatically or manually. Use the *Skip Quiet Audio* option in the Audio Playback Speed dialog to adjust the amount of dead air that plays back.

If you re-translate a file with audio, Case CATalyst retains the audio synchronization. The synchronization may not be as accurate as the original translation.



[Keyboard Map](#) Function: Play Audio

Pause Audio

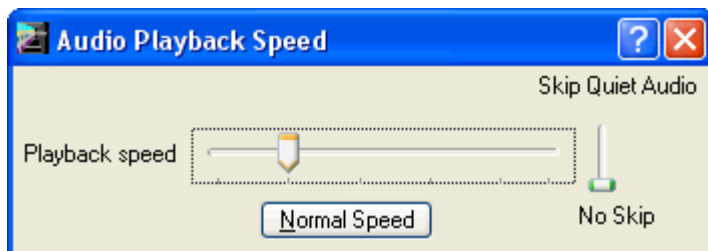
Increase Audio Playback Speed

Decrease Audio Playback Speed

## Play Audio

To start the playback of the synchronized audio file:

1. Move the cursor to the location in the job where you want to begin the playback.
2. Press **Shift + F9 (Tools/Audio/Play Audio)**. The Audio Playback Speed toolbar displays.



### Horizontal Bar

Use the mouse cursor to adjust the play back speed. Moving the indicator to the left slows the speed; to the right increases the speed. You can also create key assignments to increase and decrease the audio playback speed using the Increase Audio Playback Speed and Decrease Audio Playback Speed commands in a [keyboard map](#).

### Skip Quiet Audio

Use the mouse cursor to determine the level of noise that is considered dead air during playback. This does not affect volume level. Move the indicator up to indicate a lot of background noise is considered silence. You might use a higher vertical setting when a lot of background noise occurs during the recording but no one was speaking. Move the indicator down when little background noise occurs during the recording. **If you feel the audio is "skipping" during playback, adjust vertical bar lower.**

### Normal Speed

Reset the audio playback speed to the original speed setting. A "Set Normal Audio Speed" keyboard function is available in the keyboard map.

3. When finished press **Ctrl + F9 (Tools/Stop Audio)** to stop the audio playback.

## Play Audio Error Messages

The following messages may display when you invoke Play Audio:

### "No Audio information available for this text"

This usually results from pausing and never resuming the audio recording during realtime writing. It can also result from deleting the underlying steno for that portion of the text using Steno Delete command.

### "no Audio"

There is no associated Audio subfile for the current job. This is not a realtime job, you re-translated the job, or you did not use AudioSync in this realtime job.

### Audio File Path dialog box displays

Play Audio will first look for the audio file in the location where the audio was recorded and if found, will automatically play the audio. If the audio file in the transcript file information doesn't match the current transcript name but there is an audio file with the correct name in the same folder as the current job, CATalyst will automatically link the audio and start audio playback. If still not found, CATalyst will look for an audio file with the same name as the job in the same user folder and then automatically link the audio file and start audio playback. If the audio file still cannot be located, the Choose Audio File dialog box displays allowing you to select the audio file and link it to the transcript and begin audio playback.

If prompted, click the Browse button to search for and select the audio file or type the path for the new location or new name of the Audio subfile and press **Enter** to begin the playback.

## Play Audio with Scroll Text

Play Audio with Scroll Text is an Edit feature that combines the [Play Audio](#) feature with the [Scroll Text](#) feature, allowing Case CATalyst to scroll through the synchronized playback of the audio track and corresponding text.


## Play Audio While Scrolling Text

1. Press **Alt + t, a, x (Tools/Audio/Play Audio with Scroll Text)**. The Audio Playback Speed dialog box displays as the audio and scroll text begins.

You can increase or decrease the playback speed by moving the Playback Speed indicator with the mouse pointer or using assigned keyboard commands in a keyboard map.

## Stop Audio

The Stop Audio feature stops the audio playback. To stop the playback, press **Ctrl + F9**

**(Tools/Audio/Stop Audio)** or, if the Edit toolbar is showing, click the Stop Audio  icon. You can also set CATalyst to automatically [suspend the audio playback](#) with a dialog box opens. When the dialog box closes, the audio will resume playing.



[Keyboard Map](#) Function: Stop Audio

## Set Audio Delay

Set Audio Delay is an Edit feature used to hear the context of the transcript a few seconds before the actual cursor position or used to adjust the synchronization between the cursor location in the job and the playback of the audio file. When you invoke the Play Audio command, Case CATalyst checks the Audio Delay value before playing the associated audio. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Audio capabilities are only available on systems that have the optional AudioSync software.

## Adjust Audio Values

1. In Edit, press **Alt + t, o, u** (**Tools/Options/Set Audio Delay**). The Set Audio Delay dialog box displays.
2. Review the Current delay setting. Make a change to the setting by typing a new setting number in the New delay field. The maximum number of seconds is 99.
3. Press **Enter (OK)** to accept the changes.

## EZ Sync at Cursor

EZ Sync at Cursor feature may be an alternative to using the [EZ Sync](#) feature. When attempting to synchronize the audio playback of an associated audio file (not the realtime file's audio file), you can play the audio and while the audio is playing, position your cursor anywhere in the file. When you hear the audio playback for that portion of the file, use the EZ Sync at Cursor command. The EZ Sync at Cursor command is available from the Tools and then Audio menu.

1. Open the transcript and [associate the audio](#), if not already done.
2. Position your cursor anywhere in the file and play the audio.
3. When you hear the audio playback for the portion of the file at the cursor location, select Tools, Audio and then EZ Sync at Cursor.



[Keyboard Map](#) function: EZ Sync at Cursor

## Associate Audio File

Associate Audio File allows you to associate an audio file (.wav) after translation that was not simultaneously recorded with the current transcript but contains timestamps. For example, you are on a job without your notebook. To record the job, you use your digital tape recorder which creates .wav files. You copy the .wav file to your computer, read your steno notes and translate the file. After translation, you use the Associate Audio File to associate the .wav file with the transcript. Once the .wav file is associated with the transcript, you can use the [Play Audio](#), [EZ Sync at Cursor](#), [Stop Audio](#) and Set Audio Delay features.

## Associate a .wav File

1. Press **Alt + t, a, f** (**Tool/Audio/Associate Audio File**). The Choose Audio File dialog box displays.
2. Select the .wav file and press **Enter (Open)**.
3. At the *Was this audio file recorded using Case CATalyst* prompt, do one of the following:
  - If the audio was simultaneously recorded in Case CATalyst with the current transcript, before using the Associate Audio feature, you may want to make sure the audio file has the same name as the transcript and is located in the same folder. Then, just click Play Audio and the audio should play without using the Associate Audio file. If that solution does not work for you, you can use the Associate Audio command and select Yes at the prompt.
  - Select No if the audio recording is from a source other than Case CATalyst..

If you select to associate audio with a file that already has an audio file associated with it, Case CATalyst displays the message: "The file *file name.WAV* is already associated with this transcript. Are you sure you want to associate a new audio file with this transcript?" Select Yes to associate the new audio or No to Cancel and retain the audio already associated with the file.

4. Use [EZ Sync at Cursor](#) or [EZ Sync](#) to adjust the synchronization if necessary.

## EZ Sync

Use the EZ Sync feature to enhance the synchronization of an audio (wav) file [associated](#) with a text file after translation. You may need to repeat the EZ Sync synchronization multiple times throughout the job as you are editing. You can also try the [EZ Sync at Cursor](#) command as an alternative to EZ Sync. The [Set Audio Delay](#) option also affects the audio playback context.

## Enhance Synchronization of a .wav File

1. In Edit, press **Alt + t, a, z** (**Tools/Audio/EZ Sync**). The EZ Sync dialog box displays.
2. Use the options as necessary:

### Audio is playing earlier than the text at the cursor position

Select this option if the audio is playing significantly in front of your current cursor location in the text, click the left arrow.

### Audio is playing later than the text at the cursor position

Check this option if the audio is playing significantly behind your current cursor location in the text, click the right arrow.

### Move the audio by

Use the spin arrows or type the number of minutes and seconds you want to move the audio so the playback is more synchronized with the text at the cursor location.

### The current time difference

Displays the current time difference between the timestamp of the audio playback and the timestamp at the cursor location.

### The new time difference

Displays the current adjustment to the time difference.

3. Press **Enter (OK)** when finished. To clear the synchronization changes, open EZ Sync and select **Reset**.



[Keyboard Map](#) Function: EZ Sync

## Attachments

The Attachment feature allows you to attach an electronic form of a file to an exhibit. For example, one of the exhibits offered is a picture of the accident scene. When the exhibit is offered, marked and received into evidence, you can have that electronic version of the picture available for viewing in an electronic version of the transcript. That allows the reader to be able to double click the attachment and see the electronic document. An electronic version of the transcript might be a PDF (portable document format) or XMEF (TextMap compatible) file. Electronic versions of the transcript eliminate carrying bulky documents.

The Attachments feature also provides the ability to automatically link exhibit references to multiple references in the transcript using exhibit aliases. The aliases feature allows for varied wording throughout the transcript that is made to the same exhibit. For example, during the proceedings, Deposition Exhibit Number 43 was marked for identification. Throughout the transcript, there are several references to the exhibit but they are not always referenced as Deposition Exhibit Number 43. In various occurrences the exhibit was referred to as Exhibit 43, Deposition Exhibit 43 and Deposition 43. You can [manually link exhibits](#) or use the [Autolink](#) feature. By default, the *Autolink after selecting attachment* option is active when you select the attachment, Case CATalyst automatically associates the other references with the same attachment based on the existing aliases, Deposition Exhibit, Exhibit and Deposition in your [Autolink Options](#).

When you use the [Export to TextMap](#) feature to export the transcript in LexisNexis® TextMap® Evidence format (.xmef), the transcript attachments are retained. Although [LexisNexis TextMap Exhibit Linker](#) also uses aliases and automatically creates hyperlinks for each exhibit reference, you can use the Case CATalyst Autolink feature to create additional exhibit aliases. You can also print the transcript to [PDF](#) and include attachments.

Autolink automatically inserts an Attachment Point format symbol when one does not exist next to the exhibit number. To effectively use Autolink, ensure the position of existing Attachment Point format symbols in exhibit Include files or dictionary entries immediately follow the exhibit number or placeholder text. You may want to consider removing the Attachment Point format symbols from your Include files and simply allow Autolink to insert it.



[Keyboard Map](#) Function: Autolink Exhibits

Autolink Exhibits Options

Manual Link

Remove Link



## Autolink Exhibits

Autolink Exhibits, one of the [Attachments](#) features, allows you to automatically link exhibit attachments to multiple references in the transcript using exhibit aliases. The aliases allow for varied wording throughout the transcript that is made to the same exhibit.

Once you fill in the exhibit number and position the cursor immediately following the exhibit number for the first occurrence, select [Autolink Exhibits](#). Case CATalyst automatically inserts the Attachment Point format symbol and displays the Open dialog box where you select the attachment. If the option [Autolink after selecting attachment](#) is active when you select the attachment, Case CATalyst automatically associates the other references with the same attachment based on the existing aliases in your [Autolink Options](#). The Autolink Exhibits dialog displays after making the attachment. You can review the links and choose to remove any if necessary. By default, the option *Autolink after selecting attachment* is active.


## Using Autolink Exhibits

1. Replace the placeholder text for the exhibit number or type the exhibit number. For example, you use a # as the placeholder text for the exhibit number. You replace the pound sign for your included parenthetical with the exhibit number 58.

*Exhibit Number # was marked for identification.*

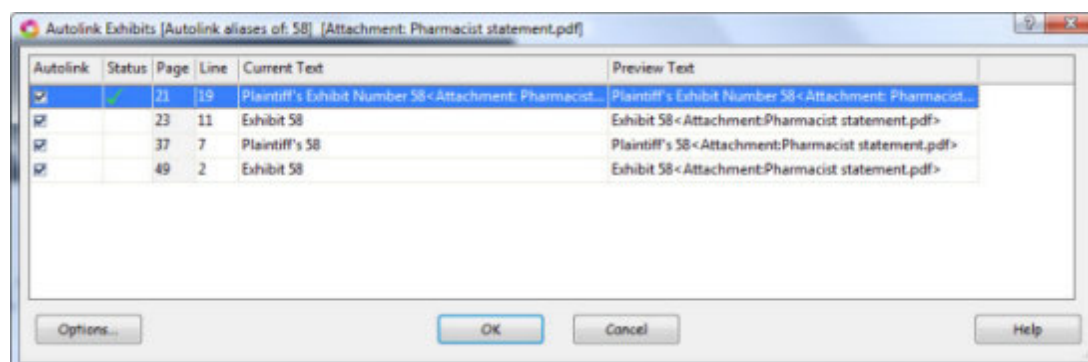
*Exhibit Number 58 was marked for identification.*

2. Position the cursor immediately after the exhibit number and select **Autolink Exhibits**. Case CATalyst automatically inserts the Attachment Point format symbol at the beginning of the associated text., if one does not already exist. For example:

 *Exhibit Number 58 was marked for identification.*

3. The Open dialog box displays. Navigate to the necessary location, select the attachment and press **Enter (Open)**. The Autolink Exhibits dialog box displays once you select the attachment.

When you make the attachment and the option [Autolink after selecting attachment](#) is active, Case CATalyst automatically associates the other references with the same attachment based on the existing aliases in your [Autolink Options](#). A message displays if no Autolink alias exists and prompts you to continue or cancel. Select Yes to continue and open the Autolink Exhibits dialog box. Select No to cancel the process.



4. The Autolink Exhibits dialog box shows linked exhibits. To verify an exhibit occurrence, double click an entry to move the cursor to that location in the transcript. The Autolink Exhibits dialog box remains open.

Review the Auto Exhibit dialog box information and make changes as necessary:

### Autolink

A check mark displays in the box to indicate the item is Autolinked once you click OK. To remove an item from Autolink, click the box to remove the check mark.

### Status

The current status of the item shows one of three icons.



The item is Autolinked.



There is a conflict with the attachment. For example, you attempt to Autolink an attachment that is different from one already Autolinked to the same exhibit number.



The entry cannot be Autolinked. This can occur if you attempt to Autolink text that is partially Autolinked to another attachment.

### Current Text

How the item currently displays in the transcript. You can view the attachment name from the transcript using [Reveal Codes](#).

### Preview Text

The Autolinked text.

### Options

Displays the [Autolink Options](#) dialog box where you can add, delete, import and export Autolink aliases. If you make and accept alias changes, Case CATalyst reloads the data in the Autolink Exhibit dialog box. Any changes previously made in the Autolink Exhibit dialog box are lost.

5. Press **Enter (OK)** to confirm the Autolinked exhibits. All Autolinked exhibits are surrounded by <Attachment Text Begin> and <Attachment Text End> format symbols.

To cancel the process, click **Cancel**.



[Keyboard Map](#) Function: Autolink Exhibits

## Manually Link Exhibits

Manual Link, one of the [Attachments](#) features, allows you to manually link an exhibit when an appropriate alias does not exist or an exhibit is referred to for one occurrence that you do not want to [Autolink](#). For example, the transcript contains "State's Exhibit No. 95 is marked for identification." There is an alias for "State's Exhibit" but later in the transcript the attorney refers to the exhibit as "95" in the statement, "I now show you 95, can you describe it for me." You do not want to Autolink only to the number "95". In another example, you want link a photo to the witness name for the first occurrence of the name only. The witness name does not have an alias and you want to only associate the photo with the first occurrence of the name.

You can print a [transcript containing attachments](#) (electronic files) to PDF. In the [Print](#) or [Finish 'em](#) dialog box, select to include attachments. You can also export a transcript to [TextMap](#) and any attachments are included with the exported file.

## Manually Link an Attachment

1. Position the cursor after the exhibit number. Using the above example, you would position the cursor after "95."
2. Insert an Attachment Point format symbol, if one does not currently follow the exhibit number. Press **Shift + F4**, (**Edit/Insert/Insert Format Symbols**), select **Attachment Point** and press **Enter**.
3. Double click the Attachment Point icon. The Open dialog box displays.
4. Select the attachment and press **Enter**.
5. Do one of the following:
  - If the Advanced Edit option [Autolink after selecting attachment](#) is active, the *following* message displays, *The selected text does not contain an autolink alias: want to autolink anyway?* If you only want to link this one occurrence, select **No**. If you want to create an Autolink for all occurrences, select **Yes**. By default, the option, *Autolink after selecting attachment*, is active. Case CATalyst automatically inserts the Attachment Point format symbol at the beginning of the associated text., if one does not already exist.
  - If the Advanced Edit option, *Autolink after selecting attachment*, is set to No, position the cursor immediately after the exhibit number and press **Alt + t, h, m** (**Tools, Attachment, Manual Link**). Using the above example, you would highlight "95."

The current exhibit is surrounded by &ltAttachment Text Begin> and &ltAttachment Text End> format symbols.

If you attempt to link text with an empty Attachment Point format symbol or no Attachment Point format symbol, a message displays prompting you to associate an attachment with the text. Click **OK** to close the message and repeat the steps to manually link.



[Keyboard Map](#) Function: Manual Link

## Remove Autolink

Remove Link, one of the [Attachments](#) features, allows you to manually remove an Autolink at one location.

1. Position your cursor anywhere in the linked text.
2. Press **Alt + t, h, r** (**Tools, Attachment, Remove Link**). The &ltAttachment Text Begin> and &ltAttachment Text End> format symbols that surrounded the text and the attachment are deleted from Reveal Codes.



[Keyboard Map](#) Function: Remove Link

## Autolink Options

Autolink options are part of the [Attachments](#) feature. These options allow you to create a new alias or delete an existing alias used by the [Autolink Exhibits](#) feature. A set of preset aliases are provided. Autolink recognizes any alphanumeric string that includes digits and capped letters for exhibit labels.

If you access Autolink Options from the Auto Exhibits dialog box while creating an Autolink and make alias changes, Case CATalyst reloads the data in the Autolink Exhibit dialog box. Any changes made in the Autolink Exhibit dialog box are lost and it is necessary to redo them.

Access Autolink options from Edit. Select **Alt + t, h, o (Tools/Attachments/Autolink Options)**

### Manage Aliases

Use the options as necessary. Press **Enter (OK)** when finished.



Click the **New** icon to create a new Autolink alias. A blank entry displays. Type the new alias and press **Enter**.



Highlight an existing alias and click the **Delete** icon to remove the alias from the list.



Highlight an existing alias and click the **Move Up** icon to move the entry higher in the list. Highlight an existing alias and click the **Move Down** icon to move the entry lower in the list. Although the order in which entries appear in the list have no effect on the Autolink functionality, you may want to position the most common used aliases at the top for viewing ease.

### Import

Import a list of Autolink aliases from a .txt file. For example, you want to use aliases from Exhibit Linker or similar litigation software. Export the list of exhibit aliases from that software to a .txt file. The import the list.

### Export

Export the current list of Autolink aliases to a .txt file for sharing with another reporter or scopist or imported into Exhibit Linker or similar litigation software.



[Keyboard Map](#) Function: Autolink Exhibits Options

## Change Job Dictionary

Change Job Dictionary is Translate & Edit and Edit feature that allows you to change the job dictionary to which you send J-Defines. The default job dictionary for each job is the job dictionary of the same name as the job. When you select to change the job dictionary, all job dictionary defines during for the current job you are editing are sent to the chosen dictionary. The dictionary remains the same until you change your selection again using the Change Job Dictionary feature.

You can place a define into another dictionary without changing the default job dictionary assignment. When defining, select a different dictionary in the Pick Other Dictionary field of the [Global](#) dialog box.

### Change Job Dictionary While Editing:

1. Press **Alt + t, g (Tools/Change Job Dictionary)**. The Change Job Dictionary dialog box displays with current job dictionary name in the File name field.
2. Select a dictionary from the list. The name displays in the File name field.  
If you want to select a dictionary from another user, first change to that user in the Look In field.
3. Press **Enter (Open)**.

## Change Keyboard Map

Change Keyboard Maps is an Edit function that allows you to switch the [Keyboard Map](#), permitting you to use different keyboard commands. When you start a Case CATalyst session and open Edit, the Default keyboard map is active. The name of the active keyboard map displays on the Status bar at the bottom of the screen.

To change keyboard maps, press **Alt + t, y, y (Tools/Keyboard Customization/Change Keyboard Map)**. The Keyboard Map submenu displays the keyboard maps available in your user name. From the Keyboard Map menu, select a Keyboard map. The selection displays on the Status bar. You can also click the keyboard map on the Status bar to display a list of available keyboard maps from which you can choose. Optionally, you can press \ (backslash) (**Tools/Cycle Keyboard Maps**) to cycle through the available keyboard maps.

If you always want Edit to open with a specific keyboard map active, you can set the Keyboard Map Options in the [Advanced Edit options](#).

## Cycle Keyboard Maps

Cycle Keyboard Maps in Edit allows you to switch the active [Keyboard Map](#), permitting you to use different keyboard commands while working in Edit. When you start a Case CATalyst session and open Edit, the Default keyboard map is active. You can use [Advanced Edit Options](#) to change which keyboard map defaults to active when Edit opens. The name of the active keyboard map displays on the Status bar at the bottom of the screen.

To change keyboard map while working in Edit, press \ (backslash) (**Tools/Cycle Keyboard Maps**). You can continue to press \ and cycle through all the available keyboard maps in your user name.

## Set Custom Keyboard for Edit

Keyboard Map Options allow you to select the [keyboard map](#) that displays when starting translation and/or editing. For example, you modify the Default keyboard map to have key assignments you want when editing. In the Keyboard Map function you save the keyboard map as Sally's keyboard map. In the Advanced Edit options in the Keyboard Map Options section, you can select Sally's keyboard map. Every time you translate or edit a file, Sally's keyboard map will be the active keyboard map.

This Help topic only covers the Keyboard Map options. For more information on the additional options available, see the [Advanced Edit Options](#) topic.

### Keyboard Map Options

#### Default Keyboard map

Select the [keyboard map](#) that is active when Translate and Edit and Edit starts. Case CATalyst comes with the Default and CAT4 keyboard maps located in your System Files case. The Default keyboard map is not initially visible in the System Files case until it is opened by typing *default* in the File name field. You can create multiple keyboard maps.

The default setting uses the Case CATalyst Default keyboard map. Choose a keyboard map from the drop down list which displays customized keyboard maps located in your User System Files case. Use the Browse button to locate a keyboard map in outside your System Files case. For example, you are a scopist and work for six reporters. You use a customized a keyboard map, named MY KBD and want it active in every user. You open the Advanced Edit Options for each user and select the MY KBD keyboard map using the Browse button. When you make a change to the keyboard map, the change is available in all users.

### **Additionally Display Keyboard Maps located in**

Select a keyboard map outside of your System Files case to add to the list of available keyboard maps while Editing. Available keyboard maps are accessible when using the *Change Keyboard Map* command and when you click the current keyboard map name on the Status bar in Edit.

Use the Browse button to add keyboard maps located outside of your System Files case. The path for the selected keyboard map displays in the field. For example, you have multiple users on your system. In your user name, you have several specialty keyboard maps and want them readily available when editing in your other users. Select your user System Files case as the location of the keyboard maps. The Keyboard Maps list display.

### **Keyboard to open when assigning recorded macros**

When saving a recorded [macro](#) and the *Assign to key in keyboard map* option is active, you are immediately prompted to select a keyboard map for the macro's key combination assignment. If you always assign macros to the same keyboard map, you can designate a keyboard map to automatically open.

Choose a keyboard map from the drop down list which contains customized keyboard maps located in your System Files case. Use the **Browse** button to locate a keyboard map outside of your System Files case. For example, you have multiple user on your system and want to select a keyboard map from another user.

## **Concordance Index**

A concordance, or "all-word" index is a list of every word in one or several transcripts organized by page and line number. The Build Concordance Index feature creates a concordance index using an [exclude list](#) to prevent including common words in the index. In addition to the Exclude list, the Build Concordance Index feature contains a [phrase list](#) which contains specific phrases you want to in the concordance index. You can modify both the Exclude and Phrase lists.

The Build Concordance Index reports capped and lower case words separately. If the same word occurs in the transcript in different cases, the report includes the upper most cased version and the mixed or lower case version. For example, McMillan appears in the transcript three different ways; MCMILLAN, McMillan and McMILLAN. The concordance index reports MCMILLAN and McMillan. Acronyms also report separately when they appear in the transcript with and without periods. For example, the transcript contains IBM and I.B.M. Case CATalyst reports both occurrences.

Depending on the option selected, Case CATalyst creates the concordance index in a new section at the end of the file or in a new file. When creating the concordance index within the same file, you can select continuous numbering for the index or restart the numbering. You can also select to use a specific page layout to change the headers and footers on the concordance index. Concordance index pages print in full page format when printing in Compress print.

When creating a concordance index in a new file, current field values are automatically copied to the new file. This applies to a concordance index generated for a single transcript only.

Each user can determine their own layout of the index setting margins, box thickness and other options. You can also modify certain properties of the concordance index after building it. Use the [Concordance Index Properties](#) feature to make changes to columns and margins. To remove a concordance index, use the [Delete Concordance Index](#) feature instead of Undo.



Case CATalyst Version 5.x is not able to view a concordance index built in Case CATalyst Version 6.x and above. If you need to send a Version 6.x or above file with a concordance index to Version 5.x, delete the concordance index and rebuild it in Version 5.x.

## Build a Concordance Index

1. In Edit, open the file for which you want to create a concordance index.
2. Press **Alt + t, r, u** (**Tools/Concordance Index/Build Concordance Index**). The Concordance Index Options dialog box displays.
3. Make necessary entries.

### Concordance Format

#### Columns

Indicates the number of columns or vertical rows of indexed words that appear in the concordance index.

#### Box Thickness

Indicates the thickness of the line between columns. The lower the number, the thinner the line.

#### First Line Indent

Indicates the amount of space, measured in inches, from the edge of the column border to the first character of the indexed word.

#### Other Line Indent

Indicates the amount of space, measured in inches, from the edge of the column border to the first character of lines listing the occurrences of the indexed word.

#### Internal Margin

Indicates the amount of space, measure in inches, for the right margin within the border.

### More Options

Displays a dialog box which allows you to select to set specific information for building the concordance index. Click the radio button next to the item and check Include to include the item in the concordance index. Uncheck the box to exclude the item from the index. Options selected apply to all files included in building the concordance index.

#### Compress Occurrences

Check this box to reduce the amount of line space in a concordance index entry. For example:

Pappas [3] 13:2, 13:7, 13:24

Pappas [3] 13:2, 7, 27 (compressed)

#### Concordance Items

### Section Header

Click the radio button and check the box **Include** to include the section header where the word occurs. To set the Font attributes, click **Font**. Make entries in the Font dialog box and then press **Enter (OK)**.

Uncheck the box to exclude the section header from the concordance index.

### Word

Words are always included in the concordance index. You cannot exclude the Word item.

### Occurrence Count

Click the radio button and check the box **Include** to include the occurrence count. Occurrence count indicates the number of times the word occurs in the job. To set the Font attributes, click **Font**. Make entries in the Font dialog box and then press **Enter (OK)**.

Uncheck the box to exclude the occurrence count from the concordance index.

### Section

Click the radio button and check the box **Include** to include the section number where the word occurs. In the Number Format field, select a display format. Font is not available for the Section item.

Uncheck the box to exclude the section number from the concordance index.

### Page

Click the radio button and check the box **Include** to include the page numbers on which the word occurs. In the Number Format field, select a display format. To set the Font attributes, click **Font**. Make entries in the Font dialog box and then press **Enter (OK)**.

Uncheck the box to exclude page numbers from the concordance index.

### Line

Click the radio button and check the box **Include** to include the line numbers where the word occurs. In the Number Format field, select a display format. Font is not available for the Line item.

Uncheck the box to exclude line numbers from the concordance index.

### Timestamp

Click the radio button and check the box **Include** to include the timestamp for the line on which the word occurs. In the Number Format field, select a display format. To set the Font attributes, click **Font**. Make entries in the Font dialog box and then press **Enter (OK)**.

Uncheck the box to exclude timestamps from the concordance index.

### Include

Click the radio button for the item you want to include in the concordance index and then check Include. Uncheck this box to exclude the item from the index.

### Font



You can select specific fonts and font styles for certain transcript elements on the compressed transcript. Click the radio button for the item you want to include in the concordance index, check **Include** and select **Font**. The Font dialog box displays.

### Paper Margins

Adjust the page margins for the concordance index as necessary by modifying any of the following values: **Left, Right, Top, and Bottom**. The number is a measurement taken from the edge of the paper in inches. It is typed in decimals. A setting of .75 is  $\frac{3}{4}$  of an inch; 1.25 is  $1\frac{1}{4}$  inches.

### Use Headers From Layout

Check this box to include headers in the concordance index. The Select Layout to Use dialog box displays. If Use Headers is already selected, click **Browse**. Select the layout which contains the headers you want to use and press **Enter (Open)**.

### Layout Path

The location of the layout to which you are applying headers to the concordance index. This field is only active when you select Use Headers.

### Sources and Ranges

The window displays with the current file name. Files displayed in the window are used to build the concordance index.

#### Add Files

Display the Select Files dialog box where you can add additional files for building the concordance index. Check the box next to each file you want add to the concordance index. Checking the box next to a Case name selects all the files in the case. When finished selecting files, press **Enter (OK)**. The Select Files dialog box closes and the files display in the Sources and Ranges window.

Numeric volume names, such as Vol. 1, are automatically assigned to each file in the order you select them. You can change the volume description using the *Volume* field.

#### Remove Files

Highlight the file in the Sources and Ranges field you want do not want to include in the concordance index and select **Remove File**.

#### Volume

The volume description for the highlighted file in the Sources and Ranges window. Type any necessary changes. The volume description displays before the reference number on the concordance index to indicate the volume where the word or phrase is located.

### Ranges

The following options determine the range of pages you want to include in the concordance index. If you are creating a concordance of multiple files, any options selected apply to all files. For example, if you select to skip the first three pages, then the first three pages are excluded for all selected transcripts.

#### Entire Document

Create a concordance index from the entire document.

#### Skip First

Exclude specific pages at the beginning of the job from the concordance index. Type the number of beginning pages to exclude in the field. For example, the first three pages of the transcript is the title page, appearance page and index page. You want to exclude words from those pages in the concordance index. Type 3.

### **And Last**

Exclude specific pages at the end of the job from the concordance index. Type the number of ending pages to exclude in the field. For example, the last two pages of the transcript is the certificate page and errata sheet. You want to exclude words from those pages in the concordance index. Type 2.

### **Section**

Create a concordance index for a section. Select a section from the drop down list. To print specific pages within a section, use the Pages field.

### **Pages**

Create a concordance index for specific pages in the file. Do **one** of the following:

#### **Index individual pages**

Type the page numbers separated by a comma. For example, to print page 5 and page 25, type: 5, 25

#### **Index a series of pages**

Type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to print page 5 through 10, type: 5-10

#### **Index a combination of individual and consecutive pages**

Type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number and all separated by commas. For example, to include page 5, pages 15 through 20, and page 29, type the following: 5, 15-20, 29

#### **Index pages within a section**

Type the section number followed by the page range. For example, to print pages 25-40 in section two, type: 2:25-40.

### **Misc**

#### **Create in new file**

Check this box to create the concordance index in a new file.

#### **Restart Page Number in Concordance Index**

Check this box when creating the concordance index in the same file as the job and you want to restart page numbering. Case CATalyst places the index in a new section at the end of the job.

### **Exclude List**

Display the [Exclude list](#) in Notepad which contains words you do not want to report in the concordance index. You can modify the list.

### **Phrase List**

Display the [Phrase list](#) in Notepad to which you can add phrases from the transcript you want to report in the concordance index.

4. Press **Enter (OK)**. Case CATalyst builds the concordance index.



Build Concordance Index

## Concordance Index Properties

Use [Concordance Index](#) Properties to modify margins and other user preferences for an existing concordance index within Case CATalyst. Case CATalyst retains settings for each user.

### Modify Properties of an Existing Concordance Index

1. In Edit, open the file in which you want to modify the concordance index.
2. Press **Alt + t, r, r (Tools/Concordance Index/Concordance Index Properties)**. The Concordance Index Options dialog box displays. The Concordance Index Properties feature is only available when a concordance index exists in the file.
3. Type new values in the fields as necessary.

#### Concordance Format

##### Columns

Indicates the number of columns or vertical rows of indexed words that appear in the Index.

##### Box Thickness

Indicates the thickness of the line between columns. The lower the number, the thinner the line.

##### First Line Indent

Indicates the amount of space, measured in inches, from the edge of the column border to the first character of the indexed word.

##### Other Line Indent

Indicates the amount of space, measured in inches, from the edge of the column border to the first character of lines listing the occurrences of the indexed word.

##### Internal Margin

Indicates the amount of space, measure in inches, for the right margin within the border.

#### Paper Margins

Adjust the page margins for the concordance index as necessary by modifying any of the following values: **Left, Right, Top, and Bottom**. The number is a measurement taken from the edge of the paper in inches. It is typed in decimals. A setting of .75 is  $\frac{3}{4}$  of an inch; 1.25 is  $1\frac{1}{4}$  inches.

#### Exclude List

Display the [Exclude list](#) in Notepad which contains words you do not want to report in the concordance index. You can modify the list.

### Phrase List

Display the [Phrase list](#) in Notepad to which you can add phrases from the transcript you want to report in the concordance index.

4. Press **Enter (OK)**. The settings remain, for the current user, until changed.

## Print Concordance Index

When creating a concordance index within the job Case CATalyst places the index at the end of the transcript file. Depending on the option selected, Case CATalyst inserts the index into a new section which begins with Section x, Page 1 or places it at the end of the last page in the last section with continuous numbering. You can print the concordance index of the transcript file, by selecting the section number and, if appropriate, the page numbers as the print Range in the [Print](#) dialog box.

You can print headers on the transcript pages while turning headers off on the concordance index. Disable [page headers](#) in Compress Print to turn concordance index headers Off. Disabling headers in Compress Print turns headers Off when printing the concordance index and a Compress Print file.

Concordance index pages print in full page format when printing in Compress print.

## Print a Concordance Index

1. From anywhere in Case CATalyst, press **Alt + u, p (Function/Print)**. The Print dialog box displays.
2. Highlight the transcript file which contains the concordance index you want to print.
3. In the Output field, select the printer you want to use, **Draft** or **Final**. Set [printer options](#) as necessary.
4. In the Range field, select the section or pages which contain the concordance index. Choose **one** of the following:

### Section

Print the section of the file which contains the concordance index. Select the section from the drop down list.

### Pages

When no section exists in the transcript file, print the pages which contain the concordance index. Enter the page range in the field below. Type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to print page 5 through 10, type: 5-10.

To print a portion of the concordance index when it occurs in a section, type the section number followed by the page range. For example, to print pages 25-40 in section two, type: 2:25-40.

5. Press **Enter (Print)** to print the file.

## Delete Concordance Index

Delete Concordance Index is an Edit feature that allows you to remove the concordance index from the current transcript. For optimum results, use the Delete Concordance Index feature to remove a concordance index instead of using the Undo feature.

Position the cursor anywhere in the current transcript and press **Alt + t, r, i (Tools/Concordance Index/Delete Concordance Index)**. Case CATalyst locates and deletes the concordance index.

## Add First/Last Word to Concordance Header

When building a Concordance Index, you can include the first and last indexed word of each page into the header/footer lines of that page. The applied layout must contain the appropriate fields in the header line text for Case CATalyst to include the first and last indexed words. When building the Concordance Index, you select the appropriate layout.

### Add First and Last Indexed Word fields to the selected layout

1. From anywhere in Case CATalyst, press **Alt + u, L (Function/Layout)**. The Open Existing Document dialog box displays.
2. Select the layout and press **Enter (Open)**. The Layout function opens with sample text.
3. In the Page Layout dialog pane, select **Headers & Footers**.
4. Select a header line on which you want to place the first indexed word of the page.
5. Press **Alt + i (Insert Field)**. The Insert Field dialog box displays.
6. Select **First Indexed Word on Page** and press **Enter (OK)**. The field displays in the Header/Footer text box.
7. Make necessary font or placement changes for the header line and select **Apply**.
8. Select a header line to associate on which you want to place the last indexed word of the page.
9. Press **Alt + i (Insert Field)** and select **Last Indexed Word on Page**.
10. Press **Enter (OK)**. The field displays in the Header/Footer text box.
11. Make necessary font or placement changes for the header line and select **Apply**.
12. Press **Ctrl + s (File/Save)**.

### Building a Concordance Index including the first and last indexed word

When building a Concordance Index, include the layout which contains the headers with the necessary First and Last Indexed Word field.

1. From anywhere in From the Concordance Index Options dialog box, check the option **Use Headers**. The Select Layout to Use dialog box displays. If the Use Headers option is already selected, click **Browse**.
2. Choose the layout and press **Enter (Open)**. The path name displays in the Layout Path field.

## Exclude List

The Build Concordance feature uses a default exclude list (exclude.lst). Words contained in the exclude list do not appear in a Concordance Index. For example, "the", "an", and "of". You can add, delete or modify words in the list. The file, exclude.lst, is stored in the System Files case.

### Access the Exclude List

1. From the Build Concordance Index dialog box, select **Exclude List**.
2. The list displays in alphabetical order in Notepad. Add, modify or delete words as necessary. When entering new words to the list, place each word on a new line. You cannot have multiple words on a line.
3. When finished making changes, press **Alt f, s (File/Save)**.

4. To print the Exclude list, press **Alt + f, p (File/Print)**.
5. Press **Alt f, x (File/Exit)** to close Notepad.

## Phrase List

The Phrase list (phrase.lst) is a file that contains specific phrases you want to appear in a Concordance Index. For example, you want to know how many times the phrases "St. Louis" and "Busch Stadium" appear in the transcript.

When you add a phrase to the phrase list, Case CATalyst includes occurrences of the entire phrase in the concordance index. It does not include any of the individual words, unless they occur separately. For example, you add St. Louis to the phrase list. St. Louis displays in the concordance index, but St. and Louis do not. If, however, Louis, a person's name is also in the transcript, then Case CATalyst includes it in the concordance index because it does not occur with word St. When entering phrases into the list that contain punctuation, such as St. Louis, type the entry without the period. For example, type "St Louis" as the phrase, omitting the period after the abbreviation St.

Each user creates their own Phrase list. The list (Phrase.lst) is stored in the System Files case. You can add, delete or modify phrases in the list.

## Add a Phrase

1. Do one of the following:
  - Highlight the words in the transcript. Right click and select **Add Selection to Phrase List** or press **Alt + t, r, h (Tools/Concordance Index/Add Selection to Phrase List)**.
  - From the Build Concordance Index dialog box, select **Phrase List**.
2. The list displays in alphabetical order in Notepad. Add, modify or delete phrases as necessary. Place each new phrase on a new line. If a phrase you want to add contains punctuation, such as a period or comma, do not include the punctuation in the entry.
3. When finished, press **Alt + f, s (File/Save)**.
4. To print the Phrase list, press **Alt + f, p (File/Print)**.
5. Press **Alt f, x (File/Exit)** to close Notepad.



[Keyboard Map](#) Function: Add Selection to Phrase List

## Convert All Fields to Text

Convert All Fields to Text allows you to change [fields](#) in a job into plain text for use Case CATalyst version 4.x. Since Case CATalyst version 4.x does not support fields you must convert the fields to edit, print, create ASCII, etc. in Case CATalyst version 4.x. You may also want to convert all fields to text if you are appending, including or merging files together that may have different values for the same fields.

When you use Convert All Fields to Text, Case CATalyst converts the fields to plain text and creates a new text file which contains the converted fields. You are able to view the converted fields in the new text file, but they no longer perform field functions. Convert All Fields to Text also copies all the subfiles from the original file to the name of the converted file. The original file with the fields remains intact.

Convert All Fields to Text does not convert Index page, line and section numbers to text. You can [change](#) a setting in your UserSettings file to change this setting and convert the Index page, line and section numbers to text.

If you are exporting a file to ASCII or to RTF/CRE, it is not necessary to convert fields.

If you only want to convert some fields to text, you can highlight the fields and then use the [Convert Selected Fields to Text](#) command.

## Convert All Fields

1. Open the file that contains fields which you need to convert to text.
2. Press **Alt + t, v** (**Tools/Convert All Fields to Text**). The *Select a new name for the job* dialog box displays.
3. Case CATalyst assigns a default name in the File name field: NoFields\_*original file name*.sgnpl. Use the default name or type a new name. The new name must be different than the original file name.
4. Press **Enter** (**Save**). Case CATalyst creates the new the file.



[Keyboard Map](#) function: Convert Fields to Text

## Convert Index Field Information to Text

To have the Convert Fields to Text feature convert Index page, line and section numbers to text, it is necessary to change a setting in your UserSettings file. Do the following:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type **Edit-Settings** and press **Enter** to move to the *Edit-Settings* section.
6. Locate the option **ConvertIndexInfoWithFields** and click **Edit**.
7. Type the number **1** in the field and click **OK**. To restore the default setting, click **Default**.
8. Press **Alt + s** (**Save**) to save the setting and close the dialog box.

## Convert Selected Fields to Text

The Convert Selected Fields to Text feature is available on the Edit's Tools menu and/or right click menu. Unlike the [Convert All Fields to Text](#) feature, which changes all the fields in the file to text and creates a new file leaving the original file intact, tThis feature allows you to fill in fields, then highlight one or more fields and convert the field/fields to text only for the current selection, current page, the current section or the entire transcript. This feature may be most helpful in situations where there are multiple proceedings in one transcript (file).

For example, let's say you are an official reporter and you have multiple proceedings back-to-back and you create one transcript for the day. While you were writing, you included your title and appearance page for each of the proceedings as necessary. You have now gone through the transcript and made a new section for each proceeding. You want to be able to fill in the fields in the first section but you don't want those fields to apply to every matching field in the transcript. You can now fill in the fields, mark the fields that you wish to apply to only this section and convert them to text so they do not change any other matching fields in other sections of the transcript.

So, you go to the first title page and appearance page in the transcript and you fill in the appropriate fields and then select your "Cremer and Reid" firm for the first appearance. It automatically fills in the Firm1, Address1, etc., fields as usual. You fill in the attorney for the Attorney1 field and the fields are filled in for the current appearance and matching fields and fill in fields throughout the transcript/file are filled in also. You do the same for Firm2, etc. You then mark your title page and appearance page and select Tools, Convert Selected Fields to Text, This Section. Because you marked fields from the fill in field list, you are prompted with the following message: Do you want to clear the currently selected field groups? Yes/No.

Yes – changes the selected fill-in-fields to text in This Section (using the example above) and any remaining matching fill-in-field groups become "empty" or no longer filled in.

No – changes the selected fields to text in This Section (using the example above) and all remaining matching field groups (on all subsequent pages) remain filled in with the information you selected and remain a fill-in-field (they are not converted to text). When you get to the next proceedings in the transcript, you can repeat the process for those fields you wish to change, if applicable.

You can use this feature on any field and you can leave out those fields you don't want changed to text such as date fields. This feature affects all matching fields based on your selection but will not change to text any matching fields in headers/footers to text.

#### **How to Convert Selected Fields to Text:**

1. Fill in the field/fields as you normally would.
2. Mark (highlight) the fields you want to convert to text and then right click and select the **Convert Selected Fields to Text** (or select Tools, Convert Selected Fields to Text).
3. Select **one** of the following:
  - Selection Only – changes only the selected fields to text.
  - This Page – changes all fields matching the selected fields to text on the current page.
  - This Section – changes all fields matching the selected fields to text in the current section. Sections can be created while in Translate & Edit by selecting Format, Set Page/Paragraph and typing a page number in the New Page Number field. In most cases, a new section starts with page 1 but there may be circumstances where it could be a page number other than 1.
  - Entire Document – changes all fields matching the selected fields to text in the entire transcript.

If you have selected a field or fields from the fill in field list, the following prompt displays after selecting the one of the above actions:

*Do you want to clear the currently selected field groups? Yes/No.*

Yes – changes the selected fill-in-field groups to text (based on your choice of action) and any remaining matching fill-in-field groups become "empty" or no longer filled in.

No – changes the selected fields to text (based on your choice of action) and all remaining matching fill-in-field groups (on all subsequent pages) remain filled in with the information you



selected but also remain-fields (not converted to text). When you get to the next proceedings in the transcript, you can repeat the process for those fields you wish to change if applicable.



[Keyboard Map](#) function: Selected Fields to Text in Selection  
 Selected Fields to Text in this Document  
 Selected Fields to Text in this Section  
 Selected Fields to Text on this Page

## Create Core List in Edit

The Create Core List feature in Edit allows you to create a list of unique words from your transcript, excluding words that are in the Concordance Index Exclude list. The core list may contain lower case and upper case occurrences of the same word. For example, "mark" and "Mark." Words or phrases with hyphens and no spaces are listed as one word. For example, 25-mile-per-hour or K-u-r-k-o-w-s-k-i. An entry appears only once in the core list, regardless of the number of occurrences in the job.

The core list is a .txt (ASCII) file. Case CATalyst assigns a default file name using the job name plus the words, "core list". You can change the name before saving the file. If the file name already exists when the core list is generated, Case CATalyst prompts you to overwrite the existing core list. The core list is viewable in Notepad, WordPad or other ASCII viewers.

## Generate a Core List

1. Open the edit file in which you want to create a core list.
2. Press **Alt + t, c, c** (**Tools/Create Core List**). The Select Page to Build Core List dialog box displays.
3. If you want a list of only initial capped word and phrases, select the **List Initial Cap Words Only** option.
4. Choose **one** of the following:

### Entire Document

Create the core list from all pages in the transcript.

### Skip First *nn* Pages and Last *nn* Pages

Exclude a specific number of pages at the beginning and end of the transcript from the core list. For example, you do not want to include words from the title and appearance page at the beginning of the transcript; or you do not want to include words from the certificate page.

You can exclude pages from the beginning of the job only, the end of the job only or both the beginning and the end. In the *Skip First Pages* field, type the number of pages, if any, to skip at the beginning of the job. In the and *Last Pages* field, type the number of pages, if any, to skip at the end of the job.

### Section

Specify a specific section of the file from which to create the core list. This option is only available when there is more than one section in the file.

### Pages

Select specific pages from which to create the core list. Do one of the following:

### Individual Pages

Type the page numbers separated by a comma. For example, to create a core list from page 5 and page 25, type: 5, 25.

### Series of pages

Type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to create a core list from pages 5 through 10, type: 5-10.

### Combination of individual and consecutive pages

Type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number and all separated by commas. For example, to create a core list from page 5, pages 15 through 20, and page 29, type the following: 5, 15-20, 29.

### Pages within a section

Type the section number followed by the page range. For example, to create a core list from pages 25-40 in section two, type: 2:25-40.

5. Press **Enter (OK)**. The Save Core List as dialog box displays with the default core list name in the File name field. If desired, type a new name for the core list.
6. Case CATalyst, by default, saves the core list to the same folder as the transcript file. Use the Browse button to save the core list to a different folder.
7. Press **Enter (Save)**. The core list is created using the same name as the current file with core list.txt added on to the end of the file name.

## EZ Text Table

The [EZ Text table](#) allows you to create up to 20 strings of text which you can insert into the transcript while editing. Each text line can contain up to approximately 900 characters including conflicts, scan stops, format symbols, etc. From Edit you can create and modify EZ Text Table entries and insert text directly into the transcript from the [EZ Text pane](#).

Access the EZText table:

- in Edit. Press **Alt + t, y, e (Tools/Keyboard Customization/EZ Text Table)**.
- in Manage Jobs. Press **Alt + f, o, i, e (File/Open/List/Table/EZ Text Table)**.
- in Edit from the EZ Text pane. Press **Alt v, e, e (View/Panes/EZ Text)**.

## Format Symbols Options Table

The [Format Symbols Options](#) table contains Case CATalyst translate commands, Case CATalyst format symbols and CATalyst BCS format symbols along with the default shortcut key assignments.

Access the Format Symbol Options table:

- in Edit. Press **Alt + t, y, f (Tools/Keyboard Customization/Format Symbol Options)**.
- in Manage Jobs. Press **Alt + f, o, i, e (File/Open/List/Format Symbols Options)**.


## Hyperlink

You can add Hyperlinks to your transcripts for web addresses and email addresses. The Hyperlinks will be clickable in the PDF print of the transcript. For example, let's say Amazon was mentioned during a deposition in reference to Amazon.com. You may want to include a hyperlink to [www.amazon.com](http://www.amazon.com) in the PDF copy of the transcript for one or more occurrences of Amazon. To create the hyperlink you can use the [Hyperlink right click menu](#) option, the [Tools menu Hyperlink option](#) and/or make a [dictionary definition containing the hyperlink](#).

## Insert/Edit

You can add Hyperlinks to your transcripts for web addresses and email addresses. The Hyperlinks will be clickable in the PDF print of the transcript. For example, let's say Amazon was mentioned during a deposition in reference to Amazon.com. You may want to include a hyperlink to [www.amazon.com](http://www.amazon.com) in the PDF copy of the transcript for one or more occurrences of Amazon. To create the hyperlink you can use the Hyperlink Right-Click Menu option, the [Tools menu Hyperlink option](#) and/or make a [dictionary definition containing the hyperlink](#).

### Creating a Hyperlink in Edit:

1. With your cursor on the word you'd like to hyperlink or with the phrase you'd like to hyperlink highlighted, select to Insert/Edit a hyperlink in one of the following ways:
  - a. Right click on the text and select **Hyperlink, Insert/Edit...** from the right click menu.
  - b. Click **Tools, Hyperlink, Insert/Edit...**
2. In the Hyperlink dialog, type the web address or email address you'd like to link to inside of the *Link to:* field.
 
  - Click the **Test This Link** button to test the hyperlink. For a web address, your default web browser will open to the specified link. For an email address, your default email software will open with the email address in the To: field.
  - The Insert Field button is available for you to use when the *Link to:* text is a field. For example, you may have an Email field for your attorney fields. If you'd like to use the email address that filled in the Email field for an attorney as a hyperlink for the attorney name, you can click **Insert Field**, then select the appropriate Email field.
3. Click **OK**.

### Modifying Hyperlinks in Edit:

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

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

### Hyperlink Colors in Edit:

To change the Hyperlinks color, access the [Colors dialog](#) in Edit by selecting **View, Display, Colors...** "Hyperlinks" is a choice on the item drop down list inside of the Colors dialog. If you have Show Font Colors selected for the Page View colors, the hyperlink text will not display in the Hyperlinks color selected. To view the Hyperlinks color in your transcript while using Page View, select Show Display Colors. The display color you select in Case CATalyst will not influence the hyperlink color when viewed in the PDF. The color of the Hyperlink in the PDF version of the transcript is controlled by the PDF viewing software used to view the PDF transcript.

## Remove

You can add Hyperlinks to your transcripts for web addresses and email addresses. The Hyperlinks will be clickable in the PDF print of the transcript. For example, let's say Amazon was mentioned during a deposition in reference to Amazon.com. You may want to include a hyperlink to [www.amazon.com](http://www.amazon.com) in the PDF copy of the transcript for one or more occurrences of Amazon. To create the hyperlink you can use the Hyperlink Right-Click Menu option, the [Tools menu Hyperlink option](#) and/or make a [dictionary definition containing the hyperlink](#). Removing an existing Hyperlink is also possible without also removing the transcript text.

### Removing Hyperlinks in Edit:

1. With your cursor on the word you'd like to remove the hyperlink or with the phrase you'd like to remove the hyperlink highlighted, select to Remove a hyperlink in one of the following ways:
  - a. Right click on the text and select **Hyperlink, Remove** from the right click menu.
  - b. Click **Tools, Hyperlink, Remove**.

## Test

Enter topic text here.

## Index

Index menu provides access to transcript indexing features that include Build Index and Build [Master Index](#). The [Build Index](#) feature generates an index page for your transcript once you complete the final edits. [Build Master Index](#) is an Edit feature generates one transcript index from multiple transcripts.

### Build Index

The Build Index feature allows you to generate an index page for your transcript once you complete the final edits. Build Index scans the transcript for Index Heading On/Off and [Index On/Off](#) format symbols and copies the text between the format symbols to create the transcript index page. To use the Build Index command, you need Index Heading On/Off and/or Index On/Off format symbols around the transcript text you want to copy to the index page. You can manually insert the format symbols, have the format symbols in include files, dictionary definitions or inserted by macros. Individual indexed text cannot exceed 900 bytes.

Case CATalyst places the index page at the end of the file unless you place the [Index Position](#) format symbol at the location in the transcript where you want the index built. Then Case CATalyst inserts the transcript index page at the position of the format symbol. Only one Index Position format symbol can exist per job or section. When you build the index, Case CATalyst removes the Index Position format

symbol from the job. If you use the [Delete Index](#) command to remove the index from the file, the Index Position format symbol is reinserted at the same location.

When Build Index encounters an issue that may affect the indexing results, a [message displays](#) prompting you to continue or cancel the build. Click the Details button to review the [error log](#). The error log file is an RTF subfile of the current transcript and is also accessible from Manage Jobs.

Use an [Index Template](#) in conjunction with the Build Index feature to customize the placement of information on the index page. When Case CATalyst builds a transcript index page without an Index Template, it creates tables in which it places the indexed text. Case CATalyst requires indexing information on a transcript index page be placed within the cells of a table. Table grid lines display in the file but do not print unless you change the [table property](#) option. You can use the [Index Template Options](#) to further customize the generated index.

Index page and line number references are dynamic. If you insert or modify existing text in the transcript which causes the indexed information to move to a different page or line number, the page and reference numbers in the built index adjust automatically. After building an index you can position your cursor on an indexed item and use the [Go To Index Entry](#) to locate the entry in the transcript. If you copy and paste information from an index, the reference information is no longer dynamic.

Refer to [Transcript Indexing](#) for additional information about indexing terminology, templates, guidelines and format symbols.

## Generate an Index

1. Open the edit file in which you want to generate an index. Editing on the job should be complete.
2. Press **Alt + t, n, b (Tools/Index/Build Index)**. The Build Index dialog box displays.
3. Make necessary entries. Available options depend on your choice to build the index page with or without an Index Template.

### Build Index For

Select **one** of the following:

#### Entire Document

Create an index of the entire document including all sections.

#### Selected Section

Create an index for a specific section of the document. Select a section number.

### Index Information

These options are not available if you are using an Index Template. When using an Index Template, the values in the template control the reference number information.

#### Show Section Number

Check this box to include section numbers along with the page number of the indexed items on the index page. Build Index automatically generates page numbers for indexed items.

#### Show Line Number

Check this box to include line numbers along with the page number of the indexed items on the index page. Build Index automatically generates page numbers for indexed items.

### Template

### Use Index Template

Select this option to use an Index Template. The Browse for Index Template dialog box displays. Select a template and then press **Enter (Open)**. The path to the selected template displays in the field below. Use **Browse** to select a different Index Template.

Index Information and Page Layout options are not available when you use an Index Template. Case CATalyst uses the layout settings contained in the index template to set the format for the index page.

### Bring Fields

Select this option to bring field values (if any) from the selected index template into the current transcript. If the field values from the index template conflict with existing field values in the current transcript, Case CATalyst prompts to select the field value you want to use. By default, this option is not selected and the state of the option is not remembered.

### Index Template Options

Display the Index Template [Options](#) dialog box where you can set options for the selected index template.

### Layout

Page layout options are not available if you are using an index template. If you are using an index template, Case CATalyst uses the layout settings contained in the index template to set the format for the index page.

### Include Layout

Check this box to apply a page layout to the index page. The Browse for Page Layout dialog box displays. Select a page layout and press **Enter (Open)**. The path name to the selected file displays in the field below. Use **Browse** to select a different Page Layout. This option is grayed out if the Use Index Template option is selected.

4. Press **Enter (OK)** to run the Build Index feature. Case CATalyst places the index page at the end of the file or at the location of [Index Position](#) format symbol position.

If Build Index encounters an issue that may affect the indexing results, a message displays prompting you to continue or cancel the build. Click the **Details** button to review the error log. The error log file is an RTF subfile of the current job and is also accessible from Manage Jobs.

## Build Index Error Messages

When using the [Build Index](#) feature, if CATalyst determines there is a minor issue with the build process or if the index can't be build, a message box displays. If minor problems were found, it means that the index can continue to build but you may want to look at the error log for more information. If the index cannot build, the message displays *Error: followed by information*. You can open the index log file by clicking the **Details...** button to see the contents of the error log. The error log displays page and line number information so you can toggle between your transcript and the log file to correct any errors that may have resulted in an incomplete index. An index error log has a .sglog extension and displays as Index log in the job's subfiles. [Backup](#) options include a Never auto-select index log files option which is selected by default.

When the Build Index feature encounters an issue that may affect the indexing results, the Build Index Error dialog box displays depending on the issue. Click the **Details** button to open view the error log in WordPad. The log file displays warnings and errors along with the page and line number where the issue occurred.

**Possible Error Messages:**

*No index information was found in this transcript file. No index will be created.*

No indexing format symbols were found in the selected transcript. Check to see if the correct transcript was selected and try again.

*The index template file \_\_\_\_\_ is currently open. Please close the template file and try Build Index again.*

The selected index template is open. You need to close the selected index template and select Build Index again.

*No indexing information was found in the template file.*

No indexing format symbols were found in the selected Index Template. Check to see if the correct Index Template was selected and try again.

*Unable to create the Index Log File. Close any open log files and then click OK. To proceed without creating the log file, click Cancel.*

Build Index is unable to create an index log file because a log file is currently open. Close all open log files and then click OK to continue. Or to ignore the log file error and not create a log file, click Cancel.

*The Template file was empty. Please try again with a different template.*

The selected Index Template contains no text or indexing format symbols. Check to see if the correct Index Template was selected and try again.

*None of the index information found is used by the template.*

The transcript indexing format symbols are not a match to the indexing information in the Index Template. Check to see if the correct Index Template and transcript were selected and try again.

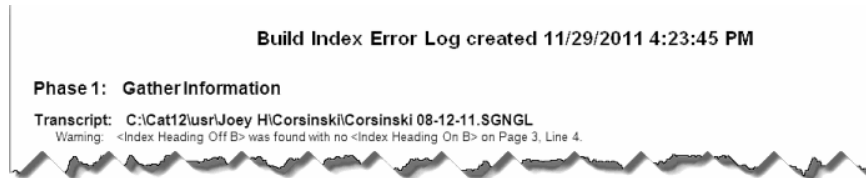
**Some index build errors are minor and the index will still be built but it is important to review errors.**

*Minor problems were found. Would you like to see the log file for more information?*

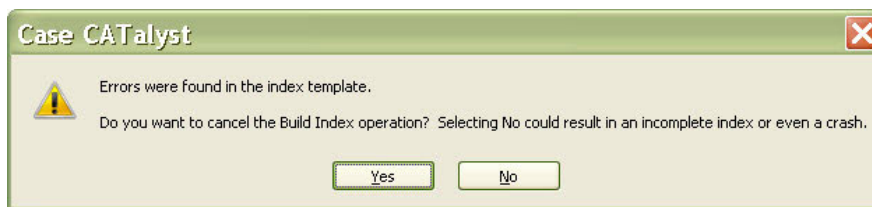
CATalyst can successfully build an index but finds indexing information in the transcript that you might want to be aware of, a message displays giving you the following options:

- Click **Details...** to open the log file (the log will open in Notepad/WordPad®). You can review the information before proceeding with the Build Index action. (Be sure to close the log file before proceeding.)
- Click **OK** to continue with the building of the index.
- Click **Cancel** to stop the Build Index process.

**An example of an index error log:**



If there are unresolved errors in the Index Template, the errors may prevent the building of the index and may cause the program to crash.

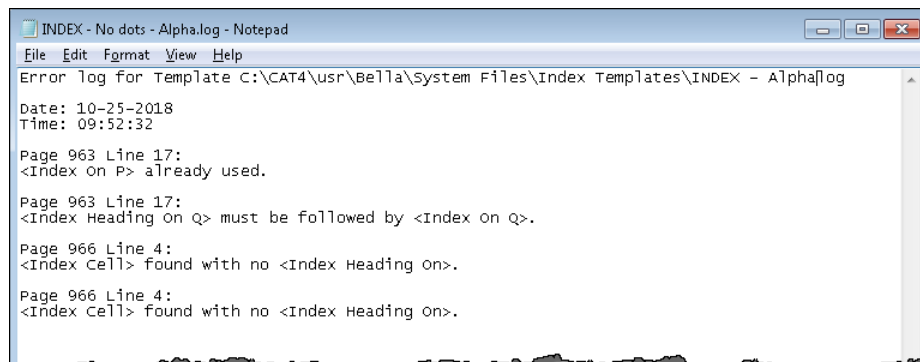


In the event you receive the build index error message, do **one** of the following:

- Select **Yes** (recommended action) 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. The log file automatically opens in Notepad or 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.

**The following is an example of an Index Error log for the Index Template being used:**

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:





## Build Master Index

Build Master Index is an Edit feature that allows you to generate one transcript index from multiple transcripts. You can create the Master Index in the same file as the transcript or you can create a new file that contains only the master index. [PDF Bookmarks](#) are compatible when building a master index in the same file as the transcript. You may want to create an index template to use specifically when building a master index.

In the Build Master Index dialog box, files available for selection display on the left side. Files selected for indexing display in the indexing list located on the right side of the dialog box. All transcript files for the current user are available for selection. If the current open file is in a Case when you select to build the master index, all the files in the case display as selected. Files in a Case display with the earliest dated files first and the most recent files last.

The display order of the files in the indexing list is the order in which Case CATalyst builds the index. Case CATalyst automatically lists files by job date, earliest date listed first. You can change the order. When you select the transcripts you want to index and the order in which they should be indexed, CATalyst remembers the selected transcripts and the order in which they were indexed. Files must display in the indexing list in order for Case CATalyst to include them in building the master index. When Case CATalyst builds the master index, it places the index pages *automatically at the end of the open file*.

If you build a master index with volume numbers or designations, use the [Index Template Options](#) to set the page format. You can place a hyphen preceding the page number or use only the page number, omitting the hyphen.

Once a master index is built, if for some reason you need to delete the index, you can place your cursor on an index page and use the [Delete Index](#) function to remove the master index.

## Generate a Master Index

1. Open the file where you to build the Master Index.
2. Press **Alt + t, n, e** (**Tools/Index/Build Master Index**). The Build Master Index dialog box displays.
3. All the transcript files for the current user display in the left window. To select files for indexing, check the box next to each individual file in the left window. Files selected for indexing display in the right window. If the current open file is in a case, all the files in that case display selected. Use the following options as necessary:

### Move Up

Move a file selected for indexing higher in the list. Case CATalyst uses this list to determine the order in which the master index is built. Highlight the file and select **Move Up**.

### Move Down

Move a file selected for indexing lower in the list. Case CATalyst uses this list to determine the order in which the master index is built. Highlight the file and select **Move Down**.

### Remove

Remove a file from the indexing list. Highlight the file and select **Remove**. The file is no longer included in the master index.

### Change Volume Info

Create or modify a description that identifies the indexed contents of a file when building a master index. For example, you may want Volume | Witness Name to separate each index within the master index. You must use the [Index Volume Information](#) format symbol on the master index template in conjunction with this feature. If you build a master index with volume numbers or designations, Case CATalyst separates the volume and page number with a hyphen.

Highlight the file for which you want to enter a description and select **Change Volume Info**. The [Index Volume Description](#) dialog box displays.

### Template

Select the index template you want to use to build the Master Index. Use **Browse** to search for a template. Index templates are stored in the Index Templates case located in the System Files case.

### Index Template Options

You can set Index Template options for each index template. Use the following options as necessary:

#### **Ignore Indexed Information not used by Template Yes/No**

Select Yes to have the Build Index feature overlook transcript text that is surrounded by index format symbols not found in the selected index template. Select No to attempt to use all transcript text surrounded by index format symbols in the index. The default is No.

#### **Warn me about ignored index information Yes/No**

This option is only active if the Ignore Indexed Information not used by Template option is set to Yes.

Select No to prevent the Index Error Checking feature from reporting a minor issue when ignored index format symbols are found in the transcript but not in the index template.

Select Yes to see the minor warning. The default is Yes.

#### **Warn me about template information not found in the transcript Yes/No**

Select No to prevent the Index Error Checking feature from reporting occurrences of <Index Off> format symbols in the transcript without <Index On> format symbols preceding it.

Select Yes to see the minor warning. The default is Yes.

#### **Ignore Paragraph Formatting Yes/No**

Select Yes to have the Build Index feature overlook paragraph format symbols that occur within the indexed transcript text. Select No to include the paragraph format symbols and copy them to the index. The default is No.

#### **Number Index Separately**

Select Yes to set the first page of the index to page 1 (depending on your page number format). Transcript page numbers are not affected. Select No to number the index page the next consecutive page number based on the transcript page numbers. The default is No.

#### **Cell Separation Text**

Type a character, punctuation symbol or insert a format symbol to separate multiple page number references for the indexed item.

This field is only available if you select the Allow Duplicate Cells option.

#### **Master Index Page Column Format**

When using a master index template, select Index Volume Information – <Index Cell> to have the Volume number followed by a hyphen followed by the page number. Select <Index Cell> to display only the page number.

### Combine Into One

Check this box to create a one master index which includes all the files indexed. Leave this box blank to create a separate master index for each file indexed.

### Bring Fields (from template)

Select this option to bring field values (if any) from the selected index template into the current transcript. If the field values from the index template conflict with existing field values in the current transcript, Case CATalyst prompts to select the field value you want to use. By default, this option is not selected and the state of the option is not remembered.

4. Press **Enter (OK)**. Case CATalyst builds the Master index and places it at the end of the file or at the location of the Index Position Format symbol.

## Build Index Error Log

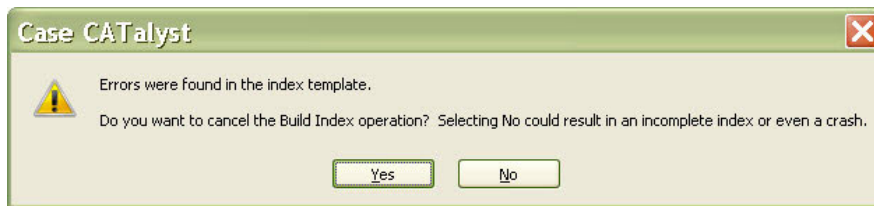
When using the Build Index feature, if CATalyst determines there is a minor issue with the build process or if the index can't be build, a message box displays. If minor problems were found, it means that the index can continue to build but you may want to look at the error log for more information. If the index cannot build, the message displays *Error: followed by information*. You can open the index log file by clicking the **Details...** button to see the contents of the error log. The error log displays page and line number information so you can toggle between your transcript and the log file to correct any errors that may have resulted in an incomplete index. An index error log has a .sglog extension and displays as Index log in the job's subfiles. [Backup](#) options include a Never auto-select index log files option which is selected by default.

Minor issues: CATalyst can successfully build an index but finds indexing information in the transcript that you might want to be aware of, a message displays giving you the following options:

- Click Details... to open the log file (the log will open in WordPad®). You can review the information before proceeding with the Build Index action. (Be sure to close the log file before proceeding.)
- Click OK to continue with the building of the index.
- Click Cancel to stop the Build Index process.



Error: CATalyst cannot build the index, a message displays giving you two options.



- Click Details... to see the error (s) along with the page and line number the issue occurred. The log file opens in WordPad®. You can toggle back and forth between the error log and your transcript to fix any problems (Be sure to close the log file before proceeding.)
- Click OK to close the message and the index is not built.

### Delete Index

Delete Index is an Edit option that allows you to delete an index created using the [Build Index](#) or [Build Master Index](#) feature. The Delete Index feature is only accessible when you place your cursor on an index page created using the Build Index feature.

When you use an [Index Position](#) format symbol to identify the placement of the index in the file, Case CATalyst removes the format symbol from the file when it build the index. When you delete the index, Case CATalyst reinserts the Index Position format symbol into the file at the original location. If the file did not contain an Index Position format symbol when you used the Build Index command, Case CATalyst places an Index Position format symbol at the end of the file when you delete the index.

### Delete an Index

1. Open the file that contains the index you want to delete.
2. Place your cursor on an index page.
3. Press **Alt + t, n, n** (**Tools/Index/Delete Index**). Case CATalyst deletes the index pages.

### Index Volume Description

Index Volume Description is an Edit feature that allows you to create a label which identifies the indexed contents of the current file. You may want a label to separate indexed information when using the [Build Master Index](#) feature to create one index from multiple files. For example, 3 - 923 indicates Vol. 3 on page 923. You can create a volume description for each file contained in the master index.

An Index Volume Information format symbol must exist in the Master Index Template for this feature to work. When Case CATalyst builds the master index, it places the volume description in the position of the format symbol.

### Assign a Volume Description for the Current File

1. Press **Alt + t, n, v** (**Tools/Index/Index Volume Description**). The Index Volume Description dialog box displays.
2. Type a description in the Text field, including any necessary format symbols. Press **F9** to add [extended characters](#) as necessary. To insert a format symbol, select **FS**. Double click a symbol from the list to insert at the location of the cursor.
3. Press **Enter** (**OK**).

## Index Template Wizard

Use the [Index Template Wizard](#) to quickly and easily build an index template using a step-by-step process. The index Template Wizard is available once open or create a text file in the Index Templates Case (System Files, Index Templates). Once a file is open in the Index Templates case, select **Tools, Index, Index Template Wizard...**

## Macros

A macro is a recorded series of keystrokes, mouse clicks and associated keyboard commands. A filename assigned to the macro allows for playback. Playing back a macro performs the series of recorded commands which reduces the amount of keystrokes required to perform a task or process.

Macros are recordable in Edit and Manage Dictionary. It is possible to begin the recording or playback of a macro in one of the functions and have it continue in the other function. For example, you can begin a macro in Edit and continue the macro within a dictionary. You may want to use a separate naming convention for macros created for Manage Dictionary that identifies them from other macros. For example, "dict - modify entry."

When recording a macro, you can use the mouse and keyboard commands to select menus or icons, however, within a dialog box, only keyboard commands are recorded, such as Alt + a (Cap) in a Global Define dialog box. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro. Once a dialog box opens, you can Pause recording the macro to select a file name or option using the mouse. When you close the dialog box, by pressing Enter or an Alt key combination, the macro continues to record and you can return to using mouse clicks. When the macro plays back, it pauses once the dialog box is open, allowing you to select the file or option and then continues once you press Enter. For example, you want to record a macro to Include a file and choose a file while using the macro. When the Include dialog box display, click Pause and select a file. File selection is not recorded as part of the macro. After selecting the file, press Enter in the Include dialog box. The macro continues recording once you press Enter.

You can playback a macro by selecting it from a list, pressing a user assigned keyboard command or writing a steno stroke on your writing machine during realtime. To quickly invoke a macro, you can assign it to a [keyboard command](#) or [AccelerWriter](#) dictionary definition. Keyboard command assignments and AccelerWriter definitions can be made immediately after saving the macro or at a later time. Stenograph recommends you set up a realtime session when creating a macro for an AccelerWriter definition to assure the macro works as intended.

Macro files have a .sgmac extension and are stored in a Macros case within the System Files case. You can quickly view the list of existing macros by pressing, **Alt + f, o, m (File/Open/Macros)**. Recorded commands for an existing macro can be viewed or modified using the [Macro Editor](#). You can add and remove functions, text and key combinations allowing you to make changes without re-recording the entire macro. Manage Dictionary functions end with - Dict." when viewing them in the Macro Editor or a Keyboard Maps.

The Macro feature contains a submenu of features that include Record, Playback and Playback Last Macro. You can [create a toolbar](#) from the submenu to float or dock it like any other toolbar.



[Keyboard Map](#) Function: Record Macro

Play Macro

Play Last Macro

## Macro Pull Away Toolbar

The Macro submenu contains the commands necessary to record and playback macros. You can create a toolbar which contains the three Macro menu commands: Record, Playback Macro and Playback Last Macro. The Macros toolbar can be docked at the top or side of the screen like any other tool or function bar. You can also customize the bar, adding or removing icons.

### Display the Macro Submenu Toolbar

1. Press **Alt + t, m** (**Tools/Macro**). The Macro submenu displays.
2. Place the cursor on the dotted line at the top of the submenu.



3. Press and hold the left mouse button. Drag the cursor away from the menu. The submenu displays as a floating toolbar.



4. Place the Macros toolbar anywhere on the screen or position along with other toolbars on the top or side of the screen. Once you create the Macros toolbar, the toolbar displays with a check mark in the Show list (**View/Show**).



5. You can [customize](#) any toolbar if necessary. To close the toolbar, deselect it from the Show list. Once the Macros toolbar closes, it is no longer available in the list. You must drag it from the Macro submenu to redisplay it.

## Record a macro

The Macro Record feature allows you to record a series of commands and save them as a [macro](#). Once the macro is recorded and named, you can assign a [keyboard command](#) or define an [AccelerWriter](#) to the macro as desired. Stenograph recommends creating a macro for an AccelerWriter dictionary definition during setup for the realtime session to ensure the macro works in realtime as intended.

Recorded commands for an existing macro can be viewed or modified using the [Macro Editor](#). This allows you to add and remove functions, text and key combinations without recording the entire macro again.



[Keyboard Map](#) Function: Record Macro

## Create and Assign Macro

1. Place your cursor in the most logical position where you would want the commands of the macro performed.
2. Press **Alt + t, m, r (Tools/Macro/Record)**. The RecordMacro toolbar displays at the top of the screen with Pause and Stop buttons.
3. Record the commands for the macro. Use the mouse and keyboard commands to select menus or icons, however, in a dialog box, only keyboard commands are recorded. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro.

When in a dialog box, click **Pause** on the RecordMacro toolbar to suspend the macro in order to select a file or type text. For example, you are recording a macro to include a file and want to be able to select any file while using the macro. When the Include dialog box display, click **Pause** and select a file. File selection is not recorded as part of the macro. After selecting the file, press **Enter** in the Include dialog box. The macro continues recording once you press Enter.

4. When finished, click **Stop** on the RecordMacro toolbar. The Save Macro dialog box displays.

If you attempted to record commands that are not recordable functions, the following error message displays: *The actions you took are not recordable. There are no actions that can be saved for a macro.* Press **Enter (OK)** to close the message.

5. In the *File name* field, type a name for the macro. Use the following options as necessary:

#### **Assign to key in keyboard map (Alt + a)**

Check this box to assign a key combination in your keyboard map to the macro after you save the macro. This allows you to invoke the macro from a keyboard command.

#### **Define in dictionary to invoke macro from writer (Alt + f)**

Check this box to create an AccelerWriter definition for the macro after you save the macro. This allows you to invoke the macro from your writing machine while in a captioning session.

6. Press **Enter (Save)**. One of the following occurs:
  - The Save Macro dialog box closes if no additional options are selected.
  - The Open Keyboard Map dialog box displays if you selected to *Assign to key in keyboard map*. If the option, [Keyboard to open when assigning recorded macros](#), is active, the selected default Keyboard map opens. Make necessary entries to [assign a keyboard command](#) to the macro.
  - The Insert AccelerWriter Entry dialog box displays if you selected the option, *Define After Saving*. Make necessary entries to [define the AccelerWriter](#).
7. Test the macro. Do the following:
  - Playback the macro using the Playback Macro feature. Press **Alt + t, m, p (Tools, Macro, Playback Macro)** or click **Playback Macro** on the Macros toolbar. The Choose Macro dialog box displays. Select the macro just recorded and press **Enter (Open)**.
  - If you created an AccelerWriter definition, use the **Add/Remove Dictionaries** command to reload the dictionaries and then write the steno outlines for the AccelerWriter definition.
  - If you assigned the macro to a keyboard command, press the assigned keys.

## Define in dictionary to invoke macro from writer


When you [record a macro](#) and then stop the recording, the Save Macro dialog box displays. The Save Macro dialog box allows you name the macro, assign it to a key combination in a Keyboard Map and/or create an [AccelerWriter definition](#) to invoke the macro from your writing machine during realtime. An AccelerWriter is simply a macro that is invoked from your writing machine during realtime. You only want to assign a dictionary macro to a Keyboard Function to to a dictionary definition.

## Assign to key in keyboard map

When you [record a macro](#) and then stop the recording, the Save Macro dialog box displays. The Save Macro dialog box allows you name the macro, assign it to a key combination in a Keyboard Map and/or create an [AccelerWriter definition](#) to invoke the macro from your writing machine during realtime. When you select the option, *Assign to key in keyboard map (Alt + a)*, you can immediately assign a key combination to invoke the macro. One of the following occurs after you press **Enter** (Save) in the Save Macro dialog box:

- The Open Keyboard Map dialog box displays. Select a keyboard map to open and press **Enter**. Macros are stored in a Macros case within the System Files case. The Keyboard map displays.
- If the Advanced Edit option, [Keyboard to open when assigning recorded macros](#), is active and a keyboard is specified, the selected default Keyboard map opens with the recorded macro highlighted in the *Functions* list of the Assign Key to Function dialog box.

## Assign to key in keyboard map

1. Make necessary entries, select a key combination, in the Assign Key to Function dialog box.
2. The newly created macro displays highlighted in the Functions field under the MACROS section. When you have selected the key combination, press **Enter (Assign)** and then click **Close**. The entry displays in the Keyboard Map list.
3. If you don't want to make any other additions or changes to the Keyboard Map, do any of the following to save and close the keyboard map.
  - Double click the "tab" for the Keyboard Map and then select Yes to save the changes.
  - Click the Save () icon on the toolbar and then close the keyboard map.
  - Select the File menu, select Save and then close the keyboard map.

## Playback Macro

You can Playback a recorded macro using an assigned keyboard command, writing the steno outlines during realtime that are assigned to an AccelerWriter definition, by selecting a playback option from the Macro menu or selecting a macro from the [Macro toolbar](#).

To playback a macro, do one of the following:

### Use Assigned Keyboard Command

If you [assigned](#) a key command to the macro in the active keyboard map, press the assigned key combination to play the specified macro.

### Use AccelerWriter

If you created an [AccelerWriter](#) definition for the macro, stroke the keys on your writing machine to play the specified macro.



## Use Macro Menu Options

### Playback Macro

Press **Alt + t, m, p (Tools/Macro/Playback Macro)**. The Open dialog box displays. Select a macro and press **Alt + o (Open)**. The selected macro plays back.

Macro files have a .sgmac extension and are stored in the Macro case within the System Files case.

### Playback Last Macro

Press **Alt + t, m, L (Tools/Macro/Playback Last Macro)**. The last macro played back using a keystroke plays again. It is recommended to use this command after first using the Playback Macro command.

The last macro remembered is user specific, not job specific.

## Macros Toolbar

In addition to using the keyboard and AccelerWriters to invoke macros, a [Macros toolbar](#) feature is available to invoke macros via the toolbar. You might want to assign seldom used but important macros to the Macros toolbar while invoking common macros with keyboard combinations and using AccelerWriters to invoke those macros during realtime. By default, the Macros toolbar displays in Translate and Edit / Edit. To hide the display of the Macros toolbar, right click on any toolbar and deselect Macros.



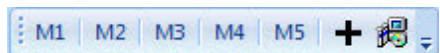
[Keyboard Map](#) Function: Play Macro

Play Last Macro

## Macros Toolbar

In addition to using the keyboard and AccelerWriters to invoke macros, a Macros toolbar feature is available to invoke macros via the toolbar. You might want to assign seldom used but important macros to the Macros toolbar while invoking common macros with keyboard combinations and using AccelerWriters to invoke those macros during realtime. By default, the Macros toolbar displays in Translate and Edit / Edit. To hide the display of the Macros toolbar, right click on any toolbar and deselect Macros.

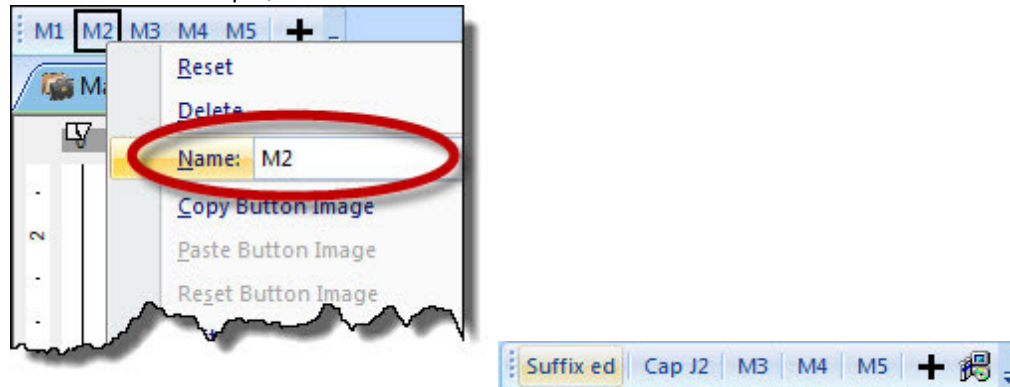
The default Macros toolbar includes five icons along with a **+** and  (Setup) icons.




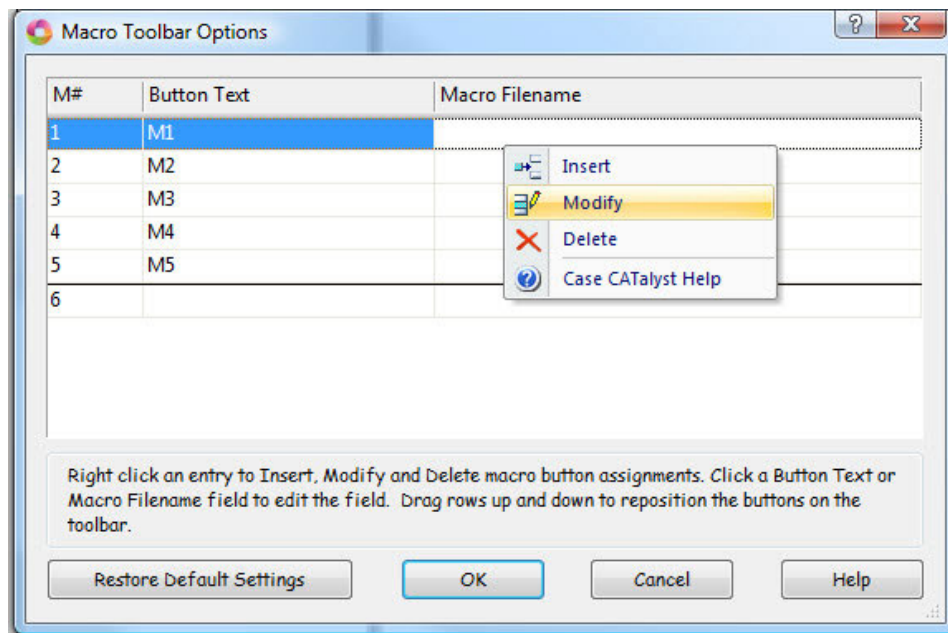
Do any of the following:

- If there is no macro assigned to the macro button on the toolbar, you can click the available M# icon on the Macros toolbar. In the Choose Macro dialog box, locate the macro you want to assign, highlight it and then click Open. The macro is assigned. To add more than the five default macro buttons with macro assignments, click **+**, select the macro and click Open. The next consecutive number is assigned to the macro icon. To personalize the macro button name or add an image, right click anywhere on the Macros toolbar and select Customize. With the Customize dialog box open, right click on the macro icon you want to modify. In the Name field, type the name of the

macro. In the example, both M1 and M2 have been renamed.



- To assign a macro to a toolbar button, modify an existing macro, delete a macro, add more macro buttons to the Macros toolbar or change the order of the macro buttons, click the Setup (  ) icon.



- To add another button to the Macros toolbar and assign a new macro, press Ctrl + i or right click on the M# field and select Insert. The next consecutive numbered macro is created with the cursor focus in the Macro Filename field. Click the down arrow to select from the current user's Macro folder or click the browse button to navigate to another location. Highlight the macro and click Open.
- To modify an existing macro's Button Text or macro assignment, click the field and type the appropriate text.  
If you position your cursor on the M# field, you can press Ctrl + m or right click select Modify. Your cursor defaults to the Macro Filename field.
- To delete an existing macro button and assignment, right click either the Button Text or Macro Filename field and select Delete. You are prompted to confirm you want to delete the entry. Select Yes to delete the assignment. The button is removed from the list and the Macros toolbar. The Macros Toolbar Options dialog box displays it as an unassigned entry at the bottom of the list.

- To reset the default settings, click Restore Default Settings. All assignments are removed and the five buttons display on the Macros toolbar.

Independent Macros toolbars are available in [BCS and caption edit](#) but do not display by default.

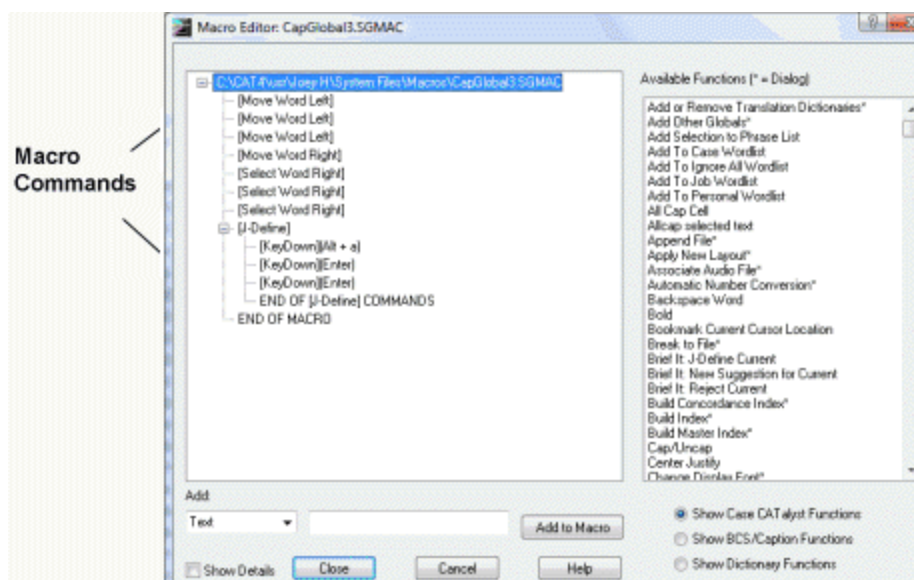
## Editing Macros

You can modify the recorded commands for an existing macro. Using the Macro Editor, add and remove Case CATalyst, CATalyst BCS or Dictionary [functions](#), [text](#) and dialog box [key combinations](#). Macros are stored in the Macros case within the System Files case. Macro files have a .sgmac extension.

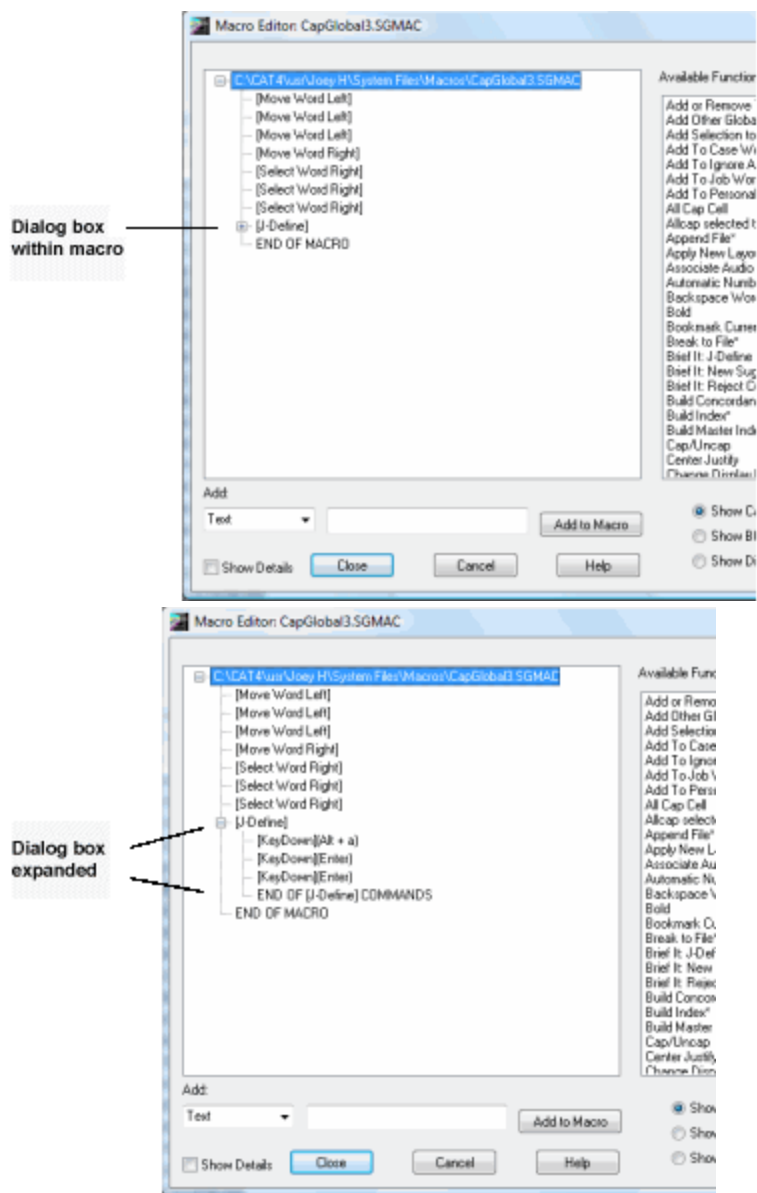
- From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
- In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.

## Macro Editor

The Macro Editor dialog box opens with the selected macro name in the title bar. The recorded macro commands display in the window.



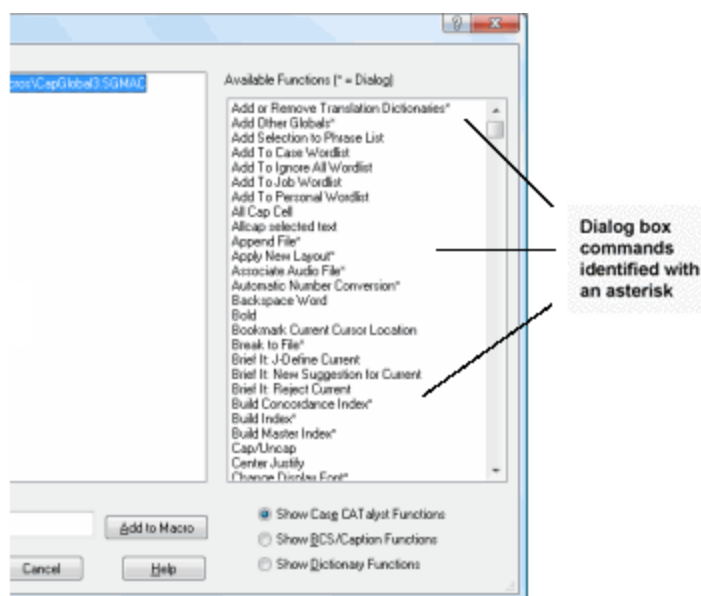
A command that invokes a dialog box within a macro displays with a plus sign. Click the plus sign to display the commands within the dialog box.



### Available Functions

The Available Functions list displays commands for insertion into the macro. Selecting the option *Show Case CATalyst Functions* below the list displays all the valid editing commands available for insertion into the macro. Selecting *Show CATalyst BCS/Caption Functions* displays all the available CATalyst BCS commands. Selecting *Show Dictionary Functions* display all available Manage Dictionary commands.

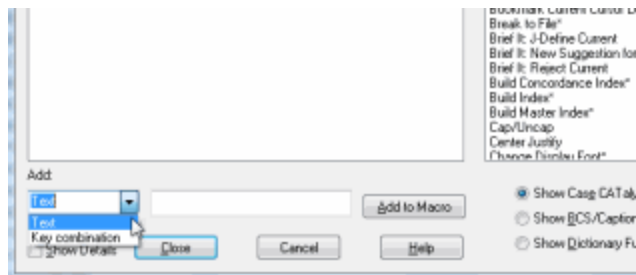
Functions in the list marked with an asterisk are commands that invoke a dialog box. You cannot insert these commands into a dialog box within the macro.



## Add

### Text

The Add fields allows you to insert text or key combination into the macro. Selecting *Text* from the drop down list allows you to type the text in the field which you want to add to the macro. Once the text is typed, the *Add to Macro* option inserts the text into the macro following the highlighted line.



### Key Combination

Selecting *Key combination* from the drop down list, allows you to enter a key combination into the field by pressing the appropriate keys on the keyboard. Key combinations can only be added to a dialog box that is part of the macro. The *Add to Macro* option inserts the key combination into the macro following the highlighted line.



## Remove

To remove the function, text or key combination from the macro, highlight the line and press **Delete**.

### Show Details

Display the key stroke details of the macro (KeyUp/KeyDown). This option is typically used to troubleshoot the macro.

### Close/Save/Done

The option that displays depends on the editing state of the macro:

#### Close

Displays when you open the macro and allows you to close the Macro Editor dialog box without making any changes.

#### Save

Displays after you make changes to the macro allowing you to save them.

#### Done

Displays after saving the macro allowing you close the Macro Editor dialog box.

#### Cancel

Close the Macro Editor dialog box without applying any changes since the last save.

## Add Functions to an Existing Macro

1. Do one of the following:
  - From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
  - In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.
2. In the Macro Editor dialog box, select one of the following to determine the type of functions to display in the Available Functions window:

#### Show Case CATalyst Functions

Display Case CATalyst or CATalyst BCS transcript editing functions.

#### Show BCS/Caption Functions

Display CATalyst BCS and captioning functions.

#### Show Dictionary Functions

Display Manage Dictionary functions.

3. Highlight the line in the macro that precedes the position where you want to insert the command and double click the desired function. The command inserts after the highlighted item. You cannot insert a function at the end of the macro.

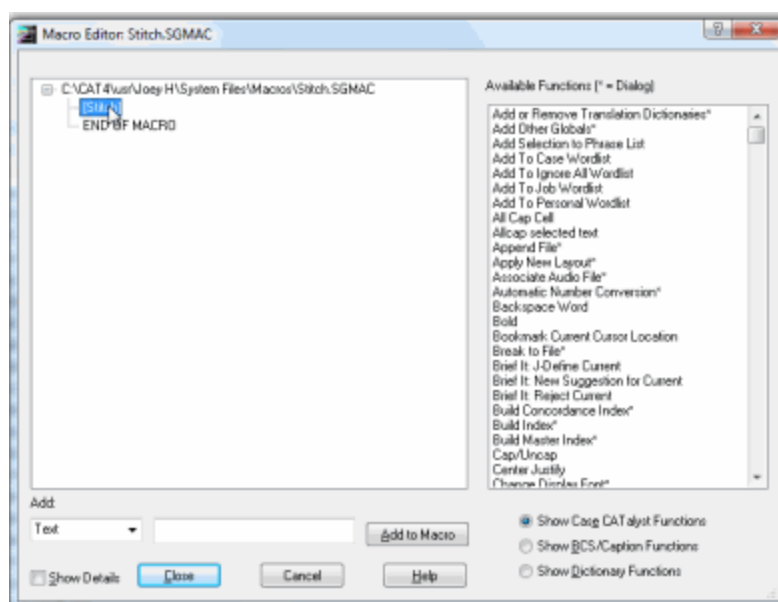
To insert more than one function, it is necessary to highlight the position where you want to insert the command each time. The message, *Please select an item in the macro. The item will be inserted after the selection.* indicates the position for inserting the line is deselected. Highlight the line in the macro that precedes the position where you want to insert another function.

Functions in the list marked with an asterisk are commands that invoke a dialog box. You cannot insert a function marked with an asterisk into an active dialog box. If you attempt to insert a function

into an active dialog box, The following message displays; *A function cannot be inserted at this point in the macro, because a dialog is active. Functions can only be inserted when no dialog is active in the macro.* To add commands containing a key combination use the [Add](#) field.

### Example

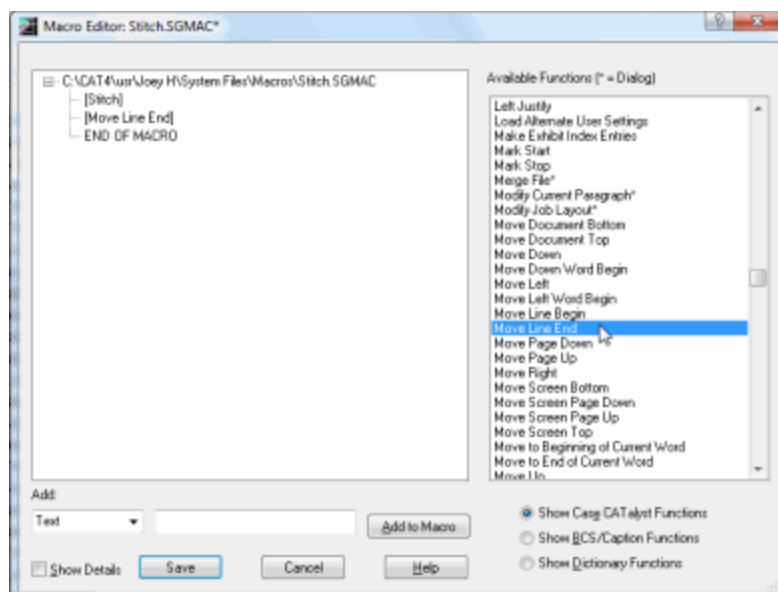
In the following Stitch macro, you want to add the command, Move Line End, to move the cursor to the end of the line. You highlight the last command line of the macro.



4. In the Available Functions field, double-click the command you want to insert. Functions followed by an asterisk invoke a dialog box. The position you highlight is remembered even though the highlight does not appear once you click in the Available Functions window.

### Example

Continuing with the Stitch macro, The Move Line End command inserts after the [Stitch] line.



5. If necessary, add other functions, [text](#) or [key combinations](#). To remove a command, highlight the line and press **Delete**.
6. Press **Enter (Save)**. A confirmation message may display, depending on your save options. The Macro Editor dialog box remains open.
7. Select **Done** to close the Macro Editor dialog box.

## Add Key Combinations to an Existing Macro

Key combinations can only be added to a dialog box that is part of the macro. Dialog boxes display with a plus sign if the view of the dialog box commands is collapsed or a minus sign if the view is expanded with the commands displayed in an indented list.

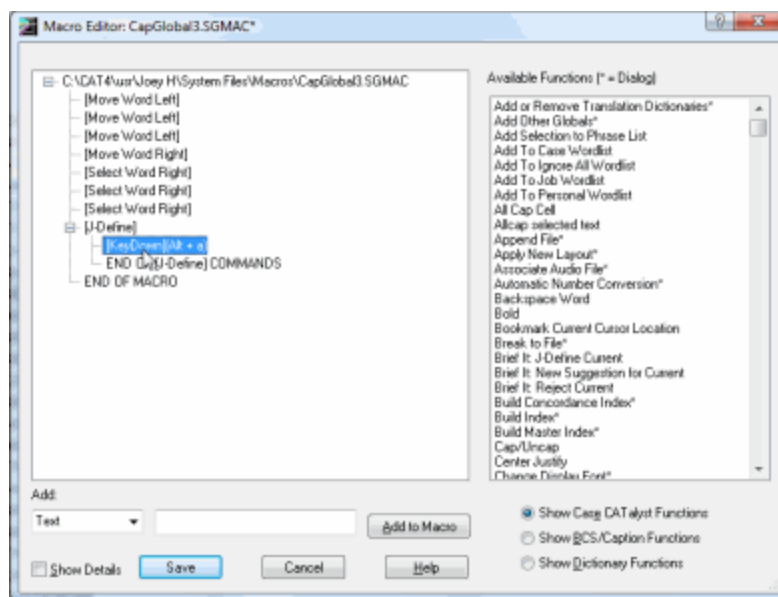
## Add Commands

1. Do one of the following:
  - From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Dialog Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
  - In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.
2. In the Macro Editor dialog box, highlight the line within a dialog box that precedes the position where you want to insert the key combination. The command inserts after the highlighted item.

Dialog boxes display with a plus sign if the view of the dialog box commands is collapsed or a minus sign if the view is expanded. If there are no commands in the dialog box, highlight the dialog box name.

### Example

In the following CapGlobal3 macro, you want to add Enter to the end of the J Define, so the dialog box closes at the end of the macro. You highlight the last command line in the J Define dialog box.



3. In the Add field:



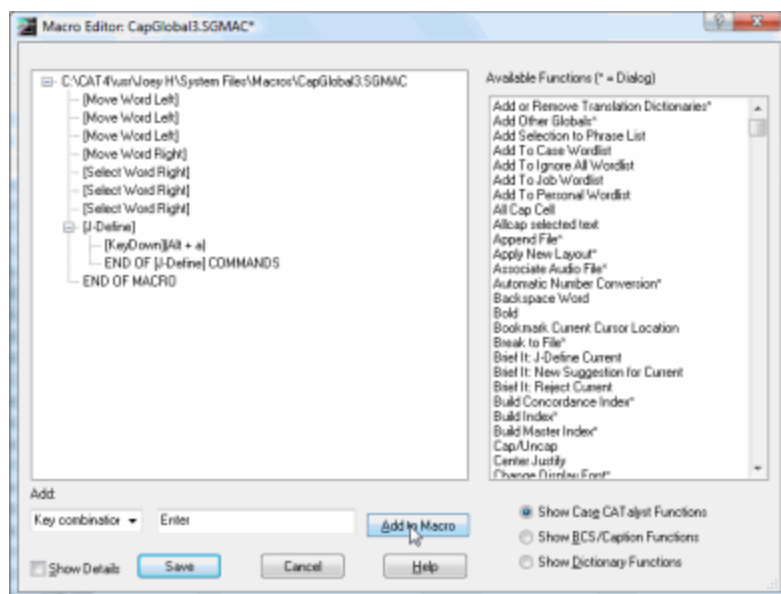
- Select **Key combination** from the drop down list. The position you highlight is remembered even though the highlight does not appear once you click in the Add field.
- Place the cursor in the command field to the right and press the key combination you want to add. The key combination displays in the field.
- Select **Add to Macro**. The key combination inserts after the line you highlighted.

If you did not highlight a line within a dialog, the following message displays; *In order to insert keystrokes onto a dialog in the macro, some part of the dialog needs to be selected.* Select a line within a dialog and select **Add to Macro**.

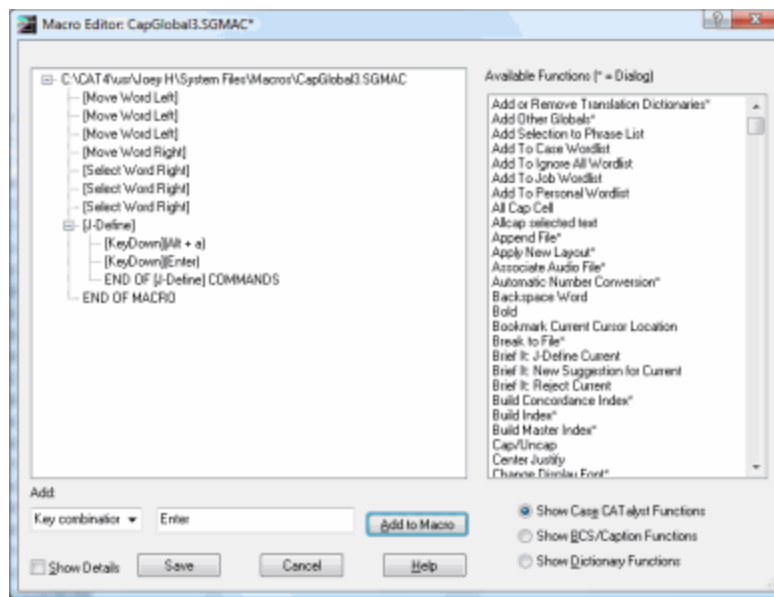
### Example

Continuing with the CapGlobal3 macro, you select **Key combination** from the drop down list.

With your cursor in the command field, you press **Enter** and then select **Add to Macro**.



The Enter command inserts after the line you highlighted, [KeyDown](Alt + a).



4. If necessary, add other key combinations, [text](#) or [functions](#). To remove a command, highlight the line and press **Delete**.
5. Press **Enter (Save)**. A confirmation message may display, depending on your save options. The Macro Editor dialog box remains open.
6. Select **Done** to close the Macro Editor dialog box.

### Add Text to an Existing Macro

1. Do one of the following:
  - From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
  - In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.
2. In the Macro Editor dialog box, highlight the line within a dialog box that precedes the position where you want to insert the text. The text inserts after the highlighted item. You can insert text anywhere in the macro. You cannot insert text at the end of the macro.

Dialog boxes display with a plus sign if the view of the dialog box commands is collapsed or a minus sign if the view is expanded with the commands displayed in an indented list.

3. In the Add field:
  - a. Select **Text** from the drop down list. Text is the default. The position you highlight is remembered even though the highlight does not appear once you click in the Add Field.
  - b. Place the cursor in the command field to the right and type the text you want to add.
  - c. Select **Add to Macro**. The text inserts after the line you highlighted.
4. If necessary, add other text, [key combinations](#) or [functions](#). To remove a command, highlight the line and press **Delete**.

5. Press **Enter (Save)**. A confirmation message may display, depending on your save options. The Macro Editor dialog box remains open.
6. Select **Done** to close the Macro Editor dialog box.

## Mistran Minder

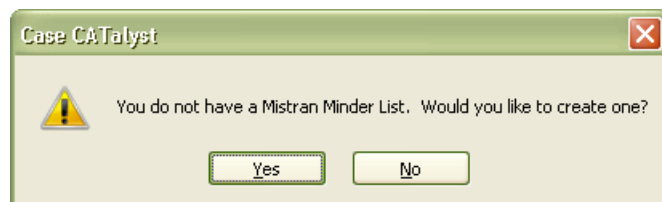
The Mistran Minder feature allows you to quickly find and fix (if needed) all occurrences of your personal mistranslates. Personal mistranslates are usually words that are valid words but not the word you want. An example of a personal mistranslate might be when you write the steno outline for *generally* but slightly misstroke it and get *gently*. Or when you write the steno outline for *except* but misstroke and get *exempt*. You simply create your unique list (words and/or phrases) of mistranslates (either by typing them in the [MistranMinderList](#) or using the [Send to Mistran Minder List](#) command while editing). For example, let's use the sample words listed before. The words were generally, gently, exempt and except which are all reasonable words you would find in a transcript. In your Mistran Minder List, on a separate line for each word, you type the word *gently*, *generally*, *exempt* and *except*. You save and close the Mistran Minder List file. When you have finished editing your transcript and are still in the file, select Mistran Minder from the Tools menu to see if any of the words in your Mistran Minder List occur in the transcript. Mistran Minder results display in the Search Results dialog pane and are underlined for easy identification. The Search Results pane allows you to scroll through the results which scrolls the transcript at the same time. You can double click an entry and immediately move to that location in the transcript.

The [MistranMinderList](#) applies to every job unless you create a case or job Mistran Minder list. There may be times you'd like to add unique mistranslates that are only occurring in a particular job or case. 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 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.

Some users add their common mistran minder entries to their Homophone list. Using the [Cycle Homophones](#) feature, they can quickly switch to the correct word/phrase they desired. Using the examples from above, since "generally" and "gently" are two common misstrokes this the user, both words are in the user's Mistran Minder list and are also in the Homophone list as homophones of each other. So, when reviewing the Mistran Minder results, if the user comes across an occurrence of "gently" when it should have been "generally," the user invokes the Cycle Homophones command and quickly changes "gently" to "generally" without retyping anything.

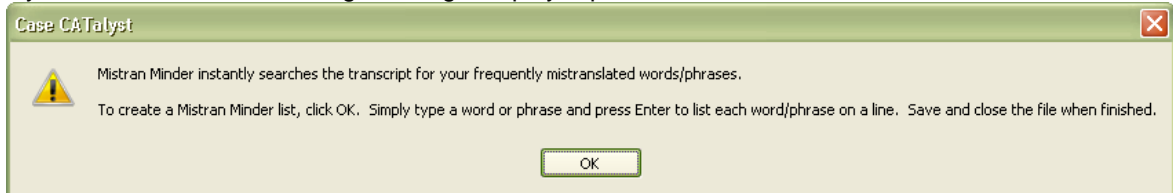
If you are searching for a way to double check particular items that fall into a category, such as dates, you might want to use the [Search \(Ctrl + f\)](#) command, select Regular Expression (**Alt + r**), List Results (**Alt + L**) and then select Dates from the Regular Expression list.

If you select Mistran Minder from the Tools menu and you do not have any entries in the Mistran Minder List, the following message displays:



1. Do **one** of the following:

- a) Press **Enter** or click **Yes** to create a User Mistran Minder List. The following message displays:  
Go to Step 2.
  - b) Click **No**, to cancel creating a User Mistran Minder List.
2. If you select **Yes**, the following message displays, press **Enter** to continue.



3. Type each word or phrase on a separate line. For more information, see [Create/Add entries to the Mistran Minder List](#).



[Keyboard Map](#) Function:

- Mistran Minder
- Send to Mistran Minder List
- Send to Case Mistran Minder
- Send to Job Mistran Minder

## Send to Mistran Minder List

The Send to [Mistran Minder](#) List (User, Case, Job) is available from the Edit menu, the right click menu and are available for assignment in a keyboard map. While editing, you can position your cursor in front of a word or highlight multiple words, right click and select Send to Mistran Minder List and then select User, Case or Job. If you have assigned a key combination to the Send to Mistran Minder, Send to Case Mistran Minder or Send to Job Mistran Minder function in a keyboard map, press the key combination. The word or words are added to the appropriate MistranMinderList. The Mistran Minder List should not be open at the time you are editing and adding words.

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.
  3. Once you have reviewed the results, you can close the Search Results dialog pane.




[Keyboard Map](#) Function:

- Send to Mistran Minder List
- Send to Case Mistran Minder
- Send to Job Mistran Minder
- Mistran Minder

## Options

Several Case CATalyst Edit options are available to help you customize certain editing features. Many Edit options can also be set from Manage Jobs by selecting Tools, Options and then Edit. You can also access Edit options by selecting Tools, Options and then All Options. All Options can be accessed by clicking the All Options () icon on the Standard toolbar.

## Pane Options


Pane Options submenu allows quick access to the following pane options: Brief It, Cat Scratch, Hotspots and Speaker List. These same options are also available by clicking the Options icon () on the respective pane's toolbar.

1. In Translate & Edit / Edit, select Tools, Options, Pane Options.
2. Select one of the following:
  - a. [Brief It...](#)
  - b. [Cat Scratch...](#)
  - c. [Hotspots...](#)
  - d. [Speaker List...](#)
3. Make any desired changes and click **OK** to save your changes.

## Themes...

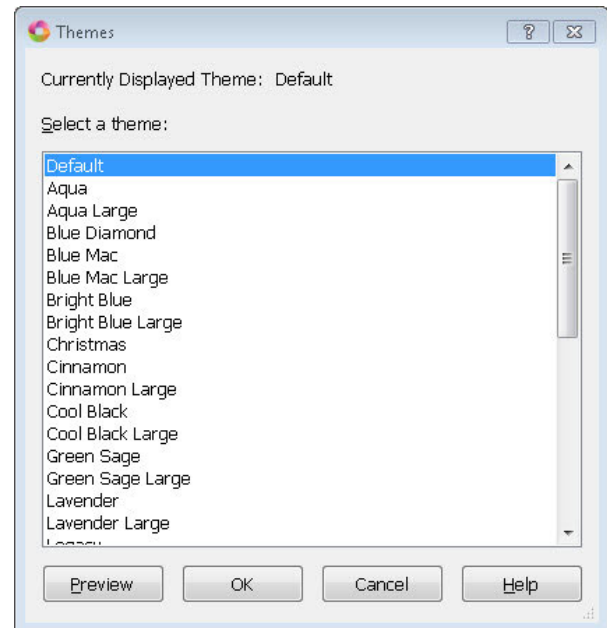
Themes affect the display of the toolbar background color, open file tab colors, dialog pane margins and the format of the open file tabs. There are a variety of pre-made themes available. You can preview a theme by selecting a theme and then clicking the Preview button (Alt + p). The current theme name is displayed at the top of the dialog box.

To Access Themes...

- in Manage Jobs, Translate and Edit and Manage Dictionary, press **Alt + t, o, h** (**Tools/Options/Themes...**).
- anywhere in CATalyst, click the All Options icon () on the toolbar.

**To select a theme:**


1. From Manage Jobs or Translate and Edit, press **Alt + t, o, h** (Tools/Options/Themes...).
2. In the Themes dialog box, highlight a theme and do any of the following:
  - a. To preview the theme, press **Alt + p** (Preview).
  - b. To apply the current theme and close the Theme dialog box, press **Enter** (OK).
  - c. To close the theme box and keep your current theme, click **Cancel**.

**Auto Recover/Save Options**

Translate and Edit's Auto Recover feature, automatically saves transcript or dictionary changes to a temporary file every 30 seconds, by default, or whatever time increment you have selected. If you exit the transcript or dictionary abnormally (such as a crash or power outage), there will be an auto recovered copy of the transcript or dictionary in Manage Jobs. Simply double click the original dictionary name to open the recovered dictionary. Auto Recover Options determine whether or not Case CATalyst automatically creates a temporary file (text and/or dictionary) and makes a copy in the AutoArchive case if the option is selected. [Auto Save](#) saves the changes to the open transcript or dictionary every X seconds based on the time increment you have selected. No temporary file is created when using the Auto Save option. These settings affect both regular CATalyst translation and CATalyst BCS captioning. By default, the Auto Recover option is selected and set to 30 seconds.

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

**You can access Auto Recover/Auto Save options:**

- from Manage Jobs. Press **Alt + t, o, e, r** (Tools, Options, Edit, Auto Recover).
- from Manage Jobs. Press **Alt + t**, click **All Options**, navigate to the **Edit** section and click **Auto Recover**. (Tools, All Options, navigate to the Edit section, Auto Recover).
- from the Standard toolbar, click the **All Options** icon (  ), navigate to the **Edit** section and click **Auto Recover**.
- from Edit. Press **Alt + t, o, r** (Tools, Options, Auto Recover).

**Auto Recover/Auto Save Options**

Make necessary entries. When finished, select **OK**.

**Use Auto**

---

Check this box to activate the Auto Recover or Auto Save option. You can only select one of the options to be active at a time. Click the option you want to use.

### Recover

Automatically save the transcript or dictionary to a temporary file at the specified interval. From the drop down list, select the frequency at which you want to automatically save the transcript or dictionary to the temporary file. If you exit the Edit file or dictionary abnormally, a recovered file is created with the most recent saved changes. To open the file with the most recently saved changes, simply double click the original transcript or dictionary file name. CATalyst opens the most recent recovered file and names it the original file name, renames the original file to filename\_Original#.sgnfl (# in the file name is for a unique name if necessary) and allows you to continue editing in the most recently saved changes transcript or dictionary file with all the associated subfiles. The following message displays when this process is successful:  
Transcript or Dictionary successfully recovered. Press Enter to continue editing in your recovered file.

Old file location: *path for the renamed original file*

For example, you have Auto Recover active, you are editing the Smith vs Jones 12-16-12 file and the power goes out. Twenty minutes later, you start Case CATalyst, you see the original file, Smith vs Jones 12-16-12 and you double click it. In the background, CATalyst renames the Smith vs Jones 12-16-12 (1) file to be Smith vs Jones 12-16-12 and renames the Smith vs Jones 12-16-12 to Smith vs Jones 12-16-12\_Original1. As a result, the Smith vs Jones 12-16-12 file with the most changes is opened and you can begin editing as usual (with all existing subfiles since you are continuing with the same original name).

If for some reason the CATalyst renaming function takes too long or the auto recovered file cannot be renamed, the following message displays:

Your file was successfully recovered but we are unable to complete the renaming process due to an error *error description*.

Press Enter to open your original transcript. Click Cancel to correct the issue and try again. The recovered file location: *path for the renamed recovered file*.

### Keep Auto Recover Files in Archive

When Use Auto Recover is selected, check this box to automatically save up to four copies of the transcript or dictionary file when you select an action at the Save Changes dialog box upon exiting a file. Case CATalyst automatically stores up to four copies of the transcript subfile (.sgnfl) or dictionary (.sgnfl) in the [AutoArchive](#) case when you select an action at the Save Changes prompt upon exiting Edit or Manage Dictionary. The AutoArchive case is created the first time you are prompted to save changes as you exit a file. Copies of the transcript subfile (.sgnfl) or dictionary subfile (.sgdct) are the only files saved.

Uncheck this box to not make a copy of the temporary file when you select an action at the Save Changes prompt. When you select No at the Save Changes prompt, all unsaved changes in the transcript/dictionary are lost.

For detailed instructions on recovering a transcript or dictionary from the AutoArchive Case, see the [AutoArchive Case](#) topic.

### Save

Automatically save changes to the transcript file at the specified interval but does not auto save a dictionary. If editing a dictionary and your option is Auto Save, if there is an abnormal exit, a recovery file is created. From the drop down list, select the frequency at which you want to automatically save the transcript. Changes are saved to the same file at the timed intervals. If you exit the file abnormally, reopen the same file. Since changes are saved to the same transcript file, there may be times when you select to exit a transcript file and you are not prompted to save changes because an automatic save was performed. If a lot of changes were made to the transcript file, you will not be able to exit without saving to "undo" all the changes.

### Archive File on Close

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.

## Advanced Edit Options

Advanced Edit Options determine certain Edit settings. You can access Advanced Edit Options:

- in Manage Jobs. Press **Alt + t, o, e, a** (**Tools, Options, Edit, Advanced Edit**).
- in Edit. Press **Alt + t, o, a** (**Tools, Options, Advanced Edit**).

### Advanced Edit Options

To make a change, click an option. Depending on the field, make a selection from the drop down box, type an entry or use the Browse button. When finished with your changes, select **OK**.

The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

### Search feature "restart from top" defaults to Yes

Set the default action for the cursor focus in the Search prompt, "Would you like to restart from the top of the document?" When Case CATalyst reaches the end of Edit file while performing a search, the prompt displays.

Select **Yes** to have the cursor focus on the Yes option in this dialog box. Pressing Enter continues the Search at the beginning of the file. Select **No** to have the cursor focus on the No option in this dialog box. Pressing Enter ends the Search. You can always click a choice when the prompt displays.

### Retain Steno when pasting

Select to include underlying steno or use only the text when cutting or copying text in Edit. If you need the timestamps for cut or copied text, include the underlying steno to retain the timestamps.

The Case CATalyst default includes the underlying steno with the cut or copied text. Select **Yes** to include the underlying steno; **No** to not include the steno; or **Ask** to have Case CATalyst automatically prompt to include the underlying steno.

### Default Internet search engine

Specify the Internet Search engine when using the [Internet Search](#) command. The Edit, Internet Search feature allows you to search the Internet for a word or series of words you highlight in the job.



Select a search engine from the drop down list. The list contains popular search engines and includes the Default IE Search Engine. The default uses the search engine specified in your Windows Registry. If Case CATalyst cannot locate the registry information, Google is used. International customers will likely want to select, Default IE Search Engine.

### Definition Search

Specify the search engine to use with the [Definition Search](#) command in Edit.

### Surround search phrase with quotes

Surround words and phrases with quotes for an Internet or Definition search. When using the Edit, [Internet Search](#) or [Definition Search](#) feature, Case CATalyst automatically surrounds the words in the Search field of the Search engine in quotes. Case CATalyst considers all the words together, narrowing the search.

Select **Yes** to use quotes. Select **No** to have words considered individually for the Internet Search. This broadens the scope of the search, increasing the possibility of identifying sites that contain only one of the words. The default is Yes.

### Keyboard Map Options

#### Default Keyboard map

Select the [keyboard map](#) that is active when Translate and Edit and Edit starts. Case CATalyst comes with the Default and CAT4 keyboard maps located in your System Files case. The Default keyboard map is not initially visible in the System Files case until it is opened by typing *default* in the File name field. You can create multiple keyboard maps.

The default setting uses the Case CATalyst Default keyboard map. Choose a keyboard map from the drop down list which displays customized keyboard maps located in your User System Files case. Use the Browse button to locate a keyboard map in outside your System Files case. For example, you are a scopist and work for six reporters. You use a customized a keyboard map, named MY KBD and want it active in every user. You open the Advanced Edit Options for each user and select the MY KBD keyboard map using the Browse button. When you make a change to the keyboard map, the change is available in all users.

#### Additionally Display Keyboard Maps located in

Select a keyboard map outside of your System Files case to add to the list of available keyboard maps while Editing. Available keyboard maps are accessible when using the *Change Keyboard Map* command and when you click the current keyboard map name on the Status bar in Edit.

Use the Browse button to add keyboard maps located outside of your System Files case. The path for the selected keyboard map displays in the field. For example, you have multiple users on your system. In your user name, you have several specialty keyboard maps and want them readily available when editing in your other users. Select your user System Files case as the location of the keyboard maps. The Keyboard Maps list display.




#### Keyboard to open when assigning recorded macros

When saving a recorded [macro](#) and the *Assign to key in keyboard map* option is active, you are immediately prompted to select a keyboard map for the macro's key combination assignment. If you always assign macros to the same keyboard map, you can designate a keyboard map to automatically open.

Choose a keyboard map from the drop down list which contains customized keyboard maps located in your System Files case. Use the **Browse** button to locate a keyboard map outside of your System Files case. For example, you have multiple user on your system and want to select a keyboard map from another user.

### Words to suppress capping when found in middle of phrase

Case CATalyst comes with a default list of articles and conjunctions to leave lower cased when using the Edit Cap/[Uncap](#) feature, the Cap command in a Global dialog box and the [Cap Previous](#) translation commands. You can specify articles or conjunctions that Case CATalyst should not initial cap when they occur in between a series of words that are initial capitalized, such as United States of America, State of the Union or Halls of the Senate. Case CATalyst does initial cap the article or conjunction when it occurs at the beginning of a phrase such as The Main Store.

Click the  button to display the Capitalization dialog box which contains the list of words Case CATalyst does not capitalize when using the Edit Cap/Uncap feature, the Cap command in a Global dialog box and the Cap Previous translation commands. To add a word to the list, click the New  button and type the entry in the field that displays. To remove a word from the list, highlight the word and click the Delete  button. Press **Enter (OK)** when finished to save the changes.

### Stitch characters in cycle order

Customize the character selection and cycle order of characters that separate characters when using the [Stitch](#) command. Type the punctuation in the order you want it to cycle when using the Stitch command. The default characters are hyphen, space and period.

### Stitch Spaces

The Stitch Spaces option allows you to select how a "space" is handled if a "space" is part of your Stitch characters in cycle order options. The available options apply to the "space" in your cycle order of the stitch command. Three options on handling a space are available and explained below:

- **<Sticky Space> and regular space** which means a <Sticky Space> format symbol will be inserted between the characters/words and if you cycle again, a regular space (no format symbols) will be inserted between the characters/words.
- **regular space** which means a "regular space" (no format symbols) will be inserted between the characters/words.

The default setting for the Stitch Spaces option is <Sticky Space>.

### Include Delete Space

The Include Delete Space option is the second option available for the Stitch command. If this option is set to Yes, then the very last cycle of the Stitch command will insert a <Delete Space> format symbol between the characters/words. For example, during the testimony the witness refers to WITC and it translates as W I T C. During editing you highlight W I T C and if a <Delete Space> was at the end of the stitch cycle, then the result would be WITC and Reveal Codes would show W<Delete Space>I<Delete Space>T<Delete Space>C.

The default setting for Include Delete Space option is No

### Hide Caption-specific format symbols

Caption specific format symbols are included in the Case CATalyst format symbol list. You can hide the captioning format symbols to reduce the number of format symbols in the list. If you are not using the CATalyst BCS optional software, selecting to hide the captioning format symbols hides the captioning format symbols in both the Edit and Dictionary format symbol list. If you are using CATalyst BCS and select to hide the captioning format symbols, the captioning format symbols are hidden in the Edit format symbol list but continue to display in the Dictionary format symbols list.

### **Redacted text displays as**

Select the appearance of [redacted](#) transcript text in Edit and Print, including PDF format. Redaction eliminates the display of sensitive text such as social security numbers but retains the integrity of the transcript. In other words, a transcript with redacted text matches line for line with the same transcript where there isn't redacted text. The Case CATalyst default is Black rectangle. From the drop down list, choose **Black rectangle**, **White space**, **Lines** and **X's**.

### **Remember last folder used for Save As**

Select **Yes**, the default, to have Case CATalyst remember the last folder in which you saved a file using the Save As function. Select **No** to use the folder location of the current file.

### **Stop audio when dialog opens**

Select **Yes** to suspend the audio playback while a dialog box is open and automatically resume playback when the dialog box closes. Select **No**, the default, to have the audio play continuously, regardless of an open dialog box, until you use the Stop Audio command.

### **Play Audio command starts/stops audio playback:**

Select **Yes** to press one key to play the audio and the same key to stop the audio playback. 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.

### **Cat Scratch scope**

Determine the availability of information in the Cat Scratch dialog pane. Choose one of the following:

#### **Case**

Items in the Cat Scratch pane are available for any job related to the case and the information is stored in the Case History. The default scope setting is Case. When the job is not in a case, the CAT Scratch information is available in the job and Case CATalyst creates a Username\_Case file.

#### **Job**

Items in the Cat Scratch pane are available for that job and the information is stored in the Job History.

#### **User**

Items in the Cat Scratch pane are available for any job in the current user and the information is stored in the User History, System Files\_Case.

### **Detect Caps Lock**

Select **Yes** to automatically turn Off Caps Lock and correct the typed word when it results with the initial letter lower case and the remaining letters upper case. This feature applies to text typed in the body of the transcript and in the Text field of dialog boxes. For example, the Caps Lock is On and you type, "rOBERT." Case CATalyst automatically corrects the word, changing it to "Robert" and turns Caps Lock Off. This setting applies to editing captioning files if you have BCS on your e-key.

### Autolink after selecting attachment

Select **Yes** to automatically link exhibit references and attachments to multiple locations in the transcript. The [Autolink Exhibits](#) dialog box displays after selecting an attachment which contains Autolinked exhibit information.

Select **No** to not Autolink the attachment. The Autolink Exhibits dialog box does not display. You can [manually link](#) the attachment at a later time if necessary.

### Match ending punctuation with inserted style

Select **Yes** to change the current ending paragraph punctuation to match that of inserted or globalled paragraph style. Select **No** to retain the current ending paragraph punctuation regardless of the paragraph style of the inserted or globalled text. The default is Yes.

### Use Enhanced Smart Punctuation

A Use Enhanced Smart Punctuation option has been added to the Advanced Edit options. When set to Yes, you are able to remove existing punctuation by typing the same Smart punctuation while continuing to be able to add or modify punctuation by typing the desired punctuation. Regardless of your cursor position, the action will take place at the end of a word and never in the middle. **This option may work best for those users that have transitioned from a previous CAT system that allowed you type the same punctuation to insert or remove it.** The default setting is set to No.

[Smart Punctuation](#) is designed to help reduce steps when typing and removing certain punctuation. When you press the selected keyboard command, Case CATalyst inserts the punctuation, preset spacing, and when appropriate, capitalizes the next word. Case CATalyst inserts only the amount of spaces needed for the selected punctuation. For example, the default Smart Punctuation setting for a period inserts two spaces after the period.

If the *Use Enhanced Smart Punctuation* option is selected, the following is an example of how it affects Smart Punctuation. For example, let's use the sentence: I believe so, yes, it was a home improvement store.

If your cursor is positioned immediately after the comma following the word 'yes' or immediately before the 'i' in the word "it", and you press comma (,) the results is: I believe so, yes it was a home improvement store. (The comma after the word "yes" is removed.)

If your cursor is positioned **in** the word "yes" and you type a period (.), then the result is: I believe so, yes. It was a home improvement store. (The comma after the word "yes" is replaced by the period, a space is added and the 'i' in 'it' is initial capped.)

To get the desired results with the Use Enhanced Smart Punctuation option, the option needs to be set to Yes and the punctuation you want to use needs to be assigned to "Smart" punctuation in the keyboard map being used. For example, period (.) needs to be assigned to Smart Period, question mark (?) needs to be assigned to Smart Question, etc.

#### **Valid punctuation:**

- Period
- Question mark
- Comma
- Semi colon
- Colon
- Exclamation mark

**NOTE:** If this option is set to Yes and you need to add punctuation in the middle of a word, you will need to use another method such as the Insert dialog box or switching to a keyboard map where the punctuation is not assigned to Smart Punctuation. In other words, the punctuation mark is defined as the punctuation and not Smart Period, Smart Question, etc.

When this option is set to Yes and you are typing into the cells of a table, make sure there is a new paragraph format symbol following the table.

### Reporter's dash removes punctuation

Reporter's Dash removes punctuation option, when set to Yes, means the Reporter's Dash (Ctrl + / by default) when inserted immediately after a question mark, period, comma, colon, semi colon or exclamation mark, the punctuation will be removed and the first letter of the word following is lower cased.

If you change the setting to No, when inserting the Reporter's Dash immediately after a question mark, period, comma, colon, semi colon, or exclamation mark ending, the dash will be inserted, the punctuation will **not** be removed and the initial letter of the word following the dash, if appropriate, will be lower cased. This setting also applies to the Surround with dash (Ctrl + = by default) command when there is punctuation. If the option is set to Yes, punctuation will be deleted. If the option is set to No, the punctuation will not be deleted. See examples below.

For example, let's say the questioner is asking a question and pauses long enough for the reporter to think the question is over, so the reporter writes a question mark but then immediately the questioner continues but with a change of subject. The following sentence is in the transcript:

Q. And there's what's her last name? She's 43.

If the *Reporter's Dash removes punctuation* option is set to Yes and you positioned your cursor before the "s" in She and pressed Ctrl + /, the result is:

Q. And there's what's her last name -- she's 43.

If you highlighted 'what's her last name?' and pressed Ctrl + =, the result would be:

Q. And there's -- what's her last name -- she's 43.

If the *Reporter's Dash removes punctuation* option is set to No and you position your cursor before the "s" in She and press Ctrl + /, the result is:

Q. And there's what's her last name? -- she's 43.

If you highlighted 'what's her last name?' and pressed Ctrl + =, the result would be:

Q. And there's -- what's her last name? -- she's 43.

**Note:** If you positioned your cursor after a colon (:) with two spaces and pressed Ctrl + /, the Reporter's Dash would be inserted and the colon will not be removed. If you positioned your cursor after a colon (:) followed by one space and press Ctrl + /, the Reporter's Dash would be inserted and the colon will be removed. The setting of this option has no affect on how the Reporter's Dash works when used after a colon.

### Cursor location after Inserting Text

When Before is selected (default setting) when you use 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. Select After to have the cursor positioned after the inserted conflict or text. Select one of the following:

- **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.

### **Index Placeholder Assignments**

Index Placeholder Assignments allow you to create text and assign an index category to that text for situations that where the part of the text varies (where you might create a conflict) and is also indexed based on the selection. For example, if you need to mark exhibits by party (State's, Plaintiff's, Defendant's, etc.), you might want to use an [Index Placeholder Text format symbol](#) so you can pick the party name from the list and automatically have the correct indexing format symbols automatically inserted. The Index Placeholder format symbol is not limited to exhibits, some reporters use it in the sworn statement when it states that the witness is appearing on behalf of the State, Plaintiff, Defendant, etc.

The selected Index Placeholder text will apply to multiple adjacent paragraph styles of the same type including Continuation paragraph styles and New Line (not New Line Paragraph) that contain the Index Placeholder Text # format symbol. All other paragraph styles prevent the selection from automatically changing Index Placeholders in subsequent paragraphs. Adjacent paragraphs applies to the direction you are scanning. In other words, if you are scanning forward, the adjacent paragraphs are the paragraphs following the current paragraph. If you are scanning backwards, the adjacent paragraphs are before the current paragraph.

Click the [+] sign next to one of the nine Placeholder Index fields. Make necessary entries. You can have up to nine replacement names as indicated by the number in each Placeholder Index field.

#### **Placeholder Index (1 - 9)**

Select the index category to assign to the Placeholder text. For example, the first category of exhibits you mark is Plaintiff's exhibits and you typically use Index Heading On B and Index On B with Plaintiff's exhibits. Select B as the category.

If you assign an indexing category, Case CATalyst automatically assigns the category to the Index Heading # or Index # format symbols when you insert the replacement name into the job.

If you do not use automatic indexing, select None from the list. Assigning a category is optional.

#### **Placeholder Text (1 - 9)**

Double click or click the **Browse** button in the field next to Placeholder Text. The Enter Placeholder Text dialog box displays. Make necessary entries and then press **Enter (OK)**.

##### **Text**

Type the name of the placeholder text, e.g. Plaintiff's.

##### **FS**

Display the list of available [format symbols](#). To always display the format symbol list, check the box, Always Show Format Symbols. Double click the format symbol to insert. You can insert a format symbol at any point in the *Text* entry.

### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to insert into the *Text*.



## Brief It Options

Brief It is a translation feature that suggests conflict free brief forms for words and phrases that you write during a realtime job. When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form in one of your dictionaries (or your Personal Briefs file) and displays it in the Brief It dialog pane. You can write the suggested/reminder brief to reduce writing multiple stroke outlines.

[Brief It](#) options (Realtime Aid Options dialog box) contain certain customized settings that control how briefs are suggested, what briefs are displayed, where used briefs go, what steno characters are included/excluded in briefs and how briefs are displayed in the Brief It dialog pane during realtime. [Live Suggestions](#) options are also available in the Realtime Aid Options dialog box when selecting Brief It options. The Brief It and/or [Live Suggestions options](#) need to be selected on the Case CATalyst Translate Options [Realtime tab](#) in order for Brief It and/or Live Suggestions to be active. By default, the Brief It and Live Suggestions options are checked and active.

Brief It options affect both regular CATalyst translation and CATalyst BCS captioning.

Access Brief It Options:

- at Manage Jobs. Press **Alt + t, o, e, b** (**Tools/Options/Edit/Brief It**).
- at Manage Jobs or anywhere in Case CATalyst. Click the All Options icon () in the All Options dialog box select Edit Panes and then Brief It.
- at Manage Jobs. Press Alt + t, select All Options, in the All Options dialog box select Edit Panes and then Brief it.
- in Edit. Press **Alt + t, o, b** (**Tools/Options/Pane Options/Brief It**).
- in the Brief It dialog pane. Click the Brief It Settings  icon.

## Brief It Options

### Max Words Per Brief

Set the maximum number of words for a brief that Brief It suggests. Select between 1 and 10 words. For example, if the setting is 7 and you write "...first date you contacted Rockford Credit Union," a brief may be generated for the entire phrase. If the setting is 3, a brief might be suggested for "Rockford Credit Union." The default is 5.

This setting is also used when generating phrases for the [Case Prep](#) feature.

This option does not affect marking a phrase and using the Suggest a Brief command.

### Show Phonetic Steno

When selected, this option will change steno character combinations into the “phonetic” sound of the combined letters when offering a suggestion. The option simply changes the display of the steno characters and still keeps the normal Brief It logic. For example, let’s say you select the Show Phonetic Steno option and you write the phrase “large imbalances”, Brief It would display the suggestion as “LARJ” instead of “HRARPBLG.” Another example might be if you wrote “to the extent that” and Brief It offered “TO\*EX” instead of “TO\*EBGS”.

The Show Phonetic Steno option includes two options for words starting with Z and ending with X. The options are selected by default. If the SWR=Z option is selected, then suggested briefs for words/phrases starting with Z will display as Z. If the option is deselected, suggested briefs for words/phrases starting with Z will display as SWR. If you write SWR for the Z sound, then you most likely will leave the option selected. Since the initial Z sound can be written differently depending on the steno theory, if you write different steno for the initial Z, you may want to deselect the option. For example, let’s say the reporter doesn’t write SWR for the initial Z and the option is selected. During the job the name “Zimmerman” (STKEUPL/ER/PHAPB) is written several times and Brief It suggests Z\*IM. Since the reporter doesn’t 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. The reporter can deselect the SWR=Z option and when a Brief It suggests a brief for a word/phrase starting with Z, the steno will display SWR instead of showing a Z.

With the BGS=X option selected, suggested briefs for words/phrases ending in the X sound will display an X. If the option is deselected, the suggested briefs for words/phrases ending in the X will display as BGS (KS). For example, let’s the reporter writes the word “hoax” several times or the reporter uses the Suggest a Brief command to get a brief suggestion. If the BGS=X option is selected, Brief It might display a suggestion using an X like HO\*X. If the BGS option is deselected, the suggestion might display as HO\*KS.

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

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

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

### **Only Suggest 1 Stroke Briefs**

Check this box to have Brief It suggest only one stroke Suggested briefs. By default, Brief It always suggests a one stroke brief with the asterisk before suggesting a two stroke brief. Selecting this option also affects Reminder and Personal briefs. For example, you write “neurotoxicity” in 4 or 5 strokes. When this option is active, Brief It does not remind you that you have “TPHEOR/TOX” in your Personal Dictionary as a two stroke entry for “neurotoxicity.”

### **Write Twice to Define**

Brief It, by default, automatically creates a J-Define or a K-Define (Define to Case Dictionary) the first time you use a Suggested brief. Checking this box requires you to consecutively write a brief twice before Brief It creates a J-Define or K-Define. You may want to use this option to try a Suggested brief before making it a definition.



For example, Brief It suggests /A\*BT for "Abbott Labs." If the Write twice to Define option is active, you would need to write /A\*BT/A\*BT to have Case CATalyst create the define, /A\*BT for "Abbott Labs." Once defined, you write A\*BT for "Abbott Labs" for the remainder of the job. By default, this option is not active.

When you have the Write Twice to Define option selected and the Allow Double First Syllable option selected, if the suggested brief has two identical strokes, Brief It will behave as if "Write Twice to Define" option was not active. (In other words, you do not need to write the brief 4 times to use it.) If the brief is one stroke or is multiple (not identical) strokes, briefs will need to be written twice to be used.

### **Define to Case Dictionary**

Check this box to place a Suggested brief in the case dictionary once it is written. This is the default. If the current job is not in a case, then the brief is placed in the job dictionary.

### **Personal/Reminders Only**

Check this box to display only Reminder (shorter definitions in your Personal Dictionary) and Personal (entries in your Personal Briefs file) briefs in the Brief It dialog pane. Suggested briefs are not created. When using the Suggest a Brief, Transcript Brief It or Text List Brief It commands, Brief It only displays Reminders or Personal Briefs. When using Suggest a Brief and no Reminders or Personal Briefs are available, a message displays indicating that a brief cannot be suggested.

### **1 Stroke Reminders for 2 Strokes**

Check this box to have Brief It offer one stroke Reminders or Personal briefs when writing two stroke entries. For example, you write "you don't" in two strokes and there is a one stroke version in your Personal Dictionary. Brief It shows the one stroke brief as a Reminder. If Brief It finds two one stroke dictionary entries for the matching text, Brief It suggests the most frequently used matching one stroke entry. If the matching one stroke entries have been used the same many times, then Brief It suggests the matching one stroke entry with the least amount of steno keys.

### **Auto Open Brief It**

Check this box to automatically display the Brief It dialog pane when starting realtime. By default, this option is selected.

### **Send Used Briefs To Cat Scratch**

Check this box to automatically send a Suggested brief you use to the Steno/Text section of the [Cat Scratch](#) dialog pane.

### **Steno Include/Exclude**

Displays the Brief It Options table where you can [modify](#) the Require and Exclude entries. If you select Steno Include/Exclude, you will be prompted to save your changes and Brief It options open. The Require entry contains the steno character or steno combination that you want included in every Suggested brief Brief It generates. There is only one Require entry. By default, the asterisk (\*) is set as a required character.

Exclude entries contain steno characters or steno combinations to exclude from every Suggested brief. In other words, you can add steno characters or steno combinations that may be difficult for you to write or you don't want offered in a suggestion. You can have multiple Exclude entries.

### **Personal Briefs**

Display the Briefs.txt file where you can [create](#) and [modify](#) Personal brief entries. If you select Personal Briefs, you will be prompted to save your changes and the Realtime Aid Options dialog box will close and the Personal Briefs file will open. Personal briefs are brief forms you create which contain words and phrases along with the steno. These may be briefs received from magazines or another reporter which you did not want to put in a dictionary. Brief It does not use a personal brief that conflicts with dictionary entries.

### CommonWords

The CommonWords list contains words that prevents Brief It from suggesting a phrase that begins or ends with any word in the list. For example, let's say you write "after all was said" several times in the transcript but a brief is not suggested. If you look in the CommonWords list you see that all the words in the phrase are in the CommonWords list. Display the [CommonWords.txt](#) file in Notepad or WordPad to review, delete, add or [modify](#) entries. This file is also used for [Case Prep](#).

### Allow Briefs with Numbers

An Allow Briefs with Numbers option has been added to Brief It. Perhaps you have been in that court proceeding or deposition where Bates numbers or dollar amounts are repeated and you wished Brief It would give you a brief for those repeated number sequences. An additional option is available in the Steno Include/Exclude list, where a Required for Numbers entry is available. The Required for Numbers entry allows you to specify particular steno characters that will be included in the number brief suggestion. For example, let's say that the Required for Numbers entry is EU. You write 23925 several times throughout the transcript, Brief It might suggest 23EU9 incorporating the first, second and third numbers along with the required entry steno characters for numbers. By using the Required for Numbers entry, you will have a consistent steno outline with a suggested numbers brief. By default, EU is the steno assigned to the Required for Numbers entry in the Brief It Include/Exclude List. The Required for Numbers steno can be modified to fit your writing style or deleted so that no steno is required for numbers.

Brief It will remove the digits and use the normal Brief It logic for a suggestion and if no suggestion is found, Brief It will suggest a brief using up to 3 digits that were written in the order the digits were written (along with the required steno from your Brief It options) and if no suggestion is found, Brief it will continue to suggest numbers written in order with non-digit sounds or digits in any order with non-digit sounds.

By default, the following number/steno key combinations are excluded in the Brief Include/Exclude Options:

#1K, #2K, #3W, #4R, #6-R, #7-B, #8-G, #9-S

To prevent any number bar number from being suggested, press **Ctrl + i** and type **#** and press **Enter**.

### Allow Double First Syllable

Many reporters learned to brief speaker names and terminology by writing the first syllable of the name/terminology twice. For example, let's say the word "neurotoxicity" is used multiple times in the transcript. A reporter might write "neurotoxicity" as TPHUR/OE/TOBGS/EUS/TEU and since it is appearing multiple times in the job, the reporter might write TPHAO\*UR/TPHAO\*UR as a brief. The Allow Double First Syllable option has been added to the Brief It feature for those reporters that might want Brief It to offer the first syllable twice as a suggestion. When the Allow Double First Syllable option is selected, Brief It may offer the first syllable of the text (single word or phrase) written twice as the suggested brief. For example, the word "fluorescent" is used multiple times in the transcript. You write "fluorescent" in multiple strokes and Brief It suggests TPHRAOU/TPHRAOU. In other words, it suggests doubling the first syllable of the word "fluorescent."

When you have the Write Twice to Define option selected and the Allow Double First Syllable option selected, if the suggested brief has two identical strokes, Brief It will behave as if "Write Twice to Define" option was not active. (In other words, you do not need to write the brief 4 times to use it.) If the brief is one stroke or is multiple (not identical) strokes, briefs will need to be written twice to be used.

When this option is selected, it has the highest priority over other selected options for words and a later priority for phrases.

To select or deselect the Allow Double First Syllable option, do any of the following to display the Realtime Aid Options dialog box:

- At Manage Jobs, select Tools, Options, Edit, Brief It.
- During realtime, click the Options icon on the Brief It toolbar.
- Select Tools, Options, Pane Options, Brief It...

**PLEASE NOTE: If you do not want the asterisk (\*) as a part of any double first syllable brief suggestions, you need to put the asterisk in as an exclude stroke in the Steno Include/Exclude table. Excluding the asterisk means that asterisk will not be a part of any brief suggestion.**

## Live Suggestions

### Insert Oops when replacing with a live suggestion

By default, when you select to replace an untranslate and/or text with a Live Suggestion, an [Oops](#) format symbol (Oops-10 category) is inserted into the transcript at the location of the replacement. If you use the [Hotspots](#) pane, you can display all locations of the Oops format symbols in the transcript or you can set your [Scan For](#) options to stop on Oops format symbols. If you do not want the Oops format symbol inserted when replacing an untranslate and/or text with a Live Suggestion, deselect this option.

If you define an untranslate and/or text with a Live Suggestion, the Oops format symbol is not inserted into the transcript at the location. The define will be in the transcript's Global Table.

### Number of suggestions

By default, up to three Live Suggestions will display in the Brief It pane. You can adjust the number of suggestions that display from 2 to 5. To make a change, use the up/down arrows to increase or decrease the amount of Live Suggestions that display for a particular untranslate.

### Dictionary Defines go to:

Select the destination dictionary you want a defined suggestions to go to when using the Define With LS1 - LS5 commands. When this option is set to Case dictionary, if the transcript is not in a case, the destination dictionary is the job dictionary. When defining a Live Suggestion, the global is applied to the entire file. When defining with a Live Suggestion, the definition is placed in the transcripts Global Table in addition to the respective dictionary. If your [Dictionary Options](#) are set to have D-defines go to the Update Area, then if this option is set to Personal Dictionary, the Live Suggestion definitions will go to the Update Area.

### Show "translated" text as first Live Suggestion

By default, this option is active and Drag/Drop, Suffix Drag/Phrase Maker and phonetic translated text will be the first choice in the Live Suggestions list (and Quick Suggest). If Spell Check thinks the "translated" text is misspelled and this option is selected, the misspelled translation will not be offered as the first suggestion. If you do not want the Drag/Drop, Suffix Drag/Phrase Maker or phonetic "translated" text offered in the Live Suggestion and Quick Suggest list, deselect this option.

### Live Suggestions Favor

By default, the Live Suggestions feature is set to Balanced. Depending on many factors, you may want to adjust the Live Suggestions Favor option. For example, let's say you have a very fast computer and you want to improve the quality of your Live Suggestions, you may want to try the Quality setting. Or, let's say your realtime is a little sluggish on your old notebook, you may want to try the Speed setting to reduce the time Live Suggestions looks for suggestions.

- **Quality**  
Quality settings are set to spend up to 5 seconds looking for suggestions and will wait up to 5 steno strokes before ending the search for suggestions.
- **Balanced**  
Balanced is the default setting with settings to spend up to 2 seconds looking for suggestions and will wait up to 3 steno strokes before ending the search for suggestions.
- **Speed**  
Speed settings are set to spend up to 1 second looking for suggestions and will wait up to 3 steno strokes before ending the search for suggestions. If you are running Case CATalyst on older hardware and your realtime is a little sluggish and you want to use Live Suggestions, you may want to try this setting.

### Contraction Rules

The [Cycle Contraction](#) command expands a contraction into whole words and contracts whole words into a contraction. Expansion and contraction rules determine how the Cycle Contraction command handles the expansion and contraction of words. You can modify these rules.

Expansion rules determine how a contraction becomes two words. As an example, the expansion rule for the apostrophe d ('d) contains the words "would" and "had." The Cycle Contraction command presents the words "would" and "had" when expanding a contracted word ending in 'd. If you used the Cycle Contraction command on the word "you'd" it cycles through "you would" and "you had."

Contraction rules determine how two words become a one word contraction. As an example, the contraction rule for the word "had" contains, apostrophe d ('d). The Cycle Contraction commands uses the "'d" when making two words into one contracted word. If you used the Cycle Contraction command on the words "she had," it presents "she'd."

You can specify exceptions to the rules. The Contraction Rule dialog box, by default, contains two exceptions to the rules. For example, there is a rule for the word "us" and to have it only contract when preceded by the word "let" to make the word "let's." In another example is a rule that correctly cycles "will not" to "won't" but never to "willn't."

Access Cycle Contraction Rule dialog box:

- in Edit. Select **Tools/Options/Contraction Rules**.
- in Manage Jobs. Press **Alt + t, o, e, c** (**Tools/Options/Edit/Contraction Rules**).

### Contraction Rules

Create or modify a contraction rule:

1. On the Contraction Rules tab, do one of the following to create or modify a rule. If you want to remove an entry from the list, highlight it and click the Delete icon.
  - Click the New icon to create a new rule.
  - Double click an entry to modify an rule.

2. The Edit Contraction Rule dialog box displays. Make necessary entries:

### Root Word

Type the whole word of the contraction. For example, if adding the contraction “not” you would type “not” (without the quotes).


### Contracted from

Type the abbreviated version of the root word. For example, using the root word “not,” type “n’t”.

3. Press **Enter (OK)** to complete the entry and close the Edit Contraction Rule dialog box.
4. Press **Enter (OK)** to save the entry or create an Exception or Valid Precedent for the entry. Do one of the following:


### Exceptions

Use Exception when there is an exception to the contraction rule for a specific word.

- a. Click the **Exception** radio button.
- b. In the Exception text box, click the New  icon. The Edit Contraction Exception dialog box display.
- c. In the *Exception Text* field, type the root word that, when combined with the contraction, forms an unexpected word. For example, when “will” and “not” contract, the correct contracted form of the word is “won’t” not “willn’t.” You type the root word “will” (without quotes).
- d. In the *Cycle to* field, type the correct contracted word. Using the previous example, you type “won’t” (without quotes).
- e. Press **Enter (OK)** to complete the entry and close the Edit Contraction Exception dialog box.
- f. Press **Enter (OK)** in the Cycle Contraction Rules dialog box to save the entries.

### Valid Precedents

Use Precedents when there is an exception to the contraction rule because it is only used as a contraction when a specific word precedes it, such as “us” contracting to “s” only when preceded by “let.”

- a. Highlight an entry and click the **Valid Precedent** radio button.
- b. In the Exception text box, click the New  icon.
- c. In the blank field, type the word that precedes the contraction. Using the same example, type the word “let” (without quotes).
- d. Press **Enter** to complete the entry.
- e. Press **Enter (OK)** in the Cycle Contraction Rules dialog box to save the entries.

## Expansion Rules

Create or modify an expansion rule:

1. On the Expansion Rules tab, do one of the following to create or modify a rule. If you want to remove an entry from the list, highlight it and click the Delete icon.

- Click the New icon to create a new rule.
  - Double click an entry to modify an rule.
2. The Edit Expansion Rule dialog box displays. Make necessary entries:

#### Contraction

Type the contracted form of the word. For example, if adding the contraction “not” you type “n’t” (without quotes).


#### Expansion

Type the whole word the contraction represents. Using the previous example, you type “not” (without quotes). To add additional root words, click the New icon and type the new word and press **Enter**.

3. Press **Enter (OK)** to save the entry or create an Exception or Valid Precedent for the entry. Do one of the following:


#### Exceptions

Use Exception when there is an exception to the expansion rule for a specific word.

- a. Click the **Exception** radio button.
- b. In the Exception text box, click the New  icon. The Edit Contraction Exception dialog box display.
- c. In the *Exception Text* field, type the contracted form of a word. For example, you want to create an exception for the expansion rule to expand "can't" to "cannot" instead of "can not." Type "can't" (without quotes).
- d. In the *Cycle to* field, type the words the expansion of the contraction represents. Using the same example, type “cannot” (without quotes).
- e. Press **Enter (OK)** to complete the entry and close the Edit Contraction Exception dialog box.
- f. Press **Enter (OK)** in the Cycle Contraction Rules dialog box to save the entries.

#### Valid Precedents

Use Precedents when there is an exception to the expansion rule when a specific word precedes it the contraction.

- a. Highlight an entry and click the **Valid Precedents** radio button.
- b. In the Exception text box, click the New  icon.
- c. In the blank field, type the word that precedes the contraction.
- d. Press **Enter** to complete the entry.
- e. Press **Enter (OK)** in the Cycle Contraction Rules dialog box to save the entries.

### Fill In Timestamps

Fill In Timestamps is an Edit option that allows you to generate timestamps for lines without timestamps, such as lines in an include file or typed text. When Fill In Timestamps is active, Case CATalyst automatically generates timestamps for five lines or less using the timestamp closest to the typed lines or include file. For example, if you bring in a three line include file, generated timestamps

display for the included file. If you include a title page, Case CATalyst does not generate timestamps because it contains more than five lines.

Timestamps generated using the Fill in Timestamps option become part of the file. They display in the file and are included when you print the file, create an ASCII or print a compressed transcript. To retain generated timestamps in the file, the Fill In Timestamps option must remain selected.

To remove the timestamps from a file, deselect the Fill in Timestamps option. Case CATalyst removes the generated timestamps and they no longer display in the file, print, or can be included in an ASCII or Compress Print.

## Fill in the Timestamps

1. In Edit, press **Alt + t, o** (**Tools/Options**). The Edit options menu displays.
2. A check next to the feature indicates it is active. No check mark indicates it is inactive. If no check mark displays next to the Timestamp feature, press **i** (**Fill In Timestamps**) to select it. Case CATalyst closes the Options menu and activates the feature.

## Global Options - Advanced

Advanced Global Options determine the selection of certain settings used when making defines in Edit. These settings affect both regular CATalyst translation and CATalyst BCS captioning. You can access Advanced Global Options:

- in Manage Jobs. Press **Alt + t, o, e, g** (**Tools/Options/Edit/Global**).
- in Edit. Press **Alt + t, o, g** (**Tools/Options/Global**).
- in Edit. Press **Alt + t, o, g** (**Tools/Options/Intuitive Replace**).
- in Edit from the Global Define dialog box. Select **Options**.

## Intuitive Replace Options

To make a change, click an option. Depending on the field, make a selection from the drop down box or type an entry. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the settings in the Advanced Global Options dialog box to their original default selection.

### Intuitive Replace Active in    Replace and all defines    Only in Replace    Disabled

Determine when Intuitive Replace suggests a word when you Replace or Define words in Edit. Suggestions are based on previous replacements and defines. Choose one of the following:

#### Replace and all Defines

Suggest a replacement word in the New Text field of the Global Define dialog box for a Replace or any type of define.

#### Only in Replace

Suggest a replacement word in the New Text field of the Global Define dialog box for Replace only.

#### Disabled

Make no suggestions for the text in the Old Text field of the Global Define dialog box.

**Intuitive Replace shows suggestions only if old text was previously replaced    Yes No**

Select **Yes** to suggest a replacement word in the New Text field only if the word was previously replaced. Select **No** to not have suggested replacement words. You can toggle through previous replacements by pressing Ctrl + r with the cursor in the New Text field.

**If New Text is empty, show currently selected text    Yes No**

If you have text selected (marked) and based on your Intuitive Replace options, the field would be empty, selecting Yes would put the currently selected text in the *New Text* field. If you want the New Text field to remain empty and not be populated by the selected text, select No. The default setting for this option is No.

**Scope of Intuitive Replace    User/ Case/ Job**

Determine when to apply the replacement for Intuitive Replace. Select one:

**User**

Intuitive Replace is active in all jobs, remembering and suggesting all replacements made in any User job.

**Case**

Intuitive Replace is active across jobs in a case, remembering and suggesting all for jobs in the same case. When Case is selected and you are editing jobs that are not in an existing case, Intuitive Replace treats the scope as a User. A new case with the User name, *username\_Case.ini*, is created to store the Intuitive Replace information.

**Job**

Intuitive Replace is active only for the current job, remembering and suggesting replacements for the open job.

**Expiration (in months)**

Designate the number of months that eligible Intuitive Replace entries must remain unused before identified as expired and automatically deleted. The expiration timer for an entry starts from the time the entry was last used.

The scope of an Intuitive Replace entry determines eligibility. All entries with an Intuitive Replace scope of *User* are deleted. Expiration does not apply to entries with a scope of *Job* or with a scope of *Case* when the entry is located in a Case. If an entry with a scope of *Case* is not located in a Case, then expiration applies. For example, the scope for an entry is set to Case. You do not create a Case for the *Anderson040511* job and Edit without one. Since no Case exists, the Intuitive Replace entries are not placed in a Case and the expiration applies.

**Control + R displays last number of replacements    10**

Pressing Ctrl + r cycles through the last text replacements when the cursor is in the *New Text* field of the Global dialog box. The default cycles through the last 10 text replacement. To change the number of replacements, type a number.

Intuitive Replace remembers the last three replacements for the same word and adds them to the replacement cycle before other replacement cycle words. For example, Intuitive Replace remembers the words "too," "to" and "tote" for the word "to" and displays them before other words in the cycle list.

## Advanced Global Options



To make a change, click an option. Depending on the field, select a choice from the drop down box or type an entry. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the settings in the Advanced Global Options dialog box to their original default selection.

### **Apply dictionary defines to included text**

Select **Yes** to have all the Global Table's D, J, and K-defines apply to included, appended, multi-file appended and merged text. The globals apply from the point of the include, appended or merge text to the end of the file. E-defines (which are not dictionary definitions) always apply to included, appended, multi-file appended and merged text regardless of the status of the "Apply E-defines to typed-in text" option. The default setting for this option is No.

### **Apply E-Defines to typed-in text**

Select **Yes** to apply [E-define](#) globals to text that is typed, inserted via EZ Text, Text/Conflict dialog, Cat Scratch, replaced, pasted and resolved conflicts. For example, you often mistype the word "and" as "adn". You E-define "adn" to be "and". The next time you type "adn" and press **Spacebar** to apply the E-define "adn" to "and". This example could also be a [Personal Global](#) entry. An E-define applies only to words that contain the exact characters of the definition. Using the previous example, the E-define would not apply to the typed word "ad nauseam".

If this option is not selected and you E-define a word/phrase to be a conflict where the original word/phrase is a choice of the conflict, throughout the transcript you will be allowed to select any choice in the conflict. If the Apply E-Defines to typed-in text is selected and you E-define a word/phrase to be a conflict where the original word/phrase is a choice of the conflict, you will only be able to select conflict choices that are not the original word/phrase. For example, the word *your* translates and you E-define "your" to be ^ your ^ you're. If the option is deselected, you will be able to select conflict choice 'your' or 'you're'. If this option is active, you will only be able to select conflict choice 'your' in this file unless you open the Global Table and delete the conflict global.

### **Use Personal Globals    Yes No**

Select **Yes** to automatically correct mistyped words while editing using the [Personal Globals](#) table. A default Personal Globals table, located in your System Files case, contains common mistyped words with the correctly spelled equivalent. You can insert new and modify existing entries in your Personal Global table.

### **Remember selected options for E-Defines    Yes No**

Select **Yes** to retain the *Entire File*, *Case Sensitive* and *Selective* settings in the Global Define dialog box when making an E-Define. The Global Define dialog box opens with the settings used in the previous E-Define. Select **No** to always return the options to the default settings after making an E-Define.

### **Remember selected options for D-Defines    Yes No**

Select **Yes** to retain the *Entire File* and *Selective* settings in the Global Define dialog box when making an D-Define. The Global Define dialog box opens with the settings used in the previous D-Define. Select **No** to always return the options to the default settings after making an D-Define.

### **Remember selected options for J-Defines    Yes No**

Select **Yes** to retain the *Entire File* and *Selective* settings in the Global Define dialog box when making an J-Define. The Global Define dialog box opens with the settings used in the previous J-Define. Select **No** to always return the options to the default settings after making an J-Define.

**Remember selected options for K-Defines    Yes No**

Select **Yes** to retain the *Entire File* and *Selective* settings in the Global Define dialog box when making an K-Define. The Global Define dialog box opens with the settings used in the previous K-Define. Select **No** to always return the options to the default settings after making an K-Define.

**Remember selected options for O-Defines    Yes No**

Select **Yes** to retain the *Entire File* and *Selective* settings in the Global Define dialog box when making an O-Define (Other Dictionary). The Global Define dialog box opens with the settings used in the previous O-Define. Select **No** to always return the options to the default settings after making an O-Define.

**Generate Misstrokes for D-Defines    Yes No**

Select **Yes** to retain the *Generate Misstrokes* setting in the Global Define dialog box when making an D-Define. The Global Define dialog box opens with the setting used from the previous D-Define. Select **No** to always return the option to the default setting after making an D-Define.

**Generate Misstrokes for J-Defines    Yes No**

Select **Yes** to retain the *Generate Misstrokes* setting in the Global Define dialog box when making an J-Define. The Global Define dialog box opens with the setting used in the previous J-Define. Select **No** to always return the option to the default setting after making an J-Define.

**Generate Misstrokes for K-Defines    Yes No**

Select **Yes** to retain the *Generate Misstrokes* setting in the Global Define dialog box when making an K-Define. The Global Define dialog box opens with the setting used in the previous K-Define. Select **No** to always return the option to the default setting after making an K-Define.

**Generate Misstrokes for O-Defines    Yes No**

Select **Yes** to retain the *Generate Misstrokes* setting in the Global Define dialog box when making an O-Define (Other Dictionary). The Global Define dialog box opens with the setting used in the previous O-Define. Select **No** to always return the option to the default setting after making an O-Define.

**Remember last O-Define Browse location    Yes No**

Select **Yes** to retain the last *Pick Other Dictionary* path in the Global Define dialog box when making an O-Define (Other Dictionary). The Global Define dialog box opens with the setting used in the previous O-Define. Select **No** to always remember the default setting after making an O-Define. Set a default folder by making an entry in the *O-Define browse location* field.

**O-Define browse location**

Select the default folder location for the job dictionary when making an O-Define (Other Dictionary). This option is only available when the option, *Remember last O-Define Browse location*, is set to No.

**Open Global Dialog with Suggestions    Yes No**

Select **Yes** to automatically display a list of up to ten [suggested](#) text definitions for the steno in the *Steno* field when the Global Define dialog box opens. This option does not apply to E-Defines or Replace.

Select **No** to manually display the list by selecting *Suggest* in the Global Define dialog box. If you are using macros or AccelerWriters to open a Global Define dialog box, do not select this option. Use a key combination, such as, Alt + u (Suggest), to manually display the suggestion list. The default setting is No.

#### **Add Other Globals go to dictionaries    Yes No**

When using the [Add Other Globals](#) feature, all selected D, J and K-defines are added to the current Global Table and added to the respective dictionary. If you would only like the selected defines to go to the current Global Table, select No. The default setting is Yes.

#### **Open Global Dialog when no Quick Suggest available    Yes No**

When using the [Quick Suggest](#) feature, if a suggestion cannot be generated, a *No Suggestions were found* message displays. If, rather than having the No Suggestion message display, you want the J-define Global dialog box to display, select Yes. The default setting is No.

Please note: The Quick Suggest feature is not available while editing a voice produced transcript.

## **Include Options**

Include options determine certain settings when using the [Include](#) feature. Set the folder location from which to select a file and determine how to apply the page layout for the included file.

Access Include options:

- in Manage Jobs. Press **Alt + t, o, e, i** (**Tools/Options/Edit/Include**).
- in Edit. Press **Alt + t, o, i** (**Tools/Options/Include**).

## **Include Options**

To make a change, click an option. Depending on the field, make a selection from the drop down box, type an entry or use the Browse button. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

### **Remember Bring Layout setting**

The default setting of **Yes** has Case CATalyst remember the status of *Bring Layout* field along with the state of the Keep Inc (Include) File Page Numbering and Keep Orig (Original) File Page numbering options and will retain the settings the next time the selected include file is included. For example, you include your Title page and check the *Bring Layout* box. You then include your Mark Exhibit file and do not check the *Bring Layout* box. Case CATalyst remembers that *Bring Layout* is checked for the Title page and unchecked for the Mark Exhibit. The next time you Include the Title page, Case CATalyst displays the Included dialog box with *Bring Layout* checked. The next time you Include the Mark Exhibit file, Case CATalyst displays the Include dialog box with *Bring Layout* unchecked. If you do not want CATalyst to remember the state of the Bring Layout option, set this option to **No**. The default setting is Yes.

### **Remember last include folder**


Select **Yes** to have Case CATalyst remember the last folder location from which you selected an Include file. The next time the Include command is used, the Include dialog box defaults to the last folder location. Select **No** to have Case CATalyst always default to the current user folder unless you choose a different default location, by selecting Yes in the *Use default include folder* field and identifying a location in the *Default Include Folder* field. The default is Yes.

### Use default include folder

Select **Yes** to choose to a default location from which you select Include files when using the Include command. You must also identify the location in the *Default Include Folder* field. For example, if you work in a network environment, you have one location to store all the Include files for reporters and scopists to share. Select Yes and then identify the location in the Default Include Folder field. Select **No** to not use a default folder. Case CATalyst always defaults to the current user folder.

This option is only available when the *Remember last include folder* option is set to No.


### Default Include Folder

This option is only available when the *Remember last include folder* option is set to No. Click the Browse  button to select the default folder that the Include command automatically opens. The setting is remembered until you change it.

## Field Options

Field Options determine how Case CATalyst handles certain parameters when working with fields.

Access Field Options:

- in Manage Jobs. Press **Alt + t, o, e, f** (**Tools/Options/Edit/Field**).
- in Edit. Press **Alt + t, o, f** (**Tools/Options/Field**).
- in Edit. From the Speaker List dialog pane, click the Settings  icon. From the Choose Speaker List Fields dialog box, click **Options**.

## Field Options

To make a change, click an option. Depending on the field, make a selection from the drop down box, type an entry or use the Browse button. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

### Time separated by

Determine how to format the time in Time fields, such as [!Static Time] or [!Current Time]. Select **None**, **Colon (:)** or **Period (.)**. The default setting is Colon (:). Select None to the time display without a separator, for example, when using the Static Time - 24 Hour predefined field.


### Time display morning/afternoon

Fields that indicate time are followed by the morning or afternoon designation. Select the format to display with or without periods. The default is a.m./p.m., with the periods.

### Fill-In-Field in current user

Select **Yes** to open the Fill-In-Field List in the current user when using the Scan and Fill in Fields command or when double clicking a List Group field. Select **No** to open the Fill-In-Fields list from another location. You may want to use another location in a network environment when all users share a Fill-In-Fields List. Specify the path for the alternate location in the *Fill-In-Field path* field. The default is Yes.

### Fill-In-Field List path

This option is only available when the *Fill-In-Field in current user* option is set to No. Click the Browse  button to select the location of the Fill-In-Fields List. The setting is remembered until you change it.

### Fill-In-Field cursor location in

Set the default position for the cursor when opening the Fill in Fields dialog box. Place the cursor focus in either the **Field Value** text box or the **Select List**. Having the cursor location in either field allows you to quickly locate an entry by typing the first few letters. If the cursor is in the Select List section, capitalization of entries is ignored. Field Value is the default location.

### Retain Fields when Pasting

Select **Yes** to retain the field value and functionality of fields when pasting cut or copied text containing fields. Select **No** to paste fields as plain text without field functionality. The default is No.

### Sort attorney names using Attorney Sort column

Select Yes to display attorney names last name first in the [Fill In Field](#) dialog box for easy selection. Case CATalyst inserts the name into the transcript as it appears in the Attorney field of the [Fill-In-Fields List](#). For example, in the Fill-In-Fields List, you have the Attorney field entry as Jessica M. Sordillo. In the Attorney Sort field it displays as Sordillo, Jessica M. The name is inserted into transcript as Jessica M. Sordillo.

Yes is the default. When this option is active, the cursor focus defaults to the Select List section of the dialog box. Case CATalyst displays (*Attorney Sort Active*) in the Fill in Field dialog box when this option is set to Yes.

You may want to review entries in the Fill-In-Field List to make sure the names are sorted correctly when using this option. There may be occasions where Case CATalyst cannot properly sort the name. For example, you have an attorney JOHN VAN DEN TILLAAR listed in the Attorney field. Case CATalyst sorts the name as TILLAAR, JOHN VAN DEN because it does not know "Van Den Tillaar" is the entire last name. Modify the Attorney Sort field to reflect the correct sorting order, VAN DEN TILLAAR, JOHN. Case CATalyst ignores certain suffixes when filling in the Attorney Sort field, such as Jr., Sr. and Esq.

### Common Speakers

Specify default [EZ Speaker](#) names, those that do not change from job to job, to display in the [Speaker List](#). Common speakers, for example, might be THE BAILIFF, THE CLERK or THE WITNESS. The Speaker List allows you to easily insert speaker names into a transcript in Colloquy or By Line format. You can add job specific speaker names to the Speaker List before translating or during Edit.

Click an EZ Speaker and type a new name or modify the name in the field on the right. Click the down arrow to display the color pallet and click a color. The speaker name displays in the transcript with the selected color.

## Intuitive Replace

Intuitive Replace suggests a word in the New Text field of the Replace or Define dialog box when you replace or define a word. For example, you Replace the word "buy" with the correct word "by". The steno outline is correct for the word "buy" but you need to use the word "by" in this occurrence. The next time you Replace the word "buy", the word "by" displays in the New Text field of the Replace dialog box. Set Intuitive Replace to suggest for any words you Replace or Define, only for words when using Replace or only for words previously replaced.

When you replace a word not previously replaced, the last word replaced displays in the New Text field. Cycle through the last ten replacement words by pressing **Ctrl + r** with the cursor in the New Text field. Press **Ctrl + Shift + r** to cycle backwards through the selection. The default number of available replacement words when you press Ctrl + r is 10. You can change the default number in [Global Options](#).

Depending on the option selected, you can have Intuitive Replace suggest replacements made in any User job; only for jobs in the same case; or only within an individual job. When Intuitive Replace is active for all jobs in a User, Case CATalyst stores the replacement words in the System Files\_Case.ini. This file is located in the System Files case. When Intuitive Replace is active in a case, the words are stored in the Case History (*casename\_case.ini*) file. If Case is selected without cases being used, Case CATalyst creates a new case with the User name, *username\_Case.ini* to store the Intuitive Replace information. When you select to have Intuitive Replace active only in a job, the words are stored in the Job History (*jobname.sgxml*) file. You can view the Intuitive Replace list.

[Intuitive Replace Options](#) determine when suggestion are made in the New Text field based on the type of Global define and in type of jobs the feature is active.

### Orphan Control Options

Orphan Control Options is an Edit option that allows you to specify characters or text to display on lines normally left blank when using the [Orphan Control format symbol](#). For example, you have an examination include file that contains an Orphan Control format symbol to prevent the examination and speaker name from being separated on two pages. The Orphan Control format symbol creates two blank lines in the transcript by moving the examination to the next page.

### Set the Orphan Control Options

1. Press **Alt + t, o, o** (**Tools/Options/Orphan Control Options**). The Orphan Control Options dialog box displays.
2. Make necessary entries:

#### **Show character/text on empty lines created by Orphan Control**

Check the box and type the text that indicates the lines are intentionally left blank. Case CATalyst inserts specific text on the blank lines, such as three slashes (///), to indicate the lines are intentionally left blank as required by some jurisdictions.

#### **Use font and margins from paragraph style**

Select a paragraph style to control the margin, justification and font style when using Orphan Control.

3. Press **Enter (OK)**.

### Plural Endings Options

Plural Endings Options is an Edit option that allows you to use the final S, final Z or both for plural endings when the [Suffix Drag](#) translate option is active. The Plural Options are also used when selecting the [Endings button](#) in a Global dialog box. The Plural Options are also used when selecting the [Endings button](#) in a Global dialog box.

Suffix Drag translates steno outlines that would result in an untranslate if a dragged letter, -G, -S or -D is stroked. For example, you write the word "paper" as PAEUP and "papers" as PAEUP/-S. If you accidentally wrote PAEUPS all in one stroke and had the Suffix Drag option selected, the result would be "papers" even though that stroke is not defined in your dictionary as "papers."

[Brief It](#) will also use this setting for suggesting singular and plural briefs for regular translate and CATalyst BCS captioning.

Suffix Drag translates steno outlines that would result in an untranslate if a dragged letter, -G, -S or -D is stroked. For example, you write the word "paper" as PAEUP and "papers" as PAEUP/-S. If you accidentally wrote PAEUPS all in one stroke and had the Suffix Drag option selected, the result would be "papers" even though that stroke is not defined in your dictionary as "papers."

When creating a global and you type a word in the *New Text* field, Case CATalyst analyzes the word to determine if a " G", " S" or " D" steno outline could be added to the word. If so, then Case CATalyst activates the Endings button. Edit's [Plural Endings](#) Option setting also applies to the Endings feature. The Plural Endings option allows you to set the final S, final Z or both as keys you write to indicate a plural.

The Global Endings dialog box displays when the Endings button is selected. You can choose any of the suggested definitions to add to your dictionary. For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings and you have the plural endings option set to both final S and final Z:

REPTD = represented

REPTS = represents

REPTZ = represents

## Set Plural Endings Options

1. In Edit, press **Alt + t, o, e** (**Tools/Options/Plural Endings Options**). The Plural Word Endings Options dialog box displays.
2. Select one of the following:
  - Use /-S
  - Use /-Z
  - Use both /-S and /-Z
3. Press **Enter (OK)** to accept the changes.

## QuickFix Suffix Options

QuickFix Suffix Options displays the Suffixes dialog box which contains the current A - Z assignments. QuickFix Suffix attaches a suffix to a word using the [EZ Link](#) rules of spelling. QuickFix Suffix also uses the [Prefixsuffixrules.ini](#) file when the Prefixsuffixrules.ini file is located in your System Files case. Case CATalyst attaches a suffix you select from the list of suffixes and attempts to correctly spell the combined word, first checking the Spell Check wordlist for a match. If no match exists then Case CATalyst attaches the combined root word and suffix without any spelling changes.

Access QuickFix Suffix options:

- in Manage Jobs. Press **Alt + t, o, e, s** (**Tools/Options/Edit/QuickFix Suffix**).
- in Edit. Press **Alt + t, o, s** (**Tools/Options/QuickFix Suffix**).
- in Edit. From the QuickFix dialog box, select **Suffix** and then select **Options**.

## QuickFix Suffix Options

Type in a field to modify the entry. To remove an entry, highlight the existing text and press **Del** (**Delete**). When finished press **Enter (OK)**. The changes display in the QuickFix Suffix list.

## QuickFix Prefix Options

QuickFix Prefix Options displays the Prefixes dialog box which contains the current A - Z assigned entries that. The QuickFix Prefix command attaches a prefix to a word using the [EZ Link](#) rules of spelling. QuickFix Prefix also uses the [Prefixsuffixrules.ini](#) file when the Prefixsuffixrules.ini file is located in your System Files case. Case CATalyst attaches the prefix you select from the list of prefixes and attempts to correctly spell the combined word, first checking the Spell Check wordlist for a match. If no match exists then Case CATalyst attaches the combined root word and prefix without any spelling changes.

To Access QuickFix Prefix options:

- in Manage Jobs. Press **Alt + t, o, e, p** (**Tools/Options/Edit/QuickFix Prefix**).
- in Edit. Press **Alt + t, o, p** (**Tools/Options/QuickFix Prefix**).
- in Edit. From the QuickFix dialog box, select **Prefix** and then select **Options**.

## QuickFix Prefix Options

Type in a field to modify the entry. To remove an entry, highlight the existing text and press **Del** (**Delete**). When finished, press **Enter** (**OK**). The changes display in the QuickFix Prefix list.

## Scan For Options

The Scan For Options allow you to determine the criteria on which the cursor stops when using the [Scan](#) and [Scan Backwards](#) Edit commands. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

## Set the Scan For Options

1. From the Edit menu, press **Alt + t, o, c** (**Tools/Options/Scan For Options**). The Scan For Options dialog box displays.
2. Check the box next to **any** of the options you want Scan or Scan Backwards to stop on. Uncheck the box to have Scan and Scan Backwards not stop on that criterion in the job.
  - **Untranslates** - steno outlines in which no dictionary entry was found to translate the steno.
  - **Conflicts** - steno outlines that have multiple text definitions.
  - **Scan Stops** - text surrounded by Scan Stop format symbols.
  - **Hidden Text** - text that has been inserted via the Insert Hidden Text command. Hidden text does not print.
  - **Prefix/Suffix Translations** - translations that include a dictionary defined prefix and/or suffix.
  - **Drag/Drop Translations** - translations that have resulted from the Drag/Drop Analysis and/or [TrueStroke Drag/Drop](#) translate options being selected.
  - **Suffix Drag Translations** - translations that have resulted in the [Suffix Drag](#) translate option being selected.
  - **Bench** - occurrences in transcript where the Bench Mode On/Off format symbols were inserted.
  - **Field (Empty)** - stops on an empty field including those contained in headers. To display the Fill in Field dialog box when scanning an empty field, check the box Fill in Fields.
  - **Fill in Fields** - this option is only available when you select the Field (Empty) option. When scanning to empty fields, automatically display the Fill in Field dialog box except when Case



CATalyst stops on an empty field in a header, Reveal Codes opens for you to view the field, but the dialog box does not display.

The cursor does not automatically scan to the next item after filling in the field. Use the [Scan and Fill in Fields](#) command to open the Fill in Field dialog box and automatically scan to the next empty field.

- **Indexed Items** - stops the cursor on Index Heading On and/or Index On format symbols.
- **Index Placeholders** - stops the cursor on occurrences of the Index Placeholders Text format symbol.
- **Oops** - stops the cursor on occurrences of the [Oops](#) format symbol.
- **Attachment Points** - stops on Attachment Point format symbols without an attachment. The Open dialog box automatically displays where you can navigate to select a file to attach.
- **Attachments** - stops on attachments. It does not stop on an Attachment Point format symbol without an attachment.
- **Changes** - stops on changes or comments made in the transcript. The [Track Changes](#) feature must be active when making changes and comments.
- **Deselect All** - deselect all the options. You may want to use this option when creating a macro to select a specific Scan For Option. To run a macro for a specific Scan For Option you would first need to deselect all the other options. By using Deselect All, you can deselect all the options at once and then select the specific one you want to use.
- **Automatically open Quick Suggest for** -- automatically opens the [Quick Suggest](#) dialog box with possible suggestions when Scan stops on an untranslate, Drag/Drop and/or Suffix Drag translation. Select the items you want Scan to stop on and automatically open the Quick Suggest dialog box. The scan options selected in this section must also be selected in the section above the Quick Suggest section.

3. To save your changes, press **Enter (OK)**.

## Set Audio Delay

Set Audio Delay is an Edit feature used to hear the context of the transcript a few seconds before the actual cursor position or used to adjust the synchronization between the cursor location in the job and the playback of the audio file. When you invoke the Play Audio command, Case CATalyst checks the Audio Delay value before playing the associated audio. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Audio capabilities are only available on systems that have the optional AudioSync software.

## Adjust Audio Values

1. In Edit, press **Alt + t, o, u (Tools/Options/Set Audio Delay)**. The Set Audio Delay dialog box displays.
2. Review the Current delay setting. Make a change to the setting by typing a new setting number in the New delay field. The maximum number of seconds is 99.
3. Press **Enter (OK)** to accept the changes.

## Set Words Per Folio

Set Words Per Folio is an Edit feature used to determine the number of words that comprise a folio. The default setting is 72 words per folio. View the number of words and folios in a file during Edit by selecting View/[Folio Count](#).

## Set the Words Per Folio

1. In Edit, press **Alt + t, o, w** (**Tools/Options/Set Words Per Folio**). The Words Per Folio dialog box displays.
2. In the Enter Value field, type the number of words you want in a folio.
3. Press **Enter (OK)** to accept the changes

## By Line Options

By Line Options allow you to set the line format for the By Line when inserting a speaker name from the [Speaker List](#) while editing whether during realtime or after translation is complete. A speaker name automatically inserts as a By Line when inserted into the transcript immediately before or after a <Question> format symbol from the Speaker List or when using the Search Next Missing By Line feature.

The By Line paragraph formatting is controlled by By Line paragraph style of the current layout for the file. By Line Options also determine the search criteria for the [Search Next Missing By Line](#) feature.

Access By Line Options in Edit. Press **Alt + t, o, L** (**Tools/Options/By Line Options**). The By Line Options dialog box displays.

## By Line Options

Make entries in the fields as necessary. Select **OK** to save Save your change when finished.

### Place By Line

Determine your By Line position in the transcript. The current Layout for the file controls the paragraph formatting of the By Line.

#### Before Q

Place the Speaker By Line before the Question. The results are:

<By-line>BY SPEAKER NAME:

Q

#### After Q

Place the By Line after the Question on the same line as the Q. When After Q is selected, the Format section allows you to customize the appearance of the By Line following the Q. The default setting is:

Q. By (SPEAKER NAME:)space space

#### When inserting BY SPEAKER from the Speaker List, change Question to <By Line>

This option is active when *After Q* option is selected.

Check this box to have Case CATalyst insert a speaker from the list and automatically change the existing Question paragraph style to a By Line. It may be necessary to modify the current layout for the file to include a Q symbol as part of your By Line paragraph style.

Uncheck this option to have Case CATalyst insert a speaker from the list and retain the paragraph style as a Question. The Search Next Missing By Lines feature, when invoked, is likely to stop on these occurrences. Although the speaker information is correct, the paragraph style is a Question and not a By Line paragraph style.

### Format

Make necessary changes to the defaults in the Before and After fields. Use format symbols as needed. Select **FS** to double click a [format symbol](#) from the list for insertion into the By Line format. Case CATalyst assumes the Q and [!EZ SPEAKER ##] field in the format.

### Example

To format the By Line as: *Q BY SPEAKER NAME:* In the Before field, remove the ( and in the After field remove the ).

## Search Next Missing By Line Options

Determine the criteria the Search Next Missing By Line feature considers when a By Line is missing. Check any of the following:

### Between Colloquy + Question

The feature stops when Colloquy is followed by a Question with no By Line paragraph between the two paragraphs.

### Between Parenthetical + Question

The feature stops when a Parenthetical is followed by a Question with no By Line paragraph between the two paragraphs.

### After Colloquy + Answer

The feature stops when Colloquy is followed by an Answer with no By Line paragraph within the next two paragraphs and before a Question. In most cases, this applies to specific transcript formatting where an Answer symbol is used instead of Colloquy, such as THE WITNESS.

### Between Centered and Question

The feature stops when no By Line paragraph exists between a Question paragraph followed by a Centered paragraph.

## Timer Information

The Timer feature allows you to track the amount of time a speaker examines a witness or the amount of time for a specific event in a realtime job. For example, Direct Examination. To use the Timer feature and track the speakers or events, you create dictionary entries that include the [Start Timer](#) translate command. A [Stop All Timers](#) definition is also used to stop all active Timers in the realtime job such as when there is an off the record discussion, a break or at the end of the proceedings. The following are examples of speaker definitions with the Timer command included:

<Colloquy>MR. SMITH{Start Timer}[1]:

<Colloquy>[!EZ SPEAKER 01]{Start Timer}[1]:

<Colloquy>[EZ SPEAKER 00]{Start Timer}[0]

<By-Line>BY MR. SMITH{Start Timer}[1]:

<By-Line>BY [!EZ SPEAKER 01]{Start Timer}[1]:

<By-Line><Question>(BY MR. SMITH{Start Timer}[1])

<By-Line><Question>(BY [!EZ SPEAKER 01]{Start Timer}[1])

Using the Timer Information feature, you can set up Timer names, Timer Groups and automatically display the Timer dialog box when Timers are active during realtime writing. Timers can be used to track individual and you can group specific timers together as a Timer Group to track the cumulative time for multiple speakers. For example, you have two defense attorneys. You can track the individual time for each attorney and the total time for the defense team.

The Timers dialog box, when selected, allows you to view the Timer Information during realtime. You can select to show or hide the Timer information before beginning translation by selecting the [Timers translate option](#), setting an option in the Timer Information feature or during realtime by pressing **Alt + v, s, r (View/Show/Timers)**.

## Timer Names and Groups

The Timer Information feature allows you to set up Timer names, Timer Groups and automatically display the Timer dialog box when Timers are active during realtime writing.

A Timer tracks the amount of time for each speaker or specific event during a realtime job. Timer names, by default, display as Timer 1, Timer 2, etc. You can [customize](#) the default Timer name for each job by entering new Timer names or by using EZ Speaker fields. Using [EZ Speaker fields](#) in Timers names allows you to use the Create EZ Speakers feature for each job to automatically fill in the Timer names. For example, you use the Create EZ Speaker feature which includes the [!EZ Speaker] fields in the dictionary definitions. In the Timer Information dialog box, you substitute the [!EZ SPEAKER 01] field for "Timer 1." Before the job begins, you use the [Create EZ Speakers](#) feature and type "MR. JONES" for "EZ Speaker 01." When you start translation, "MR. JONES" automatically displays in place of "Timer 1." You can also designate a separate text color to identify each Timer while viewing the job during realtime.

A Timer Group contains multiple Timers listed under one group name for the purpose of tracking their cumulative time. For example, you have one attorney representing the plaintiff and two attorneys representing the defendant. You assign Timer 1 to the plaintiff's attorney and Timer 2 for one of the defendant's attorneys and Timer 3 for the second defendant's attorney. You then assign Timer 2 and Timer 3 to a Group to view the total time for both defense attorneys. You track the individual time for each defense attorney and the total time for both of them.

The default Timer Group names are Timer Group 1, Timer Group 2, Timer Group 3, etc. You can use the default names, create a generic name, or change the names of groups for every job. You can also designate a separate text color to identify each Timer group while viewing the job during realtime. You can create fields and use them in Timer Group names allowing you to use the field value to identify the name of the Timer Group.

Timers start and stop with steno strokes from your writing machine. A dictionary definition with the [Start Timer](#) translate command is necessary to start each individual Timer and a definition with the [Stop All Timers](#) translate command to stop all Timers. The Start Timer and Stop Timer definitions must exist in a dictionary that you are using for translation. Only one Timer can be active at a time. Although you can have individual dictionary definitions to start the time for each speaker, you may want to modify your [EZ Speakers dictionary](#) to include the Start Timer translate command for each speaker.

Inserting [Timer fields](#) into the transcript or Include file allows you to view the cumulative time for each speaker. If you also use Timer Groups, you can insert a TimerGroup field to view the cumulative time for the group of speakers in their specified Timer Group.

Timer information is job specific. Case CATalyst saves and displays all Timer information for each job in the Job History file, on the Translation tab.

Create Timer and Timer Group names during realtime or while editing. Press **Alt + t, o, m** (**Tools/Options/Timer Information**) to display the Timer Options dialog box.



[Keyboard Map](#) Functions: Timer Information

## Timer Settings

Select **OK** when finished to save the changes and close the dialog box.

### Available Timers

The list of Timers identified for this job. You can set up default Timer names to display in the Available Timer section.

### New Timer

Add a new Timer to the Available Timers list. New Timers use a default name of Timer followed by a sequentially assigned number. You can rename the Timer to include EZ Speaker fields. For example, you may want to substitute the [!EZ SPEAKER 01] field for the Timer 1 name if you use the EZ Speakers feature and the EZ Speaker fields are used in the speaker definitions. When you use the Create EZ Speakers feature, the field value identifies the name and the Timer.

To insert a field, press **Ctrl + f** when naming the Timer. The [Insert Field](#) dialog box displays where you can select a field.

### Delete Name

Remove a Timer name from the Available Timers list. Highlight the Timer and then select Delete Name. The current timer name is replaced by the default Timer name and number.

### Rename

Highlight a Timer and then select Rename. A rectangular box displays around the Timer name. Type a new name and then press **Enter**. To insert a field after selecting Rename, press **Ctrl + f**. The [Insert Field](#) dialog box displays where you can select a field.

### Set as Default

Have the Timers always default to the currently assigned names until the names are changed. You may want to use the other names, such as Plaintiff 1, Plaintiff 2, Defense 1 or EZ Speaker fields instead of Timer names to save as your default.

### Groups

Create [Timer Groups](#) to track the total time for a group of speakers along with the time for each individual.

### LED Color

Highlight a Timer and choose a text color to associate with the name.

### Display timers window when a timer is started

Check this box to have the Timers dialog box open with the name of the initial Timer used in the job. Timers are added to the dialog box as they are used.

## Timer Group Settings

Access Timer Group settings from the Timer Options dialog box. Press **Alt + g (Groups)**. The Timer Groups dialog box displays. Make changes and select **OK** when finished.

### Timer Groups

Select a Timer group from the list to modify, rename, or delete. If no names display, no Timer groups exists for this job. To create a new Timer group, select **New Group**.

To use a field as a Timer Group name, press **Ctrl + f** when naming the Timer Group. The [Insert Field](#) dialog box displays where you can select a field to insert.

### LED Color

Choose a text color for the current Timer group.

### Rename Group

Change the name of an existing Timer group. Select a group name from the Timer Groups drop down list and then select **Rename**. Type the new name Press **Enter**. For example, type Plaintiff, Defendant, Expert Witness, Recess or press **Ctrl + f** to select and [insert](#) a Field as the group name.

### New Group

Create a new Timer group. Case CATalyst automatically creates the new group using the default naming convention and the next consecutive number. To insert a field as a Timer Group name, press **Ctrl + f** when renaming the Timer Group. The [Insert Field](#) dialog box displays allowing you to select a field.

### Delete Group

Remove a Timer group from the job. Select a group name from the Timer Groups drop down list and then select **Delete**. A confirmation message displays. Press **Enter (Yes)** to complete the deletion.

### Available Timers

The list of existing individual Timers for the job.

### Add

Highlight the desired available Timers to add to a Group and then click **Add**.

### Remove

Highlight the desired Timers to remove from the select Group list and then click **Remove**.

### Timers in Group

The individual Timers associated with the group name displayed in the Timer Groups field.

### Set as Default

Set the group name displayed in the Timer Groups field as the default for all jobs.

## 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, multiple speakers or the total of time of speakers for each side. 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. 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 [Timer Group](#), the Timer Group time will automatically adjust. You cannot edit a Group Timer's time.

Undo is not available when changing Timers' times.

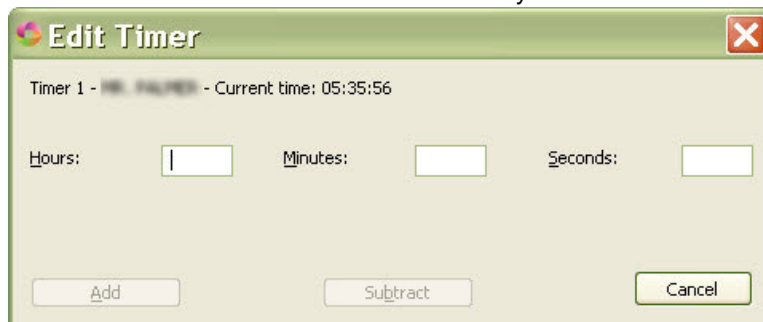
Timers must be paused or stopped before editing is available.

To edit a Timer:

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

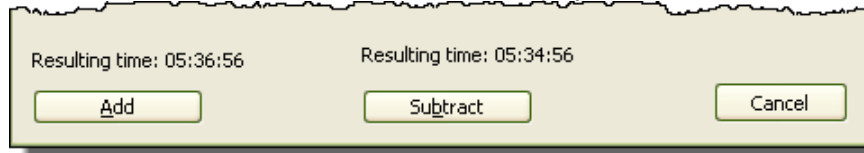


2. The Timer number, name and the current value of the timer displays at the top of the dialog box. Double click the time indicator for the Timer you want to edit.



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 time is subtracted from the current time.
5. 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.

## Transcript Spell Check Options

Transcript Spell Check Options determine the Spell Check settings used when spell checking in Edit. You can select automatic Spell Check features, choose Wordlists, set the number of Suggestions and choose the language type. For example, you can add a job wordlist, choose the Wintertree Medical Wordlist, activate the option to have Spell Check ignore all capped words and single characters, display notification when Spell Check completes in a text field and set the number of suggested words to display at 10. Additional Transcript Spell Check options are available by selecting the [Advanced](#) button in the Transcript Spell Check Options dialog box.

Spell Check uses a default wordlist along with any provided wordlists you select. Spell Check will also use the Personal Wordlist and case and/or job wordlist when spell checking. If, in the rare case, there is a word you feel is misspelled in the default wordlists, you can put the word in your [Personal Wordlist](#) with the exclude attribute.

Use [Dictionary Spell Check options](#) to set Spell Check parameters for spell checking the text portion of dictionary entries in Manage Dictionary. Dictionary Spell Check options are set independently from Transcript Spell Check options.

The priority of the wordlists are as follows: Ignore All (which is in memory only), Job, Case, Personal, Exclude List (if selected), optional "other" wordlists, main language wordlists provided by Wintertree, Wintertree medical (if selected), Stedman's medical (if selected), Wintertree legal (if selected) and Black's legal (if selected).

These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Access Transcript Spell Check Options:

- in Manage Jobs. Press **Alt + t, o, e, t** (**Tools/Options/Edit/Transcript Spell Check**).
- in Edit. Press **Alt + t, o, t** (**Tools/Options/Transcript Spell Check**).

## Transcript Spell Check Options

To make a change, click an option. Depending on the field, check or uncheck the box or select a choice from the drop down list. When finished with all your changes, select **OK**.



## Language

Select the language set to use when running Spell Check. Selecting a language set for Spell Check affects the language set for the general WinterTree [Wordlist](#). Black's Law and Stedman's Medical wordlists are only available in English.

- **American English**
- **British English**
- **French** — When using French, Spell Check considers words beginning with a letter followed by an apostrophe, such as "c'est" to be misspelled and suggests a space following the apostrophe, "c' est." Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Italian** — When using Italian, Spell Check considers words beginning with a letter followed by an apostrophe to be misspelled and suggests a space following the apostrophe. Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Spanish**
- **Brazilian Portuguese**

## Options

Check the boxes next to the features you want active when Spell Check runs.

### Pause after change

Suspend Spell Check after an action is taken, such as Change or Ignore. You must press **Resume** to move to the next item. If you do not select this option, Case CATalyst performs the action and scans to the next item.

### Autocorrect

Automatically correct a word with the specified alternative contained in a selected [Wordlist](#). For example, Spell Check recognizes "teh" as misspelled and automatically replaces it with "the" because the entry in the selected Wordlist is: "teh" Autocorrect "the."

### Ignore Allcapped Words

Do not stop on words or abbreviations that are all capitalized and not recognized by Spell Check.

### Ignore Mixed Case

Do not stop on mixed case words that have more than one initial capped letter and are not recognized by Spell Check. For example, Spell Check does not stop on "CATalyst ", "McNeal", or "OZpc."

### Ignore Mixed Digits

Do not stop on combinations of digits and numbers not recognized by Spell Check. For example, Spell Check does not stop on 12F, t3sting, or 500th.

### Report Repeated Words

Stop on repeated words unless the words have been added to your Personal, Case or Job wordlist.

### Strip Possessives

Spell check only the root word.

### **Suggest Split Words**

Offer two separate words as a Suggestion for a single word that can legitimately be two words. For example, Spell Check stops on "someperson" and offers the Suggestion "some person."

### **Ignore Single Characters**

Do not stop on individual characters. For example, do not have Spell Check stop on the X in "X marks the spot."

### **Add Changes To Wordlist**

Add the highlighted word and its replacement to the job Wordlist as a Suggest, when the Change action is used. For example, Spell Check stops on the word "someperson". You select "some person" from the Suggestions list and the Change action. In the job's Wordlist, the following entry is added: "someperson" Suggest "some person."

### **Check Punctuation**

Stop on multiple punctuation that is not recognized and suggest correct ending punctuation for Question and Answer paragraph styles. Ending punctuation includes question mark, period or dashes.

### **Check Colloquy Punct.**

Check for a period at the end of a Colloquy paragraph.

### **Check Spacing**

Stop on incorrect spacing following punctuation, abbreviations, between words or at the beginning of a paragraph. Spell Check does not stop on a space at the beginning of the paragraph created by a <Tab> format symbol. [Advanced Spell Check Options](#) affect how Spell Check handles spaces after a colon and an abbreviation.

### **Check Fields**

Spell check text typed when filling in fields. This option is active when you also select the Spell Check While Defining option or while Spell checking the transcript.

### **Report Repeated Paragraphs**

Stop on repeated paragraph styles. Spell Check suggests specific names from the Speaker List when repeated Colloquy is reported.

### **Report Empty Pages**

Stop on pages with no text. You can select to Ignore the empty page or click in the transcript and delete the New Page format symbol from Reveal Codes.

### **Check for missing By Lines**

Stop on possible missing By Lines. The Fix Missing By Line dialog box displays where you can determine how to handle the possible error. See [Search Next Missing By Line](#) for additional information.

### **Report Empty Q/A/C Paragraph**

When selected, Spell Check will stop on empty Question, Answer and Colloquy paragraphs. If you select Ignore All on an empty Colloquy paragraph, Spell Check will not stop on empty Colloquy occurrences with the same name. For example, if Spell Check stops on an empty <Colloquy>MR. WILSON: and you select Ignore All, Spell Check will not stop on any remaining empty occurrences of <Colloquy>MR. WILSON:. Ignore All is not available when Spell Check stops on an empty Q or A.

### **Deselect All**

Deselect all options. By using Deselect All, you can deselect all the options at once and then select the specific one you want to use. For example, you may want to use this feature when creating a macro to select a specific Spell Check Option. To run a macro for a specific Spell Check Option, first deselect all the other options.

### **Additional Wordlists**

Use the **Add** button to display the locate and include additional [Wordlists](#) for use with Spell Check. Once added to the list, you must check the box next to each Wordlist you want to apply during Spell Check. Uncheck the box to inactivate the Wordlist but keep it in the list for later use. Use **Remove** to delete the Wordlist from the list. You can Add it again if necessary.

Wordlists are applied during Spell Check in a [priority](#) order. Additional Wordlists are applied before all other Wordlists except the Ignore All Wordlist which is a temporary Wordlist that is not viewable. Wordlists contained in the Additional Wordlists are applied in display order. Use the **Move Up** and **Move Down** buttons to reorder the list.

### **Match Common Word Processors**

The Match Common Word Processors option uses an exclude list that contains all common words from the Wintertree American wordlist or Wintertree British wordlist that some commonly used spell checkers (i.e. word processor software) report as being misspelled. Although there are words in the Wintertree American wordlist or Wintertree British wordlist that commonly used spell checkers mark as misspelled, many of those same words may be recognized spellings in other spell checkers. By checking this option, you are setting CATalyst's spellchecker to stop on these words even though the built-in wordlist says these words are correct.

When you select the Match Common Word Processors option, the listed legal and medical wordlists are automatically deselected (to give you the most desired results). Deselecting the Match Common Word Processors option does not automatically reselect all the wordlists listed below. You will need to select each wordlist you want to use. All commonly used spell checkers may not have medical and legal terminology as a part of their wordlists. If all the medical and legal wordlist are deselected, you most likely will need to add some medical and legal words to your Personal Wordlist (with the Ignore attribute) so Spell Check doesn't stop on them. For example, if you select the Match Common Word Processors option and deselect the medical and legal words, you may have to add "Voir" (Voir Dire) to your Personal Wordlist so Spell Check doesn't stop on it. There may be medical words you will need to add also. If you select this option and continue to select all medical and legal wordlists, you may still find some words that commonly used spell checkers would consider misspelled. You can select all, some or none of the wordlists, it is your decision.

*This option is grayed out if American English or British English is not selected in the Language field.*

### **Use Wintertree Medical Wordlist**

Check this box to use the Wintertree Medical Wordlist.

### **Use Stedman's Medical Wordlist**

Check this box to use Stedman's Medical Wordlist.

### **Use Wintertree Legal Wordlist**

Check this box to use the Wintertree Legal Wordlist.

### **Use Black's Legal Wordlist**

Check this box to use Black's Legal Wordlist.

### **Display Red Squiggle Under Misspelled Words**

Check this box to display a red squiggle underline on words that Spell Check considers misspelled. You can add the red squiggle underlined word to the Personal, Job, Case or Ignore All Wordlist. Selecting Ignore All prevents Case CATalyst from stopping on any occurrence of the word in this job during this Edit session. If you exit or close the session and reopen the file, Spell Check stops on the text previously identified in the Ignore All. By default, this option is turned on.

Move to the next red squiggle and Move to the previous red squiggle keyboard commands allow you to move directly to the next or previous red squiggle. Once you create a [keyboard assignment](#) for the commands, you can invoke them from the keyboard or include them in a macro.

### **Spell Check While Defining**

Check this box to invoke Spell Check automatically when the spelling of text in the Global dialog box and inserting text. When you type in the Text field and then press Enter in the dialog box, Spell Check automatically checks the word or words for correct spelling. If Spell Checks detects a possible error, the Spell Check dialog box displays. The spell check while defining options affects the following dialog boxes: Global/Replace, Filling in a field, Change Header Text, Hidden Text - insert/modify, Insert Conflict/Text, Modify Header/Footer in Layout, Make Exhibit Index Entries, define from Vertical Notes and define from Brief It. This option is active by default.

### **Spell Check While Defining during Realtime**

Spell Check While Defining during Realtime automatically checks the spelling of text in the Global dialog box and inserting text and applies strictly while writing realtime. The Spell Check While Defining during Realtime is selected by default. If you don't want Spell Check to interrupt the define process while writing realtime, deselect the option. If you only want spell check while defining active while editing, select the Spell Check While Defining option and leave the Spell Check While Defining during Realtime option unselected. The spell check while defining options affects the following dialog boxes: Global/Replace, Filling in a field, Change Header Text, Hidden Text - insert/modify, Insert Conflict/Text, Modify Header/Footer in Layout, Make Exhibit Index Entries, define from Vertical Notes and define from Brief It. This option is active by default.

### **Scan While Spellcheck**

Check this box to use the selected Scan options during Spell Check. Use the Scan Options feature to select the options.

### **Scan Options**

Set [Scan For Options](#) for Spell Check to recognize. Changes made here are also reflected in the Scan For options accessed in Edit from Tools/Options/Scan For.

### **Notify me when spellcheck completes in a text field**

When the Spell Check while Defining option is Off and you manually spell check text in a field within a dialog box using Spell Check (Shift + F7), the No Spelling Errors dialog box displays.

### **Maximum Number of Suggestions**

Enter a number between 10 and 100 to determine the maximum number of alternative words that display in the Suggestions field. The smaller the number of suggestions, the more accurate the suggestions.

## Advanced

Display the [Advanced Spell Check Options](#) dialog box where you can make additional Spell Check settings.

## Warnings

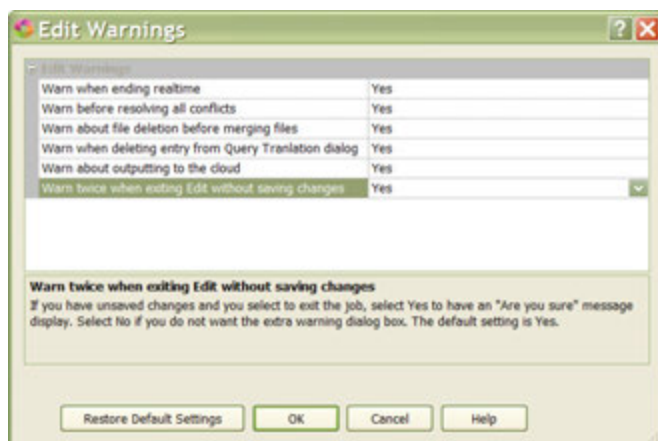
Warnings is a Translate and Edit option that allows you to select to display warning messages. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Translate and Edit warning messages display when you:

- [end realtime](#).
- choose to resolve conflicts using the [Resolve All Chosen Conflicts](#) feature.
- [merge](#) files.
- deleting an entry through the [Query Translation](#) dialog.
- outputting to [CaseViewNet Cloud](#).
- exit without saving.

## Set Warning Options

1. In Edit, press **Alt t, o**, select **Warnings (Tools/Options/Warnings)**. The Warnings in Edit dialog box displays.
2. On the right side of the option box, double click to toggle between **Yes** and **No**. Each warning has a brief description when the warning is highlighted.



You can also turn these warnings off when the warning dialog box displays by checking the option: *I understand the consequences of my actions. Please stop asking.*

3. Press **Enter (OK)**.

## Word Definition Options

Word Definition Dictionary Options allow you to confirm the version of Merriam-Webster dictionary being used, confirm the location of the Merriam-Webster wordlist and definition files and change the colors for the Word Definition dialog box. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Access Word Definition Options:

- in Manage Jobs. Press **Alt + t, o, e, w** (**Tools/Options/Edit/Word Definition**).
- in Edit. Press **Alt + t, o, n** (**Tools/Options/Word Definition**).
- in Edit. From the Word Definition dialog box, click the **Setup** icon.

## Word Definition Options


To make a change, select a choice from the drop down box or navigate to a folder location using the Browse button. When finished with your selection, click **Apply**. When finished with all your changes, select **OK**.

### Dictionary Tab


#### Available Word Dictionaries

The default dictionary, Merriam-Webster Dictionary, comes with the Case CATalyst software. The most current Merriam-Webster dictionary displays. Click the down arrow to display other available versions.

#### Words Path

Displays the current location for the Merriam-Webster wordlist file, MWWords.bin. The default location for this file is the same location where Case CATalyst was installed. To change the location, click  and navigate to the new location.

#### Definitions Path

Displays the current location for the Merriam-Webster definitions file, MWDef.bin. The default location for this file is the same location where Case CATalyst was installed. To change the location, click  and navigate to the new location.

### Colors tab

Using the options on the Color tab, modify the Background Color, Text Color, and Link Color in the Word Definition Dictionary dialog box. For each option, select a color from the drop down menu or create a customized color. To create your own color, consult your Windows documentation for more information.

## Application/Computer Options\_2

Application/Computer Options allow you to set certain defaults for Case CATalyst. Access Application/Computer Options in Manage Jobs press **Alt + t, o, a** or Edit press **Alt + t, o, /** (**Tools/Options/Application Computer Options**).

## Application/Computer Options

To make a change, click an option. Select a choice from the drop down list. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

### Start-up Settings

#### Start-up Size

Start-up size determines the size and location of the Case CATalyst window when Case CATalyst opens. This setting affects all users on this computer. By default, Case CATalyst is set to open maximized.

### Last Known Size

Case CATalyst opens with the last customized size and position of the Case CATalyst window. It is necessary to manually resize and position the window. Do not use Windows Aero to resize the window.

It may be necessary to change the Windows settings for the Case CATalyst shortcut icon in order for the *Last Known Size* option to function properly. Some versions of Case CATalyst install with this setting set to *Maximized*. The shortcut setting must be set to *Normal window*. To modify the Case CATalyst shortcut setting, right click the Case CATalyst icon and select **Properties**. On the Shortcut tab, in the *Run* field, select **Normal window**.

### Maximized

The Case CATalyst window opens to the size of your screen.

### Full Screen

The Case CATalyst window opens with only the Menu bar and Full Screen toolbar displayed. The Function Bar and all other toolbars are not shown.

### Renew expiring e-Key license

Your e-Key, keyless access, requires reauthorization every 90 days. By default, reauthorization is set to automatically renew. Optionally, you can choose to manually reauthorize via renewal notification. This setting affects the current Case CATalyst application.

#### Without Asking

By default, this option is active to automatically reauthorize e-Key, keyless access, when the renewal date falls within 29 days. e-Key requires reauthorization every 90 days. When reauthorization successfully completes, a message displays indicating successful reauthorization. Close the message box by pressing **Enter**. The 90 days of reauthorization is added to the amount of authorized days currently remaining. Automatic reauthorization requires an Internet connection.

A reauthorization reminder message displays if automatic reauthorization is unavailable. For example, this may happen if you do not have Internet access at the time of automatic reauthorization.

#### At User Direction Only

Display a reauthorization reminder message that requires you to [manually respond](#) to renew keyless access. Internet access is necessary to respond to the notification message for reauthorization. If you do not have an Internet connection, follow the instructions in *e-Key Activation* for [No Internet Access](#).

### Check for Updates

#### Check for Updates Enabled

The Check for Updates Help menu item or the Check for Updates button in the [About Case CATalyst](#) dialog box allows all users in this application to check for Case CATalyst updates. Select **Yes** to have the Check for Updates menu item and the Check for Updates button in the About Case CATalyst dialog box active and to receive update reminder messages when you haven't checked for updates for three months. There are some situations where Network Administrators or Instructors, for example, control the Case CATalyst version being used and do not want individuals updating. Select **No** to disable automatic update check reminders and gray out the Check for Updates menu item and button in the About Case CATalyst dialog box. The default is Yes.

### Track Changes

### Editor ID

Designate a name to associate with changes and comments made to a transcript with the [Track Changes](#) feature. When this option is left blank, the current user name is used as the Editor ID. The entry in this field applies to all files for all users on the system. The default is blank. To fill in the Editor ID field, click in the blank field to the right of the option and type the name.

### Always Track Changes in Edit

The Always Track Changes in Edit option, when set to Yes, automatically sets the Track Changes option tap be active when editing. If you are writing realtime and making editing changes in the file, realtime is active and track changes is not active. Once you stop translation (Ctrl + \ or File, Stop Translation) with this option set to Yes, the Track Changes feature is automatically active. This option may be ideal for a scopist who wants to track their changes in every file. If you manually turn Track Changes off in the file, it will remain off until you turn it back on or until you open the file in Edit again. The Always Track Changes in Edit option setting affects all Case CATalyst users on the current computer.

## Edit

### Fast Save

Save settings works with the widest range of hardware configurations and in most situations, the selection for this option should remain Yes. Yes is the default. In a rare situation, Stenograph Technical Support may recommend changing the option to No. The selection in this field works in conjunction with Auto Save and Auto Recover and has no effect on manual saves made with Ctrl + s (File/Save) or File/Save As.

## Scroll Text

Scroll Text Forward is an Edit feature that allows you to automatically scroll the cursor forward in the text. To scroll forward, press **Ctrl + a (Tools/Scroll Text/Scroll Text Forward)**.

You can adjust how fast the cursor scrolls through the job using the [Scroll Text Speed](#) option.

### Scroll Text Backward

Scroll Text Backward is an Edit feature that allows you to automatically scroll the cursor backward in the text. To scroll backward, press **Shift +Ctrl + a (Tools/Scroll/Text/Scroll Text Backward)**.

You can adjust how fast the cursor scrolls through the job using the [Scroll Text Speed](#) option.

### Scroll Text Speed

Scroll Text Speed is an Edit option that allows you to set cursor movement speed for the Scroll Text feature. The speed setting determines the number of seconds the cursor remains on a line before moving to the next line.

To set Scroll Speed:

1. In Edit, press **Alt + t, t, s (Tools/Scroll Text Speed)**. The Scroll Speed dialog box displays.
2. Adjust the speed by moving the indicator Slower or Faster. The number of seconds selected for the cursor to remain on the line when Scroll Text is invoked displays in the dialog box.
3. Press **Enter (OK)** to accept the changes.



## Spell Check

The Spell Check feature in Edit checks the spelling of transcript text, text in a Global Definition dialog box when the Spell Check while Defining option is active and text in certain dialog boxes. Once Spell Check identifies a misspelled or repeated word, it highlights the word and displays it in the Spell Check dialog box where you can choose to:

- change the word as suggested by Spell Check.
- view alternative words. The original word's actual and phonetic spelling is the basis for the alternative words suggested by Spell Check for the misspelled word.
- define the word and add it to a Personal, case, or job dictionary.
- ignore the word for this occurrence only.
- ignore the word for all occurrences during this Spell Check session.
- add the word to a Personal, Case or Job [Wordlists](#) so that Spell Check ignores the word for all occurrences.
- delete the word.
- look up the definition of the word or a suggested alternate word. The Spell Check Definition feature uses the Merriam Webster Dictionary. You can also access definitions while using [Spelling Lookup](#).

You can invoke Spell Check manually for a word in the *Text* field of certain dialog boxes. With your cursor in the *Text* field, press **Shift + F7**. The Spell Check dialog box displays when a word is misspelled. If there is no misspelling, a message displays indicating no spelling errors were found. When multiple words display, Spell Check considers the cursor location in the *Text* field when looking for misspellings. To check the definition of a word, position the cursor in the *Text* field and press **Ctrl + F7**. The Spell Check - [Lookup] dialog box displays. When [Spell Check While Defining](#) option is active, Spell Check automatically checks the word in the *Text* field when you press Enter in the dialog box. The Spell Check dialog box displays when Spell Check identifies a misspelled or repeated word.

[Wordlists](#) and [Transcript Spell Check options](#) allow you to customize Spell Check for your writing style or job. Using wordlists, you can identify words for Spell Check to automatically ignore as a misspelling. Spell Check options allow you to select automatic Spell Check features, choose Wordlists, set the number of Suggestions and choose the language type. For example, you can add a job wordlist, choose the Wintertree Medical Wordlist, activate the option to have Spell Check ignore all capped words and single characters, display notification when Spell Check completes in a text field and set the number of suggested words to display at 10.

Spell Check uses a default wordlist along with any provided wordlists you select. Spell Check will also use the Personal Wordlist and case and/or job wordlist when spell checking. If, in the rare case, there is a word you feel is misspelled in the default wordlists, you can put the word in your [Personal Wordlist](#) with the exclude attribute.

Spell Check stops on a space that occurs before a colon, semi-colon, comma, question mark, exclamation mark and a period, except when the period is followed by numbers. Spell Check also stops on incorrect spacing following punctuation, abbreviations, between words or at the beginning of a paragraph when the Spell Check, Check Spacing option is active. Spell Check does not stop on a space at the beginning of the paragraph created by a <Tab> format symbol. [Advanced Spell Check Options](#) affect how spaces after a colon and an abbreviation are handled. An ellipsis is recognized when it is defined as: <Sticky Space>period<Sticky Space>period<Sticky Space>period

[Spell Check in Manage Dictionary](#) allows you to check the spelling of the text portion of dictionary entries or check words when you are inserting and modifying entries. Spell Check options are set separately for Edit and Manage Dictionary.

## Spell Check Your Transcript

Spell checking your transcript is generally done after you make final edits in the job. Spell Check uses a default wordlist along with any provided wordlists you select. Options and wordlists are selected in the [Transcript Spell Check](#) dialog box. Spell Check will also use the Personal Wordlist and case and/or job wordlist when spell checking. If, in the rare case, there is a word you feel is misspelled in the default wordlists, you can put the word in your [Personal Wordlist](#) with the exclude attribute.

### Start Spell Check

1. Open the file you want to edit.
2. Start a Spell Check session, press **Shift + F7 (Tools/Spell Check)**. When Spell Check identifies a possible error, the Spell Check dialog box opens. The Title Bar displays the error type such as Misspelled Word, Repeated Word, Incorrect Spacing, or Repeated Paragraph Type.
3. The following information displays in the Spell Check dialog box:

#### Steno

The steno, if any, associated with the text identified as misspelled.

#### Text

Text identified as misspelled or repeated.

#### Change To

An alternative suggestion for the misspelled or repeated word; or incorrect punctuation. Depending on the possible error, use the current suggestion, type new text, click an item from the Suggestions list or Delete the repeated text. Click **Suggest** to display additional suggestions. When words are available in the Suggestions field, Case CATalyst highlights the closest match to the typed change.

#### Suggestions

Alternative words or actions to the suggestion in the Change To field. Click a suggestion to select it.

4. Use the following options as necessary:

#### Change

Change the text to the text in the Change To field for this occurrence only. Do **any** of the following:

- Accept the word or action in the Change To field.
- Select a word or an action from the Suggestions list to display in the Change To field.
- Type a change in the Change To field.

#### Ignore

Leave the text as misspelled, repeated, or incorrect punctuation for this occurrence only. If Spell Check encounters this text again in this job, it stops. Ignore is the default. You can [change](#) the default to do any of the following: Change, Global, Ignore All, or Wordlist.

#### Resume

Resume spell checking the transcript. This option displays when you place your cursor outside of the Spell Check dialog box and when you have the Spell Check option, Pause after change, selected.

#### Global

Display the Global dialog box.

### **Ignore All**

Leave the text as misspelled, repeated, or incorrect punctuation for all occurrences in this job during this Edit session. If you exit or close the session and reopen the file, Spell Check stops on text previously identified as Ignore All.

### **Wordlist P, K, J**

Add the text directly to one of the wordlists without displaying the Add to Wordlist dialog box. Select **one** of the following:

#### **P**

Press **Alt + p** to add the word to your Personal Wordlist.

#### **K**

Press **Alt + k** to add the word to the case wordlist.

#### **J**

Press **Alt + j** to add the word to the job wordlist.

### **Delete**

Delete the text that displays in the Change To field from the job.


### **Ignore Page**

Do not Spell Check the current page for incorrect spacing. Case CATalyst ignores spacing issues on the page but still checks for spelling errors.

### **Wordlist**

Add the word to your personal, case or job Wordlist. The [Add to Wordlist](#) dialog box displays where you can select to automatically ignore the word, correct the word or suggest a specific word.

### **Definition**

Check the definition of the word in the Change To field. The Merriam-Webster Dictionary dialog box displays. When connected to the Internet, in the Merriam-Webster Dictionary dialog box click the Definition Search (  ) icon to connect to the web site specified in the [Definitions Search option](#) where you can view additional definitions and information. Press **Esc** to return to the Spell Check dialog box.

Press **Esc** to return to the Spell Check dialog box.

### **Suggest**

Suggests an alternative word(s) from the Suggestions list for the word in the Change To field.

### **Undo**

Restores the last Spell Check action. Not all actions are reversible.

### **User Def**

Displays the customized definition, if one exists, for the word in the Change To field. This option is available when the word exists in the [User Definitions table](#) and has been added to a Wordlist set to Suggest.

### Options

Determine how Spell Check looks at words. The Transcript Spell Check [Options](#) dialog box displays where you can set spelling options and select wordlists. When you change options from within the Spell Check dialog box, you must close Spell Check and restart it for the option changes to take effect.

5. Spell Check continues until you press **Esc (Cancel)** to exit the Spell Check feature and close the dialog box or Spell Check reaches the end of the transcript and displays the message: *Spell Check has reached the end of the document. Would you like to restart from the beginning?* Do one of the following:

### Continue Spell Check

Click **Yes** or with the cursor focus on Yes, press Enter. Spell Check continues from the beginning of the document until finished. Upon completion, Spell Check displays the message: *Spell Check complete*. Press **Enter** to select **OK**.

### End Spell Check

Click **No** or with the cursor focus on No, press Enter. You can change the cursor default to No in [Advanced Spell Check Options](#).



[Keyboard Map](#) Functions: Spell Check

Move to the next red squiggle

Move to the previous red squiggle

## Spell Check While Defining

You can set Spell Check to automatically check a word that is typed in the Global Definition dialog box or a hidden text entry. When you type text and press Enter, Spell Check automatically checks the word or words for correct spelling. If Spell Checks detects a possible error, the Spell Check dialog box displays. Spell Check applies to headers and footers and text fields.

### Set Spell Check to be Active While Defining

1. Do **one** of the following to display the Transcript Spell Check Options dialog box.
  - From Edit, press **Alt + t, o, s (Tools/Options/Spell Check Options)**.
  - From Manage Jobs, press **Alt + t, o, s (Tools/Options/Settings/Transcript Spell Check Options)**.
2. Check the box, **Spell Check While Defining**.
3. Press **Enter (OK)**.

## Spell Check While Defining during Realtime

Spell Check While Defining during Realtime automatically checks the spelling of text in the Global dialog box and inserting text and applies strictly while writing realtime. The Spell Check While Defining during Realtime is selected by default. If you don't want Spell Check to interrupt the define process while writing realtime, deselect the option. If you only want spell check while defining active while editing, select the Spell Check While Defining option and leave the Spell Check While Defining during Realtime option unselected. The spell check while defining options affects the following dialog boxes: Global/Replace, Filling in a field, Change Header Text, Hidden Text - insert/modify, Insert Conflict/Text, Modify Header/Footer in Layout, Make Exhibit Index Entries, define from Vertical Notes and define from Brief It. This option is active by default.


## Spelling Lookup

Spelling Lookup (Alt + t, L) allows you to look up the correct spelling for words or steno. You can also access word definitions by pressing **Alt +v, w (View/Word Definition)** or selecting **Definitions** from the Spell Check dialog box. You can do any of the following:

- change the word to one of the suggested words.
- view alternative words. The original word's actual and phonetic spelling is the basis for the alternative words suggested the misspelled word.
- define the word and add it to a Personal, case, or job dictionary.
- ignore the word for this occurrence only.
- ignore the word for all occurrences during this Spell Check session.
- add the word to a Personal, Case or Job [Wordlists](#) so that Spell Check ignores the word for all occurrences.
- exclude the word in one of the Wordlists so Spell Check thinks it is misspelled.
- delete the word.
- look up the definition of the word or a suggested alternate word. The Spell Check Definition feature uses the Merriam Webster Dictionary.

Spelling Lookup uses the following wordlists: Personal, Case, Job wordlists along with any selected wordlists such as Wintertree, Stedman's, Blacks, etc. When the Definition feature is selected, Spelling Lookup uses Merriam-Webster dictionary.

## Using Spelling Lookup

1. Open the file you want to edit.
2. Position your cursor in front of the word you want to look up or use a Mark command to highlight the words or steno.
3. Press **Ctrl + F7 (Spelling Lookup)**. The Spelling Lookup dialog box displays.
4. Use any of the [Spell Check](#) commands to change the word(s), add the words to a wordlist or ignore for the current job or current session.
5. Press **Alt + e (Definition)**. The Merriam-Webster Dictionary dialog box displays. If you receive the "no definition found" message, you can type a new word in the field and click Find Word. If you have an internet connection, in the Merriam-Webster Dictionary dialog box click the [Definition Search](#) () icon to connect to the web site specified in the [Definitions Search option](#) where you can view additional definitions and information.

6. When finished, press **Esc** to return to the Spelling Lookup dialog box.
7. Press **Esc (Cancel)** to exit the Spelling Lookup dialog box.

## Wordlists

A wordlist contains words you decide Case CATalyst ignores as a misspelling when using Spell Check. There are three types of Case CATalyst wordlists: personal, case, and job. Case CATalyst uses the personal wordlist every time you invoke Spell Check. Words you enter into this wordlist are entries you want to apply when spell checking every job. You can also [apply](#) a wordlist from another job or user. Case CATalyst can only use wordlist types that have a .clx or .tlx extension.

Case CATalyst automatically creates a job wordlist when you spell check a file in Edit or use the [Make Wordlist](#) feature in Manage Dictionary. If the job is in a case, Case CATalyst also creates a case wordlist. Use a case or job wordlist when you encounter words you want Spell Check to ignore as a misspelling just for the current case or job. For example, Spell Check may stop on a proper name. You can add this word to the case or job wordlist, so that Spell Check recognizes the word for this case or job.

You can [add](#) entries to any wordlist while using Spell Check in Edit or Manage Dictionary. New entries apply immediately in the open transcript or dictionary. Entries added to a job wordlist have priority over entries entered in a case or personal wordlist. For example, if you set a word for Suggest in the job wordlist and then put the same word in a personal wordlist as an Auto-Correct, Case CATalyst does a Suggest and never an Auto-Correct.

You can only add a single word at a time to a Wordlist. If you attempt to add two words at once to a Wordlist, Spell Check continues to stop on both words. For example, if you have a speaker name that Spell Check does not recognize, such as MS. CASHEN, Spell Check sees each word separately, MS. and CASHEN. You cannot add both words together into a Wordlist.

Spell Check corrects multiple punctuation when the entry is in a wordlist. For example, you want to change any occurrence of an ending quoter followed by a period (".") to a period followed by an ending quote ("."). You add the incorrect punctuation to a wordlist and have Case CATalyst Autocorrect the entry with the correct punctuation.

Case CATalyst comes with Wintertree Medical and Legal, Stedman's Medical and Black's Legal wordlists. Wintertree Medical and Legal is available in the language set selected for Spell Check. Black's Legal and Stedman's Medical is only available in English. You cannot add words to these wordlists. You can choose to apply any of these wordlists.

Spell Check uses a default wordlist along with any provided wordlists you select. Spell Check will also use the Personal Wordlist and case and/or job wordlist when spell checking. If, in the rare case, there is a word you feel is misspelled in the default wordlists, you can put the word in your Personal Wordlist with the exclude attribute.

## Viewing a Wordlist

When you open a wordlist, the Status Bar located at the bottom of the screen provides information about the current display of entries and certain keyboard options. The column headings on the screen identify the following for each entry:

### Word

The word Spell Check takes an action upon.

### Action

The selected [action](#) you want Case CATalyst to perform on the word: Ignore, Suggest, AutoCorrect, or Exclude.

### Suggestion/Replacement

The text you want Case CATalyst to suggest or use to replace the text in the Word column.

You can change the width of a column. Place the cursor on the line dividing the column headings and hold the left mouse button down. The cursor becomes a double headed arrow. Move the line left or right to the desired position. Release the button. When you exit the Wordlist function, the column widths return to the default settings.

To open a wordlist, from the Menu Bar, select **File/Open/Wordlist**.

### File - New - Wordlist

The File, New, Wordlist feature allows you to open a blank wordlist in which you can insert names or punctuation combinations you want Spell Check to consider spelled correctly, automatic stop on them and/or offer an alternative spelling. When you select File, New, Wordlist, the submenu lists the following wordlists you can create: Personal, Job, Case. If more than one wordlist is grayed out, it means that a wordlist of that type already exists. For example, only one Personal wordlist can exist in the System Files case.

To create a new wordlist file:

1. Press **Alt + f, n, w** (File, New, wordlist).
2. Do one of the following:
  - a) [Personal](#) - this option is only available if there is no Personal Wordlist in the current user's System Files case. If the option is available, CATalyst opens a wordlist named Personal and when changes are saved, it is automatically stored in the System Files case. Go to Step 4.
  - b) [Case](#) - creates a Case Wordlist. If available, the Create New Document dialog box displays with the File name field blank and Files of field set to Wordlist Files (\*.tlx). You can double click an existing Case name or create a new case. . Go to Step 3.
  - c) [Job](#) - this option is always available. When selected, the Create New Document dialog box displays with the File name field blank and Files of field set to Wordlist Files (\*.tlx).. Go to Step 3.
3. In the Create New Document dialog box, type the name of the case or job wordlist and press **Enter** (Open) to create the wordlist. A blank wordlist displays. You can insert entries to [ignore](#), [autocorrect](#) or [exclude](#).
4. When finished, save and close the dictionary.

### Add To Wordlist

Add To Wordlist is an Edit feature that allows you to highlight a word in the transcript and add it to a Wordlist so that Spell Check does not stop on it. You can only add a single word at a time to a Wordlist. If you attempt to add two words at once to a Wordlist, Spell Check continues to stop on both words. For example, if you have a speaker name that Spell Check does not recognize, such as MS. CASHEN, Spell Check sees each word separately, MS. and CASHEN. You cannot add both words together into a Wordlist.

### Add a Word to a Wordlist During Edit

1. Highlight the word you want to add to a Wordlist.
2. Select **Tools/Add To Wordlist** or right click on the highlighted word and select **Add To Wordlist**.

3. From the Add To Wordlist menu, select one of the following actions:

### **Personal Wordlist**

Add the word to the Personal Wordlist. Spell Check uses the Personal Wordlist for every job.

### **Job Wordlist**

Add the word to the Job Wordlist. Spell Check uses the Job Wordlist on a specific job.

### **Case Wordlist**

Add the word to the Case wordlist. This option is only available when the job is in a Case. Spell Check uses the Case Wordlist for every job in the specific case.

### **Ignore All Wordlist**

Add the word to the Ignore All Wordlist so Spell Check does not stop on it.



You can also add words to Wordlists [during](#) Spell Check.

## **Add Wordlist Entries During Spell Check**

Add a word to your personal, case, or job [wordlist](#) while using Spell Check. Spell Check uses the case of a word entered in the wordlist to determine when it recognizes a word for future spell checks. If a word is entered in a wordlist in all lower case, Spell Check does not stop on it regardless of the case; if a word is entered as initial capped, Spell Check stops on it if it displays in all lower case; if the word is entered in all capital letters, Spell Check stops on it if it displays as initial capped or all lower case.

1. Start a Spell Check session. From an open file in Edit or open dictionary in Manage Dictionary, press **Shift + F7 (Tools/Spell Check)**.
2. When Case CATalyst identifies a possible error, the Spell Check dialog box displays. The Title Bar displays the error type such as Misspelled Word, Repeated Word, Incorrect Spacing, or Repeated Paragraph Type.

Do one of the following:

- To add the word to the Personal wordlist, press **Alt + p**.
- To add word to the Case wordlist, press **Alt + k**. This option is only available when the job is in a case.
- To add the word to the Job wordlist, press **Alt + j**.
- To add the word to a wordlist and apply special instructions, press **Alt + w**. The Add to Wordlist dialog box displays. Highlight the wordlist to which you want to add the entry and select **one** of the following actions. When finished, press **Enter (OK)** to redisplay the Spell Check dialog box.

### **Ignore**

Add the word to the selected wordlist so Spell Check does not stop on it again.

### **Suggest**

Spell Check continues to stop on the word and automatically suggests the word entered in the Autocorrect/Suggestion field as the first suggested word. Erik, for example, may be an alternative for Eric.



**Autocorrect**

Add the word to the selected wordlist and automatically change the word to an alternative specified in the Autocorrect/Suggestion field. For example, you often type "teh" for "the". Spell check automatically corrects the misspelling.

**Autocorrect/Suggestion**

Enter the word that Spell Check uses for Suggest or Autocorrect when it encounters the highlighted word. This option is available if you have selected Suggest or Autocorrect in the Choose Action field.

3. Spell Check continues.

**Apply Wordlists**

Case CATalyst applies [wordlists](#) in priority order during Spell Check in the following order:

- Ignore All — when Ignore All is selected during Spell Check, Case CATalyst creates a temporary wordlist. You cannot view this wordlist.
- Additional Selected Case CATalyst Wordlists in priority order which have been added from other jobs and users.
- Job Wordlist with the same name as the job.
- Case Wordlist if you are using a case.
- Personal Wordlist.
- Wintertree Medical Wordlist.
- Stedman's Medical Wordlist.
- Wintertree Legal Wordlist.
- Black's Legal Wordlist.

You can deselect any wordlist so that it does not apply during Spell Check. You can also reset the priority order, add and delete wordlists in the Additional Wordlist field. Words can be added to wordlists selected from other jobs and users but not to the Wintertree Medical and Legal, Stedman's Medical and Black's Legal wordlists.

**Select and Deselect Wordlists**

1. From the Edit menu, press **Alt + t, o, t** (**Tools/Options/Transcript Spell Check**). The Transcript Spell Check Options dialog box displays.
2. In the Additional Wordlists section, use the following options at necessary:

**Add**

Add an additional Case CATalyst wordlist to apply during Spell Check. The Open dialog box displays. Browse for and highlight the desired wordlist and then press **Enter (Open)**. Wordlists have a .tlx extension. The wordlist is added to the Additional Wordlists selections. Check the box to apply the wordlist. You can only use Case CATalyst wordlists.

**Remove**

Remove a wordlist from the Additional Wordlists selections. Highlight the wordlist and click **Remove**.

### Move Up

Move a wordlist up in priority. Highlight the wordlist and click **Move Up**.

### Move Down

Move a wordlist down in priority. Highlight the wordlist and click **Move Down**.

3. Check the box next to any of the following wordlists to apply it during Spell Check. Uncheck the box to not apply the wordlist.
  - Use Wintertree Medical Wordlist
  - Use Stedman's Medical Wordlist
  - Use Wintertree Legal Wordlist
  - Use Black's Legal Wordlist
4. Press **Enter (OK)** when finished.

## Copy and Cut Wordlist Entries

Use the Copy, Cut, and Paste commands to merge entries from one wordlist to another. Select individual or group entries to cut or copy using the Windows selection conventions. Case CATalyst also allows you to paste copied entries into other word processing applications.

To quickly [combine](#) the entire contents of two wordlists, drag and drop one file into another in Manage Jobs.

## Cut, Copy and Past Wordlist Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, w (File/Open/Wordlist)**. From the Wordlist menu, select the type of wordlist to open. The Open Existing Document dialog box displays.
2. Select the wordlist and press **Enter (Open)**. Verify the wordlist name on the Title Bar.
3. Select entries. Do **one** of the following:

### Select one entry at a time

Highlight the entry for selection.

### Select specific entries

Press and hold **Ctrl** while you click the individual entries to highlight.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry you want to select. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries in-between for selection.

### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

4. Do **one** of the following:
  - Cut and remove the entries by pressing **Ctrl + x (Edit/Cut)**.
  - Copy the entries by pressing **Ctrl + c (Edit/Copy)**. The entries remain in the source wordlist.
5. Open the destination wordlist, where you want to place the selected entries. Do **one** of the following:

**Select an existing wordlist**

Press **Alt + f, o, w (File/Open/Wordlist)**. Select a wordlist and press **Enter (Open)**.

**Create a new wordlist**

Press **Alt + f, n, w (File/New/Wordlist)** and select the type of wordlist to create. When the Create New Document dialog box displays, type a new name in the File name field and press **Enter (Open)**.

6. In the destination wordlist, press **Ctrl + v (Edit/Paste)** to add the entries. Depending on your Options settings, a message may display if Case CATalyst encounters duplicate entries. Select Yes or No to overwrite the existing entry and press **Enter (OK)**.
7. Press **Ctrl + s** to save the wordlist.  
To display the source wordlist, press **Alt + w**, and then the associated file number. To save the changes, press **Ctrl + s**.
8. To close the function, press **Ctrl + F4**.

**Create a New Wordlist**

You can create a new Personal, Case, or Job [Wordlist](#) from Manage Jobs; however, you can only have one Personal Wordlist in each user folder. Once a Personal Wordlist exists, the option to create a new one is no longer available. When creating a new Personal Wordlist, Case CATalyst automatically places the Personal Wordlist in the System Files case when you save it or close the Wordlist function. Once created, you can reopen a Wordlist to make additional entries. You can also add entries while using the Spell Check feature in Edit or Manage Dictionary.

**Create a Wordlist**

1. In Manage Jobs, select **Alt + f, n, w (File/New/Wordlist/)** and then select the type of Wordlist you want to create. When you create a Case or Job Wordlist, the Create New Document dialog box displays.
2. Type a name in the File name field and press **Enter (Open)**. Case CATalyst opens the Wordlist function with an empty Wordlist.
3. Insert new entries using the [Insert/Modify](#), and [Cut/Copy/Paste](#) Wordlist features.
4. When you are finished, press **Ctrl + s (File/Save)**.
5. Press **Ctrl + F4 (File/Close)** to close the Wordlist.

**Delete Wordlist Entries**

1. From anywhere in Case CATalyst, press **Alt + f, o, w (File/Open/Wordlist)**. From the Wordlist menu, select the type of wordlist. The Open Existing Document dialog box displays.
2. Select the wordlist and press **Enter (Open)**. Verify the wordlist name on the Title Bar.
3. Do **one** of the following to select entries for deletion:

**Select one entry at a time**

Highlight the entry for selection.

**Select specific entries**

Press and hold **Ctrl** while you click the individual entries to highlight.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry to delete. Press and hold **Shift**, while you click the last entry to highlight all the entries in-between.

### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

4. Press **Delete** to delete the selected entries. A confirmation message with a Yes/No option to continue deleting displays if you checked the *Warn Before Deleting Entries* option in Wordlist Options.
5. Press **Ctrl + s (File/Save)** to save the wordlist when finished deleting entries.
6. Press **Ctrl+ F4** to close the wordlist. If another wordlist is open, it displays. If no other wordlist is open, the function closes.

## Insert/Modify Wordlist Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, w (File/Open/Wordlist)**. From the Wordlist menu, select the type of wordlist. The Open Existing Document dialog box displays.
2. Select the wordlist and press **Enter (Open)**. Verify the wordlist name on the Title Bar.
3. Do either of the following:

### Insert an Entry

Press **Ctrl + i (Edit/Insert)**. The Insert Wordlist Entry dialog box displays. In the *Word* field, type the word you want to add to the wordlist.

### Modify an Entry

Highlight the entry you want to modify and then press **Ctrl + m (Edit/Modify)**. The Modify Wordlist Entry Dialog box displays with the selected entry in the *Word* field. Type any necessary changes.

4. Make entries in the fields as necessary:

### Action To Take

Select **one** of the following options:

#### Ignore

Adds the word to the selected wordlist so Spell Check does not stop on it again.

#### Suggest

Spell Check continues to stop on the word and automatically suggests the word entered in the Autocorrect/Suggestion field as the first suggested word. Erik, for example, may be an alternative for Eric.

#### Autocorrect

Adds the word to the selected wordlist and has Spell Check automatically change the word to the alternative you specify in the Autocorrect/Suggestion field. For example, you often type "teh" for "the". Spell check automatically corrects the misspelling.

#### Exclude

Add the word to the wordlist so Spell Check always stops on it. For example, you have a person's name that is also a common word. Spell Check recognizes the word and does not stop on it. You want Spell Check to always stop on the word, so you select Exclude. If, in the rare case, there is a word you feel is misspelled in the default wordlists, you can put the word in your Personal Wordlist with the exclude attribute.

### Autocorrect/Suggestion

Enter the alternative word you want Spell Check to either Suggest or Autocorrect when it encounters the highlighted word. This option is available when you select Suggest or Autocorrect in the Choose Action field.

5. Press **Enter (OK)** to confirm the action. The Modify Wordlist Entry dialog box closes automatically. If you are inserting entries, press **Esc** to exit the Insert Wordlist Entry dialog box.

## Wordlist Options

1. From anywhere in Case CATalyst, press **Alt + f, o, w (File/Open/Wordlist)**. From the Wordlist menu, select the type of wordlist. The Open Existing Document dialog box displays.
2. Select the wordlist and press **Enter (Open)**. Verify the name on the Title Bar.
3. Press **Alt + t, o (Tools/Options)**. The Wordlist Options dialog box displays.
4. Make changes as necessary:

### Warn Before Deleting Entries

Check this box to display a confirmation message when deleting wordlist entries. A Yes/No option to continue deleting displays.

Uncheck this box to not display a confirmation message when you delete entries. You cannot Undo deleted entries unless you exit the file without saving.

### Paste Options

This option applies when pasting entries from another wordlist and an entry conflicts with an existing entry. Select **one** of the following:

#### Keep Old Text

Automatically retain the original text in the wordlist and ignore all new entries.

#### Keep New Text

Automatically delete the original entries and insert the new entries.

#### Stop for Decision

Prompt to Keep Old or Keep New on every entry that conflicts.

5. Press **Ctrl + s (File/Save)** to save the wordlist when finished.
6. Press **Ctrl + F4** to close the wordlist. If another wordlist is open, it displays. If no other wordlist is open, the function closes.

## Include Wordlist in Manage Jobs

In Manage Jobs, drag and drop one wordlist on top of another wordlist to bring the entire contents of the first file into the second file. Entries merged into the wordlist for a current job are immediately recognized. Once you combine the wordlists, you cannot undo the change.

1. In Manage Jobs, click and hold the left mouse button on the wordlist name you want to include into another wordlist.
2. Move the source wordlist name over the destination wordlist, highlighting the destination wordlist.
3. Release the mouse button. A confirmation message displays. Select **one** of the following:

**Yes**

Include the entries from the source wordlist into the destination wordlist. You cannot undo the include.

**No**

Cancel the include.

## Print

The Case CATalyst Print function allows you to [print transcript files](#) to a printer or PDF and set transcript printer options. [Print Options](#) allow you to select specific items for printing, such as a box or timestamps. You can make separate settings for your draft and final printer. To view a transcript in the printed format before sending it to the printer, use the [Preview](#) option in the Print dialog box.

The Print option, accessible from within a Case CATalyst function, allows you to [print non-transcript files](#) such as a dictionary, table or steno note file. You must open the desired dictionary, note file or table to print from the open file. Available Print features vary depending on the type of file selected to print. To preview non-transcript files, use the Print Preview feature from within the Case CATalyst function.

When printing steno notes, the steno notes display in three columns. The beginning of each fold in the steno notes is highlighted. Timestamps, by default, are not included. You can change the number of columns that display and include timestamps by changing the settings in [Manage Notes Options](#).

You can [print a layout settings report](#) using the Print Layout Settings option in the Layout function. The Transcript Layout Detail Report lists the current values for Paragraph Styles, Page Setup and Headers and Footers values for a layout.



Once you send a file to Print, Case CATalyst sends the file to the Windows print handler. To [cancel or pause](#) the printing of a job, you must use Windows controls.

## Print Files

The Print function allows you to print transcript and non-transcript files such as a dictionary, table or steno note file, to a printer or to a PDF. [Printer options](#) allow you to set specific parameters separately for your draft and final printer. To view a transcript in the printed format before sending it to the printer, use the [Preview](#) option in the Print dialog box.

### Print a Transcript File

Access a transcript file to print:

- from Manage Jobs. Highlight the desired file and click the Print  icon or press **Alt + f, p** (**File/Print**). The Print dialog box displays with the file selected.
- from Edit. Press **Alt + f, p** (**File/Print**). The Print dialog box displays with the current Edit file selected.
- from anywhere in Case CATalyst. Press **Alt + u, p** (**Function/Print**) or click the Print  icon. The Print dialog box displays. Navigate to the desired file.

### Print Options

#### Printer

Select an available printer from the list. Select **Stenograph PDF Printer** to create a .pdf file. The selected printer may or may not be the destination printer depending on whether Draft, Final or Compressed is selected. To change the printer, click the arrow and select another available printer from the list and then modify your Draft, Final and/or Compressed Print Options to reflect the selected printer. The list of available printers is based on the printers currently set up through Windows. To set a default printer or establish other available printers, refer to your Windows documentation for additional information.

### Properties

Display a printer properties dialog box for the selected printer. Set any other necessary printing options. Refer to the printer documentation for additional information.

### Select File(s) to print

Select the user location that contains the file you want to print. The default is the current user folder. The files for the selected folder displays in the window below. Highlight the file to print. To print multiple files, hold **Ctrl** and click the files.

### Copies

Enter the number copies to print. Type a number or use the arrow buttons to increase or decrease the number.

### Output

Choose One:

#### Draft

Print the file using Draft printer options. When Draft is selected, the printer selected in the Draft Print Options dialog box is the destination printer. For example, let's say you have the HP Laser Jet 4250 PCL 5 selected. When you select the Draft option, the file is going to be printed to the HP Laser Jet 4250 PCL 5 printer. To change the Draft print options, select Draft and then click [Print Options...](#)

#### Final

Print the file using Final printer options. When Final is selected, the printer selected in the Final Print Options dialog box is the destination printer. For example, let's say you have the Stenograph PDF Printer selected. When you select the Final option, the file is going to be 'printed' to the Stenograph PDF printer. To change the Final print options, select Final and then click [Print options...](#)

#### Compressed

Print in compressed print format. Select a compressed print [configuration](#) from the drop down list. When Compressed is selected, the printer selected in the Compressed Print Options dialog box is the destination printer. To change the Compressed print options, select Compressed and then click Print Options...

### Print Options

Determine [print options](#) for the Draft, Final, and Compressed printers. You can set specific settings for each printer type.

### Manual Duplex

Check this box to print the file on both sides of the paper when you do not have automatic duplexing. Select **Paper Path** to set printer values necessary for manually duplexing. Stenograph does not recommend duplex printing on printers not designed for duplex printing. This can result in paper jams and distorted print.

#### Paper Path

The Paper Path identifies how the paper enters and exits your printer to determine how to feed the paper for duplex printing.



**Printed pages come out of my printer**

Identifies how the page exits the printer **face up** or **face down**.

**The top edges of blank sheets go into the paper tray toward the**

Identifies how the top edge of the page enters the printer, with the top edge toward the **front** of the printer or toward the **back** of the printer.

**Blank paper goes into my paper tray with the side to be printed on**

Identifies the side of the paper on which the printer prints, the side that faces **up** or the side that faces **down**.

**Documents should be printed from the**

Identifies the order of how the pages should print, from the **beginning to the end** of the file or the **end to the beginning**.

**Figure this out for me**

Have Case CATalyst determine the Paper Path settings. The Paper Path Wizard displays. Follow the instructions provided in the Paper Path Wizard.

**Sign/Encrypt PDF**

This option is only available when printing to the Stenograph PDF Printer. Check this box to digitally sign a PDF document and then select the **PDF Properties** option to complete the necessary information for sending a [digital signature](#).

To use the Digitally Sign PDF option, a digital signature must be available on your computer system. You obtain a digital signature from a certifying authority. A digital signature from a certifying authority allows anyone to verify the authenticity of your digital signature. A digital signature is not available through Stenograph.

This option is unavailable when the *PDF/A Compliant* option is active.

**PDF Properties**

The *PDF Properties* field is available when you select to use a digital signature. Click this option to view or set the Signing Options.

Set necessary options.

**Signing Options****Certificate**

Select the name of the digital signature certificate with which you are signing. Digital signatures available on your computer system display in the drop down box. A digital signature is not available through Stenograph. A digital signature is not the same as an electronic signature (a picture of your signature).

**Reason for Signing**

Type the purpose of your digital signature. (optional)

**Your Location**

Type the name of your location. (optional)

**Encryption Options**

### **Password**

Type a password. Access to print or copy text and graphics is password dependent. This is an optional field.

### **Allow Printing**

Check this box to allow printing. Uncheck this box to restrict printing.

### **Allow Copying (of text and graphics)**

Check this box to allow the text and graphics to be copied. Uncheck this box to restrict copying.

### **Include Attachments in PDF**

This option is only available when printing to the Stenograph PDF Printer. Include the transcript [attachments](#), if applicable, in the PDF. Attachments display in the Bookmark pane under the Exhibit heading and in the Attachment pane, often identified by a paper clip icon. In the Bookmark pane, click the plus sign next to the Exhibit heading to display the list of attachments. Double click an attachment to move the display to the area of the file where the attachment is located. Double click the Open heading under the attachment name to open the attachment for viewing. In the Attachment pane, click an attachment in the Attachment pane to open the file for viewing. To view attachments, the program associated with the attachment file type must be installed on the computer. For example, if the attachment is a Microsoft Word document, you must have Microsoft Word installed on your computer.

If you encrypt the PDF by requiring a password or restricting the printing or copying of text in the PDF, the attachments are only available for viewing from the Attachment pane. The Open option in the Bookmark pane does not display the file.

This option is unavailable when the *PDF/A Compliant* option is active.

### **PDF/A Compliant**

This option is only available when printing to the Stenograph PDF Printer. Print the transcript in PDF/A compliant format. PDF/A format creates the PDF with certain ISO 19001 standards for long term storage, such as requiring embedded fonts and graphics but disallowing audio, video, attachments, digital encryption and digital signatures. These parameters allow the document to always be viewed, unaltered in it's original format, using an appropriate PDF viewer such as Adobe Reader.

Federal Court Reporters are required, or may soon be required, to submit their transcripts for archiving purposes in a PDF/A format.

### **Range**

#### **Entire Document**

Print all the pages in the file.

#### **First Page**

Print only the first page in the file. If you highlight more than one job to print, you can use the First Page option to print the specified number of *first pages* of each selected job.

#### **Section**

Print a section of the file. Select the section from the drop down list.

#### **Pages**

Print selected pages in the file. Enter the page range in the field below. Do **one** of the following:

#### Print individual pages

Type the page numbers separated by a comma. For example, to print page 5 and page 25, type: 5, 25

#### Print a series of pages

Type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to print page 5 through 10, type: 5-10

#### Print a combination of individual and consecutive pages

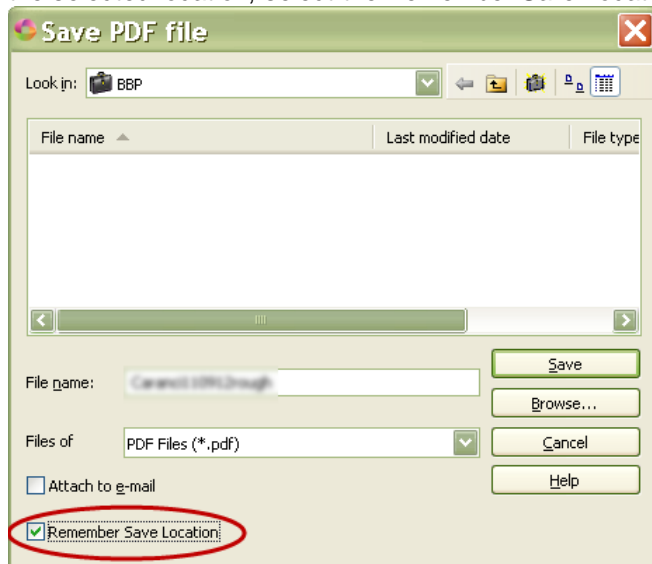
Type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number and all separated by commas. For example, to include page 5, pages 15 through 20, and page 29, type the following: 5, 15-20, 29

#### Print pages within a section

Type the section number followed by the page range. For example, to print pages 25-40 in section two, type: 2:25-40.

### Print

Send the file to print with the selected options. If you are printing a PDF, the Save PDF file dialog displays. Select the destination location for the PDF. If you always want to print your PDF files to the selected location, select the Remember Save Location option and press **Alt + s** (Save).



### Preview

Displays a [preview](#) of the file in the printed format.

## Print a Non-Transcript File

Access a non-transcript file to print:

- from Manage Jobs. Double click the desired file. The file opens in the appropriate Case CATalyst function. For example, you double click the Anderson\_041411.sgdct dictionary. Case CATalyst opens the dictionary in the Manage Dictionary function. Select **Alt + f, p (File/Print)**. The Print dialog box displays.
- from anywhere in Case CATalyst. Press **Alt + f + o (File/Open)**. Select a file category from the list. Depending in the category selected, a submenu may display. Select a specific file type. The file opens in the appropriate Case CATalyst function. Press **Alt + f, p (File/Print)**. The Print dialog box displays.

When printing steno notes, the steno notes display in three columns. The beginning of each fold in the steno notes is highlighted. Timestamps, by default, are not included. You can change the number of columns that display and include timestamps by changing the settings in [Manage Notes Options](#).

### Print Options

Make necessary entries and press **Enter (OK)** to send the file to print.

#### Name

The name of the printer selected for printing. To change the printer, click the arrow and select another available printer from the list. The list of available printers is based on the printers currently set up through Windows. The printer selected for this printing becomes the default printer for the remainder of the current Case CATalyst session. To set a default printer or establish other available printers, refer to your Windows documentation for additional information.

Select **Stenograph PDF Printer** to create a .pdf file. A PDF reader, such as Adobe<sup>®</sup> Acrobat<sup>®</sup> Reader is needed to view the file.

#### Properties

Display a printer properties dialog box for the selected printer. Set any other necessary printing options. Refer to the printer documentation for additional information.

#### Status

Indicates the status of the printer. For example, Ready or Idle.

#### Type

Displays the printer type. This may be different that the printer displayed in the *Name* field. For example, the printer name "Draft Printer" displays in the name field. The type of printer used for draft printing is HP LaserJet P2050 Series PCL6.

#### Where

Indicates through which port on your computer the data is sent to the printer.

#### Comment

Any additional information about the printer that may be available.

#### Print to file

Check this box print to a PDF file instead of the printer. The Print to File dialog box displays. Verify the folder where you want to store the file and type a name in the *File name* field. Press **Enter (Save)**.

### Print Range

#### All

Check this box to print all the pages in the file.

#### Pages

Check this box to print only selected pages in the file. Enter the page range in the *from* and *to* fields.

#### Selection

Check this box to print the highlighted or marked selection in the file. Depending on the Case CATalyst function from which you are printing, this option may not be available.

### Copies

#### Number of copies

Enter the number of copies you want to print.

#### Collate

Check this box to collate the pages as they print. This option is only available for printers with collating ability. Refer to your printer documentation for more information.

## Print Current Page

Print Current Page allows you to print the transcript page on which your cursor is located. Only one page prints.

### Print the Current Page in Edit

1. Place your cursor on the page you want to print.
2. Press **Ctrl + Shift + p (Function/Print Current Page)**. Case CATalyst sends the page directly to the printer using the last Output option selected for printing. For example, the last job you printed used the Draft option settings. The current page prints using the Draft options. You cannot cancel the print from Case CATalyst.

## Print Preview

Preview allows you to view a file prior to sending it to print. You can preview transcript and non-transcript files such as dictionaries, tables and steno notes.

### Preview Transcript Files

You can preview a text file (.sgnfl) in printed format from anywhere within Case CATalyst. Print Preview shows font color assignments that may display in the transcript. For example, you may have different font colors assigned for Q and A. The items print in color only if you select the Print Colors [option](#) and print to a color printer.

Access the Print Preview:

- from anywhere in Case CATalyst. Press **Alt + u, p (Function/Print)**. In the Print dialog box, highlight the desired file and **Preview**.

- in Manage Jobs. Highlight the desired job press **Alt + f, v (File/Print Preview)**. The Print dialog box displays with the file highlighted. Select **Preview**.

### Preview Options

If necessary, press **Alt + c (Close)** to close the print preview dialog box when finished.

#### Print

Close the Print Preview dialog box and display the Print dialog box for printing. Select any necessary settings and press **Enter (OK)**. The Print dialog box closes and the file is sent to the printer.

#### Next Page

Display the page occurs after the currently displayed page. This option is available when you select to display one page at a time.

#### Prev Page

Display the page that occurs before the currently displayed page. This option is available when you select to display one page at a time.

#### Two Page/One Page

Switch between a one page and two page preview display.

#### Zoom In

Enlarges the font size of the preview to allow you to see a specific part of the page up close. This does not affect the printed page.

#### Zoom Out

Reduces the font size of the preview to allow you to see more of the page. This does not affect the printed page.

#### Close

Close the Print Preview. The Print dialog box displays.

## Preview Non-Transcript Files

You can preview a non-transcript file, such as a dictionary, in print format prior to printing. To preview a non-transcript file type, it is necessary to open the function associated with the file type and select **Alt + f, p (File/Print Preview)**. For example, to preview a job dictionary in print format, open Manage Dictionary, open the dictionary and select **File/Print Preview**. To preview your Personal Globals table in print format, open the Personal Globals table and select **File/Print Preview**.

### Preview Options

#### Print

Close the Print Preview dialog box and display the Print dialog box for printing. Select any necessary settings and press **Enter (OK)**. The Print dialog box closes and the file is sent to the printer.

#### Next Page

Display the page that follows the currently displayed page. This option is available when you select to display one page at a time.

**Prev Page**

Display the page before the currently displayed page. This option is available when you select to display one page at a time.

**Two Page/One Page**

Switch between a one page and two page preview display.

**Zoom In**

Enlarges the font size of the preview to allow you to see a specific part of the page up close. This does not affect the printed page.

**Zoom Out**

Reduces the font size of the preview to allow you to see more of the page. This does not affect the printed page.

**Close**

Close the Print Preview.

## Print Setup

Print Setup allows you to set print parameters for any printer to which your computer is connected.

### Set Printer Options

1. Do **one** of the following to display the Print dialog box:
  - Open the Print function, press **Alt + u, p (Function/Print)**.
  - From within a selected Case CATalyst function, press **Alt + f, r (File/Print Setup)**.
2. Use the following options as necessary:

**Printer****Name**

The name of the default printer to which the file is printing. To change the printer, click the arrow and select another printer from the list. When you select a printer and send the file to print, that printer becomes the default printer for the remainder of the current Case CATalyst session.

The list of available printers is based on the printers currently set up through Windows. Refer to your Windows documentation for additional information.

**Status**

Indicates the status of the printer. For example, Ready or Idle. If you have the selected the default printer, that information also displays.

**Type**

Displays the type of the printer. This may be different than the printer in the Name field. For example, the printer name "Draft Printer" displays in the name field. The type of printer used for draft printing is HPLaserJetV.

**Where**

Indicates through which port on your computer the data is sent to the printer.

**Comment**

Any additional information about the printer that may be available.

**Properties**

Displays another dialog box with additional printing options you can set for the currently selected printer. Refer to your printer documentation for additional information.

**Paper**

**Size**

Select the size of the paper for your printer.

**Source**

Select the source of the paper.

**Orientation**

Select the direction you want text to print on the page.

**Portrait**

Print the document with the paper vertically positioned.

**Landscape**

Print the document with the paper horizontally positioned.

**Network**

Display the Connect to Printer dialog box which allows you to connect to a printer on the network.

3. Press **Enter (OK)** to accept the new settings.

## Print Options

Print Options allow you to set specific printing parameters for your Draft and Final jobs. Print Options also allow you to set a default printer for Compressed printing. [Compress Print options](#) are set in the Compress Print function. and compressed print transcripts. you to set a default printer for Compressed printing.

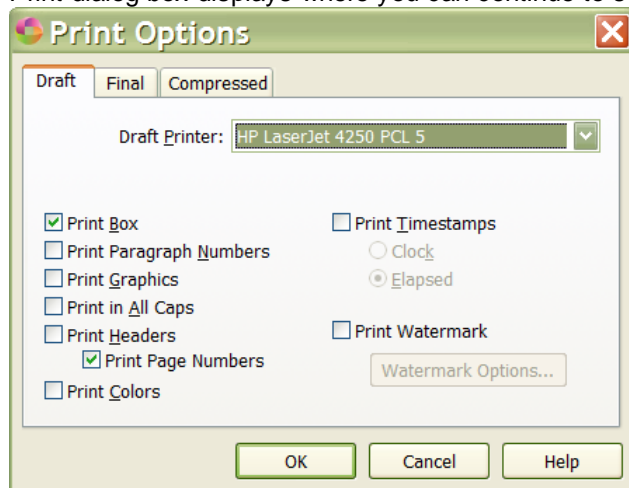
NOTE: The Preview... feature in the Print dialog box will display the watermark, if applicable. Print Preview from Edit will not show the watermark, if applicable. The watermark feature is not available for compressed print.

To access Print options, press **Alt + u, p (Function/Print)** from anywhere in Case CATalyst. In the Print dialog box, press **Print Options**.

### Draft/Final Print Options



Set Print options for Draft, Final and Compressed copies. The printer selected in the Draft, Final or Compressed Print Options is the printer that is used when printing a transcript or transcripts. Make necessary entries on each tab, **Draft**, **Final** and **Compressed** and press **Enter** when finish. The Print dialog box displays where you can continue to set other print output options.



### **Draft, Final, Compressed Printer**

The name of the default printer. To change the printer, click the arrow and select another printer from the list, if available.

### **Print Box**

Check this option to print a box around the text of your transcript. The applied [layout](#) for the selected job must contain *Box* values.

### **Print Paragraph Numbers**

Check this option to print paragraph numbers. The applied [layout](#) for the selected job must have the *Paragraph is numbered* option selected.

### **Print Graphics**

Check this option to print graphics contained in the selected file.

### **Print in All Caps**

Check this option to print the selected file in all capital letters.

### **Print Headers**

Check this option to print headers/footers (including page numbers). If you only want to print the transcript page numbers, deselect this option and select the Print Page Numbers option.

#### **Print Page Numbers**

This option is available when the Print Headers option is not selected. The transcript page numbers will print but any headers/footers will not be printed.

### **Print Colors**

Check this option to print the transcript in font color selected in the applied layout. A color printer is required.

### **Print Timestamps**

Check this option to print the transcript's and then select the timestamp format. The transcript layout must contain Timestamp values.

### **Clock**

Timestamps print based on the clock (12 hour) time.

### **Elapsed**

Timestamps print based on the elapsed (time taken for the event) time.

## **Print Watermark**

You can select to print a watermark on every page of the transcript whether the transcript is printed to a printer or the Stenograph PDF printer. Click the Watermark Options... to create a watermark or to modify an existing watermark. Once you set up your watermark settings, they will be remembered until you change them. You can customize the text, the size, the direction and the shade of the watermark. Once you make a change, the preview display on the right reflects your changes. When you are finished, click **OK** to save your changes.

### **Text**

Type the text for the watermark. Highlight the existing text (if applicable) and type the text you want.

### **Size**

To select the size of the watermark, click the down arrow. The size selections are: Very Small, Small, Medium, Large and Very Large.

### **Orientation**

To select the direction of the watermark, click the down arrow. The orientation selections are: Diagonal - bottom left to top, Diagonal - top left to bottom, Horizontal (centered vertical).

### **Shade**

To select the lightness/darkness of the watermark, click the down arrow. The shade selections are: Very Light, Light, Medium, Dark and Very Dark.

## **Compressed Print Options**

Select the Compressed Print default printer.

### **Compressed Printer**

Select a printer from the drop down list. All printers properly installed through Windows display.

## **Cancel Or Pause Printing**

To stop or pause printing a file that has already been sent to the printer you must use Windows controls. Refer to your *Windows* documentation for detailed information.

## **Windows 7**

1. From the Windows Start menu, select **Devices and Printers**.
2. Right click on the appropriate printer and select **See what's printing**.
3. Any job in the process of printing or waiting to print displays in the dialog box. Do one of the following:
  - Highlight the file and select **Document**. Select the appropriate command: **Cancel Printing** or **Pause Printing**.
  - Cancel or pause multiple files. Highlight the file or files you want to cancel or pause. Select **Document** and then the appropriate command, **Cancel Printing** or **Pause Printing**.
  - Cancel or pause all the files. Select **Printer** and then the appropriate command: **Cancel All Documents** or **Pause Printing**.
4. Press **Alt + F4 (File/Close)** to close the printer dialog box.

**Important:** Microsoft ended Windows Vista support as of April 2017. Case CATalyst, CATalyst BCS and CATalyst VP no longer supported when running Windows Vista.

## Digital Signatures

Digital signatures take the concept of traditional paper-based signing and turn it into a digital coded message or "fingerprint." This fingerprint is unique to both the document and the signer. The digital signature ensures that the signer is indeed the originator of the message/file. Changes made after the document is signed are noted.

A digital signature is the result of a cryptographic operation. The technology behind digital signatures is an industry standard known as Public Key Infrastructure (PKI), which guarantees data integrity and non-repudiation of transactions. The digital signature cannot be copied, tampered or altered.

While digital and electronic signatures are terms often used interchangeably, they are distinctly different. An electronic signature is a representation of a person in the form of a digitized image of his or her handwritten signature. It is typically attached to an electronic document or transaction and can be copied.

## Print Full justification

If you need to print a transcript with full justification, while editing you can select all the text in transcript you want justified, use the Full Justify keyboard map assignment and then select to print the transcript. The edit screen does not reflect the justification, if you want to **see** how the transcript will print, select File, Print Preview. If you save the file, the file remains in Full Justification even though the edit screen does not reflect the justification.

### Full Justify Keyboard Map Function:

1. In your keyboard map, assign a key combination to the Full Justify function.  
It is necessary to assign a key combination to invoke the Full Justify function in a keyboard map as there isn't a menu item for the function.
2. It is recommended that you have all editing changes completed and saved before using the Full Justify command.
3. Using the Mark Start and either Search or Go To commands, highlight the text you want to set to full justification.
4. With the keyboard map active that has the Full Justify key combo assignment, press the keys assigned to Full Justify.

5. To see the applied justification, go to File, Print Preview (**Alt + f, v**). The edit screen **will not display** in full justification, use the Print Preview function to see the change. To close Print Preview, click the Close button.
6. To Print the file, do one of the following:
  - Click the Print button, the Print dialog box displays. Select any options and click Print (**Alt + r**).
  - In Print Preview, click the Print (**Alt + p**) button. The Print dialog box displays, select any options and click Print (**Alt + r**).
7. To close the transcript, do one of the following:
  - To save the transcript in full justification, save and close the transcript.
  - If you do not want to save the transcript in full justification, close the transcript without saving changes. All changes from the last save command will be lost.

NOTE: Paragraph alignment settings affect paragraph format symbols only such as Colloquy, New Line Paragraph, Parenthetical, etc., format symbols. A New Line format symbol is not a paragraph format symbol, it is simply a new line (moves text to the next line) and will may not follow the previous paragraphs justification.

## PDF Files

PDF stands for Portable Document Format. A PDF file is similar to taking a "picture" of the original source material allowing you to create electronic documentation exactly as it appears on your system. The PDF can be view, searched and printed via a PDF Reader. In most cases, you cannot modify a PDF file although depending on the viewing software it may be possible. PDF files are not image files and cannot be opened or inserted as an image. To view a PDF file you must have a PDF viewer such as Adobe Acrobat Reader. Acrobat Reader can be downloaded free from [www.adobe.com](http://www.adobe.com).

In Case CATalyst, you can create PDF files from your [text](#) documents, [steno notes](#), and [dictionaries](#). PDF files made from text documents in Case CATalyst remain exactly the same as the original document, maintaining margins, fonts, spacing, etc. Create PDF files of your text documents using the [Print](#) function. You can use PDF files to create a condensed print file to e-mail to your clients or upload to a document sharing site.

PDF files made from your steno notes display the notes in three columns by default. The beginning of each fold in the steno notes is highlighted. Create PDF files from your steno notes in the Manage Notes function using the Print feature. Use the [Manage Notes](#) Options to change the number of columns that print. Printing your steno notes to PDF may be an answer to situations/jurisdictions that require you to provide your steno notes. For example, you work in a court house that has gone paperless and they ask for a copy of your steno notes for archiving. Providing your notes as a PDF may satisfy their request.

PDF files made from a dictionary in Case CATalyst display the dictionary entries with accompanying column information that are currently being displayed which could include Text, Steno, Modified Date, Usage Count, and Used Date. The information displays exactly as it appears in Case CATalyst. Use the [Manage Dictionary](#) Options to change what columns display on the screen and in what format you want the dictionary to be printed. Create PDF files from your dictionaries in the Manage Dictionary function using the Print feature. Using the [Create Core List](#) and printing to PDF is a good way to share job dictionary information with other reporters.


## Print Text to PDF File

Using the Case CATalyst Print function, you can make PDF files from your text (transcript) documents. Case CATalyst automatically saves the file in the same destination as the current file and uses the current file name with a PDF extension. You can rename the file or save it to another destination. To view a PDF file, you must have a PDF viewer installed on your computer, such as Adobe Acrobat Reader.

You can also [print your PDF with bookmarks](#) for items such as examinations, exhibits, etc., in the event your jurisdiction or clients request bookmarked items.

You can also print your [dictionary to PDF](#), a [steno note file to PDF](#) in the event that your jurisdiction requires copies of your steno notes and you can select to [print multiple steno files](#) at one time.

Access a transcript file to print:

- from Manage Jobs. Double click the desired file. The Print dialog box displays with the file selected.
- from Edit. Press **Alt + f, p (File/Print)**. The Print dialog box displays with the current Edit file selected.
- from anywhere in Case CATalyst. Press **Alt + u, p (Function/Print)** or click the Print  icon. The Print dialog box displays. Navigate to the desired file.

## Print Transcript to PDF

### Printer

Select **Stenograph PDF Printer File**.

### Properties

Displays a properties dialog box, however, you cannot modify the options.

### Select File(s) to print

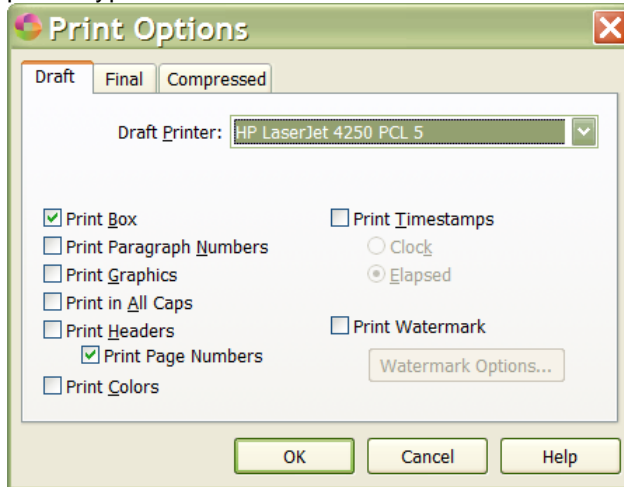
Select the location of the file you want to print. The default is the current user folder. The files for the selected folder displays in the window below. Highlight the file you want to print.

### Copies

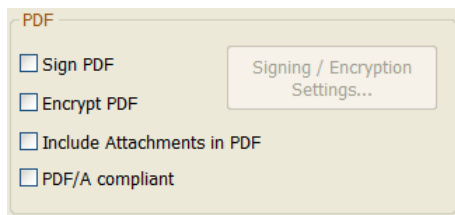
The number of copies of the current selection you want to print. Type a number in the field. If you select more than one copy, Case CATalyst prompts you to name each copy of the PDF file.

### Options

Set [print options](#) for the Draft, Final, and Compressed printers. You can set specific settings for each printer type.



## PDF Options



### Sign PDF

Check this box to digitally sign a PDF document and then select **Signing/Encryption Settings...** to complete the necessary information for sending a [digital signature](#).

To use the Digitally Sign PDF option, a digital signature must be available on your computer system. You obtain a digital signature from a certifying authority. A digital signature from a certifying authority allows anyone to verify the authenticity of your digital signature. A digital signature is not available through Stenograph. If a digital signature is not found or you do not have one, [Do Not Sign] displays in the Certificate field.

This option is unavailable when the *PDF/A Compliant* option is active.

### Encrypt PDF

Check this box to add a password, limit printing and/or copying of text from the PDF document. Once you select the Encrypt PDF option, then select **Signing/Encryption Settings...** to complete the necessary information.

This option is unavailable when the *PDF/A Compliant* option is active.

#### + **Signing/Encryption Settings...**

The *Sign PDF* option is available when you select to use a digital signature. Click this option to view or set the Signing Settings.

Set necessary options.

### Signing Options

**Certificate**

Select the name of the digital signature certificate with which you are signing. Digital signatures available on your computer system display in the drop down box. A digital signature is not available through Stenograph. If no certificate is found, [Do Not Sign] displays in the Certificate field.

**Reason for Signing**

Type the purpose of your digital signature. (optional)

**Your Location**

Type the name of your location. (optional)

**Encryption Options****Password**

Type a password. Access to print or copy text and graphics is password dependent. This is an optional field.

**Allow Printing**

Check this box to allow printing. Uncheck this box to restrict printing.

**Allow Copying (of text and graphics)**

Check this box to allow the text and graphics to be copied. Uncheck this box to restrict copying.

**Include Attachments in PDF**

Include the transcript [attachments](#), if applicable, in the PDF. Attachments display in the Bookmark pane under the Exhibit heading and in the Attachment pane, often identified by a paper clip icon. In the Bookmark pane, click the plus sign next to the Exhibit heading to display the list of attachments. Double click an attachment to move the display to the area of the file where the attachment is located. Double click the Open heading under the attachment name to open the attachment for viewing. In the Attachment pane, click an attachment in the Attachment pane to open the file for viewing. To view attachments, the program associated with the attachment file type must be installed on the computer. For example, if the attachment is a Microsoft Word document, you must have Microsoft Word installed on your computer.

If you encrypt the PDF by requiring a password or restricting the printing or copying of text in the PDF, the attachments are only available for viewing from the Attachment pane. The Open option in the Bookmark pane does not display the file.

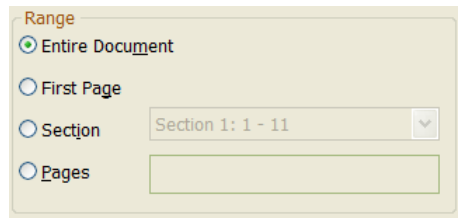
This option is unavailable when the *PDF/A Compliant* option is active.

**PDF/A Compliant**

Print the transcript in PDF/A compliant format. PDF/A format creates the PDF with certain ISO 19001 standards for long term storage, such as requiring embedded fonts and graphics but disallowing audio, video, attachments, digital encryption and digital signatures. These parameters allow the document to always be viewed, unaltered in its original format, using an appropriate PDF viewer such as Adobe Reader.

Federal Court Reporters are required, or may soon be required, to submit their transcripts for archiving purposes in a PDF/A format.

## Range

A screenshot of a software dialog box titled "Range". It contains four radio button options: "Entire Document" (which is selected), "First Page", "Section", and "Pages". To the right of the "Section" option is a dropdown menu showing "Section 1: 1 - 11". To the right of the "Pages" option is an empty text input field.

### Entire Document

Print all the pages in the file.

### First Page

Print only the first page in the file. If you highlight more than one job to print, you can use the First Page option to print the specified number of *first pages* of each selected job.

### Section

Print all pages of the selected Section.

### Page Range

Print selected pages in the file. Enter the page range in the field below. Do **one** of the following:

#### Print individual pages

Type the page numbers separated by a comma. For example, to print page 5 and page 25, type: 5, 25. If the pages are in a section, type the section number followed by a colon and then type the page numbers. For example, if the pages are in section three, type: 3:5,25.

#### Print a series of pages

Type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to print page 5 through 10, type: 5-10. If the pages are in a section, type the section number followed by a colon and then type the page numbers. For example, if the pages are in section three, type: 3:5-10.

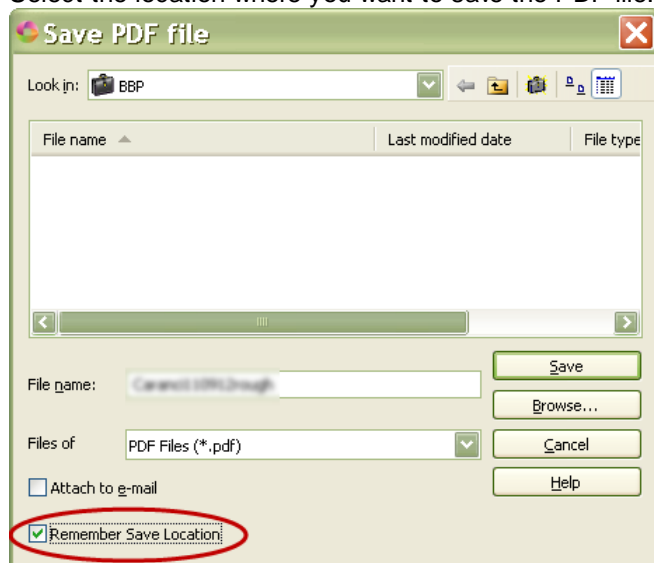
#### Print a combination of individual and consecutive pages

Type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number; all separated by commas. For example, to include page 5, pages 15 through 20, and page 29, type the following: 5, 15-20, 29. If the pages are in a section, type the section number followed by a colon and then type the page numbers. For example, if the pages are in section three, type: 3:5, 15-20, 29.

## Print



Send the selected file(s) to the printer. When printing to PDF, the Save PDF File dialog box displays. Select the location where you want to save the PDF file.



#### Attach to e-mail

Select the Attach to e-mail option to automatically open your default e-mail package with the PDF as an attachment.

#### Remember Save Location

Select the Remember Save Location to have Print remember the location for your PDFs.

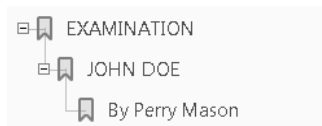
#### Preview

Displays a [preview](#) of how the selected file looks when it prints.

### Print Bookmarked PDF

Some jurisdictions require a PDF version of the transcript be provided and require the PDF to have bookmarks where specific items (such as examinations, exhibits, etc.) occur in the transcript. Bookmarks allow the person viewing the PDF to click a bookmark and go directly to that location in the PDF. CATalyst has two [PDF Bookmark](#) Text format symbols that are used in an index template to generate the bookmarks in the PDF. For example, some jurisdictions may require a PDF to have bookmarks when examinations occur, exhibits are marked, requests for documentation occur, etc. The bookmarked text displays in the PDF pane and allows a user to click a bookmark and go directly to that location in the transcript.

The following is the example of a PDF bookmark pane of the Examination of John Doe by Perry Mason. With the PDF Bookmarks, the person viewing the PDF can click “By Perry Mason” and move the cursor to the location where Perry Mason started questioning John Doe.



If you use Index Templates to create your transcript index page, it is as simple as adding the PDF Bookmark Text formats symbols to your index template. Remember, once you create your index template, it is used over and over again.

PDF Bookmarks can be as simple or as detailed as you need. Using the example above, here is what the Examination part of your Index Template would look like:

<PDF Bookmark Text On 1>EXAMINATION<PDF Bookmark Text Off>

PAGE

<PDF Bookmark Text On 2><Index Heading On W><PDF Bookmark Text Off>	
<PDF Bookmark Text On 3><Index On W><PDF Bookmark Text Off>	<Index Page>

As a result, the EXAMINATION is level 1, the Index Heading On FS (which is replaced with the witness name when the index is built) is level 2 and the Index On FS (which is replaced with your attorney by lines) is level 3. That final level will be bookmarked in the PDF file when you print to PDF. If you wish to bookmark Exhibits or any other item in your index, start over with <PDF Bookmark Text On 1> format symbol for level 1 and so on for each item/table in your index.

The CATalyst <PDF Bookmark Text On/Off> format symbols are inserted into an [Index Template](#) and need to surround the indexing format symbols related to the items that need to be bookmarked. Then when you use CATalyst's [Build Index](#) feature and print the transcript to PDF, the bookmarked indexed text displays in the Bookmarks pane of the PDF. If you add information to the transcript that needs to be indexed after you have built your index page(s), you can use the [Bookmark Swap](#) command to bookmark the added information in the index.

## PDF Bookmark Text On/Off Format Symbols

The PDF Bookmark Text format symbols are a pair (an On and Off format symbol). The PDF Bookmark Text format symbols are used in an index template to create bookmarks for items (such as examinations, exhibits, requested documents, etc.) that need to be bookmarked in the PDF. For example, let's say your jurisdiction requires a PDF to have bookmarks when examinations occur, exhibits are marked, requests for documentation occur, etc. Once the transcript is printed to PDF, the bookmarked text displays in the PDF pane and allows a user to click a bookmark and go directly to that location in the transcript. PDF Bookmarks are compatible when building a [master index](#) that is in the same file as the transcript.

The CATalyst <PDF Bookmark Text On/Off> format symbols are inserted into an [Index Template](#) and need to surround the indexing format symbols related to the items that need to be bookmarked. Then when you use CATalyst's [Build Index](#) feature and print the transcript to PDF, the bookmarked indexed text displays in the Bookmarks pane of the PDF.

In addition to the PDF Bookmark Text On/Off format symbols being paired, the PDF Bookmark Text On format symbols have associated numbers to indicate the "level" of the bookmark.

The following is the example of a PDF bookmark pane of the Examination of John Doe by Perry Mason. With the PDF Bookmarks, the person viewing the PDF can click "By Perry Mason" and move the cursor to the location where Perry Mason started questioning John Doe.



If you use Index Templates to create your transcript index page, it is as simple as adding the PDF Bookmark Text formats symbols to your index template. Remember, once you create your index template, it is used over and over again.

PDF Bookmarks can be as simple or as detailed as you need. Using the example above, here is what the Examination part of your Index Template would look like:

<PDF Bookmark Text On 1>**EXAMINATION**<PDF Bookmark Text Off>  
PAGE

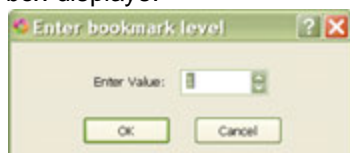
<PDF Bookmark Text On 2><Index Heading On W><PDF Bookmark Text Off>	
<PDF Bookmark Text On 3><Index On W><PDF Bookmark Text Off>	<Index Page>

As a result, the EXAMINATION is level 1, the Index Heading On FS (which is replaced with the witness name when the index is built) is level 2 and the Index On FS (which is replaced with your attorney by lines) is level 3. That final level will be bookmarked in the PDF file when you print to PDF. If you wish to bookmark Exhibits or any other item in your index, start over with <PDF Bookmark Text On 1> format symbol for level 1 and so on for each item/table in your index.

The PDF Bookmark Text Off format symbol does not require a number; it automatically turns off any previous <PDF Bookmark Text On #> format symbol. Valid numbers for the <PDF Bookmark Text On #> format symbols are 1- 5.

#### To insert the PDF Bookmark Text On and Off format symbols:

1. Open the Index Template that you want to add the PDF Bookmark Text format symbols, make sure that you are in Page View and Reveal Codes are displayed. Locate the indexing format symbol you want to surround with the PDF Bookmark Text On/Off format symbols and double click it.
2. Access the Format Symbol list either by pressing F4 twice and then selecting PDF Bookmark Text On or clicking the format symbol (FS) icon on the toolbar. You could also assign key combinations in your [Keyboard Map](#) or modify your [Format Symbols options](#) to insert via a key combination.
3. Double click or press Enter on the PDF Bookmark Text On entry. The Enter bookmark level dialog box displays:



4. Type the number of the bookmark level and press Enter. The <PDF Bookmark Text On #> (displays selected number) and the <PDF Bookmark Text Off> format symbols surround the selected indexing code.
5. Repeat as necessary.



Keyboard functions: Insert PDF Bookmark Text On  
Insert PDF Bookmark Text Off

## PDF Bookmark Index Template Examples

The following are common examples of index templates, indexing format symbols and the use of the PDF bookmark format symbols. (Indexing format symbol categories used in these templates are for example only and you may use whatever indexing format symbol categories you desire. The blue color of the PDF Bookmark Text format symbols are for clarity only and are normally black when inserted into an index template.) There are three [sample Index Templates](#) in your Index Templates case located in your System Files case.

**Example 1:** Let's say you have an existing index template and you want the occurrence of the word WITNESS and the witness name bookmarked in the PDF along with the word EXHIBITS and the occurrences of exhibits. Current Index Template for Witness (where Index On W will show the Witness name in your index) and Exhibits (where Index On E will show exhibit numbers in your index):

WITNESS  
PAGE

<Index On W>	<Index Page>
--------------	--------------

EXHIBITS  
PAGE

<Index On E>	<Index Page>
--------------	--------------

Changes to the Index Template with PDF bookmark format symbols surrounding the word WITNESS and the Index On W format symbol and the PDF Bookmark Text format symbols surrounding the word EXHIBITS and the Index On E format symbol:

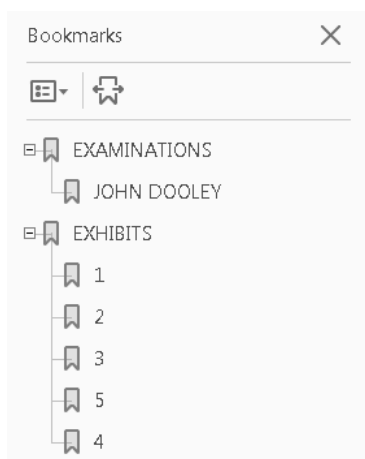
<PDF Bookmark Text On 1>WITNESS<PDF Bookmark Text Off>  
PAGE

<PDF Bookmark Text On 2><Index On W><PDF Bookmark Text Off>	<Index Page>
---	--------------

<PDF Bookmark Text On 1>EXHIBITS<PDF Bookmark Text Off>  
PAGE

<PDF Bookmark Text On 2><Index On E><PDF Bookmark Text Off>	<Index Page>
---	--------------

Example 1 – PDF Bookmarks pane:



**Example 2:** Let's say you have another index template and you want the occurrence of the word Witness, along with the Witness Name and the examining attorney's name bookmarked in the PDF along with the word EXHIBIT, the exhibit number and exhibit description bookmarked in the PDF.

Current Index Template for Witness and Attorney name (where Index Heading On W will show the witness name and Index On W will show the examining attorney's name):

WITNESS  
PAGE

<Index Heading On W>	
<Index On W>	<Index Page>

EXHIBITS

NO. DESCRIPTION  
PAGE

<Index Heading On E>	<Index On E>	<Index Page>
----------------------	--------------	--------------

Changes to Index Template:

<PDF Bookmark Text On 1>**WITNESS**<PDF Bookmark Text Off>  
PAGE

<PDF Bookmark Text On 2><Index Heading On W><PDF Bookmark Text Off>	
<PDF Bookmark Text On 3><Index On W><PDF Bookmark Text Off>	<Index Page>

<PDF Bookmark Text On 1>**EXHIBITS**<PDF Bookmark Text Off>

NO. DESCRIPTION  
PAGE

<PDF Bookmark Text On 2><Index Heading On E><PDF Bookmark Text Off>	<PDF Bookmark Text On 3><Index On E><PDF Bookmark Text Off>	<Index Page>
---	---	--------------

**Example 2:** the PDF Bookmark pane:



**Example 3:** Let's say you are an official reporter and you need show the word WITNESS, the witness name and then bookmark when each attorney conducts their examinations and you also want to show the word EXHIBITS including the exhibit numbers, exhibit descriptions and then bookmark when the exhibits are offered and received into evidence. Current Index Template for Witness, examining Attorney name, exhibit numbers including descriptions and where the exhibits were offered and received.

WITNESS EXAMINATIONS  
PAGE

<Index Heading On W>	
<Index On W>	<Index Page>

E X H I B I T S

No. Description Offered  
Received

<Index Heading On E>	<Index On E>	<Index Cell 1>	<Index Cell 2>
----------------------	--------------	----------------	----------------

Changes to the Index Template to include bookmarks for the witness and attorney examinations, exhibit numbers and descriptions along with reference to when they were offered and received:

<PDF Bookmark Text On 1>WITNESS EXAMINATIONS<PDF Bookmark Text Off>

PAGE

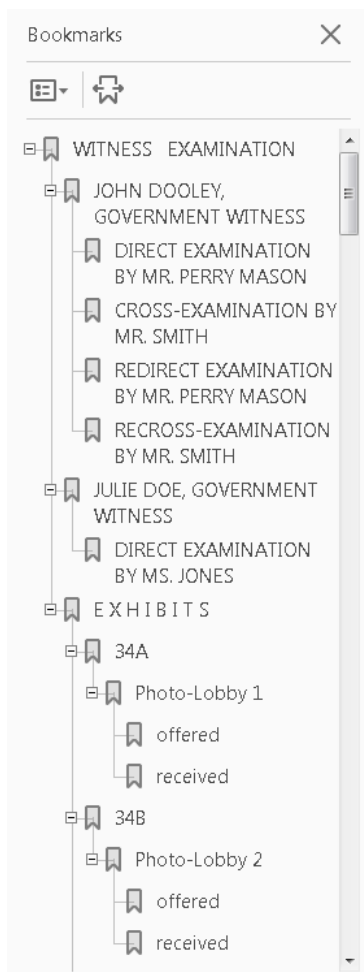
<PDF Bookmark Text On 2><Index Heading On W><PDF Bookmark Text Off>	
<PDF Bookmark Text On 3><Index On W><PDF Bookmark Text Off>	<Index Page>

<PDF Bookmark Text On 1>E X H I B I T S<PDF Bookmark Text Off>

No. Received	Description	Offered
-----------------	-------------	---------

<PDF Bookmark Text On 2><Index Heading On E><PDF Bookmark Text Off>	<PDF Bookmark Text On 3><Index On E><PDF Bookmark text Off>	*<PDF Bookmark Text On 4>offered<PDF Bookmark Text Off><Index Cell 1>	*<PDF Bookmark Text On 4>received<PDF Bookmark Text Off><Index Cell 2>
---	---	---	--

\* **USE HIDDEN TEXT** for the bookmark information: Insert Hidden Text with a word or phrase that will appear in the exhibit marking text and then surround the word/phrase with PDF Bookmark Text format symbols. The Hidden Text should be placed in the cell before the Index Cell format symbol. In the above table, you will see the <PDF Bookmark Text On 4>offered<PDF Bookmark Text Off> is placed in hidden text immediately before the <Index Cell 1> format symbol and the <PDF Bookmark Text On 4>received<PDF Bookmark Text Off>format symbol is placed in hidden text immediately before the <Index Cell 2> format symbol. You need to use Hidden Text before each <Index Cell> format symbol to prevent the text from appearing in your index in the transcript.



**Example 4:** Let's say in addition to witness and exhibit information, you also need to references when the witness was instructed not to answer, when requests were made for additional documents and the agreed stipulations.

Current Index Template for the additional information.

Direction to Witness Not to Answer

<Index On N>	<Index Page>	<Index Line>
--------------	--------------	--------------

Request for Production of Documents

<Index On R>	<Index Page>	<Index Line>
--------------	--------------	--------------

Stipulations

<Index On S>	<Index Page>	<Index Line>
--------------	--------------	--------------



Changes to the index template to include bookmark format symbols and hidden text:

<PDF Bookmark Text On 1>**Direction to Witness Not to Answer**<PDF Bookmark Text Off>

<Index On N>	*<Index Page>	<Index Line>
--------------	---------------	--------------

\* **USE HIDDEN TEXT** for the bookmark information: Insert Hidden Text with a word/phrase that will appear in the PDF bookmark pane for this indexed text and then surround the word/phrase with <PDF Bookmark Text On/Off> format symbols. In this example, you need to have page information where the witness was directed to not answer the question. We will use the text Not to Answer in the Hidden Text. The Hidden Text should be inserted before the <Index Page> format symbol.

Hidden Text reads: <PDF Bookmarked Text On 2>Not to Answer<PDF Bookmarked Text Off>

<PDF Bookmark Text On 1>**Request for Production of Documents**<PDF Bookmark Text Off>

<Index On R>	*<Index Page>	<Index Line>
--------------	---------------	--------------

\* **USE HIDDEN TEXT** for the bookmark information: Insert Hidden Text with a word/phrase that will appear in the PDF bookmark pane for this indexed text and then surround the word/phrase with <PDF Bookmark Text On/Off> format symbols. In this example, we will use the text Requests in the Hidden Text. The Hidden Text should be inserted before the <Index Page> format symbol.

Hidden Text reads: <PDF Bookmarked Text On 2>Requests<PDF Bookmarked Text Off>

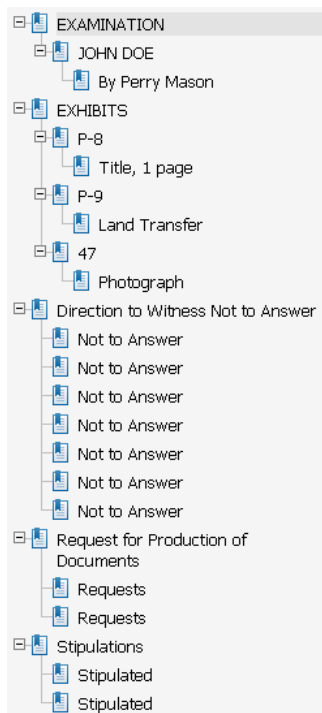
<PDF Bookmark Text On 1>**Stipulations**<PDF Bookmark text Off>

<Index On S>	*<Index Page>	<Index Line>
--------------	---------------	--------------

\* **USE HIDDEN TEXT** for the bookmark information: Insert Hidden Text with a word/phrase that will appear in the PDF bookmark pane for this indexed text and then surround the word/phrase with <PDF Bookmark Text On/Off> format symbols. In this example, we will use the text Stipulated in the Hidden Text. The Hidden Text should be inserted before the <Index Page> format symbol.

Hidden Text: <PDF Bookmarked Text On 2>Stipulated<PDF Bookmarked Text Off>

PDF Bookmarks pane:



### Print a Dictionary to PDF

Case CATalyst allows you to make PDF files from your dictionaries using the Print feature in Manage Dictionary. You must open and be in the dictionary you want to print.

Case CATalyst only allows you to print the entire dictionary when printing to PDF. PDF files made from a dictionary in Case CATalyst display the dictionary entries with accompanying column information including Text, Steno, Modified Date, Usage Date, and Used Date. Use the [Dictionary Options](#) feature to display the information about dictionary entries you want to view. Be sure to adjust column widths before sending the dictionary to print as the information displays in the PDF file exactly as it appears on the Case CATalyst screen.

### Print a Dictionary to a PDF File

1. From the Manage Dictionary function, press **Ctrl + p (Function/Print)**. The Print dialog box displays.
2. In the Printer Name field, select **Print to PDF File**.
3. Check the box **Stenograph PDF Printer**. If you do not check this box, Case CATalyst displays an error message when you attempt to print the file.
4. Press **Enter (Print)**. The Print to File dialog box displays.
5. Make entries in the following fields:

#### Save in

Select the location to which you want to print the PDF file.

#### File name

Type a file name.

6. Press **Enter (Save)**. Case CATalyst creates the PDF file, printing it to the selected location. You can view the file using a PDF viewer such as Adobe Acrobat Reader.

## Print Steno Notes to PDF

Case CATalyst allows you to print to PDF the open steno note file in Manage Notes. When printed, the steno notes display in three columns. The beginning of each fold in the steno notes is highlighted. Timestamps, by default, are not included. You can change the number of columns that display and include timestamps by changing the settings in [Manage Notes Options](#).

To print multiple steno note files to PDF at once, use the [Print Notes to PDF](#) feature in Manage Jobs.

## Print Steno Notes to a PDF File

1. From the Manage Notes function, press **Ctrl + p (Function/Print)**. The Print dialog box displays.
2. In the Printer Name field, select **Stenograph PDF Printer**.
3. Verify the box **Print to file** checked. If you do not check this box, Case CATalyst displays an error message when you attempt to print the file.
4. Press **Enter (OK)**. The Print to File dialog box displays.
5. Make entries in the following fields:

### Save in

Select the location to which you want to print the PDF file.

### File name

Type a file name.

6. Press **Enter (Save)**. Case CATalyst creates the PDF file, saving it to the selected location. You can view the file using a PDF viewer such as Adobe Acrobat Reader.

## Print Multiple PDF Note Files

The Print Notes to PDF feature in Manage Jobs allows you to batch print multiple steno notes files to PDF. By default, the steno notes display in three columns when printed. The beginning of each fold in the steno notes is highlighted. Timestamps, by default are not included. You can change the number of columns that print and include timestamps by changing the settings in [Manage Notes Options](#).

## Print Multiple Steno Note Files to PDF

1. From the Manage Jobs function, select **File/Print Notes to PDF**. The Print Multiple Steno Files to PDF dialog box displays. In the Printer Name field displays, confirm the selection **Stenograph PDF Printer**.
2. Make necessary entries:

### Select File(s) to print

If the steno note files you want to print are not visible, use the drop down box to select the location of the files. Use Windows selection commands to select the steno note files.

### Sign/Encrypt PDF

Check this box to digitally sign a PDF document. The PDF Output Options dialog box displays where you can complete the necessary PDF properties information for sending a [digital signature](#).

To use the Sign/Encrypt PDF option, a digital signature must be available on your computer system. You obtain a digital signature from a certifying authority. A digital signature from a certifying authority allows anyone to verify the authenticity of your digital signature. A digital signature is not available through Stenograph.

### PDF Properties

Make necessary entries for sending a digital signature. Press **Enter (OK)** when finished.

#### Certificate

Select the name of the digital signature certificate with which you are signing. Digital signatures available on your computer system display in the drop down box.

#### Reason for Signing

Type or select from the drop down list the reason you are signing with a digital signature.

#### Your Location

Type the name of your location.

### Encryption Options

#### Password (optional)

Type a password. Use a password to restrict the printing and copying of text and graphics to from being copied, depending on the selection of the following options. This is an optional field.

#### Allow Printing

Check this box to allow printing. Uncheck this box to restrict printing.

#### Allow Copying (of text and graphics)

Check this box to allow the text and graphics to be printed. Uncheck this box to restrict copying.

3. Select **Print**. The Save PDF file dialog box displays.
4. The Browse For Folder dialog box displays. Select the location where you want to send the steno note PDF files and press **Enter (OK)**. The Print dialog box closes when printing is complete.



## Compress Print

The Compress Print module allows you to print multiple pages of a transcript on a single sheet of paper. Compress Print uses Case CATalyst text files and allows all your formatting, such as underline, bold or italics attributes, in the text file to apply in the Compress Print format. Images do not print in compressed format.

A variety of formatting options allow you to modify the page and sheet appearance for printing in compressed format. You can create and save different configurations which you can then select directly from the [Print](#) dialog box.

You can import ASCII files into Case CATalyst and then use them with Compress Print. To use imported ASCII files, Stenograph strongly recommends you first open the imported file in Edit and save it in order for Compress Print to recognize the file.

Access Compress Print:

- From anywhere in Case CATalyst. Press **Alt + u, c (Function/Compress Print)**. The Open Existing Document dialog box displays. Select a text file and press **Enter (Open)**.
- On the Function Bar. Click the Compress Print  icon, if you selected to display this icon. The Open Existing Document dialog box displays. Select a text file and press **Enter (Open)**.
- From Manage Jobs. Highlight a text file and press **Alt + u, c**.
- From the function bar. Click the Compress Print  icon, if you selected to display this icon.

## Terminology

Page	One page of transcript.
Sheet	One sheet of paper which may have multiple pages of transcript.
Initial Pages	Any page of transcript that precedes the first Question, Answer, or Colloquy.
Final Pages	Any page of transcript which follows the last Question, Answer, or Colloquy.
Cover Page	The first page of a transcript.
Configuration	The font, margins, borders, and headers and footers for the compressed transcript.

## Configurations

A Compress Print configuration contains a specific set of [Compress Print options](#) such as border, fonts and margins, which affect how the compressed transcript prints. Configurations, the Compress Print feature, allows you to [create](#), [modify](#), delete, rename, save, and import configurations. Case CATalyst comes with one default configuration. This configuration is accessible in the Print dialog box, however, you cannot modify it.

Compress Print configurations are stored within the configuration file, CompressedPrintOptions.sgcpo for the current user. It is located in the System Files case.

## Manage Configurations

Access the Configurations feature from Compress Print. Select **Configurations**. The Change Configuration dialog box displays with the name of the currently applied configuration in the *Selected Configuration* field. To delete, rename, save or import a configuration, use the following features as necessary.

### Delete

Highlight the configuration you want to remove and select **Delete**. To delete the currently applied configuration, you must first select and apply a different configuration. You cannot undo the Delete.

### Rename

Highlight the configuration you want to rename and select **Rename**. The Rename Configuration dialog box displays. Type a new name and press **Enter (OK)**.

### Save Current

#### Save the current configuration to an existing name

Use the Save Current option to save changes when you [modify the current configuration](#).

- a. Select **Save Current**. The Save Configuration dialog box displays. The name of the currently applied configuration appears in the field.
- b. Press **Enter (OK)** to accept the name in the field or type an existing configuration name and Press **Enter (OK)**. You are prompted to replace the existing file.
- c. Select **Yes** to overwrite the existing configuration with the new changes. Select **No** to cancel the save.

#### Save the current configuration to a new name

Use the Save Current option to [create a new configuration](#) that contains several of the same options in an existing configuration.

- a. Highlight the current configuration you want to copy and select **Save Current**. The Save Configuration dialog box displays.
- b. Type a name for the new configuration and press **Enter (OK)**.
- c. Case CATalyst applies the new configuration and displays the name in the Change Configuration dialog box.

#### Import

Import an existing Case CATalyst compressed print configuration. For example, you may want to use a configuration from another user.

The Open Compress Print Options File dialog box displays the Case CATalyst default location for the configuration file in the System Files case. Locate and select the configuration you want to import and press **Enter (OK)**. Compressed Print configurations are stored within the CompressedPrintOptions.sgcpo file in the Systems File case.

#### Select

Apply a different configuration to the Compress Print file. Highlight the configuration you want to use and choose **Select**. The name displays in the Selected Configuration field.

You can also change the configuration by highlighting the desired configuration and selecting **OK**. Case CATalyst closes the Change Configuration dialog box and applies the selected configuration.

### Create a New Configuration

Compress Print allows you to create multiple [configurations](#). Once you create and save a configuration it becomes available for selection in the Print dialog box.

#### Create a Compress Print Configuration

1. Do **one** of the following:
  - From anywhere in Case CATalyst , press **Alt + u, c (Function/Compress Print)**. The Open Existing Document dialog box displays. Select a text file and press **Enter (Open)**.
  - From Manage Jobs, highlight a text file and press **Alt + u, c**.
2. The Compress Print module opens. Using the selected file, the preview window displays the current configuration.
3. In the *Printer* field on the Compress Print screen, select the printer you use for compressed print.
4. Change any of the following Compress Print options for the new configuration as necessary. Evaluate how the changes affect the compressed transcript sheet in the [preview](#) window.

### Sheets

Use the [Sheets](#) settings to set the transcript page orientation on the compressed print sheet.

### Borders

Use the [Borders](#) settings to place borders around the transcript pages.

### Notes

Use the [Notes](#) settings to select to use a note box and determine note box placement.

### Document

Use the [Documents](#) settings to customize the printing of line and question numbers, timestamps, and the text and specify the number of initial, transcript, and final pages.

### Fonts

Use the [Fonts](#) settings to determine font attributes for the different transcript elements.

### Margins

Use the [Margin](#) settings to adjust sheet margins.

### Headers

Use the [Headers](#) settings to create and modify sheet headers. Select to disable transcript headers, footers, and page numbers.

5. When finished modifying the options, select **Configurations**. The Change Configurations dialog box displays.
6. Select **Save Current**. The Save Current dialog box displays with the current configuration name.
7. Type a name for the new configuration and press **Enter (OK)**. The name displays in the Change Configuration dialog box.
8. Press **Enter (OK)** to save the new configuration. Compress Print configurations are stored within the configuration file, CompressedPrintOptions.sgcpo, located in the System Files case.

## Modify an Existing Configuration

1. Do **one** of the following:
  - From anywhere in Case CATalyst, press **Alt + u, c (Function/Compress Print)**. The Open Existing Document dialog box displays. Select a text file and press **Enter (Open)**.
  - From Manage Jobs, highlight a text file and select Compress Print by pressing **Alt + u, c**.
2. The Compress Print module opens. Using the selected file, the preview window displays the current configuration.
3. In the *Printer* field on the Compress Print screen, select the printer you use for compressed print.
4. Select **Configurations**. The Change Configurations dialog box displays. Highlight an existing configuration to modify and press **Enter (OK)**.
5. Change any of the following Compress Print options for the new configuration as necessary. Evaluate how the changes affect the compressed transcript sheet in the [preview](#) window.

### Sheets

Use the [Sheets](#) settings to set the transcript page orientation on the compressed print sheet.

### Borders

Use the [Borders](#) settings to place borders around the transcript pages.

### Notes

Use the [Notes](#) settings to select to use a note box and determine note box placement.

### Document

Use the [Documents](#) settings to customize the printing of line and question numbers, timestamps, and the text and specify the number of initial, transcript, and final pages.

### Fonts

Use the [Fonts](#) settings to determine font attributes for the different transcript elements.

### Margins

Use the [Margin](#) settings to adjust sheet margins.

### Headers

Use the [Headers](#) settings to create and modify sheet headers. Select to disable transcript headers, footers, and page numbers.

6. When finished modifying the options, select **Configurations**.
7. In the Change Configuration dialog box select **Save Current**. The Save Current dialog box displays with the current configuration name.
8. Press **Enter (OK)**. You are prompted to overwrite the replace the existing file.
9. Press **Enter (Yes)** to save the changes to the current configuration. Select **No** to cancel the Save.

## Preview the Configuration

The Compress Print document preview window uses the selected text file to display the current configuration. When you make changes to the configuration, the document preview displays the modifications.

## Compress Print Features

### First Sheet

Select View/First Sheet to display the first sheet of transcript pages in the file.

### Previous Sheet

Select View/Previous Sheet to display the of transcript pages before the currently displayed sheet in the file.

### Next Sheet

Select View/Next Sheet to display the next sheet of transcript pages in the file.

### Last Sheet

Select View/Last Sheet to display the last sheet of transcript pages in the file.




## Printer

In the Printer field on the Compress Print screen, select the printer you use for compressed print. All printers properly installed through Windows display in the list.

Case CATalyst uses this printer to determine the margins, printable area, and text placement on the compressed transcript. These parameters are reflected in the Compress Print preview window. If you use a printer different from the one you select in this field when setting the configuration options, a difference in margins, printable area and text placement may exist causing the text to print differently on the sheet.

## Zoom

Magnify or reduce the view of your document in the preview window without changing any format settings. The number in the Zoom field, below the Printer field, represents a percent. For example, .50 displays the document in the preview window at 50 percent of its normal viewing size. 1.50 changes the document preview to 150 percent of its normal viewing size. Type a number in the field or use the slide bar to change the percent.

You can also use the Zoom feature from the menu (View/Zoom) or by clicking the Zoom icon  on the Toolbar to change the viewing size. The viewing percent displays in the Zoom field.

## Compress Print Options

Compress Print options allows you to modify the appearance of the compressed print transcript. A Compress Print configuration, contains a specific selection of Compress Print options. You can create and save multiple configurations.

The following list summarizes the options that comprise a Compress Print configuration. Compress Print configurations are stored within the configuration file, CompressedPrintOptions.sgcpo, located in the System Files case. Click the link for details on each option.

<a href="#">Cover Page</a>	Print a cover page for the compressed print transcript.
<a href="#">Sheets</a>	Set the transcript page orientation on the compressed print sheet.
<a href="#">Borders</a>	Place borders around the transcript pages.
<a href="#">Notes</a>	Select and determine note box placement.
<a href="#">Document</a>	Customize the printing of line and question numbers, timestamps, and the text. Specify the number of initial, transcript, and final pages.
<a href="#">Fonts</a>	Determine font attributes for different transcript elements.
<a href="#">Margins</a>	Adjust sheet margins.
<a href="#">Headers</a>	Create and modify sheet headers. Select to disable transcript headers, footers, and page numbers.

## Borders

Borders, a Compress Print feature, allows you to select a border to print around the compressed transcript pages on the sheet.

1. From Compress Print, select **Borders**. The Compress Print Borders dialog box displays.
2. Select a border type from the drop down list:

### No Boxes

### **Thin Separated Boxes**

Surround each transcript page on the sheet with a thin lined box.

### **Thick Separated Boxes**

Surround each transcript page on the sheet with a thick lined box.

### **Thin Shadowed and Separated Boxes**

Surround each transcript page on the sheet with a thin lined box that has a shadowing affect on the bottom and right side of each box.

### **Thick Shadowed and Separated Boxes**

Surround each transcript page on the sheet with a thick lined box that has a shadowing affect on the bottom and right side of each box.

### **Thin Window Boxes**

Surround each transcript page with a thin black line so that each transcript page is separated by a thin black line and all the transcript pages on the sheet are surrounded with a thin black line.

### **Thick Window Boxes**

Surround each transcript page with a thick black line so that each transcript page is separated by a thick black line and all the transcript pages on the sheet are surrounded with a thick black line.

### **Thin Cross**

Separate each transcript page with a thin line.

### **Thick Cross**

Separate each transcript page with thick line.

3. Press **Enter (OK)**. Case CATalyst saves the changes and the dialog box closes. Your selection displays in the preview window.
4. Save the changes to the current configuration.

## **Cover Page**

Cover Page, a Compressed Print feature, allows you to add a cover page created in Edit to the Compress Print transcript.

### **Add a Cover Page**

1. From Compress Print, select **Cover Page**. The Cover Page dialog box displays.
2. Check the box **Print Cover Page**.
3. Click **Browse**. Select the file which contains the cover page(s) you want to use and press **Enter (Open)**. The path name for the file displays in the field in the Cover Page dialog box.
4. Press **Enter (OK)**. Case CATalyst includes the pages when you print the compress transcript.

## **Document**

Document, a Compress Print feature, allows you to choose settings that further customize the printing of your compressed transcript. For example, you can select to print line numbers and timestamps.

Compress Print, by default, shows redacted text as white space throughout the transcript with the exception of the initial and final pages. To have Compress Print use an alternative redacted text appearance throughout the transcript, choose the setting in [Advanced Edit Options](#), *Redacted text displays as* and select the Compress Print Document option, *Use the transcript's layout settings instead of these settings*.

## Set Document Options

1. From Compress Print, select **Document**. The Document Configuration dialog box displays.
2. Make necessary entries:

### Use the transcript's layout settings instead of these settings

Check this box to use the layout settings from the transcript. When you select this option, Case CATalyst ignores all other Document configuration Compress print settings. All compressed print documents print in the same size text.

Redacted text appears using the setting in Advanced Edit Options, *Redacted text displays as*.

### Enable Line Numbers

Check this box to print line numbers on the compressed transcript. Line numbers must be in the transcript's page layout in order for them to print on the compressed transcript.

### Enable Timestamps

Check this box to print timestamps on the compressed transcript. Timestamps must appear in the transcript in order for them to print on the compressed transcript.

When you select to print timestamps, you can also set the timestamp placement on the page.

#### Reduce size of number

This option is currently unavailable.

#### % Reduction

This option is currently unavailable.

### Alignment

#### Left Margin

Print timestamps on the left side of the compressed print transcript pages.

#### Right Margin

Print timestamps on the right side of the compressed print transcript pages.

### Enable Question/Paragraph Numbers

Check this box to print paragraph numbers for the chosen paragraph type. The Paragraph is Numbered option must be selected in the transcript's applied layout for the chosen paragraph type in order to print paragraph numbers on the compressed print transcript.

#### Reduce size of number

Check this box to print the paragraph numbers in a smaller font. Enter a percent in the % Reduction field.

#### % Reduction

Enter a number by which you want to reduce the paragraph number font from the original size. This field is only available when you select the Reduce size of number option.

### Alignment

If you number a paragraph type that does not use a paragraph symbol such as a Q, alignment has no effect on paragraph number placement.

#### Left of Symbol

Print paragraph numbers on the left side of the paragraph symbol.

Case CATalyst uses the left most margin of all paragraph styles in the layout, including headers and footers, to determine placement of the paragraph number. When you select Left of Symbol, Case CATalyst places the paragraph number immediately to the left of the left margin.

#### Right of Symbol

Print paragraph numbers on the right side of the paragraph symbol.

### Initial/Transcript/Final Page Setup

Set the number of pages to be counted as the Initial and Final pages of the compressed transcript. The appearance of the Initial and Final pages is controlled by the transcript layout and is not affected by the Compress Print settings.

Select **one** of the page types, **Initial Pages** or **Final Pages** to set the options.

#### Ignore blank single space lines

This option is currently unavailable.

#### Optimize Text Height

This option is currently unavailable.

#### Lines per page

This option is currently unavailable.

#### Page Quantity

Enter the exact number of pages you want to count as Initial or Final. Set a different number for each one.

3. Press **Enter (OK)**. Case CATalyst saves the changes and the dialog box closes. Your selection displays in the preview window.
4. Save the changes to the current configuration.

## Fonts

Fonts, a Compress Print feature, allows you to select specific fonts and font styles for different transcript elements on the compressed transcript. All fonts properly installed through Windows display in the Compress Print Font dialog box. The Sample window displays how the selected font appears.

The Fonts options do not affect initial and final pages unless your Compress Print [Document Configuration](#) file indicates no initial or final pages. Initial and final pages retain the parameters of the applied layout unless specified otherwise.

## Modify the Fonts

1. From Compress Print, select **Fonts**. The Compress Print Font dialog box displays.
2. To set the font options for a transcript element, select the element from the list. The selected transcript element displays in the field above the list. You can choose different font settings for each of the transcript elements. Select **one**:

### Text

All text other than the Question symbol and text following, Answer symbol and text following, line numbers, timestamps, and transcript page headers and footers.

If you want to bold all text, select a Bold font for Text, select Question Symbols and select the Bold Question Text option and then select Answer Symbols and select the Bold Answer symbol.

### Question Symbols

The "Q." or the "Q". When you select Question symbols an additional field, Bold Question Text, displays at the bottom of the dialog box. Check this box if you want to bold the text that follows the Question symbol.

### Answer Symbols

The "A." or the "A". When you select Answer symbols an additional field, Bold Answer Text, displays at the bottom of the dialog box. Check this box if you want to bold the text that follows the Answer symbol.

### Line Numbers

The transcript line numbers.

### Timestamps

The transcript timestamps, if any.

### Page Headers and Footers

The transcript page headers and footers, if not disabled.

3. Select a font and font style for the select transcript element. Your selection displays in the Sample window.
4. Select another transcript element for which you want to modify the font settings or press **Enter (OK)** to save the changes and close the dialog box.
5. When finished, save the changes to the current configuration.

## Headers

Headers is a Compress Print feature. Headers allows you to create and modify Compress Print sheet headers and footers and, if necessary, include special formatting codes that display information such as the current date, time and starting page number. You can also disable transcript page headers and footers, page numbers and sheet headers and footers from printing on the compressed transcript.

## Compress Print Header Options

To access the Headers feature, from Compress Print, select **Headers**.

### Sheets Headers

The current headers for a sheet.

### **Sheets Footers**

The current footers for a sheet.

### **Add, Modify & Delete Individual Headers**

#### **Line #**

The line on which the selected header or footer prints. There are three available lines for each the header and footer. Line 1 prints higher on the page. Line 3 prints the lowest. More than one header or footer can print on the same line by using different alignment options.

#### **Text Field**

The Text field is located just below the Line # field. Type the header or footer text. Use any Special Formatting codes as necessary.

#### **Alignment**

Select **one** of the following to determine placement of the header or footer on the line.

##### **Left**

Print the header or footer text flush to left margin.

##### **Center**

Print the header or footer text in the middle of the line.

##### **Right**

Print the header or footer text flush to right margin.

##### **Alternating**

Print header or footer text alternating between flush to left and flush to right margin. This option is usually selected when duplex printing.

### **Special Formatting**

Insert a formatting code at any point in the text line. Double click a code to display it in the Text field. If a field exists in a header of the applied layout for the selected transcript, that field displays in the Special Formatting field. You can select this field to include on a Compress Print sheet header or footer. Case CATalyst displays the filled-in-field value, if one already exists for the field.

#### **Current Date**

The date based on the computer system.

#### **Current Time**

The time based on the computer system.

#### **Total Pages**

The total number of transcript pages.

#### **Total Sheets**

The total number of sheets.

#### **Current Sheet**

The current sheet number.

**Start Page**

The first transcript page number on the current sheet.

**End Page**

The last transcript page number on the current sheet.

**Font**

Select the font type and style for the text in the selected header or footer.

**Location**

Select the location where you want the line of text to print:

- Header
- Footer

**New**

Create a new line of text for a sheet header or footer.

**Edit**

Modify an existing sheet header or footer. Highlight an existing line from the Sheets Headers or Sheets Footers and then select **Edit**.

**Delete**

Delete an existing sheet header or footer. Highlight an existing line from the Sheets Headers or Sheets Footers and then select **Delete**.

**Disable Page Headers**

Check this box to prevent headers in the Case CATalyst page layout from printing on the compressed transcript page. When you disable page headers in Compress Print, Case CATalyst also disables page headers on the [concordance index](#).

**Disable Page Footers**

Check this box to prevent footers in the Case CATalyst page layout from printing on the compressed transcript page. When you disable page footer in Compress Print, Case CATalyst also disables page footers on the concordance index.

**Disable Page Numbers**

Check this box to prevent transcript page numbers in the Case CATalyst page layout from printing on the compressed transcript page.

**Disable Sheets Headers**

Check this box to prevent page numbers from printing on each sheet of the compressed printout. The Sheets Headers and Sheets Footers fields are unavailable when you select this option.

**Creating Sheet Headers and Footers**

To create a new sheet header or footer for the current configuration:

1. From Compress Print, select **Headers**. The Header and Footer Configurations dialog box displays.

2. Select **New** to create a new line of text for a sheet header or footer.
3. In the Location field, select the location for the text, **Header** or **Footer**.
4. In the Line # field, select the line, **1-3**, on which you want the header or footer to print. There are three available lines for each header and footer. Line 1 prints higher on the page. Line 3 prints the lowest.

More than one header or footer can print on the same line by using different alignment options.

5. In the Text field, located just below the Line # field, type the header or footer text.  
Use any of the Special Formatting codes as necessary. Double click a code to display it in the Text field. You can insert a Special Formatting code at any point in the text line.
6. Select **Font** to set the font type and style for the text.
7. In the Alignment field, select a location to determine the placement of the header or footer text on the line.
8. Select **Save**. The header or footer displays in the appropriate Sheets Headers or Sheets Footers list.
9. Create another header or footer or press **Enter (OK)** close the dialog box.
10. When finished, save the changes to the current configuration.

### Modify an Existing Sheet Header or Footer

To modify an existing sheet header or footers for the current configuration:

1. From Compress Print, select **Headers**. The Header and Footer Configurations dialog box displays.
2. From the Sheets Headers or Sheets Footers list, highlight the header or footer you want to change. Your selection displays in the Text field.
3. Select **Edit**. The Add, Modify & Delete Individual Headers options become active.
4. Make changes to the text and options as necessary:
  - Line # —the line on which you want to place the header or footer to print.
  - Alignment —the horizontal placement of the header or footer on the line.
  - Special Formatting —double click an option to display it in the Text field. You can insert a Special Formatting code at any point in the text line.
  - Font—choose the font type and style for the text.
5. When finished making changes, select **Save**.
6. Modify another header or footer or press **Enter (OK)** close the dialog box.
7. When finished, save the changes to the current configuration.

## Margins

Margins is a Compress Print feature. The Margins settings allow you to determine how the text fits on each page and how the compressed transcript pages display on each sheet. For example, if you want to bind the compressed transcript, set a larger left margin so the text is visible when bound. If you want to duplex print and bind the compressed transcript, set the margins to alternate.

### Set Sheet Margins



1. From Compress Print, select **Margins**. The Margins dialog box displays.
2. Make necessary entries:

### **Page Size Ratio**

Select **one** of the following:

#### **Follow a standard page ratio**

Display the compressed transcript page as a miniature copy of transcript page.

#### **Do not follow a ratio (maximum space)**

Use the maximum allotted space for each transcript page on the sheet. The transcript page height and width changes to fit the sheet space.

### **Sheet Justification**

Select **one** of the following:

#### **Center (maximize space)**

Center the transcript pages on the sheet, using all available space. This does not leave margin space for binding.

#### **Define Margins for all sheets**

Set specific sheet margins. Select this option and enter the desired margin settings in the Sheet Margins field. This option is generally used when binding the compressed transcript. Usually the Left or Top margin is set to a specific number, depending on how you bind the compressed transcript.

#### **Alternate margins**

Alternate the left and right sheet margins. Select this option and enter the desired margin settings in the Sheet Margins field. This options is generally used when you duplex print and bind the compressed transcript.

### **Sheet Margins**

Enter values in the fields to set the sheet margins as necessary. The number is a measurement taken from the edge of the paper in inches. It is typed in decimals. In inches, a setting of .75 is  $\frac{3}{4}$  of an inch; 1.25 is  $1 \frac{1}{4}$  inches.

**Left**

**Right**

**Top**

**Bottom**

3. Press **Enter (OK)**. Case CATalyst saves the changes and the dialog box closes. Your selection displays in the preview window.
4. Save the changes to the current configuration.

## Miscellaneous

Miscellaneous is a Compress Print feature which contains one option, Space between Line Numbers and Text. Use this option to set the spacing between the line number and the text for Compress Print transcript lines.

### Set the Space Between Line Numbers

1. From Compress Print, select **Miscellaneous**. The Miscellaneous dialog box displays.
2. Type an entry in the field or use the arrow buttons. The range is .00 - 3.00. The smaller the number, the less space between the line number and the text. The measurement is 1/100th of an inch.
3. Press **Enter (OK)**. View the change in the preview window.
4. Save the changes to the current configuration.

## Notes

Notes is a Compress Print feature. The Notes settings allows you to print a note box on the compressed print sheet. You can also customize the appearance and placement of the note box.

Placing a note box on transcript pages or on a sheet may reduce the size of the text of the Compress Print.

### Select Note Box Settings

1. From Compress Print, select **Notes**. The Note Box Setup dialog box displays.
2. Make necessary entries:

#### Note Box Location

##### No Note Box

Indicates there is no space reserved for notes.

##### Left Edge

Display the note box on the left edge of every transcript page or sheet.

##### Right Edge

Display the note box on the right edge of every transcript page or sheet.

##### Left & Right Edge

Display a note box on both the left and right edges of every transcript page or sheet.

##### Bottom Edge

Display the note box bottom of every transcript page or sheet between the transcript pages and the sheet footer.

##### Lower Right Corner

Display the note box the lower right corner of every sheet. The note box replaces the transcript page that normally displays in this position.

#### Frequency

Determine how often the note box displays. Select **one** of the following:

**per Page**

Display the note area on every transcript page.

**per Sheet**

Display the note area on every sheet.

**Width (inches)**

Type or select a number for the width of the note box. This measurement is in inches. For example, 0.5 would indicate ½ inch.

**Ruling Height**

Enter a number to set the spacing between the "ruled" lines in the note box. The smaller the number, the closer together the lines appear.

**Outline Box**

Check this box to place a border around the note box.

**Rule Box**

Check this box to have ruled lines display in the box.

**Note box on full size initial pages**

Check this box to display the note box on any full size initial page.

3. Press **Enter (OK)**. Case CATalyst saves the changes and the dialog box closes. Your selection displays in the preview window.
4. Save the changes to the current configuration.

**Sheets**

Sheets is a Compress Print feature. The Sheets settings allow you to determine how you want the compressed transcript pages to display on a sheet.

**Modify the Sheet**

1. From Compress Print, select **Sheets**. The Sheets Configuration dialog box displays.
2. Make necessary entries:

**Paper Size**

Each paper size has preset Width and Height values. To use a paper size not listed, select Other and set the Width and Height values. Select **one** of the following paper sizes:

**Letter**

8 1/2 x 11 inches is commonly used for transcripts.

**Legal**

8 1/2 x 14 inches is commonly considered legal size.

**A4**

A metric measurement usually used in the United Kingdom and Australia.

### **Other**

Set custom Width and Height values.

### **Width**

The width of the selected paper size. These are preset values for all paper sizes except Other. When selecting Other, you must set a Width and Height value.

### **Height**

The height of the selected paper size. These are preset values for all paper sizes except Other. When selecting Other, you must set a Width and Height value.

### **Sheet Layout Dimensions**

Specify the number of rows and columns of transcript pages per sheet.

#### **Rows**

Select the number of rows per sheet. The maximum is 16.

#### **Columns**

Select the number of columns per sheet. The maximum is 16.

### **Orientation**

Select the direction you want text to print on the page.

#### **Portrait**

If you are using 8 1/2" x 11" paper, the width is 8 1/2" and the length 11".

#### **Landscape**

If you are using 8 1/2" x 11" paper, the width is 11" and the length 8 1/2".

### **Page Order**

Specify the order of the transcript pages on the sheet. The sample box displays the selected order.

#### **Vertical**

Transcript pages display on the sheet by columns. For example, on a four page sheet, pages 1 and 2 print on the left side and pages 3 and 4 print on the right side.

#### **Horizontal**

Transcript pages fill display on the sheet by rows. For example, on a four page sheet, pages 1 and 2 print on the top and pages 3 and 4 print on the bottom.

### **Full Size # of Pages**

#### **First**

Specify the number of pages you want to print full size, not compressed, at the beginning of the file. For example, if you would like the first two pages of the transcript to print full size and compress the rest of the pages, enter 2. If you select 0 (zero), the initial pages of the transcript are included in the Compress Print sheets.

The appearance of the Initial and Final pages is controlled by the transcript layout and is not affected by the Compress Print settings.

### Last

Specify the number of final pages you want to print full size, not compressed, at the end of the file. For example, if you would like the last two pages of the transcript to print full size, enter 2. If you select 0 (zero), the final pages of the transcript are included in the Compress Print sheets.

The appearance of the Initial and Final pages is controlled by the transcript layout and is not affected by the Compress Print settings.

3. Press **Enter (OK)**. Case CATalyst saves the changes and the dialog box closes. Your selection displays in the preview window.
4. Save the changes to the current configuration.

## Print a Compressed Transcript

You can [print](#) a compressed transcript from either the Case CATalyst Compress Print or Print module. When printing from Compress Print, the displayed transcript uses the currently applied configuration to print all the pages or a range of pages, depending on your selection. If you select to print a specific page or range of pages, Case CATalyst prints a full sheet that contains the selected page or pages. When printing a Section, Case CATalyst prints only the pages contained within the section. For example, your configuration prints four pages to a sheet. You select to print Section two that has 38 pages of a 120 transcript pages transcript with three sections. Case CATalyst prints four transcript pages on nine sheets and two transcript pages on one sheet.

When printing from the Print module, you can Compress Print a selected a text file, choose a configuration to apply and determine the printed page range. If you select to print a specific page or range of pages, Case CATalyst prints a full sheet of transcript pages which contains the selected page or pages. When printing a Section, Case CATalyst prints only the pages contained within the section.

Images and concordance indexes contained in a transcript do not print in condensed format. Case CATalyst prints the index pages in full page format.

## Backup the CompressedPrintOptions File

A Compress Print configuration contains a specific set of [Compress Print options](#) such as border, fonts and margins, which affect how the compressed transcript prints. Compress Print configurations are stored within the configuration file, `CompressedPrintOptions.sgcpo` for the current user. It is located in the System Files case. You may want to back up your

## Backup the CompressedPrintOptions File

The Backup feature [compresses](#) the file and saves it to a specified name with a .zip extension. You can specify a file name for the backup file in [Backup Options](#). Case CATalyst records the backup date in the Job History file.

1. From Manage Jobs, highlight the file **CompressedPrintOptions.sgcpo**, located in the System Files case.
2. Press **Ctrl + b (Tools/Backup)**. The Backup dialog box displays with the `CompressedPrintOptions.sgcpo` file checked.
3. In the *Save in* field, select a location for the backup.
4. Do one of the following:
  - If your backup options are set to save files in separate packages, the file name, *CompressedPrintOptions*, is used for the backup file name. If a file with the same name already

exists in the destination location, you are prompted to overwrite the file when you initiate the backup.

- If your backup options are set to single package, the *File name* field displays. Do one of the following:
  - Accept the default file name if one exists.
  - Change the default file name. Select Options to display the Backup Options dialog box.
  - Type a new name for the backup file.
  - Select an existing backup file from the list in the window.

To change your backup options, click Options. The [Backup Options](#) dialog box displays where you can make changes to how backup is packaged. Press **Enter (OK)** after your selection.

5. Press **Enter (OK)**. If a file with the same name already exists, you are prompted to overwrite the file when you initiate the backup. Other [Backup messages](#) may display in certain situations.
6. The Manage Jobs window displays when the backup is complete.

## Transcript Indexing

Case CATalyst contains tools to assist you in creating transcript index pages. Index pages commonly appear in the beginning of the transcript and contain specific information, such as exhibits, examinations, witnesses, and other requested information. Index pages can be placed wherever you want them in the transcript and can be formatted how you want them to look. Using specific indexing format symbols, you surround text within the transcript that you want indexed. The Case CATalyst Build Index feature copies the surrounded text, along with location information, to a specified place in the transcript. You can customize the layout information of the indexed text on the transcript index page and designate where to place the transcript index pages within the transcript. Indexed text displays in Edit in the [user selected](#) color.

Optionally, you can use a text file, called an [Index Template](#), in conjunction with the [Build Index](#) feature to customize the way indexed information appears on the index page. There are [sample index templates](#) available in the Index Template folder in the System Files case.

You may want to create a [Master Index](#) for multiple jobs. For example, let's say you need to provide an index which documents all the information from several volumes for a proceeding. The Master Index feature provides that capability.

The Case CATalyst Indexing feature contains specific [index formatting commands](#) and terminology. [PDF Bookmark format symbols](#) can be used for PDF printed transcripts. Stenograph recommends that you review the index formatting commands, terminology and [index template guidelines](#) before building a transcript index.

## Index Features, Terminology and Format Symbols

Case CATalyst contains several indexing features to assist you in building indexes. Review the following information for a brief description of indexing terminology and Case CATalyst indexing features, including indexing [format symbols](#). Click on the related link in each item for additional information.

### Index Features and Terminology

#### **Build Index**

The [Build Index](#) feature searches the transcript pages for the specific format symbol and copies the text between the specific format symbols to the transcript index page.

#### **Build Master Index**

The [Build Master Index](#) feature searches the pages of multiple transcripts for the specific format symbol and copies the text between the specific format symbols to generate one transcript index.

#### **Build Concordance Index**

The [Build Concordance Index](#) feature searches the pages of one or several transcripts to generate a list of every word in one or several transcripts. The concordance index is organized by listing the word followed by page and line number. A concordance index is also referred to as an "all-word" index.

#### **Categories**

Reporters often organize index information into specific "[categories](#)"; such as examinations, exhibits, and requested information. In Case CATalyst, you assign each category a different letter or number when using the Index Heading On/Off and Index On/Off format symbols. The Build Index feature sorts the categories and automatically places them in designated positions on the transcript index page.

### Index Page

The transcript index page is the actual page or pages generated by the Build Index feature which contains only the indexed information.

### Index Template

An [Index Template](#) is a text file containing permanent information, formatting information and indexing format symbols that works in conjunction with the Build Index feature in Edit. The Build Index feature uses the Index Template to categorize the information it takes from the transcript, such as examinations and exhibits, and places the information on the transcript index page.

### Index Template Wizard

The [Index Template Wizard](#) allows you to quickly and easily build an index template using a prompted step-by-step process.

### Permanent Information

The text that appears on an Index Template which does not change when brought into the transcript during the Build Index process. For example, in each transcript you want the word "**INDEX**" centered on the first line of the Index Page. The word "**INDEX**" is Permanent Information because it remains the same from transcript to transcript.

### Reference Numbering

The location of the section, page number and/or line number of the indexed text in the transcript. When using an Index Template, only the indexed text (text surrounded by Index On/Off format symbols) generates reference numbering. Index Headings do not. See below for more information on Index Heading and Index format symbols.

## Index Format Symbols

### Index Heading On and Index Heading Off

Index Heading format symbols are you used when you need to capture two related information. For example, if on you index page you want the exhibit number along with the exhibit description and the page in which it occurred, you would surround the exhibit number with Index Heading format symbols and the exhibit description would be surrounded by Index format symbols. Use [Index Heading](#) On and Off format symbols in two ways:

- In the transcript, include file and dictionary definition to surround text for copying to the index page. For example, in your marked exhibit include file, you might have the exhibit number placeholder surrounded by Index Heading On E and Index Heading Off E format symbols.
- On an Index Template, use only Index Heading On to indicate the placement for the Index Heading text. For example, using the same example as above, you might have the Index Heading On E format symbol in the first column of your exhibit table.

### Index On and Index Off



Index format symbols is used when you need to capture information. For example, if on your transcript index page you only want the exhibit number and the page it was found on, you would surround the exhibit number with Index On/Off format symbols. Use [Index](#) On and Off format symbols in two ways:

- In the transcript, include file, and definition to surround text for copying to the index page. For example, in your marked exhibit include file, you might have the exhibit number place holder surrounded by Index On D and Index Off D format symbols.
- On an Index Template, use only Index Heading On to indicate the placement the indexed text. For example, using the example immediately above, you might have the Index On D format symbol in the first column of your exhibit table.

Individual indexed text cannot exceed 900 bytes.

### **Index All Cap Cell**

Use [Index Allcap Cell](#) to cap all the letters within a cell on an Index Template.

### **Index Cell**

Use the [Index Cell](#) format symbol to create an index for indexed information in the transcript, placing multiple page numbers on one table row.

### **Index Allow Duplicate Cells**

Use the [Index Allow Duplicate Cells](#) format symbol to allow multiple page numbers in the same cell of an index.

### **Index End**

Use the [Index End](#) format symbol to customize the sort for alphabetized index information.

### **Index Initial Cap Cell**

Use the [Index Initial Cap Cell](#) to initial cap text in a cell on an Index Template.

### **Index Item**

Use the [Index Item](#) format symbol on an Index Template to sequentially number the indexed information surrounded by Index On/Off format symbols.

### **Index Line**

Use the [Index Line](#) format symbol on the Index Template to indicate placement of the line number for indexed text on the transcript index page.

### **Index Page**

Use the [Index Page](#) format symbol on the Index Template to indicate the placement of the page number for indexed text on the transcript index page.

### **Index Position**

Use the [Index Position](#) format symbol in the transcript to indicate where to place the transcript index pages. You can use this format symbol with or without an Index Template. If you are building a master index, the index is automatically placed at the end of the current open transcript. Using an Index Position format symbol when creating a Master Index may result in incorrect page numbering in the Master Index.

### **Index Section**

Use the [Index Section](#) format symbol on the Index Template to indicate placement of the section number for the indexed text on the transcript index page.

### Index Volume Information

Use the [Index Volume Information](#) format symbol on an Index Template or index page to specify where, on the transcript index page, you want to insert a volume description. Volume description is usually used when creating a master index page from multiple transcripts.

### Index Sort

Use the Sort Index format symbols on an index template to sort the indexed items on the transcript index page. There are five types of Sort Index format symbols:

- Index Sort – Alpha Case Insensitive
- Index Sort - Alpha Case Sensitive
- Index Sort - Alpha Word Override
- Index Sort - Numeric
- Index Sort - Alpha - Exhibit

### Index Sub Sort

- Index Sub Sort - Alpha Case Insensitive
- Index Sub Sort - Alpha Exhibit
- Index Sub Sort - Numeric

## Index Templates

An Index Template is a text file that allows you to customize the placement of indexed information on an index page. Special indexing format symbols placed in tables work in conjunction with the Build Index feature to automatically categorize examinations, exhibits, requests, etc., information from the transcript.

The [Index Template Wizard](#) walks you through step-by-step instructions to create an Index Template. You can set up index page to include examinations, exhibit and other information, selecting from a series of sample examinations, exhibits and other formats and then selecting an index category assignment. You can also customize other items that affect the layout of the index template. Once finished with the wizard, you can manually make further modifications, such as adding text attributes and modifying information to better meet your needs.

When creating or modifying an index template, Case CATalyst requires you to work in [Page view](#). Using Index Heading On and Index On format symbols within a table in an Index Template, you can specify where and how the [categorized information](#) appears on the transcript index page. To identify the text for indexing, put [Index Heading On/Off](#) and [Index On/Off](#) format symbols around text in the transcript (or in [include files](#) such as witness sworn, exhibit marking, etc.) you want to copy to the index page. The Build Index feature scans the transcript for Index Heading On/Off and Index On/Off format symbols and copies the text surrounded by these symbol to the specified position on the transcript index page. Using [Index Section](#), [Index Page](#), and [Index Line](#) format symbols within a table on an Index Template, you can copy the section, page, and line number references for the indexed text to the transcript index page. You can also sequentially numbers your indexed items using the [Index Item](#) format symbol. Stenograph recommends that you review all the index [features](#), [format symbols](#), [terminology](#) and guidelines before building a transcript index.

Case CATalyst requires that you place indexing format symbols within the cells of a table on the Index Template. Use Edit's [Insert Table](#) feature to create as many tables as necessary. When placing text in

the table cells, type the text directly in the job. Typing text in the Reveal Codes window may result in a template error. Text cannot exist between the <Table Row> and <Table Cell Start> format symbols. Table grid lines (borders) display for visual assistance in placing text but they do not print, by default. If you want the grid lines (borders) to print, select Edit, Tables, [Table Properties](#). A paragraph must exist at the end of the last table on the index template page. If a paragraph does not exist, insert a paragraph format symbol.

#### **Sample index templates are available:**

There are six default Index Templates in Case CATalyst: Index Template 1 - 2017, Index Template 2 - 2017 and Index Template 3 - 2017 and then Index Template 1 - 2017 with Bookmarks, Index Template 1 - 2017 with Bookmarks and Index Template 1 - 2017 with [Bookmarks](#) which match the first three index templates except the ones with the text "with Bookmarks" contain PDF Bookmark Text On and Off format symbols. You can modify the default index templates or you can create your own. Although index templates are text files (\*.sgnpl extension), in order for Case CATalyst to recognize the file as an Index Template, you need to create, modify, and store index templates in the Index Templates case located in the System Files case.

## **Creating an Index Template**

In order for Case CATalyst to recognize an Index Template you must open, create and store it in the Index Templates case, located in the System Files case. The Index Templates case contains six sample Index Templates: Index Template 1 - 2017, Index Template 1 - 2017 with [Bookmarks](#), Index Template 2 - 2017, Index Template 2 - 2017 with Bookmarks, Index Template 3 - 2017 and Index Template 3 - 2017 with Bookmarks. You can use, modify, and copy these template files.

When creating an index template, it is strongly recommended that you work in [Page](#) view and turn [Reveal Codes](#) On to view the format symbols. Use CATalyst editing functions and commands to create the index template page following the guidelines for inserting index format symbols and assigning [categories](#).

Indexing format symbols are placed inside the cells of a table to format the text. The [Insert Table](#) feature in Edit allows you to create tables for the indexed text. Once you create a table, you can modify it: add and delete columns or rows, change column width, set table cell margins and use leader characters. You can copy and paste existing [tables](#) along with the contents. Table grid lines display in Edit for visual assistance in placing text, however, the table grid lines (borders) do not print by default. If you want the grid lines (borders) to print, select Edit, Tables and then Table Properties.

A paragraph style must exist at the end of the last table on the index template page. If a paragraph style, such as New Line Paragraph, does not exist, press **Ctrl + End** to move to the end of the file. Insert a **New Line Paragraph** format symbol.

If you want indexed items to appear as bookmarks in a transcript that is printed to PDF, please see [Print Bookmarked PDF](#).

## **Create a New Index Template**

1. From anywhere in Case CATalyst, press **Alt + f, n, t (File/New/Text)** to open a new text file. The Create New Document dialog box displays.
2. In the File Name section of the dialog box, locate and double click the **System Files** case and then double click the **Index Templates** case.
3. In the *File Name* field, type a name for the new Index Template. For example, let's say that you need an index template for court work and an index template for two freelance firms. You are making the court index template so you name it Court Template.

4. In the Layout Name field, select a layout to apply to the new Index Template and press **Enter (Open)**. The Edit function opens. Case CATalyst automatically brings the layout with the Index template and uses it for the indexed text. If needed, you can modify the layout when you are creating/modifying the index template.
5. Press **Alt + v, p** to switch to Page view. Press **Ctrl + Shift + r** to display Reveal Codes.
6. Use the [Insert Table](#) feature to create a table for indexed text. Insert as many tables as necessary separating the tables with at least one paragraph style. [Adjust](#) table grid lines to increase or decrease the width of the columns.
7. Type the page title, permanent information and format symbols using Tabs to position text. You can also use spaces to position text when applying a fixed space font for all the printed text.
8. Review the text placement, using Print Preview and Print as necessary.
9. Verify a paragraph exists at the end of the last table. Press Ctrl + End to move to the end of the file. If necessary, use Reveal Codes to view the format symbols. To insert a paragraph format symbol, press F4L.
10. Press **Ctrl + s (File/Save)** to save the file when finished.
11. Press **Alt + f, c (File/Close)** to close and exit the Index Template file.

Case CATalyst checks for Index Template errors when closing the file. If errors are found, the following message displays: *"This Index Template has errors in it. Would you like to cancel the Save/Exit process? Yes No"*

Select **one**:

### **Yes**

**This is the recommended action.** If, you choose not to review the log file and correct the errors, you most likely will experience additional errors when attempting to build an index using this template. The [Index Template.log](#) file opens in Notepad displaying error information. Review the information and make necessary corrections to the Index Template.

### **No**

The Index Template closes. Although you can attempt to use this template with the Build Index function, **it is highly likely that the [build index function](#) will fail until you correct the errors in this template.**

To view the error log later, from Manage Jobs display the contents of the Index Templates case located in the System Files case. Highlight the Index Template and in the Subfile window, double click the Unknown (.log) subfile.

## **Index Template Wizard**

The Build Index feature scans the transcript for indexing format symbols and copies the text between the format symbols to create the transcript index page. You can use an [Index Template](#), in conjunction with the Build Index feature, to customize the placement of information on the index page. The Index Template Wizard allows you to easily build an index template using a step-by-step process.

Using the Index Template Wizard, you can set up your index page to include examinations, exhibit and other information. Select a from a series of sample examinations, exhibits and other formats and then select an index category assignment. You can also customize other items that affect the layout of the index template. Once finished with the wizard, you can manually make further modifications, such as adding text attributes and modifying information to better meet your needs.

When you select to create an examination or exhibit index, the Examination & Exhibit Wizard displays after completing the index. Depending on the type of index you selected to create, the Examination & Exhibit Wizard allows you to quickly create examination or exhibit Include files along with dictionary include entries containing accurately placed index category format symbols. The wizard displays sample files based on your index type. Choose a sample that most closely resembles your desired style. You can manually make modifications once the wizard finishes.

The Index Template Wizard feature is **only available** when creating a new or modifying an existing file in the Index Template case. The Index Template case is located in your System Files case. All index templates must reside in the Index Templates case. This is necessary for the Build Index command to recognize the file as an index template.



[Keyboard Map](#) Function: Insert Template Wizard

## Create an Index Template

To create or modify an index template using the Index Template Wizard:

1. Locate and open the **System Files** case and then open the **Index Templates** case.
2. Do one of the following:

### Create a New Index Template

- a. Press **Alt + f, n, t (File/New/Text)** to open a new text file. The Create New Document dialog box displays.
- b. In the *File Name* field, type a name for the new Index Template and press **Enter (Open)**. If you are creating multiple types of indexes such as one for a deposition and one for court, you might want to name the index accordingly. For example, "Court Index."

### Open an Existing Template

- a. Press **Alt + f, o, t (File/Open/Text)** to open a new text file. The Open Existing Document dialog box displays.
  - b. Select an existing Index Template and press **Enter**.
3. Press **Alt + t, n, t (Tools/Index/Index Template Wizard)**. The Index Template Wizard displays. Complete each step and press **Enter (Next)** to continue. If you make changes on a step and use the Back button, changes made in the current step are lost.

## Step 1 - Template Type

Determine the type of index template to create. Make necessary entries:

### What type of index will this be?

Choose one of the following:

- Examinations
- Exhibits

- Other

### Choose Index Category

Select a [category](#) from the drop down list. Once a letter or number is used, you cannot select that same letter or number for another index type in the current file. When you use the Case CATalyst [Build Index](#) feature, Case CATalyst sorts the categories, grouping all the text with the same indexing format symbol and category letter or number together on the transcript index page. For example, you assign Examinations to Index category "W." All examinations containing the index category "W" are grouped together.

### Sample

Use the arrow buttons to display different templates. Select the one that most resembles your desired format. You can make additional modifications after completing the wizard.

The <<Left Margin and Right Margin >> indicators display the left and right most margins based on the current layout for the open template. If the index table extends past either indicator, you can make column adjustments in another step during the wizard or when the wizard finishes.

## Step 2 - Template Usage

Determine how the index is used. Make necessary entries:

### Will this be used in a master index?

Select **Yes** to use this template for generating a master index. A [master index](#) creates one transcript index across multiple transcripts. The index page(s) is automatically placed at the end of the opened transcript.

Select **No** to use this template for building an index for an individual transcript.

### Include index volume information?

This field is only available when you select Yes to use a master index.

Select **Yes** to include index volume information. A volume label identifies the indexed contents of the each file contained in a master index. For example, 3 - 923 indicates the item is found on Vol. 3 page 923.

Select **No** to not include index volume information.

### Where do you want the Index Volume placed?

This field is only available when you select Yes to include index volume information.

Determine the position of the volume information. Choose one of the following:

- Top of table — Create a separate table of index information for each transcript and position the volume information above the table.
- With Page Number — Create one table of index information for all the transcripts and position the volume information in the same column as the page numbers.
- Separate Column — Create one table of index information for all the transcripts and position the volume information in a separate column before the page column.

### Step 3 - Line and Page Format

Determine the usage and format of page, line and section number references. Make necessary entries:

#### Page/Line Number usage

Choose one of the following:

- Page Number — Display the page number for each index item.
- Page Number and Line Number — Display the page and line number for each index item.
- Section and Page Number — Display the section and page number for each index item.
- Section, Page Number and Line Number — Display the section, page and line number for each line item.

#### Separate Cells

Create a separate column for the selected references item, placing each reference number in a separate cell. Columns are created based on your selection in the *Page/Line Number usage* field.

#### Same Cell, separated with:

Create one column and place the selected reference items together in one cell. Type the character to use as the separator for the reference numbers. For example, type a colon to separate the page and line number. The result is 4:15. Reference information placed in the cell is based on your selection in the *Page/Line Number usage* field.

### Step 4 - Template and Column Headings

Determine the placement of the index template heading and table column headings. Make necessary entries:

#### Change heading Text and Justification

To change the table or column headings:

- a. From the drop down list, select the heading you want to change.
- b. Type the text in field to the right. You can add text attributes such as bold and italics once the wizard finishes.
- c. Determine the justification placement for the selected heading. Choose one: **Left Justified**, **Centered** or **Right Justified**.

### Step 5 - Column Width

Adjust column widths for the heading and data rows. Make necessary entries:

#### Adjust Column

From the drop down list, select the column you want to adjust.

for

Select the row or rows on which to make the width adjustment. Choose one:

- Both rows
- Heading row
- Data row (s)

#### **Keep page and line number columns the same width**

Check this box to adjust one of the columns and have Case CATalyst automatically adjust the remaining columns to the same size. This option is available if, in Step 3, you selected the option *Separate Cells* to have separate columns.

#### **Width**

Type, in inches, the desired size of the column. You can also adjust the columns widths after the wizard finishes.

#### **Left side of table**

Adjust the placement of the table on the page. Type, in inches, the distance from the left margin you want to place the left side of the table. This adjustment does not affect the margins.

4. Click **Finish**. Depending on the type of index you selected to create, you are prompted to make examination include files, exhibit include files, dictionary include entries or the wizard closes displaying the index template in Edit. Select **Yes** at the prompt to continue with the Examination & Exhibit Wizard.

Select **No** at the prompt to close the Index Template Wizard and display the index template in Edit. If you selected Examinations when creating the Index Template, you are first prompted to create a sworn statement include file. Selecting No, displays a prompt to create Examination dictionary entries. Select **Yes** to continue or **No** to close the Index Template Wizard to display the index template in Edit.

When wizard closes, make [modifications](#) to the index template as necessary. When you do not use the Examination & Exhibit Wizard, it is important that the assigned [index category](#) for each item on your index template is consistent in any dictionary definitions and your include files, such as your examinations and exhibits. Use [Reveal Codes](#) to verify the assigned index category for each item.

5. Do one of the following:

#### **Create Sworn Statement Include Files**

When you create an index template for Examinations, the Index Template Wizard prompts you to create a Sworn Statement. Select **Yes** to display the Sworn Statement Include File dialog box. Select **No** to skip creating the sworn statement. See [Create Examination Dictionary Entries](#).

Do the following to create a sworn statement include file:

- a. Click the **Left** and **Right** arrows to select the sample that most resembles your sworn statement and then click **OK**. You can manually make modifications to the sworn statement include file once the wizard finishes.
- b. The Name Sworn Statement Include File dialog box displays with the Includes case as the default location. Type a name for the sworn statement in the *File name* field and press **Enter (Save)**. If you do not have an Includes case, the file is automatically named "Sworn" and placed in a newly created Includes case.



- c. A dialog box displays prompting you to create Examination Dictionary entries. Do one of the following:
  - Select **Yes** to create Examination Dictionary entries. The Choose Dictionary for examination entries dialog displays. Continue with the instructions, [Create Examination Dictionary Entries](#).
  - Select **No** to close the wizard and display the index template in Edit. When the Index Template Wizard closes, make [modifications](#) to the index template as necessary. If you do not use the Examination & Exhibit Wizard, it is important that the assigned [index category](#) for each item on your index template is consistent in any dictionary definitions and your include files, such as your examinations and exhibits. Use [Reveal Codes](#) to verify the assigned index category for each item.

### Create Examination Dictionary Entries

When you create an index template for Examinations, the Examination & Exhibit Wizard first prompts you to create a Sworn Statement. The second prompt is to create examination dictionary entries. Press **Enter (Yes)**. The Choose Dictionary for examination entries displays. Do the following:

- a. Navigate to the dictionary in which you want to store the Examination dictionary entries and press **Enter (Open)**. The Choose Style screen displays.
- b. Use the **Left** and **Right** arrows to select the sample that most resembles the Examination format for which you want to create a dictionary entry. You can edit the dictionary entry or entries when the wizard finishes.
- c. In the Speaker Name field, do either of the following:
  - Insert an [EZ Speakers](#) field to create the dictionary entry with your speaker identification or insert a [group list field](#) as a placeholder for the speaker name. Click the Insert Field button to display the [Insert Field](#) dialog box. Select the field to insert and click **OK**. The field displays in the entry at the cursor location.
  - Type text, such as ATTY 1 surrounded by the ScanStop format symbols or ^ Speaker 1.
- d. Press **Enter (Next)**. The Create Dictionary Definition screen displays.
- e. In the *Steno* field, type the steno you will write to insert the Examination By Line into the transcript. For example, STPHAO/STKPWHR.
- f. In the *Entry Text* field, modify the default entry as necessary. Do any of the following:
  - Type text.
  - Insert a format symbol. Double click a format symbol to insert it into the entry at the cursor location.
  - Insert a field. Click the Insert Field button to display the [Insert Field](#) dialog box. Select a field to insert and click **OK**. The field displays in the entry at the cursor location.
- g. Press **Enter (Finish)**. You are prompted to create examination definitions for additional speakers. For example, SKWRAO/STKPWHR. Select **Yes** to create another dictionary entry. Repeat the previous steps to complete the entry.

Select **No** to close the wizard. Make [modifications](#) to the index template as necessary. Open the dictionary that contains the newly created entries to make any necessary adjustments.

### Create Exhibit Include File

Some reporters use exhibit include files that are manually or automatically brought into the transcript while other use exhibit dictionary entries. When you create an index template for Exhibits, the Index Template Wizard allows you to create either exhibit include files or exhibit dictionary entries. Select **Yes** to display the Select a dictionary to add exhibit definitions screen. Select **No** to close the wizard.

Do the following to create either an exhibit include file or exhibit dictionary entries:

- a. Navigate to the dictionary in which you want to store the [Auto Include](#) dictionary entry for the Include file and click **Open**. If you do not plan on using an Auto Include, you can choose to skip the step later in the process. The Create Exhibits Include File/Dictionary Entries screen displays.
- b. Use the **Left** and **Right** arrows to select the sample that most resembles the Exhibit include file you want to create.
- c. Ensure, the **Create Include Files** option is selected and click **Next**. The Name Include Files (s) screen displays.
- d. In the *Enter filename* field, click **Browse**. The Browse for Auto Include dialog opens with the Includes case as the default location. If an Includes case does not exist, the case is created and the contents displays. Type a file name to continue.
- e. In the *File name* field, type a name for the include file you are creating and press **Enter (Open)**. The assigned name and path display in the *Enter filename* field on the Name Include Files(s) screen.
- f. Press **Enter (Next)**. The Create AutoInclude Entries screen displays.
- g. Type the steno you will write to automatically include the file or leave the field blank to skip creating an Auto Include.
- h. Check the box *Also create Auto Include files for multiple exhibits* to create a separate include file that applies to multiple exhibits. By default, this option is selected. Press **Enter (Next)** to display the Name Include File(s) screen. Repeat the steps to name the file and create the Auto Include, if applicable.  
  
Uncheck the box to skip creating another Include file and press **Enter (Next)**.
- i. Click **Finish**.
- j. The wizard closes. Make [modifications](#) to the index template as necessary. Open the newly created include file or the dictionary that contains the newly created entries to make any necessary adjustments.

### Create Exhibit Dictionary Entry

When you create an Index Template for Exhibits, the Index Template Wizard prompts you to create exhibit include files or dictionary include entries. Selecting Yes displays the Select a dictionary to add exhibit definitions to screen. Do the following:

- a. Navigate to the dictionary in which you want to store the Exhibit dictionary entries and press **Enter (Open)**. The Create Dictionary Entries screen displays.
- b. In the *Steno* field, type the steno portion of the exhibit dictionary definition.
- c. In the *Entry Text* field, modify the default entry as necessary. Do any of the following:
  - Type text.

- Insert a format symbol. Double click a format symbol to insert it into the entry at the cursor location.
  - Insert a field. Click the Insert Field button to display the [Insert Field](#) dialog box. Select a field to insert and click **OK**. The field displays in the entry at the cursor location.
- d. To create a dictionary entry for the parenthetical that applies to multiple exhibits, check the box *Also create dictionary entries for multiple exhibits*. By default, this option is selected. When you choose to create another dictionary entry, the Create Dictionary Entries screen displays. Repeat the steps to complete the dictionary entry.
  - e. Click **Finish**.
  - f. The wizard closes. Make [modifications](#) to the index template as necessary.
  - g. Open the dictionary that contains the exhibit entries to make modification if necessary.

## Index Template Options

Use Index Template Options to further customize the generated index. Index Template Options apply to the current Index Template. If you have several index templates due to different types of work or different jurisdiction requirements, be sure the appropriate index template options for each index template. Access Index Template Options from the Build Index dialog box, select **Index Template Options**. The Index Template Options dialog box displays. Use the following options as necessary.

If while building an index, you receive a Build Index Error message, you can activate or deactivate appropriate Index Template Options if the log file contains minor errors. Minor errors do not prevent the index from being built. If the [log file](#) contains major errors, the index cannot be built and the errors must be resolved before the index can be built.

## Index Template Options

The Index Template option displays on the left side of the dialog box and the setting field displays on the right. If the setting field is a Yes/No choice, double click the field to change the value. If the setting field is a drop-down list, click the field to display the list of choice and then click the desired choice. If the setting field requires user input, click the field and type the desired text.

### Ignore Indexed Information not used by Template Yes/No

Select Yes to have the Build Index feature overlook transcript text that is surrounded by index format symbols not found in the selected index template. Select No to attempt to use all transcript text surrounded by index format symbols in the index. The default is No.

### Warn me about ignored index information Yes/No

This option is only active if the Ignore Indexed Information not used by Template option is set to Yes. Select No to prevent the Index Error Checking feature from reporting a minor issue when ignored index format symbols are found in the transcript but not in the index template. Select Yes to see the minor warning. The default is Yes.

### Warn me about template information not found in the transcript Yes/No

Select No to prevent the Index Error Checking feature from reporting occurrences of <Index Off> format symbols in the transcript without <Index On> format symbols preceding it. Select Yes to see the minor warning. The default is Yes.

### Warn me about <Index Off> symbols with no preceding <Index On> symbol Yes/No

Select No to prevent the Index Error Checking feature from reporting occurrences of <Index Off> format symbols in the transcript without <Index On> format symbols proceeding it. Select Yes to see the minor warning when this situation occurs. The default setting is Yes.

**Ignore Paragraph Formatting Yes/No**

Select Yes to have the Build Index feature overlook paragraph format symbols that occur within the indexed transcript text. Select No to include the paragraph format symbols and copy them to the index. The default is No.

**Retain Fields**

By default, fields are converted to text on the index page(s). Setting this option to Yes means fields will retain their field status on the index page(s). Index Allcap Cell and Index Initial Cap Cell format symbols will have no effect on the field value. This option applies only to the Build Index function and does not apply to the Master Index function. The default setting is No.

**Number Index Separately Yes/No**

Select Yes to set the first page of the index to page 1 (depending on your page number format). Transcript page numbers are not affected. Select No to number the index page the next consecutive page number based on the transcript page numbers. The default is No.

**Cell Separation Text**

Type a character, punctuation symbol or insert a format symbol to separate multiple page number references for the indexed item.

This field is only available if you select the Allow Duplicate Cells option.

**Master Index Page Column Format - <Index Volume Information>--<Index Cell> or <Index Cell>**

When using a master index template, select Index Volume Information – <Index Cell> to have the Volume number followed by a hyphen followed by the page number. Select <Index Cell> to display only the page number.

**Delete Empty Tables - Yes/No**

When set to Yes and the Build Index feature encounters empty tables because there is no indexed information for the table's index category in the transcript, Build Index will delete the empty table. If you have text above the table to identify the columns, (such as Exhibit, Description, Page), that text will not be deleted along with the table unless the text is part of the table. Text outside of a table will not be deleted. The default setting is No.

If the Delete Empty Tables is set to Yes and the Build Index feature doesn't find any matching indexed text in the transcript, the index page will not be created.

The following is an example of column headings or text that may be above the indexed text can be positioned inside the table and if the Delete Empty Tables option is set to Yes and no indexed text is found in the transcript that matched the table's index category, the entire table would be deleted.

Exhibit No.	Description	Page

You can modify existing index templates to add a row to a table and put column heading text inside of a table.

1. Open the index template you want to modify. Index templates are stored in the Index Template case in the System Files case.
2. Position your cursor in the first row of the table you want to modify and press **Alt + e, b, r** (Edit, Tables, Insert Rows...).
3. In the Insert Rows dialog box, confirm 1 row will be inserted before the current row and press **Enter**.
4. Type the column headings in the table row you just inserted.
5. Save and close the Index Template.

## Modify an Index Template

Use Case CATalyst editing functions and commands to modify the index template page following the guidelines for inserting index format symbols and assigning [categories](#). Turn [Reveal Codes](#) On to view the hidden codes, such as format symbols, as you modify the template. When working on an index template, it is strongly recommended you work in Page view.

Indexing format symbols are placed inside the cells of a table to format the text. The [Insert Table](#) feature in Edit allows you to create tables for the indexed text. Once you create a table, you can modify it: add and delete columns or rows, change column width, set table cell margins and use leader characters. Table grid lines display in Edit for visual assistance in placing text, however, the table grid lines do not print.

You can copy and paste existing tables along with the contents. You must select the entire table including the <Table Begin> and <Table End> format symbols. Copying a portion of a table without the format symbols, copies the only text without the table or existing formatting. For steps on copying tables, see [Copying Tables](#).

A paragraph style must exist at the end of the last table on the index template page. If a paragraph style, such as New Line Paragraph, does not exist, press **Ctrl + End** to move to the end of the file. Insert a **New Line Paragraph** format symbol.

In order for Case CATalyst to recognize an Index Template you must store it in the Index Template Case, which is stored in the System Files case.

## Open an Existing Index Template

1. From anywhere in Case CATalyst, press **Alt + f, o, t** (**File/Open/Text File**) to open an existing text file. The Open Existing Document dialog box displays.
2. Locate and open the System Files case and then open the Index Templates case.
3. Type an existing index template file name in the File name field or click a template file to open. Press **Enter (Open)**. The Edit function opens with the selected file. Case CATalyst automatically brings the layout with the Index template and uses it for the indexed text.
4. Press **Alt + v, p** to switch to Page view. Press **Ctrl + Shift + r** to display Reveal Codes.
5. Add or modify any permanent information and format symbols using tabs to position the text. You can also using spaces to position text when applying a fixed space font for all the printed text. [Adjust](#) table grid lines to increase or decrease the width of the columns.
6. Review the text placement, using Print Preview and Print as necessary. Table grid lines do not print.

7. Verify a paragraph exists at the end of the file. Press **Ctrl + End** to move to the end of the file. If necessary, use Reveal Codes to view the format symbols. To insert a paragraph format symbol, press **F4L**.
8. Press **Ctrl + s (File/Save)** to save the file when finished.
9. Press **Alt + f, c (File/Close)** to close and exit the Index Template file.

Case CATalyst checks for Index Template errors when closing the file. If errors are found, the following message displays: "This Index Template has errors in it. Would you like to cancel the Save/Exit process? Yes No"

Select **one**:

**Yes**

The [Index Template.log](#) file opens in Notepad displaying error information. Review the information and make necessary corrections to the Index Template.

**No**

The Index Template closes. The template is unusable with the Build Index function until you correct the errors.

To view the error log later, from Manage Jobs display the contents of the Index Templates case located in the System Files case. Highlight the Index Template and in the Subfile window, double click the .LOG file.

## Index Template Error Log

When you close an Index Template, Case CATalyst automatically checks the file for errors. An Index Template error mostly will prevent a successful building of an index. An example of an Index Template error occurs, for example, when the Index Template contains an <Index On a> format symbol that precedes a <Index Heading On a> format symbol. Index format symbols must follow the Index Heading format symbol. In other words, let's say you were putting in the indexing codes for exhibits and you accidentally put the <Index On A> format symbol in the first table column and <Index Heading On A> in the second (description) column. In this example, the format symbols must switch places.

If errors exist, Case CATalyst creates an error log. When accessed, the error log (*indextemplatename.log*) opens in Windows Notepad/Wordpad with the following information:

- Name of the index template
- Date
- Time
- Errors found

**Example**

Error log for C:\cat4\USR\Karen\System Files\Index Templates\Index Template #1.log

Date: 08/12/2002

Time: 12:28:08

<Index Heading On C> with no <Index Heading Off> [Page 1, Line 9]

Index information was found outside a table

## Correcting Index Template Errors

Case CATalyst checks for errors when closing an Index Template file. If errors are found, the following message displays:

**This Index Template has errors in it.**

**Would you like to cancel the Save/Exit process?**

**Yes No**

### Do one of the following:

Select **Yes**, recommended action, and review the error log and fix the issues in the Index Template. Once you save and close the Index Template, CATalyst will once again check for errors. Attempting to build an index with an index template that contains errors usually results in an unsuccessful/incomplete index.

Select **No**, not recommended, to ignore the errors in the Index Template or to fix them later. Attempting to build an index with an index template that contains errors usually results in an unsuccessful/incomplete index.

### Return to the index template and correct the errors.

You can view the error log immediately by selecting **Yes**. The contents of the error log opens in Windows Notepad. You can print the error log by selecting **File/Print**. Review the information and make the necessary corrections. An Index Template must be error free before you can use it with the Build Index feature.

### Exit the index template and display the error log later.

You can view the error log later, in Manage Jobs, by selecting **No**. You must correct errors in the Index Template before you can use it with the Build Index feature in Edit.

To view the error log from Manage Jobs:

1. From the System Files case, open the Index Templates case.
2. Highlight the index template that contains the errors.
3. In the Subfile window, double click the .LOG file.
4. The error log displays in Notepad. You can print the error log by selecting **File/Print**.
5. Review the information and make the necessary corrections.

## Index Template Guidelines

Index Template Guidelines provide information on how to use Case CATalyst indexing format symbols on an Index Template. The special indexing format symbols placed in tables work in conjunction with the Build Index feature to automatically categorize examinations, exhibits and requested information from the transcript. The following guidelines details format symbol placement with examples.

### Index Template Format Symbol Guidelines

- [Index On and Index Off Guidelines](#)
- [Index Heading On and Index Heading Off Guidelines](#)

- [Index Category Guidelines](#)
- [Index Cell Guidelines](#)
- [Index Item Guidelines](#)
- [Index Line Guidelines](#)
- [Index Page Guidelines](#)
- [Index Section Guidelines](#)
- [Index Sort Guidelines](#)

### Index On/Off Guidelines

The Build Index feature searches the transcript for text surrounded by Index On and Index Off format symbols: <Index On> F4l <a-z, 0-9> and <Index Off> F4i <a-z, 0-9>. It places that text on your transcript index page in the same position you place the Index On symbol on the index template. Build Index groups all occurrences of transcript text surrounded by the same Index [category](#) letter or number together chronologically on the transcript index page. You can create up to 36 different Index indexes.

There are two ways you can insert the [Index On/Off format symbols](#) into the transcript:

- manually insert them into a transcript while editing.
- make them part of a dictionary definition or an include file so that you can automatically bring the them into the transcript.

### Using Index On in an Index Template

Use the following guidelines for Index On format symbol when creating or modifying an Index Template.

- Place the Index On format symbol within a table cell. The table grid lines provide assistance in placing text and do not print.
- Insert an Index On format symbol only. You do not need an Index Off format symbol. The end of the table cell indicates the end of the format.
- Create a location for Index text by using the Index On (F4 l) followed by a letter or single digit number.
- You can only use an Index category once on the Index Template. For example, you cannot have two occurrence of <Index a>.
- Index categories do **not** have to follow an alphabetical or numerical order. For example, you can put <Index On c> on a line and two lines below put <Index On a>.
- Index templates do not require Index Heading On format symbols. If you do use an Index Heading On format symbol, it must precede the Index On format symbol for the corresponding category (letter or number). For example, <Index Heading On c> on the Index Template must precede <Index On c>.
- Index text, which extends beyond the spacing designated by the end of the table cell on the Index Template, wraps to multiple lines when copied to the transcript index page. Always check for correct hyphenation or word breaks.
- An Index Heading On format symbol must precede Index Item and Index On format symbols if placed on the same line.

Inserting Index On/Off Format Symbols



## Index Heading On/Off Guidelines

The Build Index feature searches the transcript for text surrounded by Index Heading On and Index Heading Off format symbols: <Index Heading On> F4J <a-z, 0-9> and <Index Heading Off> F4j <a-z, 0-9>. It places that text on your transcript index page in the same position you place the Index Heading On symbol on the index template. Build Index groups all occurrences of transcript text surrounded by the same Index Heading [category](#) letter or number together chronologically on the transcript index page. You can create up to 36 different Index Heading indexes.

You can use Index Heading On and Off format symbols even if you are not using an Index Template.

There are two ways you can insert the [Index Heading On/Off format symbols](#) into the transcript:

- manually insert them into a transcript while editing.
- make them part of a dictionary definition or an include file so that you can automatically bring them into the transcript.

## Using Index Heading On in an Index Template

Use the following guidelines for Index Heading On format symbol when creating or modifying an Index Template:

- Place the Index Heading On format symbol within a table cell. The table grid lines provide assistance in placing text and do not print.
- Insert an Index Heading On format symbol only. You do not need an Index Heading Off format symbol. The end of the table cell indicates the end of the format.
- Create a location for Index Heading text by using the Index Heading On (F4 J) followed by a letter or single digit number.
- You can only use an Index Heading category once on the Index Template. For example, you cannot have two occurrence of <Index Heading a>.
- Index Heading categories do **not** have to follow an alphabetical or numerical order. For example, you can put <Index Heading On c> on a line and two lines below put <Index Heading On a>.
- Index templates do not require Index Heading On/Off format symbols. If you do use an Index Header On format symbol it must precede Index On format symbols for the corresponding category (letter or number). For example, <Index Heading On c> on the Index Template must precede <Index On c>.
- Index Heading text, which extends beyond the spacing designated by the end of the table cell on the Index Template, wraps to multiple lines when copied to the transcript index page. Always check for correct hyphenation or word breaks.
- An Index Heading On format symbol must precede Index Item and Index On format symbols if placed on the same line.
- Individual indexed text cannot exceed 900 bytes.

### Inserting Index Header On/Off Format Symbols

## Index Category Guidelines

Reporters often organize index pages into specific "categories"; such as examinations, exhibits, and requested information. In Case CATalyst, you assign each category a different letter or number when using Index Heading On/Off and Index On/Off format symbols. The [Build Index](#) feature sorts the categories and automatically places them in designated positions on the transcript index page.

A category refers to a letter "a" through "z", or a number "0" through "9". An example of an Index Heading format symbol with an assigned category of "a" is: <Index Heading On a>DAVID WESTON<Index Heading Off a>

The Build Index feature copies text from the transcript you surround by [Index Heading On/Off](#) and [Index On/Off](#) format symbols to the index page. When you insert an Index or Index Heading On format symbol, Case CATalyst prompts you to type a letter or number (category). Then when you insert the Index or Index Heading Off format symbol, Case CATalyst prompts you again. You type the same letter or number corresponding with the Index On format symbol or press Spacebar for an Index Off All or Index Heading Off All.

The Build Index feature sorts the categories, grouping all the text with the same indexing format symbol and category letter or number together on the index page. When using the Build Index feature without an Index Template, the information lists alphabetically first and then numerically. For example, entries with an "a" are first, "b" second, "c" third, through "z", followed by "0", "1", etc. Entries within each category list alphabetically. Multiple entries marked with the same indexing format symbol and character list in the order they appear in the transcript. For example, the "a" entry on page one is first, the "a" entry on page two is second, etc.

For example, in your transcript you surround the transcript text "DAVID WESTON" and "ELIZABETH YOUNG" with the <Index Heading On a> and <Index Heading Off a> format symbols. You also surround the transcript text "Direct Examination by Ms. Smith" and "Cross Examination by Mr. White" with <Index On a> and <Index Off a> format symbols. The same category character of "a" is used for the Index Heading On/Off and Index On/Off format symbols to categorize this information so that the Index Text is a sub-category of the Index Heading. The result on the index page is:

### DAVID WESTON

Direct Examination by Ms. Smith	4
Cross Examination by Mr. White	12

### ELIZABETH YOUNG

Direct Examination by Ms. Smith	16
Cross Examination by Mr. White	31

When using the Build Index process with an Index Template, the placement of indexing format symbols on the Index Template determines how the indexed text displays on the index page. Since the position of format symbols on the Index Template determines placement of indexed text, it does not matter which characters you use for the categories.

For example, you surround transcript text relating to witnesses and assign a "w" category; transcript text relating to exhibits an "e" category; and transcript text relating to requested information with an "r" category. Using the Build Index Command without an Index Template results in:

1. Exhibit entries listed first.
2. Requested information entries listed second.
3. Witness entries listed last.

Using the Build Index command with an Index Template on which you designated Index On "w" entries are placed first in the file, Index On "e" entries display next, and Index On "r" entries display next. The results are:

1. Witness entries listed first.

2. Exhibit entries listed second.
3. Requested information listed last.



If you are uncertain about using an Index Template, assign the categories to the text alphabetically or numerically, in the order you want the indexed information to display when not using an Index Template. For example, if you want witnesses to display first, they you might use index category 1 or A, if you wanted exhibits to display next, you might use index category 2 or B and if requested information displays last on the index page, you might use index category 10 or Z.

## Index Cell Guidelines

Use the Index Cell format symbol on the Index Template to identify the table cells in which you want Case CATalyst to place the reference number for the indexed information. Index Cell format symbols allow you to have multiple page references for the indexed item on one line and if necessary, in the same cell on the same line. For example, you have a witness and you want the examining attorney names and page references on the same line.

On the Index Template, the Index Cell format symbol:

- must be placed in a table cell.
- must be placed on a line that contains an Index Heading On or Index On format symbol.

The Index Cell format symbol is used on the index template and in the transcript. When using the Index Cell format symbol in a transcript, you need to use an Index Template that also contains Index Cell format symbols when using the Build Index feature. On the Index Template, the Index Cell format symbol indicates the table cell in which Case CATalyst places the reference number for the indexed information from the transcript.

In the transcript, the Index Cell format symbol identifies the location of the indexed information. It must be surrounded by Index Heading On/Off or Index On/Off format symbols or surrounded by Index Heading On/Off format symbols when the Allow Duplicate Cells option is selected for the Index Template. When you insert the Index Cell format symbol into the transcript, Case CATalyst prompts you for a number, 1 - 20. This number indicates which cell in the table row to place the reference number for the indexed information. Any text between the Index Heading or Index On/Off format symbols is also copied to the index. The Index On/Off format symbol character needs to be the same index [category](#) as the Index Heading On format symbol on the index template. See [Index Cell](#) for instructions on inserting the Index Cell format symbol into the transcript.

### Index Template Example 1

You want to index the witness and examination information. On the Index Template, you create a table with 2 rows and 5 columns. In the cells of the first row, type the heading information for each column in the table. In the first cell of the second row, insert the [Index Heading On](#) format symbol. This identifies the placement of the witness name. In the second cell, place an Index Cell 1 format symbol to indicate the page on which the indexed information occurs in the transcript. Insert three more Index Cell format symbols, one in each of the remaining table row cells. Your entry would look similar to the following:

WITNESS	Direct	Cross	Re-direct	Re-cross
<Index Heading On A>	<Index Cell 1>	<Index Cell 2>	<Index Cell 3>	<Index Cell 4>

While editing the transcript, place <Index Heading On A> and <Index Heading Off A> format symbols around the witness name you want to copy to the transcript index page.

<Index Heading On a>CHARLOTTE M. PARKER<Index Heading Off a>

For the examination occurrences, you surround the corresponding Index Cell number with the same Index On/Off format symbols as the Index Heading category. No text is included between the Index On/Off format symbols.

*DIRECT<Index On a><Index Cell 1><Index Off a>EXAMINATION*

*CROSS<Index On a><Index Cell 2><Index Off a>EXAMINATION*

*RE-DIRECT<Index On a><Index Cell 3><Index Off a>EXAMINATION*

*RE-CROSS<Index On a><Index Cell 4><Index Off a>EXAMINATION*

Build Index displays the indexed information on the transcript index page as follows:

WITNESS	Direct	Cross	Re-direct	Re-cross
CHARLOTTE M. PARKER	4	25	51	52

If there were duplicate examinations, for example, of the same witness and the [<Index Allow Duplicate Cells> format symbol](#) was present in the table before the <Index Cell>, page numbers where the examinations occurred would be placed in the same cell separated by the punctuation indicated in the Index Template Options dialog box. For example, two prosecution attorneys examined Ms. Parker. The DIRECT examination line was inserted once for each prosecuting attorney which resulted in the following index.

WITNESS	Direct	Cross	Re-direct	Re-cross
CHARLOTTE M. PARKER	4, 21	25	51	52

### **Index Template Example 2**

You want to index the examination information along with the attorney names. On the Index Template, you create a table with 3 rows and 5 columns. In the cell of the first row, type the heading information for each column in the table. In the first cell of the second row, insert an [Index Heading On](#) format symbol to identify the placement of the witness name. In the first cell of the third row, insert an [Index On](#) format symbol to identify the placement of the attorney names. In the second cell of the third row, insert an Index Cell 1 format symbol to identify the placement of the reference number on which the indexed information occurs in the transcript. Insert three more Index Cell format symbols, one in each of the remaining table cells in the third row. Your entry would look similar to the following:

WITNESS	Direct	Cross	Re-direct	Re-cross
<Index Heading On A>				
<Index On>	<Index Cell 1>	<Index Cell 2>	<Index Cell 3>	<Index Cell 4>

In the transcript, place <Index Heading On A> and <Index Heading Off A> format symbols around the witness name you want to copy to the transcript index page.

*<Index Heading On A>CHARLOTTE M. PARKER<Index Heading Off A>*

For the examination occurrences, surround the corresponding Index Cell number and selected text with the same Index On/Off format symbols as the Index Heading category.

*DIRECT EXAMINATION<Index On A>BY MR RAYMOND<Index Cell 1><Index Off A>*

*CROSS EXAMINATION<Index On A>BY MS TAYLOR<Index Cell 2><Index Off A>*

*RE-DIRECT EXAMINATION<Index On A>BY MR RAYMOND<Index Cell 3><Index Off A>*

*RE-CROSS EXAMINATION<Index On A>BY MS TAYLOR<Index Cell 4><Index Off A>*

In the following example, the witness was only examined twice by each attorney. Build Index displays the indexed information on the transcript index page as follows:

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

If there were duplicate examinations, for example, of the same witness and the <Index Allow Duplicate Cells> format symbol was present in the table before the <Index Cell>, page numbers where the examinations occurred would be placed in the same cell separated by the punctuation indicated in the Index Template Options dialog box. For example, two attorneys examined Ms. Parker multiple times on re-direct and recross. Each time the RE-DIRECT and RE-CROSS examination are inserted into the transcript, the index references the locations. The following is an example of the index results.

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

#### Inserting an Index Cell Format Symbol

### Index Allow Duplicate Cells Guidelines

The <Index Allow Duplicate Cells> format symbol was created as a replacement for the *Allow Duplicate Cells* option starting in Case CATalyst Version 21. The Allow Duplicate Cells option has been removed from Case CATalyst. Please use the <Index Allow Duplicate Cells> format symbol to have multiple [Index Cell](#) page numbers in a single cell of an Index Template.

#### Using Index Allow Duplicate Cells:

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

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

WITNESS	Direct	Cross	Re-direct	Re-cross
---------	--------	-------	-----------	----------

CHARLOTTE M. PARKER

BY MR RAYMOND

4

51, 53, 54

BY MS TAYLOR

25

52, 54, 55

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

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

➤ **Note:** You will need to add the <Index Allow Duplicate Cells> format symbol to all Index Template tables you'd like to allow multiple page number references in a single cell.

## Index Item Guidelines

Use the Index Item format symbol on the Index Template to sequentially number indexed items on the transcript page. The Index Item format symbol indicates that the indexed text, copied from the transcript to the transcript index page, is numbered.

On the Index Template, the Index Item format symbol must:

- be placed in a table cell.
- display on a line that contains an Index On format symbol.
- occur only once on the same line to display the information specified by the Index On <a-z, 0-9>.

### Example

On the index template, you insert the Index Item format symbol followed by an Index On format symbol which identifies the location for the indexed text. Following the Index On format symbol, you place the Index Page format symbol to indicate the page on which the indexed information occurs in the transcript. Your entry would look similar to the following:

<Index Item><Index On a>Index A text here<Index Page>

While editing the transcript you place <Index On a> and <Index Off a> format symbols around text you want to copy to the transcript index page. Build Index displays the indexed information on the transcript index page as follows:

Item	Description	Page
1	Property deed belonging to John P. Jones	34

2	Letter belonging to John P. Jones written by Sarah Q. Doe	67
3	Last will and testament of George Smith	15

For information on the [Index Item format symbol](#), click the previous link.

## Index Line Guidelines

Use the Index Line format symbol on the Index Template to indicate placement of the line number for indexed text on the transcript index page. You can set the line justification in Index Template Options so that either the first or last column of the Index Line number aligns in the same column.

When you do not use an Index Template, the Build Index feature automatically generates Line reference numbering if you select the Show Line Number option in the Build Index dialog box.

On the Index Template, the Index Line format symbol must:

- be placed in a table cell.
- display on a line that contains an Index On format symbol.
- be positioned in the order and position you want the reference numbering to display
- occur only once on the same line to display the information specified by the Index On <a-z, 0-9>.

### Example

On the index template, you insert the Index Item format symbol followed by an Index On format symbol which identifies the location for the indexed text. Following the Index On format symbol, place the Index Section, Index Page, and Index Line format symbols to indicate the section, page, and line on which the indexed information occurs in the transcript. Your entry would look similar to the following:

<Index Item><Index On a>Index A text here<Index Section><Index Line><Index Page>

While editing the transcript you place <Index On a> and <Index Off a> format symbols around text you want to copy to the transcript index page. Build Index displays the indexed information on the transcript index page as follows:

Item	Description	Section	Page	Line
1	Property deed belonging to John P. Jones	1	34	15
2	Letter belonging to John P. Jones written by Sarah Q. Doe	1	67	7
3	Last will and testament of George Smith	2	15	22

### Inserting an Index Line Format Symbol

## Index Page Guidelines

Use the Index Page format symbol on the Index Template to indicate the placement of the page number for indexed text on the transcript index page. If you use an Index Template and do not include the Index Page format symbol on the template, Build Index does not generate page number information. On the Index Template, the Index Page format symbol must:

- be placed in a table cell.
- display on a line that contains an Index On format symbol.
- be positioned in the order and position you want the reference numbering to display
- occur only once on the same line to display the information specified by the Index On <a-z, 0-9>.

When you do not use an Index Template, the Build Index command automatically generates Page reference numbering for the indexed text.

**Example**

On the index template, you insert the Index Item format symbol followed by an Index On format symbol which identifies the location for the indexed text. Following the Index On format symbol, you place the Index Page format symbol to indicate the page on which the indexed information occurs in the transcript. Your entry would look similar to the following:

<Index Item><Index On a><Index Page>

While editing the transcript you place <Index On a> and <Index Off a> format symbols around text you want to copy to the transcript index page. Build Index displays the indexed information on the transcript index page as follows:

Item	Description	Page
1	Property deed belonging to John P. Jones	34
2	Letter belonging to John P. Jones written by Sarah Q. Doe	67
3	Last will and testament of George Smith	15

Click the link for [Index Page Guideline](#) information.

## Index Section Guidelines

Use the Index Section format symbol on the Index Template to indicate placement of the section number for the indexed text on the transcript index page. When creating the index template, you can set the line justification in Index Template Options so that either the first or last column of the Index Item number aligns in the same column.

When you do not use an Index Template, the Build Index feature automatically generates Section numbering if you select the Show Section Number option in the Build Index dialog box.

On an Index Template, the Index Section format symbol must:

- be placed in a table cell.
- display on a line that contains an Index On format symbol.
- occur only once on the same line to display the information specified by the Index On <a-z, 0-9>.

**Example**

On the index template, you insert the Index Item format symbol followed by an Index On format symbol which identifies the location for the indexed text. Following the Index On format symbol, you place the Index Section and Index Page format symbols to indicate the section and page on which the indexed information occurs in the transcript. Your entry would look similar to the following:

<Index Item><Index On a><Index Section><Index Page>



While editing the transcript you place <Index On a> and <Index Off a> format symbols around text you want to copy to the transcript index page. Build Index displays the indexed information on the transcript index page as follows:

Item	Description	Section	Page
1	Property deed belonging to John P. Jones	1	34
2	Letter belonging to John P. Jones written by Sarah Q. Doe	1	67
3	Last will and testament of George Smith	2	15

For more information about inserting an [Index Section format symbol](#), click the link.

## Index Sort Guidelines

Use the Index Sort format symbols, [Index Sort – Alpha Case Insensitive](#), [Index Sort – Alpha Case Sensitive](#), [Index Sort - Alpha Word Override](#), [Index Sort - Match Headings](#), [Index Sort – Numeric](#) and [Index Sort Alpha - Exhibit](#) in an index template to sort the indexed items on the transcript index page. Insert one of the Sort Index format symbols into a table cell to sort the desired column. There are three Index Sub Sort format symbols to fine tune your indexing results. [Index Sub Sort - Alpha Case Insensitive](#), [Index Sub Sort - Alpha Exhibit](#) and [Index Sub Sort - Numeric](#).

On an Index Template, an Index Sort format symbol can be used in the following manner:

- must be placed in a table cell.
- in most cases, occur only once in a table although you can use a Index Sub Sort format symbol in addition to the Index Sort format symbol to fine tune your indexing results.. See explanation below of multiple index sorting format symbols used more than once in a table.
- follow Index Heading On or Index On format symbols.
- occur only once on the same line to display the information specified by the Index Heading On <a-z, 0-9> or Index On <a-z, 0-9> format symbol.
- Index Sub Sort format symbols must follow an Index Sort format symbol.

### **Example 1 - Index Heading On format symbol followed by Index Sort - Numeric format symbol**

Let's say you want to sort the exhibits in numeric order regardless of how the exhibits were introduced during the proceedings. In the transcript, the exhibit number is surrounded by the Index Heading On E format symbol and the index description is surrounded by the Index On E format symbol. In the index template, you insert the Sort Index – Numeric symbol after an Index Heading On in the first column of the table. The Index On format symbol is inserted in the second column. Your table would look similar to the following:

Exhibit No.	Description	Page
<Index Heading On E><Index Sort – Numeric>	<Index On E>	<Index Page>

NOTE: The actual index formatting symbols do not appear in the table cells once the transcript index page is built but the indexing format symbols display in Reveal Codes. The above example is showing how the format symbols should appear in the Index Template. The indexing format symbols display in Reveal Codes.

### **Example 2 - Index On format symbol followed by Sort Index - Numeric format symbol**

Let's say you want to sort the exhibits in numeric order but you do not include a description in the index. In the transcript, the exhibit number is surrounded by the Index On format symbol. In the index template, you insert the Index On E format symbol followed by the Sort - Numeric format symbol in the first column. Your table would look similar to the following:

Exhibit No.

Page

&lt;Index On E&gt;&lt;Index Sort – Numeric&gt;

&lt;Index Page&gt;

***Example 3 - Index On format symbol followed by Sort Index - Number followed by Sub Sort Numeric format symbol***

Let's say you want to sort the exhibits in numeric order but you do don't include a description in the index. The exhibits contain a number and a decimal point followed by a number or numbers. In the index template, you insert the Index On E format symbol followed by the Sort - Numeric format symbol followed by the Sub Sort - Numeric format symbol in the first column. You table would look similar to the following:

Exhibit No.

Page

&lt;Index On E&gt;&lt;Index Sort – Numeric&gt;&lt;Index Sub Sort – Numeric&gt;

&lt;Index Page&gt;

**Multiple index sorting format symbols used in one table:**

You can use multiple index sorting format symbols in a table when the Index Heading On format symbol is indexed in the Index Heading On column and multiple items are reported in the Index On column. For example, let's say you wanted to sort your indexed witness names alphabetically by last name and you wanted to sort the examiners' names by first name. In the transcript, the witness name is surrounded by Index Heading On format symbols and the examiners' names are surrounded by Index On format symbols. In this example, when you build the index there would be multiple indexed entries in the Index On column for the one witness name. Since there are multiple Index On entries related to the Index Heading On format symbols, two different index sort format symbols can be used in one table. If only one item is indexed for the Index Heading On column and one item is indexed for the Index On column, the index sort format symbol can only be used with the Index Heading On format symbol in the index template.


## Manage Dictionary

The Manage Dictionary function allows you to create and maintain your Case CATalyst dictionaries. A dictionary is a file that contains steno outlines with text definitions. Dictionary definitions may be words/phrases, commands to include files or run a macro. Dictionaries are used during Translation to create a text file in Edit. Case CATalyst uses the following dictionaries:

- [Personal Dictionary](#)
- [Case Dictionary](#)
- [EZ Speakers Dictionary](#)
- [Job Dictionary](#)
- [Power Define Dictionary](#)
- [Realtime Commands Dictionary](#)
- [Update Area](#)

You can insert, modify, delete, spell check, and print dictionary entries. Refer to the [Guidelines](#) for Creating Dictionary Entries for additional information on modifying the steno or text portion of your dictionary entries.

To open Manage Dictionary, do **one** of the following:

- On the Function Bar, click Manage Dictionary 
- From the Menu Bar, select **Function/Manage Dictionary**
- Press **Alt + u, d**
- Press **Alt + f, o, d (File/Open/Dictionary)** and select the dictionary type

## File - New - Dictionary

The File, New, Dictionary feature allows you to create a blank dictionary in which you can insert or paste dictionary entries. When you select File, New, Dictionary, the submenu lists the following dictionaries you can create: Personal, Case, Job, EZ Speakers and Power Define. If one or more of the dictionaries are grayed out, it means that a dictionary of that type already exists and only one dictionary of that type can exist in a user name or if Case is grayed out, it is because you are not currently in a Case. For example, if there is a dictionary in the current user's name System Files case named Personal Dictionary, the Personal choice will be grayed out. Although the EZ Speakers choice may be grayed out, you can have more than one [EZ Speakers dictionary](#) in a user name. If you select Job, the Create New Document dialog box displays with the Files of type field set to Dictionary files (\*.sgdct).

To create a new dictionary file:

1. Press **Alt + f, n, d (File, New, Dictionary)**.
2. Do one of the following:
  - a) [Personal](#) - this option is only available if there is no Personal Dictionary in the current user's System Files case. If the option is available, CATalyst opens a dictionary named Personal Dictionary and when changes are saved, it is automatically stored in the System Files case. Go to Step 4.

- b) [Case](#) - this option is available if the cursor is currently in a Case. If available, the Create New Document dialog box displays with the current name of the case followed by an underscore Case in the File name field. For example, Main\_Case if your cursor is located in the Main case. Go to Step 3.
  - c) [Job](#) - this option is always available. When selected, the Create New Document dialog box displays. Go to Step 3.
  - d) [EZ Speakers](#) - this option is available if there is no EZ Speakers dictionary located in the current user's System Files case. Although you can not create more than one EZ Speakers dictionary from the File New Dictionary feature, you can have more than one EZ Speakers dictionary in the System Files case as long as they start with EZ Speakers but have a unique name. If the option is available, CATalyst opens a dictionary named EZ Speakers and when changes are saved, it is automatically stored in the System Files case. Go to Step 4.
  - e) [Power Define](#) - this option is available if there is no Power Define dictionary located in the current user's System Files case. If the option is available, CATalyst opens a dictionary named Power Define and when changes are saved, it is automatically stored in the System Files case. Go to Step 4.
3. In the Create New Document dialog box, type the name of the case or job dictionary and press **Enter** (Open) to create the dictionary. A blank dictionary displays. You can [insert or paste entries](#).
  4. When finished, save and close the dictionary.

## Case CATalyst Dictionary Types

There are several different CATalyst BCS dictionary types. They include:

- [Case](#)
- [EZ Speakers](#)
- [Job](#)
- [Personal](#)
- [Power Define](#)
- [Realtime Commands](#)
- [Update Area](#)

## Case Dictionary

A Case Dictionary contains entries that are specific to related jobs located within a case. These entries can be speaker names or technical terms that apply to the jobs which you do not want to place in your Personal Dictionary or individual job dictionaries. Using a case dictionary can eliminate remembering to select multiple job dictionaries for translation. Case dictionaries are used for translation in addition to using your Personal and other dictionaries.

A case dictionary uses the same name as its associated case (*casename\_case.SGDCT*). There is only one case dictionary per case. If a case does not have an associated case dictionary, Case CATalyst creates a case dictionary the first time you make a K-define, case dictionary definition. Entries in a case dictionary automatically apply to all files translated within the case of the same name. You can add entries to a case dictionary in Manage Dictionary, Manage Notes, during realtime, and in Edit.

You can create a Case dictionary in Manage Notes, Manage Dictionary and Manage Jobs. When you create a case dictionary prior to translation in the Manage Notes or Manage Dictionary function, Case CATalyst automatically uses it when you translate a job in the same case. This eliminates the need to select the case dictionary for translation. For example, you create a case named JKorne. You read in a steno note file, name it 032102 JKorne, and place it in the case called JKorne. You open 032102 JKorne in the Manage Notes function and K-define the speaker names. Case CATalyst creates a case dictionary subfile with the case name JKorne. When you translate 032102 JKorne, Case CATalyst automatically uses the case dictionary. You read another steno note file, and name it 032202 DBalser. Because it is part of the same case as 032102 JKorne, you place the job file in the case JKorne. When you translate 032202 DBalser, Case CATalyst automatically uses the case dictionary and any 032102 JKorne case defines apply.

When creating a case dictionary for an existing case in Manage Jobs, you must be in the case for which you want to create the case dictionary.

## Create a Case Dictionary

1. Do **one** of the following:
  - Open an existing case for which you want to create a case dictionary. Double click the case.
  - Open a new case for which you want to create a case dictionary. Press **Alt + f, n, c** (**File/New/Case**). Case CATalyst creates a new case with the default name New Case highlighted. For example, if the case name is "Anderson", the case dictionary name is "Anderson". In the highlighted area, type a name for the case and press **Enter**. Double click the case.
2. Press **Alt + f, n, d, c** (**File/New/Dictionary/Case**). The Create New Document dialog box displays.
3. In the File name field, type a name for the dictionary and press **Enter (Open)**. The Manage Dictionary function opens with an empty dictionary.
4. Insert new entries using the following dictionary features: [Insert/Modify](#), Cut/Copy/Paste and [Include](#). Refer to the [guidelines](#) for inserting dictionary entries if necessary.
5. When you are finished, press **Ctrl + s**, (**File/Save**).

## Realtime Commands Dictionary

Case CATalyst software includes the Realtime Commands Dictionary which contains predefined realtime and translation commands. The predefined commands consist of common number conversion, conflict resolution, mode control, translation commands and define strokes. You may want to use it when writing realtime.

You can add to, modify, and delete entries in the Realtime Commands Dictionary or copy the entries to the Personal, case, or job dictionary. If you choose to use the Realtime Commands Dictionary, Stenograph recommends that you review the entries and modify the steno outlines to reflect your writing style and theory. If you do not want to use the Realtime Commands Dictionary, you can delete it from the System Files case in your User.

Case CATalyst automatically copies the Realtime Commands Dictionary when creating a new user if you selected the Copy Default Files option in the Create New User dialog box.

For detailed information on the entries of the Realtime Commands Dictionary, go to the Help menu, select Self-Study Guides and select either the Basic Realtime Self-Study Guide and/or Number Conversion Self-Study Guide.

## EZ Speakers Dictionary

The EZ Speakers dictionary contains predefined speaker identification formatting entries with steno that can be used to quickly and easily create speaker identification definitions for a job using the Create EZ Speakers feature. EZ Speakers dictionary entries use placeholders for speaker names and depending on the type of entry, for steno. The placeholder text can be a token designated with the # sign followed by a number, such as #01 or it can be an EZ Speaker field, such as [!EZ SPEAKER 01]. Once you have set up your EZ Speaker dictionary, using the [Create EZ Speakers](#) feature allows you to quickly identify the speaker names (without inserting format symbols or punctuation) and steno (if necessary) for each placeholder. Case CATalyst then generates the speaker definitions in either the job or case dictionary. When using EZ Speaker fields, CATalyst will look for existing field values in the job history. If the job history does not have EZ Speaker field values, CATalyst will look in the case history and automatically fill in the EZ Speaker fields. See below for more information when creating EZ Speakers in a case. The actual EZ Speakers dictionary is a template and is not used during translation.

When starting a job in a case and using the Create EZ Speakers feature, the default is all entries will go to the Case dictionary. That means that every job you create in this case will use the same EZ Speaker definitions. This is very beneficial if all the jobs in the case are related such as an on-going trial or a series of related depositions. The EZ Speaker definitions are stored in the Case History file and will be used automatically if no EZ Speaker definitions are found in the Job History file. If you create generic cases based on a date/year or type of jobs (Arbitrations) and you do not want the speaker definitions the same in every future job, select Job dictionary and consider selecting the *Always default to Job dictionary* option. The EZ Speaker definitions are stored in the Job History file and will be used for translation.

There are two types of EZ Speakers dictionary entries referred to as Standard ID and Super ID:

Use a **Standard ID** when you write the same steno outline for a speaker identification on every job and then define the steno/fill in the field with the appropriate speaker's name for each job. For example, on every job, you write STPHAO for the first attorney who speaks and SKWRAO for the second attorney that speaks. You might use one of the following Standard ID entry:

STPHAO<Colloquy>#01:space

STPHAO<Colloquy>[!EZ SPEAKER 01]:space

Use a **Super ID** when you write different steno outlines to identify each speaker on every job. For example, you have Mr. Redford and Ms. Wilson in the job. You write RED/RED to identify Mr. Redford and WEUL/WEUL to identify Ms. Wilson. A Super ID entry has a placeholder for the steno and a placeholder for the speaker name. Usually there are at least two entries for each speaker identification, one for Colloquy and one for a "question by" situation. When you create an EZ Speakers entry, you include all format symbols, punctuations, and font characteristics. This allows you to type only the name when using the Create EZ Speakers feature. For example, your Super ID entry might be one of the following:

!<Colloquy>#00:space

!<Colloquy>[!EZ SPEAKER 00]:space

A total of 300 individual speaker identifications can be created using the Create EZ Speakers dictionary. One hundred unique speakers can be created using the Standard IDs (01 - 99) and two hundred unique speakers using the Super ID (100 - 299). A total of 310 unique speakers can display in the Speaker List pane when using the ten Common Speakers feature (300 - 309).

Case CATalyst comes with two EZ Speakers dictionaries. The default EZ Speakers dictionary contains EZ Speaker definitions using # (token) entries. The other EZ Speakers dictionary, EZ Speakers with Fields, contains speaker field entries. You can use [# \(token\) entries](#), <Colloquy>#01 or [EZ Speaker fields](#), <Colloquy>[!EZ SPEAKER 01], to create Standard or Super ID definitions. When EZ Speakers dictionary definitions contain # token numbers and you use the Create EZ Speaker feature, Case CATalyst generates the speaker definition in the job or case dictionary. For example, STPHAO <Colloquy>MR. JONES:

When EZ Speaker dictionary definitions contain EZ Speaker fields and you use the Create EZ Speaker feature, Case CATalyst generates the speaker definition in the job or case dictionary and inserts the field value, actual speaker name, into the job during translation. For example, the dictionary entry STPHAO <Colloquy>[!EZ SPEAKER 01]: is placed in the job or case dictionary. The name MR JONES displays in Colloquy format in the job. You can add [Timer](#) commands to EZ Speaker definitions that use fields, allowing you to apply the speaker name and Timer with the same steno stroke. The speaker names are stored with other field information for the job.


When you use the Create EZ Speaker feature to identify actual speaker names, Case CATalyst automatically places the speaker name in the [Speaker List](#). If you use EZ Speaker fields, the assigned speaker name color from the Speaker List applies during translation. If you use # (token) entries, speaker colors do not apply during translation. If you have # (token) entries in your EZ Speaker dictionary but want to have speaker names translate in an assigned color, modify your EZ Speaker with Fields dictionary definitions to use your formatting style. If [Brief It](#) is active for realtime, Brief It automatically creates a brief for the speaker name and displays it in the Brief It dialog pane.

You can create multiple EZ Speakers dictionaries for different types of jobs that require different formatting. EZ Speakers dictionaries must reside in the System Files case and begin with the name "EZ Speakers" in order for the EZ Speakers dictionary selection to function correctly. You can select an EZ Speaker dictionary for translation in Translate Options. When you use the Saved Translation Options in the Translate dialog box, Case CATalyst remembers the selection along with other saved translation settings.

## Change Speaker Colors

When using [EZ Speaker](#) fields, you can assign different colors to the speaker fields. Some reporters like the speaker names to be in different colors for easier recognition. There are two different ways you can assign speaker colors.

In the Translate dialog box, you can click the **Speaker List** (Alt + k) to display the list of speakers. To assign a different color, click the speaker and press **Alt + g** (Change Color) and select the color. Repeat as necessary

While you are in a transcript, you can display the Speaker List pane (Alt + v, e, k). Click the speaker and then click the color palette icon () and select the color.

## Job Dictionary

A Job Dictionary contains entries that are specific to a job. These entries might include speaker names or technical terms that you do not want to place in your Personal or Case dictionary. Each job has only one associated job dictionary, using the same name as the job. The steno and text definition of a [J-Define](#) made during realtime or in Manage Notes goes into the associated job dictionary unless you select to define to a different job dictionary.

If a job does not have an associated job dictionary, Case CATalyst creates a job dictionary. Case CATalyst also creates a job dictionary when you Read a steno note file that has an associated Job Dictionary created on a writing machine that allows you to make J-Defines such as the Luminex, Diamante, élan Mira or Stentura Fusion.

When an associated job dictionary is created prior to translation, in the Manage Notes or Manage Dictionary function, it is automatically used when you translate the job. For example, you read in a steno note file and name it 041902JK. You opened 041902JK in the Manage Notes function and J-defined the speaker names. Case CATalyst creates a job dictionary subfile with the job name 041902JK. When you translate 041902JK, the job dictionary is automatically used.

All entries in a job dictionary automatically apply to any future file translated with the same name. Once a Job dictionary is created, you can reopen it to make additional entries. You can also add entries while defining in Manage Notes, during realtime, and in Edit.

Use a Job dictionary in addition to using any other dictionary for translation. You can select multiple job dictionaries for use during translation. By default, the associated job dictionary has the highest priority during translation. When creating J-Defines in Edit, you can send the definitions to a different job dictionary by using the [Other](#) dictionary define or the [Change Job Dictionary](#) feature.

### Create a Job Dictionary

1. In Manage Jobs, select **Alt + f, n, d, j** (**File/New/Dictionary/Job**). The Create New Document dialog box displays.
2. Type a name in the File name field and press **Enter** (**Open**). The Manage Dictionary function opens with an empty dictionary.
3. Insert new entries using the following dictionary features: [Insert/Modify](#), Cut/Copy/Paste and [Include](#). Refer to the [guidelines](#) for inserting dictionary entries if necessary.
4. When you are finished, press **Ctrl + s**, (**File/Save**).

### Personal Dictionary

The Personal Dictionary contains steno and text definitions specific to your writing style/theory. Case CATalyst automatically uses the Personal Dictionary for translation, including realtime. If a [Personal Dictionary](#) does not already exist in the current user, you can [Import](#) it or create a new one. When you save the dictionary or close the Dictionary function, Case CATalyst automatically places the Personal Dictionary in the System Files case. Once created, you can reopen the Personal Dictionary to make additional entries. You can also add entries to your Personal Dictionary while defining in Manage Notes, during realtime, and in Edit.

The Personal Dictionary is located in the System Files case in each user folder. You can only have one Personal Dictionary (named Personal Dictionary) in each user folder. Once a Personal Dictionary exists, the option to create a new dictionary is no longer available.

The Personal Dictionary is one of the most important files in your Case CATalyst system and you should [backup](#) your dictionary on a regular basis.



To convert your Case CATalyst 3.x or RTF/CRE formatted dictionary, use the [Import](#) function. If you created your dictionary on the Case CATalyst Student version, you can backup your dictionary and restore it on your Case CATalyst full system.

### Create a Personal Dictionary

1. In Manage Jobs, select **Alt + f, n, d, p** (**File/New/Dictionary/Personal**). The Manage Dictionary function opens with an empty dictionary.
2. Insert new entries using the following features: [Insert/Modify](#), Cut/Copy/Paste, [Include](#) dictionary and [Dictionary Builder](#) features. Refer to the [guidelines](#) for inserting dictionary entries if necessary.



3. When you are finished, press **Ctrl + s**, (**File/Save**).
4. Press **Ctrl + F4** (**File/Close**) to close the dictionary. Be sure to always maintain two backup copies of your Personal Dictionary.

## Power Define Dictionary

The Power Define dictionary contains special definitions for use with the [Define](#) and [Scan Define](#) features, allowing you to make any global definition or text replacement from your writing machine during realtime. Stroking the steno outline defined as Define or Scan Define invokes the Power Define dialog box. When the Power Define dialog box is opened, CATalyst automatically loads the Power Define dictionary in the translating dictionary list at the [highest priority](#). Once you close the Power Define dialog box, the Power Define dictionary is removed from the translating dictionary list.

Command definitions contained in the Power Define dictionary provide the ability to move from field to field, select dictionaries, insert format symbols and set options in the Power Define dialog box all from your writing machine. For example, to move from the *Steno* field to *Text* field in the Power Define dialog box, you stroke the steno outline defined as [TAB] in the Power Define dictionary.

When you stroke a steno outline with the cursor positioned in the *Text* field, Case CATalyst searches the Power Define dictionary for a matching definition. If no definition is found, it searches for a definition in other dictionaries according to dictionary priority. When Case CATalyst finds a definition, the text of the definition displays in the *New Text* field. In the *Text* field, you can write a steno outline defined as a word or phrase, fingerspell the text definition or use both methods. For example, let's say that you want to define a misstroked question bank. The steno in the *Steno* field displays the misstroked steno outline, in the *Text* field, you simply write your dictionary definition for a Question back and CATalyst inserts <Question>.

The Power Define Dictionary is located in the System Files case. Stenograph recommends you review the entries in the Power Define dictionary and modify entries to match your writing style. You can add, modify, and delete entries in the Power Define dictionary the same as any other dictionary. You can also [Create EZ Speakers](#) from your writing machine and use the Power Define Dictionary commands to navigate the dialog box.

## Power Define Dictionary Definition Parameters

- Alphabetic entries in the Power Define dictionary automatically translate with no spaces between the letters when you fingerspell a word in the *Text* field of the Power Define dialog box. All letters in the *Text* portion of the Power Define entry must be surrounded by brackets, [ ] to translate without spaces. For example [a] or [N].
- The [DELETE] entry in the Power Define dictionary will delete the previous steno outline in the *Steno* field and will delete the previous character/space in the *Text* field of the Power Define dialog box. If you have a {DELETE} entry in a dictionary other than the Power Define dictionary (such as your Personal Dictionary), CATalyst will delete the previous steno outline in the transcript.
- Adding the [PASTE] command to your Power Define dictionary allows you use the copy, cut and paste features to enter steno and text. When you use the [Paste] command in the *Steno* field, the underlying steno for the text you are copying or cutting is pasted if the *Include Steno Copying/Cutting* option is On. This is the default. If this option is not set to include underlying steno, then no steno displays in this field when you paste the copy or cut text. You can change the default in [Advanced Edit Options](#).
- When you perform a command or make a typed entry from the keyboard in the Power Define dialog box, Case CATalyst resets translation, removing the automatically inserted space before the next item translated.

## Power Define Dictionary Default Commands

Power Define	Steno Equivalent	Explanation
[ABORT]	/PWO-RT	Cancels the Power Define dialog box and returns to the realtime screen. No steno or text inserts into the job.
[ACCEPTCONTINUE]	/TPH-RT	Apply the definition and keep Power Define dialog box open to continue defining.
[CAT SCRATCH]	K*S	Send the definition to the Steno-Text section of Cat Scratch dialog pane.
[CLEAR]	/KHRAOER	Clears the contents of the Steno field and/or New Text field while making a Power Define / Scan Define during translation. For example, if your cursor is in the New Text field of the Power Define dialog, meaning it is the active field, and you'd like to remove all of the text in the New Text field, simply write the stroke you defined as [CLEAR].
[DELETE]	*	When the cursor is in the Steno field, it deletes the previous steno outline.  When the cursor is in the Text field, it deletes the previous character/space.
[DOWN ARROW]	TKO-UPB	Moves the cursor down one name at a time in the dictionary and format symbol list. When using this command in the dictionary list, the dictionary number associated with the dictionary dynamically adjusts in the dictionary field. Functions the same as ↓ on the computer keyboard.
[ENTER]	TPH-T	Same as pressing Enter or OK in a dialog box from the computer keyboard.
[F4]	TPO-RPLT	Displays the <i>enter a format symbol message</i> . You must stroke the steno outline for the format symbol shortcut key.
[F4 LIST]	TPO-UR/HR-EUS	Displays the Format Symbol list. Use the Up/Down Arrows to move to the format symbol. Write the steno outline defined as [ENTER] to insert the format symbol into the <i>New Text</i> field.
[PASTE]	PAEUS/PAEUS	Pastes the last copied text or steno into the Steno or Text field.
[SHIFT + TAB]	STK-EF	Moves the cursor back to the previous field.
[SPACE]	SPA-EUS	Creates a space when you are defining more than one word.
[TAB]	TK-EF	Moves the cursor forward to the next field.

[TOGGLE CAP]	K-P	Cycles the capitalization of text in the Text field. The cycles are initial capped text, all capped text and lower case text. Uses the same cycle capping guidelines as Edit's Cap command.
[UP ARROW]	–UP	Moves the cursor down one name at a time in the dictionary and format symbol list. When using this command in the dictionary list, the dictionary number associated with the dictionary dynamically adjusts in the dictionary field. Functions the same as <b>↑</b> on the computer keyboard.
[SUSPEND]	SP*PB	Leaves the Power Define dialog box open and moves the cursor to the transcript session to allow you to continue writing. When you have time to return to the Power Define dialog box and continue with the Power Define, write the stroke to invoke the Power Define command. This command works in the Power Define, Scan Define, Create EZ Speakers Entries dialog boxes and the {Text E-Define} realtime command.

## Update Area

Case CATalyst, by default, places all new D-Defines into the Personal Dictionary. The Update Area is an optional holding area to store new [D-Defines](#) for review before moving the entries into the Personal Dictionary. In addition to other dictionaries selected for translation, you can use the Update Area to translate. To use the Update Area, select the [Dictionary Option](#), *D-Defines go to Update Area*. The Update Area is stored in the System Files case.

## Guidelines for Creating Dictionary Entries

Use the following guidelines when inserting and modifying steno or text entries in the dictionary.

### Inserting and Modifying Steno

If you are inserting or modifying the steno portion of an entry, Case CATalyst uses the [Steno Shortcut table](#) to help you type steno from the computer keyboard. For example, using the computer keyboard, you type "jan" in the Steno field of a dialog box. Case CATalyst automatically converts the typed text into steno SKWRAPB unless you modified the Steno Shortcut table.

Use the following guidelines when inserting or modifying steno in the dictionary:

- Use either upper- or lowercase letters. The steno always displays in the Steno field as uppercase.
- Separate multiple steno strokes by typing a / (slash) or pressing Spacebar. For example, TKEUS/KET (diskette). Or select Yes to the [Dictionary Option](#), *Break Steno Outlines Based on Key Order* to have CATalyst automatically insert a / (slash) between steno outlines.
- Use a – (hyphen) before the first letter to indicate a final or a right-hand stroke. For example, -RB (shall).
- Use punctuation keys to create the equivalent in a steno outline. For example, when you type "." (period), it displays as –FPLT, unless you modified your Steno Shortcut table.

### Inserting and Modifying Text

Use the following guidelines when inserting or modifying text in the dictionary:

- Type the text exactly how you want it to translate.
- Translation automatically creates a space before every word/definition in the Edit file. Do not add spaces to the beginning or end of words.
- When defining punctuation in which you need two spaces following it in the translation, add only one space to the definition. For example, to define a period that translates with two spaces following it, define it as **.Spacebar**  
For more information, see [Creating Punctuation Definitions](#).
- When creating a conflict, a ^ (caret) must precede each conflict choice and a space must follow each caret. For example, to enter a conflict for the steno outline **THR** type:

**^ Spacebar there Spacebar ^ Spacebar their Spacebar ^ Spacebar they're**

Make sure there is not a space after the last word. When you create a dictionary entry for a conflict, Case CATalyst adds a Conflict End format symbol immediately after the last word of the conflict.

- Insert the Conflict End format symbol at the end of a conflict to add text following a conflict which is not part of the conflict. For example:  
`<By-line>^ Atty1 ^ Atty2<Conflict End>:<Question>`
- You can use format symbols in the Text field either by pressing **F4** and the shortcut key or click the FS (FS) icon and select from the Format Symbol list. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol you want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.
- Auto Include entries must begin with @  
You may also want to use the [Insert Auto Includes...](#) feature from the Dictionary Edit menu.
- AccelerWriter (dictionary definitions that invoke a macro from the steno machine) must begin with &&  
You may also want to the [Insert AccelerWriters...](#) feature from the Dictionary Edit menu.
- Number Conversion, Number Trigger, Start Timer, and Stitch On translate commands are followed by text in square brackets. For example but not limited to:

`{Number Conversion}[NNN-NN-NNNN]`

`{Start Timer}[1]`

`{Stitch On}[-]`

## Add Delete Stroke Entries to a Dictionary

Case CATalyst does not have a preset delete stroke dictionary entry. For example, many court reporters write an asterisk to delete the previous stroke. You can create dictionary entries for your delete stroke. Stenograph recommends adding your delete stroke entries to the [Personal Dictionary](#). If you import a Case CATalyst 3.x dictionary that contains a delete stroke entry; that delete stroke entry is already in your Case CATalyst 4.x or higher dictionary.

Steno outlines deleted by the delete stroke remain in the steno note file but are not used in translation.

## Define Your Delete Stroke

1. At the Manage Jobs screen, highlight the dictionary to which you want to add the delete stroke and press **Enter**.

To add the delete stroke entry to your Personal Dictionary, double click the **System Files** case and then double click **Personal Dictionary**.

2. Once the dictionary opens, press **Ctrl + i (Edit/Insert)** to display the Insert dialog box.
3. Make the following entries:

#### **Steno**

Type the steno for the delete stroke. For example, typing \* (asterisk) results in a /\* entry.

#### **Text**

Press **Alt + f** to display the list of [format symbols](#). From the Format Symbols list select **{Delete}**. If you have a separate multiple delete stroke, define that steno outline as {Delete}.

4. Click **OK**. Define any additional {Delete} strokes as necessary. For example, the number bar/asterisk combination.
5. When finished inserting entries, press **Esc (Cancel)** to exit the Insert dialog box.
6. Press **Ctrl + s (File/Save)** to save the new entries.
7. Press **Ctrl + F4 (File/Exit)** to exit the Manage Dictionary function.

## Dictionary Columns

When you open a dictionary, information displays for each dictionary entry. The column headings identify the type of information. They include:

#### **Steno**

The steno portion of the dictionary entry.

#### **Text**

The text portion of the dictionary entry.

#### **Modified Date**

The date the dictionary entry was last modified.

#### **Usage Count**

The quantity of times the dictionary entry was used for translation in Case CATalyst.

#### **Used Date**

The date the dictionary entry was last used during translation.

#### **Status Bar**

Located at the bottom of the Manage Dictionary screen, it provides information about the current display of entries. From left to right, this includes:

- Whether the display is Full View, showing all the dictionary entries or Filtered View, showing only those entries that meet the filtering criteria.
- The total number of entries currently displayed.
- The numeric location of the highlighted entry.

- If the Num Lock on your keyboard is On or Off. If NUM displays, Num Lock is turned On.

The default size of the columns depends on the size of the entries. The date columns are given first priority so that it expands to fit the complete date. The steno and text columns display based on remaining space. The size of the columns also depends on your Windows settings.




You can [modify](#) columns including column width, sorting order, and font size. When you resize the columns, Case CATalyst retains the values until you close the dictionary. Once you close the dictionary, the column sizing returns to the default settings.

## Modify Dictionary Columns

You can modify columns including column width, sorting order, and font size. When you resize the columns, Case CATalyst retains the values until you close the dictionary. Once you close the dictionary, the column sizing returns to the default settings.

### Change the column display order

From the Tools menu, select **Dictionary Options**. The Dictionary Options dialog box displays. The Column Order Display section is towards the bottom of the dialog box.

Customize the order in which you want the columns to display on the Manage Dictionary screen. Click in the Column Display Order: option and then click the Browse () button to display the Confirm Column Order dialog box. In the Choose column order section, highlight a column name and then use the arrow icons ( ) to position the order of the columns. When finished, click **OK** to save the changes.

To customize which columns display, double click the column name to toggle between Visible and Not Visible. The Text and Steno columns are inactive as those two columns will always display in a dictionary.

### Change the sorting column and sorting order

Click the column heading by which you want to sort dictionary information. The column used for sorting is identified by a triangle to the right of the column heading. Click the column heading until the triangle points up for ascending order or down for descending order.

For example, if you want dictionary entries sorted by Modified Date in descending order, click the Modified Date column heading. Click again, if necessary, to have the triangle point down.

Text	Steno	Modified Date	Usage Count	Used Date
elbow	E L PW O E	10-13-04	0	
elevate	E L S RA EU T	10-19-04	0	
elm	E L P L	10-19-04	0	
Elmer	E L P H E R	10-14-04	0	
elects	HR E B QTS	10-20-04	0	

### Change the column width

Place the cursor on the line dividing the column headings and hold the left mouse button down. The cursor becomes a double headed arrow. Move the line left or right to the desired position. Release the button.

When you exit the Manage Dictionary function, the column widths return to the default settings.

## Change the font in the columns

Press **Alt + v, f (View/Font)** to display the Font menu and select an area to change. When the [Font](#) dialog box displays, make changes as necessary and press **Enter (OK)**. You can modify the following areas as indicated:

### Column Headers

Affects the font for all the column headings.

### Steno

Affects the font in the Steno column for all dictionary entries.

### Text

Affects the font in the Text column for all dictionary entries.

### Other

Affects the font in the Modified Date, Used Date, and Usage columns., Used Date, and Usage columns.

## Manage Dictionary File menu

Manage Dictionary File menu give you access to saving a dictionary, opening a dictionary, creating a new dictionary, exporting your dictionary and [printing your dictionary](#). You dictionary can be [exported to a Stenograph writer](#) such as Luminex™, Diamante®, Mira®, Stentura® Fusion, etc. and exported to a RTF/CRE format. You can also combine other dictionaries using the [Include](#) feature.

## Export to Stenograph Writer

While you have a dictionary open in Manage Dictionary, you can select to export that dictionary to your Luminex or Diamante via a USB cable. If you select Export to Stenograph Writer from Manage Dictionary's File menu, the Export to Stenograph Writer dialog box displays, your current dictionary is selected and you can select more dictionaries to export if you want. For more information, see [Export Dictionary to Luminex or Diamante via USB](#) and/or [Export Dictionary to Luminex or Diamante via WiFi](#).

## Export to RTF/CRE...

RTF is an acronym for Rich Text Format. CRE is an acronym for Court Reporter Extension. RTF/CRE is universal file formats that retain much of the original file formatting and text attributes. RTF/CRE files allow you to exchange jobs between different CAT systems and possibly writing machines. You can exchange steno notes, job dictionaries, and text files by using the [Export to RTF/CRE feature](#). When exporting to RTF/CRE from within Manage Dictionary, only the dictionary is exported and unless you change the name or save location the RTF version of the dictionary will default to being a subfile (.rtf) of the original dictionary name.

An exported RTF/CRE file has an .RTF file extension regardless of the original file type. To provide better file recognition and avoid confusion, when exporting a dictionary from within Manage Jobs, CATalyst defaults the name of the RTF/CRE dictionary to be the *dictionaryname\_D.rtf*.

### To export a dictionary to RTF/CRE file type from Manage Dictionary:

1. Open the dictionary you want to export.
2. To select Export to RTF/CRE, press **Alt + f, e** (File, Export to RTF/CRE).
3. In the Save as dialog box, do any of the following:

- a. Navigate to the location in which you want to save the dictionary in RTF/CRE file format.
- b. To change the name of the RTF/CRE file, type the new name. By default, when exporting a dictionary to RTF/CRE, CATalyst keeps the same name of the dictionary.
- c. To export the dictionary and save it to the selected destination, click **Save**.

## Include dictionary

Case CATalyst allows you to take all the entries from one dictionary and copy them into another dictionary. You can include dictionaries from Manage Dictionary or Manage Jobs. Manage Dictionary lets you open and view dictionary entries before including them. Using the Include feature you bring in the entire contents of a different dictionary into the displayed dictionary. You cannot Undo an included dictionary unless you exit the file without saving. Any other changes made in the file that were not previously saved are lost if you select to include a dictionary and then exit without saving. Stenograph recommends that you save dictionary changes before using the Include feature.

Manage Jobs allows you to quickly move all the entries from one dictionary into another by dragging and dropping the source dictionary file into the destination file. You may want to use this feature when combining job dictionaries or moving entries from your Update Area, if selected to use, into your Personal Dictionary. If you select to combine dictionaries by dragging and dropping, you cannot undo the move.

Certain [Dictionary Options](#) affect dictionaries included from both Manage Dictionary and Manage Jobs:

- The option, *What to do with source dictionary after Include*, determines how Case CATalyst handles the dictionary selected to be included (source) into another dictionary. The options are: Delete the source dictionary, retain the source dictionary or prompt for an action after the dictionary has been included. Depending on what dictionaries you are including, you may want to be prompted as to what action should be taken after each include.
- The option, *How to treat entries with duplicate steno when Including*, determines how Case CATalyst handles any steno outlines in the source dictionary that may conflict with the entries in the destination dictionary.

## Include Dictionary in Manage Dictionary

In Manage Dictionary, use the Include (**F9**) feature to bring in the entire contents of another dictionary into the currently open dictionary. You might use the Include feature to add your Update Area entries to your Personal Dictionary or to combine two job dictionaries. Once you have selected to include a dictionary, you cannot Undo an included dictionary, except to exit the file without saving. Stenograph recommends you save changes to the destination dictionary before using the Include command.

There are two [Dictionary Options](#) settings that affect including a dictionary into another dictionary. The first option is a setting as to how to treat entries with duplicate steno. In other words, the same steno outline exists in both the source and destination dictionary but with a different text definition. The second option determines what happens after the source dictionary is included into the destination dictionary. You may want to review these settings before including a dictionary.

## Include a Dictionary from Manage Dictionary

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary you want to open. Depending on your selection, the Open Existing Document dialog box displays.
2. If appropriate, the Open Existing Document dialog box displays. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.



3. Press **F9 (File/Include)**. The Include Dictionary dialog box displays.
4. Select a dictionary to include. The file highlighted for selection displays in the File name field. To select a dictionary from another user, first select the user from the Look in field of the Include Dictionary dialog box and then select the dictionary.
5. Press **Enter (OK)**. A warning message displays if the option, "Warn before voiding undo ability when using Include", is selected in Dictionary Options. Press **Alt + y (Yes)** to continue with the Include.
6. The entries are inserted into the dictionary. Depending on your Dictionary Options selections, you may be prompted that duplicated entries exist and your action is required.
  - Keep Old Text (**Alt + o**) - the definition in the destination dictionary will be retained.
  - Keep New Text (**Alt + n**) - the definition in the source dictionary will overwrite the destination dictionary definition.
  - Create Conflict (**Alt + c**) - a conflict will be created between the source and destination dictionary definitions.
  - Keep Neither (**Alt + e**) - neither definition will be retained and the destination dictionary entry will be deleted.
  - *Apply this choice to the rest of the duplicate entries for this include* - allows to select an above action and have all remaining duplicate entries be handled by the selected action. For example, let's say that you select Create Conflict as a duplicate entry action and then select the *Apply this choice to the rest of the duplicate entries for this include* option, all duplicate entries will be included as conflicts with the destination entries and you will no longer be prompted during this include.

Depending on your Dictionary Options, you may also be prompted to delete the source dictionary.

**Yes** - deletes the source dictionary.

**No** - retains the source dictionary with all entries retained.

7. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
8. Press **Ctrl + F4 (File/Close)** to close the dictionary. If another dictionary is open, that dictionary displays. If no other dictionary is open, the Manage Dictionary function closes.

## Include Dictionary in Manage Jobs

In Manage Jobs, drag and drop one dictionary on top of another dictionary to bring the entire contents of the first file into the second file. For example, you might drag your Update Area onto your Personal Dictionary or drag one job dictionary onto another job dictionary to combine them. Entries merged into the dictionary for a current job are immediately recognized for translation once the dictionary is saved. Once you combine the dictionaries in this manner, you cannot undo the change.

There are two [Dictionary Options](#) settings that affect including a dictionary into another dictionary. The first option is a setting as to how to treat entries with duplicate steno. In other words, the same steno outline exists in both the source and destination dictionary but with a different text definition. The second option determines what happens after the source dictionary is included into the destination dictionary. You may want to review these settings before including a dictionary.

1. In Manage Jobs, click and hold the left mouse button on the dictionary name (source) you want to include into another dictionary (destination).
2. Move the source dictionary over the destination dictionary, highlighting the destination dictionary.
3. Release the mouse button. A confirmation message displays prompting you that you want to include the source dictionary with the destination dictionary. Select **one** of the following:

**Yes**

Include the entries from the source dictionary into the destination dictionary. You cannot undo the include.

**No**

Cancel the include.

4. The entries are inserted into the dictionary. Depending on your Dictionary Options selections, you may be prompted that duplicated entries exist and your action is required.
  - Keep Old Text (**Alt + o**) - the definition in the destination dictionary will be retained.
  - Keep New Text (**Alt + n**) - the definition in the source dictionary will overwrite the destination dictionary definition.
  - Create Conflict (**Alt + c**) - a conflict will be created between the source and destination dictionary definitions.
  - Keep Neither (**Alt + e**) - neither definition will be retained and the destination dictionary entry will be deleted.
  - *Apply this choice to the rest of the duplicate entries for this include* - allows to select an above action and have all remaining duplicate entries be handled by the selected action. For example, let's say that you select Create Conflict as a duplicate entry action and then select the *Apply this choice to the rest of the duplicate entries for this include* option, all duplicate entries will be included as conflicts with the destination entries and you will no longer be prompted during this include.

Depending on your Dictionary Options, you may also be prompted to delete the source dictionary.

**Yes** - deletes the source dictionary.

**No** - retains the source dictionary with all entries retained.

## Print dictionary

You can print the entries in your dictionary. The current sorting order displayed on the Manage Dictionary screen determines the print output. Set the [sorting order](#) before printing.

To print the dictionary entries in crowded line format and save the number of pages needed to print the dictionary, select the [Dictionary Option](#) to Print Steno in Crowded Format.

## Print Dictionary Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the dictionary type. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Do one of the following:

### Print Selected Entries

Mark the entries you want to print and press **Ctrl + p**. In the Print dialog box, choose **Selection** for the Print range.

### Print All Entries

Press **Ctrl + p** (**File/Print**). The [Print](#) dialog box displays.

4. Confirm the printer settings and press **Enter** (**OK**).

## Manage Dictionary Edit menu

Once you have a dictionary open, the Manage Dictionary Edit menu allows you [insert new entries](#), [modify existing entries](#) and [delete entries](#). You can create [Auto Include](#) and [AccelerWriter entries](#) using a simple dialog box. You can cut, copy and paste entries, [copy and move entries](#) to a specific dictionary, [search for entries](#) and [search and replace text](#) in dictionary entries.

## Insert & Modify Dictionary Entries

The Manage Dictionary Insert and Modify features allow you to create or modify dictionary entries. To create AccelerWriter definitions use the Manage Dictionary [Insert AccelerWriter](#) feature. To create Auto Include definitions, use the Manage Dictionary [Insert Auto Includes](#) feature.

1. From anywhere in Case CATalyst, press **Alt + f, o, d** (**File/Open/Dictionary**).
2. From the dictionary menu, select the type of dictionary. When you choose Case or Job, the Open Existing Document dialog box displays. Select the dictionary and press **Enter**.
3. Do **either** of the following:

### Insert an Entry

Press **Ctrl + i** (**Edit/Insert**) to create a new dictionary definition. The Insert Dictionary Entry dialog box displays with empty Steno and Text fields.

### Modify an Entry

Use Search (**Ctrl + f**) or cursor movements to find the entry you want to modify and then press **Ctrl + m** (**Edit/Modify**). The Modify Dictionary Entry Dialog box displays with the current Steno and Text for the definition.

4. Make entries as necessary:

### Steno

Type new or modify existing steno outlines. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to insert a two stroke steno outline, such as "end end", you could type -EPBD -- then type / or press the Spacebar to finish with the second stroke, EPBD. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter. You may have the best results when using one steno outline to invoke an Accelerwriter. Refer to the [Guidelines](#) for Creating Dictionary Entries for more information.

### Text

Type new or modify existing text for the steno outlines, including any format symbols as necessary. Do any of the following:

- Press F9 to add [extended characters](#).
- Use the [Cap/Uncap](#) command, Ctrl + F5, to quickly cycle through the capping options for all the words in the *Text* field.
- When the option, [Spell Check While Defining](#) is not active, press Shift + F7 to spell check the word in the *Text* Field.

### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### FS

Display the list of available [format symbols](#) and [translate commands](#). Double click the item you want to insert at any point in the text entry. You can also use shortcut keys to insert an item. Place the cursor in the *New Text* field, press **F4** and then press the appropriate letter or symbol.

### Endings

When you type a word in the Text field, Case CATalyst analyzes word to see if a " G", " S" or " D" steno outline could be added to the word. If so, then Case CATalyst activates the Endings button. The Global Endings dialog box displays. You can select any of the suggested definitions to add to your dictionary.

For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:

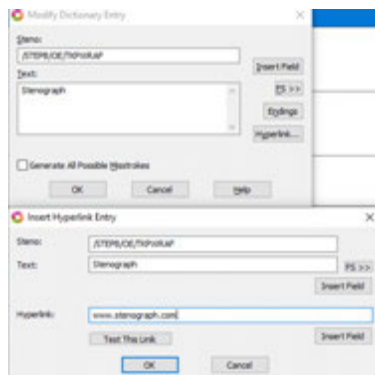
REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### Hyperlink...

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



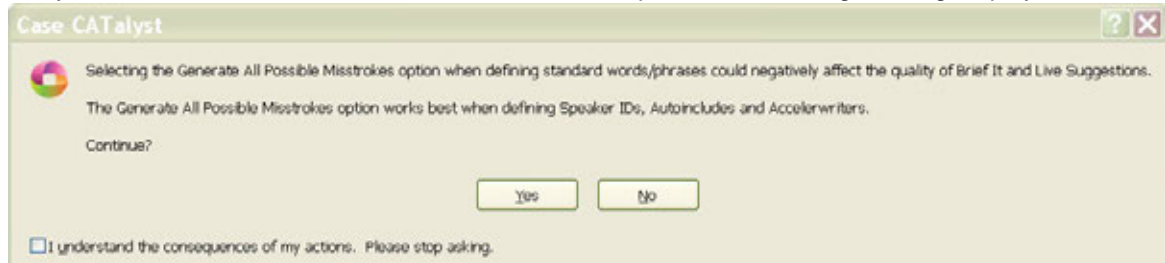
1. Inside of the Insert Hyperlink Entry dialog, provide the desired text for the *Steno:*, *Text:*, and *Hyperlink:* fields.
2. Click **OK** to accept and close the Insert Hyperlink Entry dialog.

### Generate All Possible Misstrokes

Check this box to have Case CATalyst generate definitions based on all the possible misstrokes of the original steno outline. Case CATalyst generates a definition provided one does not already exist in the Personal Dictionary for any of the identified misstrokes. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. Case CATalyst also creates a dictionary

definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already exists in your Personal Dictionary as "vice", so Case CATalyst did not generate /SRAOEUS as a misstroke.

If defining to the Personal Dictionary and/or inserting/modifying an entry in the Personal Dictionary and you select the Generate All Possible Misstrokes option, the following warning displays:



- Select **Yes** (Alt + y) to generate all possible misstrokes for the current steno outline.
- Select **No** (Alt + n) to return to the previous dialog box with the Generate All Possible Misstrokes option deselected.
- Select the *I understand the consequences of my actions. Please stop asking.* option to set the warning option to **No**. This is displayed because the [Dictionary Option Warn when inserting/modifying an entry and selecting All Possible Misstrokes](#) option is set to Yes, by default.



This option is not available when modifying dictionary entries from the Query Realtime Translations feature.

5. Press **Enter (OK)**. If the Spell Check option, **Spell Check While Defining** is active and Case CATalyst identifies the text portion of the entry as misspelled, the Spell Check dialog box displays. If an existing dictionary entry contains the exact steno outline as the new or modified entry, the Duplicate Entry dialog box displays. Review the steno and text, select an action and then press **Enter (OK)**.
6. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
7. Press **Ctrl + F4** to close the dictionary. If another dictionary is open, that dictionary displays. If no other dictionary is open, the Manage Dictionary function closes.

## Delete Dictionary Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**.
2. From the dictionary menu, select the dictionary type. When you choose Case or Job, the Open Existing Document dialog box displays. Select the dictionary and press **Enter**.
3. Use Search (**Ctrl + f**) or cursor movements to find the entry you want to delete or use [Filter \(Alt + v, i\)](#) to view specific types of entries.
4. Do **one** of the following to select entries for deletion:

### Select one entry at a time

Highlight the entry for selection.

### Select specific entries


Press and hold **Ctrl** while you click the individual entries to highlight.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry. Press and hold **Shift** while you click the last entry to highlight all the entries in-between.

### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

5. Press **Delete** or click the Delete  icon to delete the selected entries. You can undo the delete by pressing **Ctrl + z (Undo)**. To undo multiple deletes, repeat Undo or use the Undo arrow key to display a list of most recent actions; highlight the actions to delete and click the left mouse button.
6. A confirmation message displays, if you selected the *Warn before deleting entries* option in [Dictionary Options](#). Press **Alt + y (Yes)** to continue or **Alt + n (No)** to cancel and retain the entries.  
To turn this option Off by checking the box: *I understand the consequences of my actions. Please stop asking.*
7. Press **Ctrl + s (File/Save)** to save the dictionary when finished deleting entries.
8. Press **Alt + f, c** to close the dictionary. If another dictionary is open, that dictionary displays. If no other dictionary is open, the Manage Dictionary function closes.

## Insert Auto Includes

Auto Include definitions, in your Personal, case or job dictionaries automatically bring [include](#) files into the job during translation. For example, you have an exhibit blurb that you put in the transcript when an exhibit is marked or received. Instead of manually bringing that exhibit blurb while editing, you can write a steno outline that will automatically bring the blurb into the transcript while you are writing. Auto Include dictionary entries require a specific format so CATalyst know where to find the text (include) file. The steno portion of the auto include file is the steno that you are going to write to bring in the include file. The text portion of the Auto Include dictionary entry begins with the "at" symbol, @, followed by the Include name. The @ symbol designates the dictionary entry as an Auto Include.

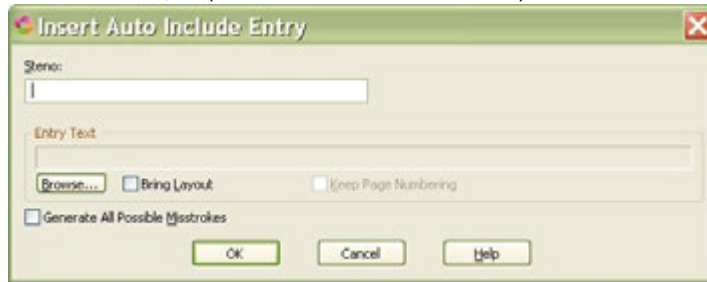
The Insert Auto Includes feature in Manage Dictionary is a wizard that allows you to quickly create an Auto Include dictionary definition. You then can Browse to select the Include file so CATalyst knows where to locate the include file. Case CATalyst creates the text portion of the Auto Include definition with the appropriate delineating character. As part of the dictionary definition, you can also easily have the auto include entry bring in the include file's page layout. For example, let's say you have a title page include file that has a different page layout than your transcript layout. Your title page doesn't have line number, timestamps and has a narrower margins. When you write your dictionary definition to include the title page into your transcript, you want the page layout to come with it. In addition to bringing the page layout, you can also have the include file retain its starting page number. For example, if you are an official reporter who has calendar day and you have multiple proceedings in one file, you can bring in an include file that automatically starts the next file with page one.

Alternatively, you can manually type the entire auto include definition using the Manage Dictionary, Insert feature.

## Create Auto Include Definitions Using the Wizard

1. Open the appropriate dictionary.

2. Press **Alt + e, n (Edit/Insert Auto Includes)**. The Insert Auto Include Entry dialog displays.



3. Make the following entries:

### Steno

Insert the steno you write to bring in the include file during translation. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to search for a two stroke word, such as "end end", you could type -EPBD -- then type / or press the Spacebar to finish with the second stroke, EPBD. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter.

For more information about typing steno outlines in the Steno field, see the [Steno Shortcut Table](#).

### Entry Text

The text portion of the dictionary definition that identifies the include file. Case CATalyst automatically fills in this field with the specified include file name. Select **Browse** to choose the include file you want to associate with the steno identified in the *Steno* field. You cannot type directly into this field.

### Browse

Display the Choose Include File dialog box where you can choose the include file you want to associate with the steno identified in the *Steno* field. Choose the file and then select **Open**. Case CATalyst inserts the name of the file along with the @ symbol in the *Entry Text* field. The @ symbol precedes the entry to identify it as an Auto Include.

If the include file you want is in another user, first select that user and then choose the file name. If the include file is in a case, double click the case name and then choose the file name.

### Bring Layout

Check this box to bring in the associated layout for the file you are including. Case CATalyst adds [Y] to the text portion of the definition to indicate the layout is brought in with the include file. The layout only applies to the Include file and does not affect the rest of the job.

### Keep Page Numbering

Check this box to keep the include file's page numbering. This option is only available when the Bring Layout option is selected. Case CATalyst adds [YK] to the text portion of the definition to indicate the layout is brought in with the include file along with the starting page number.

### Generate All Possible Misstrokes

Check this box to have Case CATalyst generate additional auto include definitions based on all the possible misstrokes of the original steno outline. Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary.

4. Press **Enter (OK)**.
5. When finished creating Auto Includes, press **Esc (Cancel)**.
6. Press **Ctrl + s (File/Save)** to save the dictionary.

## Manually Create Auto Include Definitions

1. Open the appropriate dictionary.
2. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
3. Make the following entries:

### Steno

Insert the steno you write to bring in the include file during translation. Separate multiple strokes with a forward slash.

### Text

Type @ followed by the Include file name. Do not put a space between any characters in the definition. If, however, the file name contains spaces, you must type the name exactly the same, including any spaces.

If you also want to bring in the page layout for the Include file, type [Y] after the *file name*. For example: @includes\title[Y].

If you want to bring the page layout for the include file and the page numbering, type [YK] after the file name. For example: @includes\title[YK]

Use **one** of the following formats depending on where the include file is located. Be sure to add [Y] or [YK] if needed.:

#### @title

The Include file is the current user name.

#### @includes\title

The Include file is in a case in the current user name. In this example, the case name is "includes".

#### @<Kirsten>title

The Include file is in another user name. In this example, the user name is "Kirsten".

#### @<Kirsten>includes\title

The Include file is in a case in another user name. In this example "Kirsten" is the other user and "includes" is the case name.

### Generate All Possible Misstrokes

Check this box to have Case CATalyst generate additional auto include definitions based on all the possible misstrokes of the original steno outline. Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary.

4. Press **Enter (OK)**.
5. When finished creating Auto Includes, press **Ctrl + s (File/Save)** to save the dictionary.



## Insert AccelerWriters

An AccelerWriter is a [macro](#) invoked from the writing machine during realtime writing. For example, you may want to create an AccelerWriter that deletes to the last Question because of a false start or strike that response. When you write the steno outlines assigned to the macro, Case CATalyst performs the actions of the macro. When invoking an AccelerWriter and the cursor focus is in a dialog pane, Case CATalyst automatically sets the cursor focus to the transcript and performs the actions of the macro.

Creating an AccelerWriter is a two step process. In the first step, you create the [macro](#) that contains the commands you want to invoke. You can use an existing macro or create a new one. When creating new macros to be invoked from the steno machine, Stenograph recommends you create the macro while writing realtime to see what actually takes place on the screen. In the second step, you create the dictionary definition to invoke the AccelerWriter. The text portion of an AccelerWriter dictionary entry begins with two ampersands (&&) followed by the macro name. The ampersands designate the entry as an AccelerWriter.

The Insert AccelerWriters feature in Manage Dictionary is a wizard that allows you to quickly create an AccelerWriter definition. Browse to select the macro and Case CATalyst automatically creates the text portion of the definition. Alternatively, you can manually type the entire definition using the Manage Dictionary, [Insert](#) feature. Case CATalyst also provides the option to create the AccelerWriter definition from the realtime file immediately [after creating and saving the](#) macro, eliminating the need to open the dictionary and create it.

Stenograph allows provides pre-made macros and possible dictionary definitions. Select the Help menu, Exceptional Extras and then Using Extras AccelerWriters.

## Create an AccelerWriter Definition using the Wizard

1. Open the appropriate dictionary.
2. Press **Alt + e, w** (**Edit/Insert AccelerWriters**). The Insert AccelerWriter Entry dialog displays.
3. Make the following entries:

### Steno

Insert the steno you write to invoke the AccelerWriter. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to use a two stroke outline, such as "end end", you could type -EPBD -- then type / or press the Spacebar to finish with the second stroke, EPBD. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter. It is recommended to use a one stroke entry to invoke an Accelerwriter.

### Entry Text

The text portion of the dictionary definition that calls the macro to run when you write the steno entered in the *Steno* field. Case CATalyst automatically fills in this field with the specified macro file name. Select **Browse** to choose the macro you want to associate with the steno identified in the *Steno* field. You cannot type directly into this field.

### Browse

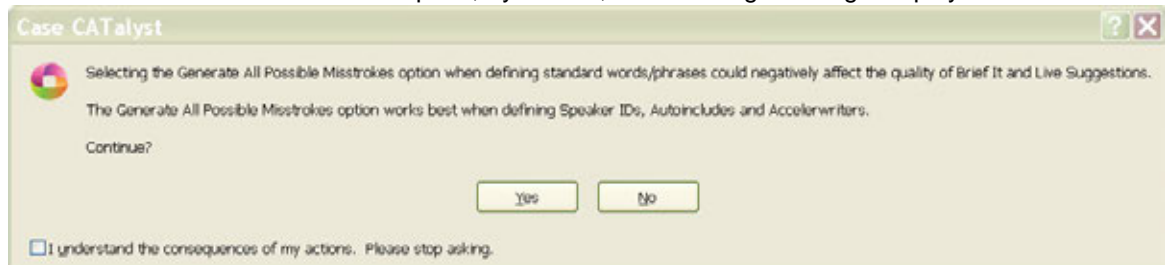
Display the Choose Macro File dialog box where the contents of the Macros case display. Choose the macro to run when you write the steno identified in the *Steno* field and then select **Open**. Case CATalyst inserts the name of the file in the *Entry Text* field. Two ampersands (&&) precede the entry to identify it as an AccelerWriter.

Macros are stored in the Macros case located in the System Files case. You cannot use a macro from another user.

### Generate All Possible Misstrokes

Check this box to generate additional AccelerWriter definitions based on all the possible misstrokes of the original steno outline. Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary.

When inserting or modifying entries in the Personal Dictionary and/or Update Area, if you select the Generate All Possible Misstrokes option, by default, the following message displays:

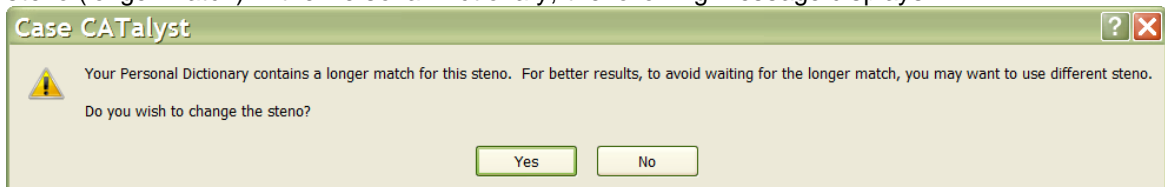


- Select **Yes** (Alt + y) to generate all possible misstrokes for the current steno outline.
- Select **No** (Alt + n) to return to the previous dialog box with the Generate All Possible Misstrokes option deselected.

To eliminate the General All Possible Misstrokes warning message from displaying, deselect the option in [Dictionary Options](#).

4. Press **Enter (OK)**.

If the steno you have inserted to invoke the macro has one or more entries that start with that same steno (longer match) in the Personal Dictionary, the following message displays:



If the steno you write for a macro has a longer match in the Personal Dictionary, the macro will be delayed until translation determines the next stroke. This will cause a delayed reaction for the macro and in some cases, depending on what the macro does, can cause an unwanted result. The warning is to let you know that you might want to select different steno for your AccelerWriter definition. For example, you want to create a dictionary entry to run a macro while writing realtime. You have already created the macro so you open your Personal Dictionary, select Edit and then select Insert AccelerWriter. You type the steno /E-P and select your RT-Punctuation macro and press Enter. The above message displays. Immediately you know that there is at least one Personal Dictionary entry that starts with /E-P and if you don't change the steno, then the macro will not run until translate knows you are not writing the longer match steno outline.

- Select **Yes** to return to the Insert AccelerWriters dialog box to change the steno outline.
- Select **No** to insert the entry into the current dictionary knowing that the Personal Dictionary contains at least one entry that starts with the same steno outline and that may delay the execution of the macro.

5. When finished creating AccelerWriters, press **Esc (Cancel)**.

6. Press **Ctrl + s (File/Save)** to save the dictionary. If you are writing realtime, you can test the AccelerWriters by returning to the realtime file and writing the steno outline for the selected AccelerWriter.

## Create AccelerWriters Manually

The [Insert AccelerWriters](#) feature in Manage Dictionary is a wizard that allows you to quickly Browse for the macro and automatically create the text portion of the AccelerWriter definition with the appropriate delineating characters. Alternatively, you can manually type the entire definition using the Manage Dictionary, Insert feature.

### Manually Create an AccelerWriter Definition

1. Open the appropriate dictionary.
2. Press **Alt + e, i** (**Edit/Insert**). The Insert Dictionary Entry dialog displays.
3. Make the following entries:

#### Steno

Insert the steno you write to invoke the AccelerWriter. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to search for a two stroke word, such as "end end", you could type -EPBD -- then type / or press the Spacebar to finish with the second stroke, EPBD. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter. You may have the best results when using one steno outline to invoke an Accelerwriter. For more information about typing steno outlines in the Steno field, see the [Steno Shortcut Table](#).

#### Text

Type two ampersands (&&) to indicate an AccelerWriter and then type the name of the macro.

The text portion of the entry must begin with two ampersands (&&). The name must be the same name as the macro; however, the name is not case sensitive. For example, you created a macro that goes back to the last Question symbol and deletes all the text following the Q. You name the macro: *Delete to last Q*. The dictionary entry can be any the following for the AccelerWriter:

&&delete to last q

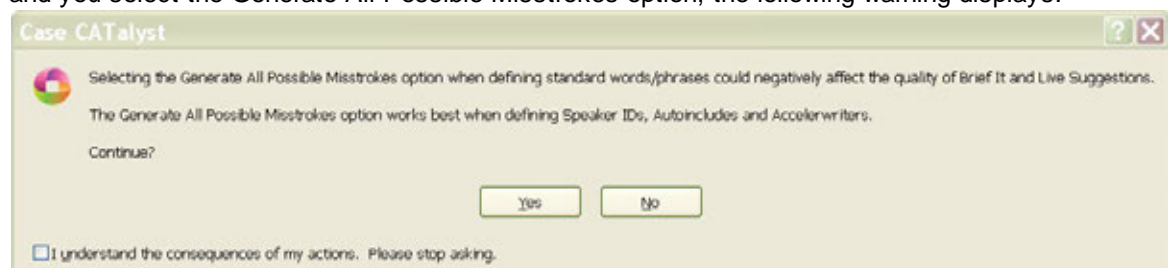
&&DELETE TO LAST Q

&&Delete To Last Q

#### Generate All Possible Misstrokes

Check this box to have Case CATalyst generate additional AccelerWriter definitions based on all the possible misstrokes of the original steno outline. Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary.

If defining to the Personal Dictionary and/or inserting/modifying an entry in the Personal Dictionary and you select the Generate All Possible Misstrokes option, the following warning displays:



- Select **Yes** (Alt + y) to generate all possible misstrokes for the current steno outline.
- Select **No** (Alt + n) to return to the previous dialog box with the Generate All Possible Misstrokes option deselected.

- Select the *I understand the consequences of my actions. Please stop asking.* option to set the warning option to **No**. This is displayed because the [Dictionary Option Warn when inserting/modifying an entry and selecting All Possible Mistrokes](#) option is set to Yes, by default.
4. Press **Enter (OK)**.
  5. When finished creating AccelerWriters, press **Ctrl + s (File/Save)** to save the dictionary.

## Set Cursor Position After Vertical Movement

When using AccelerWriters during realtime, it may be helpful to have the cursor remain in the same horizontal proximity when you move it vertically, up or down, in the file. To employ this movement, you can change a setting in the UserSettings file.

When moving the cursor up or down in the file, the cursor is placed at the beginning of a word or in the middle of the word, depending on the keyboard assignment for the Up and Down Arrow keys.

When the Up Arrow key is assigned to the Move Up command using the default setting, 0, for this option, the cursor moves up to the next line positioned in the same horizontal proximity. For example, you have the following text:

Q. Where was John when you first saw the car in the ditch?

A. On the sidewalk.

Q. And seeing John, did not take your attention away from the car in the ditch?

Your cursor is positioned at the beginning of the word "your" in the third line. When you press the Up Arrow, the cursor position is at the end of the word "sidewalk. When you press the Up Arrow again, the cursor position at the beginning of the word "saw."

In the same example using the alternative setting, 1, pressing the Up Arrow moves the cursor up to the word "sidewalk." When pressed again, the cursor position is on the word, "Where."

This settings does not apply when the Up Arrow key is assigned to the Move Up Word Begin command. You can check the keyboard assignment for the Up and Down Arrow keys in the active [keyboard map](#).

## Change the Vertical Movement of the Cursor

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type **VerticalMotionAffectsCaretXPos** and press **Enter** to move to the *VerticalMotionAffectsCaretXPos* option.
6. Click the **Edit** icon.
7. Type the number, **1**, in the field and click **OK**. To restore the default setting, click **Default**.
8. Press **Alt + s (Save)** to save the setting and close the dialog box.

## Using the Delete Command

The default action for the Delete command when written immediately after an AccelerWriter, is that the Delete command ignores the steno for the AccelerWriter and deletes the stroke written before the AccelerWriter. You can change the default action to have the Delete command written immediately after an AccelerWriter not delete steno.

### Change the Delete Command Action

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the UserSettings.sgxml file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type **Allow-Delete-Past-Macros** and press **Enter** to move to the *Allow-Delete-Past-Macros* option.
6. Click the **Edit** icon.
7. Type the number, **1**, in the field and click **OK** to have the Delete command do nothing when written immediately after an AccelerWriter. To restore the default setting, click **Default**.
8. Press **Alt + s (Save)** to save the setting and close the dialog box.

## Resolve Conflicts

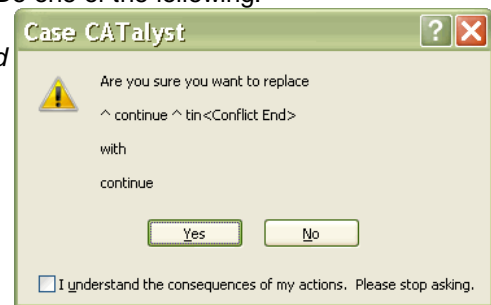
When reviewing and/or modifying a dictionary, you can eliminate a conflict in a dictionary entry by using one of the Resolve Conflict with Choice # - Dict. [Dictionary keyboard map](#) assignments. This feature can be useful if you are working to resolve conflicts and you want to eliminate the conflict in the entry by selecting one of the choices, you are starting with someone else's dictionary instead of building your own or if you have imported an RTF/CRE dictionary from another CAT vendor, and that CAT vendor allows multiple exact steno entries with different text definitions in their dictionary. In that situation, CATalyst automatically creates a conflict when the dictionary is imported. Using the Resolve Conflict With Choice # - Dict. keyboard map assignment you can quickly resolve the conflict entries. You can [filter your dictionary](#) to display only Conflicts.

For example, let's say a dictionary contains the following entry: TEUPB ^continue ^tin. TEUPB is the way you write 'continue' but not the word 'tin'. You position your cursor on the entry and press Ctrl + 1 (default keyboard assignment for Resolve Conflict with Choice 1 - Dict.) to select the first choice of the conflict. Simply position your cursor on the dictionary entry and press the key assignment for the number of the conflict choice you want.

To resolve a conflict in a dictionary entry:

1. Open the dictionary you want to modify.
2. Position your cursor on the dictionary entry that contains a conflict you want to resolve.

3. Press the keyboard assignment for the number of the conflict choice you want.  
The default dictionary keyboard map has the following assignments (unless there was another command already assigned to the following keyboard commands):  
Resolve Conflict with Choice 1 - Dict  
Resolve Conflict with Choice 2 - Dict  
Resolve Conflict with Choice 3 - Dict  
Resolve Conflict with Choice 4 - Dict  
Resolve Conflict with Choice 5 - Dict  
Resolve Conflict with Choice 6 - Dict  
Resolve Conflict with Choice 7 - Dict  
Resolve Conflict with Choice 8 - Dict  
Resolve Conflict with Choice 9 - Dict
4. The "Are you sure you want to replace message displays. Do one of the following:  
If you do not want to see the confirmation message each time you resolve a conflict, you can select the *I understand the consequences of my actions. Please stop asking.* option.
  - Select Yes to select the conflict choice to replace the conflict.
  - Select No to leave the conflict as is.



## Copy/Cut/Paste

The Copy feature copies the selected dictionary entries leaving them in the original dictionary and places a copy on the Windows clipboard. The Cut feature removes selected entries from the original dictionary and places them on the Windows clipboard. The Paste feature inserts copied or cut dictionary entries from the Windows clipboard into another dictionary. There is no limit to the amount times you can paste the entries, however, only the last set of copied or cut dictionary entries remain on the clipboard.

You may want to consider using the [Copy to Dictionary](#) and [Move to Dictionary](#) features to merge dictionary entries from one dictionary to another without opening the destination dictionary.

## Copy, Cut and Paste Dictionary Entries

1. Open the source dictionary which contains the entries you want to copy or move. Press **Alt + f, o, d** (**File/Open/Dictionary**). From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the source dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Use Windows conventions to highlight the dictionary entries for copying or cutting:

### Select an individual entry

Click to highlight the entry.

### Select all the entries in the update area or dictionary

Press **Ctrl + a** to highlight all the entries in the update area or dictionary.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry to select. Press and hold **Shift**, while you click the last entry. All the entries in-between are highlighted.

**Select specific entries**

Press and hold **Ctrl** while you click to highlight the individual entries to add.

4. Press **Ctrl + c (Edit/Copy)** to copy the selected entries or **Ctrl + x (Edit/Cut)** to move the selected entries. If an entry conflicts, a message displays with the entry conflicts and prompts you to replace (Yes) or cancel (No) the Paste.
5. Open the destination dictionary.
6. Press **Ctrl + v (Edit/Paste)** to insert the dictionary entries into the destination dictionary.
7. Press **Ctrl + s (File/Save)** to save the changes to the destination dictionary.
8. In the source dictionary, press **Ctrl + s (File/Save)** to save the changes.

**Copy and Move To Dictionary**

Use the Copy to Dictionary and Move to Dictionary features to select dictionary entries from one dictionary and place them in another without opening the destination dictionary. You can select entries from the source dictionary, such as the job dictionary and add them to several different dictionaries. For example, you want to put certain job dictionary entries into your Personal Dictionary and/or another job dictionary. You open the source dictionary, select the entries and select to either copy or move the selected entries and then select the destination dictionary. As long as you don't select different entries, you can copy the same selected entries to different dictionaries.

The destination dictionary must be closed when copying or moving dictionary entries. The *How to treat entries with duplicate steno when Pasting* option in the [Dictionary Options](#) dialog box controls how to treat conflicting entries when using the Copy and/or Move to Dictionary commands. In other words, if the destination dictionary contains the same steno outline (with a different text definition) as the one entry you are trying to copy or move, the action taken depends on the setting for the *How to treat entries with duplicate steno when Pasting* option.

A quick way to merge the entire contents of one dictionary with another is to use the [Include](#) feature.

**Copy or Move Dictionary Entries**

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the source dictionary, which contains the entries you want to copy or move, and press **Enter**. Verify the dictionary name on the Title Bar.
3. Select entries to copy or move. Do **one** of the following:

**Select all the entries in the dictionary or update area**

Press **Ctrl + a** to highlight all the entries in the update area or dictionary.

**Select a consecutive group of entries**

Click to highlight the first entry of the group. Locate the last entry to select. Press and hold **Shift**, while you click the last entry. All the entries in-between are highlighted.

**Select specific entries**

Press and hold **Ctrl** while you click to highlight the individual entries to add.

4. Do **one** of the following:

**Copy the entries**

Press **Alt + e, d (Edit/Copy to Dictionary)** to keep the entries in the source dictionary and copy them to the destination dictionary.

Or **right click** and select **Copy to Dictionary** to keep the entries in the source dictionary and copy them to the destination dictionary you select from the submenu.

### Cut and remove the entries.

Press **Alt + e, m (Edit/Move to Dictionary)** to remove the entries from the source dictionary and move them to the destination dictionary. Stenograph recommends removing (deleting) the entries if you are working with the Update Area.

Or **right click** and select **Move to Dictionary** and select the destination dictionary from the submenu.

5. Select **one** of the following dictionaries to place the entries. Depending on the dictionary you are copying or moving entries from, all destination dictionaries may not be available.

### Personal Dictionary

#### Update Area

#### Case Dictionary

#### Other Dictionary

When selecting Other Dictionary, the Send To Other Dictionary dialog box displays. Select a dictionary and press **Enter (Open)**.

Depending on the Dictionary Options setting for the *How to treat entries with duplicate steno when Pasting* option, you may be prompted to take action if an entry conflicts.

- Keep Old Text (**Alt + o**) - the definition in the destination dictionary will be retained.
  - Keep New Text (**Alt + n**) - the definition in the source dictionary will overwrite the destination dictionary definition.
  - Create Conflict (**Alt + c**) - a conflict will be created between the source and destination dictionary definitions.
  - Keep Neither (**Alt + e**) - neither definition will be retained and the destination dictionary entry will be deleted.
6. Case CATalyst automatically saves the new entries in the destination dictionary. Press **Ctrl + s, (File/Save)** to save the changes in the open (source) dictionary.

## Send (dictionary entries) to Cat Scratch

You can highlight dictionary entries, right click and send them to the [Cat Scratch](#) pane. To highlight entries, use standard window highlighting commands. To highlight a list of entries in consecutive order, click the first entry and then hold Shift and click the last entry you want to select. To highlight multiple entries but not listed consecutively, click the first entry, hold Ctrl and click each entry you want to select. Right click and then select Sent to Cat Scratch.

Text can be sent to the Text portion of the Cat Scratch pane while editing and using the Send Text to Cat Scratch command. Steno and Text can be sent to the steno and text portion of the Cat Scratch pane via [Brief It](#), [Power Defines](#) and [creating globals](#).



## Search

The Manage Dictionary Search feature allows you to look for a dictionary entry by steno, text, or entry type, such as a conflict, phrase, number of strokes, number, etc. When searching for steno or text, you can limit the search by specifying an exact match, begins with, ends with or contains.

Once a searched entry displays, you can repeat the Search for the same steno/text and search parameters without reentering the information by using Repeat Search Forward (F3) or Repeat Search Backward (Shift +F3).

### Search for a Dictionary Entry

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
4. Make entries as necessary:

#### Search For

Select the method by which you want to search the dictionary.

##### Steno

Search by steno. In the field, type the steno for which you want to search. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to search for a two stroke steno outline, such as "end end", you could type EPBD -- then type / or press the Spacebar to finish with the second stroke, EPBD. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter.

##### Partial Stroke

Check this box to search for the specified steno regardless of whether or not it is part of a steno outline. For example, when Partial Stroke is selected, searching for –FPLT finds: -FPLT, FPLTD, FRPBLGTS, FRPBLTS, etc. Searching for –FPLT without the Partial Stroke option selected, displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. Case CATalyst searches all steno strokes for the letters indicated in the Steno field regardless of your selection in the Location field.

##### Text

Search by text. In the field, type the text for which you want to search. Include any format symbols or [extended characters](#) as necessary.

##### FS

To add format symbols to your text search, select **FS** and double click the symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place the cursor in the Search For field, press **F4** and then press the appropriate letter or symbol.

##### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to add to a text search.

##### Case Sensitive

Search for the text in the Search For field as it is typed in upper and lower case. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

### **Whole Word**

Search only for the whole words that match the text typed in the Search For field.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "of" would result in Search finding "of", "officer", "coffee", "soft", etc.

### **Entry Type**

Search by entry type. Selecting an entry type filters the search so that only entries with the entry type selected display. Click the arrow to display a list of available entry types.

Select **one** Search For type:

#### **Conflict**

The first entry that contains a conflict end format symbol.

#### **Scan stop**

The first entry that contains a scan stop begin or end format symbols.

#### **Numbers**

The first entry that contains numbers.

#### **All Capped**

The first entry that contains all capped text.

#### **Contains capped**

The first entry that contains at least one capital letter.

#### **Phrase**

The first entry that contains two or more words separated by a space.

#### **Contains punctuation**

The first entry that contains punctuation.

#### **Contains format symbol**

The first entry that contains a format symbol.

#### **Used Entries**

The first entry used during translation.

#### **Unused Entries**

The first entry not used during translation. A "0" (zero) displays the Usage count column for an unused entry.

#### **Contains Field(s)**

The first entry that contains a field.

#### **Repeated Stroke Entries**

The first entry that contain repeated steno outlines, such as STPHAO/STPHAO and STPHAO/STPHAO/STKPWHR.

**Auto Includes**

The first entry that begin with @.

**AccelerWriter**

The first entry that begin with &&.

**Number Conversion**

The first entry that contain the {Number Conversion} translate command.

**Number Trigger**

The first entry that contain the {Number Trigger} translate command.

**Numeral Words**

The first entry that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

The first entry that contain a <Colloquy> format symbol and a colon.

**One Stroke**

All entries that contain only one steno outline.

**Two Strokes**

All entries that contain two steno outlines.

**Three Strokes**

All entries that contain three steno outlines.

**Four Strokes**

All entries that contain four steno outlines.

**Five Strokes**

All entries that contain five steno outlines.

**Six or more steno strokes**

All entries that contain at least six steno outlines.

**2 or more steno strokes**

All entries that contain at least two steno outlines.

**3 or more steno outlines**

The first entry that contain three or more steno outlines.

**Live Suggestions**

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification and then modify entry or entries back to what the entry or entries were before modification.

#### **Used Briefs**

Entries created by using a suggested brief in the Brief It pane.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification and then modify entry or entries back to what the entry or entries were before modification.

#### **Live Suggestions and Briefs**

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion and entries created by using a suggested brief in the Brief It pane.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification and then modify entry or entries back to what the entry or entries were before modification.

#### **Contains <Oops> symbols**

Entries that contain an [Oops](#) format symbol regardless of the category assignment. The Oops format symbol allows for 10 category (0 - 9) assignments. This filter will show all dictionary entries that contain the Oops format symbol.

### **Location**

Select search parameters.

#### **Exact Match**

Search for entries that exactly match the steno or text entered in the Search For field.

#### **Begins With**

Search for entries that begin with the steno or text entered in the Search For field.

#### **Ends With**

Search for entries that end with the steno or text entered in the Search For field.

#### **Contains**

Search for entries that contain, anywhere in the entry, the steno or text entered in the Search For field.

### **Direction**

Select where in the dictionary you want to search for the entries.

#### **Forward**

Search forward, from the cursor position to the end of the dictionary.

#### **Backward**

Search backward, from the cursor position to the beginning of the dictionary.

5. Press **Enter (OK)** to start the search. The Search dialog box closes and the dictionary window displays the entry. If Case CATalyst does not find a match for the selected steno or text search, a message displays.
6. To repeat the same search, press **F3 (Repeat Search Forward)** or **Shift + F3 (Repeat Search Backward)**.

## Search and Replace

The Manage Dictionary Search and Replace feature allows you to search for and replace the text portion of a dictionary entry. For example, let's say you just attended a state convention and attended a training session. During the training, you realized that your suffix definitions should use the Suffix format symbol instead of the Delete Space format symbol. So you want to find all the entries that begin with <Delete Space>, review the entry and either leave the <Delete Space> format symbol for that entry or replace it with the <Suffix> format symbol.

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + r (Edit/Search and Replace)**. The Search and Replace dialog box displays.
4. Make entries as necessary.

### Search For

Type the text for the search, including any format symbols, fields or [extended characters](#). Press **F9** to add extended characters.

### FS

Select **FS** to add [format symbols](#) to your search. Double click the format symbol from the list to select it. You can also type the format symbol shortcut key. Place the cursor in the *Search For* field, press **F4** and then press the appropriate letter or symbol.

### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to add to the search.

### Case Sensitive

Limit the search based on the upper and lower case letters of text typed in the *Search For* field. If you do not select Case Sensitive, the search replaces all words containing the indicated characters, regardless of the case typed into the field.

### Whole Word

Search only for the whole words that match the text typed in the *Search For* field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. **This is most likely to result in undesirable effects.** For example, replacing "of" would affect "of", "officer", "coffee", "soft", etc.

### Location

#### Exact Match

Search for entries that exactly match the text entered in the *Search For* field.

#### Begins With

Search for entries that begin with the text entered in the *Search For* field.

### Ends With

Search for entries that end with the text entered in the *Search For* field.

### Contains

Search for entries that contain, anywhere in the entry, the text entered in the *Search For* field.

### Direction

Select where in the dictionary you want to search and replace entries.

#### Forward

Search and replace forward, from the cursor position to the end of the dictionary. A confirmation message displays for each possible replacement.

#### Backward

Search and replace backward, from the cursor position to the beginning of the dictionary. A confirmation message displays for each possible replacement.

#### Replace All

Search and replace the entire dictionary without stopping to confirm each replacement. To display a confirmation message, select [Dictionary Options](#), *Warn Before Search and Replace*.

### Replace With

Type the replacement text for the entry in the *Search For* field. Add format symbols, fields or [extended characters](#) if appropriate. Press **F9** to add extended characters.

5. Press **Enter (OK)** to start the search and replace. If no match is found for the search item, a message displays.
6. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
7. Press **Ctrl + F4** to close the dictionary. If another dictionary is open, that dictionary displays. If no other dictionary is open, the Manage Dictionary function closes.

## Repeat Search Forward/Backward

Repeat Search Forward and Repeat Search Backward allow you to search the steno note file applying the current search parameters used with the Search command. You can use these features in Edit, Manage Dictionary, and Manage Notes.

- To repeat the search forward in the file, press **F3 (Edit/Repeat Search Forward)**.
- To repeat the search backward in the file, press **Shift + F3 (Edit/Repeat Search Backward)**.

## Select All

The Select All feature in Manage Dictionary that allows you to highlight all the entries in the dictionary or Wordlist for a subsequent action.

## Manage Dictionary View menu



The Dictionary View menu allows you to [filter your dictionary](#) entries to view only entries that fit a specific criteria, [change the font](#) for the column headings, steno and text and decide what [toolbars](#) you want to see in Manage Dictionary.

## Filter dictionary entries

The Manage Dictionary Filter feature allows you to display only dictionary entries based on a specific criteria such as specific text, specific steno outline(s) or a specific type of dictionary entry. For example, let's say you used Case CATalyst for about 2 years and you want to look at all the dictionary entries that haven't been used for translation. You can filter on Unused Entries. You can review the unused entries and decide to delete them, keep them or move them to another dictionary and continue to translate as usual to see if you notice a difference.

You can also filter a filtered display of the dictionary. There may be times when you filter the display of a dictionary that you want to narrow the display even further. You can now filter within a filtered dictionary. For example, let's say you filter your dictionary for "All Capped" entry type. You select Filter, Entry Type and then All Capped. Some of the results are KRAO\*EU= CIA, KR-FPLT = C, EUFPLT = I, A-FPLT = A, TP-FPLT = F, PW-FPLT = B, AO\*EUFPLT = I, TPWAO\*EU = FBI, etc.

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

**Filtering a dictionary's view is only a display feature.** Once you select the [Unfilter](#) command, click the Unfilter icon () or close the dictionary, the display returns to the view of the entire dictionary. Filter does not remove entries from the dictionary. To filter the dictionary display, press **Ctrl + y** or select View, Filter. You can also click the Filter () icon. The Filter dialog box displays.

## Filter Entries

1. Press **Alt + f, o, d** (**File/Open/Dictionary**).
2. From the dictionary menu, select the dictionary type. When you choose Case or Job, the Open Existing Document dialog box displays. Select the dictionary and press **Enter**.
3. Press **Ctrl + y** (**View/Filter** or **Alt + v, u**). The Filter dialog box displays.
4. Make entries as necessary:

### Filter On

Select the method by which you want to filter the dictionary.

#### Steno

Filter by steno. In the field, type the steno for which you want to filter. Separate multiple strokes with a forward slash. When starting with a final stroke, place a - (hyphen) before the first letter.

#### Partial Stroke

Check this box to filter on the specified steno regardless of whether or not it is part of a steno outline. For example, when Partial Stroke is selected to filter on -FPLT, CATalyst BCS finds: -FPLT, FPLTD, FRPBLGTS, FRPBLTS, etc. Filtering on -FPLT without the Partial Stroke option selected, displays entries with -FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. CATalyst BCS searches all steno strokes for the letters indicated in the Steno field regardless of your selection in the Location field.

#### Text

Filter by text. In the field, type the text on which you want to filter. Use any of the following options to narrow the scope of the filter. To include [extended characters](#), press **F9**.

### **FS (Alt + f)**

To Filter with a format symbol, type the format symbol or display the format symbol list by pressing **FS + f**. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**.

You can insert a format symbol at any point in the text entry. You can also use shortcut keys to insert a format symbol. Place the cursor in the Text field, press **F4** and then press the appropriate letter or symbol.

### **Case Sensitive**

Limit the Filter based on the upper and lower case letters of text typed in the field. If you do not select Case Sensitive, the filter finds all words containing the indicated characters, regardless of the case typed into the Filter On field.

### **Whole Word**

Filter only the whole words that match the text typed in the Filter On field. If you do not select Whole Word, the Filter finds the word both as it stands alone and as part of another word. For example, filtering on the word "of" without selecting Whole Word, would include the words "of", "officer", "coffee", "soft", etc. in the filter.

### **Entry Type**

Filter on an entry type. Click the arrow to display a list of available entry types.

Select **one** Filter type:

#### **Conflict**

All entries that contain a conflict end format symbol.

#### **Scan stop**

All entries that contain scan stop begin or end format symbol.

#### **Numbers**

All entries that contain numbers.

#### **All Capped**

All entries that contain all capped text.

#### **Contains capped**

All entries that contain at least one capital letter.

#### **Phrase**

All entries that contain two or more words separated by a space.

#### **Contains punctuation**

All entries that contain punctuation.

#### **Contains format symbol**



All entries that contain a format symbol.

**Used Entries**

All entries used for translation since loading the dictionary on CATalyst BCS.

**Unused Entries**

All entries that have not been used for translation since loading the dictionary on CATalyst BCS.

**Contains Fields**

All entries that contain fields.

**Repeated Stroke Entries**

All entries that contain repeated steno outlines, such as STPHAO/STPHAO and STPHAO/STPHAO/STKPWHR.

**Auto Includes**

All entries that begin with @.

**AccelerWriter**

All entries that begin with &&.

**Number Conversion**

All entries that contain the {Number Conversion} translate command.

**Number Trigger**

All entries that contain the {Number Trigger} translate command.

**Numeral Words**

All entries that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

All entries that contain a <Colloquy> format symbol and a colon and all entries defined with the <By-line> format symbol.

**One stroke**

All one stroke entries.

**Two strokes**

All two stroke entries.

**Three strokes**

All three stroke entries.

**Four strokes**

All four stroke entries.

**Five strokes**

All five stroke entries.

**6 or more steno strokes**

All entries that contain six or more steno outlines.

**2 or more steno strokes**

All entries that contain two or more steno outlines.

**3 or more steno outlines**

All entries that contain three or more steno outlines.

**Live Suggestions**

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion. The invisible identification on these entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with this invisible identification.

**Used Briefs**

Entries created by using a suggested brief in the Brief It pane. The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification .

**Live Suggestions and Briefs**

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion and entries created by using a suggested brief in the Brief It pane. The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification.

**Contains <Oops> symbols**

Entries that contain an [Oops](#) format symbol regardless of the category assignment. The Oops format symbol allows for 10 category (0 - 9) assignments. This filter will show all dictionary entries that contain the Oops format symbol.

**Location**

Select the Filter On parameters.

**Exact Match**

Entries that exactly match the steno or text entered in the Filter On field.

**Begins With**

Entries that begin with the steno or text entered in the Filter On field.

**Ends With**

Entries that end with the steno or text entered in the Filter On field.

**Contains**

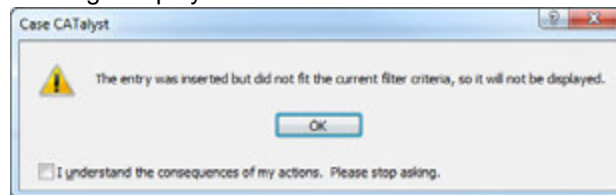
Entries that contain, anywhere in the entry, the steno or text entered in the Filter On field.

**Range**

Text entries that fall within the specified range. Enter the beginning text you want to display in the From field. Enter the ending text in the Thru field. All entries between this range display. For example, to Filter all the words that begin with the letter "a", select Text and then select Range. In the From field type **a** and in the Thru field type **az**.

5. Press **Enter (OK)** to filter the dictionary. The Filter dialog box closes and the dictionary window displays the filtered entries. If Show Status Bar is active, the number of entries matching the Filter criteria displays in the lower left corner (X filtered entries of X dictionary entries). When there is no match for the selected steno or text filter, a message displays.

If you insert or modify a dictionary entry that does not match the current Filter criteria, the following message displays:



Press **Enter** to dismiss the message or press **Alt + u** to select the I understand the consequences of my actions. Please stop asking. This option disables the 'doesn't fit filter criteria' message box until the [Dictionary Option](#) *Warn before inserting or modifying an entry in a filtered display* is set to Yes.

6. Do **any** of the following:
  - To return the dictionary display to Full View, press **Alt + v, u (View/Unfilter)** or click the Unfilter (🗑️) icon ).
  - To filter the current filtered entries, press **Ctrl + y** or press **Alt + v, i (View, Filter)**. Follow the instructions in Step 5. Click the **Filter Within Filter** button or press **Alt + w** to filter for entries only in the filtered display.  
**Note:** If you select the Filter button, instead of Filter Within Filter button, you are starting a new filter.
  - To close the dictionary and return the display to all dictionary entries, press **Alt + f, x** or **Ctrl + F4**. You will be prompted if there are unsaved changes. Select whether to save the changes or not.

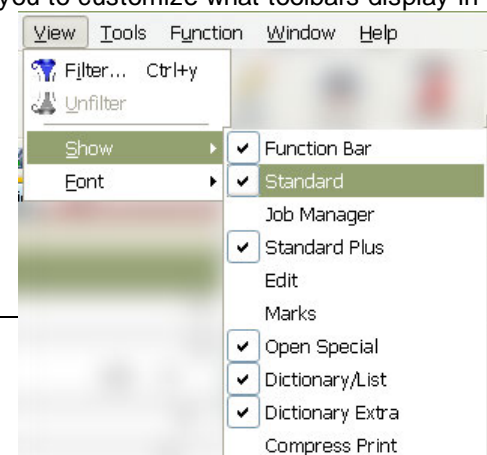
## Unfilter

Once you have [filtered](#) the display of your dictionary, you can return to the full view of your dictionary by pressing **Alt + v, u** or by clicking the Unfilter (🗑️) icon. In addition, if you close your dictionary the next time you open it, all dictionary entries display.

## Show

The Show option displays all the available toolbars and allows you to customize what toolbars display in the

Manage Dictionary feature. To show a specific toolbar, press **Alt + v, s** and confirm there is a check mark in front of the menu item. To hide a specific toolbar, press **Alt + v, s** and remove the check mark in front of the menu item.



## Font

You can change the display font for the dictionary column headers, text portion of the definition, steno portion of the definition and modified date, used date and usage column text information. Press **Alt + v, f** (**View/Font**) to display the Font menu and select an area to change. When the Font dialog box displays, make changes as necessary and press **Enter** (**OK**). Changing the font assignments in one dictionary changes them for all dictionaries in the current user. You can modify the following areas as indicated:

### Column Headers

Affects the font for all the column headings.

### Steno

Affects the font in the Steno column for all dictionary entries.

### Text

Affects the font in the Text column for all dictionary entries.

### Other

Affects the font in the Modified Date, Used Date, and Usage columns.

1. From anywhere in Case CATalyst, press **Alt + f, o, d** (**File/Open/Dictionary**). From the dictionary menu, select Personal, Case, Job, EZ Speakers, Power Define or Update Area, if selected for use. The Open Existing Document dialog box displays.
2. Select the dictionary for which you want to set font attributes and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Alt + v, f** (**View/Font**).
4. From the submenu, select one of the following for which to set the font attributes.
  - **Column Headers** - change the font style for all the column headers.
  - **Steno** - change the font style for the steno in the Steno column.
  - **Text** - change the font style for the text in the Text column.
  - **Other** - change the font style for the text in the Modified Date, Usage Count and Used Date columns.
5. In the Font dialog box, make necessary entries:

### Font

Select a font type.

### Font Style

Select a font style:

- **Regular**—no style attributes
- **Italics**—applies italics to the selected font
- **Bold**—applies bold to the selected font
- **Bold Italic**—applies italics and bold to the selected font.

### Font Size

Select a font size. Size is in points.

### Sample

A sample of how text displays in the job with the selected font settings.

### Script

Select the language in which the characters display. Although a variety of languages are displayed, Western is the only supported language.

6. Press **Enter (OK)** to save the settings.

## Manage Dictionary Tools menu

Case CATalyst Dictionary Tools are features that allow you to select your dictionary options, select a customize dictionary keyboard map, cycle to different dictionary keyboard maps, create EZ speakers (in a case/job dictionary), spell check, create a core list and more. You can even create macros to help you make editing changes to your dictionary more efficient.

Your [Dictionary Options](#) contains settings on where your D-defines go, how to handle duplicate entries when including or pasting entries, what columns, and in what order, display in your dictionary and more.

[Dictionary Builder](#) is also available that allows you to create dictionary entries from a text file using your writing machine or a computer (QWERTY) keyboard. A text file that can be used with Dictionary Builder can be created from another reporter or agency that uses the Create Core List feature in a [transcript](#) or [dictionary](#), a list created by [Case Prep](#) or a list of words in a text file from another source.

## Keyboard Customization

Change Keyboard Maps is a Dictionary feature that allows you to switch the [Keyboard Map](#), permitting you to use different keyboard commands while working in a dictionary. When you open a dictionary, the Dictionary Default keyboard map is active. The name of the active keyboard map displays on the Status bar at the bottom of the screen. You can change the default dictionary keyboard map to have a different keyboard map active when opening the Dictionary function.

To switch keyboard maps while working in the Dictionary function, press **Alt + t, y (Tools/Change Keyboard Map)**. The Keyboard Map submenu displays the keyboard maps available in your user name. From the Keyboard Map menu, select a Keyboard map. The selection displays on the Status bar.

## Cycle Keyboard Maps

The Manage Dictionary Cycle Keyboard Maps feature allows you to switch the active [Keyboard Map](#), permitting you to use different keyboard commands. When you open Manage Dictionary, the Default keyboard map is active. You can modify the [Dictionary Options](#) to change which keyboard map is active when you open Manage Dictionary. The name of the active keyboard map displays on the Status bar at the bottom of the screen.

To change the active keyboard map while working in Manage Dictionary, press **Alt + t, k (Tools/Cycle Keyboard Maps)**. You can continue to press **Alt + t, k** to cycle through all the available keyboard maps in the Dictionary case located in your System Files case. If you have not modified the keyboard map, pressing \ (backslash) also cycles through all the available keyboard maps.

## Create EZ Speakers

Use Create EZ Speakers Entries to quickly identify speaker names for [EZ Speakers](#) definitions in the current job or case dictionary. The EZ Speaker Dictionary is a template that contains steno outlines with text and/or fields, format symbols and [Timers](#) if appropriate. To use EZ Speakers definitions, you must identify the actual speaker names before translation or while writing realtime. Depending on the type of EZ Speakers entry, you may also need to identify the steno outlines. You can specify speaker names from Manage Dictionary, the Translate dialog box, or during realtime translation. Case CATalyst populates the [Speaker List](#) when you use the Create EZ Speakers feature to identify speaker names. A total of 300 speakers can be created via the Create EZ Speakers feature and a total of 310 speakers can display in the [Speaker List pane](#). There are three [different ways in realtime](#) in which you can create EZ Speakers.

If you use [# entries](#) in your EZ Speaker definitions, Case CATalyst generates a speaker definition with the actual speaker name and places it into the job or case (if appropriate) dictionary. If you use [EZ Speaker fields](#), Case CATalyst places the EZ Speaker field in the definition of a job or case dictionary and inserts the speaker name into the job during translation. If the job is in a case, the default selection places the generated speaker definition into the case dictionary, although you can select the job dictionary. If your EZ Speaker definitions include the Timer translate command, the timer command is included with the Speaker text definition.

## Identify EZ Speaker Names

1. Do **one** of the following to display the Create EZ Speakers Entries dialog box:

### Manage Dictionary

- a. From anywhere in Case CATalyst, press **Alt + f, n, d (File/New/Dictionary)**. From the dictionary menu, select **Job**. The create New Document dialog box displays.
- b. Type a name in the File name field and press **Enter (Open)**. Verify the dictionary name on the Title Bar.
- c. Press **Alt + t, z (Tools/Create EZ Speakers Entries)**.

If you use [# entries](#) in your EZ Speaker Dictionary, the names of the speaker display in the dictionary.

If you use EZ Speaker fields in your EZ Speaker Dictionary, the names of the speaker do not display in the dictionary but will be used when the dictionary is used for translation.

### Translate & Edit

- a. Open the Translate & Edit function, press **Alt + u, t**. The Translate dialog box displays.
- b. Select a file to translate or type a new file name for realtime. The file name displays in the File field.
- c. Press **Alt + c (Create EZ Speakers)**.

### Realtime

Press **Alt + t, z (Tools/Create EZ Speakers Entries)**.

or

Write the steno outline defined as **{EZ Speaker Define}** and use your Power Define dictionary definitions to navigate the Create EZ Speakers Entries dialog box.

2. Make entries as necessary:

## Dictionary

### Job Dictionary

Place the generated EZ Speakers definition into the job dictionary. If you use EZ Speaker fields, Case CATalyst places the EZ Speaker field in the definition of a job dictionary and inserts the actual speaker name into the job during translation. If you use # entries, Case CATalyst generates a definition with the actual speaker name and places it into the job dictionary. When using EZ Speaker fields, CATalyst will look for existing field values in the job history. If the job history does not have EZ Speaker field values, CATalyst will look in the case history and automatically fill in the EZ Speaker fields.

This job dictionary is the default unless the job is in a case. This option is available when the job is in a case and you are identifying EZ Speakers from the Translate dialog box or during realtime from the Tools menu. **Select Job dictionary if you do not want the EZ Speaker definitions you create to carry through to all jobs in this case.** For example, let's say you create a Case called August where you are going to put all your jobs you write during the month of August of this year. Since the jobs are not related as far as the same attorneys or subject matter, select Job dictionary and then select the *Always default to Job dictionary* option.

### Case Dictionary

Place the generated EZ Speakers definition into the case dictionary. If you use EZ Speaker fields, Case CATalyst places the EZ Speaker field in the definition of a case dictionary and inserts the actual speaker name into the job during translation. If you use # entries, Case CATalyst generates a definition with the actual speaker name and places it into the case dictionary. When using EZ Speaker fields, CATalyst will look for existing field values in the job history. If the job history does not have EZ Speaker field values, CATalyst will look in the case history and automatically fill in the EZ Speaker fields.

This is the default if the job you are creating is currently in a case. This option is available when the job is in a case and you are identifying EZ Speakers from the Translate dialog box or during realtime from the Tools menu. **Select Case dictionary if all the jobs in the case are related and you want the EZ Speaker definitions to be available for all future jobs in this case.** For example, let's say you have created a case for a specific series of depositions and the same attorneys will be present during all the depositions, then select Case dictionary and the EZ Speakers will be available for all future jobs in this case.

### Always default to Job Dictionary

When you are creating EZ Speaker definitions for a job within a case, you can change the dictionary default to the job dictionary. Select **Job Dictionary** and then check this box. If you select Job Dictionary and do not check this box, Case CATalyst uses the job dictionary for this translation and then defaults back to Case Dictionary the next time you open the Create EZ Speakers dialog box. Select this feature if you use a case but always want your EZ Speaker IDs placed in a job dictionary.

This option is available when the job is in a case and you are identifying EZ Speakers from the Translate dialog box or during realtime from the Tools menu and you select Job Dictionary.

### Currently selected dictionary

Case CATalyst places the EZ Speaker entries into the dictionary displayed.

### Text Token Number

Type the token number, **00 - 99**, for the EZ Speaker entry to which you want to add an actual speaker name. Type only the token number. If you are using # entries in your EZ Speakers

dictionary, do not type the # symbol.

If creating EZ Speakers from your steno machine, write the steno stroke defined as a digit and write the steno outline defined in the Power Define dictionary as [TAB].

### Steno

Do **one** of the following:

- If the token number you type contains a steno outline in the EZ Speakers dictionary, the Steno field displays the steno associated with the token number. You cannot make an entry in the Steno field. Continue to the Text field.
- If the token number you type does not contain a steno outline in the EZ Speaker dictionary, type the appropriate steno. The steno outlines you type in this field replace the ! (exclamation mark) in the EZ Speaker dictionary definition. For example, you write RED/RED for MR. REDFORD. If the EZ Speakers entry contains an !, enter RED/RED.  
You can type either a forward slash (/) or press the Spacebar to separate steno outlines. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter.

If there are two Exclamation marks in the EZ Speakers dictionary entry, type the steno outline once. Using the previous example, type RED.

If creating EZ Speakers from your steno machine, write the steno and then write the steno stroke defined as a digit and write the steno outline defined in the Power Define dictionary as [TAB].

### Text

Type the actual speaker name the way you want it to appear in the transcript. Include any format symbols or [extended characters](#) as necessary. Do not include format symbols or punctuation that are part of the EZ Speakers dictionary entry. For example, for Mr. Redford, type **MR. REDFORD**. The <Colloquy> format symbol before the speaker name, the : (colon), and space following the colon are part of the EZ Speakers dictionary entry.

If creating EZ Speakers from your steno machine, write steno outlines defined as words and/or fingerspelling to write the speaker's name and then write the steno stroke defined as a digit and write the steno outline defined in the Power Define dictionary as [TAB].

### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

If you are creating EZ Speakers from your steno machine, you either need to press **Alt + i** on the computer keyboard or click the button with your mouse.

### FS

Display the list of available [format symbols](#). Double click the format symbol you want to use.

You can also use shortcut keys to insert a format symbol. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

If you are creating EZ Speakers from your steno machine, write [TAB] to move the cursor focus to an option and then write the steno outline defined in the Power Define dictionary as [SPACE] to select or deselect an option.

### Allcap Text

Check this box to display and save the entry in all upper case letters regardless of the case entered in the Text field.



### Include All Possible Misstrokes

Check this box to have Case CATalyst generate definitions in the job or case dictionary based on all the possible misstrokes for the EZ Speakers entry.

For example, you use the # entry STPHAO = <Colloquy>#01: in your EZ Speakers dictionary. You identify the 01 as MS. ANDERSON. Case CATalyst builds the job dictionary entry: STPHAO = MS ANDERSON:

When you check Include All Possible Misstrokes, Case CATalyst also creates the following job dictionary entries, provided a definition does not already exist in the Personal Dictionary for any of the identified misstrokes:

SPHAO = MS ANDERSON:

STPAO = MS ANDERSON:

STPHO = MS ANDERSON:

If you use the speaker field entry STPHAO =<Colloquy>[!EZ SPEAKER 01] in your EZ Speakers dictionary, Case CATalyst creates the following definitions for MS ANDERSON and places them in the job dictionary. The speaker name, MS ANDERSON is stored with other field information for the job and applies during translation.

<Colloquy>[!EZ SPEAKER 01] = SPHAO

<Colloquy>[!EZ SPEAKER 01] = STPAO

<Colloquy>[!EZ SPEAKER 01] = STPHO

### Entire File

Check this box to have the newly created EZ Speaker apply to the entire job. Uncheck this box to apply the newly created EZ Speaker only to the steno outlines written after the EZ Speaker is defined. By default, this option is checked.



This option is only available during a Case CATalyst Realtime session.

3. Repeat steno, text and token numbers until you define all your speakers.
4. Press **Esc (Close)** when finished.  
If you are creating EZ Speakers from your steno machine, you can write the steno defined in the Power Define dictionary as [ABORT] or write [TAB] until the cursor focus is on the Close button and then write [ENTER].

## Insert and Modify EZ Speakers Dictionary Entries

EZ Speakers dictionary entries use placeholders for speaker names and depending on the type of entry, for steno. The placeholder text can be a token designated with the # sign followed by a number, such as #01 or it can be an EZ Speaker field, such as [!EZ SPEAKER 01]. Using the [Create EZ Speakers](#) feature, you identify the speaker names and steno for each placeholder. Case CATalyst then generates the speaker definitions in either the job or case dictionary. The actual EZ Speakers dictionary is not used during translation.

### Manage EZ Speaker Entries

1. Press **Alt + f, o, d, e (File/Open/Dictionary/EZ Speakers)**. The Open dialog box displays. Select the EZ Speakers dictionary you want to open and press Enter (Open).

2. In the EZ Speakers dictionary, do **any** of the following:

**Insert a new Entry**

Press **Ctrl + i (Edit/Insert)**. The Insert Dictionary Entry dialog box displays with empty Steno and Text fields.

**Modify an Entry**

Use Search (**Ctrl + f**) or cursor movements to find the entry you want to modify and then press **Ctrl + m (Edit/Modify)**. The Modify Dictionary Entry Dialog box displays with the current Steno and Text for the definition.

**Delete an Entry**

Move your cursor to the entry you want to delete and press **Del** or **Delete**. A warning message displays. Select **Yes** to confirm the deletion. No further steps are necessary.

3. Make entries as necessary:

**Steno**

Type new or modify existing steno outlines.

**Standard ID**

Use a Standard ID entry when you write the same steno outline for a speaker identification on every job and then define the steno with the appropriate speaker's name for each job. Type the steno outline you always write to indicate the speaker. For example, you always write EUFPLT/EUFPLT to indicate the first speaker or the Plaintiff's attorney. Type EUFPLT/EUFPLT in the Steno field. You must create a separate definition for each speaker.

**Super ID**

Use a Super ID when you write different steno outlines to identify each speaker for every session. For example, you have Mr. Redford and Ms. Wilson in the session. You write RED/RED to identify Mr. Redford and WEUL/WEUL to identify Ms. Wilson. A Super ID uses the exclamation mark as a placeholder, to represent the variable steno outline entry. Type an ! (exclamation mark) in the Steno field.

**Text**

Type new or modify existing text for the steno outline, including any format symbols. Press **F9** to add [extended characters](#).

**Insert Field**

Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition. If the EZ SPEAKER 01, EZ SPEAKER 02, etc. fields do not exist, select **New Field** to create the necessary field.

**FS**

Display the list of available format symbols. Double click the format symbol you want to use in the definition. You can insert a format symbol at any point in the text entry.

You can also use shortcut keys to insert a format symbol. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

**Endings**

This option is not applicable when creating EZ Speaker entries.

### Generate All Possible Misstrokes

This option is not usually applicable when inserting or modifying EZ Speaker entries in the EZ Speakers dictionary. This option is available when creating EZ Speakers using the [Create EZ Speakers](#) feature.

4. Press **Enter (OK)**. If an exact entry exists, Case CATalyst prompts you with a message that the entry already exists.
5. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
6. Press **Ctrl + F4** to close the dictionary.

## Using # (token) Entries in EZ Speakers Definitions

Token numbers entries function as placeholders for speaker names in [EZ Speakers](#) dictionary definitions. When EZ Speakers dictionary definitions contain # token numbers and you use the Create EZ Speaker feature, Case CATalyst generates the speaker definition in the job or case dictionary. For example, STPHAO <Colloquy>MR. JONES:

You can use [EZ Speaker fields](#) instead of token numbers entries. When you use the Create EZ Speaker feature with EZ Speaker fields to identify actual speaker names, Case CATalyst automatically places the speaker name in the [Speaker List](#). Using EZ Speaker fields allows the color associated with the speaker name in the Speaker List to be applied during translation. You can add [Timer](#) commands to EZ Speaker definitions that use fields.

There are two types of EZ Speaker entries: Standard ID and Super ID.

### Standard ID

Use a Standard ID when you write the same steno outline for a speaker identification on every job and then define the steno with the appropriate speaker's name for each job.

A Standard ID definition contains text with a token number in the text portion of the entry and steno outlines in the steno portion of the entry. In the following example, #01 is the token:

<Colloquy>#01:Spacebar	STPHAO
<By-line>#01:<Question>	STPHAO/STKPWHR

Before translating, you [specify](#) the name you want to replace the token number. When creating the job dictionary, Case CATalyst replaces #01 with the actual speaker name for all entries containing #01. You can create additional definitions with the steno outlines for misstrokes for the same definition with the same token number. The second speaker name replaces token #02 in the definitions. Case CATalyst replaces the #02 with the actual speaker name for all entries containing the #02.

### Super ID

Use a Super ID when you write different steno outlines to identify each speaker on every job. You can create up to 250 different EZ Speakers.

A Super ID definition contains text with a token number and an ! (Exclamation mark) in the steno portion. When you create more than one type of Super ID, add a unique steno stroke **in addition** to the exclamation mark for each definition. For example:

<Colloquy>#00:Spacebar	!
<By-line>BY#00:<Question>	!/STKPWHR

For example, you have Mr. Redford (RED/RED) and Ms. Wilson (WEUL/WEUL) as the attorneys for the current job. When identifying the EZ Speaker entries before translating, you specify the actual steno, RED/RED, to replace the ! (Exclamation mark). You also specify the actual speaker name, MR. REDFORD, to replace the token number #00. Case CATalyst creates the following job dictionary entries:

<Colloquy>MR. REDFORD: Spacebar	RED/RED
<By-line>BY MR. REDFORD:<Question>Spacebar	RED/RED/STKPWHR

Because the steno outline changes for each dictionary entry, the token number remains the same, #00. You identify additional speaker names by changing the actual steno outline and attorney name. To add the second speaker, you type 00, then WEUL/WEUL to replace the ! (Exclamation mark) and type MS WILSON in the Text field.

A total of 300 individual speaker identifications can be created using the Create EZ Speakers dictionary. One hundred unique speakers can be created using the Standard IDs (01 - 99) and two hundred unique speakers using the Super ID (100 - 299). A total of 310 unique speakers can display in the [Speaker List pane](#) when using the ten Common Speakers feature (300 - 309).

## Using EZ Speaker Fields in EZ Speakers Definitions

EZ Speaker fields contain token numbers which function as placeholders for speaker names in [EZ Speakers](#) dictionary definitions. When EZ Speakers dictionary definitions contain EZ Speaker fields and you use the Create EZ Speaker feature, Case CATalyst generates the speaker definition in the job or case dictionary and inserts the field value, actual speaker name, into the job during translation. For example, the dictionary entry STPHAO <Colloquy>[!EZ SPEAKER 01]: is placed in the job or case dictionary. The name MR JONES displays in Colloquy format in the job. The speaker names are stored with other field information for the job.

You can add [Timer](#) commands to EZ Speaker definitions that use fields. Adding the Start Timer translate command allows you to apply the speaker name and start the Timer with the same steno stroke.

When you use the Create EZ Speaker feature to identify actual speaker names, Case CATalyst automatically places the speaker name in the [Speaker List](#). Using EZ Speaker fields allows the color associated with the speaker name in the Speaker List to be applied during translation.

There are two types of EZ Speakers dictionary entries: Standard ID and Super ID.

### Standard ID

Use a Standard ID entry when you write the same steno outline for a speaker identification on every job and then define the steno with the appropriate speaker's name for each job. For example, you write STPHAO for the first attorney and SKWRAO for the second attorney at every job.

A Standard ID definition contains text with a speaker field and specific steno outlines. In the following example, the [!EZ SPEAKER 01] is the speaker name placeholder:

<Colloquy>[!EZ SPEAKER 01]:Spacebar	STPHAO
<By-line>[!EZ SPEAKER 01]:<Question>	STPHAO/STKPWHR

Before or during translation, you [specify](#) the name you want to replace the EZ Speaker field. When creating the job or case dictionary, Case CATalyst replaces [!EZ SPEAKER 01] with the actual speaker name for all entries containing [!EZ SPEAKER 01]. You can create additional definitions with the steno outlines for misstrokes for the same definition with the same EZ Speaker field. Create as many different speaker entries as necessary by changing the EZ Speaker field number. For example, the second speaker name in the definitions is [!EZ SPEAKER 02]. Case CATalyst replaces the [!EZ SPEAKER 02] with the actual speaker name for all entries containing [!EZ SPEAKER 02].

## Super ID

Use a Super ID when you write different steno outlines to identify each speaker on every job.

A Super ID definition contains the placeholder (!) for the steno and an EZ Speaker field as the placeholder for the speaker name. When using the Create EZ speaker feature, you type different steno for each speaker created. When you create more than one type of Super ID, add a unique steno stroke **in addition** to the exclamation mark for each definition. For example:

<Colloquy>[!EZ SPEAKER 00]:Spacebar	!
<By-line>BY[!EZ SPEAKER 00]:<Question>	!/STKPWHR

For example, you have Mr. Redford (RED/RED) and Ms. Wilson (WEUL/WEUL) as the attorneys for the current job. When use the Create EZ Speakers feature, you specify the actual steno, RED/RED to replace the ! (exclamation mark). You also specify the actual speaker name, MR. REDFORD, to replace [!EZ SPEAKER 00]. Case CATalyst places the following entries in the job or case dictionary. The speaker names are stored with other field information for the job and applied during translation.

<Colloquy>[!EZ SPEAKER 101]:Spacebar	RED/RED
<By-line>[!EZ SPEAKER 101]:<Question>	RED/RED/STKPWHR

Because you change the steno outline for each speaker, the speaker field remains the same, [!EZ SPEAKER 00]. When using the Create EZ Speaker feature, you identify additional speaker names by changing the actual steno outline and attorney name. To add the second speaker, Ms. Wilson, type WEUL/WEUL in the steno field and [!EZ SPEAKER 00] with MS. WILSON in the text field. Case CATalyst places the following entries in the dictionary:

<Colloquy>[!EZ SPEAKER 102]:Spacebar	WEUL/WEUL
<By-line>[!EZ SPEAKER 102]:<Question>	WEUL/WEUL/STKPWHR

The speaker names are stored with other field information for the job. Case CATalyst applies the speaker names during translation.

## Timer Commands in EZ Speaker Field Definitions

If you are required to keep track of time during the proceedings, you can use [Timers](#) with EZ Speaker fields in the EZ Speaker dictionary allowing you to apply the speaker name and start the Timer with the same steno stroke.

### Standard ID

In a Standard ID entry, you have SKWRAO defined as <Colloquy>[!EZ SPEAKER 02]{Start Timer}[2]: When you use the Create EZ Speaker feature, you type MR. PETERSEN in the text field. Because this is a Standard ID, the steno field is grayed out but displays SKWRAO.

The job or case dictionary contains: /SKWRAO <Colloquy>[!EZ SPEAKER 02]:{Start Timer}[2]. The Field values display MR. PETERSEN for [!EZ SPEAKER 02].

If you want the timers to work with the [Auto By Line](#) feature, be sure to have the Start Timer command before the colon or before the ending parenthesis if you use parenthesis instead of a colon. For example:

<By-Line>BY [!EZ SPEAKER 02]{Start Timer}[2]:

<By-Line><Question>(BY [!EZ SPEAKER 02]{Start Timer}[2])

### Super ID

In a Super ID entry, the Start Timer[0] is used. When using the Create EZ Speaker feature and the Super ID entry, the first entry you create, EZ Speaker 101 is automatically generated along with Start Timer [101] command. For example, when using the Create EZ Speaker feature you type: /PHART/PHART in the steno field and MR. MARTIN in the text field. The job or case dictionary contains: /PHART/PHART <Colloquy>[!EZ SPEAKER 101]:{Start Timer}[101]. The Field values display MR. MARTIN for [!EZ SPEAKER 101].

If you want the timers to work with the [Auto By Line](#) feature, be sure to have the Start Timer command before the colon or before the ending parenthesis if you use parenthesis instead of a colon. For example:

<By-Line>BY [!EZ SPEAKER 00]{Start Timer}[0]:

<By-Line><Question>(BY [!EZ SPEAKER 00]{Start Timer}[0])

## Spell Check Dictionary

The Manage Dictionary Spell Check feature checks the spelling of the text portion of entries in an open dictionary and an entry when you are inserting or modifying dictionary entries. Several Spell Check [options](#) allow you to customize Spell Check to your writing style. For example, you can select to automatically check for errors such as punctuation, spacing, hyphenation and identify [wordlists](#) which contain words Case CATalyst should ignore during Spell Check. To use Spell Check when inserting or modifying dictionary entries, you must select the dictionary Spell Check option, Spell Check While Defining. Dictionary Spell Check options apply only to spell checking in Manage Dictionary.

Complete the following steps to [Spell Check](#) the text portion of all the entries in the open dictionary. Some features, specific to spell checking in a transcript, are unavailable while using Spell Check in Manage Dictionary.

### Spell Check Dictionary Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Do one of the following:

#### Spell Check the Dictionary

Press **Shift + F7 (Tools/Spell Check)**. The Spell Check dialog box displays when an entry contains a word or words that Spell Check identifies as misspelled. The Spell Check feature begins checking from the cursor location forward.

#### Spell Check While Inserting/Modifying Dictionary Entries

- a. Verify that the Dictionary Spell Check [option](#), Spell Check While Defining is selected. If the option is not active, you can press Shift + F7 with your cursor in the Text Field to check the word.

- b. Press **Ctrl + i (Edit/Insert)** or **Ctrl + m (Edit/Modify)** to open the Insert/Modify dialog box and make entries. If you misspell the text portion of any entries you add or modify, the Spell Check dialog box displays.
4. The following information displays in the Spell Check dialog box:

**Steno**

The steno associated with the text identified as misspelled.

**Text**

The word identified as misspelled.

**Change To**

Case CATalyst automatically displays an alternative word. You can select a word from the Suggestions list or type a different word in the Change To field and click Suggest. When words display in the Suggestions field, Case CATalyst highlights the closest match to the typed change.

**Suggestions**

Alternative words to the suggestion in the Change To field. Click a word to select it.

5. Use the following actions as necessary:

**Change**

Change the current word to word in the Change To field for this occurrence only. Do **any** of the following:

- Accept the suggestion in the Change To field.
- Select a word from the Suggestions list to display in the Change To field.
- Type a word in the Change To field.

**Ignore**

Leave the word Spell Check suggested as misspelled for this entry. If Spell Check encounters this word again in this session, Spell Check stops.

**Global**

Not available in Manage Dictionary. Use the Manage Dictionary [Search and Replace](#) feature to make a changes to a dictionary entry.

**Ignore All**

Leave the word Spell Check suggested as misspelled or repeated for all occurrences during this session. If you exit the dictionary and run Spell Check again in this dictionary, Spell Check stops on words for which you selected Ignore All.

**Wordlist P, K, J**

Add the word directly to one of the wordlists. Although the Add to Wordlist dialog box does not display, the word is added to the designated wordlist. Select **one** of the following:

**P**

Press **Alt + p** to add the word to your Personal Wordlist.

**K**

Press **Alt + k** to add the word to the case wordlist. This option is not available when spell checking the Personal Dictionary or the current dictionary is not in a case.

### J

Press **Alt + j** to add the word to the job wordlist. This option is not available when spell checking the Personal Dictionary.

### Delete


Delete the repeated word in this dictionary entry.

### Wordlist

Add the word to your Personal, case or job Wordlist. Select an action for the word and select a wordlist. If necessary, the [Add to Wordlist](#) dialog box displays where you can select to automatically ignore the word, correct the word or suggest a specific word.

Only the Personal Wordlist is available when spell checking a Personal Dictionary.

### Definition

Check the definition of the word in the Change To field. The Merriam-Webster Dictionary dialog box displays. When connected to the Internet, in the Merriam-Webster Dictionary dialog box click the Definition Search () icon to connect to the web site specified in the [Definitions Search option](#) where you can view additional definitions and information. Press **Esc** to return to the Spell Check dialog box.

### Suggest

Type a different word in the Change To field and click Suggest to show other suggestions.

### Options

Determine how you want Spell Check to look at words. The Spell Check Options dialog box displays where you can set Dictionary Spell Check [options](#) such as setting the number of suggested words to display or selecting additional Wordlists.

#### 6. Do one of the following:

- When spell checking the dictionary, do one of the following:
  - Spell Check finishes and displays a completion message. Press **Enter (OK)**.
  - Spell Check is still running and you want to stop it. Press **Esc (Cancel)**.
  - Spell Check reaches the end of the file and a message displays indicating that Spell Check has reached the end of the dictionary. Select **Yes** to move to the beginning of the dictionary and continue spell checking the beginning of the job. Select **No** to end Spell Check.

This message displays at the end of the file when you start Spell Check at any point in the job besides the beginning.

- When inserting and modifying dictionary entries, do one of the following:
  - The Insert or Modify Dictionary Entry dialog box displays. Continue inserting or modifying dictionary entries or press **Esc (Cancel)** to close the dialog box.
  - If an existing dictionary entry contains the exact steno outline as the new or modified entry, the Duplicate Entry dialog box displays. Review the steno and text, select an action and then press **Enter (OK)**.



## Create Dictionary Core List

The Core List feature in Manage Dictionary allows you to create a list of unique case or job dictionary entries for the purpose of exchanging the terminology with another reporter or scopist. This is a way to share the case or job dictionary terminology without sharing your steno outlines. Case CATalyst searches the case or job dictionary for entries. An entry appears only once in the Core List, regardless of the number of occurrences in the dictionary.

Case CATalyst names the core list using the file name followed by the text "Dict core list." For example, for the Anderson 012510 job, the core list created in Manage Dictionary is named, Anderson 012510 Dict core list. The Core List is a .txt file and opens in Notepad or WordPad. If you filter the dictionary, Case CATalyst creates a core list of only the filtered entries. You can save and print the file.

### Create a Core List

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select Case or Job. The Open Existing Document dialog box displays.
2. Select the case or job dictionary from which you want to create a core list and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Alt + t, c (Tools/Create Core List)**. Depending on the size of the file, the Core List displays in Notepad or WordPad.
4. Review the entries. You can cut, copy, paste, delete, and print the entries. Refer to your Windows documentation for additional information on using Notepad or WordPad.
5. To save the file, do **one** of the following:

#### Save

Press **Alt + f, s** to save the core list under the current user with the current file name as displayed in the Title bar. The core list is a text file and uses the file extension .txt

#### Save As

Press **Alt + f, a** to save the core list under a different name or in a different folder. The Save As dialog box displays. Make necessary entries.

## Make Wordlist

Make Wordlist is a Manage Dictionary feature that automatically copies all the words in the open dictionary that Spell Check identifies as misspelled, to the wordlist and assigns *Ignore* to them. If no wordlist exists, Case CATalyst automatically creates a job or case wordlist. Make Wordlist only applies to case and job dictionaries.

For example, you may want to use Make Wordlist if you created a job dictionary with the Create EZ Speakers feature which did not Spell Check the speaker names during creation. Spell Check would not recognize the EZ Speakers names. Using Make Wordlist, Case CATalyst copies those names to the job wordlist with *Ignore* assigned to them. When you run Spell Check, Case CATalyst does not stop on the speakers names which are already in the job or case wordlist.

## Macros

A macro is a recorded series of keystrokes, mouse clicks and associated keyboard commands. A filename assigned to the macro allows for playback. Playing back a macro performs the series of recorded commands which reduces the amount of keystrokes required to perform a task or process.

Macros are recordable in Edit and Manage Dictionary. It is possible to begin the recording or playback of a macro in one of the functions and have it continue in the other function. For example, you can begin a macro in Edit and continue the macro within a dictionary. You may want to use a separate naming convention for macros created for Manage Dictionary that identifies them from other macros. For example, "dict - modify entry."

When recording a macro, you can use the mouse and keyboard commands to select menus or icons, however, within a dialog box, only keyboard commands are recorded, such as Alt + a (Cap) in a Global Define dialog box. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro. Once a dialog box opens, you can Pause recording the macro to select a file name or option using the mouse. When you close the dialog box, by pressing Enter or an Alt key combination, the macro continues to record and you can return to using mouse clicks. When the macro plays back, it pauses once the dialog box is open, allowing you to select the file or option and then continues once you press Enter. For example, you want to record a macro to Include a file and choose a file while using the macro. When the Include dialog box display, click Pause and select a file. File selection is not recorded as part of the macro. After selecting the file, press Enter in the Include dialog box. The macro continues recording once you press Enter.

You can playback a macro by selecting it from a list, pressing a user assigned keyboard command or writing a steno stroke on your writing machine during realtime. To quickly invoke a macro, you can assign it to a [keyboard command](#) or [AccelerWriter](#) dictionary definition. Keyboard command assignments and AccelerWriter definitions can be made immediately after saving the macro or at a later time. Stenograph recommends you set up a realtime session when creating a macro for an AccelerWriter definition to assure the macro works as intended.

Macro files have a .sgmac extension and are stored in a Macros case within the System Files case. You can quickly view the list of existing macros by pressing, **Alt + f, o, m (File/Open/Macros)**. Recorded commands for an existing macro can be viewed or modified using the [Macro Editor](#). You can add and remove functions, text and key combinations allowing you to make changes without re-recording the entire macro. Manage Dictionary functions end with - Dict." when viewing them in the Macro Editor or a Keyboard Maps.

The Macro feature contains a submenu of features that include Record, Playback and Playback Last Macro. You can [create a toolbar](#) from the submenu to float or dock it like any other toolbar.



[Keyboard Map](#) Function: Record Macro

Play Macro

Play Last Macro

## Macro Toolbar

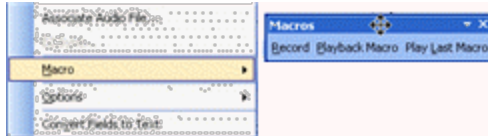
The Macro submenu contains the commands necessary to record and playback macros. You can create a toolbar which contains the three Macro menu commands: Record, Playback Macro and Playback Last Macro. The Macros toolbar can be docked at the top or side of the screen like any other tool or function bar. You can also customize the bar, adding or removing icons.

## Display the Macro Submenu Toolbar

1. Press **Alt + t, m (Tools/Macro)**. The Macro submenu displays.
2. Place the cursor on the dotted line at the top of the submenu.



3. Press and hold the left mouse button. Drag the cursor away from the menu. The submenu displays as a floating toolbar.



4. Place the Macros toolbar anywhere on the screen or position along with other toolbars on the top or side of the screen. Once you create the Macros toolbar, the toolbar displays with a check mark in the Show list (**View/Show**).



5. You can [customize](#) any toolbar if necessary. To close the toolbar, deselect it from the Show list. Once the Macros toolbar closes, it is no longer available in the list. You must drag it from the Macro submenu to redisplay it.

## Create Dictionary Macro

The Macro Record feature allows you to record a series of commands in a dictionary and save them as a [macro](#). Macros are used to save time and effort for results that may take more than one keystroke to perform. For example, if you have some dictionary editing to do that requires the same commands each time, you might want to record a macro to save time and get the same results each time. Once the macro is recorded and named, you can assign a [keyboard command](#) to it so it can be invoked from your computer keyboard. Dictionary keyboard maps are different from an editing keyboard map and are stored in a case named Dictionary in your System Files case.

Recorded commands for an existing macro can be viewed or modified using the [Macro Editor](#). All macros are stored in the Macros case in your System Files folder. If you want to modify a key command in a keyboard map to invoke a dictionary macro, be sure to go to the Dictionary case in your Systems Files folder. The Macro Editor allows you to add and remove functions, text and key combinations without recording the entire macro again.



[Keyboard Map](#) Function: Record Macro

## Create and Assign Macro

1. Open a dictionary.
2. Position your cursor on a dictionary entry.
3. Press **Alt + t, m, r (Tools/Macro/Record)**. The RecordMacro toolbar displays at the top of the screen with Pause and Stop buttons.

4. Record the commands for the macro. Use the mouse and keyboard commands to select menus or icons, however, **in a dialog box, only keyboard commands are recorded**. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro.

When in a dialog box, click **Pause** on the RecordMacro toolbar to suspend the macro in order to type text, select a format symbol or other action. For example, you are recording a macro to modify the text of several dictionary entries. When the Modify Entry dialog box opens, click **Pause** and type the text. The typed text is not recorded as part of the macro. After you are finished typing the text, press **Enter** in the Include dialog box. The macro continues recording once you press Enter.

5. When finished, click **Stop** on the RecordMacro toolbar. The Save Macro dialog box displays.

If you attempted to record commands that are not recordable functions, the following error message displays: *The actions you took are not recordable. There are no actions that can be saved for a macro.* Press **Enter (OK)** to close the message.

6. In the *File name* field, type a name for the macro. Use the following options as necessary:

**Assign to key in keyboard map (Alt + a)**

Check this box to assign a key combination in your keyboard map to the macro after you save the macro. This allows you to invoke the macro from a keyboard command.

**Define in dictionary to invoke macro from writer (Alt + f)**

Do not select this option. macros cannot be invoked from the writing machine while in a dictionary.

7. Press **Enter (Save)**. One of the following occurs:
  - The Save Macro dialog box closes if no additional options are selected.
  - The Open Keyboard Map dialog box displays if you selected to *Assign to key in keyboard map*. If the option, [Keyboard to open when assigning recorded macros](#), is active, the selected default Keyboard map opens. Make necessary entries to [assign a keyboard command](#) to the macro.
8. Test the macro. Do the following:
  - Playback the macro using the Playback Macro feature. Press **Alt + t, m, p (Tools, Macro, Playback Macro)** or click **Playback Macro** on the Macros toolbar. The Choose Macro dialog box displays. Select the macro just recorded and press **Enter (Open)**.
  - If you assigned the macro to a keyboard command, press the assigned keys.

## Playback Macro

You can Playback a recorded macro using an assigned keyboard command, writing the steno outlines during realtime that are assigned to an AccelerWriter definition, by selecting a playback option from the Macro menu or selecting a macro from the [Macro toolbar](#).

To playback a macro, do one of the following:

### Use Assigned Keyboard Command

If you [assigned](#) a key command to the macro in the active keyboard map, press the assigned key combination to play the specified macro.

### Use AccelerWriter

If you created an [AccelerWriter](#) definition for the macro, stroke the keys on your writing machine to play the specified macro.

### Use Macro Menu Options

### Playback Macro

Press **Alt + t, m, p (Tools/Macro/Playback Macro)**. The Open dialog box displays. Select a macro and press **Alt + o (Open)**. The selected macro plays back.

Macro files have a .sgmac extension and are stored in the Macro case within the System Files case.

### Playback Last Macro

Press **Alt + t, m, L (Tools/Macro/Playback Last Macro)**. The last macro played back using a keystroke plays again. It is recommended to use this command after first using the Playback Macro command.

The last macro remembered is user specific, not job specific.

### Macros Toolbar

In addition to using the keyboard and AccelerWriters to invoke macros, a [Macros toolbar](#) feature is available to invoke macros via the toolbar. You might want to assign seldom used but important macros to the Macros toolbar while invoking common macros with keyboard combinations and using AccelerWriters to invoke those macros during realtime. By default, the Macros toolbar displays in Translate and Edit / Edit. To hide the display of the Macros toolbar, right click on any toolbar and deselect Macros.



[Keyboard Map](#) Function: Play Macro

Play Last Macro

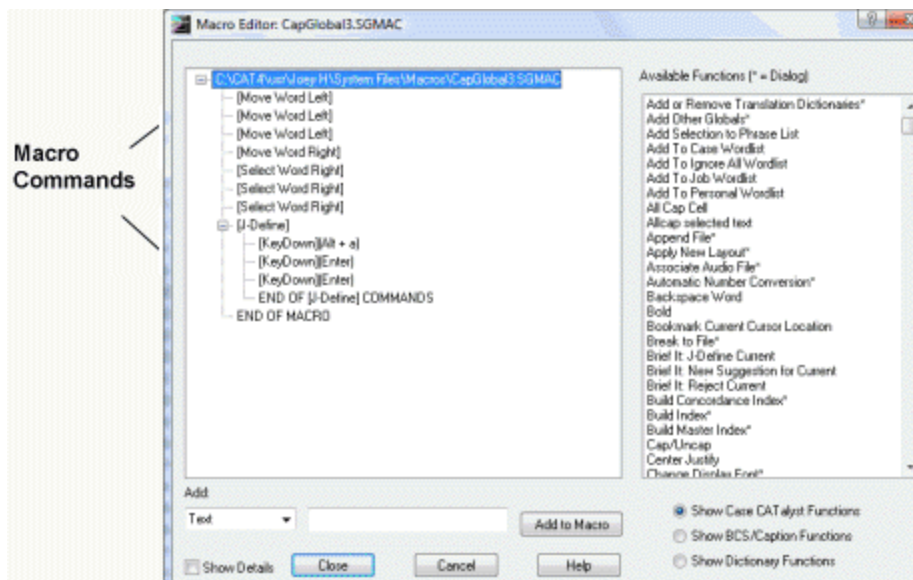
### Editing Macros

You can modify the recorded commands for an existing macro. Using the Macro Editor, add and remove Case CATalyst, CATalyst BCS or Dictionary [functions](#), [text](#) and dialog box [key combinations](#). Macros are stored in the Macros case within the System Files case. Macro files have a .sgmac extension.

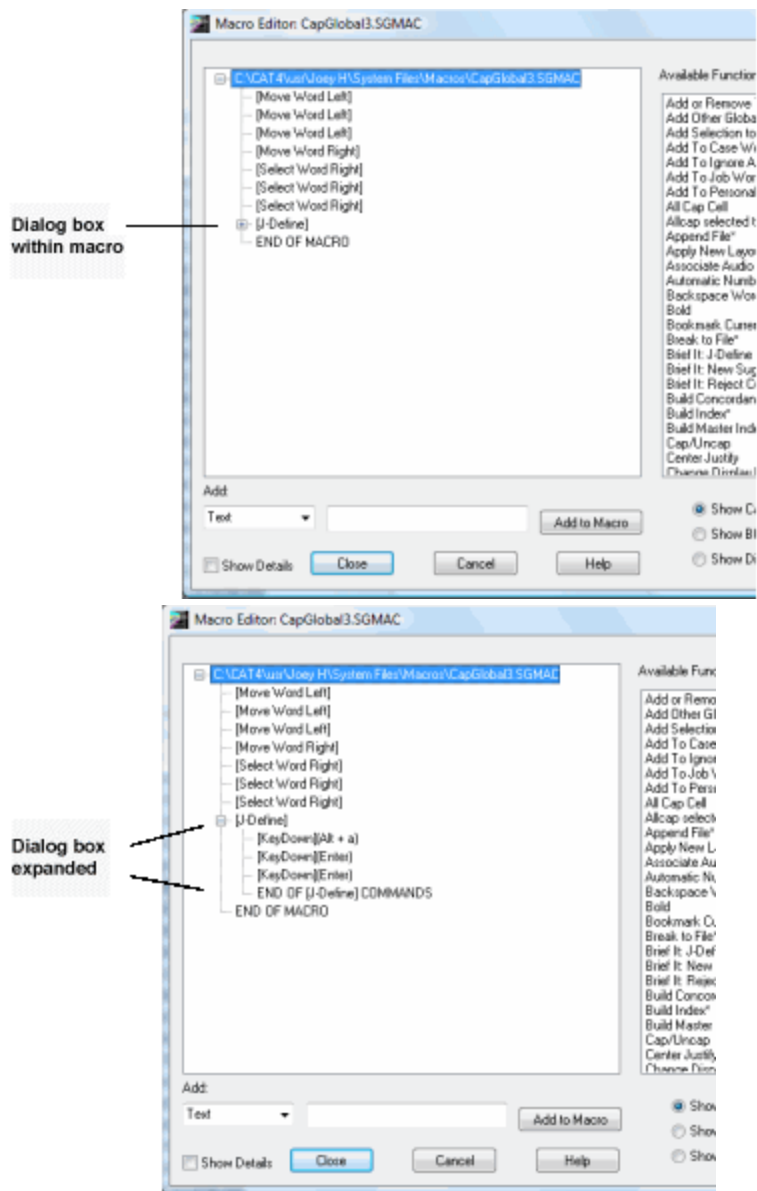
- From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
- In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.

### Macro Editor

The Macro Editor dialog box opens with the selected macro name in the title bar. The recorded macro commands display in the window.



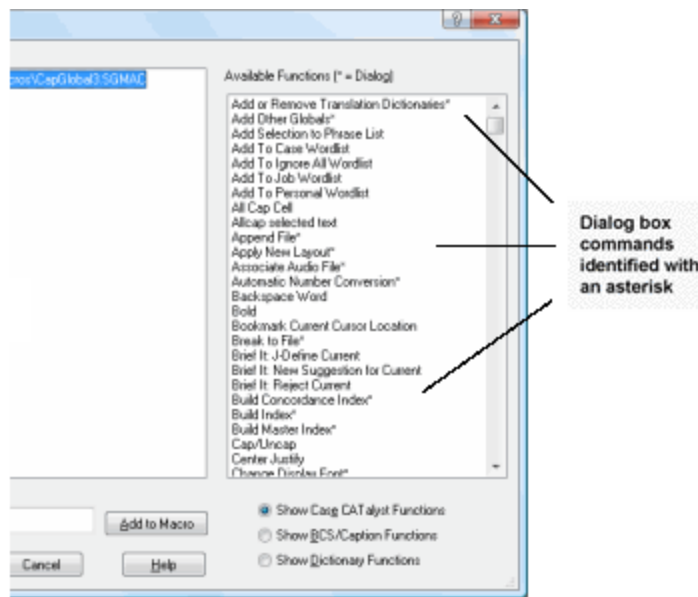
A command that invokes a dialog box within a macro displays with a plus sign. Click the plus sign to display the commands within the dialog box.



### Available Functions

The Available Functions list displays commands for insertion into the macro. Selecting the option *Show Case CATalyst Functions* below the list displays all the valid editing commands available for insertion into the macro. Selecting *Show CATalyst BCS/Caption Functions* displays all the available CATalyst BCS commands. Selecting *Show Dictionary Functions* display all available Manage Dictionary commands.

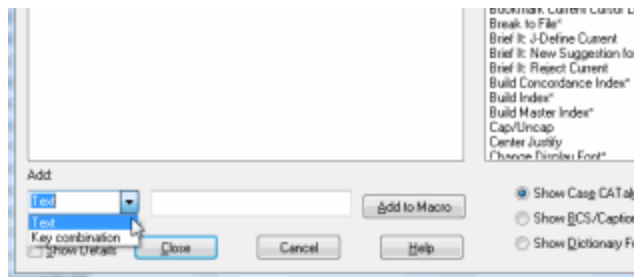
Functions in the list marked with an asterisk are commands that invoke a dialog box. You cannot insert these commands into a dialog box within the macro.



## Add

### Text

The Add fields allows you to insert text or key combination into the macro. Selecting *Text* from the drop down list allows you to type the text in the field which you want to add to the macro. Once the text is typed, the *Add to Macro* option inserts the text into the macro following the highlighted line.



### Key Combination

Selecting *Key combination* from the drop down list, allows you to enter a key combination into the field by pressing the appropriate keys on the keyboard. Key combinations can only be added to a dialog box that is part of the macro. The *Add to Macro* option inserts the key combination into the macro following the highlighted line.



## Remove

To remove the function, text or key combination from the macro, highlight the line and press **Delete**.



**Show Details**

Display the key stroke details of the macro (KeyUp/KeyDown). This option is typically used to troubleshoot the macro.

**Close/Save/Done**

The option that displays depends on the editing state of the macro:

**Close**

Displays when you open the macro and allows you to close the Macro Editor dialog box without making any changes.

**Save**

Displays after you make changes to the macro allowing you to save them.

**Done**

Displays after saving the macro allowing you close the Macro Editor dialog box.

**Cancel**

Close the Macro Editor dialog box without applying any changes since the last save.

**Add Functions to an Existing Macro**

1. Do one of the following:
  - From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
  - In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.
2. In the Macro Editor dialog box, select one of the following to determine the type of functions to display in the Available Functions window:

**Show Case CATalyst Functions**

Display Case CATalyst or CATalyst BCS transcript editing functions.

**Show BCS/Caption Functions**

Display CATalyst BCS and captioning functions.

**Show Dictionary Functions**

Display Manage Dictionary functions.

3. Highlight the line in the macro that precedes the position where you want to insert the command and double click the desired function. The command inserts after the highlighted item. You cannot insert a function at the end of the macro.

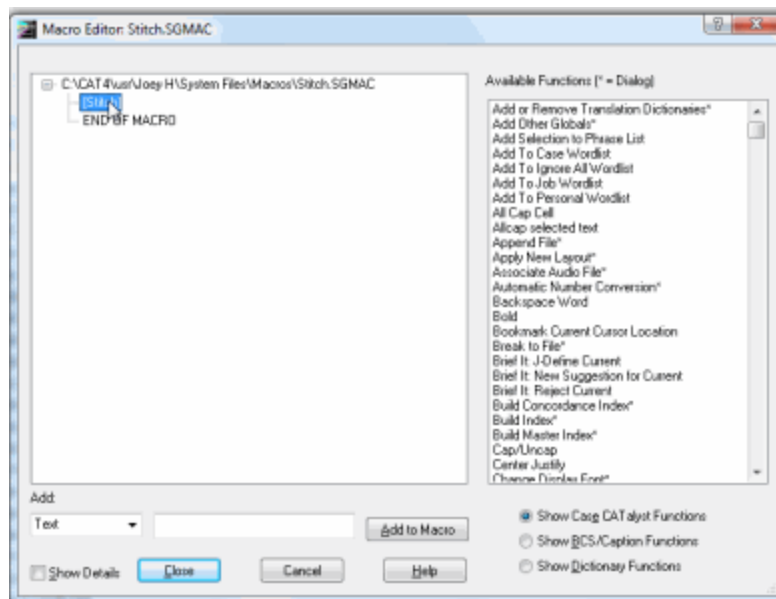
To insert more than one function, it is necessary to highlight the position where you want to insert the command each time. The message, *Please select an item in the macro. The item will be inserted after the selection.* indicates the position for inserting the line is deselected. Highlight the line in the macro that precedes the position where you want to insert another function.

Functions in the list marked with an asterisk are commands that invoke a dialog box. You cannot insert a function marked with an asterisk into an active dialog box. If you attempt to insert a function

into an active dialog box, The following message displays; *A function cannot be inserted at this point in the macro, because a dialog is active. Functions can only be inserted when no dialog is active in the macro.* To add commands containing a key combination use the [Add](#) field.

### Example

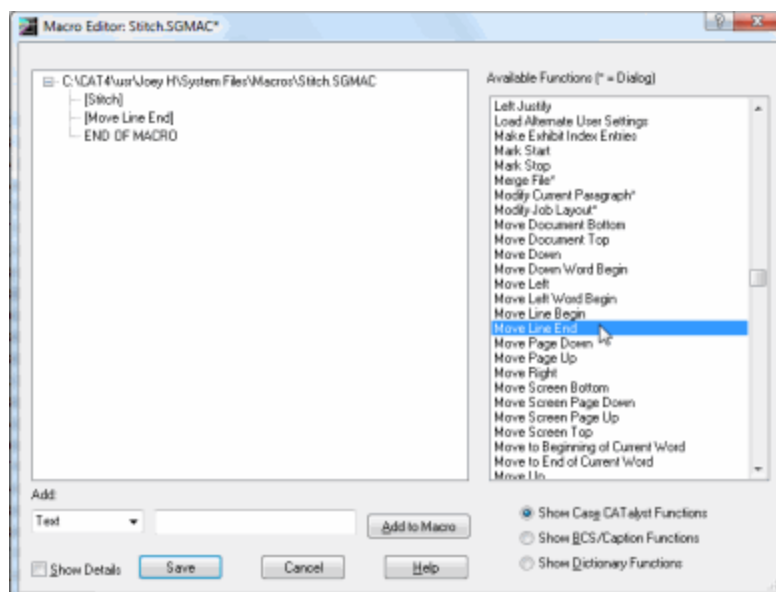
In the following Stitch macro, you want to add the command, Move Line End, to move the cursor to the end of the line. You highlight the last command line of the macro.



4. In the Available Functions field, double-click the command you want to insert. Functions followed by an asterisk invoke a dialog box. The position you highlight is remembered even though the highlight does not appear once you click in the Available Functions window.

### Example

Continuing with the Stitch macro, The Move Line End command inserts after the [Stitch] line.



5. If necessary, add other functions, [text](#) or [key combinations](#). To remove a command, highlight the line and press **Delete**.
6. Press **Enter (Save)**. A confirmation message may display, depending on your save options. The Macro Editor dialog box remains open.
7. Select **Done** to close the Macro Editor dialog box.

## Add Key Combinations to an Existing Macro

Key combinations can only be added to a dialog box that is part of the macro. Dialog boxes display with a plus sign if the view of the dialog box commands is collapsed or a minus sign if the view is expanded with the commands displayed in an indented list.

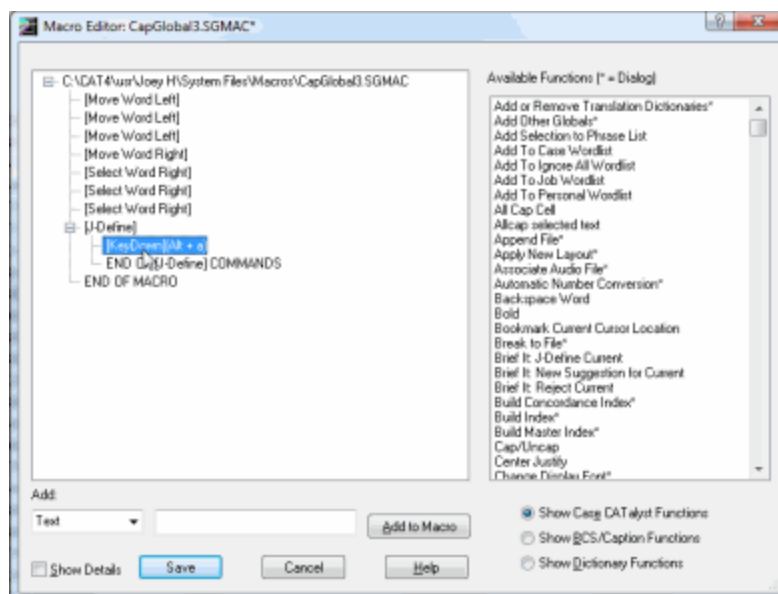
## Add Commands

1. Do one of the following:
  - From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Dialog Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
  - In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.
2. In the Macro Editor dialog box, highlight the line within a dialog box that precedes the position where you want to insert the key combination. The command inserts after the highlighted item.

Dialog boxes display with a plus sign if the view of the dialog box commands is collapsed or a minus sign if the view is expanded. If there are no commands in the dialog box, highlight the dialog box name.

### Example

In the following CapGlobal3 macro, you want to add Enter to the end of the J Define, so the dialog box closes at the end of the macro. You highlight the last command line in the J Define dialog box.



3. In the Add field:

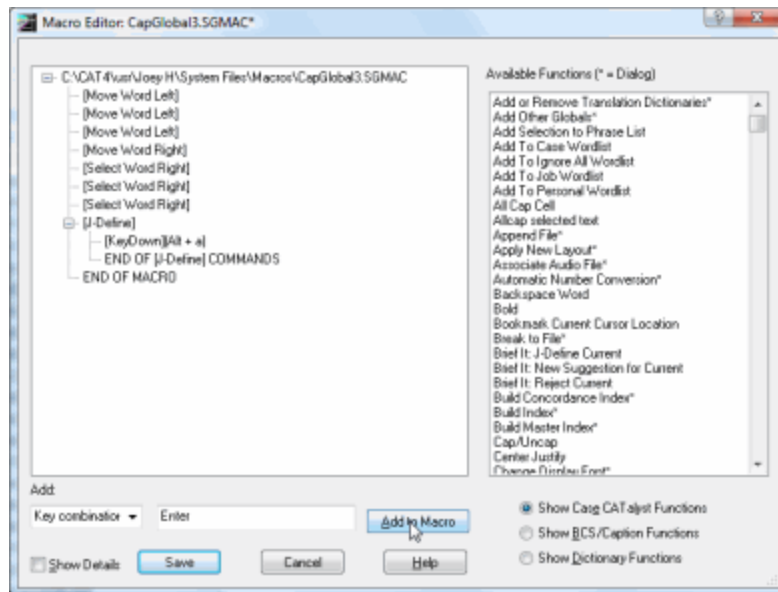
- Select **Key combination** from the drop down list. The position you highlight is remembered even though the highlight does not appear once you click in the Add field.
- Place the cursor in the command field to the right and press the key combination you want to add. The key combination displays in the field.
- Select **Add to Macro**. The key combination inserts after the line you highlighted.

If you did not highlight a line within a dialog, the following message displays; *In order to insert keystrokes onto a dialog in the macro, some part of the dialog needs to be selected.* Select a line within a dialog and select **Add to Macro**.

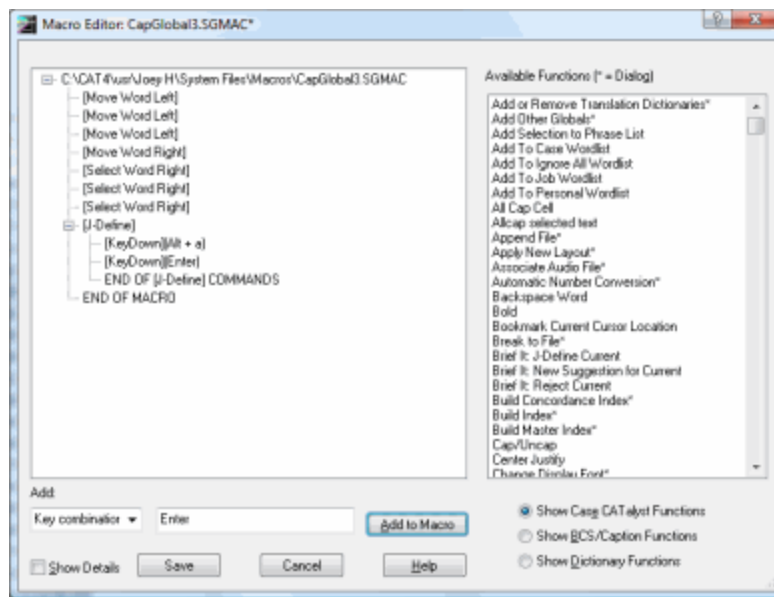
### Example

Continuing with the CapGlobal3 macro, you select **Key combination** from the drop down list.

With your cursor in the command field, you press **Enter** and then select **Add to Macro**.



The Enter command inserts after the line you highlighted, [KeyDown](Alt + a).



4. If necessary, add other key combinations, [text](#) or [functions](#). To remove a command, highlight the line and press **Delete**.
5. Press **Enter (Save)**. A confirmation message may display, depending on your save options. The Macro Editor dialog box remains open.
6. Select **Done** to close the Macro Editor dialog box.

### Add Text to an Existing Macro

1. Do one of the following:
  - From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
  - In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.

2. In the Macro Editor dialog box, highlight the line within a dialog box that precedes the position where you want to insert the text. The text inserts after the highlighted item. You can insert text anywhere in the macro. You cannot insert text at the end of the macro.

Dialog boxes display with a plus sign if the view of the dialog box commands is collapsed or a minus sign if the view is expanded with the commands displayed in an indented list.

3. In the Add field:
  - a. Select **Text** from the drop down list. Text is the default. The position you highlight is remembered even though the highlight does not appear once you click in the Add Field.
  - b. Place the cursor in the command field to the right and type the text you want to add.
  - c. Select **Add to Macro**. The text inserts after the line you highlighted.
4. If necessary, add other text, [key combinations](#) or [functions](#). To remove a command, highlight the line and press **Delete**.

5. Press **Enter (Save)**. A confirmation message may display, depending on your save options. The Macro Editor dialog box remains open.
6. Select **Done** to close the Macro Editor dialog box.

## Dictionary Builder

The Dictionary Builder feature is a Manage Dictionary feature that allows you to build dictionary entries using a writing machine or your computer (QWERTY) keyboard. Dictionary Builder displays a word or phrase from an ASCII (.txt) wordlist or a dictionary builder list created by Case Prep. You can define one or more steno outlines for each word or phrase. The ASCII file must have a .txt extension and each word or phrase in the wordlist must occur on a separate line. A Speak Word command/button is available so as you are building your dictionary with a Case Prep wordlist or a downloaded wordlist, you can hear the word's pronunciation and write what you hear. In addition to the Speak Word command/button, there is an Auto-Speak option that will automatically pronounce each word/phrase as you move through the list.

Case CATalyst uses the [Dictionary Options](#) settings when encountering a conflict with steno that already exists in the same dictionary. If you are building a case or job dictionary and you enter steno that already exists in your Personal Dictionary, a *Personal Dictionary contains this steno* message displays in the Dictionary Builder dialog box. There is a *Replace spaces following titles* option located in Dictionary Options that will automatically replace a space following a title (i.e. Mr., Mrs., Dr., etc.) with a <Sticky Space> format symbol. For example, the text in the Word: field displays Dr. Kay. With the *Replace spaces following titles* option set to Yes, the space following Dr. is removed and replaced with a <Sticky Space> format symbol. Dr.<Sticky Space>Kay.

A Dictionary Builder case is located in the System Files case and is the default location for the lists of words created by [Case Prep](#). You can store lists of words in the Dictionary Builder case or use the Browse button to select your list from another location.

## Create Dictionary Entries Using the Dictionary Builder:

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**.
2. From the dictionary menu, select the type of dictionary. When you choose Case or Job, the Open Existing Document dialog box displays. Select the dictionary or type a new dictionary name and press **Enter**.
3. Press **Alt + t, b (Tools, Dictionary Builder)**. The Dictionary Builder Setup dialog box displays.
4. Make entries as necessary:

### Writer

- Stenograph Writer Serial/Bluetooth  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion, Stentura Protégé, Stentura LX, Stentura, 200/400 SRT and SmartWriter. Bluetooth is a wireless serial connection and may not be available for all writers listed.
- Stenograph Writer USB  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion and Stentura Protégé.
- Stenograph Writer WiFi  
This option includes Stenograph's Luminex, Diamante and élan Mira A3.
- StenoRam III, III+, Ultra  
This option includes Xscribe's StenoRam III, III+ and Ultra with a serial connection.

- **FlashWriter**  
This includes ProCAT's Flash steno machine and any other steno writer that uses the Flash serial connection protocol.
- **Baron TX**  
This includes Baron Transcriptor X (TX) steno machine and any other steno writer that uses the BOLT serial connection protocol.
- **Keyboard input (no writer)** allows you to use your computer (QWERTY) keyboard to input steno and does not require a connected writer.

**Comm Port**

If you are connected to your writing machine via USB, no entry is required in this field. If you are not connecting your writer via USB, select the correct COM port to which your writing machine is attached to the computer. If you selected Keyboard input (no writer) option in the Writer field, this option is grayed out.

**Wordlist**

Do one of the following:

**Start with a new wordlist**

Select **Browse** to display the Open Dictionary Builder wordlist dialog box. Select a wordlist and press **Enter (Open)**.

**Start at the beginning of a file**

Select this option to start at the beginning of the wordlist last used.

**Continue where I left off**

Select this option to continue with a wordlist you already started, beginning at the point where you previously stopped.

5. Press **Enter. (OK)**.
6. Write a stroke on your writing machine to establish a connection. If you selected Keyboard input (no writer), no action is needed.
7. The Dictionary Builder dialog box displays. The word for which you are defining displays in the *Word* field. If there is an entry in your Personal Dictionary with the same steno outline, the *Personal Dictionary contains this steno* message displays. You can enter a different steno outline or if this dictionary has a [higher priority](#) than your Personal Dictionary when translating, this entry will take priority. Do **any** of the following:
  - a. From your writing machine, stroke the steno outline for the word/phrase displayed. This option is only available if you selected a writer connection in the Setup dialog box. If you want to hear the word/phrase the default steno outline for the Speak Word command is **SPAO\*EBG**. You can customize the steno outlines used to invoke commands by clicking the Modify Steno Command button.
  - b. From your computer keyboard, type the steno outline for the word/phrase displayed. This option is only available if you selected Keyboard input (no writer) in the Setup dialog box. If you want to hear the word or phrase, press **Alt + k** which will speak the word/phrase only on demand and **Alt + u** will toggle the state of the Auto-Speak Word feature. When the Auto-Speak Word option is selected, each time you move to a new word/phrase the word/phrase will automatically be spoken.
  - c. Press **Alt + c** to toggle the capitalization of the word or phrase in the Word field.

- d. Press **Alt + g** (if active) to define additional steno outlines with a suffix.  
The Endings button is active when Case CATalyst analyzes the word and steno outline to determine if one or more suffixes (" -G", " -S" or " -D" steno) could be added to the word. Edit's [Plural Endings](#) Option setting also applies to the Endings feature. The Plural Endings option allows you to set the final S, final Z or both as keys you write to indicate a plural. You can choose any of the suggested definitions to add to your dictionary. For example, you have 'represent' in the Word field and REPT in the Steno field. The following suggested entries may display when you select Endings: REPTD = represented and REPTS = represents. The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.
- e. You can press **Alt + w** to move your cursor to the Word: field and edit the text word or phrase if needed. For example, the word or phrase in the Word field is misspelled. Once you correct the spelling, you use the New Outline command to keep the modified word or phrase in the Word field to create additional steno outlines.

If you were modifying the entry in the Word field to add a <Sticky Space> format symbol following a title, there is a *Replace spaces following titles* option located in Dictionary Options. When this option is set to Yes and you are using Dictionary Builder, CATalyst will automatically replace a space following a title (i.e. Dr., Mr., Mrs., etc.) with a <Sticky Space> format symbol. For example, the text in the Word: field displays Dr. Kay. With the *Replace spaces following titles* option set to Yes, the space following Dr. is removed and replaced with a <Sticky Space> format symbol. Dr.<Sticky Space>Kay.

The default setting for the *Replaces spaces following titles* option is No. If you want CATalyst to replace spaces following titles with the <Sticky Space> format symbol, change the option to Yes. Dictionary Options can be accessed while in a dictionary by pressing **Alt + t, o, t** (Tools, Options, Dictionary Options) or from Manage Jobs by pressing **Alt + t, o, d, o** (Tools, Options, Dictionary Options, Options).

If there is an entry in your Personal Dictionary with the same steno outline, the *Personal Dictionary contains this steno* message displays. You can enter a different steno outline or if this dictionary has a [higher priority](#) than your Personal Dictionary when translating, this entry will take priority.

8. Use the following commands as necessary. Click the option or stroke the steno outline associated with the command. The associated steno for each command can be changed using the Modify Steno Commands option.

### **Next Word**

Displays the next word in wordlist.

### **Previous Word**

Displays the previous word in the wordlist.

### **New Outline**

Allows you to stroke another steno outline for the same word.

### **Delete**

Delete the previous stroke.

### **Modify Steno Commands**



Display the Dictionary Builder Steno Command dialog box where you can change steno for any of the five Dictionary Builder commands. When finished making changes, press **Enter (OK)**. This button is not available if Keyboard input (no writer) was selected in the Setup dialog box.

9. When finished, select **Done**. The Dictionary Builder dialog box closes.

## 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 most likely 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? For example, let's say that you want 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 simply open your Personal Dictionary, open the Brief My dictionary dialog box, select a few options and press Enter. CATalyst does the work for you. You will be presented with a list of words/phrases that meet the selected criteria and a list of brief suggestions.

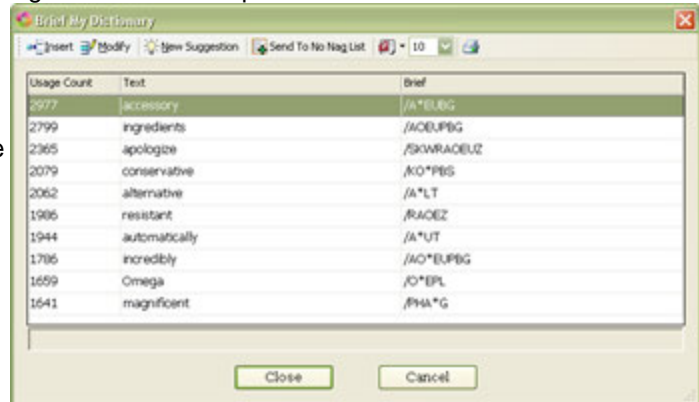
### To Use Brief My Dictionary:

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 recently used multi-stroke steno outlines starting with two stroke entries.
  - b) 3 or more strokes will display the most recently used multi-stroke steno outlines starting with three stroke entries. 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 entry in the same dictionary (and 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 entry in the same dictionary (and 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.



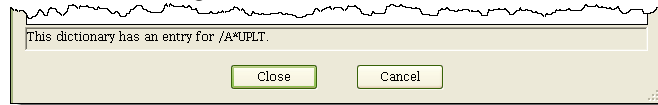
9. Do **any** of the following:

- a) Insert ( ) - adds the highlighted text and brief entry in the current dictionary. (**Alt + I** or **Ctrl + I**).

**Note:** the entry or entries are added to the dictionary when you click Close which also closes the dialog box.

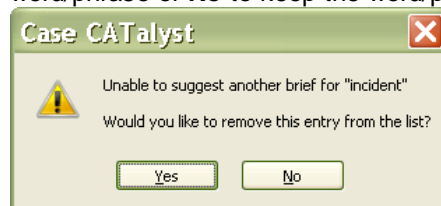
- b) Modify ( ) - positions the cursor in the Brief column and makes it editable so you can create your own brief (**Alt + m** or **Ctrl + m**).

**Note:** the modified entry or entries are added to the dictionary when you click **Close** which also closes the dialog box.



- 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 following dialog box displays prompting if you want to remove the word/phrase from the list. 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 .

- f) 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 to 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.


**Options**

The Options menu allows you to preview and change the color theme of Case CATalyst, spell check options when spell checking your dictionary, options on how duplicate entries are handled when pasting and including, and more.

**Themes...**

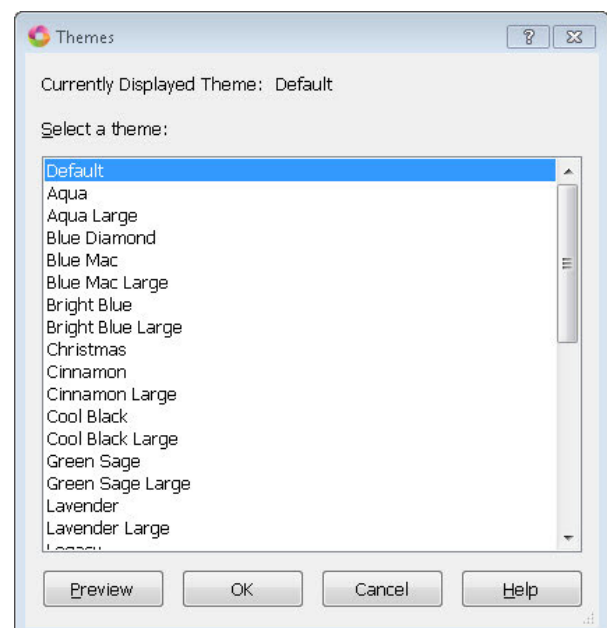
Themes affect the display of the toolbar background color, open file tab colors, dialog pane margins and the format of the open file tabs. There are a variety of pre-made themes available. You can preview a theme by selecting a theme and then clicking the Preview button (Alt + p). The current theme name is displayed at the top of the dialog box.

To Access Themes...

- in Manage Jobs, Translate and Edit and Manage Dictionary, press **Alt + t, o, h** (**Tools/Options/Themes...**).
- anywhere in CATalyst, click the All Options icon () on the toolbar.

**To select a theme:**

1. From Manage Jobs or Translate and Edit, press **Alt + t, o, h** (Tools/Options/Themes...).
2. In the Themes dialog box, highlight a theme and do any of the following:
  - a. To preview the theme, press **Alt + p** (Preview).
  - b. To apply the current theme and close the Theme dialog box, press **Enter** (OK).
  - c. To close the theme box and keep your current theme, click **Cancel**.



## Dictionary Spell Check Options

Dictionary Spell Check Options determine Spell Check parameters applied when spell checking dictionary entries. You can select automatic Spell Check features, choose Wordlists, set the number of Suggestions and choose the language type. For example, you can add a job wordlist, choose the WinterTree Medical Wordlist, activate the option to have Spell Check ignore all capped words and single characters, display notification when Spell Check completes in a text field and set the number of suggested words to display at 10.

Spell Check uses a default wordlist along with any provided wordlists you select. Spell Check will also use the Personal Wordlist and case and/or job wordlist when spell checking. If, in the rare case, there is a word you feel is misspelled in the default wordlists, you can put the word in your [Personal Wordlist](#) with the exclude attribute.

Use [Transcript Spell Check options](#) to set Spell Check parameters for spell checking during Edit. Transcript Spell Check options are set independently from Dictionary Spell Check options.

The priority of the wordlists are as follows: Ignore All (which is in memory only), Job, Case, Personal, Exclude List (if selected), optional "other" wordlists, main language wordlists provided by Wintertree, Wintertree medical (if selected), Stedman's medical (if selected), Wintertree legal (if selected) and Black's legal (if selected).

Access Dictionary Spell Check Options:

- from Manage Jobs, press **Alt + t, o, d, s** (**Tools/Options/Dictionary/Dictionary Spell Check**).
- from Manage Dictionary, press **Alt + t, o, d** (**Tools/Options/Dictionary Spell Check**).

## Dictionary Spell Check Options

To make a change, click an option. Depending on the field, check or uncheck the box or select a choice from the drop down list. When finished with all your changes, select **OK**.

### Language

Select which language set to use when running Spell Check. Selecting a language set for Spell Check affects the language set for the WinterTree Medical and Legal [Wordlists](#). Black's Law and Stedman's Medical wordlists are only available in English.

- **American English**
- **British English**
- **French** — When using French, Spell Check considers words beginning with a letter followed by an apostrophe, such as "c'est" to be misspelled and suggests a space following the apostrophe, "c' est." Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Italian** — When using Italian, Spell Check considers words beginning with a letter followed by an apostrophe to be misspelled and suggests a space following the apostrophe. Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Spanish**
- **Brazilian Portuguese**

### Options

Check the features you want active when Spell Check runs.

**Autocorrect**

Automatically correct a word with the specified alternative contained in an applied [wordlist](#). For example, Spell Check recognizes "teh" as misspelled and automatically replaces it with "the" because the entry in the applied wordlist is: "teh" Autocorrect "the".

**Ignore Allcapped Words**

Do not stop on words or abbreviations that are all capitalized and not recognized by Spell Check.

**Ignore Mixed Case**

Do not stop on mixed case words that have more than one initial capped letter and are not recognized by Spell Check. For example, Spell Check does not stop on "CATalyst ", "McNeal", or "OZpc."

**Ignore Mixed Digits**

Do not stop on combinations of digits and numbers not recognized by Spell Check. For example, Spell Check does not stop on 12F, t3sting, or 500th.

**Report Repeated Words**

Stop on repeated words unless the words have been added to your Personal, Case or Job wordlist.

**Strip Possessives**

Spell check only the root word.

**Suggest Split Words**

Offer two separate words as a Suggestion for a single word that can legitimately be two words. For example, Spell Check stops on "someperson" and offers the Suggestion "some person".

**Ignore Single Characters**

Do not stop on individual characters. For example, do not have Spell Check stop on the X in "X marks the spot".

**Add Changes to Wordlist**

Add the highlighted word and its replacement to the Job wordlist as a Suggest, when using the Change option. For example, Spell Check stops on the word "someperson". You select "some person" from the Suggestions list. In the wordlist, the following entry occurs: "someperson" Suggest "some person". Spell Check continues to stop on every occurrence of the word in the dictionary.

**Deselect All**

Deselect all options. You may want to use this feature when creating a macro to select a specific Spell Check option. To run a macro for a specific Spell Check option you would first need to deselect all the other options. By using Deselect All, you can deselect all the options at once and then select the specific one you want to use.

**Additional Wordlists**

Use the **Add** button to display the Open dialog box where you can locate and include other [wordlists](#) to apply during Spell Check. Once added to the list, you must check the box next to each wordlist you want to apply during Spell Check. Uncheck the box to inactivate the wordlist but keep it in the list for later use. Use **Remove** to delete the wordlist from the list. You can Add it again if necessary.

Wordlists are applied during Spell Check in a [priority](#) order. Additional wordlists are applied before all other wordlists except the Ignore All Wordlist which is a temporary wordlist that is not viewable. Wordlists contained in the Additional Wordlists field are applied in the order they occur. Use the **Move Up** and **Move Down** buttons to reorder the list.

### **Match Common Word Processors**

The Match Common Word Processors option uses an exclude list that contains all common words from the Wintertree American wordlist or Wintertree British wordlist that some commonly used spell checkers (i.e. word processor software) report as being misspelled. Although there are words in the Wintertree American wordlist or Wintertree British wordlist that commonly used spell checkers mark as misspelled, many of those same words may be recognized spellings in other spell checkers. By checking this option, you are setting CATalyst's spellchecker to stop on these words even though the built-in wordlist says these words are correct.

When you select the Match Common Word Processors option, the listed legal and medical wordlists are automatically deselected (to give you the most desired results). Deselecting the Match Common Word Processors option does not automatically reselect all the wordlists listed below. You will need to select each wordlist you want to use. All commonly used spell checkers may not have medical and legal terminology as a part of their wordlists. If all the medical and legal wordlist are deselected, you most likely will need to add some medical and legal words to your Personal Wordlist (with the Ignore attribute) so Spell Check doesn't stop on them. For example, if you select the Match Common Word Processors option and deselect the medical and legal words, you may have to add "Voir" (Voir Dire) to your Personal Wordlist so Spell Check doesn't stop on it. There may be medical words you will need to add also. If you select this option and continue to select all medical and legal wordlists, you may still find some words that commonly used spell checkers would consider misspelled. You can select all, some or none of the wordlists, it is your decision.

*This option is grayed out if American English or British English is not selected in the Language field.*

### **Use Wintertree Medical Wordlist**

Use the Wintertree Medical Wordlist.

### **Use Stedman's Medical Wordlist**

Use the Stedman's Medical Wordlist.

### **Use Wintertree Legal Wordlist**

Use the Wintertree Legal Wordlist.

### **Use Black's Legal Wordlist**

Use the Black's Legal Wordlist.

### **Display Red Squiggle Under Misspelled Words**

This option does not apply to dictionary Spell Check.

### **Spell Check While Defining**

Invoke Spell Check when inserting and modifying entries.

### **Scan While Spell Check**

This option does not apply to dictionary Spell Check.

### **Scan Options**

This option does not apply to dictionary Spell Check.

**Notify me when spellcheck completes in a text field**

When the Spell Check while Defining option is Off and you spell check a field using Spell Check (Shift + F7), the No Spelling Errors dialog box displays.


**Maximum Number of Suggestions**

Enter a number between 10 and 100 to determine the maximum number of alternative words that display in the Suggestions field. The recommended setting is 10. This is the default.

**Dictionary Options**

Dictionary Options allows you to customize whether your D-defines go directly to your Personal Dictionary or to the Update Area, what happens to conflicting entries when combining dictionaries, decide what warning messages you see and more. Settings in Dictionary Options affect all dictionaries in the user folder.

Access Dictionary Options:

- At Manage Jobs, press **Alt + t, o, d, o** (Tools, Options, Dictionary, Options).
- At Manage Jobs, press **Alt + t** and then select All Options. Navigate to the Dictionary section and select Options.
- In Manage Dictionary, press **Alt + t, o, t** (Tools, Options, Dictionary, Options).
- At Manage Dictionary, press **Alt + t** and then select **All Options**. Navigate to the Dictionary section and select **Options**.
- Click the All Options icon (  ) on the toolbar and then navigate to the Dictionary section and select **Options**.

**Dictionary Options**

Select your choice from the drop-down list on the right side of the option. When finished, to save and close the Dictionary Options dialog box, select **OK**.

**D-Defines go to the Update Area Yes/No**

When making D-defines (entries defined to the Personal Dictionary), entries are placed in the Personal Dictionary and the newest entry is always used during translation. When you open your Personal Dictionary, based on your Dictionary Options (see below) you may be prompted to take action on any conflicting (entries with identical steno outline(s) and different text definition) entries. To have your D-defines go directly to the Personal Dictionary, select **No**. By default, D-defines made while editing go to the Personal Dictionary.

When D-defines go to the Update Area, the entries go to a holding dictionary that allows you to review, revise, delete entries before moving them to your Personal Dictionary. If you work with a scopist that creates dictionary definitions or you edit on multiple computers, you may want to select the D-Defines go to Update Area option. The scopist can send the Update Area along with the edited file or you can backup and restore the Update Area on your main computer. You can then review the entries and add the ones you want to your Personal Dictionary. To have your D-defines go to the Update Area, select **Yes**.

**How to treat entries with duplicate steno from D-defines Stop for Decision / Keep New Text / Keep Old Text / Create Conflict**

When the *D-Defines go to the Update Area* option is set to No, select one of the options as the default action when D-defines conflict with entries in your Personal Dictionary. When a D-define is made while writing realtime or editing that is different than the existing Personal Dictionary entry, the entry goes into your Personal Dictionary and is automatically used until you open your dictionary. Once you open your dictionary, depending on your dictionary options, either the action that you selected is performed or you need to decide how to resolve the conflict. Select from the following options: Stop for Decision which allows you to select the action for each conflicting entry, or automatically have one of the following actions performed: Keep New Text, Keep Old Text or Create Conflict. If undecided, select Stop for Decision.

If *D-defines go to the Update Area* is set to Yes, this option is not available.

### Stop for Decision

Displays the Duplicate Entry dialog box for each conflicting steno outline along with the text definitions. Review the steno. and text and then select an action: **Keep New Text**, **Keep Old Text**, **Create Conflict** or **Keep Neither**. Keep Neither removes the original dictionary entry from the destination dictionary and does not include the new dictionary entry.

Selecting an action applies only to the duplicate entry displayed. If you want to apply the same action to all duplicate entries, check the box, *Apply this choice to the rest of the duplicate entries for this include*. When finished selecting your action, choose **OK**.

If you choose Cancel, Case CATalyst prompts you with a Yes/No option to confirm the cancellation. Selecting Yes cancels any action taken with the Include and closes the Duplicate Entry dialog box. Selecting No displays the Duplicate Entry dialog box.

### Keep New Text

Keep the text definition from the newest D-define and remove the old entry.

### Keep Old Text

Keep the text definition from the current Personal Dictionary entry and disregard the newest dictionary entry.

### Create Conflict

Keep both the original and new text to create a conflict in the entry.

## How to treat entries with duplicate steno when Including Stop for Decision / Keep New Text / Keep Old Text / Create Conflict

When using Manage Dictionary's Include feature to combine dictionaries, you need to decide how you want Case CATalyst to handle the included entries if some entries conflict (entries with identical steno outline(s) and different text definition) with entries in the destination dictionary. Select **one** of the following:

### Stop for Decision

Displays the Duplicate Entry dialog box for each conflicting steno outline along with the text definitions. Review the steno. and text and then select an action: **Keep New Text**, **Keep Old Text**, **Create Conflict** or **Keep Neither**. Keep Neither removes the original dictionary entry from the destination dictionary and does not include the new dictionary entry.



Selecting an action applies only to the duplicate entry displayed. If you want to apply the same action to all duplicate entries, check the box, *Apply this choice to the rest of the duplicate entries for this include*. When finished selecting your action, choose **OK**.

If you choose Cancel, Case CATalyst prompts you with a Yes/No option to confirm the cancellation. Selecting Yes cancels any action taken with the Include and closes the Duplicate Entry dialog box. Selecting No displays the Duplicate Entry dialog box.

### **Keep New Text**

Keep the text definition from the source and remove the old entry from the destination dictionary.

### **Keep Old Text**

Keep the text definition from the destination dictionary entry and disregard the source dictionary entry.

### **Create Conflict**

Keep both the original and new text to create a conflict in the entry.

## **What to do with source dictionary after Include   Stop for Decision / Delete Source Dictionary / Leave Source Dictionary**

The Source dictionary is the dictionary you select to bring entries into the current (destination) dictionary. You open the destination dictionary, select Include and then select the dictionary (source) you want to include into the currently opened dictionary. The default action is to Stop for Decision.

Depending on your dictionary options, if the *Warn before voiding undo ability when using Include* option (see below) is active, you will be prompted that if you continue you will not be able to undo changes that were done before the include. If you need to "undo changes" you can exit the dictionary without saving it. By default, this prompt is active.

Select **one** of the following:

### **Stop For Decision**

Displays the following message prompting you for a decision after including the entries: "Do you want to delete the source dictionary?" Select **Yes** to delete the source dictionary or **No** to retain the source dictionary after including. Stop For Decision is the default.

### **Delete Source Dictionary**

Automatically delete the source dictionary after including the entries in the destination dictionary.

### **Leave Source Dictionary**

Automatically retain the source dictionary after including the entries in the destination dictionary.

## **How to treat entries with duplicate steno when Pasting   Stop for Decision / Keep New Text / Keep Old Text / Create Conflict**

When using the cut, copy and paste commands in the Manage Dictionary function, you need to decide how you want Case CATalyst to handle the pasted entries if some entries conflict (entries with identical steno outline(s) and different text definition) with entries in the destination dictionary. Select **one** of the following:

### **Stop for Decision**

Displays the Duplicate Entry dialog box for each conflicting steno outline along with the text definitions. Review the text and select an action **Keep New Text**, **Keep Old Text**, **Create Conflict** or **Keep Neither**. When finished selecting your action, choose **OK**. No action occurs if you choose Cancel. Stop for Decision is the default. Keep Neither is an action available when you use Stop for Decision. Keep Neither removes the original dictionary entry from the destination dictionary and does not paste the new dictionary entry.

### **Keep New Text**

Keep the copied/cut text definition and remove the old entry from the destination dictionary.

### **Keep Old Text**

Retain the destination dictionary entry and disregard the copied/cut entry.

### **Create Conflict**

Keep both the original and new text to create a conflict in the entry.

### **Break steno outlines based on key order Yes/No**

Case CATalyst allows you to type text characters in the Steno field of a dialog box to generate steno characters. For example, you type JAIMS and Case CATalyst generates SKWRAEUPLS.

Select **Yes** to have Case CATalyst automatically add a / (forward slash) between steno strokes based on steno key order. For example, you type PATRIK. The result is /PAT/REUBG. You do not need to type the / . Select **No** to manually insert the slash between steno strokes to indicate multiple strokes.

### **Swap steno entered out of key order Yes/No**

Select **Yes** to have Case CATalyst automatically corrects typed steno in the Steno field of a dialog box. For example, you type READ. The steno order corrects to /RAED; TOAD corrects to TAOD.

Select **No** to not have Case CATalyst automatically correct incorrectly ordered steno keys. Case CATalyst does not generate the correct steno character or may generate the steno character as a "final" character instead of the intended "initial" character. Case CATalyst inserts / to separate strokes when it is clear a second stroke is written.

This field is only available if you select No in the *Break steno outlines based on key order* field.

### **Default Keyboard map**

Select the active [keyboard map](#) when using Manage Dictionary. Click the down arrow to display the list of available dictionaries. All dictionary keyboard maps located in the Dictionary case within your System Files case, are available for selection from the list. The Default keyboard map will be used until it is changed to another keyboard map. Only dictionary commands can be used in the dictionary keyboard map.

### **Warn before deleting entries**

Check this box to display a confirmation message when deleting dictionary entries. Each time you delete an entry, the message prompts you with a Yes/No option to continue the deletion. This is the default.

Uncheck this box to disable the confirmation message when deleting entries. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

### **Warn before Search and Replace Yes/No**

Search and Replace allows you to search for and replace the text portion of a dictionary entry. You can search and replace all entries forward, backward or all matching entries at one time.

Check this box to display a confirmation message when selecting the Replace All option. The message prompts you with a Yes/No choice option to continue the replace without stopping for a decision. This is the default.

Uncheck this box to disable the confirmation message when replacing. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box. The confirmation message displays only when you select Replace All. It does not display when you select Forward or Backward. Forward and Backward stop on every occurrence.

#### **Warn before voiding undo ability when using Include    Yes/No**

The Include feature allows you to include the entire contents of another dictionary into the displayed dictionary. You cannot Undo the Include unless you exit the dictionary without saving. All unsaved changes made prior to the Include are lost.

Check this box to display a warning message when including a dictionary. The message prompts you with a Yes/No choice option to continue the Include. This is the default.

Uncheck this box to disable the warning message when you Include a dictionary. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

#### **Warn when inserting or modifying an entry in a filtered display    Yes/No**

When you display dictionary entries in a filtered view, and then modify a filtered entry so that it no longer meets the filter criteria, the modified entry no longer displays in the filtered view.

Check this box to display a warning message when the modified entry does not meet the filter criteria. The message prompts you that the entry will not be displayed and press Enter to continue.

Uncheck this box to disable the warning message when modifying an entry in filtered view. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

#### **Warn when overwriting EZ Speakers Entries    Yes/No**

Check this box to display a confirmation message when you create a duplicate speaker identification with an existing token number in the Create EZ Speaker Entries feature. The message prompts you with a Yes/No choice option to overwrite the existing entry.

Uncheck this box to disable the confirmation message when identifying speaker names. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

#### **Warn twice before exiting without saving changes    Yes/No**

If you have unsaved changes and you select to exit the dictionary, select Yes to have an Are you sure message display. Select No, if you do not want the extra warning dialog box. The default setting is Yes.

#### **Confirm Conflict Resolution    Yes/No**

If a dictionary entry is a conflict and you eliminate the conflict by using one of the Resolve Conflict with Choice # - Dict commands, a confirmation message displays prompting you to confirm you want to replace the conflict (conflict displays) with the conflict choice (the conflict choice displays). To disable the confirmation message from displaying when you resolve a conflict, set this option to No. To change the setting, double click the Confirm Conflict Resolution option to toggle between Yes and No. The default setting is Yes.

**Print Steno in Crowded Format Yes/No**

Check this box to print the dictionary entries in crowded line format and reduce the number of pages needed to print the dictionary entries. Crowded line format prints the steno outlines using a forward slash to separate the strokes. The steno for the entry prints on the same line. For example, let's say you have a dictionary definition for "cap on" it would print as the following when this option is set to Yes: /KA\*P /O\*PB.

Uncheck this box to print the dictionary entries to print steno outlines in steno paper tape format. For example:

```
K A * P
O* PB
```

**Display steno in "paper tape" format Yes/No**

Select **Yes**, the default, to display the steno outlines for dictionary entries in paper tape format. Paper format displays steno outlines for a dictionary entry in a vertical display as it appears written on paper tape. For example, you have the dictionary entry "arrhythmia" which contains multiple steno outlines for the dictionary entry.

```
arrhythmia      A R
                 R EU PBLG
                 PH AO E
                 K W RA
```

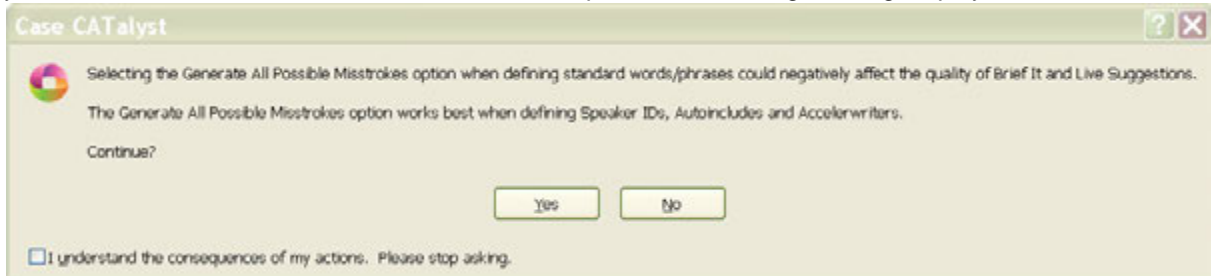
Select **No** to display the steno outlines in crowded format. This setting also affects the display of printed dictionary entries. Crowded format reduces the amount of space it takes to display the dictionary entry. In crowded steno format, multiple steno outlines for entries are separated by a slash on one or more lines. The same entry displays as:

```
arrhythmia      AR/REUPBLG/PHAOE/KWRA
```

**Warn when inserting/modifying an entry and selecting All Possible Misstrokes Yes/No**

This option will display a warning message when inserting or modifying dictionary entries in your Personal Dictionary or Update Area (if used) when you have selected the Generate All Possible misstrokes option in the Insert/Modify dialog box. The Generate All Possible Misstrokes option can be a good option when creating additional definitions for speaker identifications, realtime commands, format symbols, Auto Includes, 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. This option is set to Yes as the default action. Change the option to No if you do not want to see this warning when inserting/modifying entries in the Personal Dictionary and Update Area.

If defining to the Personal Dictionary and/or inserting/modifying an entry in the Personal Dictionary and you select the Generate All Possible Misstrokes option, the following warning displays:



- Selecting **Yes** (Alt + y) will generate all possible misstrokes for the current steno outline.
- Selecting **No** (Alt + n) will return to the Insert or Modify dialog box with the Generate All Possible Misstrokes option deselected.
- Select the *I understand the consequences of my actions. Please stop asking.* option to set the warning option to **No**.

### Column Display Order:

Customize the order in which you want the columns to display on the Manage Dictionary screen. Click in the Column Display Order: option and then click the Browse (...) button to display the Confirm Column Order dialog box. In the Choose column order section, highlight a column name and then use the arrow icons (↑ ↓) to position the order of the columns. When finished, click **OK** to save the changes.

To customize which columns display, double click the column name to toggle between Visible and Not Visible. The Text and Steno columns are inactive as those two columns will always display in a dictionary.

### Replace spaces following titles Yes/No

When this option is set to Yes and you are in the Dictionary Builder feature, a space following a title (i.e. Mr., Mrs., Dr., etc.) will automatically be replaced with a <Sticky Space> format symbol. For example, the text in the Word: field displays Dr. Kay. The space following Dr. is removed and replaced with a <Sticky Space> format symbol, Dr.<Sticky Space>Kay. Default setting is No.

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

Select "Yes" (default) to have Case CATalyst ask if you'd like the Insert dialog to open when a text or steno match is not found by Search. the text or steno searched for will automatically appear in the Insert dialog. Selecting "No" will result in Search notifying you that a match was not found without asking if you'd like to open Insert.

### Dictionary Verify Options:

The [Dictionary Verify](#) feature, checks your dictionary for potential issues. In the Dictionary Verify reporter, you may see invalid modification date or invalid used date. There is nothing wrong with the dictionary entry, it is just the date information for specific entries is not correct. You can select to correct the issue by selecting the appropriate option listed below.

### Fix Invalid Modification Date

Double click the Fix Invalid Modification Date option to toggle between Yes and No. If set to Yes, Dictionary Verify will reset the dictionary entry date to today's date based on your computer's date.

### Fix Invalid Used Date

Double click the Fix Invalid Used Date option to toggle between Yes and No. If set to Yes, the *How to fix used date:* option is active.

### How to fix used date:

To select an option to fix the used date, click the down arrow. Select one of the following:

#### Set entry as unused

Reset the Usage Count flag to reflect the dictionary entry has never been used.

#### Set to Modification Date

Reset the Used date to match the modification date.

#### Set to today's date

Reset the Used date to today's date based on your computer's date.

## Application/Computer Options

Application/Computer Options allow you to set certain defaults for Case CATalyst. Access Application/Computer Options in Manage Jobs press **Alt + t, o, a** or Edit press **Alt + t, o, /** (**Tools/Options/Application Computer Options**).

## Application/Computer Options

To make a change, click an option. Select a choice from the drop down list. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

### Start-up Settings

#### Start-up Size

Start-up size determines the size and location of the Case CATalyst window when Case CATalyst opens. This setting affects all users on this computer. By default, Case CATalyst is set to open maximized.

#### Last Known Size

Case CATalyst opens with the last customized size and position of the Case CATalyst window. It is necessary to manually resize and position the window. Do not use Windows Aero to resize the window.

It may be necessary to change the Windows settings for the Case CATalyst shortcut icon in order for the *Last Known Size* option to function properly. Some versions of Case CATalyst install with this setting set to *Maximized*. The shortcut setting must be set to *Normal window*. To modify the Case CATalyst shortcut setting, right click the Case CATalyst icon and select **Properties**. On the Shortcut tab, in the *Run* field, select **Normal window**.

#### Maximized

The Case CATalyst window opens to the size of your screen.

#### Full Screen

The Case CATalyst window opens with only the Menu bar and Full Screen toolbar displayed. The Function Bar and all other toolbars are not shown.

**Renew expiring e-Key license**

Your e-Key, keyless access, requires reauthorization every 90 days. By default, reauthorization is set to automatically renew. Optionally, you can choose to manually reauthorize via renewal notification. This setting affects the current Case CATalyst application.

**Without Asking**

By default, this option is active to automatically reauthorize e-Key, keyless access, when the renewal date falls within 29 days. e-Key requires reauthorization every 90 days. When reauthorization successfully completes, a message displays indicating successful reauthorization. Close the message box by pressing **Enter**. The 90 days of reauthorization is added to the amount of authorized days currently remaining. Automatic reauthorization requires an Internet connection.

A reauthorization reminder message displays if automatic reauthorization is unavailable. For example, this may happen if you do not have Internet access at the time of automatic reauthorization.

**At User Direction Only**

Display a reauthorization reminder message that requires you to [manually respond](#) to renew keyless access. Internet access is necessary to respond to the notification message for reauthorization. If you do not have an Internet connection, follow the instructions in *e-Key Activation* for [No Internet Access](#).

**Check for Updates****Check for Updates Enabled**

The Check for Updates Help menu item or the Check for Updates button in the [About Case CATalyst](#) dialog box allows all users in this application to check for Case CATalyst updates. Select **Yes** to have the Check for Updates menu item and the Check for Updates button in the About Case CATalyst dialog box active and to receive update reminder messages when you haven't checked for updates for three months. There are some situations where Network Administrators or Instructors, for example, control the Case CATalyst version being used and do not want individuals updating. Select **No** to disable automatic update check reminders and gray out the Check for Updates menu item and button in the About Case CATalyst dialog box. The default is Yes.

**Track Changes****Editor ID**

Designate a name to associate with changes and comments made to a transcript with the [Track Changes](#) feature. When this option is left blank, the current user name is used as the Editor ID. The entry in this field applies to all files for all users on the system. The default is blank. To fill in the Editor ID field, click in the blank field to the right of the option and type the name.

**Always Track Changes in Edit**

The Always Track Changes in Edit option, when set to Yes, automatically sets the Track Changes option to be active when editing. If you are writing realtime and making editing changes in the file, realtime is active and track changes is not active. Once you stop translation (Ctrl + \ or File, Stop Translation) with this option set to Yes, the Track Changes feature is automatically active. This option may be ideal for a scopist who wants to track their changes in every file. If you manually turn Track Changes off in the file, it will remain off until you turn it back on or until you open the file in Edit again. The Always Track Changes in Edit option setting affects all Case CATalyst users on the current computer.

**Edit**

### **Fast Save**

Save settings works with the widest range of hardware configurations and in most situations, the selection for this option should remain Yes. Yes is the default. In a rare situation, Stenograph Technical Support may recommend changing the option to No. The selection in this field works in conjunction with Auto Save and Auto Recover and has no effect on manual saves made with Ctrl + s (File/Save) or File/Save As.

### **Touch Screen Settings**

#### **Touch Screen Sensitivity**

Use the Touch Screen Sensitivity setting to adjust the touchscreen sensitivity in Case CATalyst. This setting may need to be adjusted for each touchscreen. Select a setting between 0 and 8. 4 is the default setting.

- If tapping on the touchscreen, used to move the cursor to that screen location - is not functioning or is resulting in scrolling, select a higher number for this setting.
- If swiping on the touchscreen - used to scroll the screen - is resulting in the cursor position moving like you tapped the touchscreen, select a lower number for this setting.



## Import & Export

You can convert files produced on different CAT systems into Case CATalyst files using the Import function. You can also convert a Stentura dictionary (must be on the original export diskettes) to a Case CATalyst dictionary. Import options allow you to set general and specific import parameters.

When importing files from different CAT systems, you may need to apply a CATalyst layout to reformat the file. There may be paragraph information in the imported file that will prevent an applied layout to properly format the file. If this is the case, once the file is imported, it may be necessary to [remove all paragraph deltas](#) and then apply a CATalyst format.


The Export function allows you to convert Case CATalyst dictionaries into a format for use with the Luminex, Diamante, élan Mira or Stentura Fusion. You can also convert files (steno, text, dictionaries) to use with other CAT systems by exporting them to RTF/CRE. Files can also be exported for use with litigation software, websites or other CAT systems. Depending on the file type selected for export, export options allow you to set export parameters.

### Import

You can import the following files into Case CATalyst:

- [ASCII](#) text files.
- [Case CATalyst 3.x](#) steno note, dictionary, page layout, text files including index templates and text files with audio.
- [Cheetah RTF/CRE dictionary](#).
- [Premier Power](#) dictionary, transcript, and steno note.
- [RTF/CRE](#) dictionary, text, and note files.
- [Stentura](#) dictionary, including JDEFINES. JOB.
- [Eclipse](#) dictionary, text and note files.

Access the Import function:

- On the Function Bar, click Import .
- Press **Alt + u, i**.
- From the Menu Bar, select **Function/Import**.

### Export



Case CATalyst can export files in the following formats:

- [ASCII](#) text.
- [RTF/CRE](#) dictionary, text and steno notes.
- [HTML](#) text.
- [Luminex, Diamante, élan Mira, Stentura Fusion dictionaries](#).
- [Stentura dictionary](#).
- [PTE](#)
- [CaseViewNet](#)

- [TextMap](#)
- [PTX](#)

Fields are an editing feature available in Case CATalyst version 5.x and higher. Case CATalyst version 4.x does not support fields. When sharing files from Case CATalyst version 5.x or higher with a user running Case CATalyst 4.x, you must first [convert](#) the fields to text. Converting fields to text does not apply to other export formats. It is only necessary when you want to edit Case CATalyst version 5.x and higher files in Case CATalyst version 4.x.

Access the Export function:

- On the Function Bar, click Export  the Export dialog box displays.
- On the Function Bar, click Create ASCII  the Export dialog box displays.
- Press **Alt + u, x** the Export dialog box displays.
- From the Menu Bar, select Function/Export the Export dialog box displays.

## About ASCII Files

ASCII is an acronym for American Standard Code for Information Interchange. ASCII format is a copy of the transcript in a "generic" format without bold, underline, italics, subscript, and superscript text attributes. This generic format allows other software programs to read the file. Depending on the system using the ASCII, there is no guarantee that the ASCII file will look or print exactly the same on each system.

Use ASCII when you want to move a file from one system to another and have it print the same way on both systems. It is common to create ASCII files for clients to use with their litigation support programs.

Page numbers changed with Set Page/Question Number feature display in the exported ASCII file. The section breaks are not recognized. If you want to split the file, you must split it outside of Case CATalyst.

Tabs in the exported file convert to spaces. This allows the ASCII file to work correctly with condensing programs.

Use the Case CATalyst Create ASCII or Export function, to [save files in ASCII format](#). You can create the ASCII file on an external storage device such as a CD, thumb drive or on a hard drive. Case CATalyst creates the following types of ASCII formats: Page Image, Compress, DiscoveryZX, CaseView II, Summation, and Amicus.

When writing realtime, you can send the realtime data in ASCII/ANSII format to another location by selecting the appropriate options in the Translate Options, [Output to ASCII/ANSII](#) tab.



You can also use the universal [RTF/CRE](#) format to exchanges files, which retains much of the file formatting.

## About RTF/CRE Files

RTF is an acronym for Rich Text Format. CRE is an acronym for Court Reporter Extension. RTF/CRE is universal file formats that retain much of the original file formatting and text attributes. RTF/CRE files allow you to exchange jobs between different CAT systems. You can exchange steno notes, job dictionaries, and text files. This makes it easier, for example, for a scopist and reporter working on different CAT systems to exchange files. The quality of the formatting for an RTF/CRE import depends on the quality of the export from the original CAT system.

An exported RTF/CRE file has an .RTF file extension regardless of the original file type. Since all RTF/CRE files export with an .RTF extension, the file name must be unique so one file does not overwrite multiple file types when exporting the text, notes and job dictionary for the same file. For example, you are exporting the Anderson job dictionary and transcript file. Each file exports with the .RTF extension so the job dictionary and transcript file name must be different. You can develop your own naming convention, such as AndersonDict.RTF and AndersonText.RTF or you can let Case CATalyst suggest a name. If you select the Keep the Case CATalyst job name option when you export, Case CATalyst creates a name: Anderson\_D.RTF for the job dictionary file and Anderson\_T.RTF for the transcript file. If you export a note file, Case CATalyst adds "\_N" to the file name.

When working with a Case CATalyst 3.x user, you must export a Case CATalyst 4.x or higher file to RTF/CRE format so that the Case CATalyst 3.x user can access the files. When you export RTF/CRE files for use in Case CATalyst 3.x, it is important to note that the paragraph styles in Case CATalyst 4.x or higher control the margins for each type of paragraph format. There are no secondary margin format symbols. When you import the RTF/CRE file into Case CATalyst 3.x, all margins in the Edit file are brought to the left. To view the file as it actually appears in Case CATalyst, you can global the secondary margin format symbols into the Case CATalyst 3.x file. For example, you could create E-defines that global the secondary margin On for Colloquy and Off for Q and A.

Use the Case CATalyst Import function, to [copy RTF/CRE files](#) onto your system. Use the Case CATalyst Export function, to [save files in RTF/CRE](#) format.



You can also create files in the universal [ASCII](#) format; however, ASCII files only contain text and no underlying steno.

## Import

You can import the following files into Case CATalyst:

- [ASCII](#) text files.
- [Case CATalyst 3.x](#) steno note, dictionary, page layout, text files including index templates and text files with audio.
- [Cheetah RTF/CRE dictionary](#).
- [Premier Power](#) dictionary, transcript, and steno note.
- [RTF/CRE](#) dictionary, text, and note files.
- [Stentura](#) dictionary, including JDEFINES. JOB.

## Import ASCII Files

1. From anywhere in Case CATalyst, press **Alt + u, i (Functions/Import)**. The Import dialog box displays.

2. Make the following entries:

### Import Source

Select **ASCII**.

### Import From

Locate the folder where the ASCII files are stored. The files display in the window below.

### File of Type

ASCII files can have different extensions depending on the software which created the ASCII or the extension chosen at the time of creation. Select the file extension for the ASCII files you want to display in the window:

- ASCII Files (.txt)
- ASCII Files (.asc)
- ASCII Files (\*.v\*)
- ASCII Files (\*.txt; \*.asc; \*.v\*)
- All Files (\*.\*)

3. Click **Options** to display the Import Options dialog box.
4. Click the **ASCII Options** tab. Verify or change the following ASCII Import Options. If necessary, also set options on the [General](#) Import Options tab. When finished with import options, click **OK**.

### Default Source Folder

When you select to import ASCII files, Case CATalyst automatically looks for source files in this folder.

### Browse

Display the Browse For Folder where you can choose a default folder for storing the imported file. To create a new folder location, click the **Make New Folder** button. When finished, click **OK**.

5. Click a file to select it for Import. For multiple files, hold **Ctrl** and click the files.
6. Press **Enter (OK)**. The message, "Import Complete", displays when Import is successful.

When importing multiple files, the Save As dialog box displays for you to save each file. If the option, "Keep same filename as original system" is checked, and the filename does not currently exist, Case CATalyst names the files and completes the import. The Save As dialog box does not display.

7. Review the imported files.

## Import CATalyst 3.0 Files

Case CATalyst allows you to import Case CATalyst 3.0 note, dictionary, page layouts, text files including index templates and text files with audio. Case CATalyst 3.0 files retain their case information when imported regardless of the Import settings.

When importing Case CATalyst 3.0 text files with audio, Case CATalyst 4.x and higher retains the audio synchronization. You can use Case CATalyst audio features with the imported file, however Case CATalyst does not correct synchronization issues that existed previously in the 3.0 file. For example, if there was extensive drift in the 3.0 file importing the file into Case CATalyst version 6 does not correct the drift. Stenograph recommends correcting the drift in 3.0 before backing up the file and importing it into 6.x. To use the Audio options, you must have AudioSync capabilities.

## Import Case CATalyst 3.0 Note, Dictionary, Page Layout and Text Files

1. Press **Alt + u, i (Functions/Import)**. The Import dialog box displays.
2. Make the following entries:

### Import Source

Select **Case CATalyst 3.0**.

### Import From

If Case CATalyst 3.0 resides on the same system as Case CATalyst, the Case CATalyst 3.0 default user name displays. If the Case CATalyst 3.0 files are in a different Folder, locate the folder. Files display in the window below.

### File of Type

Select the type of files to display in the window. Although .wav files do not display in this field, Case CATalyst automatically imports a .wav file associated with a text file.

- All Case CATalyst 3.0 files
  - Only Case CATalyst 3.0 Transcript files (.ngl)
  - Only Case CATalyst 3.0 Dictionary files (.dct)
  - the Personal Dictionary lists as: perdict\$.dct
  - the Update Area lists as: update\$.dct
  - the EZ Speakers dictionary lists as: templt\$.dct
  - Only Case CATalyst 3.0 Steno files (.stn)
  - Only Case CATalyst 3.0 Page Layout file (.pgl)
3. Click **Options** and then select the Case CATalyst 3.0 Options tab to verify or change [Case CATalyst 3.0 Import Options](#). If necessary, also set options on the [General](#) Import Options tab. When finished with import options, click **OK**.
  4. Click a file to select it for import. If the files are in a case, double click the case and then select the files. For multiple files, do either of the following:
    - Press and hold **Ctrl** while you click the individual entries you want to add.
    - Click to highlight the first entry of the group. Locate the last entry. Press and hold **Shift**, while you click the last entry. All the entries in-between are highlighted.
  5. Press **Enter (OK)**. The Save As dialog box displays.
  6. Depending on your Import options, Case CATalyst suggests a name based on the original file name. Save the suggested name or type a name in the File name field. Verify the folder or select a new one.
  7. Press **Enter (Save)**. The message, "Import Complete", displays when the Import is successful. When you import multiple files, the Save As dialog box displays for you to save each file.

## Import Cheetah RTF/CRE Dictionary

1. From anywhere in Case CATalyst, press **Alt + u, i (Functions/Import)**. The Import dialog box displays.
2. Make the following entries:

**Import Source**

Select **RTF/CRE**.

**Import From**

Locate the folder where the RTF/CRE files are stored. The files display in the window below.

**File of Type**

Select **RTF/CRE Dictionary Files**.

4. Click the Cheetah dictionary to select it for Import. For multiple files, hold Ctrl and click the files.
5. Press **Enter (OK)**. If you import an RTF/CRE dictionary created by Cheetah TurboCat, the following message displays. Select TurboCat.

**The dictionary *dictionaryname.rtf* was exported by TurboCAT.**

**Please select whether this was from TurboCAT or by CAPtivor™.**

**Use my selection for all other dictionaries I'm importing right now.**

**TurboCAT**

**CAPtivor**



This message only displays when importing a RTF/CRE dictionary created by TurboCAT. It does NOT display when importing a RTF/CRE dictionary created by Cheetah SmartCat.

6. The message, "Import Complete", displays when Import is successful.

## **Import Premier Power Files**

Case CATalyst can import Premier Power Files that are backed up to diskette or reside on the hard drive. You can only import a single disk backup. If you have a multiple disk backup, Case CATalyst only restores the first disk. For best results, Stenograph suggests you optimize the file in Premier Power before importing.

## **Import Premier Power Dictionaries, Text Files and Note Files**

1. From anywhere in Case CATalyst, press **Alt + u, i (Functions/Import)**. The Import dialog box displays.
2. Make the following entries:

**Import Source**

Select **Premier Power**.

**Import From**

Locate the folder where the Premier Power files are stored. Case CATalyst defaults to looking on the hard drive for a Power\User\ folder. If a Power\User folder is not found, Case CATalyst defaults to the current user folder location. The files display in the window below.

**File of Type**

Select the type of files to display in the window. Choose to display:

- All Premier Power Files
- Premier Power Transcript Files (\*.ngl)

- Premier Power Dictionary Files (\*.dct; \*.job)
  - Premier Power Notes Files (\*.hms; \*.stn)
3. Click **Options** to display the Import Options dialog box.
  4. Select the **Premier Power** tab and make necessary entries. When finished click **Apply**. If necessary, also set options on the [General](#) Import Options tab. When finished with import options, click **OK**.

### Default Source Folder

When you select to import Premier Power files, Case CATalyst automatically looks for source files in this folder.

### Browse

Display the Browse For Folder where you can choose a default folder for storing the imported file. To create a new folder location, click the **Make New Folder** button. When finished, click **OK**.

5. Click a file to select it for Import. For multiple files, hold **Ctrl** and click the files.  
If the files you want to import are from a Premier Power backup, a Premier Power case displays. Double click the Premier Power case to view the files contained in the backup.

6. Press **Enter (OK)**. The message, "Import Complete", displays when Import is successful.

When you import multiple files, the Save As dialog box displays for you to save each file. If you checked the option, "Keep same filename as original system", and the filename does not currently exist, Case CATalyst names the files and completes the import. The Save As dialog box does not display.

7. Review the imported files.

## Import RTF/CRE Files

1. From anywhere in Case CATalyst, press **Alt + u, i (Functions/Import)**. The Import dialog box displays.
2. Make the following entries:

### Import Source

Select **RTF/CRE**.

### Import From

Locate the where the RTF/CRE files are located. The files display in the window below.

### File of Type

Select the type of files to display in the window. Choose to display:

- All RTF/CRE files
- RTF/CRE Transcript Files
- RTF/CRE Dictionary Files
- RTF/CRE Notes Files
- All Files (\*.\*)

3. Click **Options** and then select the **RTF/CRE Options** tab to verify or change [RTF/CRE Import Options](#). If necessary, also set options on the [General](#) Import Options tab. When finished with import options, click **OK**.
4. Click a file to select it for Import. For multiple files, hold **Ctrl** and click the files.
5. Press **Enter (OK)**. The message, "Import Complete", displays when Import is successful.

When you import multiple files, the Save As dialog box displays for you to save each file. If you checked the option, "Keep same filename as original system", and the filename does not currently exist, Case CATalyst names the files and completes the import. The Save As dialog box does not display.

If you import a dictionary with conflict resolution AI data, Case CATalyst prompts you to import the data into the SecondChoice Conflict Database. Conflict Resolution AI data is typically found in Eclipse RTF/CRE exported dictionaries.

6. Review the imported files.

## Import Stentura Dictionary

1. Press **Alt + u, i (Functions/Import)**. The Import dialog box displays.
2. Make the following entries:

### Import Source

Select **Stentura Dictionary**.

### Import From

Locate the disk drive from which you are going to read the Stentura dictionary. The default is the A:\ drive. Change the drive if necessary.

### JDEFINES.JOB file

Check this box to import the job dictionary, if applicable. You must have saved job defines to the job dictionary, JDEFINES.JOB, on the Stentura.

3. Click **Options** and then select the **Stentura Dictionary Options** tab to verify or change [Stentura Dictionary Import Options](#). If necessary, also set options on the [General](#) Import Options tab. When finished with import options, click **OK**.
4. Press **Enter (OK)**. A message displays instructing you to insert the diskette into the disk drive.
5. Insert the diskette and press **Enter (OK)**. The following message displays:

**Do you want to convert Stentura dictionary PERDICT\$.DCT?**

6. Select one of the following:

### All

Convert all the dictionaries on the diskettes.

### Yes

Convert the Personal Dictionary (PERDICT\$.DCT).

### No

Convert other dictionaries on the diskette.



## Import Eclipse Files

Using Case CATalyst's Import feature, you can select to import version 4 or higher Eclipse text (.ecl), steno (.not) and dictionary (.dix) file types. This capability might be helpful for customers who have recently transitioned from Eclipse to Case CATalyst. For example, let's say you have an old Eclipse transcript that you need to access or print. You can simply import the transcript into Case CATalyst instead of converting the transcript to RTF/CRE format and then importing it. Or let's say, you are an official and you now need to transcribe a steno file for a proceeding that was taken months ago while you were using Eclipse. Simply import the steno file and any job dictionaries that might be useful, translate and edit it.

This capability might also be useful for a firm that uses Case CATalyst where there are a few Eclipse files that need to be produced in the firm's format. As with all file imports, we strongly recommend you review the files after they have been imported.

Although you can import previous Eclipse files for case preparation, you can now use native Eclipse files (along with other file types) with [Case Prep](#) for preparation for an ongoing trial or depositions. Case Prep makes it easy and quick to find words that are not defined or are defined in your dictionaries by comparing previous transcripts. In addition to finding words that are defined or not defined in your dictionaries, Case Prep also suggests briefs, creates a dictionary builder file, Heads-up list and much more. You will be totally prepared for the job and your translation will look great! Case Prep is available from the Manage Jobs Tools menu.

### To import an Eclipse file:

1. From anywhere in Case CATalyst, press **Alt + u, i** (Functions, Import). The Import dialog box displays.
  2. In the Import Source section, press **Alt + e** (Eclipse).
  3. Press **Alt + b** (Browse) 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.
- As with all file imports, we strongly recommend you review the files after they have been imported.

## Export


Case CATalyst can export files in the following formats:

- [ASCII](#) – Text
- [RTF/CRE](#) – Dictionary, Text and Steno Notes
- [HTML](#) – Text
- [TextMap](#) - LexisNexis CaseMap compatible document
- [PTF](#) - LiveNote compatible document
- [CaseViewNet](#)
- [PTX](#) - RealLegal compatible document
- [Luminex, Diamante, élan Mira, Stentura Fusion Dictionaries via USB](#)
- [Luminex and Diamante Dictionaries via WiFi](#)
- [Stentura Dictionary](#)

Fields are an editing feature available in Case CATalyst version 5.x and higher. Case CATalyst version 4.x does not support fields. When sharing files from Case CATalyst version 5.x or higher with a user running Case CATalyst 4.x, you must first [convert](#) the fields to text. Converting fields to text does not apply to other export formats. It is only necessary when you want to edit Case CATalyst version 5.x and higher files in Case CATalyst version 4.x.

### Export Dictionary via USB

Export Case CATalyst dictionaries to the Luminex, Diamante, élan Mira or Stentura Fusion writer via USB cable connected to the computer.

1. Be sure your Luminex, Diamante, élan Mira or Stentura Fusion is On. Insert the USB cable into the back of the writer and into your computer. Make sure no files are open on your writer.
2. Do one of the following:
  - From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays. Click the **Stenograph Writer** tab.
  - Click the Export to Writer  icon. The **Stenograph Writer** tab displays. To initially access the icon, you must [add](#) the icon to the Function Bar.
3. On the Stenograph Writer tab, make necessary selections:

#### Export Files

Select the job dictionaries to export. By default, the Personal Dictionary is selected. You cannot deselect the Personal Dictionary.

You can use Power Define commands from a Case CATalyst Power Define dictionary loaded onto the Luminex or Diamante to create J-Defines. When you load your Case CATalyst Power Define dictionary onto your Luminex or Diamante, the Luminex or Diamante Spell Mode feature is disabled and the Power Define dictionary takes the highest priority over other dictionaries in the Luminex and Diamante J-Define feature. If you export your Power Define dictionary, review the Luminex or Diamante Spell Mode format commands and make sure there are entries in their Power Define dictionary before exporting.

#### Export With

Select **USB (All)**. You must have the USB driver installed on your computer. For information on loading the USB driver, see the appropriate user guide for your writing machine.

#### Export Spell Check Wordlist

Check this box to export the Case CATalyst Spellcheck wordlist. The Case CATalyst Spellcheck wordlist is CATalyst's internal wordlist and not personal, case or job wordlists. The Spellcheck wordlist is used by the Suffix feature on the Luminex, Diamante, élan Mira and Stentura Fusion Suffix to append and spell check root words with suffixes. Using the Suffix feature provides for easier readback on the writing machine screen.

You must be using the Diamante, élan Mira V3.00 or above or the Stentura Fusion V3.00 or above to use this feature.

#### Export Prefixsuffixrules.ini File

Check this box to export the Case CATalyst [Prefixsuffixrules.ini](#) file. The Prefixsuffixrules.ini file is used to enhance the Suffix feature on the Luminex, Diamante, élan Mira and Stentura Fusion. Using the Suffix feature provides for easier readback on the writing machine screen. When the Prefixsuffixrules.ini File option is grayed out, there is no Prefixsuffixrules.ini file in your System Files case. A Prefixsuffixrules.ini file is not necessary to use the Suffix feature.

You must be using the Diamante, élan Mira V3.00 or above or the Stentura Fusion V3.00 or above to use this feature.


### Show Export Complete message box

Check this box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

4. Press **Alt + e (Export)**. The writing machine beeps and briefly displays a progress bar along with a series of messages as the dictionaries load. When the writing machine finishes loading the dictionaries, it reboots.
5. Depending on your Case CATalyst setting, the export message, *Export Complete*, may display.

## Export Dictionary Via WiFi

Case CATalyst version 12.5 or higher and a Luminex or a WiFi enabled Diamante version 1.13 or higher allows export of Case CATalyst dictionaries to the Luminex or Diamante via WiFi.

1. Ensure your Luminex or Diamante and computer are turned On and fully booted. Make sure no files are open on your writer.
2. Ensure the Luminex or Diamante WiFi option is On and you are connected to the same network as the Case CATalyst computer.
3. In Case CATalyst, open the Export function and select the **Stenograph Writer** tab. Do **one** of the following:
  - From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays. Click the **Stenograph Writer** tab.
  - Click the Export to Writer  icon. The Stenograph Writer tab displays. To initially access the icon, you must [add](#) the icon to the Function Bar.
4. Make necessary entries:

### Export Files

Select the job dictionaries to export. By default, the Personal Dictionary is selected to ensure you have the most recent version on your Luminex or Diamante. You cannot deselect the Personal Dictionary.

You can load a Case CATalyst Power Define dictionary onto the Luminex or Diamante and use Power Define commands to create J-Defines. When you load your Case CATalyst Power Define dictionary onto your Luminex or Diamante, the Luminex/Diamante Spell Mode feature is disabled and the Power Define dictionary takes the highest priority over other dictionaries in the Diamante J-Define feature. If you export your Power Define dictionary, review the Luminex/Diamante Spell Mode format commands and make sure there are entries in their Power Define dictionary before exporting. See your Luminex or Diamante User Guide for all Spell Mode characters.

### Export With

Select **WiFi**. Ensure the Luminex or Diamante WiFi option is On and you are connected to the same network as the Case CATalyst computer. See your Luminex User Guide or Diamante WiFi guide for more information.

### Export Spell Check Wordlist

Check this box to export the Case CATalyst Spellcheck wordlist. The Case CATalyst Spellcheck wordlist is CATalyst's internal wordlist and not personal, case or job wordlists. The Spellcheck wordlist is used by the Suffix feature on the Luminex, Diamante, élan Mira and Stentura Fusion Suffix to append and spell check root words with suffixes. Using the Suffix feature provides for easier readback on the writing machine screen.

You must be using the Luminex, Diamante, élan Mira V3.00 or above or the Stentura Fusion V3.00 or above to use this feature.

### Export Prefixsuffixrules.ini File

Check this box to export the Case CATalyst [Prefixsuffixrules.ini](#) file. The Prefixsuffixrules.ini file is used to enhance the Suffix feature on the Luminex, Diamante, élan Mira and Stentura Fusion. Using the Suffix feature provides for easier readback on the writing machine screen. When the Prefixsuffixrules.ini File option is grayed out, there is no Prefixsuffixrules.ini file in your System Files case. A Prefixsuffixrules.ini file is not necessary to use the Suffix feature.

You must be using the Luminex, Diamante, élan Mira V3.00 or above or the Stentura Fusion V3.00 or above to use this feature.

### Show Export Complete message box


Check this box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

5. Press **Alt + e (Export)**. The Luminex or Diamante beeps and briefly displays a progress bar along with a series of messages as the dictionaries load. When the writing machine finishes loading the dictionaries, it reboots.
6. When the Luminex or Diamante finishes loading the dictionaries, it reboots, displaying the Opening menu. A verifying dictionary message may display. Depending on your Case CATalyst setting, the message, Export Complete, may display. Export Complete, may display.

## Export Dictionary via Disk

Export Case CATalyst dictionaries to the élan Mira or Stentura Fusion writer via diskette or Data SD card.

1. Do one of the following:

- From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays. Click the **Stenograph Writer** tab.
- Click the Export to Writer  icon. The **Stenograph Writer** tab displays. To initially access the icon, you must [add](#) the icon to the Function Bar.

2. Do one of the following:

### Data SD Card

Insert a Data SD card with enough available space for dictionaries you are exporting into a USB Flash Drive reader. Insert the reader into an available USB port on your computer. If you have an SD slot built into your computer, you do not need to use the USB Flash Drive reader.

### Diskette

Insert a blank formatted diskette into the computer diskette drive.

3. Make necessary entries:

### Export Files

Select the job dictionaries for exporting to the élan Mira or Stentura Fusion. By default, the Personal Dictionary is selected. You cannot deselect the Personal Dictionary.

You can load a Case CATalyst Power Define dictionary onto the Luminex or Diamante and use Power Define commands to create J-Defines. When you load your Case CATalyst Power Define dictionary onto your Diamante, the Diamante Spell Mode feature is disabled and the Power Define dictionary takes the highest priority over other dictionaries in the Diamante J-Define feature. If you export your Power Define dictionary, review the Luminex or Diamante Spell Mode format commands and make sure there are entries in their Power Define dictionary before exporting.

### Export With

Select **Drive (élan/Fusion)** and then select the appropriate drive letter for the floppy diskette (original Mira) or Data SD card on your computer.

### Export Spell Check Wordlist

Check this box to export the Case CATalyst Spellcheck wordlist to enhance the élan Mira/Stentura Fusion Suffix feature. The élan Mira/Stentura Fusion Suffix feature uses the Spellcheck wordlist to append and spell check root words with suffixes. The élan Mira/Stentura Fusion Suffix feature provides for easier readback on the writing machine screen when using suffixes. You must have élan Mira/Stentura Fusion V3.00 or above to use this feature.

### Export Prefixsuffixrules.ini File

Check this box to export the Case CATalyst [Prefixsuffixrules.ini](#) file to enhance the élan Mira/Stentura Fusion Suffix feature. When the Prefixsuffixrules.ini File option is grayed out, there is no Prefixsuffixrules.ini file in your System Files case. A Prefixsuffixrules.ini file is not necessary to use the Suffix Handling feature.

The élan Mira/Stentura Fusion Suffix feature uses the Prefixsuffixrules.ini file to append and spell check root words with suffixes. The élan Mira/Stentura Fusion Suffix feature provides for easier readback on the writing machine screen when using suffixes. You must have élan Mira/Stentura Fusion V3.00 or above to use this feature.

### Show Export Complete message box

Check the box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

4. Select **Export**. Case CATalyst displays the message: *Please insert disk number 1 into drive x:\ and press OK*
5. Press **Enter (OK)**. Case CATalyst displays the message: *Transferring Dictionaries to Disk*.



If using diskettes, Case CATalyst prompts you to insert the next diskette if necessary.

6. Do one of the following:

**Data SD Card**

Using the Windows Safely Remove Hardware utility, remove the USB Flash Drive reader from the computer.

**Diskette**

Remove the diskette from the diskette drive.

7. Load the dictionaries into the élan Mira or Stentura Fusion writer. Do one of the following:

**Data SD Card**

- a. Turn your élan Mira or Stentura Protégé Off.
- b. Insert the Data SD card containing the dictionaries into the élan Mira or Stentura Fusion Data SD slot.
- c. Turn the élan Mira or Stentura Fusion **On**. The writing machine automatically loads the dictionaries from the Data SD card. A progress bar displays along with a series of messages as the dictionaries load.
- d. When prompted, remove the Data SD card and press **OK**. The élan Mira reboots and is ready to use.

**Diskette**

- a. Turn your élan Mira Off.
- b. Insert the first diskette into the diskette drive of the élan Mira and turn the writer On. The élan Mira begins to load the dictionary, prompting you to load additional diskettes if necessary.
- c. When the élan Mira finishes loading the dictionary, press **OK** when prompted.
- d. The élan Mira reboots and is ready to use.

## Export Stentura Dictionary

Exporting to Stentura dictionary includes exporting to the Stentura 8000 or 8000LX. To export to a Stentura Fusion dictionary, see the [Export Dictionary via USB](#) topic.

1. From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays.
2. Click the **Stentura** tab. Make entries as necessary:

**Export Files**

Select the Stentura job dictionaries you want to export. To select your Personal Dictionary, check the Export Personal Dictionary box.

**Export to drive**

Select the drive to which you want to export the Stentura dictionaries. The default drive is A:\

**Export Personal Dictionary**

By default, the Personal Dictionary is selected. You cannot deselect the Personal Dictionary.

If this is the first time, in the current user name, you are selecting to export a Stentura dictionary; Case CATalyst automatically selects the Personal Dictionary.

**Stentura Memory Size**

The Stentura writer comes standard with 2 megabytes of memory. The default for this field is 2MB. If you have a 4 megabyte Stentura, select **4MB**.

All Stentura LX steno machines with serial numbers after 8045119 have 4 megabytes of memory. If you are unsure of the size of your Stentura writer memory, check your invoice for the 4 megabyte option.

Memory size options:

**2MB**

**4MB**

**Show Export Complete message box**

Check the box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

3. Press **Alt + e (Export)**. If you select a floppy disk drive, Case CATalyst prompts you to insert a disk. Insert a diskette into the drive and press **Enter (OK)**. Case CATalyst prompts you to insert the next diskette if additional disks are necessary to Export the selected Stentura dictionaries. Be sure to label the diskettes.

**Export to PTF**

A PTF tab is available in the Export dialog box allowing you to export a transcript directly to a PTF file. A PTF file can be opened in LiveNote™ software products. If a concordance index exists in the original transcript, the PTF export will ignore the concordance index and will not be a part of the PTF file.

**Export File to PTF Format**

1. From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays.
2. Click the **PTF** tab and then click **Options...** Make entries as necessary:
3. Click **OK** to save your settings and continue. At the PTF export tab, you can export the entire document or range of pages.

**Range**

The range of pages for which you want to create the ASCII. Select **one**:

**Entire Document**

Export all the pages in the file. Whether the transcript has sections or not, the entire file will be exported to one PTF file.

**Selected Pages**

There may be times when you only want to provide your clients with specific pages of the PTF file because of confidential or redacted information. You can type the page numbers in the field for the pages you want to provide to your clients. To export selected pages, separate the page numbers with a comma with no space following the comma. For example, to export page 5 and page 25, type: 5,25

To export a series of pages, type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to export page 5 through 10, type: 5-10.

To export a combination of individual and consecutive pages, type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number and all separated by commas with no spaces following the comma. For example, to include page 5, pages 15 through 20, and page 29, type the following: 5,5-20,29.

If the file has sections and you want to print a specific page from a section, type the section number, a colon and then the page number. For example, if you wanted to print page 3 from section 7, type: 7:3.

If you want to export a specific page or pages from multiple sections, type the section, colon and then page number followed by a comma and then section, colon and then page number. For example, let's say you want to export page 4 from section 2 and page 7 from section 4, type 2:4, 4:7.

### Section

If the file has multiple sections and you want to export a specific section, select the section to export from the drop-down list.

### Show Export Complete message box

Check the box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

4. To change the export location or other output options, click **Options**
5. Press **Enter (Save)** to export the file. When finished exporting files, Case CATalyst displays the message, *Export Complete*.

## Export to PTF Options

### Output

#### Default Location

The default drive and folder location where you are creating the PTF file. Your selection in this field displays under *Output to:* on the Export PTF tab. From the drop down list, choose a location:

- Same folder as selected file.
- another folder location. Use **Browse** to add alternate locations to the list.

#### Extension

The transcript exports with a PTF extension. The field is grayed out and cannot be changed.

#### Keep CATalyst Job Name

Check this box to keep the original Case CATalyst file name when you export the file.

#### If original filename already exists, automatically suggest a new name

Check this box to have Case CATalyst automatically suggest a new file name to the exported file if it detects that the file name already exists on the destination location. For example, if you are importing the Smith file and the Smith file already exists, Case CATalyst suggests Smith 1.



## Formatting

Only two options are available in the PTF export. All other options are grayed out and unavailable.

### Cap All

Check this box if you want the text in the ASCII file to appear in all capital letters.

### Include Timestamps

If the original file contains timestamps, you can include timestamps in the PTF file. Select **one** of the following to determine how timestamps display:

- Clock (Actual time)
- Elapsed (Starting at 0:00)

## Export to ASCII

Export to ASCII allows you to create a generic version of the transcript. In other words, it allows the transcript to be opened in litigation products, Notepad, Microsoft Word or other text editors. There are several different [ASCII format options](#) available such as Page Image, Compressed , CaseView, Summation, Amicus and raw ASCII. If you provide different ASCII formats for different clients, you can select the ASCII options and save them to an ASCII saved settings file. You can have as many saved ASCII settings files as needed. When you need to create an ASCII, load the settings file, select the transcript and create the ASCII -- as simple as that.

Using the Range feature, you can export the entire file, sections or specific pages to an ASCII format.

When exporting to ASCII, Case CATalyst analyzes the layout of the selected file to determine the left most paragraph margin. Case CATalyst considers all paragraph styles in the layout to determine if a left margin value less than the line number value exists. This includes all paragraph styles in the layout that are not used in the transcript.

Export to ASCII is available via the Functions menu, at Manage Jobs by right clicking a transcript and selecting Export to ASCII and is also available in [Finish 'em](#).

## Export File to ASCII Format

1. From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays.
2. Click the **ASCII** tab. Make entries as necessary:

### Export Files

Select the files you want to export by checking the box next to each file name. To export all the files in a case, check the box next to the case.

### Key Selected Options

The currently selected export options for the ASCII file.

#### Type

The type of ASCII you are creating. The last type of ASCII file created displays. For more information on ASCII types, see [ASCII format options](#).

#### Output to

The drive and folder location where you are creating the ASCII file.

### **Additional copy to**

This field displays if you select to create an additional copy of the ASCII file.

### **Load Settings**

Load a different set of options for exporting the file. The Saved ASCII Settings dialog box displays where you can select a file to use. Choose the file and press **Enter (Open)** to load the settings. The name for the currently loaded settings file displays to the right of the Load and Save Settings buttons.

### **Save Settings**

Save the current ASCII Export settings. The Save ASCII Settings dialog box displays. In the File name field, type a name to identify this group of settings and press **Enter (Save)**. Case CATalyst saves the file in the Saved ASCII Settings case located in the System Files case.

### **Always Remember Last Used Setting**

Check this box to always export with the last settings used.

### **Options**

Change [ASCII Export Options](#). In the ASCII Export Options dialog box, make necessary entries and then press **Enter (OK)** to accept the changes and return to the Export ASCII tab.

### **Range**

The range of pages for which you want to create the ASCII. Select **one**:

#### **Entire Document**

Export all the pages in the file. Whether the transcript has sections or not, the entire file will be exported to one ASCII file.

#### **Selected Pages**

There may be times when you only want to provide your clients with specific pages of the ASCII file because of confidential or redacted information. You can type the page numbers in the field for the pages you want to provide to your clients. To export selected pages, separate the page numbers with a comma with no space following the comma. For example, to export page 5 and page 25, type: 5,25

To export a series of pages, type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to export page 5 through 10, type: 5-10.

To export a combination of individual and consecutive pages, type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number and all separated by commas with no spaces following the comma. For example, to include page 5, pages 15 through 20, and page 29, type the following: 5,5-20,29.

If the file has sections and you want to print a specific page from a section, type the section number, a colon and then the page number. For example, if you wanted to print page 3 from section 7, type: 7:3.

If you want to export a specific page or pages from multiple sections, type the section, colon and then page number followed by a comma and then section, colon and then page number. For example, let's say you want to export page 4 from section 2 and page 7 from section 4, type 2:4, 4:7.

### Section

If the file has multiple sections and you want to export a specific section, select the section to export from the drop-down list.

#### Show Export Complete message box

Check the box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

3. Press **Enter (Export)**. If the destination location contains an ASCII file with the same name as the ASCII file you are creating, the Save As dialog box displays. Depending on your Export options, Case CATalyst suggests a name based on the original file name. Save the suggested name or type a name in the File name field and press **Enter (Save)**.

If you select a floppy disk drive, Case CATalyst prompts you to insert a disk. Insert a diskette into the drive and press **Enter (OK)**. If you selected v1 for the ASCII extension, Case CATalyst prompts you to insert the next diskette if additional disks are necessary to Export the selected file.

4. Press **Enter (Save)** to export the file.

If you select a floppy disk drive:

- Case CATalyst prompts you to insert a disk. Insert a diskette into the drive and press **Enter (OK)**. If you selected v1 for the ASCII extension, Case CATalyst prompts you to insert the next diskette if additional disks are necessary. If additional diskettes are necessary, Case CATalyst displays which pages are on each diskette. Be sure to label the diskettes.
  - Case CATalyst creates the ASCII file and then displays the following message, *Would you like to save this ASCII to another diskette?* To make another copy of the diskette, select **Yes**. To complete the export, select **No**. If you select multiple files for export, Case CATalyst displays this prompt for each file. You can disable this message by modifying a setting in the UserSettings.sgxml file.
5. When finished exporting files, Case CATalyst displays the message, *Export Complete*, if the option is selected.

### Set Lines Per Page for ASCII Output

Case CATalyst has a default setting of 34 double spaced lines in an ASCII file. When more than 34 double spaced lines exist, Case CATalyst considers the entire ASCII single spaced. In rare occurrences, a transcript may exceed 34 double space lines. You can change the default setting to have Case CATalyst recognize a larger number of double spaced lines when creating an ASCII.

### Change the Number of Lines per Page ASCII Output

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type **AsciiMaxDSLinesPerPage** and press **Enter** to move to the *AsciiMaxDSLinesPerPage* option.
6. Click the **Edit** icon.
7. Type the desired number of transcript double spaced lines per page in the field and click **OK**. To restore the default setting, click **Default**.

8. Press **Alt + s (Save)** to save the setting and close the dialog box.

## Export to HTML

You can export text files in HTML format:

1. From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays.
2. Click the **HTML** tab. Make entries as necessary:

### Export Files

Select the files you want to export by checking the box next to each file name. To export all the files in a case, check the box next to the case. The entire HTML file will be exported.

### Key Selected Options

The currently selected export options for the HTML file.

#### Type

Page Image is the only type of HTML you can create.

#### Output to

The drive and folder location where you are creating the HTML file.

#### Options

Change HTML export options. The HTML Export Options dialog box displays. Make entries as necessary. When finished, press **Enter (OK)** to accept the option values and return to the Export HTML tab.

### Show Export Complete message box

Check the box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

3. Press **Enter (Export)**. If the destination location contains an HTML file with the same name as the HTML file you are creating, the Save As dialog box displays. Depending on your Export options, Case CATalyst suggests a name based on the original file name. Save the suggested name or type a name in the File name field and press **Enter (Save)**.

If you select a floppy disk drive, Case CATalyst prompts you to insert a disk. Insert a diskette into the drive and press **Enter (OK)**. Case CATalyst prompts you if additional disks are necessary.

4. When finished exporting files, Case CATalyst displays the message, *Export Complete*.

## Export to HTML Options

### Output

#### Default Location

The default drive and folder location where you are saving the HTML file. Use Browse to select a different location. This selection displays under Key Selected Options on the Export HTML tab.

#### Keep CATalyst Job Name

Check this box to keep the original Case CATalyst file name when you export the file. Uncheck this box to have Case CATalyst prompt you for a name when exporting.

**If original filename already exists, automatically suggest a new name**

Check this box to have Case CATalyst automatically suggest a new file name for the exported file if it detects that the file name already exists on the destination location. For example, if you are exporting the Smith file and the Smith file already exists, Case CATalyst suggests Smith 1.

**Formatting**

**Include Page Numbers**

Check this box to include page numbers in the HTML file.

**Column**

This option is unavailable.

**Include Paragraph Numbers**

Check this box to include the paragraph numbers in the HTML file.

**Renumber Paragraphs**

Check this box to renumber the paragraphs in the HTML file. You must also make an entry in the First Paragraph Number field.

**Cap All**

Check this box if display the text in the HTML file in all capital letters.

**Form Feeds: Beginning of Job**

This option is unavailable.

**Form Feeds: Beginning of Job**

This option is unavailable.

**Form Feeds: Beginning of Job**

This option is unavailable.

**Include Line Numbers**

Include line numbers in the HTML file.

**Include Headers and Footers**

Include the headers and footers from the job in the HTML file.

**Include Timestamps**

If the original file contains timestamps, you can include timestamps in the HTML file. Select **one** of the following to determine how timestamps display:

- **Clock** (Actual time)
- **Elapsed** (Starting at 0:00)

## Export to RTF/CRE

RTF is an acronym for Rich Text Format. CRE is an acronym for Court Reporter Extension. RTF/CRE is universal file formats that retain much of the original file formatting and text attributes. RTF/CRE files allow you to exchange jobs between different CAT systems and possibly dictionaries in writing machines. You can exchange steno notes, job dictionaries, and text files by using the [Export to RTF/CRE feature](#). **Using the Export function, you can export note, text and dictionary files to RTF/CRE format. You can also export these files from within their respective Case CATalyst function using the Export to RTF/CRE feature. Export note files from Manage Notes, dictionary files from Manage Dictionary and text files from Edit.**

When exporting files to RTF/CRE, the default extension for the files is .rtf. When exporting files to RTF/CRE from Manage Jobs, Case CATalyst automatically names the RTF/CRE versions of the file with an added letter to distinguish the file type. In other words, let's say you are exporting the steno notes, dictionary and text file of the Petersen file. By default, Case CATalyst names the RTF/CRE files as follows: Petersen\_S.rtf (steno file), Petersen\_D.rtf (dictionary) and Petersen\_T.rtf (text file). When exporting a file from its respective Case CATalyst function, by default the RTF/CRE version becomes a subfile of the file name. For example, let's say you are exporting the Jones dictionary from within Manage Dictionary. When you export the dictionary, you will see an Jones.rtf subfile.

When exporting a file to RTF/CRE format, Case CATalyst includes any steno that was marked as deleted in the job, information for field names and captioning related format symbols if applicable.

Tables, by default, do not export to RTF/CRE. You can change the setting in [RTF/CRE Export Options](#). Exported tables may require minor adjustments to cell margins and line breaks.

Italic and Bold font styles contained in a paragraph style are retained in the exported. RTF/CRE file.

## Export File to RTF/CRE Format

1. From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays.
2. Click the **RTF/CRE** tab. Make entries as necessary:

### Export Files

Select the files you want to export by checking the box next to each file name. To export all the files in a case, check the box next to the case.

### File of Type

Select the type of files you want to display in the Export Files field. Click the down arrow to display a list of file types. Choose **one**:

- **All Files**
- **Transcript Files (.sgngl)**
- **Dictionary Files (.sgdct)**
- **Note Files (.sgstn)**

### Options

Change the RTF/CRE Export Options. In the RTF/CRE Export Options dialog box make necessary entries and then press **Enter (OK)** to accept the changes and return to the RTF/CRE Export tab.

### Show Export Complete message box

Check the box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

3. Press **Enter (Export)**. The Save As dialog box displays. Depending on your import options, Case CATalyst suggests a name based on the original file name. Save the suggested name or type a name in the File name field and press **Enter (Save)**.

If you select a floppy disk drive, Case CATalyst prompts you to insert a disk. Insert a diskette into the drive and press **Enter (OK)**. Case CATalyst prompts you to insert the next diskette if additional disks are necessary. Be sure to label the diskettes.

4. Press **Enter (Save)** to export the file. To cancel the export, select **Cancel**. If you selected multiple files to save and want cancel the save for all of them, check the **Cancel All Remaining Saves** option.

## Export from within a Case CATalyst function

1. In Edit, Manage Notes or Manage Dictionary, press **Alt + f, e (File/Export to RTF/CRE)**. The Save As dialog displays.
2. If necessary, select a different folder in which to save the file. You may, for example, want to save the file to a flash/thumb drive located on a different drive. For example, the flash/thumb drive might be assigned to the E:\ drive.
3. The current file name displays in the File name field. If you use the current filename, Case CATalyst exports the file with the .rtf extension. For example, a text file in Case CATalyst is collins.sgngl. When exported from within the Edit function, the file name becomes collins.rtf. If the filename already exists in the folder to which you are exporting, Case CATalyst prompts you to replace the existing file.

If you want to use a different name, type the new name in the File name field.

4. Press **Enter (Save)**.

## Export to CaseViewNet

If you have an active [CaseViewNet](#) license, you will see an CaseViewNet export tab. If you select to export a transcript to CaseViewNet, the transcript is converted to a CaseViewNet format. The exported transcript has a .sgcwn file extension and can be opened in CaseViewNet. If you do not have an active CaseViewNet license, the CaseViewNet tab does not display on the Export dialog box.

Export to CaseViewNet is available via the Export dialog box and at Manage Jobs by right clicking a transcript and selecting Export to CaseViewNet. The CaseViewNet option will not display in the Export dialog box or at Manage Jobs' right click menu if there is not an active CaseViewNet license.

## Export File to CaseViewNet

1. From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays.
2. Click the **CaseViewNet** tab.
3. In the *Export Files* field, select the transcripts to export.
4. The *Output to* field identifies the export location. To change the export location or other output options, click **Options**. The CaseViewNet Export Options dialog box displays.

### Show Export Complete message box

Check the box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

5. Make necessary entries. When finished press **Enter (OK)** to close the dialog box.

### Default Location

The drive and folder location for the exported file. The default uses the same folder as the current file. Use **Browse** to select another location. Once you use the selected location, it is available from the drop down list.

### Keep Case CATalyst Job Name

Select this option to keep the original Case CATalyst file name when you export the file. For example, you export the Collins file. The CaseViewNet file exports as Collins.sgcvn.

### If original filename already exists, automatically suggest a new name

Select this option to have Case CATalyst automatically suggest a new file name for the exported file if it detects that the file name already exists in the destination location.

### Range

The range of pages for which you want to create the ASCII. Select **one**:

#### Entire Document

Export all the pages in the file. Whether the transcript has sections or not, the entire file will be exported to one CaseViewNet file.

#### Selected Pages

There may be times when you only want to provide your clients with specific pages of the CaseViewNet file because of confidential or redacted information. You can type the page numbers in the field for the pages you want to provide to your clients. To export selected pages, separate the page numbers with a comma with no space following the comma. For example, to export page 5 and page 25, type: 5,25

To export a series of pages, type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to export page 5 through 10, type: 5-10.

To export a combination of individual and consecutive pages, type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number and all separated by commas with no spaces following the comma. For example, to include page 5, pages 15 through 20, and page 29, type the following: 5,5-20,29.

If the file has sections and you want to print a specific page from a section, type the section number, a colon and then the page number. For example, if you wanted to print page 3 from section 7, type: 7:3.

If you want to export a specific page or pages from multiple sections, type the section, colon and then page number followed by a comma and then section, colon and then page number. For example, let's say you want to export page 4 from section 2 and page 7 from section 4, type 2:4, 4:7.

#### Section

If the file has multiple sections and you want to export a specific section, select the section to export from the drop-down list.



6. Press **Enter (Export)**.

## Export to TextMap

Using the Export function, you can export a transcript with or without attachments, in LexisNexis® TextMap® Evidence format (.xmef). You can e-mail the file to your client and they can open it using the LexisNexis TextMap Reader. The exhibits are hyperlinked and an all word index is available in TextMap Reader. The [LexisNexis TextMap Reader](#) is a free download. If a concordance index exists in the original transcript, the TextMap export will ignore the CATalyst concordance index and it will not be a part of the PTF file.

The Export to TextMap allows you to export a transcript with or without attachments and open it in LexisNexis TextMap Exhibit Linker software. The LexisNexis TextMap Exhibit Linker software automatically creates hyperlinks for each exhibit reference. You or your scopist can also create exhibit aliases that provide for additional exhibit hyperlinks. [LexisNexis TextMap Exhibit Linker](#) may be available free to court reporting professionals.

When inserting an Attachment Point format symbol in the Case CATalyst transcript, it is important to place it inside Index On and Index Off format symbols or as close to the Exhibit number as possible. This allows Case CATalyst to easily locate the attachment containing your exhibit. If Case CATalyst cannot locate the attachment between the format symbols, it selects the word adjacent to the attachment point as the link for the attachment in the exported file. If the same file is attached to multiple places in the transcript, only one copy appears in the exported file.

## Export File to TextMap

1. From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays.
2. Click the **TextMap** tab.
3. In the **Export Files** field, select the transcripts to export.
4. The **Output to** field identifies the export location. Click **Options** to change the export location or other output options.
5. The **Range** field allows you to select the range of pages for which you want to export to Textmap. Select **one**:

### Entire Document

Export all the pages in the file. Whether the transcript has sections or not, the entire file will be exported to one TextMap file.

### Selected Pages

There may be times when you only want to provide your clients with specific pages of the TextMap file because of confidential or redacted information. You can type the page numbers in the field for the pages you want to provide to your clients. To export selected pages, separate the page numbers with a comma with no space following the comma. For example, to export page 5 and page 25, type: 5,25

To export a series of pages, type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to export page 5 through 10, type: 5-10.

To export a combination of individual and consecutive pages, type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number and all separated by commas with no spaces

following the comma. For example, to include page 5, pages 15 through 20, and page 29, type the following: 5,5-20,29.

If the file has sections and you want to print a specific page from a section, type the section number, a colon and then the page number. For example, if you wanted to print page 3 from section 7, type: 7:3.

If you want to export a specific page or pages from multiple sections, type the section, colon and then page number followed by a comma and then section, colon and then page number. For example, let's say you want to export page 4 from section 2 and page 7 from section 4, type 2:4, 4:7.

### Section

If the file has multiple sections and you want to export a specific section, select the section to export from the drop-down list.

### Show Export Complete message box

Check the box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

6. Press **Enter (Export)**. A wait cursor displays while the export processes.
7. An Export Complete message displays when the export finishes, if appropriate. Press **Enter (OK)** to close the dialog box.

## Export to TextMap Options

### Output

#### Default Location

The drive and folder location for the exported file. The default uses the same folder as the current file. Use **Browse** to select another location. Once you use the selected location, it is available from the drop down list.

#### Extension

A TextMap file uses the .xmef extension. You cannot edit this field.

#### Keep Case CATalyst Job Name

Select this option to keep the original Case CATalyst file name when you export the file. For example, you export the Collins file. The TextMap file exports as Collins.xmef.

#### If original filename already exists, automatically suggest a new name

Select this option to have Case CATalyst automatically suggest a new file name for the exported file if it detects that the file name already exists in the destination location. For example, if you are exporting the Smith file and the Smith file already exists, Case CATalyst suggests Smith 1.

### Formatting

#### Cap All

Check this box if display the exported text in all capital letters.

### Include Timestamps

If the original file contains timestamps, you can include timestamps in the exported file. Select **one** of the following to determine how timestamps display:

- **Clock** (Actual time)
- **Elapsed** (Starting at 0:00)

## Export to PTX

Exporting a transcript to PTX format may allow your client to open the file using RealLegal E-Transcript Viewer™ and/or RealLegal E-Transcript Bundle Viewer™. In CATalyst, you can set up themes for different clients, which includes Company Info, Print Headers and Splash Screen information. If you use Case CATalyst fields in the transcript, those field values will be used as suggestions in the Job Info/Properties dialog box in RealLegal's viewers. If the CATalyst transcript layout includes timestamps, you can select to export the timestamps also. There are [PTX fields](#) that can be used in the themes to automatically fill in Header/Footer information along with the Splash Screen information. Themes are saved in the Ptx Themes case in the System Files case.

Export to PTX is available via the Export (**Alt + u, x**) dialog box and at Manage Jobs, by right clicking a transcript and selecting Export to PTX.

**Important:** The PTX Job Info/Properties dialog box has security lockout options. If you select to use any of the lockout features and the client attempts to perform one of the lockout functions, the client may be prompted for a Unlock code. Case CATalyst **does not** provide a unlock code. You can either create another PTX without that feature locked out or not allow the client to perform the function(s).

1. From anywhere in Case CATalyst, press **Alt + u, x (Functions/Export)**. The Export dialog box displays.
2. Click the **PTX** tab. Make entries as necessary.

### Export Files

Select the files you want to export by checking the box next to each file name. To export all the files in a case, check the box next to the case.

### Key Selected Options

The currently selected export options for the PTX file.

#### Type

PTX is the only available format.

#### Output to

The drive and folder location where you are creating the PTX file.

#### Additional copy to

This field displays if you select to create an additional copy of the PTX file.

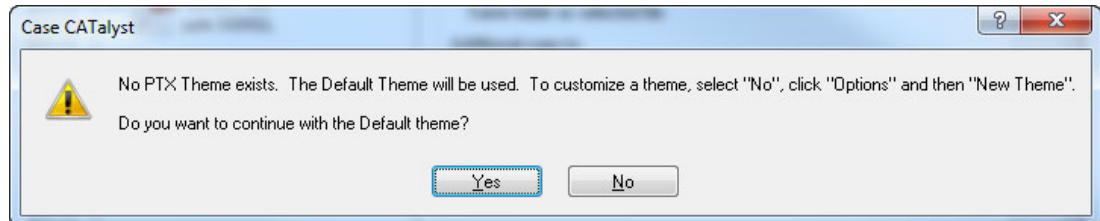
#### Theme:

Themes refer to how you set up a document for export, the company information you include in a transcript and the appearance of a transcript, e.g., headers, footers, and the cover page..

3. Click **Options** to change the theme. (For more information on **PTX Options**, see below.)

In the PTX Export Options dialog box, select the theme you want to use and make any other changes as necessary and then press **Enter (OK)** to accept the changes and return to the Export PTX tab.

If you select to Export without setting up a theme, the following message displays:



Press **Enter** to continue without setting up a theme or click No, click Options and then select New Theme. For more information on PTX Options, see below. See [PTX fields](#) for more information about using PTX fields and Case CATalyst fields.

## Range

The range of pages for which you want to create the PTX. Select **one**:

### Entire Document

Export all the pages in the file. Whether the transcript has sections or not, the entire file will be exported to one PTX file.

### Selected Pages

There may be times when you only want to provide your clients with specific pages of the PTX file because of confidential or redacted information. You can type the page numbers in the field for the pages you want to provide to your clients. To export selected pages, separate the page numbers with a comma with no space following the comma. For example, to export page 5 and page 25, type: 5,25

To export a series of pages, type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to export page 5 through 10, type: 5-10.

To export a combination of individual and consecutive pages, type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number and all separated by commas with no spaces following the comma. For example, to include page 5, pages 15 through 20, and page 29, type the following: 5,5-20,29.

If the file has sections and you want to print a specific page from a section, type the section number, a colon and then the page number. For example, if you wanted to print page 3 from section 7, type: 7:3.

If you want to export a specific page or pages from multiple sections, type the section, colon and then page number followed by a comma and then section, colon and then page number. For example, let's say you want to export page 4 from section 2 and page 7 from section 4, type 2:4, 4:7.

### Section

If the file has multiple sections and you want to export a specific section, select the section to export from the drop-down list.

### Show Export Complete message box

Check the box to display the message, *Export Complete*, when Case CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this option applies to all the tabs in the Export dialog box.

4. Press **Enter (Export)**.  
If the destination location contains a PTX file with the same name as the PTX file you are creating, the Save As dialog box displays. Depending on your Export options, Case CATalyst suggests a name based on the original file name. Save the suggested name or type a name in the File name field and press **Enter (Save)**.
5. PTX Job Info dialog box displays. You can select the appropriate options and/or fill in any of the following text field you want. Do any of the following:

#### Job Name

Type the name of the file or use the current name displayed in the field.

#### Transcript Type

Select the Transcript Type. Deposition, Expert Witness, Courtroom proceeding and Other are available.

#### Misc

Select either of the miscellaneous options of Draft or Show Splash Screen. If selected, the information designated in the splash screen tab of the selected theme display when a client opens the PTX.

#### Security lockouts

Select any of the available functions to prevent the client from performing the action. Print Full Size, Print Condensed, Print Word Index, Clipboard copy and Save As features are available for lockout.

**Important:** If you select to use any of the lockout features and the client attempts to perform one of the lockout functions, the client may be prompted for a Unlock code. Case CATalyst **does not** provide a unlock code. You can either create another PTX without that feature locked out or not allow the client to perform the function.

#### Field Values

Using fields in a transcript that exactly match the PTX <> fields will allow CATalyst field value to be used as a suggestion during the PTX export of the file. For example, if you use the PTX <WITNESS> field and you have a {!WITNESS} field in the transcript, the value of the CATalyst field will be suggested in the Witness field. NOTE: If you have an [!INTERVIEWER] in CATalyst, Export to PTX will use that value. If the <INTERVIEWER> field is empty, PTX will use the value of the [!ATTORNEY] field.

Click **OK** to continue with the Export.

6. Press **Enter (Save)** to export the file.

## PTX Export Options

### Output

### Default Location

The default drive and folder location where you are creating the PTX file. Your selection in this field displays under *Key Selected Options* on the Export PTX tab. From the drop down list, choose a location:

- Same folder as selected file.
- another folder location. Use **Browse** to add alternate locations to the list.

### Additional Copy

Check this box to create an additional copy of the PTX export file. You may want to create a copy on your hard drive for archiving purposes. From the drop down list, choose a destination location:

- Same folder as selected file
- another folder location. Use **Browse** to add alternate locations to the list.

### Extension

The transcript exports with a PTX extension. The field is grayed out and cannot be changed.

### Keep CATalyst Job Name

Check this box to keep the original Case CATalyst file name when you export the file.

### If original filename already exists, automatically suggest a new name

Check this box to have Case CATalyst automatically suggest a new file name to the exported file if it detects that the file name already exists on the destination location. For example, if you are importing the Smith file and the Smith file already exists, Case CATalyst suggests Smith 1.

## Formatting

### Default Theme

You can create different themes for different clients or requirements. Once you save and name the theme, it will be listed in the drop-down list. To select a theme, click the down arrow and select the theme.

### Edit Theme...

Allows you to make changes to the default information sent with the PTX file or make changes to the currently displayed theme. There are three tabs to a theme:

- Company Info (input your name or firm name along with contact information) displays if the user attempts to perform a function that is locked out and Firm Name field value displays when you select Properties in the viewing software.
- Print Headers (customize the PTX's header and footer information with fields and/or static text). The headers and footers display on the full size transcript and/or condensed version.
- Splash Screen Text (customize an optional splash screen with fields or static text). The Splash Screen displays (if information is in the Splash Screen tab when the file was exported) when the file is opened in the viewer. The user will need to click I Accept to continue.

On each tab, there are places where you can use "fields" to fill in variables. For example, you may use <COMPANY> and/or <COMPANYPHONE> to display the information contained in the Company and Phone fields. Some values for these fields will be filled in once you select a file to export. See [PTX fields](#) to see the date fields that can be used in the Print Header and Splash Screen tab of a theme.

**New Theme...**

Allows you to set up different themes for different clients. Select New Theme, type a name and select an existing theme to which you want the new theme based. Once a new theme is created, you can customize the theme using Edit theme.

**Cap All**

Check this box if you want the text in the PTX file to appear in all capital letters.

**Include Timestamps**

Clock

Elapsed

Check the Include Timestamps box and then either Clock or Elapsed option to have the PTX exported transcript include timestamps. The CATalyst transcript layout must have timestamps selected. Once the transcript is opened in either the RealLegal E-Transcript Viewer™ and/or RealLegal E-Transcript Bundle Viewer™, the timestamp setting in the PTX viewer will need to be selected to display timestamps and positioning of the timestamps.

**PTX fields**

There are a variety of fields available for use in PTX themes and the job info dialog box. Any field in a CATalyst transcript that exactly matches the <> fields for PTX files will be suggested during the PTX export of the file. For example, a CATalyst formatted [!WITNESS] field matches a formatted PTX <WITNESS> field. NOTE: If you have an [!INTERVIEWER] in CATalyst, Export to PTX will use that value. If the <INTERVIEWER> field is empty, PTX will use the value of the [!ATTORNEY] field. The following PTX fields can be used within themes:

<TITLE> (Job Name)  
<VOLUME>  
<CASENUM>  
<CASENAME>  
<WITNESS>  
<INTERVIEWER> (Attorney)  
<REPORTER>  
<COMPANY>  
<COMPANYEMAIL>  
<COMPANYFAX>  
<COMPANYPHONE>  
<COMPANYHOMEPAGE>  
<COMPANYSCHEDULEPAGE>  
<JOBNUM>  
<PLAINTIFF>  
<DEFENDANT>

The following Date fields can be used on the Print Headers tab of the PTX theme. These date fields **do not** need to be in the Case CATalyst transcript. If the field is on the Print Headers tab, the date field will automatically fill in based on the date of the job.

<b>DATE FIELD</b>	<b>JOB DATE RESULT</b>
<DATETEXT>	October 28, 2009
<DATE>	10/28/2009
<DATECAPTEXT>	OCTOBER 28, 2009
<NUMERICSLASH>	10/28/2009
<NUMERICDASH>	10-28-2009

Current System Date:

<b>DATE FIELD</b>	<b>CURRENT DATE RESULT</b>
<TODAY>	12-18-2012
<TODAYTEXT>	December 18, 2012

The following Date fields can be used on the Splash Screen tab of the PTX theme. These date fields do not need to be in the Case CATalyst transcript. If the field is on the Splash Screen tab, the date field will automatically fill in based on the date of the job.

<b>DATE FIELD</b>	<b>CURRENT DATE RESULT</b>
<DATECAPLONGTEXT>	WEDNESDAY, OCTOBER 28, 2009
<DATELONGTEXT>	Wednesday, October 28, 2009



## Lists & Tables

Several lists and tables provide integrated functionality of various Case CATalyst features. Keyboard Maps, for example, allow customization of key combinations used to invoke commands. In the default Keyboard Map, pressing the right arrow moves the cursor one space at a time. Pressing the letter "d" invokes the command to create a Personal Dictionary definition. The Personal Globals table is another example. The Personal Globals table allows you to build a list that automatically corrects typed words while editing.

### Case CATalyst Lists & Tables

- [EZ Text Table](#)
- [Keyboard Maps](#)
- [Phonetic Table](#)
- [Steno Shortcut Table](#)
- [NumberConversion.ini File](#)
- [User Definitions Table](#)
- [Personal Globals](#)
- [Format Symbols Options Table](#)
- [Personal Briefs](#)
- [No Nag List](#)
- [Common Words](#)
- [Settings Manager](#)
- [Homophones](#)
- [Global Table](#)
- [Mistran Minder](#)
- [Case Prep Exclude List](#)
- [Fill-In-Field List](#)
- [Prefixsuffixrules File](#)

## File - New - List/Table

The File, New, List/Table feature allows you to open blank table or list. When you select File, New, List/Table, the submenu lists the following lists or tables you can create: EZ Text, Keyboard Map, Phonetic Table or Steno Shortcut Table. If one or more of the items are grayed out, it means that table or list of that type already exists and only one table or list of that type can exist in a user name. For example, if in the current user's System File case there is a Phonetic Table, the Phonetic Table choice will be grayed out. If you select Keyboard Map, the Create New Document dialog box displays with the Files of type field set to Keyboard Table (\*.sgkbd). A user can have multiple Keyboard Maps.

### To create a new list/table file:

1. Press **Alt + f, n, i** (File, New, List/Table).

2. Do one of the following:
  - a) [EZ Text Table](#) - this option is only available if there is no EZ Text Table in the current user's System Files case. If the option is available, CATalyst opens a blank EZ Text Table and when changes are saved, it is automatically stored in the System Files case. Go to Step 4.
  - b) [Keyboard Map](#) - this option is always available. The Create New Document dialog box displays with the Files of type field set to Keyboard Table (\*.sgkbd). Go to Step 3.
  - c) [Phonetic Table](#) - this option is only available if there is no Phonetic Table in the current user's System Files case. If the option is available, CATalyst opens a default Phonetic Table and when changes are saved, it is automatically stored in the System Files case. Go to Step 4.
  - d) [Steno Shortcut Table](#) - this option is available if there is no Steno Shortcut Table located in the current user's System Files case. If the option is available, CATalyst opens default Steno Shortcut Table and when changes are saved, it is automatically stored in the System Files case. Go to Step 4.
3. In the Create New Document dialog box, type the name of the keyboard map and press **Enter** (Open). A keyboard map displays. You can assign, modify or delete assignments.
4. When finished, save and close the table/list.

## EZ Text Table

The EZ Text table allows you to create up to 20 strings of text which you can insert into the transcript while editing. Each text line can contain up to approximately 900 characters including conflicts, scan stops, format symbols, etc. EZ Text lines are stored in the EZ Text table located in the Systems Files case.

Access the EZ Text table:

- in Manage Jobs. Press **Alt + f, o, i, e** (**File/Open/List/Table/EZ Text Table**).
- in Edit. Press **Alt + t, y, e** (**Tools/Keyboard Customization/EZ Text Table**).
- in Edit you can create and modify EZ Text Table entries and insert text directly into the transcript from the [EZ Text pane](#). To open the EZ Text dialog pane, press **Alt v, e, e** (**View/Panes/EZ Text**).

## EZ Text Table Features

Make necessary entries. When finished, press **Alt + s** (**File/Save**) to save changes.

### Number

Identifies the number associated with the EZ Text line listed in the Text field. The first ten lines are numbered #1 through #10 and the next ten lines are numbers Shift + 1-10.

### Text

The current text for the EZ Text entry, if any, displays in this field.

### Modify an Entry

Highlight an EZ Text line and press **Ctrl + m** (**Edit/Modify**). The EZ Text Assignment dialog box displays with the current text from the highlighted EZ Text line. Make necessary entries and press **Enter** (OK):

### Text

Type new or modify existing text. Each text line can contain up to approximately 900 characters including conflicts, scan stops, format symbols and [extended characters](#). The maximum number of EZ Text lines is 20.

### Insert Auto Include

Display the EZ Text Auto Include dialog box. Select an Include file to associate with the selected EZ Text key. Do the following:

1. Select Browse to display the Choose Include File dialog box.
2. Navigate to the location of the file you want to insert.
3. Select a file and press Enter (Open). The file name displays in the Entry Text field. The "@" symbol, @, at the beginning of the entry designates the file as an Include file and must precede the file name.
4. Check Bring Layout to retain the layout for the selected Include file.
5. Press Enter (OK) to return to the EZ Text Assignment dialog box.

### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to insert into the definition. For example, you may have entries for dropped examinations and want to use the EZ Speaker fields. You create the entry: <Centered Paragraph>DIRECT EXAMINATION<By Line>BY[!EZ SPEAKER 1]:<Question>

### FS (Alt + f)

Display the list of available format symbols. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol you want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.

You can insert a format symbol at any point in the text entry. To have the format symbol list always display, check the Always Show Format Symbols box. You can also use shortcut keys to insert a format symbol.

### Delete an Entry

Highlight the EZ Text line and press **Delete**. Choose **Yes** at the confirmation prompt.

### Print the EZ Text Table

Press **Ctrl + p (File/Print)** to display the [Print](#) dialog box from which you can print the EZ Text table.

## Resize Table Columns

Do **one** of the following to resize the column widths in the EZ text Table:




- Place the cursor on the line dividing the column headings and hold the mouse button down. The cursor becomes a double headed arrow. Move the line left or right to the desired position. Release the button.
- Complete the steps:

1. Press **Alt + v, r (View/Resize Columns)**. The Resize Columns dialog box displays.
2. In the top field, select the column, **Number** or **Text**, to resize.
3. In the bottom field, type a pixel number or use the arrow buttons to increase or decrease the pixel size.
4. Press **Alt + a (Apply)** to apply and view the changes.
5. Press **Enter (OK)** when finished.

## Change EZ Text Table Font

The font type and size for the body and heading text in the EZ Text Table are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u (File, Open, List/Table, EZ Text)**.
2. When the EZ Text table displays, do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the EZ Text Table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Mistran Minder List

The MistranMinderList (User, Case or Job) contains your unique mistranslates (words or phrases). For example, sometimes you misstroke the word *gently* and you get *generally* or you misstroke the word *except* and you get *exempt*. These words can be added to a Mistran Minder list (User, Case or Job) and when you run Mistran Minder, all occurrences in the file will be listed in the Search Results pane for you to review. Open a transcript and select Tools, Mistran Minder. The Mistran Minder results display in the Search Results pane. With your cursor in the Search Results pane, you can use your up and down arrows to move through the results along with scrolling in the transcript text or you can use the scroll bar to move to a specific entry, double click the entry and move immediately to the location in the transcript. Once you have reviewed the results, you can close the Search Results dialog pane.

Some users add their common mistran minder entries to their Homophone list. Using the [Cycle Homophones](#) feature, they can quickly switch to the correct word/phrase they desired. Using the examples from above, since "generally" and "gentle" are two common misstrokes this the user, both words are in the user's Mistran Minder list and are also in the Homophone list as homophones of each other. So, when reviewing the Mistran Minder results, if the user comes across an occurrence of the word "gently" in the transcript when it should have been "generally," the user invokes the Cycle Homophones command and quickly changes "gently" to "generally" without retyping anything.

Once you have added words to the Mistran Minder List, you can review and/or edit it by selecting File, Open, List/Table, MistranMinder and then select User, Case or Job. When selecting Case or Job, you will then need to select the appropriate Case or Job name.

The Mistran Minder list (User, Case or Job) can contain words and/or phrases. The Mistran Minder list will recognize entries with punctuation, such as:

; is that correct  
said "  
, 2014  
[ATC]

Punctuation symbols not allowed in the Mistran Minder list are: { } | ^

If you want to review or search for a particular category of items, such as dates, you might want to use the [Search](#) (Ctrl + f) command, select Regular Expression (Alt + r), List Results (Alt + L) and then select Dates from the Regular Expression list.

To Create a Mistran Minder List:

## Create/Add entries to the Mistran Minder List

[Mistran Minder](#) analyzes your transcript and displays a list of any words/phrases found in the Mistran Minder List (User, Case or Job) that are also found in your transcript. For example, sometimes you intend to write the word *gently* and you get *generally* or *exempt* and you get *except*. These words can be added to a Mistran Minder List. Then while editing, you run the Mistran Minder command so you can quickly find and fix (if needed) all occurrences of your personal mistranslates. The [MistranMinderList](#) applies to every job unless you create a case or job Mistran Minder list. There may be times you'd like to add unique mistranslates that are only occurring in a particular job or case. 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 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.

To create a Mistran Minder list that applies to all jobs, you can position your cursor in front of a word or highlight multiple words, right click, press **m** and select **User**. You can also open your User MistranMinderList located in your System Files case and type the word or words on a line and type any additional mistranslated words or phrases each on their own line, save and close the file. 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. In your transcript, you simply select Tools and then Mistran Minder. CATalyst quickly displays words/phrases found in the transcript that match your MistranMinderList.

**To add a word/phrase 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.
3. Once you have reviewed the results, you can close the Search Results dialog pane.

Note: If your User MistranMinder List doesn't exist and you select Tools, Mistran Minder you will be prompted to create one.

You simply open your Mistran Minder List and type "gently" (without the quotes) on a line and type "exempt" (without the quotes) on a line. Type any additional mistran words or phrases each on their own line, save and close the file. You can include punctuation along with words in the Mistran Minder List. For example, let's say you like to double check occurrences of the word *said* followed by a quote (said ') and the word says followed by a quote (says "). You could put both words in your Mistran Minder list on separate lines. Entries can contain punctuation such as:

```
; is that correct  
said "  
, 2014  
[ATC]
```

Punctuation symbols not allowed in the Mistran Minder list are: { } | ^

## Fill-In-Field List

The Fill-In-Field List.csv file stores the field values for [Fill in Field](#) list group types. Field List Group fields are related fields designed for Appearance pages. Default fields for a field list group include, SPEAKER1, FIRM1, ATTORNEY1, ADDRESS-A1, ADDRESS-B1, CITY1, STATE1, ZIP1.

Case CATalyst creates the Fill-In-Field List file when you create your user. The column headings in the Fill-In-Field List represent the associated fields in a [Field List Group](#). When you enter a value (attorney or firm name, address, etc.) for a field in Edit using [Fill In Field](#), Scan and Fill-In-Fields and the New List Entry in the Insert Field dialog box the entry is automatically added to the Fill-In-Fields List. An [Import vCard](#) feature is also available to let you directly import attorney vCard files into the Fill In Field List. You can also populate the list by copying files from another Fill-in-Field List, such as another reporter. You copy all the fields and data from another Fill-In-Field List using the [Include](#) command or add individual entries using the copy and past commands. You can open the list and directly manage the entries, adding, renaming and deleting [fields](#) and [data](#). The Fill-in-Field List is available for all jobs/transcripts.

Creating a [Case Fill-In-Field List](#) allows you to limit the Fill-In-Field List to the case specific client information. You can include exported information from a court reporting management software program, such as Analyzer, where firm and attorney appearance information is already available. For example, you are just beginning the first of ten depositions involving a train wreck. You create a Case named WRECK 10-10 and then create a Case Fill-In-Field List within the WRECK 10-10 case. Your firm uses Analyzer, so you export the appearance information to Case CATalyst save the files as a Case Fill-In-Field List. If another reporter takes a deposition for the same case, you can share your Case Fill-In-Field List.

The Fill-In-Field List is accessible to other users on the same computer or network environment by [changing](#) certain Field Options settings. For example, you may want to use another Fill-In-Field List location when working in a network environment when all users share a Fill-In-Fields List.




The Fill-In-Field List is a .csv (comma separated value) file type which is a common file format. You may want to check with your state bar association for an available list.

You can combine Fill-in-Field lists using the [Include](#) feature on the Fill-in-Field File menu. No duplicate entries will be added. For example, you edit on your office computer and your home computer. You may have added entries to both Fill-in-Field Lists but not the same entries if you did not backup and restore the Fill-in-Field list before editing on either computer. If you have two different versions of the Fill-in-Field List, you could include your office computer's Fill-in-Field List with your home computer's list to make one complete list and then back it up and restore it on your office computer.

## Change Fill-In-Field List Fonts

The font type and size for the body and heading text in Fill-In-Fields are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u** (**File, Open, Fill In Field List, Fill In Field List or Case Fill In Field List**).
2. Do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the Fill In Field List saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Create a Case Fill-In-Field List

When a Fill-In-Field List\_Case file exists in a Case, the Scan and Fill in Fields feature uses the case information in place of the System Files Fill-In-Fields List. Case CATalyst only recognizes a Case Fill-In-Field List with the filename, *Fill-In-Field List\_Case*, located in the specific case in which you are using it. A Fill-In-Field List\_Case file located in the root of your user name is not recognized as a valid Fill-In-Field List.

### Create a Case Fill-In-Field List

1. In Manage Jobs, open the Case in which you want to create the list.
2. Press **Alt + f, n, f, c** (**File/New/Fill-In-Field List/Case Fill-In-Field List**). The Create New Document dialog box displays.
3. The required default name, *Fill-In-Field List\_Case*, displays in the File name field.
4. Press **Enter** (**Open**). Case CATalyst creates the Case list using the current column format from your Fill-In-Fields List.
5. Do any of the following:
  - Open your Fill-In-Field List, choose entries and select **Copy**. In the Fill-In-Field\_Case, select **Paste** to add the copied entries.
  - Create new [entries](#) and add [columns](#).
  - Use the [Import vCard](#) feature to import attorney vCard information directly into the Case Fill-In-Field List
6. Press **Ctrl + s** (**File/Save**) to save the changes and close the Fill-In-Field List\_Case.
7. To save an Analyzer attorney information file:

### Create a Case Fill-In-Field List with Analyzer Information

If you or your court reporting firm uses Analyzer, save the exported attorney information file to the appropriate Case in Case CATalyst using the name, Fill-in-Fields List\_Case.

## Include Fill-in-Field List Entries

You can Include one Fill-in-Field List into another Fill-in-Field List. All the data from the selected Fill-in-Field List is added to the current Fill-in-Field List. Case CATalyst checks for duplicate entries and does not include an entry if the data and headers of the entry match. To add individual entries to the Fill-in-Field List, use the Copy and Paste commands. An asterisk displays on the Fill-In-Field List tab when Case CATalyst adds the entries and the file changes.

### Include a Fill-in-Field List to another Fill-in-Fields List

1. Do one of the following:
  - Press **Alt + f, o, f** (**File/Open/Fill In Field List**) to open the Fill-In-Field List.
  - Press **Alt + f, o, c** (**File/Open/Case Fill In Field List**) to open a Fill-In-Field List\_Case List. In the Open Existing Document dialog box, select the file and press **Enter** (**Open**).
2. Press **F9** (**File/Include**). The Include dialog box displays.
3. Make necessary entries:



**Look In**

Choose the user name from which you want to select the include file. The default is the current user. You can also the Browse button to navigate to another location for the Fill-in-Field List you want to select. For example, perhaps you copied the Fill-in-Field List to a flash/thumb drive or to your desktop.

**File Window**

Displays a list of the files. By default, the Fill-in-Field List is located in the System Files case. A Fill-In-Field List\_Case is located in the associated Case. Highlight the Fill-in-Field List you want to include. Fill-In-Field List files contain the .csv extension. The file name displays in the File name field.

**File name**

The name of the selected file to Include.

**Files of type**

Displays the type of file to Include. The default subfile type is .csv.

**Browse**

Select a different folder or location.

4. Press **Enter (Open)**. An asterisk displays on the Fill-In-Field List tab when Case CATalyst adds the entries and the file changes.
5. Press **Ctrl + s (File/Save)** to save the list.

## Manage Fill-In-Field List Columns

Column headings in the Fill-In-Field List represent the associated fields in a [Field List Group](#). Field List Group fields are related fields. You can add new columns, modify existing column names, hide columns, delete unnecessary columns, select the display and order of columns and change the sort order of columns in the Fill In Field list. To manage Fill-In-Field List entry data, see [Manage Field List Group Data](#).

Creating a new column automatically adds a field of the same name to each Field List Group which is available in the [Insert Field](#) dialog box. For example, you want to add the web address for each attorney on your Appearance page. In your Fill-In-Field List, you create a column named, "Web Address." Case CATalyst creates the column in the Fill-In-Field List and automatically adds the *Web Address* field to each Field List Group. You insert the Web Address field on your Appearance page using the Insert Field feature.

To access a Fill-In-Field List, do one of the following.

- Press **Alt + f, o, f (File/Open/Fill In Field List)** to open the Fill-In-Field List in your System Files case.
- Press **Alt + f, o, c (File/Open/Case Fill In Field List)** to open a Fill-In-Field List\_Case List. In the Open Existing Document dialog box, select the file and press **Enter (Open)**.

When you are finished making changes, save the Fill-In-Fields list by pressing **Alt + s (File/Save)** to retain the changes.

## Select Columns to Display

### Show/Hide Columns

To show or hide columns, right click a column heading and select **Columns**. The list of columns displays in order that they appear on the screen. A check mark indicates the column is visible in the Fill-in-Fields list. When unchecked, the column is hidden from view. Click a column name to select or deselect it.

Changing the column display in the Fill-In-Field List affects the fields that display for the Field List Groups in the Insert Field and Fill In Fields dialog boxes. If you do not use all the fields that are available for a field group list, you may want to hide those columns. Field associated with the hidden column show at the end of the Field List Group entries in the Insert Field dialog box and are considered User Defined fields instead of Field List Group entries.

### Hidden Columns

To display a list of hidden columns, right click a column heading and select **Hidden Column List**. The Column Chooser dialog box displays the list of hidden columns. To add a hidden column to the screen, click and hold the left mouse button on the selected name and drag it to the desired location on the column heading bar and release the button. The width of the column may need adjusting after adding it to the screen.

### Restore Default Columns

To restore the column display to the original Case CATalyst default values, right click a column heading and select **Restore Default Columns**. Restoring the default columns displays all the default columns and display order. It does not delete any user created columns.

## Insert/Rename/Delete Columns

### Insert a Column

Insert a user defined column. Right click a column heading and select **Insert Column**. In the Insert Column dialog box, type a name for the column and press **Enter (OK)**. A field with the same name is automatically added to the Field List Groups once you save the Fill-In-Field List. Newly created fields do not affect a Case Fill-in-Field List.

### Rename a Column

To change a column name, position the cursor on the column heading for the name change. Right click and select **Rename Column**. In the Rename Column dialog box, type the new name and press **Enter (OK)**. Rename a column in the Fill-In-Fields list also renames the field in the Field List Group.

If a column contains an existing value and the column name changes, the values in the original columns are retained in the renamed column. A field matching the new column name displays in the [Field List Group](#). The original field matching the original column name is retained in the Field List Group along with any filled in value. No changes occur in the transcript for any filled in values for the original column name. For example, the current job has the PHONE NUMBER field as part of the Field List Groups with filled in values. You change the PHONE NUMBER column name to be CELL which automatically adds the CELL field to the Field List Group. The CELL field replaces the PHONE NUMBER field in the Field List Group. No values display for the CELL field. Values for the PHONE NUMBER fields inserted into the transcript remain unchanged.

### Delete a Column

Remove the selected column and all the field data from the Fill-In-Field List. Right click a column heading and select Delete. Deleting a column from the Fill-In-Field List also deletes the field from the Field List Group. If you re-insert the column that contained data, Case CATalyst displays a message that the column previously existed and prompts you to restore the data.

## Change the Sort Order

You can sort the Fill-In-Field List to help locate specific entries. To change the column on which Case CATalyst sorts the field information, click the desired column heading. Case CATalyst identifies the column used for sorting with a triangle to the right of the column heading. Click the column heading until the triangle points up for ascending order (a-z; 0-9) or down for descending order (z-a; 9-0). For example, you want to sort the entries by FIRM in ascending order. Click the FIRM column heading until the triangle points up.

## Change the Display Order of Columns

To change the display order, click the desired column heading and hold the left mouse button. Drag the heading to a new location on the column heading bar and release the button. For example, you can reposition the Phone Number column to follow the Attorney column.

Changing the column order changes the order of information in the Insert Entry and Modify Entry dialog boxes; and changes the order of information the Insert Field and Fill In Fields dialog boxes in Edit.

## Adjust Column Widths

Do either of the following to manage column widths:

- Place the cursor on the line dividing the column headings and hold the mouse button down. Move the line left or right to the desired position. Release the button.
- Place the cursor on the column heading. Use the right click menu and select **Best Fit** to automatically size the column based on the longest entry on a single line.

## Manage Fill-In-Field List Values

Manage your Field List Groups entries by adding, renaming and deleting data in the Fill-In-Field List. You can also copy entries from another Fill-In-Field List using the [Include](#) or Copy and Paste commands.

Adding [new columns](#) to the Fill-In-Field List adds new fields to the [Field List Groups](#) in the Edit Insert Field dialog box. Each column heading reflects a field in the Field List Group. To manage Fill-In-Field List columns, see [Manage Fill-In-Field List Columns](#).

To access a Fill-In-Field List, do one of the following.

- Press **Alt + f, o, f (File/Open/Fill In Field List)** to open the Fill-In-Field List.
- Press **Alt + f, o, c (File/Open/Case Fill In Field List)** to open a Fill-In-Field List\_Case List. In the Open Existing Document dialog box, select the file and press **Enter (Open)**.

When you are finished making changes, save the Fill-In-Fields list by pressing **Alt + s (File/Save)** to retain the changes.

## Insert/Modify Fill-In-Field List Entries

1. Do one of the following:
  - Right click in the list and select **Insert**. The Insert Entry dialog box displays.
  - Right click an entry and select **Modify**. The Modify Entry dialog box displays.
  - Right click a specific cell in the entry and select **Modify Cell** to quickly modify a single cell. Type your change.
2. Use the following options as necessary:

### ATTORNEY SORT

The Attorney Sort field does not display in an Edit, Field List Group entry.

Attorney Sort automatically displays a saved, filled in name listed in the Attorney column with the last name followed by first name. This sort order allows you to quickly locate an attorney by last name when filling in the Appearance information during Edit. The Attorney Sort field ignores certain suffixes, such as Jr., Sr. and Esq. when sorting by last name.

You can modify the text in the Attorney Sort field. For example, you have an attorney **John Van Den Tillar** listed in the Attorney field. Case CATalyst, by default, displays the name in the Attorney Sort field as **Tillar, John Van Den**. Modify the text in the Attorney Sort field to reflect the correct sorting order, **Van Den Tillar, John**.

If the Field option, [Sort attorney names using Attorney Sort column](#) is set to Yes, Case CATalyst displays names in the [Fill In Field](#) dialog box using the format of the Attorney Sort field. Case CATalyst inserts the name into the transcript as it appears in the Attorney field.

### FS

Add a format symbol to a field. For example, you may want to bold the firm name or add a new line to an address. When you select FS, the [Format Symbol](#) list displays. Double click the desired format symbol.

### Save as New

Make changes to an existing entry, such as the attorney and speaker name, and retain all the other information as a new entry. For example, you have several entries for the Jennifer C Davenport firm. A new attorney starts working for the firm at the same location. Modify an existing Jennifer C. Davenport entry, change the attorney and speaker name information and then select Save as New to create a new entry in the Fill-In-Field List.

This option is only available when modifying an entry.

3. Click **(OK)**.

## Delete Fill-In-Field List Entries

1. Use [Search](#) (Ctrl + f) or [Filter](#) (Ctrl + y) to locate the desired entries.
2. Do **one** of the following to select entries for deletion:

### Select one entry at a time

Highlight the entry for selection.

### Select specific entries


Press and hold **Ctrl** while you click the individual entries to highlight.

**Select a consecutive group of entries**

Click to highlight the first entry of the group. Locate the last entry. Press and hold **Shift**, while you click the last entry. All the entries in-between are highlighted for selection.

**Select all the entries**

Press **Ctrl + a**. All the entries are highlighted for selection.

3. Press **Delete** or click the Delete  icon to delete the selected entries. You can undo the delete by pressing **Ctrl + z (Undo)**.
4. A confirmation message displays. Choose **Yes** to delete the selected entries. Choose **No** to prevent any entries from deletion.
5. Press **Ctrl + s (File/Save)** to save the Fill-In-Field List file.

**Share the Fill-in-Field List**

The Fill-in-Field list is accessible to other users on the same computer or network environment by changing certain Field Options settings. For example, you may want to use another Fill-In-Field List location in a network environment when all users share a Fill-In-Fields List.

You can also combine Fill-in-Fields using the [Include](#) feature on the Fill-in-Fields File menu.

**Share the Fill-in-Field List**

1. Be sure you are in your User name.
2. From Manage Jobs, press **Alt + t, o, e, f (Tools/Options/Edit/Field)**. The Field Options dialog box displays.
3. Locate the option, *Fill-In-Field in current user*, and select **No**. The *Fill-In-Field List path* field becomes available.
4. In the *Fill-In-Field List path* field, click the **Browse** button to navigate to the location of the Fill-In-Fields List you want to use. Fill-In Field lists have a .csv extension. The path displays in the field.
5. Press **Alt + s (Save)** to save the settings and close the Field Options dialog box. The setting is remembered until you change it.

**Search and Filter Fill-In-Field List**

Search allows you to locate a word or words in the [Fill-In-Fields List](#). You can search forward or backward for a whole word, part of a word, or multiple words. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward. Search and Replace allows you to search for and replace text for a field entry.

Filter displays only the entries in the Fill-In-Field List that contain the specified criteria. Entries filtered out are not removed from the file. All the entries redisplay when you select Unfilter or the next time you open the Fill-In-Fields List. A filtered display is searchable.

To access a Fill-In-Field List, do one of the following.

- Press **Alt + f, o, f (File/Open/Fill In Field List)** to open the Fill-In-Field List.
- Press **Alt + f, o, c (File/Open/Case Fill In Field List)** to open a Fill-In-Field List\_Case List. In the Open Existing Document dialog box, select the file and press **Enter (Open)**.

When you finish making changes, save the Fill-In-Fields list by pressing **Alt + s (File/Save)**.

## Search

1. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
2. Make necessary entries:

### Search For

Type the text you want to find.

#### FS

To add format symbols to your search, select **FS** and double click the symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place the cursor in the Search For field, press **F4** and then press the appropriate letter or symbol.

#### Insert Field

Field are generally not used in the Fill-In-Field List. To add a field to the search, click **Insert Field** to select a field from the [Insert Field](#) dialog box.

### Entry Type

An Entry Type in generally not used to search the Fill-In-Field List. Selecting an entry type filters the search so that only entries with the entry type selected display. Select an entry type from the drop down list.

### Case Sensitive

Check this box to limit the search based on the upper and lower case letters of text typed in the *Search For* field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

### Whole Word

Search only for the words that match the text typed in the Search For field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word.

### Location

Select search parameters.

#### Exact Match

Search for entries that exactly match the text entered in the Search For field.

#### Begins With

Search for entries that begin with the text entered in the Search For field.

#### Ends With

Search for entries that end with the text entered in the Search For field.

#### Contains

Search for entries that contain, anywhere in the entry, the text entered in the Search For field.

**Direction**

Select **one**:

**Forward**

Search forward, from the cursor position to the end of the file.

**Backward**

Search backward, from the cursor position to the beginning of the file.

3. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
4. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

**Search and Replace**

1. Press **Ctrl + r (Edit/Search and Replace)**. The Search and Replace dialog box displays.
2. Make necessary entries:

**Search For**

Type the text you want to find.

**FS**

To add format symbols to your search, select **FS** and double click the symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place the cursor in the Search For field, press **F4** and then press the appropriate letter or symbol.

**Insert Field**

Field are generally not used in the Fill-In-Field List. To add a field to the search, click **Insert Field** to select a field from the [Insert Field](#) dialog box.

**Case Sensitive**

Limit the search based on the upper and lower case letters of text typed in the Search For field. If you do not select Case Sensitive, the search replaces all words containing the indicated characters, regardless of the case typed into the field.

**Whole Word**

Search only for the words that match the text typed in the Search For field. If you do not select Whole Word, the search finds the word both as is stands alone and as part of another word.

**Location**

Select search parameters.

**Exact Match**

Search for entries that exactly match the text entered in the Search For field.

**Begins With**

Search for entries that begin with the text entered in the Search For field.

#### **Ends With**

Search for entries that end with the text entered in the Search For field.

#### **Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search For field.

#### **Direction**

Select **one**:

##### **Forward**

Search and replace forward, from the cursor position to the end of the file. A confirmation message displays for each possible replacement.

##### **Backward**

Search and replace backward, from the cursor position to the beginning of the file. A confirmation message displays for each possible replacement.

#### **Replace With**

Type the replacement text for the entry in the Search For field.

##### **FS**

To add format symbols to the replacement text, select **FS** and double click the symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place the cursor in the Replacement With field, press **F4** and then press the appropriate letter or symbol.

##### **Insert Field**

Field are generally not used in the Fill-In-Field List. To add a field to the text, click **Insert Field** to select a field from the [Insert Field](#) dialog box.

4. Press **Enter (OK)** to start the search and replace. If no match is found, a message displays.
5. Press **Ctrl + s (File/Save)** to save the file.

## **Filter Entries**

1. Press **Ctrl + y (View/Filter)**. The Filter dialog box displays.
2. Make necessary entries:

##### **Filter**

Select a field from the drop down list. In the blank box to the right of the field, type the text on which you want to filter. Case CATalyst displays only the entries that contain the text entered. If you leave the box blank, then Case CATalyst filters on the blank, displaying entries that have no entry in the field selected for filtering.

##### **FS**



To add format symbols to filter text, select **FS** and double click the symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place the cursor in the field, press **F4** and then press the appropriate letter or symbol.

### Insert Field

Fields are generally not used in the Fill-In-Field List. To add a field to the filter, click **Insert Field** select a field from the [Insert Field](#) dialog box.

### Entry Type

Filter the selected field by entry type. Selecting an entry type displays only entries with the selected entry type. Choose an entry type from the drop down list.

### Case Sensitive

Limit the filter based on entries containing the upper and lower case letters of text typed in the field. If you do not select Case Sensitive, the filter displays all entries containing the indicated characters, regardless of the case typed into the field.

### Whole Word

Filter only on words that match the text typed in the field. If you do not select Whole Word, the filter displays entries with words as they stand alone and as part of another word.

### Location

Select filter parameters:

#### Exact Match

Filter on entries that exactly match the text entered in the field.

#### Begins With

Filter on entries that begin with the text entered in the field.

#### Ends With

Filter on entries that end with the text entered in the field.

#### Contains

Filter on entries that contain, anywhere in the entry, the text entered in the field.

3. Press **Enter (OK)**. Case CATalyst displays the filtered entries. If you search within a filtered display, the search is limited to the filtered entries. If your search cannot locate the entry, unfilter the display or filter by different criteria.
4. Press **Alt + v, u (View/Unfilter)** to redisplay the entire Fill-In-Field List. If you close the Fill-In-Field List in a filtered display, all entries display when you open the list.


## Import vCard Fill-in-Field List

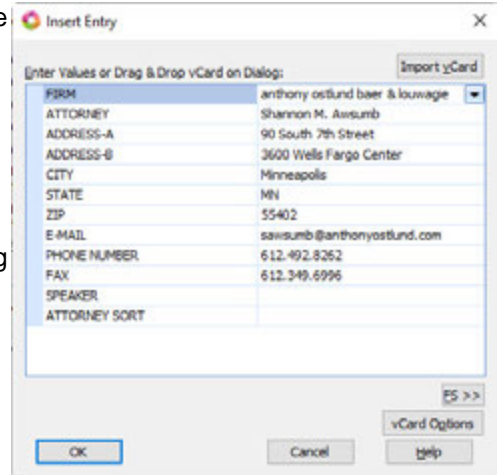
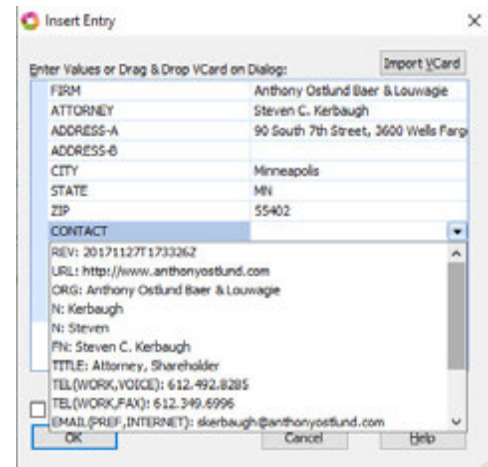
You can import vCard files, also known as VCF (Virtual Contact File), when creating/modifying an entry in a Fill in Field List or when creating a New List Entry in the Fill In Field dialog during edit. The ability to import vCard files speeds up the process of creating Fill In Field List entries. If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

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

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

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

1. Select **File, Open, Fill in Field List**
    - a. To open the Fill In Field List, select **Fill In Field List**. (*Alt+f,o,f, f*)
    - b. To open a Case Fill in Field List, select **Case Fill in Field List** (*Alt+f,o,f,c*), and then use the Open Existing Document dialog to select the Case Fill in Field List you'd like to open.
  2. To insert a new attorney group in the Fill in Field list, select **Edit, Insert** (*Ctrl+i*).
  3. When the Insert Entry dialog appears, do one of the following:
    - a. Drag and drop a "filename.vcf" file on to the Insert Entry dialog. A plus sign icon '+' will appear at your mouse pointer location on the Insert Entry dialog to let you know when you can release the mouse button to drop in the vCard.
    - b. Use the Import vCard button to browse for and use a vCard file.
      - i. Click the **Import vCard** button.
      - ii. The Import vCard File dialog will default to the Downloads folder on your system. Browse to the location of the "filename.vcf" file you'd like to import, then either double click the file or highlight and click **Open**.
  4. Case CATalyst will use the vCard file information to populate the attorney group fields. To specify a specific text capitalization for any of the field headings, use the [vCard Options](#) button. Although Case CATalyst is able to match many different possible values from vCard files with the Fill in Field List headings, Case CATalyst may not be able to match all vCard information. For example, if you have renamed your E-MAIL heading to be CONTACT, Case CATalyst may not be able to populate the CONTACT fields with the email information from the vCard file. Do one of the following to populate the missing information:
    - a. Select the heading you'd like to modify and then click the down arrow  that appears on the right. The information contained within the vCard will show. Select the information that matches the information for the heading you are trying to populate. Case CATalyst will remember this selection and try to use that vCard information to populate the heading in the future.
    - b. You may also choose to manually type in the information. You may need to type the information if the vCard does not contain the information.
- **Note:** The ATTORNEY SORT field will not be populated by the vCard. Case CATalyst will create the ATTORNEY SORT on its own.

- Click **OK**, to add the entry to the Fill in Field List.

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

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

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

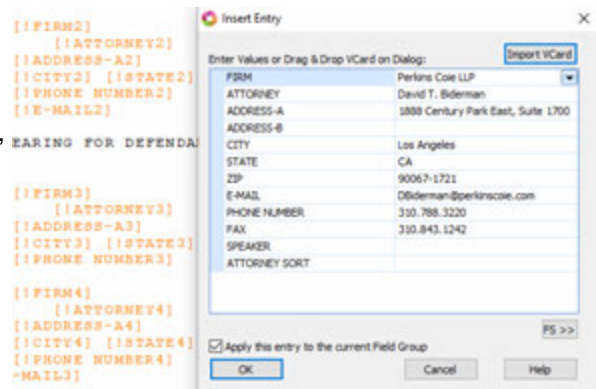
### Using a vCard to fill in fields during edit:

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

- Double click on the ATTORNEY field, or use *Scan and Fill in Fields* (*Ctrl+Shift+s*) to open the Fill in Field dialog.
  - Click the **New List Entry** button.
  - Inside of the Insert Entry dialog, you may drag and drop the vCard or use the Import vCard button to import the vCard.
  - Click **OK** to use the imported vCard information to fill in the attorney group fields.
- **Note:** While there is a standard that governs the data and format of a vCard, experience has shown the standard is not always followed. As a result, your experience with some vCard files will be better than with others. Case CATalyst does its best to correctly import vCard information. When Case CATalyst cannot match vCard information to a heading in the Fill in Field List, you may use the down arrow to look at the vCard data and make a selection. Case CATalyst will then match that vCard data with the Fill in Field heading for future vCard imports.

### vCard Options

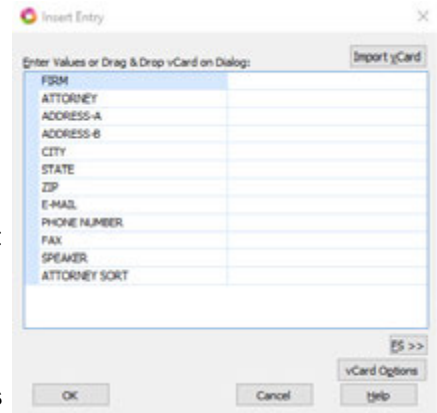
vCard Options allows you to specify the Speaker Prefix (titles) for the Speaker field and set your capitalization preferences for each Field Name heading when using [Import vCard](#).



## Using vCard Options



To access the vCard Options dialog do the following:

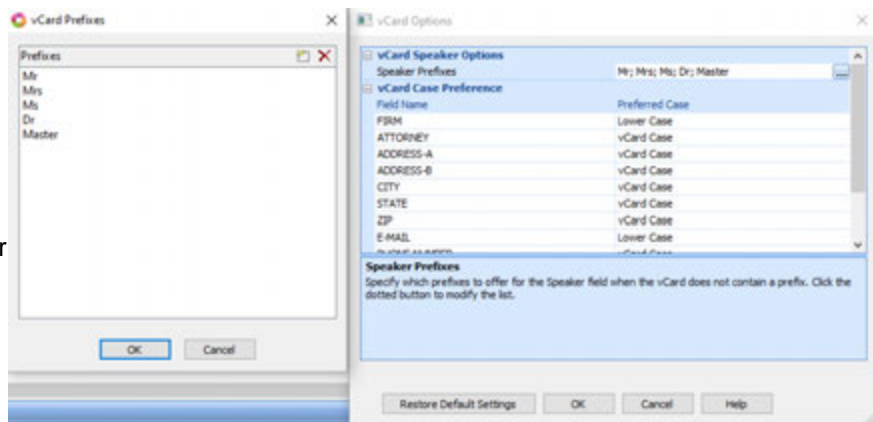
1. Select **File, Open, Fill in Field List**
  - a. To open the Fill In Field List, select **Fill In Field List**. (*Alt+f,o,f, f*)
  - b. To open a Case Fill in Field List, select **Case Fill in Field List** (*Alt+f,o,f,c*), and then use the Open Existing Document dialog to select the Case Fill in Field List you'd like to open.
2. To insert a new attorney group in the Fill in Field list, select **Edit, Insert** (*Ctrl+i*).
3. When the Insert Entry dialog appears, click the **vCard Options** button.



### vCard Speaker Options

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

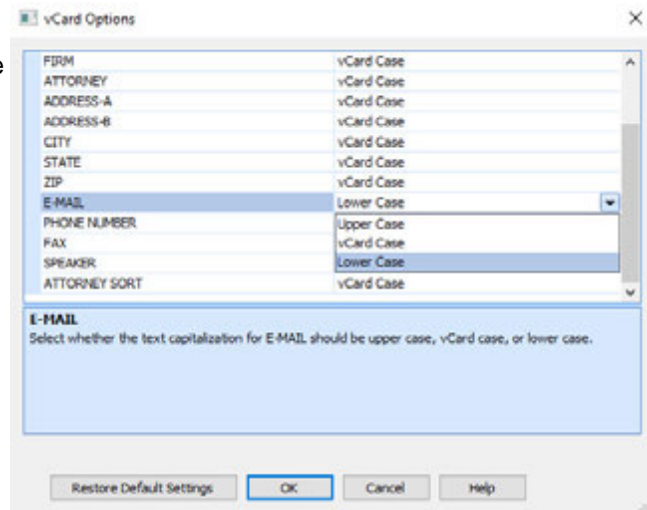
1. Click on the Speaker Prefix line under the vCard Speaker Options section of the vCard Options dialog.
2. Click the dotted button  to the right of the Speaker Prefixes text field to open the vCard Prefixes dialog.
  - a. To add a prefix, click the **new entry** button (*INSERT*).
    - i. Type the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



### vCard Case Preferences

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

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



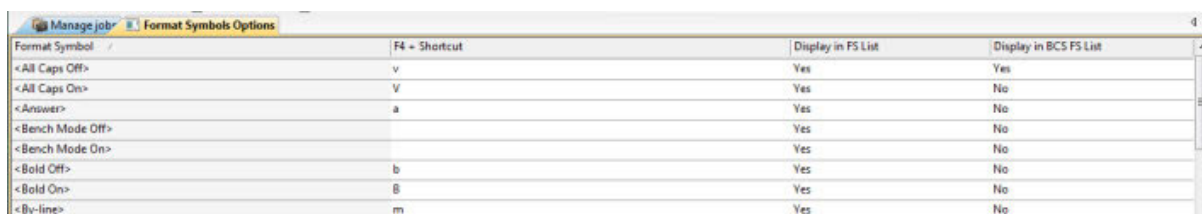
## Format Symbols Options Table

The Format Symbols Options table contains Case CATalyst [translate commands](#), Case CATalyst [format symbols](#) and [CATalyst BCS format symbols](#) along with the default shortcut key assignments. Shortcut keys allow you to insert a format symbol or translate command by invoking a key combination of F4 plus the key associated with the command. For example the default "F4 t" inserts a Tab or the default "F4 X" inserts a {Suffix} translate command in a definition. Not all format symbols and translate commands have a default shortcut key assignment. You can modify the default assignments to suit your writing style. For example, you seldom use the default "F4 m" to insert a By Line format symbol but often insert a Parenthetical format symbol. You modify the By Line format symbol shortcut key to upper case "M" and the Parenthetical format symbol shortcut key to lower case m. As a result, "F4 M" inserts a By Line and "F4 m" inserts a Parenthetical format.

You can [customize](#) the display of format symbols in the Format Symbols list and [modify](#) the shortcut key assignments by making changes in the Format Symbols Options table. This may be helpful if you are a captioner using CATalyst BCS and you want to assign shortcut keys to the commonly used <Caption:> format symbols. The Display in BCS FS List column only displays if your e-Key license includes the optional Broadcast Captioning Suite option.

The Format Symbol Options table is sortable by column in ascending or descending order. To sort, click on a column heading. The arrow in the column heading indicates when the sort in the selected column is in ascending or descending order. You can also [search](#), print the entire table and [print a reference sheet](#).

To open the Format Symbols Options table, press **Alt + f, o, i, o** (**File/Open/List/Table/Format Symbols Options**).



Format Symbol	F4 - Shortcut	Display in FS List	Display in BCS FS List
<All Caps Off>	v	Yes	Yes
<All Caps On>	V	Yes	No
<Answer>	a	Yes	No
<Bench Mode Off>		Yes	No
<Bench Mode On>		Yes	No
<Bold Off>	b	Yes	No
<Bold On>	B	Yes	No
<By-line>	m	Yes	No

## Modify Format Symbol Options Table Entries

The Format Symbols Options table contains Case CATalyst and CATalyst BCS translate commands and format symbols with default shortcut key assignments. The Display in BCS FS List column only displays if your e-Key license includes the optional Broadcast Captioning Suite. You can customize the shortcut assignments to meet your needs.

### Modify Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, i, o** (**File/Open/List/Table/Format Symbols Options**). The Format Symbols Options table displays.
2. Highlight the entry you want to modify and press **Ctrl + m** (**Edit/Modify**). You can use the [Search](#) feature to quickly locate an entry in the table.
3. In the Modify dialog box, make necessary entries:

#### F4 Shortcut

When a shortcut key assignment exists for the selected format symbol or translate command, it displays in the field. To change or assign a shortcut key assignment, click the down arrow and select a character from the list. If you select a shortcut key that is already assigned to another format symbol, Case CATalyst prompts you to reassign the key. Select Yes or No at the prompt.

To remove an assignment, select the "blank" option at the top of the drop down list.

#### Reset to Default Value

Click this button to reset the selected format symbol shortcut key assignment to the default value. If the default is a capital letter, Case CATalyst restores it as a capital letter. The value in the table changes once you click OK.

#### Display this format symbol when showing the Format Symbols list

Check this box to display the selected format symbol in the Case CATalyst Insert Format Symbol dialog box. Yes displays in the *Display in FS List* column when this option is active. This option affects the display of the format symbol in the list only. The shortcut key assignment works regardless of the display status.

#### Display this format symbol when showing the Format Symbols list in BCS

Check this box to display the selected format symbol in the CATalyst BCS Insert Format Symbol dialog box. CATalyst BCS is optional captioning software. Yes displays in the Format Symbol Options, *Display in BCS FS List* column when this option is active. This option affects the display of the format symbol in the list only. The shortcut key assignment works regardless of the display status.




When the *Hide Caption-specific format symbols* option in [Advanced Edit Options](#) is set to Yes, it overrides the individual settings made for captioning format symbols in the Format Symbols Options table.

4. Press **Enter (OK)** to apply the changes and close the dialog box.
5. Press **Ctrl + s (File/Save)** to save the changes to the Format Symbols Options table. Changes are active in the Insert Format Symbol dialog box once you save the changes.

## Change Format Symbols Options Table Fonts

The font type and size for the body and heading text in the Format Symbol Options table are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u (File, Open, List/Table, Format Symbols Options)**.
2. Do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the Format Symbols Options table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Search Format Symbol Options Table

Search allows you to locate a format symbol or translate command in the Format Symbol Options table. You can search forward or backward for a whole word, part of a word, or multiple words. Once a searched entry displays, you can repeat the search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

### Search

1. From Manage Jobs, press **Alt + f, o, i, o (File/Open/List/Table/Format Symbols Option)**. The Format Symbols Options displays.
2. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
3. Select the method by which you want to search the Personal Globals table.

#### Specific Text

Search by specific text. In the *Search* field, type the text you want to find.

#### Entry Type

Check this box

Check this box to customize the search by entry type. Case CATalyst searches all the columns for entries that contain the selected entry type. Click the down arrow to select an entry type from the list:

#### Numbers

The first entry that contains numbers.

**All Capped**

The first entry that contains all capped text.

**Contains capped**

The first entry that contains at least one capital letter.

**Phrase**

The first entry that contains two or more words separated by a space.

**Contains punctuation**

The first entry that contains punctuation.

**Numerical Words**

The first entry that contain a word number including hundred, thousand, million, etc.

4. Use the remaining fields as necessary:

**Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the *Search* field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This option is unavailable when searching by *Entry Type*.

**Whole Word**

Search only for the words that match the text typed in the *Search* field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This option is unavailable when searching by *Entry Type*.

**Location**

Select search parameters. This option is unavailable when searching by *Entry Type*.

**Exact Match**

Search for entries that exactly match the text entered in the *Search* field.

**Begins With**

Search for entries that begin with the text entered in the *Search* field.

**Ends With**

Search for entries that end with the text entered in the *Search* field.

**Contains**

Search for entries that contain, anywhere in the entry, the text entered in the *Search* field.

**Direction**

Select **one**:

**Forward**

Search forward, from the cursor position to the end of the file.



### Backward

Search backward, from the cursor position to the beginning of the file.

5. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
6. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

## Print Format Symbol Reference Sheet

The format symbols and shortcut keys in the Format Symbol Options table are printable as a reference sheet. You can print the reference sheet in format symbol or shortcut key sort order.

### Print a Reference Sheet

1. From anywhere in Case CATalyst, press **Alt + f, o, i, o (File/Open/List/Table/Format Symbols Options)**. The Format Symbols Options table displays.
2. Select File/Print Reference Sheet and choose a sort order from the submenu.

## Global Table

A Global Table contains definitions created using D-Define, K-Define, J-Define, E-Define and Other Dictionary Define commands in the job. Each job has its own Global Table. When you make the first [global definition](#) for the job, Case CATalyst creates a Global Table, if one does not already exist. [Global Table Options](#) determine how certain global features are handled and allows you to customize Global Table display settings.

You can [manage the globals](#) in the Global Table for the job. Apply, undo, modify, delete and print globals. Other features allow you add globals from other Global Tables and to copy and paste globals from one Global Table to another.

Global Tables are available for use in translation. Global Tables are available for use in translation. Translating with a Global Table allows you to use previously created [E-Defines](#) in the selected Global Table along with any defines in the selected dictionaries. To use Global Tables in translation, in the Translate dialog box, select the [Show Global Tables](#) option to display global files for selection.

Access the Global Table:

- in Edit. Press **Ctrl + y (Global/Global Table)**.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the job. To apply changes to text, it is necessary to modify the globals from within Edit. Additionally, Undo Global is only available from within Edit.



[Keyboard Map](#) Functions: Global Table

## Understanding the Global Table

The following information displays in a Global Table. The most recent global displays at the top. Use the [Search](#) and [Filter](#) features to locate a specific entry or entries with specific criteria.

You can sort globals in the table by clicking a column heading. Continue to click the column heading until the triangle points up for ascending order or down for descending order. By default, the cursor moves to the top row in the sort order. To have the cursor remain at the current line location change the [Retain position after sort](#) Global Table option.

### Number

The number of the global. When you create globals, Case CATalyst sequentially assigns a number to each global. The Global Table opens with the entries listed in descending global number order, the most recent global first in the list.

### Type

The type of global define: D-Define, K-Define, J-Define, E-Define or a Personal Global. If you made an Other global, it will be listed as a J-define type of global.

### Steno

The steno portion of the global.

### Case Sensitive

Y or N displays in this column when the entry is an [E-Define](#) or a Personal Global. Y indicates you made the global case sensitive so that it replaces only text with the upper and lower case letters as they display in the definition.

### Old Text

The text, steno and format symbols, if applicable, the global replaces.

### New Text

The replacement text for the global.

### Selective

The global was marked as [Selective](#) when the steno or text was defined. If you use the [Add Other Globals](#) command to apply the global, Case CATalyst no longer considers the global Selective. A Selective global used during realtime does not apply to new realtime text.

The Global Table option, [Exclude Selective Global](#) determines if a selective global should be included when copying and pasting.

## Global Table Options

Global Options determine how certain global features are handled and allow you to customize Global Table display settings. You can access Global Table Options from the Global Table. Press **Alt + t, o** (**Tools/Options**).

You can also [manage the globals](#) in the Global Table such as delete, modify, undo, etc.

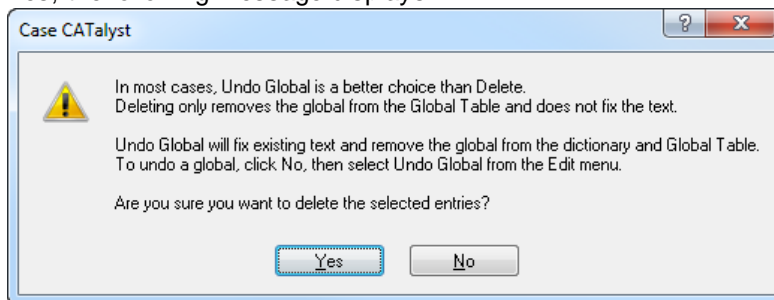
## Global Table Options

To make a change, click an option. Depending on the field, select a choice from the drop down box, type an entry or use the Browse button. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Global Table Options to their original Case CATalyst default selection.

### Warn before deleting entries

Check this box to display a confirmation message when you delete global table entries. Deleting a global removes it from the global table and does not fix or change existing text. In most cases, users want to reverse a global to change the transcript text back to what it was (steno/text) before making the global and remove the definition from the designated dictionary. To do that, use the [Undo Global](#) command which is available when opening the Global Table while in a Transcript or you can locate the global in the transcript and select Undo Global from the Global menu.

If you opened the Global Table while in a transcript and select to delete a global and this option is set to Yes, the following message displays:



The Delete global confirmation message differs depending on whether you are deleting globals in a Global Table that was opened at Manage Jobs or a global table that opened within a transcript. When opening a Global Table from Manage Jobs and selecting to delete a global, a Yes No confirmation message displays.

Uncheck this option to disable the confirmation message when you delete entries

### Exclude Selective Global

Check this box to exclude [selective](#) globals from being added or pasted when using the [Add Other Globals](#) command or when copying and pasting globals from one table to another.

Uncheck this box to have selective globals available when using the Add Other Globals... feature.

### Global Table Heading font

The current font selection for the column headings displays in the field. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

Global Table fonts apply to the Add Globals dialog box when you use the Add Other Globals feature.

### Global Table Steno font

The current font selection for the steno portion of the entries displays in the field. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

When selecting font types for steno display, it is best to select a Fixed Space Font. Case CATalyst, by default, has three fixed spaced fonts: Andale Mono, Arial Monospaced and Letter Gothic MT plus the Windows Courier New. If you select a proportional font, steno characters may not line up based on their placement on the steno keyboard.

Global Table fonts apply to the Add Globals dialog box when you use the Add Other Globals feature.

### Global Table Text font

The current font selection for the text that displays in the Old Text and New Text fields. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

Global Table fonts apply to the Add Globals dialog box when you use the Add Other Globals feature.

#### **Global Table Other font**

The current font selection for Global Table text under the Number, Type, Case Sensitive and Selective headings displays in the field. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

#### **Retain position after sort**

Select **No** to have the cursor move to the top row in the Global Table after clicking a column heading to change the sort order. This is the default.

Select **Yes** to maintain the cursor position at the current line location after click a column heading to change the sort order.

#### **Add Other Globals go to dictionaries**

Select **Yes** to have the *Add Other Globals* feature add all D-Defines, K-Defines and J-Defines to the Global Table and their respective dictionaries. This is the default setting.

Select **No** to have the *Add Other Globals* feature add all D-Defines, K-Defines and J-Defines only to the Global Table.

### **Manage Global Table Entries**

You can apply, undo, add, modify and delete globals in your Global Table. The Global Table is accessible from Edit and from Manage Jobs. Modifying a Global Table entry from Manage Jobs, however, does not change globals already applied to the open job. To affect globals, it is necessary to modify the globals from within Edit (open the transcript and then open the Global Table). Additionally, it is only possible to Undo a global from within Edit. If you are scopist, you may be using the [Xtra Global Table](#) feature which you can also manage from the System Files case.

Use the [Search](#) feature to quickly locate an entry. The [Filter](#) feature allows you to display Global Table entries in a specified category or with specific criteria.

Access the Global Table:

- in Edit. Press **Ctrl + y (Global/Global Table)**. When modifying a global in Edit, the modified text applies to matching global of the existing global throughout the entire file.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**. When modifying a global at Manage Jobs, the modified text is changed in the Global Table and has no effect on the text in the job. If you open the job and then open the Global Table, the text of the global will be modified but it does not apply to the job.

### **Add Other Globals to the Global Table**

The [Add Other Globals](#) feature allows you to copy global definitions from another job to your current job and place the globals into the global table of the current job.

### **Apply Globals Backwards in the Global Table**

When making a global definition, by default, the global only applies forward in the file unless you select the Entire File option. The global does not apply to previous transcript. The Global Table feature, Apply Backwards, allows you to choose globals and apply them backward in the job. The global remains active for new text, such as realtime.

Use [Apply All Global Backward](#) to quickly apply all globals in the transcript backward in the job. A global marked as "[selective](#)" does not automatically apply backward when using this feature.

### Apply Globals Backward

1. Do one of the following:
  - Highlight the entry for selection.
  - Press and hold **Ctrl** while you click the multiple entries to highlight.
  - Click to highlight the first entry of the group. Locate the last entry you want to select. Press and hold **Shift**, while you click the last entry. Case CATalyst highlight all the entries in-between.
  - Press **Ctrl + a** to highlight all the entries.
2. Press Alt + e, a (Apply Backward) to apply the globals backward in the job.

## Copy and Paste Globals

To copy and paste globals from one Global Table to another:

1. Open Global Table from which you want to copy. Do one of the following:

#### Select one entry

Highlight a single entry.

#### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight for selection.

#### Select a consecutive group of entries

Click to highlight the first entry of the group. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries in-between for selection.

#### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

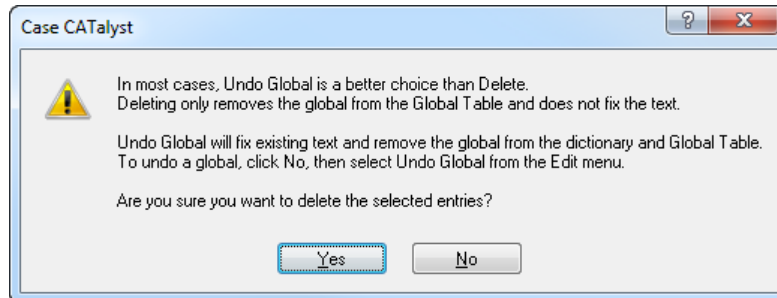
2. Right click and select **Copy** and close the Global Table.
3. Open the Global Table in which you want to Paste the entries.
4. Right click and select **Paste**.

## Delete Globals

You can remove globals from the Global Table using the Delete command which removes the globals from the Global Table but does not fix or change existing text. Deleting a global prevents it from applying to new, incoming text. ***If you opened the Global Table while in a transcript, in most cases, users want to reverse the action of a global so it changes the transcript text back to what it was (steno/text) before making the global in all instances in the transcript where the global was applied and remove the entry from the designated dictionary.***

When deleting a global from a Global Table opened from Manage Jobs, an *Are you sure you want to delete?* message displays.

When deleting a global from a Global Table while in a transcript, a warning message displays explaining that deleting a global will not change or fix the existing text.



To reverse the global action, use the [Undo Global](#) command. Undo Global does not affect text modified after the global applied.

To remove globals from the global table:

1. Highlight the entries to delete. Do **one** of the following:

### Select one entry

Highlight a single entry.

### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight for selection.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries in-between for selection.

### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

2. Press **Delete** to remove the global from the global table. A confirmation message displays if you have the [Warn before deleting entries](#) option selected. Select **Yes** to continue the deletion.

## Modify Global Text

To modify the text in the New Text field of an entry:

1. Highlight the entry and press **Ctrl + m (Edit/Modify)**
2. Case CATalyst positions the cursor in the *New Text* field at the end of the current text. Make necessary changes. To insert a format symbol, press **F4, F4** to display the Format Symbol list. Double click an entry to select it.
3. Press **Enter** to complete the modification.
4. At the modify confirmation prompt, press **Enter** confirm the change.

In edit, the modified global applies throughout the entire file to the matching steno/text of the existing global.

In realtime, the modified global applies only to the existing globals. Once the file is saved, the modified global text is saved in the destination dictionary if appropriate.

At Manage Jobs, the modified global text is changed in the Global Table and has no affect on the text in the file.

## Print Globals

To print global entries for the open job in Edit:

1. From the Global Table, press **Ctrl + p (File/Print)**. The Print dialog box displays.
2. Select the printer and press **Enter (OK)**.

## Send Globals to Cat Scratch

Send global entries to the User, Case or Job Cat Scratch Dialog Pane, depending on the selected user scope of the Cat Scratch pane.

1. In the Global Table, highlight the entries to send. Do **one** of the following:

### Select one entry

Highlight a single entry.

### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight for selection.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Press and hold **Shift**, while you click the last entry. Case CATalyst highlights all the entries in-between for selection.

### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

2. Select **Edit/Send to Case Cat Scratch**.

## Undo Globals

While editing a job, you can undo globals using one of three different commands without opening the Global Table:

- [Undo Last Global](#) reverses the last global action.
- [Undo Global](#) reverses the global from the job. Undo is also available in the Global Table. You can undo a global at anytime.
- [Undo Global Once](#) reverses the global action for a single word.

## Search Global Table

Search allows you to locate a entry in the Global Table you want to view or modify. You can search forward or backward for steno or text, including whole word, part of a word, or multiple words. Once a searched entry displays, you can repeat Search for the same text and search parameters by using *Repeat Search*.

Use the [Filter](#) feature to display Global Table entries in a specified category or with specific criteria.

Access the Global Table:

- in Edit. Press **Ctrl + y (Global/Global Table)**.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the job. To apply changes to text, it is necessary to modify the globals from within Edit.

Additionally, Undo Global, and other undo global features, are only available from within Edit.

## Search Global Table

1. From the Global Table, press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
2. Make entries as necessary:

### Search For

Select the method by which you want to search the Global Table.

#### Steno

Search by steno. Type the search steno in the field. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

#### Partial Stroke

Check this box to search for the specified steno regardless of whether or not it is part of a steno outline. For example, searching for –FPLT finds: -FPLT, FPLTD, FRPBLGTS, FRPBLTS, etc. Without the *Partial Stroke* option, searching –FPLT displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. This option only displays when you search for Steno.

#### Text

Search by text. Type the search text in the field. The search considers both *Old Text* and *New Text*.

#### FS

Add format symbols to a text search. Select **FS** and double click the format symbol from the list to select it; or use shortcut keys. To use a shortcut key, place the cursor in the *Search For* field, press **F4** and then the appropriate letter or symbol.

#### Case Sensitive

Limit the search based on the upper and lower case letters of text typed in the *Search For* field. Without this option, the search considers all words containing the indicated characters, regardless of the case typed into the field. This option only displays when you search for Text.

3. Press **Enter (OK)** to start the search. The Search dialog box closes and the Global Table window displays the entry. If Case CATalyst does not find a match for the selected steno or text search, a message displays.
4. To repeat the same search, press **F3 (Edit/Repeat Search)**.



## Filter Global Table

Filter displays only the entries in the Global Table that contain the specified criteria. Entries filtered out are not removed from the file. All the entries redisplay when you select Unfilter or the next time you open the Global Table.

Use the [Search](#) feature to quickly locate an entry you want to view or modify.

Access the Global Table:

- in Edit. Press **Ctrl + y (Global/Global Table)**.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the job. To apply changes to text, it is necessary to modify the globals from within Edit. Additionally, Undo Global, and other undo global features, are available from within Edit.

## Filter Global Table

1. From the Global Table, press **Alt + v, f (View/Filter)**. The Filter dialog box displays.
2. Make entries as necessary:

### Filter

Click the down arrow to display the filter criteria. Select one of the following:

#### Number

Filter the display by the assigned entry number. Type the entry number in the field.

#### Steno

Filter the display by steno. Type the steno in the field. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

#### Partial Stroke

Check this box to filter on entries that contain a portion of the steno outlined typed. For example, you filter on –FPLT. The filter includes: -FPLT, FPLTD, FRPBLGTS, FRPBLTS, etc. Filtering on –FPLT without the *Partial Stroke* option, displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc.

#### Case Sensitive

Filter the display based on the E-Define Case Sensitive attribute. A global created with the Case Sensitive attribute replaces only text with upper and lower case letters as they display in the definition. Select **Y** to filter on entries with the Case Sensitive attribute. Select **N** to filter on entries without it.

#### Type

Filter the display by global define type. Select a define type from the drop down list.

#### Old Text

Filter the display based on text in the *Old Text* field. Type the text in the field.

Add format symbols and fields to the filter as necessary. Select **FS** and double click the format symbol from the list to select it; or use shortcut keys. To use a shortcut key, place the cursor in the field, press **F4** and then the appropriate letter or symbol. To add a field, click [Insert Field](#) and select a field. Press **F9** to add [extended characters](#).

### **New Text**

Filter the display based on text in the New *Text* field. Type the text in the field.

Add format symbols and fields to the filter as necessary. Select **FS** and double click the format symbol from the list to select it; or use shortcut keys. To use a shortcut key, place the cursor in the field, press **F4** and then the appropriate letter or symbol. To add a field, click [Insert Field](#) and select a field. Press **F9** to add [extended characters](#).

### **Selective**

Filter the display based on the Selective attribute. A global created with the Selective attribute moves to each occurrence affected by the global change, allowing you to choose to apply the change, skip the occurrence or apply the change to all occurrences. Select **Y** to filter on entries with the Selective attribute. Select **N** to filter on entries without it.

### **Entry Type**

Filter the display by entry type, such as conflict or Auto Include. Select an entry type from the drop down list. This field is available when *Old Text* or *New Text* is selected in the *Filter* field.

#### **Entry Types**

##### **Conflict**

The first entry that contains a conflict end format symbol.

##### **Scan stop**

The first entry that contains a scan stop begin or end format symbols.

##### **Numbers**

The first entry that contains numbers.

##### **All Capped**

The first entry that contains all capped text.

##### **Contains capped**

The first entry that contains at least one capital letter.

##### **Phrase**

The first entry that contains two or more words separated by a space.

##### **Contains punctuation**

The first entry that contains punctuation.

##### **Contains format symbol**

The first entry that contains a format symbol.

##### **Contains Field(s)**

The first entry that contains a field.

**Auto Includes**

The first entry that begin with @.

**AccelerWriter**

The first entry that begin with &&.

**Number Conversion**

The first entry that contain the {Number Conversion} translate command.

**Number Trigger**

The first entry that contain the {Number Trigger} translate command.

**Numerical Words**

The first entry that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

The first entry that contain a <Colloquy> format symbol and a colon.

**Case Sensitive**

Filter on entries based on the upper and lower case letters of text typed in the field. Without this option, the filter considers all words containing the indicated characters, regardless of the case typed into the field. This field is available when *Old Text* or *New Text* is selected in the *Filter* field.

**Whole Word**

Filter only on entries that match the filter text typed in the field. If you do not select *Whole Word*, the filter locates the text as it stands alone and as part of another word. This field is available when *Old Text* or *New Text* is selected in the *Filter* field.

**Location**

Select filter parameters.

**Exact Match**

Filter on entries that exactly match the text entered in the *Filter* field.

**Begins With**

Filter on entries that begin with the text entered in the *Filter* field.

**Ends With**

Filter on entries that end with the text entered in the *Filter* field.

**Contains**

Filter on entries that contain, anywhere in the entry, the text entered in the *Filter* field.

3. Press **Enter (OK)**. If no entries are found for the filter item, a message displays.

## Keyboard Maps

A Case CATalyst Keyboard Map (.sgkbd) contains entries which determine the action that occurs, in Edit or Manage Dictionary, as a result of pressing a key or combination of keys on the keyboard, often called "shortcut keys." For example, when the Default keyboard map is active in Edit, pressing the right arrow moves the cursor to the right one word at a time; Ctrl + right arrow moves the cursor to the right one character at a time; pressing Shift + F7 invokes Spell Check.

Edit and Manage Dictionary have independent customizable keyboard maps. You can create new keyboard maps and modify existing ones by [modifying](#) the keyboard map entries. Keyboard functions available for assignment differ in Edit and Manage Dictionary. Certain keys and key combinations are unavailable for assignment to a keyboard function because they are used by Case CATalyst. For example, the F4 key, used to insert format symbols and F10 key, used to place the cursor focus on the menu bar, are not available. Certain key combinations for the following keys are also unavailable: F1, F6, Esc, and Tab. These keys are available to use in the following key combination assignments: F1 + Ctrl, F1 + Shift and F1 + Ctrl+ Shift; F6 + Shift, Esc + Shift and Tab + Shift. In addition to assigning a keyboard function, you can create and assign a [macro](#) to a keyboard command. Only one keyboard function or macro can be assigned to a key or key combination.

Edit opens, by default, with the Edit [Default](#) keyboard map active. You can create and use multiple keyboard maps but only one is active at a time. By default, Keyboard maps for Edit are stored in the System Files case. Keyboard map options, located in [Advanced Edit Options](#), allow you to specify the active keyboard map in Edit, select any keyboard map from any user on the system and specify a keyboard map to use when recording keyboard commands to invoke macros. The Default keyboard map as well as customized maps for Edit are located in the System Files case. The Default keyboard map is not initially visible. It becomes visible in the System Files case once you open and save it with the name, **Default**. Other keyboard maps can reside in any other location on the computer.

The Personal Command Summary Card feature is available from the View menu when in a keyboard map and also available from the Help menu in any function where you may select any keyboard map. The Personal Command Summary Card always displays the current keyboard map assignments. In other words, if you make changes to your keyboard map at a later date, you simply select Personal Command Summary Card to see the latest version of your keyboard map.

If your e-Key license includes the BCS option, in addition to Basic, Intermediate and Advanced command summary card versions, the BCS Basic and BCS Advanced versions are available.

Manage Dictionary opens, by default, with the Manage Dictionary [Default](#) keyboard map active. Keyboard maps for Manage Dictionary must be stored in the Dictionary case located in the System Files case. The Dictionary case is created once you open and save a keyboard map while in a dictionary. Opening the Dictionary keyboard map for the first time and saving it automatically creates the Default keyboard map in the Dictionary Case. To change the opening active keyboard map in Manage Dictionary, change the setting in [Dictionary Options](#).

The name of the active keyboard map displays on the Status bar at the bottom the screen. Click the name to display a list of available keyboards. You can easily switch the active keyboard map by selecting another keyboard from the list. The [Cycle Keyboard Map](#), also allows you to easily switch the active keyboard map.



The Insert key does not have a command assigned to it. The Insert key normally is assigned to toggle between Insert and Overstrike. If you want the Insert key to toggle between Insert and Overstrike, assign the Insert Overstrike Toggle command to the Insert key.

Also note that Ctrl + Shift + 0 (zero) is reserved for Windows and if assigned to a function or macro in a CATalyst keyboard, nothing will happen when trying to use it.

## Keyboard Map Information

### Key

The key or key combination available for assignment.

### Function

The action that occurs when the associated key or key combination is pressed.




### Macro Filename

The macro location and name assigned to the Play Macro function and associated key.

## Change Keyboard Map Fonts

The font style and size for the body and heading text in the Keyboard Maps are customizable. The font style and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u (File, Open, List/Table, Keyboard Maps)**. In the Open Existing Document dialog box, select a Keyboard Map.
2. When the keyboard map displays, do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font style.
  - Click the Font size icon (  ) to change the font size.
4. Closing the Keyboard Map saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Create & Modify Keyboard Maps

Create new or customize an existing [keyboard maps](#) in Edit and Manage Dictionary to better fit your writing and editing style. You may want to create or modify keyboard map entries to perform keyboard functions not currently assigned to a key or key combination, modify a keyboard assignment to a key combination that is easier to remember or to invoke a [macro](#).

### Keyboard Maps in Edit

Refer to [Edit Keyboard Map Functions](#) for a list of default available keyboard functions available for assignment, including, Upper ANSI and extended ASCII characters available for assignment in any keyboard map. The list identifies the default keyboard assignments for Edit. By default, Keyboard maps for Edit are stored in the System Files case.

### Keyboard Maps in Manage Dictionary

The Dictionary Default keyboard map is accessible to view and modify after you open it for the first time and save it. The Dictionary case, that stores Dictionary keyboard maps, is created the first time you save the Dictionary Default keyboard map. To access the Dictionary Default keyboard map for the first time and create the Dictionary Case, open a dictionary. Double click **Default** on the Status bar at the bottom of the screen. After the keyboard map opens, close it. When prompted to save the file, select **Yes** to automatically save the keyboard map with the filename, "Default." Keyboard maps for Manage Dictionary must be stored in the Dictionary case located in the System Files case.

Refer to [Dictionary Keyboard Map Functions](#) for a list of default Dictionary keyboard functions available for assignment.



The Insert key does not have a command assigned to it. The Insert key normally is assigned to toggle between Insert and Overstrike. If you want the Insert key to toggle between Insert and Overstrike, assign the Insert Overstrike Toggle command to the Insert key.

You may notice that some keys have the capability for four assignments. You can assign an action to the key itself, the key plus Shift, the key plus Ctrl and the key plus Ctrl + Shift. In other cases, you may only be able to assign an action to the key and possibly the key plus shift. Windows reserves some key combinations that are not to be reassigned.

## Manage Keyboard Maps

1. Open the desired keyboard map type:

### Edit Keyboard Maps

#### Open an Active Keyboard Map

Double click the keyboard name in the Status bar at the bottom of the Edit screen.

#### Open Existing Keyboard Map

Press **Alt + f, o, i, k** (**File/Open/List-Table/Keyboard Map**). The Open Existing Document dialog box displays. Select an existing keyboard map and press **Enter** (**Open**).

To open the Edit default keyboard map, type the name **Default** in the *File name* field. Once initially accessed, it is available for selection in the Manage Jobs, Systems Files case.

#### Create New Keyboard Map

Press **Alt + f, n, i, k** (**File/New/List-Table/Keyboard Map**). The Create New Document dialog box displays. Type a name in the *File name* field and press **Enter** (**Open**).

## Dictionary Keyboard Maps

#### Open the Active Keyboard Map

Double click the keyboard name in the Status bar at the bottom of the Dictionary screen.

#### Open Existing Keyboard Map

Press **Alt + f, o, i, k** (**File/Open/List-Table/Keyboard Map**). The Open Existing Document dialog box displays. Double click the Dictionary case, located in the System Files case. Type an existing name in the File name field and press **Enter** (**Open**).

To access the Dictionary Default keyboard map, it is necessary to initially open and save the Dictionary Default keyboard map from an open dictionary. Open a dictionary and double click **Default** on the Status bar at the bottom of the screen. Save the keyboard map as "Default" or rename it.

### Create New Keyboard Map

Press **Alt + f, n, i, k (File/New/List-Table/Keyboard Map)**. The Create New Document dialog box displays. Double click the Dictionary case, located in the System Files case. Type a name in the File name field and press **Enter (Open)**.

New Dictionary keyboard maps display with default keyboard command assignments. Dictionary keyboard maps must be stored in the Dictionary case located in the System Files case. If the Dictionary case is not available, create it by opening a dictionary and double clicking **Default** on the Status bar at the bottom of the screen. When the Default keyboard map opens, save or rename it. The Dictionary case is created when you save the keyboard map.

2. Do one of the following:

- Press **Ctrl + i (Edit/Insert)** to add a new key assignment.
- Double click the key or key combination to modify.
- Highlight the key or key combination to modify and press **Enter** or **Ctrl + m (Alt + Edit/Modify)**.

3. The Assign Key to Function dialog box displays. Make necessary entries:

### Currently Assigned to

The keyboard function presently assigned to the key or key combination identified in the Key field.

### Key

The Key field contains a list of keyboard keys. The options below the Key field indicate if the key is used alone or in conjunction with Ctrl, Shift, or Ctrl and Shift. The selected radio button designates the active key combination. You can assign a different keyboard function to each of the key combinations. For example, in the Default keyboard map, n alone displays the letter "n". **Ctrl + n** displays the View Vertical Notes feature. **Shift + n** displays a capital letter "N".

Select a key for assignment from the drop down list and then click the radio button next to one of the following: Key Only, Ctrl + Key, Shift + Key, Ctrl + Shift + Key. The keyboard function presently assigned for the selected key combination displays in the Currently Assigned to field. If no keyboard function is assigned, the field is blank.

When you assign a single key to invoke a command, consider assigning Shift plus the same key to the same command. This helps to prevent the possibility of invoking the capped version of a keyboard command when the Caps Lock is on.

### Restore Default Assignment

Restore the default keyboard function assignment for the identified in the Key field. This only restores the default assignment for the current key.

### Filter by Category

Click a category to display only the keyboard functions for the selected category in the Functions list. For example, you want to locate Move to next red squiggle, which is a Spell Check keyboard function. Select the Category, Spell Check to display a list of only the available Spell Check keyboard functions. Select All to display all the keyboard map functions available for assignment.

## Functions

To change the keyboard function for the key in the Key field, highlight the desired keyboard function from the list. Recorded Macros display alphabetically at the end of end of the list in the MACROS section.

When you assign a key combination immediately after creating the macro, the newly created macro displays highlighted in the MACROS section.

## Search

Display the Find dialog box to search for a specific keyboard function.

### Find Search Functions List

1. Type a keyboard function name or portion of a name in the *Search for* field. To limit the search to a particular category, first select the category in the Filter by Category field and then select Search.
2. Select the direction to search.
3. Press **Enter** (OK). To repeat the search, press **F3** to search forward or **Shift + F3** to search backward. If you limited the search by category for the desired keyboard function and it does not display in the list, the incorrect category was selected. For example, you select to filter by Punctuation for Move Word Left. This keyboard function is a Cursor action so Search does not locate it in the Punctuation category.

## Use Windows Default

Use the Windows default keyboard assignment if your Windows Regional Language setting is set to a language other than English. For example, if French is selected as your Windows Regional and Language and the key assignment in the Keyboard Map is set to Windows default, the keyboard action follows the Windows default French language keyboard.

4. Press **Enter** (Assign). The entry displays in the Keyboard Map list.

If you modify an entry with an existing assignment, a message prompts you to continue. Choose **Yes** to replace the existing assignment with the new keyboard function. Choose **No** to retain the existing assignment.

5. Press **Ctrl + s** (File/Save) to save the change to the keyboard map.
6. Press **Ctrl + F4**, to close the keyboard map when finished.

## Delete Keyboard Map Assignment

1. Open the keyboard map which contains the key assignment you want to delete. Do either of the following:
  - Press **Alt + f, o, i, k** (File/Open/List/Table/Keyboard Map). The Open Existing Document dialog box displays. If you are opening a Dictionary keyboard map, double click the Dictionary Case. Type the keyboard map name in the *File name* field and press **Enter** (Open). The selected keyboard map displays.
  - Open the active keyboard map from Edit for an Edit keyboard map or Manage Dictionary for a Manage Dictionary keyboard map. Double click the keyboard name in the Status bar at the bottom of the Edit screen. The keyboard map displays.
2. Highlight the assignment you want to delete and press **Delete** (Edit/Delete). The following message displays: "Are you sure you want to delete this assignment?" Press **Yes** to delete the entry.



3. Press **Ctrl + s (File/Save)** to save the change to the keyboard map.
4. Press **Ctrl + F4**, to close the keyboard map. If you opened the active keyboard map from Edit, the Edit screen displays. If you opened the active keyboard map from Manage Dictionary, the dictionary displays.

## Filter Keyboard Map Entries

The Filter feature allows you to limit the display of the keyboard map entries to specific keys, keyboard function or macro filename. You can further customize the filtered display using additional criteria. Filter does not remove entries from the keyboard map. All entries display when you apply the Unfilter feature. A filtered display is [searchable](#).

## Filter Keyboard Functions

1. Press **Ctrl + y (View/Filter)**. The Filter dialog box displays.
2. Make necessary entries:

### Filter

#### Key

Filter on a specific key. Type the key in the field. To filter on a specific type of key, check the option, **Entry Type**, and select a type from the drop down list.

#### Macro Filename

Filter on a specific macro. Type all or part of the macro name in the field.

#### Function

Filter on a specific keyboard function. Type all or part of the keyboard function name in the field. To filter on a specific keyboard function category, check the option, **Entry Type**, and select a type from the drop down list.

#### Entry Type

Filter on keys or keyboard functions by entry type. Select an entry type from the drop down list. This option is available when filtering by *Key* or by *Function*.

#### Case Sensitive

Filter on keyboard functions identified in the field, as it is typed in upper and lower case. If you do not select Case Sensitive, the filter includes all words containing the indicated characters, regardless of the case typed into the field.

#### Whole Word

Filter only on whole words that match the text typed in the *Search* field. When Whole Word is not selected, the search finds the word both as it stands alone and as part of another word.

### Location

Select the filter parameter:

#### Exact Match

Filter on keyboard functions that match the text in the field exactly as it is entered.

#### Begins With

Filter on keyboard functions that begin with the text entered in the field.

**Ends With**

Filter on keyboard functions that end with the text entered in the field.

**Contains**

Filter on keyboard functions that contain, anywhere in the entry, the text entered in the field.

3. Press **Enter (OK)**. The Filter dialog box closes and the screen displays the filtered entries. If no entry matches the filter criteria, a message displays.

If you search within a filtered display, the search is limited to the filtered entries. If your search cannot locate the entry, unfilter the display or filter by different criteria.

4. Press **Alt + v, u (View/Unfilter)** to redisplay all the entries. If you close the Keyboard Map in a filtered display, all entries display when you open it.

## Personal Command Summary Cards

The Personal Command Summary Card feature displays your selected keyboard map assignments in a basic, intermediate or advanced command card version. For example, let's say that you have made many changes to the Default keyboard map. You can create a Command Summary Card (reference sheet) based on your own keyboard map assignments. You open your keyboard map, select View, then Personal Command Summary Card. Select the command summary version you want to view. The keyboard command summary card opens in your default browser. You can view the command summary card on the screen and/or select to Print Preview in your browser and then print it (landscape format is best).

The Personal Command Summary Card feature is available from the View menu when in a keyboard map and also available from the Help menu in any function where you may select any keyboard map. The Personal Command Summary Card always displays the current keyboard map assignments. In other words, if you make changes to your keyboard map at a later date, you simply select Personal Command Summary Card to see the latest version of your keyboard map.

If your e-Key license includes the BCS option, in addition to Basic, Intermediate and Advanced command summary card versions, the BCS Basic and BCS Advanced versions are available.

1. To view or print a personalized command summary card, do one of the following:
  - Open your keyboard map, select View and then Personal Command Summary Card.
  - From anywhere in Case CATalyst, select Help, Personal Command Summary Card.
2. Select Basic, Intermediate or Advanced.

If you selected Personal Command Summary Card from the help menu and you are not in a keyboard map, the Choose Keyboard Table dialog box displays. Select any keyboard map.
3. Your Personal Command Summary Card displays in your Internet browser.
  - You can display your Personal Command Summary Card while editing.
  - You can print your Personal Command Summary Card by selecting the Print Preview feature in your browser, confirm Landscape orientation and then click Print.
  - You can save your Personal Command Summary Card to an html file type which will always open in your default internet browser or a specific browser when using the Windows' Open With feature.
4. To close the Personal Command Summary Card display, press Ctrl + F4 or click the X in the upper right hand corner.

## Keyboard Map Functions - Dictionary

You can create a new keyboard map or [modify](#) the entries of an existing Manage Dictionary keyboard map to change the functionality of the keyboard commands while managing dictionary entries. The following table lists all the keyboard functions available for assignment in a Manage Dictionary keyboard map.

Case CATalyst contains a Manage Dictionary Default keyboard map with default keyboard command assignments. The Dictionary Default keyboard map is accessible to view and modify after you open it for the first time and save it. The Dictionary case is created the first time you save the Dictionary Default keyboard map. To access the Dictionary Default keyboard map for the first time and create the Dictionary Case, open a dictionary. Double click **Default** on the Status bar at the bottom of the screen. After the keyboard map opens, close it. When prompted to save the file, select **Yes** to automatically save the keyboard map with the filename, "Default." Keyboard maps for Manage Dictionary must be stored in the Dictionary case located in the System Files case. A keyboard map has the .sgkbd extension.



The Ctrl + Shift + 0 (zero) key combination is reserved for Windows and if assigned to a function or macro in a CATalyst keyboard, nothing will happen when trying to use it.

You may notice that some keys have the capability for four assignments. You can assign an action to the key itself, the key plus Shift, the key plus Ctrl and the key plus Ctrl + Shift. In other cases, you may only be able to assign an action to the key and possibly the key plus shift. Windows reserves some key combinations that are not to be reassigned.

## Available Dictionary Keyboard Assignments

Function	Default Keyboard Command	Action
Change Column Header Font - Dict.	F12	Display the Font dialog box to change the font style for the column headings.
Change Other Font - Dict.		Display the Font dialog box to change the font style for the text in the Modified Date, Usage Count and Used Date columns.
Change Steno Font - Dict.		Display the Font dialog box to change the font style for the steno in the Steno column.
Change Text Font - Dict.		Display the Font dialog box to change the font style for the text in the Text column.
Close File - Dict.		Close the current file and display a Save Changes dialog box if there are unsaved changes to the file.

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
Copy - Dict.	c + Ctrl Insert + Ctrl	Copy the selected entries from the current dictionary and place them on the clipboard.
Copy to Case Dictionary - Dict.		Copy the selected dictionary entries and paste into a selected Case Dictionary without opening the dictionary.
Copy to Other Dictionary - Dict.		Copy the selected dictionary entries and paste into a selected dictionary without opening the dictionary.
Copy to Personal Dictionary - Dict.		Copy the selected dictionary entries and paste into your Personal Dictionary without opening the dictionary.
Copy to Update Area - Dict.		Copy the selected dictionary entries and paste into Update Area without opening the Update Area.
Create Core List - Dict.		Create a list of unique case or job dictionary entries.
Create EZ Speakers Entries - Dict.		Display the Create EZ Speakers dialog box to identify names for EZ Speaker definitions in a job or case dictionary.
Cut - Dict.	x + Ctrl Delete + Ctrl Delete + Shift	Remove the selected dictionary entries from current dictionary and place them on the clipboard.
Cycle Keyboard Maps - Dict.	\	Change the current Keyboard Map to the next available Keyboard Map.
Delete Entry - Dict.	Delete	Delete the highlighted entries.
Dictionary Builder - Dict.		Display the Dictionary Builder Setup dialog box.

Function	Default Keyboard Command	Action
Dictionary Options - Dict.		Display the Dictionary Options dialog box.
Dictionary Spellcheck Options - Dict.		Display the Dictionary Spell Check Options dialog box.
Document End - Dict.	End + Ctrl	Move the cursor to the end of the file.
Document Home - Dict.	Home + Ctrl	Move the cursor to the beginning of the file.
Export to Stenograph Writer		Opens the Export to Stenograph Writer dialog box with the current dictionary selected.
Export to RTF-CRE - Dict.		Display the Save As dialog box with File Type set to RTF.
Filter - Dict.	y + Ctrl	Display the Filter dialog box.
Include Dictionary - Dict.	F9	Display the Include dialog box.
Insert AccelerWriters - Dict.		Display the Insert AccelerWriter Entry dialog box.
Insert Auto Includes - Dict.		Display the Auto Include Entry dialog box.
Insert Entry - Dict.	Insert i + Ctrl	Display the Insert Dictionary Entry dialog box.
Line Down - Dict.	Down	Move the cursor and highlight the next dictionary entry.
Line End - Dict.	End	Move the cursor to the end of the field when a dialog box is open
Line Home - Dict.	Home	Move the cursor to the beginning of the field when a dialog box is open.

Function	Default Keyboard Command	Action
Line Up - Dict.	Up	Move the cursor and highlight the previous dictionary entry.
Make Wordlist - Dict.		Automatically copy all the words in the current dictionary, that Spell Check thinks are misspelled, to the wordlist and assign <i>Ignore</i> to them.
Modify Entry - Dict.	Enter Enter + Shift m + Ctrl	Display the Modify Dictionary Entry dialog box.
Move to Case Dictionary - Dict.		Remove the selected dictionary entries from the current dictionary and place them into a selected Case Dictionary without opening the dictionary.
Move to Other Dictionary - Dict.		Remove the selected dictionary entries from the current dictionary and place them into another dictionary without opening the dictionary.
Move to Personal Dictionary - Dict.		Remove the selected dictionary entries from the current dictionary and place them into your Personal Dictionary without opening the dictionary.
Move to Update Area - Dict.		Remove the selected dictionary entries from the current dictionary and place them into the Update Area without opening the Update Area.
New Caption File		Display the Create New File dialog box with the default file type set to "Caption Files (*.sgcap)."
New Case Dictionary		Display the Create New File dialog box with the default file type set to "Dictionary Files (*.sgdct)."

Function	Default Keyboard Command	Action
New Case Fill In Field List		
New Case Wordlist		Display the Create New File dialog box with the default file type set to "Wordlist Files (*.tlx)."
New EZ Speakers		Open a new EZ Speakers dictionary if one does not exist or open an existing EZ Speakers dictionary.
New EZ Text Table		Open a blank EZ Text table if one does not exist or open the existing EZ Text table.
New File	n + Ctrl	Display the Create New File dialog box with the default file type set to "Transcript Files (*.sgnfl)."
New Fill In Field List		Open a blank Fill-In-Field List if one does not exist or open the existing Fill-In-Field List.
New Job Dictionary		Open the Create New File dialog box with the default file type set to "Dictionary Files (*.sgdct)."
New Job Wordlist		Display the Create New File dialog box with the default file type set to "Wordlist Files (*.tlx)."
New Keyboard Map		Display the Create New File dialog box with the default file type set to "keyboard Table (*.sgkbd)."
New Layout		Display the Create New File dialog box with the default file type set to "Layout Files (*.sgpgl)."
New Notes File		Display the Create New File dialog box with the default file type set to "Notes Files (*.sgstn)."

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
New Personal Dictionary		Open a blank Personal Dictionary if one does not exist or open the existing Personal Dictionary.
New Personal Wordlist		Open a blank Personal Wordlist if one does not exist or open the existing Personal Wordlist.
New Phonetic Table		Open a blank Phonetic Table if one does not exist or open the existing Phonetic Table.
New Power Define		Open a blank Power Define Dictionary if one does not exist or open the existing Power Define Dictionary.
New Read Notes		Display the Read Setup dialog box to read steno notes, unless the Read option to not display the Read Setup dialog box is active.
New Steno Shortcut Table		Open a blank Steno Shortcut Table if one does not exist or open the existing Steno Shortcut Table.
New Text File		Display the Create New File dialog box with the default file type set to Transcript Files (*.sgngl)."
Open BCS Number Conversion File		Display the BCS Number Conversion file.
Open Caption File		Display the Open Existing Document dialog box with the file type set to "Caption Files (*.sgdct)."
Open Case Dictionary	k + Ctrl	Display the Open Existing Document dialog box with the file type set to "Dictionary Files (*.sgdct).



Function	Default Keyboard Command	Action
Open Case Wordlist		Display the Open Existing Document dialog box with the file type set to "Wordlist Files (*.tlx)."
Open Case Fill In Field List		
Open EZ Speakers	e + EZ Speakers	Display the Open Existing dialog box with the default file type set to "EZ Speakers Dictionaries."
Open EZ Text Table		Display the Open Existing dialog box with the default file type set to EZ Text Files (*.sgezt)."
Open EZKeys File		Display the Open Existing dialog box with the default file type set to "EZKeys (*.ezk)."
Open File	o + Ctrl	Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*.sgngl)."
Open Fill In Field List		Open the existing Fill-In-Field List for the current user or create a new one if no Fill-In-Field List exists.
Open Job Dictionary	o + j	Display the Open Existing Document dialog box with the default file type set to "Dictionary Files (*.sgngl)."
Open Job Voice Dictionary		Display the Open Existing Document dialog box with the default file type set to "Voice Command Files (*.sgvcd)."
Open Job Wordlist		Display the Open Existing Document dialog box with the default file type set to "Wordlist Files (*.tlx)."

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
Open Keyboard Map		Display the Open Existing Document dialog box with the default file type set to "Keyboard Table (*.sgkbd)."
Open Layout		Display the Open Existing Document dialog box with the default file type set to "Layout Files (*.sgpgl)."
Open Macro		Display the Open Existing Document dialog box with the default file type set to "Macro Files (*.sgmac)."
Open Mistran Minder List		Display the MistranMinderList in your System Files case.
Open Notes File		Display the Open Existing Document dialog box with the default file type set to Notes.
Open Number Conversion File		Open the Number Conversion file stored in the System Files case.
Open Personal Dictionary	d + Ctrl	Open the Personal Dictionary for the current user or create a new one if no Personal Dictionary exists.
Open Personal Voice Dictionary		Open the Personal Voice Dictionary for the current user or create a blank one if no Personal Voice Dictionary exists.
Open Personal Wordlist		Open the Personal Wordlist for the current user or create a blank one if no Personal Wordlist exists.
Open Phonetic Table		Open the Phonetic Table for the current user or create a blank one if no Phonetic Table exists.
Open Power Define	w + Ctrl	Open the Power Define Dictionary for the current user or create a blank one if no Power Define Dictionary exists.

Function	Default Keyboard Command	Action
Open Steno Shortcut Table		Open the Steno Shortcut Table for the current user or create a blank one if no Steno Shortcut Table exists.
Open Text File		Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*.sgnfl)."
Open Update Area	u + Ctrl	Open the Update Area for the current user or create a new one if no Update Area exists.
Page Down - Dict.	Page Down	Move one screen page down in the dictionary.
Page Up - Dict.	Page Up	Move one screen page up in the dictionary.
Paste - Dict.	v + Ctrl Insert + Shift	Paste the text most recently copied or cut into the available field in the dictionary dialog box.
Play Last Macro - Dict.		Invoke the last played macro.
Play Macro - Dict.		Display the Choose Macro dialog box in the Keyboard Map file to select a macro to assign to the current key combination.
Print File - Dict.	p + Ctrl	Displays the Print dialog box.
Print Preview - Dict.		
Print Setup - Dict.		Display the Print Setup dialog box.
Record Macro - Dict.		Display the RecordMacro toolbar to record all subsequent keyboard commands and mouse clicks until Stop is selected.
Redo - Dict.	z + Ctrl + Shift	Restore the most recent consecutive changes or actions in the current dictionary.

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
Repeat Search Backward - Dict.	F3 + Shift	Search backward in the dictionary for the last searched text, steno or entry type.
Repeat Search Forward - Dict.	F3	Search forward in the dictionary for the last searched text, steno or entry type.
Resolve Conflict with Choice 1 - Dict.	Ctrl + 1	Select the first choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 2 - Dict	Ctrl + 2	Select the second choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 3 - Dict	Ctrl + 3	Select the third choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 4 - Dict	Ctrl + 4	Select the fourth choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 5 - Dict	Ctrl + 5	Select the fifth choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 6 - Dict.	Ctrl + 6	Select the sixth choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 7 - Dict.	Ctrl + 7	Select the seventh choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 8 - Dict.	Ctrl + 8	Select the eighth choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 9 - Dict.	Ctrl + 9	Select the ninth choice of the conflict in a dictionary entry.
Save File - Dict	s + Ctrl	Save the dictionary.
Save File As - Dict.		Display the Save As dialog box to save the dictionary using a different name.

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
Scroll left - Dict.	Left	Moves the display to the left when the entire dictionary is not displayed.
Scroll right - Dict.	Right	Moves the display to the right when the entire dictionary is not displayed.
Search - Dict.	f + Ctrl	Display the Search dialog box to search for text, steno or timestamps in the dictionary.
Search and Replace - Dict.	r + Ctrl	Display the Search and Replace dialog box to search for and replace the specified text and replace it with new text either selectively or for all the occurrences in the dictionary.
Select All - Dict.	a + Ctrl	Highlight all the entries in the dictionary.
Select Document End - Dict.	End + Ctrl + Shift	Highlight the entries from the current location to the end of the dictionary.
Select Document Home - Dict.	Home + Ctrl	Highlight the entries from the current location to the beginning of the dictionary.
Select Line Down - Dict.	Down + Shift	Highlight the entry from the current location forward in the dictionary, one entry at a time.
Select Line Up - Dict.	Up + Shift	Highlight the entry from the current location backward in the dictionary, one entry at a time.
Select Page Down - Dict.	Page Down + Shift Page Down + Ctrl	Highlight entries from the current location forward in the dictionary one screen at a time.
Select Page Up - Dict.	Page Up + Shift Page Up + Ctrl	Highlight entries from the current location backward in the dictionary one screen at a time.

Function	Default Keyboard Command	Action
Send To Cat Scratch Pane - Dict.		Send the current dictionary entry or highlighted entries to the steno & text section of the Cat Scratch pane.
Spellcheck - Dict.	F7 F7 + Ctrl F7 + Shift	Spell check the text portion of the dictionary entries.
Undo	z + Ctrl	Reverse the most recent consecutive changes or actions in the current dictionary.
Unfilter		Removes the currently applied filter and displays the entire dictionary.
Windows Default		Apply the current Windows Default setting to the key combination based on the selected Windows language set.

## Keyboard Map Functions - Edit

You can create a new keyboard map or [modify](#) the entries of an existing Edit keyboard map to change the functionality of the keyboard commands, also known as shortcut keys, during an editing session. The following table lists all the functions available for assignment in a Case CATalyst Edit keyboard map. It includes available keyboard, Upper ANSI and extended ASCII characters.

Case CATalyst contains an Edit Default keyboard map with default keyboard command assignments. Keyboard assignments for functions listed in the Functions list are indicated in the following table. The words "Windows Default" appear where the default assignment is affected by the selected Windows Language setting. For example, default Windows keyboard commands appropriate for the English language are only active when the English language setting is selected in Windows Region and Language options. When French is selected the keyboard commands appropriate for French are active.

The Case CATalyst Edit Default keyboard map is not initially visible in your Systems Files case. To open the Default keyboard map for the first time, press **Alt + f, o, i, k** (**File/Open/List/Table/Keyboard Map**). In the Open Existing Document dialog box, type **Default** in the File name field and press **Enter** (**Open**). Once opened, the Default keyboard map becomes visible for selection in your System Files case. A keyboard map has the .sgkbd extension and must be stored in the System File case.

## Available Edit Keyboard Functions

Function		Default Keyboard Command	Action
	[none]		Remove the key assignment with nothing assigned to a key combination.
'	Apostrophe	'	Type an apostrophe.
'	Smart Single Quote		You can cycle the single quote between applying it to the current word, the previous punctuation or before the previous punctuation. Simply press the same key to cycle through the punctuation positions.
-	Hyphen	Insert Hyphen	Type a hyphen.
!	Exclamation mark (Smart)	1 + Shift	Type an exclamation mark.
"	Quotation mark	' + Shift	Type a quote mark.
"	Smart Quote		You can cycle the quote between applying it to the current word, the previous punctuation or before the previous punctuation. Simply press the same key to cycle through the punctuation positions.
#	Pound sign	Windows Default	Type a hash or pound sign.
\$	Dollar sign	Windows Default	Type a dollar sign.
%	Percent sign	Windows Default	Type a percent sign.
&	Ampersand	Windows Default	Type an ampersand symbol.
(	Open parenthesis	9 + Shift	Type an open parenthesis.

Function		Default Keyboard Command	Action
(	Smart Parenthesis		You can cycle the parenthesis between open or closed when applying it to the current word, the previous punctuation or before the previous punctuation. Simply press the same key to cycle through the punctuation positions.
)	Closed parenthesis	0 + Shift	Type a closed parenthesis.
*	Asterisk	Windows Default	Type an asterisk.
,	Comma (Smart)	,	Type a smart comma which glues to the previous word and replaces any existing punctuation.
.	Period (Smart)	.	Type a smart period which glues to the previous word and replaces any existing punctuation.
/	Forward slash	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
:	Colon (Smart)	; + Shift	Type a smart colon which glues to the previous word and replaces any existing punctuation.
;	Semi-colon (Smart)	;	Type a smart semi-comma which glues to the previous word and replaces any existing punctuation.
?	Question (Smart)	/ + Shift	Type a smart question mark (interrog) which glues to the previous word and replaces any existing punctuation.
@	At-sign/Commercial At	Windows Default	Type the character assigned to the currently selected Windows keyboard map.



Function	Default Keyboard Command	Action
\ Backslash	Change Keyboard Mode	Change to the next Keyboard Map if one is available. No character is typed.
] Right square bracket	Windows Default	Types whatever character is assigned to the currently selected Windows keyboard map.
^ Circumflex/Caret	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
_ Underscore	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
` Grave accent or backtick	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
{ Left curly bracket	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Pipe/More/Vertical line	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
} Right curly bracket	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
~ Tilde	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
+ Plus/addition sign	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
< Less than sign	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
= Equals sign	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
> Greater than sign	Windows Default	Type the character assigned to the currently selected Windows keyboard map.

Function	Default Keyboard Command	Action
0	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
1	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
2	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
3	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
4	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
5	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
6	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
7	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
8	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
9	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
a	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
A	Windows Default	Type the character assigned to the currently selected Windows keyboard map.

Function	Default Keyboard Command	Action
Add Last Brief To No Nag		Send the last brief in the Brief It pane to the No Nag List located in the System Files case.
Add or Remove Translation Dictionaries	a + Ctrl	Display the Add or Remove Translation Dictionaries dialog box during realtime.
Add Other Globals		Display the Add Other Globals dialog box.
Add Selection to Phrase List		Add the highlighted phrase to the Concordance Index Phrase list.
Add To Case Wordlist		Add the word to the Case Wordlist for use with Spell Check.
Add To Ignore All Wordlist		Add the word to the Ignore All Wordlist for use with Spell Check.
Add To Job Wordlist		Add the word to the Job Wordlist for use with Spell Check.
Add To Personal Wordlist		Add the word to the Personal Wordlist for use with Spell Check.
All Cap Cell		Capitalize all text in the table cell.
Allcap selected text		Change the selected text to all capital letters.
Append File		Display the Append dialog box for selection of a text file to add to the end of the current file.
Apply All Globals Backward		Applies all globals in the Global Table backward in the file.

Function	Default Keyboard Command	Action
Apply New Layout		Display the Select Layout to Apply dialog box to apply a new layout to the current file.
Apply Personal Globals		Apply Personal Globals table entries to the current transcript.
Associate Audio File		Display the Choose Audio File dialog box to associate an audio file to the current file.
Autolink Exhibits		Inserts the Attachment Point format symbol in the transcript and displays the Open dialog box for selecting an external document for attaching an exhibit. Once the document is attached, the Autolink Exhibits dialog box displays showing all the locations where the exhibit will be attached.
Autolink Exhibits Options		Display the Autolink Exhibits Options dialog box where you can set up exhibit aliases for autolinking.
Automatic Number Conversion		Apply an automatic number conversion rule based on the Number Conversion file entries.
b	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
B	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Backspace Word	Backspace + Ctrl	Delete the previous word.
Bold		Surround the highlighted text with the Bold On and Bold off format symbols.
Bookmark Current Cursor Location	b + Ctrl + Shift	Place an invisible bookmark in the file. Use the Go To Bookmarked Cursor command to find the bookmarked location.

Function	Default Keyboard Command	Action
Bookmark Swap		Inserts an invisible bookmark at the current location and moves the cursor to the previous bookmark location. Is also used when <a href="#">manually inserted index entries</a> that need to be bookmarked.
Break to File	b + Ctrl	Display the Break dialog box to type a new name for a file that will contain the text from the current cursor location to the end of the file or the selected text.
Brief It - Clear/Recycle Unused Briefs		Removes all unused brief suggestions and Personal Briefs from the Brief It pane. The steno of the unused briefs is recycled and made available for another word or phrase in the same translation session. Reminders and Live Suggestions are not affected by this command and remain in the Brief It pane.
Brief It - Filter Live Suggestions		Apply a filter to the Brief it pane to only show <a href="#">Live Suggestions</a> .
Brief It - Filter Personal Only		Apply a filter to the Brief It pane to only show Personal briefs.
Brief It - Filter Reminders Only		Apply a filter to the Brief It pane to only show Reminder briefs.
Brief It - Filter Suggestions Only		Apply a filter to the Brief It pane to only show Suggested briefs.
Brief It - Filter Used Only		Apply a filter to the Brief It pane to only show briefs that have been used.
Brief It - Unfilter		Remove any applied filter on the Brief It pane.

Function	Default Keyboard Command	Action
Brief It: J-Define Current		Make a job dictionary entry on the last suggested global when using the Brief It feature.
Brief It: New Suggestion for Current		Reject the current brief and suggests a new one when using the Brief It feature.
Brief It: Reject Current		Reject the current brief when using the Brief It feature.
Build Concordance Index		Display the Concordance Index Options dialog box.
Build Index		Display the Build Index dialog box.
Build Master Index		Display the Build Master Index dialog box.
c	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
C	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Cap/Uncap	F5 + Ctrl	Cycle the case of an individual word or highlighted word between initial cap, all caps and lower case.
Center Justify		Align text in the center of the margins.
Change Display Font		Display the Display Font dialog box to change the display font style when in Normal view.
Change Header Text	h + Ctrl	Display the Change Header/Footer Text dialog box. The dialog box defaults to Header #1.

Function	Default Keyboard Command	Action
Change Job Dictionary		Display the Change Job Dictionary dialog box.
Change Keyboard Mode	\	Change the current Keyboard Map to the next available Keyboard Map.
Change Orphan Control Options		Display the Orphan Control Options dialog box.
Change Writer Turn		Invoke the Change Writer command that allows multiple reporters to write to one transcript.
Choose Conflict 1		Select the first choice of the conflict.
Choose Conflict 2		Select the second choice of the conflict.
Choose Conflict 3		Select the third choice of the conflict.
Choose Conflict 4		Select the fourth choice of the conflict.
Choose Conflict 5		Select the fifth choice of the conflict.
Choose Conflict 6		Select the sixth choice of the conflict.
Choose Conflict 7		Select the seventh choice of the conflict.
Choose Conflict 8		Select the eighth choice of the conflict.

Function	Default Keyboard Command	Action
Choose Conflict 9		Select the ninth choice of the conflict.
Choose Selected Conflict		Confirm the EZ Choice selected conflict.
Close File		Close the current file and display a Save Changes dialog box if there are unsaved changes to the file.
Concordance Index Properties		Display the Concordance Index Properties dialog box.
Consider Word Misspelled		Adds word at current cursor position to your Personal Wordlist with the exclude attribute. CATalyst and Spell Check will consider the word misspelled.
Continue Spellcheck		Start Spell Check from the current cursor location.
Convert Fields To Text		Convert all field values to text. The fields no longer function with field characteristics.
Copy	c + Ctrl	Make a copy of the word or words and places them on the clipboard.
Copy Current Table		Make a copy of the current table and place it on the clipboard.
Copy Table Rows		Make a copy of the selected table rows and places them on the clipboard.
Create EZ Speakers		Display the Create EZ Speakers dialog box during realtime.
Create Job Report		Display the Create Job Report dialog box.



Function	Default Keyboard Command	Action
Create Work Unit		When using the Translate Create <a href="#">Work Unit</a> feature, force the creation of a work unit before the timed work unit is created.
Cut	x + Ctrl	Remove the word or words from the current location and place them on the clipboard.
Cut Table Rows		Remove the current table rows from the current location and place them on the clipboard.
Cycle (Reverse) Open Edit Files	` + Ctrl + Shift	Cycle through the open transcripts in reverse order.
Cycle between Edit/Notes		Toggle between the transcript and vertical notes focus.
Cycle between Edit/Reveal Codes		Toggle the cursor focus between the transcript and reveal codes.
Cycle between Edit/Reveal Codes/Notes		Cycle the cursor focus between the transcript, reveal codes and vertical notes.
Cycle Contraction		Cycle through the available contraction options based on the current word.
Cycle Homophones		Cycle through available homophone options based on the current word. A customizable Homophone file is available in the System Files case.
Cycle Open Edit Files	` + Ctrl	Cycle through the open transcripts.
Cycle Paragraph Style		Cycle through different paragraph styles.

Function	Default Keyboard Command	Action
Cycle Possession	' + Ctrl	Cycle through possessive, plural and plural possessive.
Cycle through zoom settings		Cycle through the zoom settings to affect the appearance of the transcript display.
Cycle through zoom settings (Reverse)		Cycle through the zoom settings in reverse order to affect the appearance of the transcript display.
d	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
D	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
D-Define	d + Ctrl	Display the Global D- Define dialog box.
Decrease Audio Playback Speed		Incrementally decrease playback speed of the associated audio.
Default Keyboard	\ + Ctrl + Shift	Switch the current keyboard map to the Default keyboard map.
Definition Search		Place the word or phrase in the Search field of web site designated in the <a href="#">Advanced Edit's</a> Definition Search option when connected to the Internet.
Define Live Suggestion 1		Define the current untranslate and possibly surrounding steno/text first <a href="#">Live Suggestion</a> listed in the Brief It pane to either your Job or Case dictionary.
Define Live Suggestion 2		Define the current untranslate and possibly surrounding steno/text the second Live Suggestion listed in the Brief It pane to either your Job or Case dictionary.

Function	Default Keyboard Command	Action
Define Live Suggestion 3		Define the current untranslate and possibly surrounding steno/text third Live Suggestion listed in the Brief It pane to either your Job or Case dictionary.
Define Live Suggestion 4		Define the current untranslate and possibly surrounding steno/text fourth Live Suggestion listed in the Brief It pane to either your Job or Case dictionary.
Define Live Suggestion 5		Define the current untranslate and possibly surrounding steno/text fifth Live Suggestion listed in the Brief It pane to either your Job or Case dictionary.
Delete Backward	Backspace	Delete one character to the left of the cursor.
Delete Concordance Index		Delete the Concordance Index.
Delete Forward	Delete	Delete one character to the right of the cursor.
Delete Index		Delete the index when the cursor is positioned in the index table.
Delete Section		Delete the current section.
Delete Table		Delete the table in which the cursor is positioned.
Delete Table Columns		Delete the table column in which the cursor is positioned.
Delete Table Rows		Delete the table row in which the cursor is positioned.

Function	Default Keyboard Command	Action
Delete Word	Delete + Control	Delete the word to the right of the cursor.
Display Changes		Toggle showing and hiding of tracked changes in the file.
Do Follow Realtime		Set the current realtime mode for the cursor to follow realtime.
Don't Follow Realtime		Set the current realtime mode for the cursor not to follow realtime.
e	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
E	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
E-Define	e + Ctrl	Display the Global E-define dialog box.
Export to RTF-CRE		Display the Save As dialog box with File Type set to RTF.
EZ Sync		Display the EZ Sync dialog box.
EZ Sync at Cursor	= + Ctrl + Shift	Play the audio file and when the audio is playing at the same time as the text that displays in the transcript, use the EZ Sync at Cursor command. The command synchronizes an audio file at the current cursor location when an audio file other than the originally recorded audio file has been associated with the current transcript
EZ Text Entry 0		Insert the text assigned to EZ Text entry 0 (10).
EZ Text Entry 1		Insert the text assigned to EZ Text entry 1.

Function	Default Keyboard Command	Action
EZ Text Entry 2		Insert the text assigned to EZ Text entry 2.
EZ Text Entry 3		Insert the text assigned to EZ Text entry 3.
EZ Text Entry 4		Insert the text assigned to EZ Text entry 4.
EZ Text Entry 5		Insert the text assigned to EZ Text entry 5.
EZ Text Entry 6		Insert the text assigned to EZ Text entry 6.
EZ Text Entry 7		Insert the text assigned to EZ Text entry 7.
EZ Text Entry 8		Insert the text assigned to EZ Text entry 8.
EZ Text Entry 9		Insert the text assigned to EZ Text entry 9..
EZ Text Entry Shift 0		Insert the text assigned to EZ Text entry 0 (20).
EZ Text Entry Shift 1		Insert the text assigned to EZ Text entry 11.
EZ Text Entry Shift 2		Insert the text assigned to EZ Text entry 12.
EZ Text Entry Shift 3		Insert the text assigned to EZ Text entry 13.
EZ Text Entry Shift 4		Insert the text assigned to EZ Text entry 14.
EZ Text Entry Shift 5		Insert the text assigned to EZ Text entry 15.
EZ Text Entry Shift 6		Insert the text assigned to EZ Text entry 16.

Function	Default Keyboard Command	Action
EZ Text Entry Shift 7		Insert the text assigned to EZ Text entry 17.
EZ Text Entry Shift 8		Insert the text assigned to EZ Text entry 18.
EZ Text Entry Shift 9		Insert the text assigned to EZ Text entry 19.
f	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
F	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
F4-Key		Invokes the Format Symbol command and then you can type the character for the particular format symbol. Works in the same manner as pressing F4 followed by format symbol character. Is active while editing in the text. The F4 key is not available/does not display in the list of keys and cannot be reassigned..
Fill In Field		Display the Fill In Field dialog box when the cursor is positioned on a field.
Follow Realtime	I (L) + Ctrl + Shift	Toggle the cursor between following realtime and the last editing location.
Font		Displays the Font dialog box when text is highlighted.
Force Lower Next		Insert the Force Lower Next format symbol.

Function	Default Keyboard Command	Action
Full Justify		Transcript text lines up on both the left and right margin settings and adds spaces when necessary to make the margins even. Will only display in Print Preview or when <a href="#">printing the transcript</a> . The justification does not display on the edit screen.
g	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
G	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Global Table	y + Ctrl	Display the Global Table dialog box.
Go To Bookmarked Cursor	c + Ctrl + Shift	Move the cursor to the cursor bookmarked location.
Go To Index Entry		When the cursor is positioned in an index template, move the cursor to the referenced location in the transcript.
Go to Page/Line	g + Ctrl	Display the Go To dialog box.
h	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
H	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Help		Display the Case CATalyst Help function.
i	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
I	Windows Default	Type the character assigned to the currently selected Windows keyboard map.

Function	Default Keyboard Command	Action
Include File	F9	Display the Include dialog box.
Increase Audio Playback Speed		Incrementally increase the playback speed of the associated audio.
Index Template Wizard		Display the Index Template Wizard when the file is opened from the System Files Index Template case.
Index Volume Description		Insert the Index Volume Information format symbol.
Init Cap Cell		Initial cap each word in the cell of a table.
Initial cap selected text		Initial cap each word of the selected text.
Insert All Caps Off		Insert the All Caps Off format symbol to disable the All Caps On format symbols.
Insert All Caps On		Insert the All Caps On format symbol to display the following text in all capital letters.
Insert an Attachment Point		Insert an Attachment Point format symbol for linking an external document (exhibit) to the transcript.
Insert Answer		Insert the Answer format symbol to format text based on the Answer paragraph style.
Insert Bench Mode Off		Insert the Bench Mode Off format symbol to disable the Bench Mode On format symbol.
Insert Bench Mode On		Insert the Bench Mode On format symbol to prevent the display of text on receive systems.



Function	Default Keyboard Command	Action
Insert Bold Off		Insert the Bold Off format symbol to disable the Bold On format symbol.
Insert Bold On		Insert the Bold On format symbol to display the following text with the bold text attribute.
Insert Byline		Insert the Byline format symbol to format the text based on the Byline paragraph format symbol.
Insert Cap Next		Insert the Cap Next format symbol to initial cap the next character.
Insert Centered Paragraph		Insert the Centered Paragraph format symbol to format the text based on the Centered Paragraph style.
Insert Colloquy		Insert the Colloquy format symbol to format the text based on the Colloquy paragraph style.
Insert Conflict Dialog	i + Ctrl	Display the Insert Conflict/Text dialog box.
Insert Conflict End		Insert the Conflict End format symbol to indicate the end of a conflict.
Insert Continuation Paragraph	Enter	Insert the Continuation Paragraph format symbol to indent the text based on the Continuation field value for the current paragraph style.
Insert Default Paragraph		Insert the Default Paragraph format symbol to format the text based on the Default Paragraph style.
Insert Delete Space		Insert a Delete Space format symbol to remove a computer generated space.

Function	Default Keyboard Command	Action
Insert Extended Character		Display the Insert Character dialog box.
Insert Field		Display the Insert Field dialog box.
Insert Font Size		Display the Set Font Size dialog box.
Insert Format Symbol Dialog		Display the Insert Format Symbol dialog box.
Insert Hidden Text		Display the Hidden Text dialog box.
Insert Hyphen	-	Type a hyphen.
Insert Image		Display the Open File dialog box with File Type set to "Image Files."
Insert Index Cell		Display the Enter Index Cell dialog box.
Insert Index End Sort		Insert the Index End Sort format symbol.
Insert Header Off		Insert the Index Heading Off format symbol to turn off the corresponding Index Heading On format symbol or turn off all Index Heading On format symbols.
Insert Header On		Insert the Index Heading On format symbol.
Insert Index Item		Insert the Index Item format symbol on an Index Template.
Insert Index Line		Insert the Index Line format symbol on an Index Template to indicate placement of the line reference.

Function	Default Keyboard Command	Action
Insert Index Off		Insert the Index Off format symbol to turn off the corresponding Index On format symbol or turn off all Index On format symbols.
Insert Index On		Insert the Index On format symbol.
Insert Index Page		Insert the Index Page format symbol on an Index Template to indicate placement of the page reference.
Insert Index Placeholder		Insert the <a href="#">Index Placeholder Text #</a> format symbol.
Insert Index Position		Insert the Index Position format symbol in an include file or in a transcript to indicate the position of the index page.
Insert Index Section		Insert the Index Section format symbol on an Index Template to indicate placement of the section reference.
Insert Italics Off		Insert the Italics Off format symbol to disable the Italics On format symbol.
Insert Italics On		Insert the Italics On format symbol to format the following text with the italics attribute.
Insert Line Number Off		Insert the Line Number Off format symbol to turn line numbers off in the file.
Insert Line Number On		Insert the Line Number On format symbol to indicate where line numbering resumes.
Insert New Line	Enter + Shift	Insert the New Line format symbol to place the following text on the left margin of the current paragraph style.

Function	Default Keyboard Command	Action
Insert New Line Paragraph		Insert the New Line Paragraph format symbol to format text based on the New Line Paragraph style.
Insert New Page		Insert the New Page format symbol to force the following text to a new page.
Insert Oops (0 - 9)		Insert an <a href="#">Oops format symbol</a> (invisible format symbol in the transcript) with an Oops category designation (0 - 9).Oops categories can be setup in the <a href="#">Hotspots Options</a> dialog. Oops Category 10 is reserved for CATalyst inserted Oops format symbols.
Insert Parenthetical		Insert the <a href="#">Parenthetical</a> format symbol to format the following text based on the Parenthetical paragraph style.
Insert Pause Time		Insert the <a href="#">Pause Time</a> format symbol.
Insert PDF Bookmark Text On		Opens the Enter bookmark level dialog box for you to indicate the bookmark level and then inserts the <a href="#">PDF Bookmark Text On</a> # format symbol.
Insert PDF Bookmark Text Off		Inserts the PDF Bookmark Text Off format symbol.
Insert Question		Insert the Question format symbol to format the following text based on the Question paragraph style.
Insert Redaction Off		Insert the Redaction Off format symbol to disable the <a href="#">Redaction On</a> format symbol.

Function	Default Keyboard Command	Action
Insert Redaction On		Insert the Redaction On format symbol to redact the text following the format symbol. Redacted text options are available in the <a href="#">Advanced Edit Options</a> dialog box.
Insert Reporter's Dash	/ + Ctrl	Insert a Sticky Space format symbol followed by a dash (--).
Insert Reset Time		Insert the Reset Time format symbol to set the timestamps back to zero.
Insert Resume Time		Insert the Resume Time format symbol.
Insert Right Margin Release		Insert the Right Margin Release format symbol to allow text to exceed the right margin setting.
Insert Scanstop Begin		Insert the Scanstop Begin format symbol.
Insert Scanstop End		Insert the Scanstop End format symbol.
Insert Set Time		Insert the Set Time format symbol.
Insert Single Space Off		Insert the Single Space Off format symbol to disable the Single Space On format symbol.
Insert Single Space On		Insert the Single Space On format symbol to enable single spaced text.
Insert Single Space Paragraph		Insert the Single Space Paragraph format symbol to format text based on the Single Space Paragraph style.

Function	Default Keyboard Command	Action
Insert Sort Index – Alpha Word Override		Insert the Index Sort – Alpha Word Override format symbol into the text of the transcript to sort based on the format symbol location when you want do not want to follow the selected sort option.
Insert Sort Index Alpha - Exhibit		Insert the Index Sort Alpha - Exhibit format symbol in index templates to list single alpha character exhibits alphabetically followed by double alpha characters and digit character exhibits.
Insert Sort Index Alpha Case Insensitive		Insert Index Sort Alpha Case Insensitive format symbol on an Index Template to arrange the indexed items in a column alphabetically, regardless of case.
Insert Sort Index Alpha Case Sensitive		Insert the Index Sort Alpha Case Sensitive format symbol on an Index Template to arrange the indexed items alphabetically, in a column according to case; upper case followed by lower case.
Insert Sort Index Numeric		Insert the Index Sort Numeric format symbol on an Index Template to arrange the indexed items in a column numerically.
Insert Speaker		Display the Insert Speaker dialog box.
Insert Sticky Space		Insert a Sticky Space format symbol to keep the following text together with the previous text.
Insert Strikeout Off		Insert the Strikeout Off format symbol to disable the Strikeout On format symbol.
Insert Strikeout On		Insert the Strikeout On format symbol to enable the strikeout attribute for the text following the format symbol.

Function	Default Keyboard Command	Action
Insert Subscript Off		Insert the Subscript Off format symbol to disable the Subscript On format symbol.
Insert Subscript On		Insert the Subscript On format symbol to enable the subscript formatting of text following the format symbol.
Insert Superscript Off		Insert the Superscript Off format symbol to disable the Superscript On format symbol.
Insert Superscript On		Insert the Superscript On format symbol to enable the superscript formatting of text following the format symbol.
Insert Tab	Tab	Insert the Tab format symbol.
Insert Table Columns		Display the Insert Columns dialog box when the cursor is in a table.
Insert Table Dialog		Display the Insert Table dialog box.
Insert Table Rows		Display the Insert Table Rows dialog box when the cursor is in a table.
Insert Uncap Next		Insert the Uncap Next format symbol to remove the initial capitalization of the following word.
Insert Underline Off		Insert the Underline Off format symbol to disable the Underline On format symbol.
Insert Underline On		Insert the Underline On format symbol to enable the underlining of text following the format symbol.
Insert User-Defined Paragraph		Display the Set User Defined dialog box.

Function	Default Keyboard Command	Action
Insert Volume Description		Display the Index Volume Description dialog box to type a description for the Master Index reference.
Internet Search		Place the highlighted word or phrase in the Search field of the selected search engine site when connected to the Internet.
Interrupted Q/A/C	q + Ctrl	Place a dash (--) at the end of the current Question, Answer or Colloquy paragraph style and place a dash (--) at the beginning of the next matching paragraph style.
Italic		Surround the highlighted text with Italics On and Italics Off format symbols.
j	Windows Default	Type the character assigned to the currently selected Windows keyboard.
J	Windows Default	Type the character assigned to the currently selected Windows keyboard.
J-Define	j + Ctrl	Display the Global – J-Define dialog box.
Join current paragraph to previous		Join the current paragraph where your cursor is positioned to the previous paragraph and remove the current paragraph's format symbol (if appropriate).
Join Tables		Puts two tables together regardless if they are the same number of rows or columns as long as there is no text between the two tables.
k	Windows Default	Type the character assigned to the currently selected Windows keyboard.
K	Windows Default	Type the character assigned to the currently selected Windows keyboard.



Function	Default Keyboard Command	Action
K-Define	k + Ctrl	Display the Global – K-Define dialog box.
I	Windows Default	Type the character assigned to the currently selected Windows keyboard.
L	Windows Default	Type the character assigned to the currently selected Windows keyboard.
Layout Settings Report		Display the Print dialog box to print the current layout information.
Left Justify		Align text with the left margin.
Load Alternate User Settings		Display the Open dialog box with the "Alternate User Setting (*.ini)" file type selected.
m	Default	Type the character assigned to the currently selected Windows keyboard.
M	Windows Default	Type the character assigned to the currently selected Windows keyboard.
Make Exhibit Index Entries		Display the Make Exhibit Index Entries dialog box.
Manual Link		Create a manual attachment point link to an external document (exhibit).
Mark Start		Invoke the Mark Start command to highlight the following text by moving the cursor, using Search or using the Go To command.
Mark Stop		Invoke the Mark Stop command to stop highlighting text.

Function	Default Keyboard Command	Action
Merge File	m + Ctrl	Display the Merge dialog box to remove the contents of one file and place the contents in the current file.
Mistran Minder		Invoke the Mistran Minder feature. <a href="#">Mistran Minder</a> searches the entire document for words/phrases in the Mistran Minder List and displays the results in the Search Results pane.
Modify Current Paragraph		Display the Layout dialog pane for the current paragraph style.
Modify Job Layout		Displays the Layout dialog pane for the current applied layout.
Move Document Bottom	End + Ctrl	Move the cursor to the end of the file.
Move Document Top	Home + Ctrl	Move the cursor to the beginning of the file.
Move Down	Down Arrow	Move the cursor down one line.
Move Down Word Begin		Move the cursor down one line and position the cursor at the beginning of the closest word.
Move Left	Left Arrow + Ctrl	Move the cursor to the left one character at a time.
Move Left Word Begin		Moves the cursor to the beginning of the word that is left of the cursor.
Move Line Begin	Home	Move the cursor to the beginning of the current line.
Move Line End	End	Move the cursor to the end of the current line.

Function	Default Keyboard Command	Action
Move Page Down	Page Down + Ctrl	Move the cursor to the first line of the next page.
Move Page Up	Page Up + Ctrl	Move the cursor to the first line of the previous page.
Move Right	Right Arrow + Ctrl	Move the cursor to the right one character at a time.
Move Screen Bottom	Down + Ctrl	Move the cursor to third line from the bottom of the screen.
Move Screen Page Down	Down Arrow + Ctrl; Page Down	Move the cursor down in the file approximately a screen page.
Move Screen Page Up	Up Arrow + Ctrl; Page Up	Move the cursor up in the file approximately a screen page.
Move Screen Top	Up + Ctrl	Move the cursor to the first line displayed at the top of the screen.
Move to Beginning of Current Word		Move the cursor to the beginning of the current word.
Move to End of Current Word		Move the cursor to the end of the current word.
Move to the next red squiggle		Move the cursor to the next word that displays a red squiggle underneath.
Move to the previous red squiggle		Move the cursor to the previous word that displays a red squiggle underneath.
Move Up	Up Arrow	Move the cursor up to the previous line.

Function	Default Keyboard Command	Action
Move Up Word Begin		Move the cursor up to the previous line and position the cursor at the beginning of the closest word.
Move Word End		Move the cursor to the end of each word to the right.
Move Word Left	Left Arrow	Move the cursor to the end of each word to the left.
Move Word Right	Right Arrow	Move the cursor to the beginning of each word to the right.
Multi-File Append		Append multiple Work Units or selected files into the current open transcript.
n	Windows Default	Type the character assigned to the currently selected Windows keyboard.
N	Windows Default	Type the character assigned to the currently selected Windows keyboard.
New Caption File		Display the Create New File dialog box with the default file type set to "Caption Files (*.sgcap)."
New Case Dictionary		Display the Create New File dialog box with the default file type set to "Dictionary Files (*.sgdct)."
New Case Fill In Field List		Create a Case Fill In Field List for the current case.
New Case Wordlist		Display the Create New File dialog box with the default file type set to "Wordlist Files (*.tlx)."

Function	Default Keyboard Command	Action
New EZ Speakers		Open a new EZ Speakers dictionary if one does not exist or open an existing EZ Speakers dictionary.
New EZ Text Table		Open a blank EZ Text table if one does not exist or open the existing EZ Text table.
New File		Display the Create New File dialog box with the default file type set to "Transcript Files (*.sgnfl)."
New Fill In Field List		Open a blank Fill-In-Field List if one does not exist or open the existing Fill-In-Field List.
New Job Dictionary		Open the Create New File dialog box with the default file type set to "Dictionary Files (*.sgdct)."
New Job Wordlist		Display the Create New File dialog box with the default file type set to "Wordlist Files (*.tlx)."
New Keyboard Map		Display the Create New File dialog box with the default file type set to "keyboard Table (*.sgkbd)."
New Layout		Display the Create New File dialog box with the default file type set to "Layout Files (*.sgpgl)."
New Notes File		Display the Create New File dialog box with the default file type set to "Notes Files (*.sgstn)."
New Personal Dictionary		Open a blank Personal Dictionary if one does not exist or open the existing Personal Dictionary.

Function	Default Keyboard Command	Action
New Personal Wordlist		Open a blank Personal Wordlist if one does not exist or open the existing Personal Wordlist.
New Phonetic Table		Open a blank Phonetic Table if one does not exist or open the existing Phonetic Table.
New Power Define		Open a blank Power Define Dictionary if one does not exist or open the existing Power Define Dictionary.
New Read Notes		Display the Read Setup dialog box to read steno notes, unless the option to not display the Read Setup dialog box is active.
New Steno Shortcut Table		Open a blank Steno Shortcut Table if one does not exist or open the existing Steno Shortcut Table.
New Text File		Display the Create New File dialog box with the default file type set to Transcript Files (*.sgnfl)."
Next Header		Move the cursor to the next occurrence of a header or footer.
Next Search	F3	Repeat the current search pattern forward in the file.
Next Search Results		Move the cursor forward in the file for the last searched text.
Normal View		Change the transcript view setting to Normal View.
Number Conversion	u + Ctrl	Display the Number Conversion dialog box when the cursor is immediately before numbers or highlighted (marked) text.

Function	Default Keyboard Command	Action
o	Windows Default	Type the character assigned to the currently selected Windows keyboard.
O	Windows Default	Type character assigned to the currently selected Windows keyboard.
Open All Options Dialog		Opens the All Options dialog box which contains the majority of Case CATalyst options.
Open BCS Number Conversion File		Display the BCS Number Conversion file.
Open Caption File		Display the Open Existing Document dialog box with the file type set to "Caption Files (*.sgdct)."
Open Case Dictionary		Display the Open Existing Document dialog box with the file type set to "Dictionary Files (*.sgdct)."
Open Case Fill In Field List		Open the Case Fill In Field List for the current file. If the current file is not in a case, this action does nothing.
Open Case Wordlist		Display the Open Existing Document dialog box with the file type set to "Wordlist Files (*.tlx)."
Open Current Case Dictionary		Open the Case dictionary for the current file. If the current file is not in a case, this action does nothing.
Open Current Job Dictionary		Open the job dictionary of the same name as the current transcript.
Open EZ Speakers		Display the Open dialog box with the default file type set to "EZ Speakers Dictionaries."

Function	Default Keyboard Command	Action
Open EZ Text Table		Display the Open dialog box with the default file type set to EZ Text Files (*.sgezt)."
Open EZKeys		Open the last EZKeys file used.
Open EZKeys File		Display the Open dialog box with the default file type set to "EZKeys (*.ezk)."
Open File	o + Ctrl	Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*.sgngl)."
Open Fill In Field List		Open the existing Fill-In-Field List for the current user or create a new one if no Fill-In-Field List exists.
Open Job Dictionary		Display the Open Existing Document dialog box with the default file type set to "Dictionary Files (*.sgngl)."
Open Job Voice Dictionary		Display the Open Existing Document dialog box with the default file type set to "Voice Command Files (*.sgvcd)."
Open Job Wordlist		Display the Open Existing Document dialog box with the default file type set to "Wordlist Files (*.tlx)."
Open Keyboard Map		Display the Open Existing Document dialog box with the default file type set to "Keyboard Table (*.sgkbd)."
Open Layout		Display the Open Existing Document dialog box with the default file type set to "Layout Files (*.sgpgl)."
Open Macro		Display the Open Existing Document dialog box with the default file type set to "Macro Files (*.sgmac)."



Function	Default Keyboard Command	Action
Open Mistran Minder List		Open the Mistran Minder List for the current user that is located in the System Files case.
Open Notes File		Display the Open Existing Document dialog box with the default file type set to Notes.
Open Number Conversion File		Open the Number Conversion file.
Open Personal Dictionary		Open the Personal Dictionary for the current user or create a new one if no Personal Dictionary exists.
Open Personal Globals File		Open the Personal Globals file for the current user.
Open Personal Voice Dictionary		Open the Personal Voice Dictionary for the current user or create a new one if no Personal Voice Dictionary exists.
Open Personal Wordlist		Open the Personal Wordlist for the current user or create a new one if no Personal Wordlist exists.
Open Phonetic Table		Open the Phonetic Table for the current user or create a new one if no Phonetic Table exists.
Open Power Define		Open the Power Define Dictionary for the current user or create a new one if no Power Define Dictionary exists.
Open Steno Shortcut Table		Open the Steno Shortcut Table for the current user or create a new one if no Steno Shortcut Table exists.
Open System Files Case		Display the Open Existing Document dialog box with the default file type set to "All."

Function	Default Keyboard Command	Action
Open Text File		Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*.sgnfl)."
Open Update Area		Open the Update Area for the current user or create a new one if no Update Area exists.
Open User Definition Table		Opens the <a href="#">User Definition Table</a> where you can add definitions for user specific words.
Orphan Control		Display the Set Number of Lines dialog box.
Other Dictionary Define	o + Ctrl + Shift	Display the Global – Other Dictionary dialog box.
p	Windows Default	Type the character assigned to the currently selected Windows keyboard.
P	Windows Default	Type the character assigned to the currently selected Windows keyboard.
Page Number Change		Display the Page Number Change dialog box to change the starting page number or paragraph number.
Page View		Change the transcript view settings to Page View.
Paste	v + Ctrl	Paste the text most recent copied or cut into the transcript at the current cursor location.
Paste Item 1 from Clipboard		Paste the text from Clipboard Item 1 into the transcript at the current cursor location.
Paste Item 10 from Clipboard		Paste the text from Clipboard Item 10 into the transcript at the current cursor location.

Function	Default Keyboard Command	Action
Paste Item 2 from Clipboard		Paste the text from Clipboard Item 2 into the transcript at the current cursor location.
Paste Item 3 from Clipboard		Paste the text from Clipboard Item 3 into the transcript at the current cursor location.
Paste Item 4 from Clipboard		Paste the text from Clipboard Item 4 into the transcript at the current cursor location.
Paste Item 5 from Clipboard		Paste the text from Clipboard Item 5 into the transcript at the current cursor location.
Paste Item 6 from Clipboard		Paste the text from Clipboard Item 6 into the transcript at the current cursor location.
Paste Item 7 from Clipboard		Paste the text from Clipboard Item 7 into the transcript at the current cursor location.
Paste Item 8 from Clipboard		Paste the text from Clipboard Item 8 into the transcript at the current cursor location.
Paste Item 9 from Clipboard		Paste the text from Clipboard Item 9 into the transcript at the current cursor location.
Paste Table Rows		Display the Paste Table Rows dialog box to paste the most recent copied or cut table row within the same table before or after the row in which the cursor is positioned.
Pause Audio		Pause the recording of audio during realtime.
Play Audio	F9 + Shift	Play the audio associated with the cursor location.
Play Last Macro		Invoke the last played macro.

Function	Default Keyboard Command	Action
Play Macro		Display the Choose Macro dialog box in the Keyboard Map file to select a macro to assign to the current key combination.
Plural Word Endings Option		Display the Plural Word Ending Options dialog box to designate how to use the final S, Z or both when writing plural endings in steno.
Previous Header		Move the cursor to the previous header in the transcript.
Previous Search Results		Move the cursor backward in the file to the last searched text.
Print Current Page	p + Ctrl + Shift	Send the current page to the printer with the most recently used print options.
Print File	p + Ctrl	Displays the Print dialog box.
Print Preview		Change the display to print preview option.
q	Windows Default	Type the character assigned to the currently selected Windows keyboard.
Q	Windows Default	Type the character assigned to the currently selected Windows keyboard.
Query Realtime Translations	q + Ctrl + Shift	Display the Lookup dialog box with the dictionary name and definition for the current steno outlines.
Quick Suggest		The <a href="#">Quick Suggest</a> dialog box displays when the cursor is positioned on an untranslate, Drag/Drop or Suffix Drag translation or word(s).

Function	Default Keyboard Command	Action
Quick Tran		Start translation quickly and without typing a name with "Writer" as the steno source and the most recently used translation settings including dictionaries.
QuickFix Prefix		Display the QuickFix dialog box to select a prefix.
QuickFix Suffix		Display the QuickFix dialog box to select a suffix.
QuickFix Your View		Display the QuickFix Your View dialog box to reset the view to Page view and dock all panes.
r	Windows Default	Type the character assigned to the currently selected Windows keyboard.
R	Windows Default	Type the character assigned to the currently selected Windows keyboard.
Record Macro		Display the RecordMacro toolbar to record all subsequent keyboard commands and mouse clicks until Stop is selected.
Redact Selection		Surround the selected text with Redaction On and Redaction Off format symbols.
Redo	z + Ctrl + Shift	Restore the most recent consecutive changes or actions in the current file.
Remove All Paragraph Deltas		Display the confirmation dialog box to remove all paragraph deltas which indicate changes in paragraph formatting that are different from the applied layout.
Remove Link		Remove the current attachment point link to an external document (exhibit).

Function	Default Keyboard Command	Action
Remove Suffix		Removes the <a href="#">shortest suffix</a> from the current word.
Replace	r + Ctrl	Display the Replace dialog box to replace the text for this single occurrence.
Replace with Live Suggestion 1		Replace the current untranslate and possibly surrounding steno/text with the first Live Suggestion displays in the Brief It pane.
Replace with Live Suggestion 2		Replace the current untranslate and possibly surrounding steno/text with the second Live Suggestion displays in the Brief It pane.
Replace with Live Suggestion 3		Replace the current untranslate and possibly surrounding steno/text with the third Live Suggestion displays in the Brief It pane.
Replace with Live Suggestion 4		Replace the current untranslate and possibly surrounding steno/text with the fourth Live Suggestion displays in the Brief It pane.
Replace with Live Suggestion 5		Replace the current untranslate and possibly surrounding steno/text with the fifth Live Suggestion displays in the Brief It pane.
Request Live Suggestion		CATalyst will display a word/phrase based on the highlighted (selected) words/steno.
Reset the View		Reset the view to Case CATalyst default view settings of Page view and the display of the Vertical Notes pane.
Resolve All Chosen Conflicts		Confirm the selected conflict for all EZ Choice and AutoChoice conflicts.

Function	Default Keyboard Command	Action
Restore Steno	F2 + Shift; F2 + Ctrl	Revert the translated text to the original steno outline.
Resume Audio		Resume the recording of audio during realtime.
Resume Spellcheck	F7 + Ctrl + Shift	Resume spell check when the cursor focus is not in the Spell Check dialog box.
Reveal Codes	r + Ctrl + Shift	Toggle the display of the Reveal Codes dialog pane.
Right Justify		Align the text to the right margin.
s	Windows Default	Type the character assigned to the currently selected Windows keyboard.
S	Windows Default	Type the character assigned to the currently selected Windows keyboard.
Save Alternate User Settings		Display the Save As dialog box with the default "Alternate User Settings" to save certain edit settings, such as display colors and font, to a file.
Save File	s + Ctrl	Save the file.
Save File As		Display the Save As dialog box to save the text file as another name.
Save Selected Text As		Display the Save Copy As dialog box to type a file name and save the selected (highlighted) text to a file.
Scan and Fill in Next Field		Scan to the first empty field and display the appropriate fill in field dialog box to make a selection. Scan to the next empty field after selecting.

Function	Default Keyboard Command	Action
Scan Backward	F8 + Shift	Scan backward through the file using the current Scan For options.
Scan Backward for Attachment Points		Scan backward in the file for the previous attachment point format symbol.
Scan Backward for Bench		Scan backward in the file for the previous Bench Mode On format symbol.
Scan Backward for Changes		Scan backward in the file for the previous tracked change.
Scan Backward for Conflicts		Scan backward in the file for the previous conflict.
Scan Backward for Drag/Drop		Scan backward in the file for the previous Drag/Drop Begin format symbol.
Scan Backward for Fields		Scan backward in the file for previous empty fields.
Scan Backward for Hidden Text		Scan backward in the file for previous Hidden Text.
Scan Backward for Index Placeholders		Scan backward in the file for the previous index placeholder format symbol.
Scan Backward for Indexed Items		Scan backward in the file for the previous index format symbol.
Scan Backward for Oops		Scan backward in the file for the previous Oops format symbol.
Scan Backward for Prefix/Suffix		Scan backward in the file for the previous Prefix or Suffix Begin format symbol.



Function	Default Keyboard Command	Action
Scan for Attachment Points		Scan forward in the file for the next attachment point format symbol.
Scan for Bench		Scan forward in the file for the next Bench Mode On format symbol.
Scan for Changes		Scan forward in the file for the next tracked change.
Scan for Conflicts		Scan forward in the file for the next conflict.
Scan for Drag/Drop		Scan forward in the file for the next Drag/Drop Begin format symbol.
Scan for Fields		Scan forward in the file for the next empty field.
Scan for Hidden Text		Scan forward in the file for the next Hidden Text.
Scan for Index Placeholders		Scan forward in the file for the next Index Placeholder format symbol.
Scan for Indexed Items		Scan forward in the file for the next indexing format symbol.
Scan for Oops		Scan forward in the file for the next Oops format symbol.
Scan for Options		Scan forward through the file using the current Scan For options.
Scan for Prefix/Suffix		Scan forward in the file for the next Prefix or Suffix Begin format symbol.

Function	Default Keyboard Command	Action
Scan for Scan Stops		Scan forward in the file for the next Scan Stop Begin format symbol.
Scan for Suffix Drag		Scan forward in the file for the next Suffix Drag Begin format symbol.
Scan for Untranslates		Scan forward in the file for the next untranslate.
Scan Forward	F8	Using the current Scan For option selections, scans forward through the file.
Scroll Text Backwards	a + Ctrl + Shift	Automatically move the cursor backward line to line at the designated time interval.
Scroll Text Decrease Speed		Decrease the speed at which the cursor automatically moves from line to line when using the Scroll Text feature.
Scroll Text Forward	a + Ctrl	Automatically move the cursor forward line to line at the designated time interval.
Scroll Text Increase Speed		Increase the speed at which the cursor automatically moves from line to line when using the Scroll Text feature.
Scroll Text Speed		Display the Scroll Text Speed dialog to adjust the speed of the Scroll Text feature.
Scroll Text With Audio	F9 + Ctrl + Shift	Automatically move the cursor line to line and play the associated audio, if available, at the designated time increment.
Search	f + Ctrl	Display the Search dialog box to search for text, steno or timestamps.

Function	Default Keyboard Command	Action
Search and Replace		Display the Search and Replace dialog box to search for and replace the specified text and replace it with new text either selectively or for all the occurrences in the transcript.
Search Next Hidden Text		Search forward in the transcript for the next Hidden Text entry and display the Hidden Text dialog box.
Search Next Layout Change		Search forward in the transcript for the next layout change and display the Layout Change dialog box when found.
Search Next Missing By Line		Search for the next occurrence of a missing By Line.
Search Next Paragraph		Move the cursor to the beginning of the next paragraph style.
Search Next Punctuation		Move the cursor forward in the transcript to the next punctuation mark.
Search Next Q/A/C		Move the cursor forward in the transcript to the next Question, Answer or Colloquy paragraph style.
Search Next Sentence Ending Punct.		Move the cursor forward in the transcript to the next sentence ending punctuation: period, interrog, dash and exclamation mark.
Search Previous Sentence Ending Punct.		Move the cursor backward in the transcript to the previous sentence ending punctuation: period, interrog, dash and exclamation mark.
Search Previous	F3 + Shift	Search backward in the file for the last searched text, steno or timestamps.

Function	Default Keyboard Command	Action
Search Previous Hidden Text		Search backward in the transcript for the next Hidden Text entry and display the Hidden Text dialog box.
Search Previous Layout Change		Search backward in the transcript for the next layout change and display the Layout Change dialog box when found.
Search Previous Paragraph		Move the cursor to the beginning of the previous paragraph style.
Search Previous Punctuation		Move the cursor backward in the transcript to the previous punctuation mark.
Search Previous Q/A/C		Move the cursor backward in the transcript to the previous Question, Answer or Colloquy paragraph style.
Seating Chart: Hide All Speakers		Hide the display of all Seating Chart speakers.
Seating Chart: Hide MiniViewer		Hide the Speaker List MiniViewer.
Seating Chart: Show All Speakers		Display all Seating Chart speakers. If auto hide is active, the Seating Chart speakers hide after the number of second specified.
Seating Chart: Show MiniViewer		Display the Speaker List MiniViewer.
Seating Chart: Toggle AutoHide Feature		Toggle the auto hide setting for Seating Chart speakers between auto hide and always displayed.
Select Document Bottom	End + Ctrl + Shift	Highlight (mark) text from the cursor location forward to the end of the transcript.

Function	Default Keyboard Command	Action
Select Document Top	Home + Ctrl + Shift	Highlight (mark) text from the cursor location backward to the beginning of the transcript.
Select Down	Down Arrow + Shift	Highlight (mark) text line by line from the cursor location forward through the transcript.
Select Down Word Begin		Highlight (mark) text line by line from the cursor location forward through the transcript with the cursor positioned before a word.
Select Left	Left Arrow + Ctrl + Shift	Highlight (mark) the character to the left of the cursor location.
Select Line End	End + Shift	Highlight (mark) text from the cursor location to the end of the line.
Select Line Home	Home + Shift	Highlight (mark) text from the cursor location to the beginning of the line.
Select Macro to Play		Display the Choose Macro dialog box to select a macro to play.
Select Page Down	Page Down + Ctrl + Shift	Highlight (mark) text from the cursor location forward to the end of the current page.
Select Page Up	Page Up + Ctrl + Shift	Highlight (mark) text from the cursor location backward to the beginning of the current page.
Select Right	Right Arrow + Ctrl + Shift	Highlight (mark) the character to the right of the cursor location.
Select Screen Bottom	Down Arrow + Ctrl + Shift	Highlight (mark) text from the cursor location forward to the bottom of the screen.
Select Screen Page Down	Page Down + Shift	Highlight (mark) lines from the cursor location forward that represent a screen page.

Function	Default Keyboard Command	Action
Select Screen Page Up	Page Up + Shift	Highlight (mark) lines from the cursor location backward that represent a screen page.
Select Screen Top	Up Arrow + Ctrl + Shift	Highlight (mark) text from the cursor location backward to the top of the screen.
Select Up	Up Arrow + Shift	Highlight (mark) from the cursor location backward to the beginning of the line and backward to the previous line.
Select Up Word Begin		Highlight (mark) from the cursor location backward to the beginning of the line and backward to the previous line.
Select Whole Transcript		Highlight (mark) the text in the entire transcript.
Select Word Left	] + Ctrl; Left Arrow + Shift	Highlight (mark) one word at a time to the left of the cursor.
Select Word Right	[ + Ctrl; Right Arrow + Shift	Highlight (mark) one word at a time to the right of the cursor.
Selected Fields to Text in Selection		Converts only currently selected (marked) fields to text.
Selected Fields to Text in this Document		Converts all matching currently selected (marked) fields to text throughout the entire document.
Selected Fields to Text in this Section		Converts all matching currently selected (marked) fields to text in the current section.
Selected Fields to Text on this Page		Converts all matching currently selected (marked) fields to text on the current page.

Function	Default Keyboard Command	Action
Send Last Brief To Cat Scratch		Send the last brief in the Brief It pane to the steno & text section of the Cat Scratch pane.
Send to Mistran Minder List		Send the word or highlighted phrase to the Mistran Minder List in the System Files case.
Send to Case Mistran Minder List		Send the word or highlighted phrase to the Case Mistran Minder List. The job must be in a case.
Send to Job Mistran Minder List		Send the word or highlighted phrase to the Job Mistran Minder List.
Send Selected Brief To Cat Scratch		Send the selected brief in the Brief It pane to the steno & text section of the Cat Scratch pane.
Send Steno & Text To Cat Scratch Pane		Send the highlighted text and underlying steno in the transcript to the steno & text section of the Cat Scratch pane.
Send To Cat Scratch Pane		Send the highlighted text to the text section of the Cat Scratch pane.
Set Active Window		Display the Set Active Window dialog box to select the dialog pane for the cursor focus.
Set Audio Delay		Display the Set Audio Delay dialog box to adjust the synchronization between the cursor location in the job and the playback of the audio file.
Set Cursor Context		Display the Set Cursor Context dialog box to select a resting cursor position for arrowing or scrolling through the file.

Function	Default Keyboard Command	Action
Set Cursor Size		Display the Set Cursor Size dialog box to change the size of the cursor on the screen.
Set Focus To Edit		Place the cursor focus in the transcript.
Set Job End Time Field		Fills in the Job End Time field value with the current time when inserted into the job.
Set Job Start Time Field		Fills in the Job Start Time field value with the current time when inserted into the job.
Set Normal Audio Speed		Reset the audio playback speed to the default setting when the Audio Playback Speed dialog box is displayed.
Set Words Per Folio		Display the Set Words per Folio dialog box to set the number of pages in a folio.
Show Timestamp Dialog		Display the Show Timestamps dialog box to determine the display of timestamps in either clock or elapsed time.
Smart Colon	; + Shift	Attach a colon (:) to the end of the previous word, add two spaces and cap the next word.
Smart Comma	,	Attach a comma (,) to the end of the previous word and add a space.
Smart Exclamation	1 + Shift	Attach an exclamation mark (!) to the end of the previous word, add two spaces, and cap the next word.
Smart Period	.	Attach a period (.) to the end of the previous word, add two spaces, and cap the next word.



Function	Default Keyboard Command	Action
Smart Question	/ + Shift	Attach a question mark (?) to the end of the previous word, add two spaces, and cap the next word.
Smart Remove Punctuation		Remove the punctuation at the end of the previous word, remove a space, and uncap the next word. Applies to colon, period, exclamation mark, question mark, and semi-colon.
Smart Semicolon	;	Attach a semi-colon (;) to the end of the previous word and add a space.
Space	Space; Space + Shift	Insert a space into the transcript.
Spellcheck	F7 + Shift	Begin spellchecking the file based on the selected wordlists and spell check options.
Spelling Lookup	F7 + Ctrl	Display the Spelling Lookup dialog box with the selected word in the Text field.
Split Compound Word		Invoke the Split Compound Word command to separate a compound word into two words.
Split Compound Word - Exclude		Sends the split words to the Compound Wordlist with the exclude attribute.
Split Compound Word - Set Preferred		Sends the split words to the Compound Wordlist with the suggest attribute.
Split Table		Split one table into two.
Stitch	- + Ctrl	Cycle through the stitch options for the selected words.
Stop Audio	F9 + Ctrl	Stop the playback of the associated audio.

Function	Default Keyboard Command	Action
Stop Translation	\ + Ctrl	Stop realtime translation and stop the connection from the writing machine.
Suggest a Brief		Brief It suggests a conflict-free brief for the highlighted or typed text.
Surround With Comma		Insert a comma before and after the selected words.
Surround With Dash	= + Ctrl	Insert a dash before and after the selected words.
Surround With Double Quote		Insert a double quote before and after the selected words.
Surround With Parentheses		Insert an open parenthesis before and a closed parenthesis after the selected words.
Surround With Single Quote		Insert a single quote before and after the selected words.
Swap Table Rows		Exchange the position of the row with cursor focus with the row below.
t	Windows Default	Type the character assigned to the currently selected Windows keyboard.
T	Windows Default	Type the character assigned to the currently selected Windows keyboard.
Table Cell Properties		When the cursor is in a table cell, display the Cell Properties dialog box to specify a character.
Table Column Properties		Display the Column Properties dialog box to set leader dots in a table column.

Function	Default Keyboard Command	Action
Table Properties...		Display the Table Properties dialog box to set table properties.
Table Row Properties		When the cursor is in a table row, display the Row Properties dialog box to specify a character for a particular table row.
Text List Brief it		Run Brief It on a text file to generate briefs.
Text To Dict Define		Create a dictionary definition by typing steno for the selected text.
Timer Information		Display the Timer Options dialog box to assign names to Timers and group Timers.
Toggle All Punctuation	, + Ctrl	Cycle through a series of punctuation symbols for the first punctuation occurrence on the same transcript line as the cursor: period, question mark, comma, colon, semicolon, exclamation mark, dashes and no punctuation.
Toggle Apply E-Define To Typed Text		Toggle the state of the Advanced Global option, Apply E-define to Typed Text.
Toggle Clipboard Lock 1		Toggle clipboard item 1 between a locked, preventing cut or copied text from being overwritten, and unlocked state.
Toggle Clipboard Lock 10		Toggle clipboard item 10 between a locked, preventing cut or copied text from being overwritten, and unlocked state.
Toggle Clipboard Lock 2		Toggle clipboard item 2 between a locked, preventing cut or copied text from being overwritten, and unlocked state.

Function	Default Keyboard Command	Action
Toggle Clipboard Lock 3		Toggle clipboard item 3 between a locked, preventing cut or copied text from being overwritten, and unlocked state.
Toggle Clipboard Lock 4		Toggle clipboard item 4 between a locked, preventing cut or copied text from being overwritten, and unlocked state.
Toggle Clipboard Lock 5		Toggle clipboard item 5 between a locked, preventing cut or copied text from being overwritten, and unlocked state.
Toggle Clipboard Lock 6		Toggle clipboard item 6 between a locked, preventing cut or copied text from being overwritten, and unlocked state.
Toggle Clipboard Lock 7		Toggle clipboard item 7 between a locked, preventing cut or copied text from being overwritten, and unlocked state.
Toggle Clipboard Lock 8		Toggle clipboard item 8 between a locked, preventing cut or copied text from being overwritten, and unlocked state.
Toggle Clipboard Lock 9		Toggle clipboard item 9 between a locked, preventing cut or copied text from being overwritten, and unlocked state.
Toggle Double Space Normal View		Toggle between double and single spacing in Normal View.
Toggle Follow Realtime		Toggle Follow Realtime between following realtime and the last editing location.
Toggle Insert/Overstrike	Insert	Toggle between Insert and Overstrike mode.

Function	Default Keyboard Command	Action
Toggle Paragraph Ending Punctuation	. + Ctrl + Shift	Cycle through ending paragraph options of the current paragraph: period, question mark, exclamation mark, dashes and no punctuation.
Toggle Reporter's Area		Toggle the display of the Reporter's Area during realtime.
Toggle Sentence Ending Punctuation	. + Ctrl	Cycle through a series of punctuation symbols for the sentence ending punctuation on the same transcript line as the cursor: period, question mark, dash and exclamation mark.
Toggle Show Realtime Bench Text		Toggle the display of Bench Mode text during realtime.
Toggle Track Changes		Toggle the tracking of changes made in the file.
Toggle Work Unit Area		Toggle between the display of an indicator (shaded background) of sent work unit text. This allows the court reporter to see the text that has already been sent to the work unit.
Transcript Brief It		Run Brief It on an existing transcript to generate briefs.
Transcript Spellcheck Options		Display the Translate Spell Check Options dialog box.
Translate	t + Ctrl	Display the Translate dialog box.
u	Windows Default	Type the character assigned to the currently selected Windows keyboard.
U	Windows Default	Type the character assigned to the currently selected Windows keyboard.

Function	Default Keyboard Command	Action
Uncap selected text		Remove the capitalization for all words of the selected text.
Underline		Insert the Underline format symbol before a word or surround marked words with the Underline On and Underline Off format symbols.
Undo	z + Ctrl	Reverse the most recent consecutive changes or actions in the current file.
Undo Global	u + Ctrl + Shift	Reverse the global action throughout the current editing session of the file for the word or phrase that immediately follows the cursor and removes the entry from the designated dictionary.
Undo Global Once		Reverse the global action only for the word or phrase that immediately follows the cursor and removes the definition from the designated dictionary.
Undo Last Global	u + Ctrl + Shift	Reverse the action of the last global throughout the current editing session of the file and removes the definition from the designated dictionary.
Unmark		Remove the highlighting (marking) from text.
V		
View/Edit Homophones		Opens the Homophones Editor dialog box where you can easily add new homophones and/or edit/delete existing homophones.
á	Upper ANSI a acute	Alt + 0225
Á	Upper ANSI A acute	Alt + 0193

Function	Default Keyboard Command	Action
â Upper ANSI a circumflex	Alt + 0226	
Â Upper ANSI A circumflex	Alt + 0194	
ä Upper ANSI a diaeresis	Alt + 0228	
Ä Upper ANSI A diaeresis	Alt + 0196	
à Upper ANSI a grave	Alt + 0224	
À Upper ANSI A grave	Alt + 0192	
å Upper ANSI a ring	Alt + 0229	
Å Upper ANSI A ring	Alt + 0197	
ã Upper ANSI a tilde	Alt + 0227	
Ã Upper ANSI A tilde	Alt + 0195	
´ Upper ANSI acute	Alt + 0180	
æ Upper ANSI ae ligature	Alt + 0230	
Æ Upper ANSI AE ligature	Alt + 0198	

Function	Default Keyboard Command	Action
” Upper ANSI baseline double quote	Alt + 0132	
, Upper ANSI baseline single quote	Alt + 0130	
¡ Upper ANSI broken bar	Alt + 0166	
ç Upper ANSI c cedilla	Alt + 0231	
Ç Upper ANSI C cedilla	Alt + 0199	
¸ Upper ANSI cedilla	Alt + 0184	
¢ Upper ANSI cents	Alt + 0162	
^ Upper ANSI circumflex	Alt + 0136	
" Upper ANSI close double quote	Alt + 0148	
' Upper ANSI close single quote	Alt + 0146	
© Upper ANSI copyright	Alt + 0169	
† Upper ANSI dagger	Alt + 0134	



Function	Default Keyboard Command	Action
° Upper ANSI degrees	Alt + 0176	
¨ Upper ANSI diaeresis	Alt + 0168	
÷ Upper ANSI divide symbol	Alt + 0247	
‡ Upper ANSI double dagger	Alt + 0135	
é Upper ANSI e acute	Alt + 0233	
É Upper ANSI E acute	Alt + 0201	
ê Upper ANSI e circumflex	Alt + 0234	
Ê Upper ANSI E circumflex	Alt + 0202	
ë Upper ANSI e diaeresis	Alt + 0235	
Ë Upper ANSI E diaeresis	Alt + 0203	
è Upper ANSI e grave	Alt + 0232	
È Upper ANSI E grave	Alt + 0200	
... Upper ANSI ellipsis	Alt + 0133	

Function	Default Keyboard Command	Action
— Upper ANSI em dash	Alt + 0151	
– Upper ANSI en dash	Alt + 0150	
€ Upper ANSI euro sign	Alt + 0128	
<sup>a</sup> Upper ANSI feminine ordinal	Alt + 0170	
<i>f</i> Upper ANSI florin	Alt + 0131	
ß Upper ANSI German sharp s	Alt + 0223	
í Upper ANSI i acute	Alt + 0237	
Í Upper ANSI I acute	Alt + 0205	
î Upper ANSI i circumflex	Alt + 0238	
Î Upper ANSI I circumflex	Alt + 0206	
ï Upper ANSI i diaeresis	Alt + 0239	
Ï Upper ANSI I diaeresis	Alt + 0207	
ì Upper ANSI i grave	Alt + 0236	

Function	Default Keyboard Command	Action
ì Upper ANSI I grave	Alt + 0204	
ð Upper ANSI Icelandic eth	Alt + 0240	
Ð Upper ANSI Icelandic Eth Capital	Alt + 0208	
þ Upper ANSI Icelandic thorn	Alt + 0254	
Þ Upper ANSI Icelandic Thorn Capital	Alt + 0222	
¤ Upper ANSI international monetary symbol	Alt + 0164	
• Upper ANSI large bullet	Alt + 0149	
« Upper ANSI left double guillemet	Alt + 0171	
‹ Upper ANSI left single_guillemet	Alt + 0139	
ˆ Upper ANSI macron	Alt + 0175	
º Upper ANSI masculine ordinal	Alt + 0186	

Function	Default Keyboard Command	Action
μ Upper ANSI micro symbol	Alt + 0181	
× Upper ANSI multiply symbol	Alt + 0215	
ñ Upper ANSI n tilde	Alt + 0241	
Ñ Upper ANSI N tilde	Alt + 0209	
Upper ANSI non-breaking space	Alt + 0160	
¬ Upper ANSI not	Alt + 0172	
ó Upper ANSI o acute	Alt + 0243	
Ó Upper ANSI O acute	Alt + 0211	
ô Upper ANSI o circumflex	Alt + 0244	
Ô Upper ANSI O circumflex	Alt + 0212	
ö Upper ANSI o diaeresis	Alt + 0246	
Ö Upper ANSI O diaeresis	Alt + 0214	
ò Upper ANSI o grave	Alt + 0242	

Function	Default Keyboard Command	Action
Ò    Upper ANSI O grave	Alt + 0210	
õ    Upper ANSI o tilde	Alt + 0245	
Õ    Upper ANSI O tilde	Alt + 0213	
ø    Upper ANSI o with oblique stroke	Alt + 0248	
Ø    Upper ANSI O with oblique stroke	Alt + 0216	
œ    Upper ANSI oe ligature	Alt + 0156	
Œ    Upper ANSI OE_ligature	Alt + 0140	
¼    Upper ANSI one-fourth	Alt + 0188	
½    Upper ANSI one-half	Alt + 0189	
"    Upper ANSI open double quote	Alt + 0147	
'    Upper ANSI open single quote	Alt + 0145	

Function	Default Keyboard Command	Action
¶ Upper ANSI paragraph symbol	Alt + 0182	
‰ Upper ANSI per mille	Alt + 0137	
± Upper ANSI plus or minus	Alt + 0177	
£ Upper ANSI pounds	Alt + 0163	
® Upper ANSI registered trademark	Alt + 0174	
» Upper ANSI right double guillemet	Alt + 0187	
› Upper ANSI right single guillemet	Alt + 0155	
š Upper ANSI s caron	Alt + 0154	
Š Upper ANSI S_caron	Alt + 0138	
§ Upper ANSI section symbol	Alt + 0167	
· Upper ANSI small bullet	Alt + 0183	
Upper ANSI soft hyphen	Alt + 0173	

Function		Default Keyboard Command	Action
¡	Upper ANSI Spanish inverted exclamation mark	Alt + 0161	
¿	Upper ANSI Spanish inverted question mark	Alt + 0191	
<sup>1</sup>	Upper ANSI superscript 1	Alt + 0185	
<sup>2</sup>	Upper ANSI superscript 2	Alt + 0178	
<sup>3</sup>	Upper ANSI superscript 3	Alt + 0179	
<sup>¾</sup>	Upper ANSI three-fourths	Alt + 0190	
~	Upper ANSI tilde	Alt + 0152	
ú	Upper ANSI u acute	Alt + 0250	
Ú	Upper ANSI U acute	Alt + 0218	
û	Upper ANSI u circumflex	Alt + 0251	
Û	Upper ANSI U circumflex	Alt + 0219	
ü	Upper ANSI u diaeresis	Alt + 0252	

Function	Default Keyboard Command	Action
Ü Upper ANSI U diaeresis	Alt + 0220	
ù Upper ANSI u grave	Alt + 0249	
Û Upper ANSI U grave	Alt + 0217	
™ Upper ANSI unregistered trademark	Alt + 0153	
Upper ANSI unused 0129		
Upper ANSI unused 0141		
Upper ANSI unused 0143		
Upper ANSI unused 0144		
Upper ANSI unused 0157		
ý Upper ANSI y acute	Alt + 0253	
Ý Upper ANSI Y acute	Alt + 0221	
ÿ Upper ANSI y diaeresis	Alt + 0255	



Function	Default Keyboard Command	Action
Ÿ    Upper ANSI Y diaeresis	Alt + 0159	
¥    Upper ANSI yen	Alt + 0165	
Ž    Upper ANSI z caron	Alt + 0158	
Ž    Upper ANSI Z_caron	Alt + 0142	
Use Other Field Values		Display the Select Job for Other Field Values dialog box to select field values from other transcripts and apply them to the current transcript.
v	Windows Default	Type the character assigned to the currently selected Windows keyboard.
V	Windows Default	Type the character assigned to the currently selected Windows keyboard.
View Brief It Pane		Toggle the display of the Brief It dialog pane.
View Case Dictionary		Open the Case dictionary, if available, to the specified word or phrase. If the word or phrase is not found, the dictionary opens to the first entry.
View CaseViewNet UserList Pane		Toggle the display of the CaseViewNet UserList Pane
View Cat Scratch Pane		Toggle the display the Cat Scratch dialog pane.
View Clipboard		Toggle the display of the Clipboard dialog pane.

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
View EZ Text		Toggle the display of the EZ Text dialog pane.
View Full Screen		Hide the display of the Function bar and all the toolbars except for the Full Screen toolbar
View Hidden Text		Toggle the display of the Hidden Text dialog pane.
View Hotspots Pane		Toggle the display of the Hotspots dialog pane.
View Job Dictionary		Open the Job dictionary, if available, to the specified word or phrase. If the word or phrase is not found, the dictionary opens to the first entry.
View Other Dictionary		Display the Open Existing Document dialog box to select a job dictionary.
View Personal Dictionary	i + Ctrl + Shift	Open the Personal Dictionary, to the specified word or phrase. If the word or phrase is not found, the dictionary opens to the first entry.
View Search Results		Toggle the display of the Search Results dialog pane.
View Speaker List		Toggle the display of the Speaker List dialog pane.
View Timers		Toggle the display of the Timer dialog box.
View translation status		Toggle the display of the Translation Status dialog box.
View Track Changes pane		Toggle the display of the Track Changes dialog pane.

Function	Default Keyboard Command	Action
View Vertical Notes	n + Ctrl	Toggle the display of the Vertical Notes dialog pane.
Voice: Correct Words		Display Dragon Spell dialog box to type a word that is not in your vocabulary and insert it into the job.
Voice: Pause Dictation		Temporarily stop dictation mode.
Voice: Play Voice Audio		Play the voice audio associated with the text.
Voice: Play Voice Audio With Scroll Text		Play the voice audio while the cursor automatically moves from line to line in the transcript.
Voice: Resume Dictation		Start dictation mode.
Voice: Stop Voice Audio		Stop the playback of the voice audio.
Voice: Toggle Voice and Room Audio		Toggle between playing the voice audio and the room audio associated with the same text.
w	Windows Default	Type the character assigned to the currently selected Windows keyboard.
W	Windows Default	Type the character is assigned to the currently selected Windows keyboard.
Windows Default		Apply the current Windows Default setting to the key combination.
Word Definition Dictionary		Display the Merriam Webster Dictionary dialog box with the definition for the selected word.

Function	Default Keyboard Command	Action
Word Swap	w + Ctrl	Reverse the position of two words.
x	Windows Default	Type the character assigned to the currently selected Windows keyboard.
X	Windows Default	Type the character assigned to the currently selected Windows keyboard.
y	Windows Default	Type the character is assigned to the currently selected Windows keyboard.
Y	Windows Default	Type the character assigned to the currently selected Windows keyboard.
z	Windows Default	Type the character assigned to the currently selected Windows keyboard.
Z	Windows Default	Type character assigned to the currently selected Windows keyboard.
Zoom 100%		Display the transcript text at 100%.
Zoom 150%		Display the transcript text at 150%.
Zoom 200%		Display the transcript text at 200%.
Zoom 400%		Display the transcript text at 400%.
Zoom 50%		Display the transcript text at 50%.
Zoom 75%		Display the transcript text at 75%.
Zoom Fit Page		Maximize the display of text to show the page elements in largest font available to fit the page.

Function	Default Keyboard Command	Action
Zoom Fit Text		Maximize the display of text to show the page elements in the largest font available to fit the screen.
[ Left Square Bracket	[	Insert a left square bracket into the transcript.

## Modify Keyboard Map Columns

You can resize the column widths and reorder the columns in the keyboard map.

### Resize a Column

Place the cursor on the line dividing the column headings and hold the left mouse button down. The cursor becomes a double headed arrow. Move the line left or right to the desired position and release the button.

### Reorder Columns

Place the cursor on a column heading and hold the left mouse button down. Move the cursor to a new location. Red arrows indicate the new position. Release the mouse button.

## Search Keyboard Map

The Search feature in a keyboard map allows you to locate keyboard functions by text or entry type, such as Cursor movement, Global or Edit. You can limit the search by specifying an exact, initial, or ending character match. Once a search result displays, repeat the Search with the same search parameters without reentering the information by using Repeat Search Forward (F3) or Repeat Search Backward (Shift +F3). You can use the [Filter](#) feature to limit the display of the keyboard map to a specific key, macro or keyboard function. A filtered display is searchable.

## Search for Keyboard Functions

1. From within a keyboard map, press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
2. Make necessary entries:

### Search

#### Text

Type the text for the keyboard command or function on which you are searching.

### Entry Type

Search by entry type. Select an entry type from the drop down list to search entries categorized by the selected entry type.

### Case Sensitive

Search for the text in the *Search* field as it is typed in upper and lower case. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. Depending on your search criteria, this option may not be available.

### Whole Word

Search only for whole words that match the text typed in the *Search* field. When Whole Word is not selected, the search finds the word both as it stands alone and as part of another word. Depending on your search criteria, this option may not be available.

### Location

Select the search parameter. Depending on your search criteria, this option may not be available.

#### Exact Match

Search for entries that match the text, exactly as it is entered, in the *Search* field.

#### Begins With

Search for entries that begin with the text entered in the *Search* field.

#### Ends With

Search for entries that end with the text entered in the *Search* field.

#### Contains

Search for entries that contain, anywhere in the entry, the text entered in the *Search* field.

### Direction

Select the direction of the search:

#### Forward

Search forward, from the cursor position to the end of the keyboard map.

#### Backward

Search backward, from the cursor position to the beginning of the keyboard map.

3. Press **Enter (OK)** to search the keyboard functions. The Search dialog box closes and the Search highlights the first entry that meets the search criteria. If no entry matches the search criteria, a message displays. To repeat the search using the same criteria, press **F3** to search forward or **Shift + F3** to search backward.

If you search for a keyboard function within a filtered display, the search is limited to the filtered keyboard functions. If your search cannot locate the desired keyboard function, try [unfiltering](#) the display or filter by different criteria.

## Set Keyboard Map Options

1. From the Keyboard Map table, press **Alt + t, o (Tools/Options)**. The Options dialog box displays.
2. Make an entry as necessary:

**Warn before restoring default key assignment.**

Check this box to display a warning message when you restore a default key assignment in the Assign Key to Function dialog box.

Uncheck this box to disable the warning message. You can also turn this warning off from the confirmation dialog box by checking the option: *I understand the consequences of my actions. Please stop asking.*

3. Press **Enter (OK)**.

**EZKeys Transition to Keyboard Maps**

EZKeys, the Spacebar plus one other key function, provided the ability to record a series of keystrokes and play them back. The Spacebar plus key macro concept was originally designed for CAT systems prior to the introduction of the Windows operating system. While CAT systems designed for Windows attempted to continue with the concept, the internal functionality of the Spacebar in Windows resulted in this type of macro concept almost unusable in current Windows operating systems.

Today, Keyboard Maps and Macros provide greater efficiency, reliability and 100% compatibility on all Windows based operating systems. Stenograph highly recommends transitioning from EZKeys to Keyboard Maps and Macros to take optimal advantage of your Case CATalyst system.

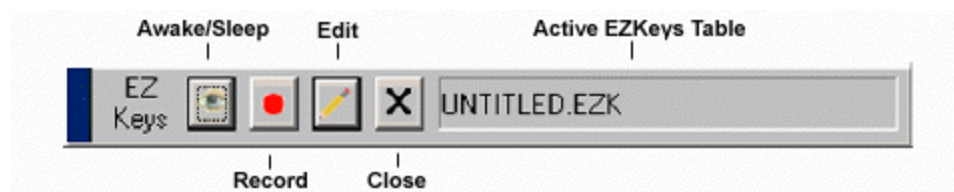
**Transition From EZKeys to Keyboard Maps and Macros****Step 1: Set the Keyboard Map**


Set the CAT4 kbd keyboard map as the default keyboard map. The CAT4 kbd keyboard map may contain several of the shortcuts you are accustomed to using allowing you to press the same key but without the Spacebar.


1. In Manage Jobs, press **Alt + t, o, e, a (Tools, Options, Edit, Advanced Edit)**. The Advanced Edit Options dialog box displays.
2. Under *Keyboard Map Options*, click **Default Keyboard Map**.
3. Click the down arrow and select **CAT4 kbd** from the list.
4. Press **Enter (OK)**.

**Step 2: Print EZKeys**

1. Determine the EZKeys you use regularly. You may be using EZKeys shortcuts for so long that the key pressed for a particular command is performed automatically. To print a list of your EZKeys:
2. From the Case CATalyst Function menu, select **EZKeys**. The EZKeys toolbar displays.



3. On the EZKeys Toolbar, click the **Edit** icon. The EZKeys dialog box displays.
4. Click the Open  icon. In the Open dialog box, navigate to desired EZKeys file (.ezk) and press **Enter (Open)**.

5. Click the Print  icon.
6. Close EZKeys. In the EZKeys dialog box, click the **Close** button.
7. On the EZKeys toolbar, click the **Close** icon.
8. Open a job in Edit and try each EZKeys on the printout to confirm the ones you regularly use.

### Step 3: Identify Similar Keyboard Map Commands


Determine which keyboard commands in the Case CATalyst CAT4 kbd keyboard map perform the same actions as your EZKeys shortcuts.

1. Open a job in Edit.
2. Test each of the EZKeys, one at a time by pressing the key without the Spacebar, to determine if an action similar to your EZKeys occurs. For example, you have an EZKeys, Spacebar + i, to move the cursor up one line. Press i without the Spacebar. The default command assigned to i in the CAT4 kbd keyboard map moves the cursor up one line. In another example, you have an EZKeys, Spacebar + f, to Search, press f without the Spacebar. The default command assigned to f initiates a search.

Create a list of keys that produce an action different than you expect. For example, you use the EZKeys, Spacebar + n, to open Vertical Notes, however, when you press "n," the default keyboard command moves the cursor down a page.

### Step 4: Assign preferred commands to keys

1. From the open job in Edit, double click **Kbd map: CAT4 kbd** on the Status Bar the bottom of the Edit screen. The CAT4 kbd keyboard map displays.
2. Scroll until you locate the first key on your list that did not perform the command desired.
3. With the key highlighted, press **Enter (Ctrl+m)**. The Assign Key to Function dialog box displays. Use the fields as necessary to make changes.

 Assign Key to Function Fields

#### Currently Assigned to

The keyboard function presently assigned to the key or key combination identified in the Key field.

#### Key

The Key field contains a list of keyboard keys. The options below the Key field indicate if the key is used alone or in conjunction with Ctrl, Shift, or Ctrl and Shift. The selected radio button designates the active key combination. You can assign a different keyboard function to each of the key combinations. For example, in the Default keyboard map, n alone displays the letter "n". **Ctrl + n** displays the View Vertical Notes feature. **Shift + n** displays a capital letter "N".

Select a key for assignment from the drop down list and then click the radio button next to one of the following: Key Only, Ctrl + Key, Shift + Key, Ctrl + Shift + Key. The keyboard function presently assigned for the selected key combination displays in the Currently Assigned to field. If no keyboard function is assigned, the field is blank.

When you assign a single key to invoke a command, consider assigning Shift plus the same key to the same command. This helps to prevent the possibility of invoking the capped version of a keyboard command when the Caps Lock is on.



**Restore Default Assignment**

Restore the default keyboard function assignment for the identified in the Key field. This only restores the default assignment for the current key.

**Filter by Category**

Click a category to display only the keyboard functions for the selected category in the Functions list. For example, you want to locate Move to next red squiggle, which is a Spell Check keyboard function. Select the Category, Spell Check to display a list of only the available Spell Check keyboard functions. Select All to display all the keyboard map functions available for assignment.

**Functions**

To change the keyboard function for the key in the Key field, highlight the desired keyboard function from the list. Recorded Macros display alphabetically at the end of end of the list in the MACROS section.

When you assign a key combination immediately after creating the macro, the newly created macro displays highlighted in the MACROS section.

**Search**

Display the Find dialog box to search for a specific keyboard function.

**Find Search Functions List**

1. Type a keyboard function name or portion of a name in the *Search for* field. To limit the search to a particular category, first select the category in the Filter by Category field and then select Search.
2. Select the direction to search.
3. Press **Enter (OK)**. To repeat the search, press **F3** to search forward or **Shift + F3** to search backward. If you limited the search by category for the desired keyboard function and it does not display in the list, the incorrect category was selected. For example, you select to filter by Punctuation for Move Word Left. This keyboard function is a Cursor action so Search does not locate it in the Punctuation category.

**Use Windows Default**

Use the Windows default keyboard assignment if your Windows Regional Language setting is set to a language other than English. For example, if French is selected as your Windows Regional and Language and the key assignment in the Keyboard Map is set to Windows default, the keyboard action follows the Windows default French language keyboard.

4. Press **Ctrl + s (File/Save)** to save the changes.
5. Click the tab for the open job in Edit and try the new key assignments.

**Step 5: Record and assign macros**

You may have some EZKeys that perform multiple commands. For example, you might have, Spacebar + x, to save and close the file in Edit. To create a keyboard assignment for multiple commands, it is necessary to create a [macro](#), a recorded series of keystrokes. Recording a macro is similar to recording an EZKey. Once you record the keystrokes, you name to the macro and then assign the macro to the desired keyboard command.

## NumberConversion.ini File

The NumberConversion.ini file contains formatting rules based on "keyword" word and number combinations that are used by the [Automatic Number Conversion](#) feature to convert numbers and words into specific formats. There is one NumberConversion.ini file per user when translating and editing. It is located in the System Files case. If you also use CATalyst BCS for captioning sessions, the captioning numberconversion.ini file is located in the Captioning case within the System Files case. If you need number conversion formats specifically to a case, you can create a [Case Numberconversion file](#).

Depending on the keyword, there may be multiple rules available depending on how you want the numbers converted. When you select a keyword, select a rule, then the comment section displays information as to how the number will convert. For example, each of the months of the year are keywords and there are four rule options available. Let's say the witness says, "I participated in a protest march one day during that week." You most likely would not want "march one" to change to March 1st in a situation like that so you would apply the {Match\_Case} rule to the month of March and probably May. A number conversion will only occur when CATalyst encounters numbers following "March" and "May" and not when "may" and "march" are followed by numbers.

### Example

The keyword "dollars" is associated with the number conversion rule for {MONEY}. This rule looks to the left of the keyword and inserts the dollar symbol when preceded by numbers and removes the word "dollars." When Automatic Number Conversion is active and you write "50 dollars," the result is "\$50."

### Example

The keyword "avenue" is associated with the number conversion rule for {ADDRESS}. This rule looks to the left of the keyword and caps up to two words when preceded by numbers. When Automatic Number Conversion is active and you write "1234 red pine avenue," the result is "1234 Red Pine Avenue."

### Example

The keywords "a.m." and "p.m." are associated with the number conversion rule for {TIME}. This rule dictates that a 3 or 4 digit number appears with a colon before the last two digits. When Automatic Number Conversion is active and you write eleven forty-five a.m., the rule for a.m. applies after translation, resulting in 11:45 a.m. If you write "315 a.m.," it converts to "3:15 a.m."

To open the NumberConversion.ini file, do one of the following:

- Press **Alt + f, o, i, n (File, Open, List/Table, Number Conversion)**.
- On the Case CATalyst Translate Options Input tab, click **numberconversion...** you will be prompted with the following message: *To view this file, the Translate dialog box needs to close. Apply changes and continue?* The default is set to Yes. If you press **Enter** or click Yes, any changes will be saved and the Translate dialog box will automatically close and the numberconversion file will open. If you click **No**, the message box closes and the Translate Input dialog box displays.



[Keyboard Map](#) Function: Open Number Conversion

## NumberConversion.ini File Overview

When you open the NumberConversion.ini file, the contents display in three columns: Keyword, Rule and Comment. The Keyword column indicates the keyword that you write; the rule column indicates the type of automatic number conversion instruction; and the Comment column briefly describes the function of the rule. You can sort the entries in ascending or descending order by clicking the desired column heading.

Keyword	Rule	Comment
a.m.	(TIME){1-12}	time before noon
abv	(STANDARD)	alcohol by volume eg 1% abv
abw	(STANDARD)	alcohol by weight eg 1% abw
acoustic ohm	(STANDARD)	measure of sound resistance
acoustic ohms	(STANDARD){PLURAL}	(plural) measure of sound resistance
acre	(STANDARD)	measure of real estate

Depending on your number writing style or theory, you may want to [modify](#) the NumberConversion.ini file to maximize the benefits of the Automatic Number Conversion feature. The NumberConversion.ini file comes with a default set of keyword entries. You can add, delete or modify entries to customize the file.

Keywords have a maximum length of 63 characters. If you create an entry for an existing keyword a message displays. When a duplicate keyword entry exists that can convert a number two different ways, the number conversion applies the last entry in the list. For example, you have the word "highway" listed as a keyword for {ADDRESS} rule. You also have the word "highway" listed as a keyword for {DIGITAFTER}{CAPWITHNUM} rule. You write "1234 rough old highway". The words "rough" and "old" are not capped because this uses the first format in the list. If you write "highway 66", highway is initial capped because it is the last entry. The result is Highway 66.

## Modify NumberConversion.ini File

The NumberConversion.ini file is located in your System Files case and contains keywords and rules when writing numbers and text that should be formatted a specific way. For example, let's say you have Automatic Number Conversion feature selected and you write "3 hundred thousand fifty two dollars." Automatic Number Conversion would convert that to "\$300,052".

Add, modify or remove entries from the NumberConversion.ini file.

You can also [change the font type and/or font size](#) to make the numberconversion file more readable.

## Add or Modify an Entry

- To open the NumberConversion.ini file, do one of the following:
  - Press **Alt + f, o, i, n** (**File, Open, List/Table, Number Conversion**).
  - On the Case CATalyst Translate Options Input tab, click **numberconversion...** *To view this file, the Translate dialog box needs to close. Apply changes and continue?* The default is set to Yes. If you press **Enter** or click Yes, any changes will be saved and the Translate Input dialog box will automatically close and the numberconversion file will open.
- The NumberConversion.ini contains three columns. The Keyword column lists the keyword for the automatic number conversion. This word has a maximum length of 63 characters. The Rule column

is the instruction for the keyword. The Comment column is a brief description of what is going to be the result of this entry.

Keyword	Rule	Comment
s.m.	(TIME)(1-12)	time before noon
abv	(STANDARD)	alcohol by volume eg 1% abv
abw	(STANDARD)	alcohol by weight eg 1% abw
acoustic ohm	(STANDARD)	measure of sound resistance
acoustic ohms	(STANDARD)(PLURAL)	(plural) measure of sound resistance
acre	(STANDARD)	measure of real estate

3. Do one of the following:

- Add Entry — Press **Ctrl + i (Edit/Insert)**. The Insert Entry dialog box displays.
- Modify Entry — Highlight the entry to modify and press **Ctrl + m (Edit/Modify)**. The Modify Entry dialog box displays.

4. Make entries as necessary:

### 5. **Keyword**

Type the word you want to associate to the rule. If you create a duplicate keyword entry, a message displays indicating a duplicate entry.

### **Rule**

Highlight the rule to associate with the keyword. Available options applicable to the rule display in the Options field.

### **Options**

Options applicable to the Rule selected display in this field. Highlight an option to select it.

### **Money Symbol**

This field displays when you select the {MONEY} rule. Depending on the Options selected, the following fields are available. Select one:

- Dollars [\$] — Select this option to include a dollar sign in the money conversion.
- Cents [¢] — Select this option to include a cents sign in the money conversion.
- Other — Select this option to include a customized symbol in the money conversion. Type a money symbol in the field. If you select the {MONEY}{MONEYSUFFIX} rule, then up to three characters that appear between the brackets in Other will display after the number with a space in between. For example, you select {MONEYSUFFIX} and Other and USD in the brackets. When you write "fifty dollars," automatic number conversion converts it to 50 USD.

### **Description**

A sample and brief description of how the selected rule with the selected option is applied.

### **Personal Comments**


Entry in this field is optional. Type any comments you want to note about your entry.

6. Press **Enter (OK)**.

7. Press **Ctrl + s (File/Save)** to save the file.

8. Press **Alt + f, x (File/Exit)** to exit the NumberConversion.ini file.




## **Remove an Entry**

1. To open the NumberConversion.ini file, do one of the following:
  - Press **Alt f, o, i, n** (**File/Open/List Table/Number Conversion**).
  - On the Case CATalyst Translate Options Input tab, click **numberconversion...** *To view this file, the Translate dialog box needs to close. Apply changes and continue?* The default is set to Yes. If you press **Enter** or click Yes, any changes will be saved and the Translate Input dialog box will automatically close and the numberconversion file will open.
2. Do one of the following:
  - To disable the number conversion keyword but leave it in the Numberconversion file in case you change your mind, highlight the entry and press **Ctrl + m**. The Modify Entry dialog box displays. In the Keyword field, type two forward slashes (**//**) in front of the keyword. For example, if the keyword is "drive," it will now look like **//drive.** (without the quotes.) This allows the entry to remain in the numberconversion file but is not active.
  - Highlight the entry you want to remove from the file and press **Delete** or click the Delete  icon.
3. Press **Enter** (**OK**).
4. Press **Ctrl + s** (**File/Save**) to save the file.
5. Press **Alt + f, x** (**File/Exit**) to exit the NumberConversion.ini file.

## Change NumberConversion.ini Fonts

The font type and size for the body and heading text in the NumberConversion.ini file are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u** (**File, Open, List/Table, NumberConversion**). The NumberConversion (.ini) table displays.
2. Do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font style.
  - Click the Font size icon (  ) to change the font size.
4. Closing the NumberConversion file saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Filter NumberConversion.ini File

The Filter feature allows you to limit the display of the NumberConversion.ini entries to specific Keyword, Rule or Comment. You can further customize the filtered display using additional criteria. Filter does not remove entries from the NumberConversion.ini file. All entries display when you apply the Unfilter feature. A filtered display is [searchable](#).

## Filter NumberConversion.ini Entries

1. Press **Ctrl + y (View/Filter)**. The Filter dialog box displays.
2. Make necessary entries:

### Filter

#### Keyword

Filter on a specific word or words in the *Keyword* field. Type the text in the field. To filter on a specific type of *Key word*, check the option, **Entry Type**, and select a type from the drop down list.

#### Rule

Filter on a specific rule. Type the text.

#### Comment

Filter on specific text in the *Comment* field. Type the text. To filter on a specific type of Comment, check the option, **Entry Type**, and select a type from the drop down list.

#### Entry Type

Filter on text by entry type. Select an entry type from the drop down list. This option is available when filtering by *Keyword* or by *Comment*.

#### Case Sensitive

Filter on the text identified in the field, as it is typed in upper and lower case. If you do not select Case Sensitive, the filter includes all words containing the indicated characters, regardless of the case typed into the field.

#### Whole Word

Filter only on whole words that match the text typed in the field. When Whole Word is not selected, the search finds the word both as it stands alone and as part of another word.

### Location

Select the filter parameter:

#### Exact Match

Filter on text that matches the text in the field exactly as it is entered.

#### Begins With

Filter on text that begins with the text entered in the field.

#### Ends With

Filter on text that ends with the text entered in the field.

#### Contains

Filter on text that contains, anywhere in the entry, the text entered in the field.

3. Press **Enter (OK)**. The Filter dialog box closes and the screen displays the filtered entries. If no entry matches the filter criteria, a message displays.

If you search within a filtered display, the search is limited to the filtered entries. If your search cannot locate the desired entry, unfilter the display or filter by different criteria.

4. Press **Alt + v, u (View/Unfilter)** to redisplay all the entries. If you close the NumberConversion.ini file in a filtered display, all entries display when you open the file.

## Search NumberConversion.ini File

Search allows you to locate a word or words in the NumberConversion.ini File. You can locate information in the Keyword, Rule and Alternate Suggestions columns, searching forward or backward for a whole word, part of a word or a phrase. Once a searched entry displays, press F3 to search for the next occurrence or Shift + F3 to search backward for a previous occurrence.

### Search

1. To open the NumberConversion.ini file, do one of the following:
  - Press **Alt f, o, i, n (File/Open/List Table/Number Conversion)**.
  - On the Case CATalyst Translate Options Input tab, click **numberconversion**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.
2. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
3. Make necessary entries:
4. **Search**

Type the text you want to locate in the field. Use the remaining options, as necessary.

#### Entry Type

Check this box to limit the search to include one of the following criteria. From the drop down list in the Search field, select one of the following criteria:

- Numbers — The first entry that contains numbers.
- All Capped — The first entry that contains all capped text.
- Contains capped — The first entry that contains at least one capital letter.
- Phrase — The first entry that contains two or more words separated by a space.
- Contains punctuation — The first entry that contains punctuation.
- Numeral Words — The first entry that contains number words.

#### Case Sensitive

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This field is unavailable when you select to search by Entry Type.

#### Whole Word

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This field is unavailable when you select to search by Entry Type.

#### Location

Limit the search to include one of the following criteria. These fields are unavailable when you select to search by Entry Type.

### **Exact Match**

Search for entries that exactly match the text entered in the Search field.

### **Begins With**

Search for entries that begin with the text entered in the Search field.

### **Ends With**

Search for entries that end with the text entered in the Search field.

### **Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

### **Direction**

Select one of the following:

#### **Forward**

Search forward from the cursor position to the end of the table.

#### **Backward**

Search backward from the cursor position to the beginning of the table.

5. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
6. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

## **Search and Replace NumberConversion.ini Entries**

Search and Replace allows you to search for and replace words in the Keyword or Comments column of a NumberConversion.ini entry. You can search forward or backward. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

### **Search and Replace**

1. To open the NumberConversion.ini file, do one of the following:
  - Press **Alt f, o, i, n (File/Open/List Table/Number Conversion)**.
  - On the Case CATalyst Translate Options Input tab, click **numberconversion**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file. Be sure you are in your User name.
2. Press **Alt + e, e (Edit/Search and Replace)**. The Search and Replace dialog box displays.
3. Make necessary entries:

#### **Search**

Type the text you want to locate in the field. Use the remaining options, as necessary.

#### **Case Sensitive**



Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

**Whole Word**

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word.

**Location****Exact Match**

Search for entries that exactly match the text entered in the Search field.

**Begins With**

Search for entries that begin with the text entered in the Search field.

**Ends With**

Search for entries that end with the text entered in the Search field.

**Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

**Direction**

Select one of the following:

**Forward**

Search forward from the cursor position to the end of the table. A confirmation message displays for each possible replacement.

**Backward**

Search backward from the cursor position to the beginning of the table. A confirmation message displays for each possible replacement.

**Replace With**

Type the replacement text for the entry in the Search field.

4. Press **Enter (OK)** to start the search.
5. When a match is found, the Confirm dialog box displays with the Original word and the Replacement word. Select one of the following:

**Yes**

Apply the replacement to this occurrence and search for any other occurrence.

**Yes To All**

Apply the replacement to all occurrences of the Original word.

**Goto Next**

Do not apply the replacement to this occurrence and search for any other occurrence.

**Done**

Do not apply the replacement to any occurrences and close the Confirm dialog box.

## Case Numberconversion file

Have you ever needed a slightly different number conversion format for a series of jobs but didn't really want to change your Numberconversion file just for these jobs? You can copy your NumberConversion.ini file to a Case, modify, delete or insert a conversion format and when an automatic number conversion takes place, it will be using the NumberConversion.ini file in the Case and not the one in the System File case. Let's say you are reporting a series of depositions concerning articles in a city and community environment. When they refer to a city article reference, the number should be a Roman numeral. When referring to a community article, it should be a digit. You copy your Numberconversion file from your System Files folder to your current case and then modify the Numberconversion file in the case to have "City Article" followed by a number convert to a Roman numeral and "Community Article" followed by a number convert to a digit. If there are any future jobs in this case, you won't have to modify the Numberconversion file in this case for these two article conversions formats.

If you copy your NumberConversion.ini file to the Case, modify the case's NumberConversion.ini file to convert numbers/words very specific to the job/case, it does not affect number conversions in all your other jobs outside of this case. This feature is only available for regular translate and not CATalyst BCS and captioning files.

If you select File, Open, List/Table, NumberConversion, your System Files NumberConversion file displays. When you open the Case NumberConversion file, it opens in Notepad or your default text editor. Editing this way is fine. However, if you have trouble editing within Notepad, do the following: In the System Files case, copy your NumberConversion file to the System Files location and name it Default NumberConversion (or another name). Open your original NumberConversion file and make the necessary changes and save it. Move that file to the case where you want the specific number conversion rules. In the System Files case, rename the Default NumberConversion file (or whatever you named your file) back to the original NumberConversion.

### To copy your System Files NumberConversion.ini to a Case:

- Highlight the NumberConversion file in your System Files case.
- Press Ctrl + c, the Copy dialog box displays with the NumberConversion file selected.
- In the upper, right-hand corner make sure the Keep Case Structure option is deselected.
- In the user box below, highlight the Case name you want to copy the numberconversion to and click OK.

When looking at a Job History file where a numberconversion file was copied to the case, the Translate tab will reflect Files Used verses Dictionary Used and will list the Case Numberconversion file along with all the names of the dictionaries used to translate the file. If a file was translated without a case specific numberconversion file, the Translate tab will reflect Dictionaries Used and list all the names of the dictionaries used to translate the file.

## Personal Globals Table

Use the Personal Globals table to build a list of mistyped words that automatically corrects typed words while editing. For example, when you are typing quickly, because you missed the word "the," while writing and now you type "teh" instead, the Personal Global table would be automatically correct "teh" when you pressed the Spacebar. The default Personal Global table contains an entry with the incorrect spelling of "teh" and the correct spelling "the." Each entry in the Personal Global table contains the text you may incorrectly type along with the text that automatically replaces the incorrectly typed word or words.

EZ Choice and Second Choice are translation features that resolve conflicts. You can include conflicts for correction in the Personal Globals table to resolve occurrences for a conflict while editing. For example, the Personal Global table contains the entry, "interpreted ^ by ^ bye" with the correction of "interpreted by." Use the Case CATalyst [Apply Personal Globals](#) feature to quickly apply the Personal Globals to the file.

A Personal Global entry that automatically corrects a word or words while editing, is placed in the Global Table for that job. Only Personal Global entries used in the job display in the Global Table. If you open the Personal Globals table while editing and modify an entry that has already been used in the current job, the global remains active in the job. To deactivate the global, open the Global Table for the job and [delete](#) it.

You can also 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.

By default, the *Use Personal Globals* option is active. Case CATalyst automatically corrects typed words while editing. You can change the default in [Advanced Global Options](#).

Case CATalyst comes with a default list of Personal Globals that you can [modify](#). The [font and font size for the Personal Global table](#) list and headings are customizable. If you make changes to the Personal Globals table while editing, the changes apply in Edit once you save the table. The Personal Globals table is stored in the System Files case.

To access the Personal Globals table, press **Alt + f, o, i, g** (**File/Open/List/Table/Personal Globals**).



[Keyboard Map](#) Function: Open Personal Globals

## Insert/Modify Personal Globals

The Personal Global table contains entries used to automatically correct typed text while editing. You can add and modify entries. You can also 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.

## Modify the Personal Globals List

1. From anywhere in Case CATalyst, press **Alt + f, o, i, g** (**File/Open/List/Table/Personal Globals**). The Personal Globals table displays.
2. Do one of the following:
  - Press **Ctrl + i** (**Edit/Insert**) to add a new entry. The Insert Personal Global Entry dialog box displays.
  - Highlight an entry to modify. If necessary, You can use the [Search](#) and [Filter](#) features to quickly locate entries in the table. Press **Ctrl + m** (**Edit/Modify**). The Modify Personal Global Entry dialog box displays.
3. Make necessary entries:

### Match Text

Type the text you want Case CATalyst to replace. For example, let's say you sometimes type "hvæ" instead of "have." You would type **hvæ** as the text that needs to be matched.

### FS

Display the list of available [format symbols](#). To always display the format symbol list, check the box, Always Show Format Symbols. Double click the format symbol to insert. You can insert a format symbol at any point in the *Match Text* entry.

### Insert Field

Display the [Insert Field](#) dialog box from which you can select a field to insert into the *MatchText* entry.

### Case Sensitive

Check this box to create a Personal Global for text based on the case of the entry in the *Match Text* field. For example, you tend to type, "Your Honor." In the *Match Text* field, type, "Honor" and check the *Case Sensitive* option. The Case Sensitive option is not remembered when inserting the next entry.

### Replacement Text

Type the correct spelling of the word. For example, type **have**.

### FS

Display the list of available [format symbols](#). To always display the format symbol list, check the box, Always Show Format Symbols. Double click the format symbol to insert. You can insert a format symbol at any point in the *Replacement Text* entry.

### Insert Field




Display the [Insert Field](#) dialog box from which you can select a field to insert into the *Replacement Text*.

4. Press **Enter (OK)**.
5. When finished making changes, press **Ctrl + s** (**File/Save**) to save the file.

## Modify Personal Globals Table Fonts

The font type and size for the body and heading text in the Personal Globals table are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font

1. Press **Alt + f, o, i, u** (**File, Open, List/Table, Personal Globals**). The Personal Globals (.sgpgb) table displays.
2. Do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the Personal Globals file saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Search Personal Globals Table

Search allows you to locate text or a specific entry type in the Personal Globals table. You can search forward or backward for a whole word, part of a word, or multiple words. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

### Search the Personal Globals Table

1. From anywhere in Case CATalyst, press **Alt + f, o, i, g** (**File/Open/List/Table/Personal Globals**). The Personal Globals table displays.
2. Press **Ctrl + f** (**Edit/Search**). The Search dialog box displays.
3. Select the method by which you want to search the Personal Globals table.

#### Specific Text

Search by specific text. In the *Search* field, type the text you want to find.

#### Entry Type

Check this box to search by entry type. Case CATalyst searches all the columns for entries that contain selected entry type. Click the down arrow to select an entry type from the list:

##### Numbers

The first entry that contains numbers.

##### All Capped

The first entry that contains all capped text.

##### Contains capped

The first entry that contains at least one capital letter.

**Phrase**

The first entry that contains two or more words separated by a space.

**Contains punctuation**

The first entry that contains punctuation.

**Numeral Words**

The first entry that contain a word number including hundred, thousand, million, etc.

4. Use the remaining fields as necessary:

**Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the *Search* field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This option is unavailable when searching by *Entry Type*.

**Whole Word**

Search only for the words that match the text typed in the *Search* field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This option is unavailable when searching by *Entry Type*.

**Location**

Select search parameters. This option is unavailable when searching by *Entry Type*.

**Exact Match**

Search for entries that exactly match the text entered in the *Search* field.

**Begins With**

Search for entries that begin with the text entered in the *Search* field.

**Ends With**

Search for entries that end with the text entered in the *Search* field.

**Contains**

Search for entries that contain, anywhere in the entry, the text entered in the *Search* field.

**Direction**

Select the direction for the search.

**Forward**

Search forward, from the cursor position to the end of the file.

**Backward**

Search backward, from the cursor position to the beginning of the file.

5. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
6. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

## Filter Personal Globals Entries

The Filter feature allows you to customize the display of Personal Global entries using specific criteria. You can select entries to display according to Match text, Replacement text or Entry Type, such as a number or all capped words. A filtered display is [searchable](#).

Filter does not remove entries from the Personal Globals table. All entries display when you return to Full Display. To delete entries from the table, highlight the entries and use the Delete command.

### Filter Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, i, g** (**File/Open/List/Table/Personal Globals**). The Personal Globals table displays.
2. Press **Ctrl + y** (**View/Filter**). The Filter dialog box displays.
3. Make necessary entries:

#### Match Text

Filter by *Match Text*. Type the text in the field. This is the text you want Case CATalyst to replace. For example, type "hvæ" to display all entries that include the text "hvæ."

#### Replacement Text

Filter by *Replacement Text*. Type the text. This is the correct spelling of the word. For example, type "have" to display all entries that include the text "have."

#### Entry Type

Filter by entry type, displaying only entries that contain the entry type selected. Click the arrow to select an entry type.

#### Entry Types

##### Numbers

All entries that contains numbers.

##### All Capped

All entries that contains all capped text.

##### Contains capped

All entries that contains at least one capital letter.

##### Phrase

All entries that contains two or more words separated by a space.

##### Contains punctuation

All entries that contains punctuation.

##### Numerical Words

All entries that contain a word number including hundred, thousand, million, etc.

#### Case Sensitive

Check this box to limit the filter based on the upper and lower case letters of text typed in the *Filter* field. If you do not select Case Sensitive, the Filter displays all words containing the indicated characters, regardless of the case typed into the field. This options is unavailable when filtering by *Entry Type*.

#### **Whole Word**

Filter only the words that match the text typed in the *Filter* field. If you do not select Whole Word, the Filter displays words that both stand alone and as part of another word. This option is unavailable when filtering by *Entry Type*.

#### **Location**

Select filter parameters. This option is unavailable when filtering by *Entry Type*.

##### **Exact Match**

All entries that exactly match the steno or text entered in the Filter field.

##### **Begins With**

All entries that begin with the text entered in the *Filter* field.

##### **Ends With**

All entries that end with the text entered in the *Filter* field.

##### **Contains**

All entries that contain, anywhere in the entry, the text entered in the *Filter* field.

4. Press **Enter (OK)** to filter the entries. If no match is found, a message displays. If you search within a filtered display, the search is limited to the filtered entries. If your search cannot locate the entry, unfilter the display or filter by different criteria.
5. Press **Alt + v, u (View/Unfilter)** to redisplay all the entries. If you close the Personal Globals table in a filtered display, all entries display when you open the table.

### **Add E-Defines from Global Table**

You can add E-Defines from other Global tables to your Personal Global table. For example, some reporters, before the Personal Global table was available, created a global table of E-defines and applied it to every job. If you have a global table specially for correcting typos, you might want to add those E-defines to your Personal Global table.

#### **Add E-Defines**

1. From anywhere in Case CATalyst, press **Alt + f, o, i, g (File/Open/List/Table/Personal Globals)**. The Personal Globals table displays.
2. Select **Edit/Add E-defines from Global Table**. The Browse for Global Table dialog box displays.
3. Select the file name that contains the E-defines you want to add and click **Open**. The Select E-defines to add to Personal Globals dialog box displays. Only E-Defines that are not already a part of your Personal Globals table show.
4. Do one of the following:
  - Press the Spacebar to select or deselect individual E-Defines. Use the Up and Down Arrows to move from global to global.
  - Choose all the globals, click **Select All**.



- When finished, click **OK** to add the selected E-Defines to the Personal Globals file.

## Add Autocorrect Entries from Wordlist

Wordlist Autocorrect entries are part of the Case CATalyst [Spell Check](#) and CATalyst BCS Spell Check feature. You can have Spell Check automatically change a word in the transcript to the correct word when spell checking when you put the incorrect word in a wordlist and use the Autocorrect option. For example, let's say you often type "teh" for "the." You put "teh" in your Personal Wordlist and then set it to auto correct to the word "the." You can now add all the "autocorrect" entries in a wordlist to your Personal Global table.

### Add Autocorrect entries from a Wordlist to the Personal Global table

- Press **Alt + f, o, i, g** (**File/Open/List/Table/Personal Globals**). The Personal Globals table displays.
- Select **Edit/Add Autocorrect Entries from Wordlist**. The Browse for Wordlist dialog box displays.
- Select the file name that contains the Autocorrect entries you want to add and click **Open**. A message displays indicating the number of entries added to the Personal Globals table.

## Phonetic Table

The Phonetic Table contains steno outlines and phonetic text equivalents. When the Advanced Translate option, [Phonetic untranslates display as words](#) is set to **No** and you select the [Phonetic Translation](#) option or use the [Toggle Phonetic Mode](#) during realtime, steno outlines normally displayed as untranslates translate phonetically based on the text equivalent entry in the Phonetic Table.

Each user has a Phonetic Table located in the System Files case. The default Phonetic Table contains 60 text equivalent entries in all capital letters. You can change the entries to use lower case. Stenograph recommends you review entries in the Phonetic Table and modify them according to your writing style. The Phonetic Table is not accessible in CATalyst BCS during an active session.

### Example

The proceedings include the name Jaymes. If no dictionary entry for the steno SKWRAEUPLZ exists, the steno outline displays as an untranslate. Using the Phonetic Table, each steno combination matches to the text equivalent. The result displays as JAIMZ in the transcript instead of SKWRAEUPLZ, as shown:

SKWR = J

A = A

EU = I

PL = M

-Z = Z

When the Advanced Translate option, [Phonetic untranslates display as words](#) is set to **Yes**, Case CATalyst use a phonetic algorithmic logic to determine the intended pronunciation. The Phonetic Table is not used.

Phonetically translated words appear in the selected untranslate color. If your [Scan For Options](#) are set to stop on untranslates, then **F8 (Scan)** and **Shift + F8 (Scan Backward)** stop on phonetically translated words.

## Modify Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, i, p** (**File/Open/List/Table/Phonetic Table**). The Phonetic Table displays.

2. Do **any** of the following:

### Insert an Entry

Press **Ctrl + i** (**Edit/Insert**). The Insert Entry dialog box displays with empty Steno and Text fields.

### Modify an Entry

Highlight the entry you want to modify. Press **Ctrl + m** (**Edit/Modify**). The Modify Entry Dialog box displays with the steno and text.

### Delete an Entry

Highlight the entry and press **Delete**. A confirmation message displays. Press **Enter**.

3. Make entries as necessary:

### Steno

Type new or modify existing steno outlines. Type a - (hyphen) before the steno outline to indicate final steno (right bank). If you want to stay consistent with the default entries, type the text in capital letters. The *Steno is invalid.* message displays if no steno characters are in the Steno field when inserted or modified.

### Text


Type a new or modify the existing text equivalent or phonetic sound for the steno outline. The text characters are limited to 11 characters. Although more than 11 characters can be typed in the Text field, when the entry is inserted or modified, the *Text is too long.* message displays. The Text field also cannot include spaces. If the Text field contains at least one space, the *No spaces allowed.* message displays when the entry is inserted or modified. The user will need to adjust the Text field characters to eliminate the messages.

4. Press **Enter** (**OK**). To exit the Insert dialog box, press **Esc** (**Cancel**).
5. Press **Ctrl + s** (**File/Save**) to save the changes.



## Change Phonetic Table Font

The font type and size for the body and heading text in the Phonetic Table are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u** (**File, Open, List/Table, Phonetic Table**).
2. When the phonetic table displays, do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.

3. Do any of the following:

- Click the Font style icon () to change the font type.
- Click the Font size icon () to change the font size.

4. Closing the Phonetic Table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Prefixsuffixrules File

The Prefixsuffixrules.ini file contains spelling rules that enhance prefix and suffix handling when using the Case CATalyst and CATalyst BCS EZ Link translate option and the Case CATalyst [QuickFix Prefix](#) and [QuickFix Suffix](#) Edit features. The Prefixsuffixrules files allows you to customize the handling of prefixes and suffixes beyond the normal spelling rules. For example, the basic spelling rule when adding a 's' to a word ends in 'y' is to change the 'y' to 'i' and add 'es'. An exception is when the base word ends in a 'f', the rule is to change the 'f' to 'v' and add es. The Prefixsuffixrules file allows you create exceptions to the basic rules.

A starter Prefixsuffixrules.ini provided with Case CATalyst contains samples rules. The starter Prefixsuffixrules.ini file is automatically loaded when you install Case CATalyst, only if one does not already exist in the System Files case. You can [modify](#) the starter file. The Prefixsuffixrules.ini file must reside in the System Files case. Do not change the name or location of this file. Changing the name or location disables the feature.

### Example

You have an entry that contains the following series of rules:

```
^s=s,es,^[y]ies,^[f]ves,^[fe]ves,^[ies]y,^[ches]ch,^[shes]sh,^[xes]x,^[ses]s,^[ves]fe,^[ves]f,^[s],^[es]
```

You write steno defined as "shelf" and "{Suffix}s"

Case CATalyst analyzes the word using first rule, ^s which means *delete the last character and add 's'*. The result is "shels" which is not a valid word. Case CATalyst continues the analysis using the second rule, ^[y]ies which means *if the word ends in 'y', remove the 'y' and add 'ies'*. The word doesn't end in 'y' so the rule is ignored. Case CATalyst continues the analysis using the third rule, ^[f]ves. The result is "shelves". This is a correct spelling. Case CATalyst stops the analysis.

## Modify the Prefixsuffixrules File

The [Prefixsuffixrules.ini](#) file is used in conjunction with the Translate's EZ Link feature. The Prefixsuffixrules files allows you to customize how prefix and suffixes are handled. You can modify the Prefixsuffixrules file by opening the file in Notepad. Punctuation symbols are used to identify prefix or suffix rules. Use the following guidelines to create new or modify existing rules in the Prefixsuffixrules.ini file. A single prefix or suffix may have multiple rules but once spell check recognizes the root word with the prefix or suffix, EZ Link ignores the rest of the rules. Multiple rules in an entry are separated by commas. Do not use spaces. For example, ^on=&on,^on,on

Do not change the name or location of this file. Changing the name or location disables the feature.

## Modify the File

To modify the prefixsuffixrules.ini file:

1. Be sure you are in your User name.

2. From Manage Jobs, open the **System Files** case.
3. Double click the **Prefixsuffixrules.ini** file. The Prefixsuffixrules.ini file displays in Notepad or Word Pad.
4. Do any of the following:

**Add an entry**

Press **Enter** to add a blank line. Position your cursor on the blank line and type the prefix or suffix information. Type a comma between each rule. Do not use a space.

**Add a rule to an entry**

Locate the prefix or suffix and type the entry using a comma to separate each entry.

**Modify an entry**

Locate the entry to modify and make necessary changes.

**Delete an entry**

To delete all the rules in an entry, highlight all the rules on the line and press **Delete**. Delete the blank line if one is left.

5. Press **Ctrl + s** (**File/Save**).
6. Press **Alt + f, x** (**File/Exit**).

**Default Prefixsuffixrules Rules**

Symbol	Action Taken	Result
^ plus suffix e.g. ^ing	Drop the last letter of root word and attached the suffix.	date + {Suffix}ing = dating
^^ plus suffix e.g. ^^ing	Drop the last two letters of root word and attach the suffix.	dates + {Suffix}ing = dating
& plus suffix e.g. &ing	Double the last letter of root word and attach the suffix.	run + {Suffix}ing = running
no symbol e.g. ing	Add the suffix to the root word.	bark + {Suffix}ing = barking
^[letter]suffix e.g. ^[c]cally	Apply the rule only to words that end in the letter or letters specified in the brackets and attach the suffix.	frantic+{Suffix}cally = frantically
multiple rule example	^able=&ible,&able,ible,able,^[e]able,^[e]ible,^[y]iable	

prefix plus ^ e.g. a^	Add the prefix to beginning of root word	a{Prefix} + way = away
prefix-^ e.g. pre-^	Indicates prefix may or may not be hyphenated	pre{Prefix}+ serve = preserve pre{Prefix}+ planned = pre-planned
prefix-^=option1, option2 e.g. dis-^=dis,dys	Add the correct prefix based on the root word	dis{Prefix}+functional = dysfunctional dis{Prefix}+allow = disallow
		The text portion of the dictionary entry is defined as: dis-{Prefix}.

## Steno Shortcut Table

Case CATalyst uses the Steno Shortcut Table to convert keyboard characters you type in the *Steno* field of a dialog box into steno equivalents. For example, if you type the word James in the *Steno* field of a dictionary Insert dialog box, the steno SKWRAEUPLS automatically displays based on the default entries in the Steno Shortcut Table.

The predefined Steno Shortcut Table contains initial (left side) and final (right side) steno equivalents for each alphabetic character. It also contains the steno equivalent for a comma (,), question mark (?), asterisk (\*), and a period (.). Since all steno theories differ, Stenograph recommends you review the Steno Shortcut Table to delete entries that are incorrect, insert new entries, and [modify any existing](#) entries.

Each user has a Steno Shortcut Table. It is located in the System Files case.

To open the Steno Shortcut Table, press **Alt + f, o, i, s** (**File/Open/List/Table/Steno Shortcut Table**).

## Delete a Steno Shortcut Table Entry

The Undo command is not available when you delete entries in the Steno Shortcut table. You can, however, exit the file without saving.

1. From anywhere in Case CATalyst, press **Alt + f, o, i, s** (**File/Open/List/Table/Steno Shortcut Table**). The Steno Shortcut Table displays.
2. Do **one** of the following to select entries for deletion:

### Select one entry at a time

Highlight the entry.

### Select specific entries

Press and hold **Ctrl** while you click the individual entries to highlight.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry. Press and hold **Shift**, while you click the last entry you want to delete. All the entries in-between highlight.

3. Press **Delete**.
4. Press **Ctrl + s** (**File/Save**) to save the changes.

## Insert Steno Shortcut Table Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, i, s** (**File/Open/List/Table/Steno Shortcut Table**). The Steno Shortcut Table displays.
2. Press **Ctrl + i**. The Insert Steno Shortcut dialog box displays.
3. Make entries:

### Key

Type the text character on the computer keyboard.

### Position

Select **one** of the following:

#### Initial

Select Initial if the character and steno is for the initial (left) side of the steno keyboard. Use Initial for the vowels, A and O.

#### Final

Select Final if the character and steno is for the final (right) side of the steno keyboard. Use Final for the vowels E and U.

### Steno

Type the steno outline you want to generate when you type the associated key on the computer keyboard.

4. Press **Enter** (**OK**) to add the entry to the table.
5. Press **Ctrl + s** (**File/Save**) to save the file.

## Modify Steno Shortcut Table Entries

1. From anywhere in Case CATalyst, press **Alt + f, o, i, s** (**File/Open/List/Table/Steno Shortcut Table**). The Steno Shortcut Table displays.
2. Highlight the entry you want to modify and press **Ctrl + m**. The Modify Steno Shortcut dialog box displays. You can change the steno and position from the Modify dialog box.
3. Make changes as necessary:

### Key

The text character on the computer keyboard. When modifying an entry, this field is not accessible. To change the Key, you must delete the entry and use the Insert command to add a new entry.

### Position

Select **one** of the following:

#### Initial

Select Initial if the character and steno is for the initial side of the steno keyboard.

#### Final

Select Final if the character and steno is for the final side of the steno keyboard.

### Steno




Type the steno outline you want to generate when you type the associated key on the computer keyboard.

4. Press **Ctrl + s (File/Save)** to save the file.

## Change Steno Shortcut Table font

The font type and size for the body and heading text in the Steno Shortcut Table are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u (File, Open, List/Table, Steno Shortucut Table)**.
2. When the steno shortcut table displays, do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the Steno Shortcut Table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## User Definitions Table

The User Definitions table, UserDefinitions.sgudf, works in conjunction with Spell Check allowing you to [add](#) a word with comments, definitions or alternate word Suggestions accessible from the Spell Check or Spelling Lookup dialog boxes. There is one User Definitions Table per user. It is stored in the User's System Files case.

When you add a word to the User Definitions table and add the same word to a Wordlist set to Suggest, Spell Check stops on the word which displays with a Red Squiggle. Alternate words set in the User Definitions table display in the Spell check Suggestions list. Clicking the User Def button, you can view the comment or definition for the word.

If the word from the User Definitions table is spelled correctly or in a wordlist and the Suggest attribute is not set for that word in a wordlist, Spell Check does not stop on the word. Use the Spelling Lookup feature to access any alternate suggestions. Clicking the User Def button displays the customized definition if one exists.

### Example

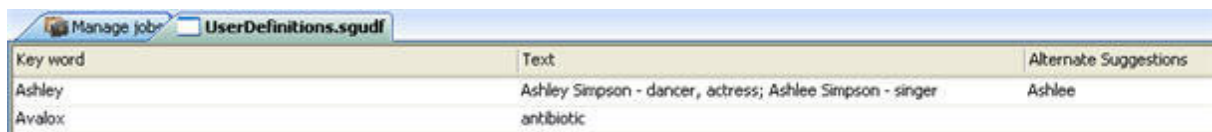
Using the User Definitions Table, add a word to a wordlist and create a comment. For example, you come across the name "Ashley" and want to add an alternate spelling and comment to the wordlist identifying the different spellings of celebrity Ashley. In the User Definitions Table you add the word "Ashley," with "Ashley Simpson, dancer; actress"; Ashlee Simpson, singer" as the comment and "Ashlee" as the alternate spelling, as shown below:

Manage job: UserDefinitions.sgudf		
Key word	Text	Alternate Suggestions
Ashley	Ashley Simpson - dancer, actress; Ashlee Simpson - singer	Ashlee

You then add the word "Ashley" to your Personal or Job Wordlist and set it to Suggest the word "Ashlee." When Spell Check stops on the occurrence of Ashley in the job, it suggests "Ashlee." Click the User Def button in the Spell Check dialog box to view the comment associated with Ashley and determine the correct spelling for the person mentioned in the job.

### Example

The User Definitions Table can also be used to add a customized definition for a word in the Personal or Job wordlist. The customized definition might be for a word a definition is not available or an existing definition for which you need additional clarification. For example, the word Avalox occurs in several medical depositions. You add the word "Avalox" with the definition "antibiotic" to help identify the correct word as shown below.



Key word	Text	Alternate Suggestions
Ashley	Ashley Simpson - dancer, actress; Ashlee Simpson - singer	Ashlee
Avalox	antibiotic	

The word "Avalox" is spelled correctly. It is not in a wordlist and Spell Check does not stop on it. Invoke Spelling Lookup and click on the User Def button to access the definition.

You can change the [font type and/or font size in the User Definitions Table](#) to make it more readable.

## Add/Modify User Definitions

You can add, modify and delete entries from the User Definitions table. There is one User Definitions Table per user. It is stored in the User's System Files case. The [font size can be change](#) to make it more readable.

### Add or Modify a User Definitions Entry

1. Press **Alt + f, o, i, u** (**File/Open/List Table/User Definitions Table**). The UserDefinitions.sgudf. file displays.
2. Do one of the following:
  - Press **Ctrl + i** (**Edit/Insert**) to add a new user definition. The Insert User Definition dialog box displays.
  - Highlight an entry to modify. If necessary, use [Search](#) to help locate the entry. Press **Ctrl + m** (**Edit/Modify**). The Modify User Definition dialog box displays.
3. Make necessary entries:

#### Keyword

Type the word to which you want to add a definition or comment.

#### Definition

Type the text that displays when you press the User Definitions button during Spell Check or Spelling Lookup.

#### Alternates

Add, modify or delete alternate words for the Keyword. These words display in the Spell Check dialog box as Suggestions.



**New**

Type a word in the blank field that displays. To modify a word, double click on it and type the change.

**Delete**

Delete a word from the list. Highlight a word and click the **Delete** icon.

**Move Up**


Move the word up in the Suggestion list. Highlight the name and click the **Move Up** icon.

**Move Down**

Move the word down in the Suggestion list. Highlight the name and click the **Move Down** icon.

4. Press **Enter (OK)** to add the word to the User Definitions table.
5. Press **Ctrl + s (File/Save)** to save the changes to the User Definitions table.
6. Press **Ctrl + F4**, to close the User Definitions table.

## Delete an Entry from the User Definitions Table


1. Press **Alt + f, o, i, u (File/Open/List Table/User Definitions Table)**. The UserDefinitions.sgudf table displays.
2. Highlight an entry to delete. If necessary, use [Search](#) to help locate the entry. Click the **Delete**  icon. A message displays prompting you to confirm the deletion.
3. Press **Enter (OK)** to delete the entry.
4. Press **Ctrl + s (File/Save)** to save the changes to the User Definitions table.
5. Press **Ctrl + F4**, to close the User Definitions table.

## Change User Definitions Table Fonts

The font type and size for the body and heading text in the User Definitions table are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u (File, Open, List Table, User Definitions Table)**. The UserDefinitions (.sgudf) table displays.
2. Do any of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font style.

- Click the Font size icon (  ) to change the font size.
4. Closing the User Definitions Table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Filter User Definitions Table

The Filter feature allows you to limit the display of the User Definitions Table entries to specific Key word, Text or Alternate Suggestion. You can further customize the filtered display using additional criteria. Filter does not remove entries from the User Definitions Table. All entries display when you apply the Unfilter feature. A filtered display is [searchable](#).

## Filter Keyboard Functions

1. Press **Ctrl + y (View/Filter)**. The Filter dialog box displays.
2. Make necessary entries:

### Filter

#### Key word

Filter on a specific word or words in the *Key word* field. Type the text in the field. To filter on a specific type of *Key word*, check the option, **Entry Type**, and select a type from the drop down list.

#### Text

Filter on specific text the *Text* field. Type the text. To filter on a specific type of *Text*, check the option, **Entry Type**, and select a type from the drop down list.

#### Alternate Suggestion

Filter on specific text in the *Alternate Suggestion* field. Type the text. To filter on a specific type of *Alternate Suggestion*, check the option, **Entry Type**, and select a type from the drop down list.

#### Entry Type

Filter the display by entry type. Select an entry type from the drop down list.

#### Case Sensitive

Filter on the text identified in the field, as it is typed in upper and lower case. If you do not select Case Sensitive, the filter includes all words containing the indicated characters, regardless of the case typed into the field.

#### Whole Word

Filter only on whole words that match the text typed in the field. When Whole Word is not selected, the search finds the word both as it stands alone and as part of another word.

### Location

Select the filter parameter. This option is unavailable when filtering by *Entry Type*.

#### Exact Match

Filter on text that matches the text in the field exactly as it is entered.

**Begins With**

Filter on text that begins with the text entered in the field.

**Ends With**

Filter on text that ends with the text entered in the field.

**Contains**

Filter on text that contains, anywhere in the entry, the text entered in the field.

3. Press **Enter (OK)**. The Filter dialog box closes and the screen displays the filtered entries. If no entry matches the filter criteria, a message displays.

If you search within a filtered display, the search is limited to the filtered entries. If your search cannot locate the desired entry, unfilter the display or filter by different criteria.

4. To return the display to a full view with all the entries, press **Alt + v, u (View/Unfilter)**.

**Search User Definitions Table**

Search allows you to locate a word or words in the User Definitions table. You can locate information in the Keyword, Text and Alternate Suggestions columns, searching forward or backward for a whole word, part of a word or a phrase. Once a searched entry displays, you can repeat the Search by using Repeat Search Forward or Repeat Search Backward.

**Search**

1. Press **Alt + f, o, i, u (File/Open/List Table/User Definitions Table)**. The UserDefinitions.sgudf. file displays.
2. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
3. Select the method by which you want to search the User Definitions table.

**Search**

Type the text you want to locate in the field. Use the remaining options, as necessary.

**Entry Type**

Check this box to search by entry type. Case CATalyst searches all the columns for entries that contain the selected entry type. Click the down arrow to select an entry type from the list:

**Numbers**

The first entry that contains numbers.

**All Capped**

The first entry that contains all capped text.

**Contains capped**

The first entry that contains at least one capital letter.

**Phrase**

The first entry that contains two or more words separated by a space.

**Contains punctuation**

The first entry that contains punctuation.

**Numeral Words**

The first entry that contain a word number including hundred, thousand, million, etc.

4. Use the remaining field as necessary:

**Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This option is unavailable when searching by *Entry Type*.

**Whole Word**

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This option is unavailable when searching by *Entry Type*.

**Location**

Limit the search to include one of the following criteria. This option is unavailable when searching by *Entry Type*.

**Exact Match**

Search for entries that exactly match the text entered in the Search field.

**Begins With**

Search for entries that begin with the text entered in the Search field.

**Ends With**

Search for entries that end with the text entered in the Search field.

**Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

**Direction**

Select one of the following:

**Forward**

Search forward from the cursor position to the end of the table.

**Backward**

Search backward from the cursor position to the beginning of the table.

5. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
6. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

## Search and Replace User Definitions

Search and Replace allows you to search for and replace the Keyword in a User Definitions entry. You can search forward or backward. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

### Search and Replace

1. Press **Alt + f, o, i, u** (**File/Open/List Table/User Definitions Table**). The UserDefinitions.sgudf. file displays.
2. Press **Alt + e, e** (**Edit/Search and Replace**). The Search and Replace dialog box displays.
3. Make necessary entries:

#### Search

Type the text you want to locate in the field. Use the remaining options, as necessary.

##### Case Sensitive

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

##### Whole Word

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word.

#### Location

##### Exact Match

Search for entries that exactly match the text entered in the Search field.

##### Begins With

Search for entries that begin with the text entered in the Search field.

##### Ends With

Search for entries that end with the text entered in the Search field.

##### Contains

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

#### Direction

Select one of the following:

##### Forward

Search forward from the cursor position to the end of the table. A confirmation message displays for each possible replacement.

##### Backward

Search backward from the cursor position to the beginning of the table. A confirmation message displays for each possible replacement.

**Replace With**

Type the replacement text for the entry in the Search field.

4. Press **Enter (OK)** to start the search.
5. When a match is found, the Confirm dialog box displays with the Original word and the Replacement word. Select one of the following:

**Yes**

Apply the replacement to this occurrence and search for any other occurrence.

**Yes To All**

Apply the replacement to all occurrences of the Original word.

**Goto Next**

Do not apply the replacement to this occurrence and search for any other occurrence.

**Done**

Do not apply the replacement to any occurrences and close the Confirm dialog box.

## No Nag List

The Brief It No Nag List allows you to put words/phrases into a file that you have identified that Brief It should no longer offer as a suggestion, a reminder or display from the Personal Briefs file. Your dictionaries may contain perfectly stroked entries along with some misstrokes for the same text and you may to [put misstrokes in the No Nag List](#) so your aren't reminded of them. For example, you write "*associated with*" (without the quotes) and Brief It reminds you of your dictionary entry "SOET/W-D" which is a misstroke. You don't want to be reminded of that misstroke but you also don't want to delete it from your dictionary in the event you write it. You can now add "*associated with*" (without the quotes) to the No Nag List. Another example might be that you have 'STAURPL' defined in your dictionary as 'state your name' and you almost always write that stroke perfectly. But there are few times when you write each word out but you don't want to be reminded of your dictionary definition of 'STAURPL' because you know that steno outline and write it more often than not. You can add 'state your name' to the No Nag List.

The NoNag list is located in the System Files case and contains text entries you have sent to the No Nag List. Each word or phrase is placed on its own line. There are a variety of ways you can add words or phrases in the No Nag list file. During Translate and Edit / Edit, you can review your Brief It pane, right click a Brief It entry or highlight multiple entries, right click and select Send Text to No Nag List, click the Options icon on the Brief It toolbar and select No Nag List and type the text portion of the Brief It entries or you can open the NoNag file and type words/phrases directly into the file.

You can also create an AccelerWriter to quickly add the last brief to the No Nag List.



Keyboard Map Function: Add Last Brief To No Nag

## Troubleshooting

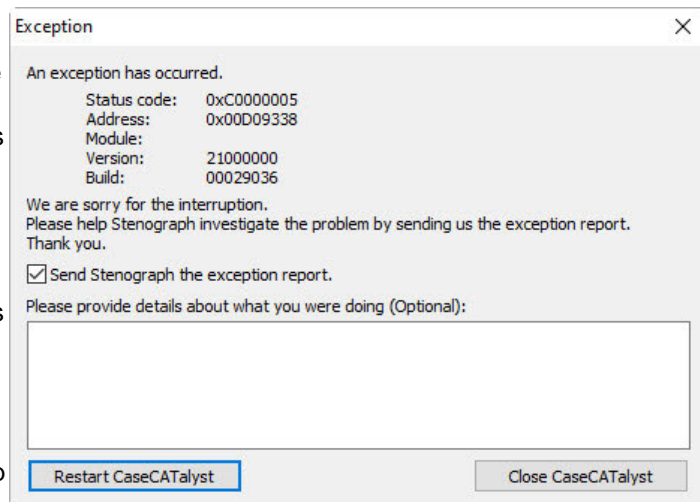
Troubleshooting suggests possible solutions to some common situations encountered when using Case CATalyst. Most users can remedy the situations themselves. For additional information, check the Stenograph Help Desk at [www.stenograph.com](http://www.stenograph.com). You can reach Stenograph Technical Support at 800.323.4247 or 630.532.5100.

### Exception Error

An Exception error may occur if an error happens while running Case CATalyst. Exception errors can happen for many different reasons. When an Exception error occurs, the Exception dialog box displays and Case CATalyst creates a \*.dmp file. The \*.dmp file contains information that may help Stenograph determine the cause of the Exception 3 error. The Exception dialog allows you to take the following actions:

#### Actions

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



### No User Root Found

A user root folder is the first hierarchical level in the Case CATalyst file structure that contains user names and files. Case CATalyst requires that at least one user root folder exists. You cannot access the Case CATalyst software without a user root. If you attempt to start Case CATalyst without a user root, a message displays:

**To start Case CATalyst, you must do the following:**

1. Enter at least one user root, where users are contained.
2. Enter at least one user.



OK

## Action

Create a User Root:

1. Press **Enter (OK)** to display the User Root Folders dialog box.
2. Review the list of folders and files on your computer system. Using the mouse, select a location for the user root, by clicking the desired folder. As you open folders, the selection displays in the *Chosen Folder* field.
3. Press **Alt + a (Add)** to add the new user root folder displayed in the *Chosen Folder* field.
4. If you make a mistake, highlight the path in the *User Root Folders* field and press **Alt + r (Remove)**. Select a new location.
5. Press **Enter (Save)** to save the changes. The Create New User dialog box displays.
6. In the *User name* field, type a new user name.
7. Select the option, **Copy Default Files** to copy the Case CATalyst default files to the new user name. The default files include: pre-made Layouts, Keyboard modes, Realtime Commands Sample Dictionary and other System files. Do not select this option if you do not want to copy the default files.
8. Select **Change Icon**, to select an icon for the user name. The Select User Icon dialog box displays where you can choose an icon from the list. You can also [change the user icon](#) from Manage Jobs.
9. Press **Enter (Open)** to create the new user name.

## No User Root on a Network

A user root folder is the first hierarchical level in the Case CATalyst file structure that contains user names and files. If a user root is not accessible when the user is connected to a network, a message displays when the user attempts to access Case CATalyst:

**Unable to locate drive and/or path for "pathname" user root.**

**Would you like to remove it from the user root list?**

**Yes / No**

**I understand the consequences of my actions. Please stop asking.**

This situation would most likely occur if you have a network user root and attempt to access Case CATalyst when not attached to the network. For example, a user runs Case CATalyst from a network drive at work and then takes the notebook home. When the user attempts to access Case CATalyst, the computer is no longer connected to the network and that user root is no longer accessible.

## Action

Do one of the following:

### Yes

Remove the user root from the user root list. This removes the user root information. You need to recreate the user root information if you want to access that user root again.

### No

Retain the user root in the user root list. This message continues to display each time the user attempts to access Case CATalyst when the user root is not accessible.

You can check the box, I understand the consequences of my actions. Please stop asking. to no longer display this message. You can also activate or deactivate the display of this message from the User Root Folders dialog box:

1. At the User Root Level, select **File/User Root Folders**. The User Root Folders dialog box displays.
2. Do **one** of the following:
  - Select the option, *Suggest to remove inaccessible user roots*. to display the warning message.
  - Uncheck the option, *Suggest to remove inaccessible user roots*. to prevent the warning message from displaying.

## Files in user with \_Review at end of file

In the rare event that Case CATalyst cannot open a User's UserSettings or Cat32AppSettings file, the following message displays:

UserSettings.SGXML is unusable at this time. CATalyst will attempt to use a previous version, if available, or default settings will be used. The original copy of %FILENAME% has been saved and is named UserSettings\_REVIEW\_YYYY-MM-DD-HHMMSS.sgxml. (YYYY-MM-DD-HHMMSS represents the Year-Month-Day-HourMinutesSeconds)

The Cat32AppSettings file is unusable at this time. CATalyst will attempt to use a Cat32AppSettings from a previous version, if available, or default settings will be used. The original copy of the Cat32AppSettings file has been saved and is named Cat32AppSettings\_REVIEW\_YYYY-MM-DD-HHMMSS.sgxml.

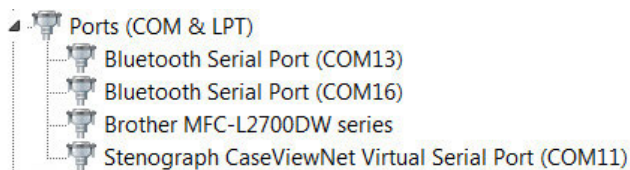
In the event you received either of the above messages, please contact Stenograph's Technical Support Department to report this occurrence.

Job and Case history files may also display with the \_REVIEW additional text, but no message displays.

## COM port settings

A COM port is either a physical 9 pin port on your computer or a USB to serial adapter which has a USB interface on one end and a 9 pin serial connector on the other end. When connecting your steno machine via a physical cable or via Bluetooth or outputting to CaseViewNet via a serial connection, you need to make sure that you have the correct COM port selected.

To see what COM ports are available on your computer, go to Windows Control Panel and then select Device Manager. Locate the Ports (COM & LPT) and click the arrow to the right of the label to expand the view. The following is an example of what you might see in Device Manager.



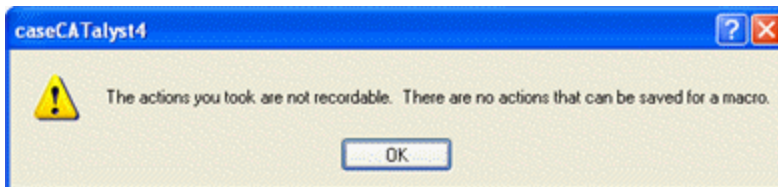
You will need to select the correct COM port in Translate options in order to successfully connect your writer or output to CaseView or CARTView. If you have an internet connections, there are options to send realtime or CART via an internet connection. Please contact Stenograph's Technical Support Department for more information.

## Edit

This section suggests possible solutions to some common situations encountered in Edit. Most users can remedy the situations themselves. For additional information, check the Stenograph Help Desk at [www.stenograph.com](http://www.stenograph.com). You can reach Stenograph Technical Support at 800.323.4247 or 630.532.5100.

### Cannot Save Macro

When you attempt to record commands for a macro that are not recordable functions, Case CATalyst displays the following message.

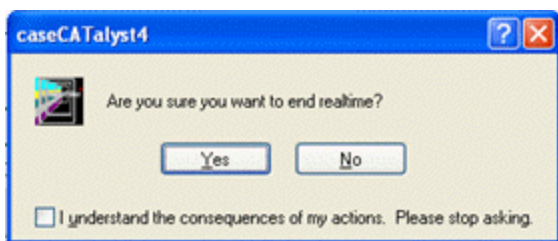


#### Action

Press **Enter** (**OK**) to display the Edit screen.

### Stop Realtime Warning

When you select to stop realtime translation by pressing **Ctrl + \** (File/Stop Translation) in Edit, the following message displays.



#### Action

Do one of the following:

- Press **Enter** (**Yes**) to end realtime translation.
- Press **Esc** (**No**) to continue realtime translation.

If you do not want this message to display, check the box: I understand the consequences of my actions. Please stop asking.

You can also set to this option from the Tools menu in Edit. Select **Tools/Options/Warnings** to display the Warnings in Edit dialog box. Check the options, *Warn when ending realtime...* to display the above message or uncheck the option to bypass the warning message. You can also access the Warnings by

clicking the All Options icon (  ).

## Cloud (internet) Output to CaseViewNet and/or iCVNet

A Cloud connection requires all parties (Case CATalyst reporter and realtime receive clients) to have internet access. If you cannot connect to the internet or your internet connection was dropped, the following message displays:



Re-establish the internet connection in order to proceed.

## Realtime not scrolling

If you are writing realtime and your cursor is not scrolling with the realtime text, the most common reason would be the [Follow Realtime](#) command was invoked. The purpose of the Follow Realtime command is to easily move (toggle) the cursor to the last editing location and then back to following the realtime text. Here is how the Follow Realtime command works. The first time the Follow Realtime command is invoked in a realtime file it moves the cursor to the beginning of the file. You can start editing using your arrow keys, macros, scan commands, etc., to move about the file. When you go back on the record and want to see your realtime text, you write the steno outline defined as Follow Realtime and the cursor moves to the end of the file and scrolls with the realtime text. The next time you have a break to edit, you write the steno outline for Follow Realtime and the cursor moves to the last editing location.

The Follow Realtime command remembers the last editing location based on the fact that you used the Follow Realtime command. If you manually move your cursor to a location in the transcript and edit, the Follow Realtime command will not return your cursor to the location you manually moved the cursor.

## Recover file

In the event that a job closes abnormally, Case CATalyst has an [Auto Recover](#) feature that will recover your job with the most recent changes. For example, you're in a transcript named "1-14-17 GMM" and the computer suddenly restarts after a Windows update. After the restart, you go into CATalyst and see "1-14-17 GMM" and "1-14-17 GMM (1)". **To recover the file with the most recent changes simply double click on "1-14-17 GMM"** (the original file name). Case CATalyst will then open the recovered file and save it as the original file name. The "original file" will then be renamed as "1-14-17 GMM\_original". All of the sub-files (audio, dictionary, etc.) will remain under the original filename.

## Cannot find file

There have been a few customer calls stating that they cannot find a file they were just editing. In some situations, the user has done a Save As and doesn't remember what they named the file or where the file was saved. Another situation might be that their computer had a hiccup and rebooted and they can't find the file. No matter the situation, you should easily be able to find the file. The [Recently Saved Files](#) feature lists the last 10 saved files so you can easily locate a file. You can also look in the [AutoArchive Case](#) for possible multiple versions of the file.

## Audio Playback

There may be some instances where the audio playback in a file is very, very slow or very, very fast. A situation where this might occur could be if you have more than one file open, each with

audio and different audio codec were used for each file could cause a playback issue. Since two different audio codec were used to record the audio in the files, it could negatively affect the audio playback in the files. For example, let's say that you reported a proceedings yesterday and used the ADPCM audio codec. Since you were early to today's proceedings, you have the file open and are editing and listening to the audio. Today's proceedings start and you start realtime using the 80MB/H codec. During a break, when you decide to start editing and playing back the audio, the playback is very slow.

To correct the issue, you should save and close each file, close CATalyst and then start CATalyst and open the file in which you need to play back the audio

## Globals

This section suggests possible solutions to some common situations encountered with globals in Edit. Most users can remedy the situations themselves. For additional information, check the Stenograph Help Desk at [www.stenograph.com](http://www.stenograph.com). You can reach Stenograph Technical Support at 800.323.4247 or 630.532.5100.

### Cannot Access Global Table

#### Error Message

*An error occurred accessing the Global Table. Please report the following error information to Stenograph Support.*

#### Action

Contact Stenograph Technical Support. The error information text that displays depends on the type of error that occurred.

### Cannot Add Global to Global Table

#### Error Message

*An error occurred adding the global to the Global Table, the global will not apply. Please report the following error information to Stenograph Support.*

#### Action

Contact Stenograph Technical Support. The error information text that displays depends on the type of error that occurred.

### Cannot Save Global Table

#### Error Message

*An error occurred while attempting to save the Global Table. All changes to the Global Table since the last save will be lost. Please report the following error information to Stenograph Support.*

### Action

Contact Stenograph Technical Support with the error text. The error information text that displays depends on the type of error that occurred.

## Cannot Undo Global

### Error Message

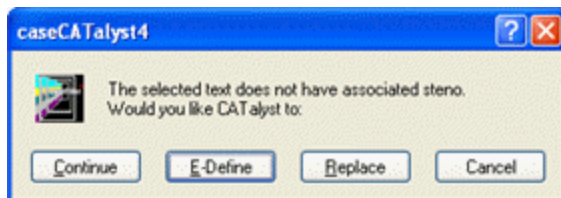
*An error occurred undoing the global, the global cannot be undone. Please report the following error information to Stenograph Support.*

### Action

Contact Stenograph Technical Support with the error text. The error information text that displays depends on the type of error that occurred.

## Selected Text Has No Associated Steno

The following message occurs when you mark text in Edit and select to create a dictionary define but there is no underlying steno.



### Action

Choose one:

#### Continue

Continue with the type of define you originally tried. You must locate the associated steno to make the type of define you selected.

#### E-Define

Case CATalyst defaults to this selection. E-Defines do not require steno and performs the global based on the text.

#### Replace

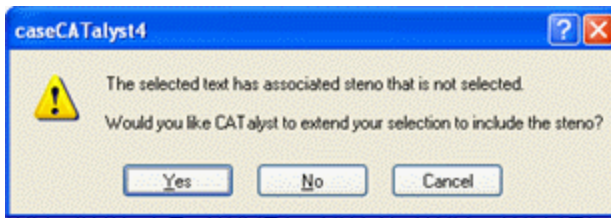
Replace for this occurrence only.

#### Cancel

Cancel the define and return to the job.

## Selected Text Has Steno Not Selected

The following message displays when you mark text in Edit and select to create a dictionary define but have not included all the steno associated with the text.



### Action

Choose one:

#### Yes

Opens the Global dialog box with the defined you selected and with the associated steno in the Steno field.

#### No

Displays error message that indicates the [selected text has no associated steno](#). Choose **Continue**, **E-Define**, **Replace** or **Cancel**.

#### Cancel

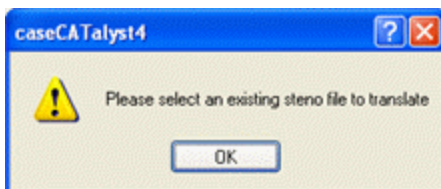
Cancel the define and return to the job.

## Translate

This section suggests possible solutions to some common situations encountered related to Translation. Most users can remedy the situations themselves. For additional information, check the Stenograph Help Desk at [www.stenograph.com](http://www.stenograph.com). You can reach Stenograph Technical Support at 800.323.4247 or 630.532.5100.

### Select Existing File to Translate

The following message occurs when, in the Translate dialog box, you select File in the Steno Source field and type a new file name in the File field.



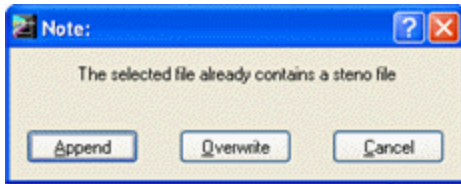
### Action

Do one of the following:

- If you are translating an existing file, select a note file.
- If you are creating a realtime job, select **Writer** in the Steno Source field and then type a new file name in the File field.

### Selected File Contains Text and Steno

The following message occurs when, in the Translate dialog box, you select Writer in the *Steno Source* field and an existing file that contains text and steno.



### Action

Choose one:

#### Append

Add the new text and steno at the end of the existing file. If the existing file has an audio file, Stenograph strongly suggest you select Append.

#### Overwrite

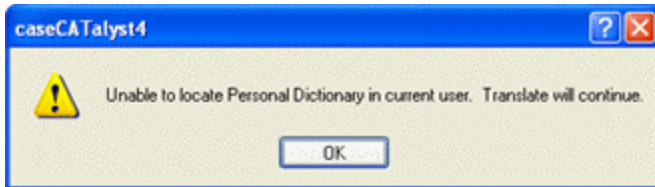
Delete the existing text and steno and replace it with the new text and steno.

#### Cancel

Return to the Translate dialog box.

## Unable to Locate Personal Dictionary

When you select to translate from the writer or translate a note file and the current user does not have a Personal Dictionary in the System Files case, the following message displays.



### Action

Do the following:

1. Press **Enter (OK)**. Translate continues using the selected dictionaries.
2. Check the following:
  - If a Personal Dictionary exists for the current user, make sure it is in the System Files case.
  - If no Personal Dictionary exists, Import or create a Personal Dictionary.

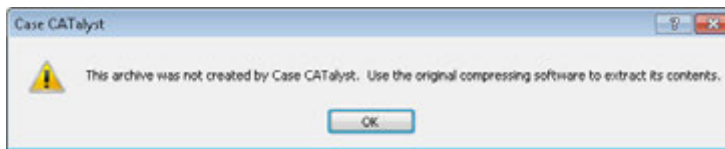
## File Management

This section suggests possible solutions to some common situations encountered related to managing your jobs and files. Most users can remedy the situations themselves. For additional information, check the Stenograph Help Desk at [www.stenograph.com](http://www.stenograph.com). You can reach Stenograph Technical Support at 800.323.4247 or 630.532.5100.

### Archive not created by Case CATalyst

When you select to restore a .zip file that was not created by Case CATalyst, the following message displays.



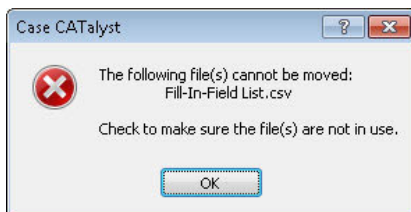


### Action

Press **Enter (OK)** to remove the message. Use Windows or a compressing program, such as WinZip® to extract the files.

## Cannot Move Selected File

The following type of message occurs, when you select a file to move but the file is open or in use.

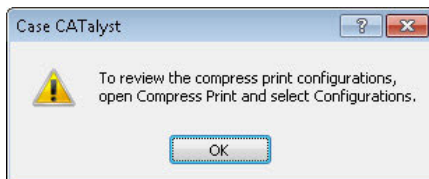


### Action

Close the file and perform the move function.

## Cannot Open Compress Print Configuration

The following message occurs when you attempt to open the CompressedPrintOptions.sgcpo file in Manage Jobs.



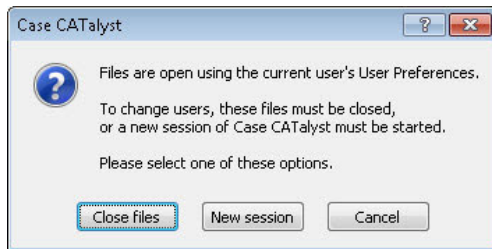
You can only view Compress Print configurations from within the Compress Print function.

### Action

1. Press **Enter (OK)** to remove the message.
2. Select a job and then open Compress Print, press **Alt + u, c (Functions/Compress Print)**.
3. Select [Configurations](#).
4. In the Change Configuration dialog box, select a configuration to view and press **Enter (OK)**. The file in the preview window reflects the current configuration.

## Open Files When Changing Users

The following message occurs when you attempt to change users but still have open files for the current user.



### Action

Choose one:

#### Close files

Close any open files in the current user. If there are any unsaved change in the open files, Case CATalyst prompts you to save each file with changes. Manage Jobs opens in the new selected user.

#### New session

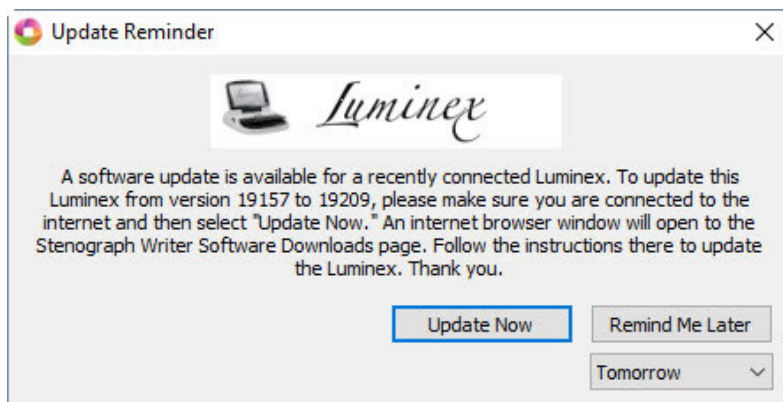
Starts another copy of the Case CATalyst software so that two session of Case CATalyst are running independent of each other.

#### Cancel

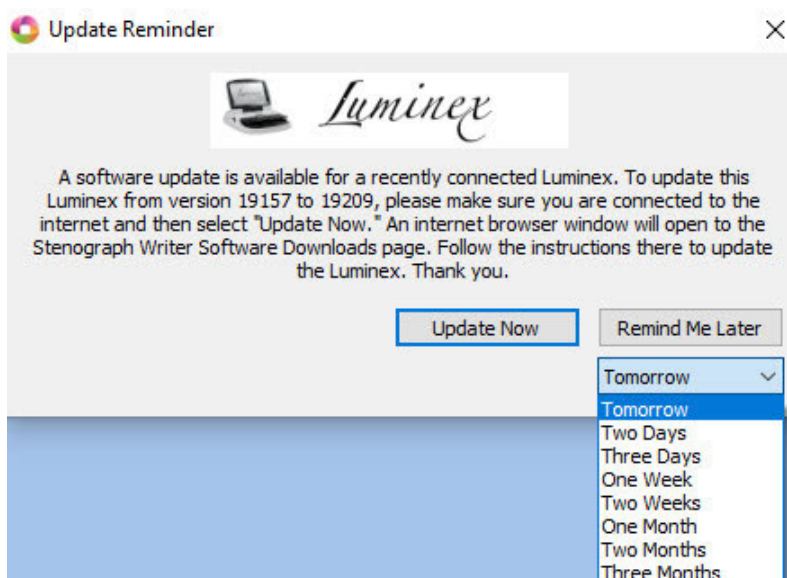
Returns to the current location without taking any action.

## Writer Update Notification

When you use a USB or WiFi connection from a Luminex and/or Luminex II during Read or Realtime translation, Case CATalyst will read the current version of software installed on the Luminex. If there is a newer software update available, you will receive the Update Reminder dialog letting you know there is an update available the next time you open Case CATalyst.



If you'd like to update the Luminex software, click the Update Now button. If you'd like to be reminded of the update later, select a reminder option from the drop-down list, ranging from Tomorrow to Three Months, and then click the Remind Me Later button.



Case CATalyst will stop reminding you of an available Luminex software update once a Luminex and/or Luminex II is connected using the latest available software update, until there is a newer update available.

## CATalyst BCS

CATalyst Broadcast Captioning Suite (BCS) is designed for steno caption providers. It utilizes integrated live display and scripted program features. A variety of windowing options allow you to view your realtime translation, make corrections to the translation, preview the text that displays on the viewers television and organize your story scripts. Additional features include the ability to view your vertical notes, session selections, and the status of the captioning mode.

All CATalyst BCS features are accessible from a menu on the Menu Bar. Several features have default [keyboard commands](#) which you can modify. All keyboard commands listed in the help topics and manual are based on the default keyboard map. If you make modifications to the default keyboard map, the default commands listed may not work. If necessary, substitute the appropriate current key combination assigned in your modified keyboard map.

Additionally, many features are available from a short menu that displays when you single click the right mouse button displaying the Right Click Menu. The available features vary depending on the CATalyst BCS function. The Right Click Menu is [customizable](#) in select CATalyst BCS functions.

The CATalyst BCS Help contains comprehensive information about all the CATalyst BCS functions and features, including steps on how to perform various tasks. You can learn about translation options, editing tools, how to customize Profiles (a collection of settings used during captioning), managing dictionaries and more.

You can easily access information in the CATalyst BCS Help through a table of contents, an index, or by topic search. All index entries have a BCS prefix. For example, to look for information in the index about NIK files, type: BCS nik files

## Preparing to Use CATalyst BCS

In order to begin captioning in CATalyst BCS, you need to:

- create a user name, if you did not create one during the installation process.
- create a Profile.
- install your Personal Dictionary.
- import any job dictionaries.
- copy other files, such as ASCII or text files for story scripts.

The first time you start Case CATalyst, you use the user name typed during installation of the Case CATalyst software. If you did not type a name during installation, Case CATalyst creates the user name "Your User Name". Once you create your own user name, you can use it to sign onto Case CATalyst.

To prepare CATalyst BCS:


1. Start Case CATalyst, do **one** of the following:
  - Double-click the Case CATalyst shortcut icon on your desktop.
  - Complete these steps:
    - a. From the Windows desktop, open the **Start** menu.
    - b. Select **Programs**.
    - c. From the Programs menu, select **Stenograph**.
    - d. From the Stenograph menu, select **Case CATalyst**.

2. The Case CATalyst sign on screen displays.
3. Select the name you entered during installation or [create](#) a new user and then press **Enter**. The Manage Jobs function opens in the user name you select.
4. Import or restore your [dictionary](#) and [other files](#) as necessary.

## Create a User Name

Before opening Case CATalyst for the first time, you must create user name if you did not create one during installation. Files are created and stored within a user name to maintain file organization. You can customize certain user options for your user.

To create a user:

1. Open Case CATalyst.
2. Click the Users Level  icon. If this button is not available, you are already at the User Level.
3. Press **Alt + f, n, u** to open the Create New User dialog box.
4. Use the following fields and options as necessary:

### Look in

Displays the User Root level. The User Root level is the location where you installed Case CATalyst. For example, C:\CAT4\USR.

### User Name

Type a new user name. You can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*

### Files of type

Displays the type of files displayed: users and cases.

### Copy Default Files

Check this box to copy the CATalyst BCS default files to the new user name. The default files include: default Layout, keyboard map, and other System files.

Uncheck this box if you do not want to copy the CATalyst BCS default files to the new user.

### Change Icon

Select this option to display the Select User Icon dialog box where you can choose a different user icon for your user name. Choose an icon from the list or select Browse to select an icon from a different folder. You can use almost any type of graphic.


You can change your user icon at any time from Manage Jobs by selecting Tools/Options/Select User Icon.

5. Press **Enter (Open)** to create the new user name.
6. If necessary, change to your user name.

## Changing Users

You can change to a different user once Case CATalyst is open. The current user name displays on the Title Bar.

To change users:

1. From Manage Jobs, click the User icon  or press **Alt + t, s**. The User Level window displays.
2. Select the user name to which you want to change. Double-click the name or highlight the name and press **Enter**.
3. If there are files open in the user name you are switching *from*, a message box displays:

**Files are open using the current user's User Preferences.**

**To change users, these files must be closed,**

**or a new session of Case CATalyst must be started.**

**Please select one of these options.**

Select **one** of the following:

### **Close files**

Close the files in the current user and open the selected user in the current Case CATalyst session . If there are unsaved changes in any of the open files, Case CATalyst prompts you to save them.

### **New session**

Leave the current files open in the current Case CATalyst session and open a another session of Case CATalyst. An additional session of Case CATalyst displays on the Windows taskbar. Select the User name.

4. Check the Title Bar to verify the change of user names.

## Importing a Dictionary

CATalyst BCS requires dictionaries be in Case CATalyst format. You must convert or import any dictionary that is not in Case CATalyst format. You can import your Personal or job dictionaries from:

- Case CATalyst 3.x
- RTF/CRE (Rich Text Format/Court Reporting Extensions)
- Stentura Dictionary

CATalyst BCS also requires that a dictionary named *Personal Dictionary* exists in the System Files case. If you import your dictionary and do not want to name it Personal Dictionary, you can create a Personal Dictionary with one entry.

To convert files from Case CATalyst 3.x, you must import them. If Case CATalyst 3.x and Case CATalyst 4.x or higher are on the same computer, you can import directly from the hard drive. If the Case CATalyst 3.x files are backed up, you can use the Restore function to unzip and import them at the same time.

If you sent your dictionary to Stenograph for conversion, use the Restore function in Case CATalyst. See the loading instructions included with your converted Stenograph dictionary.

## Import a Dictionary

1. Press **Alt + u, i (Functions/Import)**. The Import dialog box displays.
2. In the Import Source field, select the type of dictionary you are importing:
  - RTF/CRE - Importing a RTF/CRE formatted dictionary.
  - Case CATalyst 3.0 - Importing a Case CATalyst 3.x dictionary.
  - Stentura Dictionary
3. In the Import From field, select the location of the dictionary to import. Select the **Browse** button to locate a different source location. If the file is on diskette, make sure the diskette is in the diskette drive.
4. To display only dictionaries in the current location, in the Files of Type field, click the **Down Arrow** to make your selection.

### RTF/CRE Dictionary Files

Importing a RTF/CRE formatted dictionary.

### Case CATalyst 3.0 Dictionary Files (\*.dct)

Importing a Case CATalyst 3.x dictionary. When importing a Case CATalyst 3.x personal dictionary, the file name is PERDICT\$.DCT.

### Stentura Dictionary

Importing a Stentura dictionary. When importing a Stentura dictionary no file selection window displays so no Files of Type are available. If you saved job defines on the Stentura to a job dictionary, JDEFINES.JOB, you can import the job dictionary by checking the box, JDEFINES.JOB.

### Premier Power Dictionary Files (\*.dct; \*.job)

Importing a Premier Power dictionary.

5. In the file selection window, select the dictionary.
6. Case CATalyst defaults to keeping the original name of the dictionary when importing. If you want to be prompted for a name during the import process, do the following:
  - a. Press **Alt + o (Options)** to display the Import Options dialog box.
  - b. At the General Import Options tab, confirm the *Keep same filename as original system* option is deselected.
  - c. Select **OK** to accept the selection and return to the Import dialog box.
7. Press **Enter (OK)**. The Personal Dictionary automatically imports into the System Files case.

If you import an RTF/CRE dictionary created by Cheetah, the following message displays:

**The dictionary *dictionaryname.rtf* was exported by TurboCAT.**

**Please select whether this was from TurboCAT or by CAPtivor**

**Use my selection for all other dictionaries I'm importing right now**

**TurboCAT CAPtivor**

Select the type of dictionary. Your selection determines how Case CATalyst imports specific dictionary entries concerning format symbols for captioning.

If you are importing more than one dictionary from the same source, select the option, *Use my selection for all other dictionaries I'm importing right now* to prevent prompting for each dictionary.

8. When the import completes, a message box displays confirming the number of files imported. Click **OK**.

The Save As dialog box displays if you are importing a 3.x personal dictionary; the dictionary already exists in Case CATalyst; or you deselected the *Keep same filename as original system* option. In the Save dialog box, in the File name field, accept the default name or type a new name.

9. Press **Enter (Save)** to save the dictionary in Case CATalyst. If importing your Personal Dictionary, be sure to save it in the System Files case and name it *Personal Dictionary*.
10. Run [Dictionary Verify](#) to check the dictionary entries for any problems. When Verify Dictionary is finished, a text file (.txt) displays the Dictionary Verify Report. Select **File/Exit** to close the report dialog box.

## Add Delete and Captioning Strokes to Dictionaries

After importing your dictionary for CATalyst BCS you can add dictionary entries for your Delete stroke, such as an \* (asterisk) and captioning strokes such Flush, #\*. CATalyst BCS does not have preset Delete strokes or captioning strokes such as Flush, Block, Pass and Clear.

If you import a Case CATalyst 3.x dictionary that contains the {Delete} entry, the delete stroke entry is already in your Case CATalyst dictionary.

## Define Strokes

1. At the Manage Jobs screen, highlight the dictionary to which you want to add the delete stroke and press **Enter**.

Adding asterisk deletion and a Flush stroke, if applicable, to the Personal Dictionary is recommended. Your Personal Dictionary is stored in the System Files case. Double click the **System Files** case and then double click **Personal Dictionary**.

2. Once the dictionary opens, press **Ctrl + i (Edit/Insert)** to display the Insert dialog box.
3. In the Steno field, type the steno for the delete stroke.
4. In the Text field, press **Alt + f (FS)** to display the list of Format Symbols. Highlight the translate command, **{Delete}**, and press **Enter**.
5. Click **OK**.
6. If applicable, define any appropriate steno outlines for captioning:
  - Steno strokes used to force text to the encoder. Use the format symbol, **<Caption: Flush>** in the Text field.
  - Steno strokes used to prevent upstream captions from being sent to the encoder. Use the format symbol **<Caption:Block>** in the Text field.
  - Steno strokes used to allow upstream captions, such as captioned commercials to go to the encoder. Use the format symbol **<Caption:Pass>** in the Text field.
  - Steno strokes used to remove text from the video screen and Caption Preview window. Use the format symbol **<Caption:Clear>** in the Text field.
7. When finished inserting entries, click **Cancel** to exit the Insert dialog box.
8. Press **Ctrl + F4 (File/Exit)** to exit the Manage Dictionary function. At the Save Changes prompt, select **Yes** to save the new entries.



## Copying Script Files

CATalyst BCS allows you to use [script](#) files previously created in CAPtivor and ASCII format. When adding a story during a captioning session, the CATalyst BCS default looks in the Caption Show Folder located in the CAT4 folder. Although you can Browse to any location when adding script files during a CATalyst BCS session, you may want to copy the script files to the Caption Show Folder.

CATalyst BCS automatically creates the Caption Show Folder when you begin a captioning session for the first time. To place previously generated script files into the Caption Show Folder before running CATalyst BCS, you must create this folder.

### Copy Script Files

1. If necessary, use Windows Explorer to create a new folder in the CAT4 folder where you installed Case CATalyst. For example, C:\CAT4.
2. Name the folder **Caption Show Files**.
3. Copy your pre-scripted ASCII and text files directly into the Caption Show Files folder. Refer to your windows document for more information about creating a new folder and copying files in Windows.

## Copying NIK Files

CATalyst BCS allows you to use previously created [NIK](#) key assignments. Copy the NIK file into the Captioning case, located in the System Files case of your user name.

You can copy CAPtivor NIK files into CATalyst BCS. There is no conversion necessary. CATalyst BCS recognizes the original values.

### Copy NIK Files

1. Using Windows Explorer locate the CAT4 folder where you installed Case CATalyst. For example, C:\CAT4.
2. Locate the Captioning case within your user. For example, usr\Tiara\System Files\Captioning.
3. Copy the NIK files to the Captioning folder. Refer to your windows document for more information about copying files in Windows.

## Creating a Profile

CATalyst BCS requires a Profile selection when starting a session. A [Profile](#) is a collection of settings used during captioning based each type of captioning or each captioning company requirements. You can create as many Profiles as desired.

### Create a New Profile using the Profile Wizard

1. Press **Alt + u, c (Function/Captioning)**. The Broadcast Captioning Translate displays.
2. Select **New Profile**. The Create New Profile dialog box displays.
3. In the File name field, type a name for the new Profile and press **Enter (Open)**. The Dictionaries dialog box displays.

By default Profiles are stored by user in the Caption Files case located in the Captioning case within the System Files case. You can change the storage location of the Profiles.

4. Make necessary entries in each tab of the Profile Wizard, pressing **Enter (Next)** to move to the next one. Selecting Cancel at time during the Profile Wizard cancels any settings made and no Profile is created.


The Profile Wizard displays the following eight Profile tabs:

- [Dictionaries](#)—select dictionaries.
  - [Connections](#)—set connection information including encoder, direct connect or steno keys.
  - [Realtime](#)—select writer type and connection.
  - [Caption Styles](#)—determine default caption style, i.e. roll up, placement, etc.
  - [NIK Files](#)—create and modify Numeric Island Keys for quick caption placement changes or to send lines and Script files.
  - [Multiple Outputs](#)—send captioning data to multiple encoders.
  - [Contact Info](#)—store phone numbers and e-mail addresses.
  - [EZ Text](#)—create stock items such as a credit file, musical notes, applause line.
  - [Audit Log](#) - creates a log file that contains commands sent to the output/encoder including pass, block, clear, etc., commands.
5. When finished with EZ Text, the last tab, press **Enter (Finish)**. The Broadcast Captioning Translate dialog box displays.

## Basic Captioning Steps

Captioning in CATalyst BCS includes starting a captioning session, adding Script files and connecting to the encoder. Once you establish connection, you use captioning commands to control how text is sent to the encoder and define any untranslates that may occur during the session. When the captioning session ends, you disconnect from the encoder and perform necessary editing. The Basic Captioning Steps topics include instructions on how to complete these basic steps and then to save and export the file.

### Step 1: Opening a CATalyst BCS Session

1. Open Case CATalyst.
2. Connect your writing machine to the computer and turn it On.
3. Click the CATalyst BCS icon on the Function Bar, . The Broadcast Captioning Translate [dialog box](#) displays.
4. Make entries:

#### File

Select an existing file from the list in the Jobs window or type a new file name. All captioning files have an .sgcap extension.

#### Profile

Select an [profile](#) from the list. You must select a profile to begin a BCS session.

#### Options

Display the Caption Options dialog box to select [options](#) and [preferences](#) for the captioning session. Settings remain the same until you change them. Make changes if necessary.

5. Press **Enter (Start Session)** to begin the CATalyst BCS captioning session. The CATalyst BCS screen displays.
6. Write a stroke on your writing machine to verify connection to CATalyst BCS. If no steno displays on the screen, press **Alt + p, w (Setup/Connect Writer)**.

## Step 2: Adding Script Files

A [script](#) file is a previously prepared text file sent line by line to an encoder during a captioning session. A script file can contain one story or several stories separated by story titles (slugs).

### Add Script File for Captioning Session

1. In the Story Queue window. Click the plus "+" icon in the Story Queue window.  
By default, the Story Queue window displays on the right side of the CATalyst BCS screen. If the Story Queue window is not open, select **View/Show/Story Queue**.
2. The Import Caption Files dialog box displays.  
By default, CATalyst BCS opens the Caption Show Files folder. Use the Look in field to locate files in another folder.
3. Click a file to add to the Story Queue. To select multiple files, press and hold the Ctrl key and click on individual files; or to select multiple consecutive files, click on the first file, press and hold the Shift key and click on the last file to select.
4. Press **Enter (Open)**.
5. The stories display in the Story Queue. [Arrange](#) the stories as necessary.

## Step 3: Connecting to the Encoder

1. Press **Alt + p, m (Setup/Modem)**. The [Modem](#) dialog box displays.
2. Highlight the connection you want to dial and select **Dial**. A check mark displays next to the active connection.
3. Select **Done** to close the Modem dialog box.

## Step 4: Using Basic Captioning Commands

Use the following basic captioning commands to control how text is sent to the encoder. In addition to using the default keyboard commands listed, you can create a dictionary definition for most commands and execute them from your writing machine. Some captioning commands are also available from the Caption menu.

### Pass (F2)

The [Pass](#) mode allows upstream captions, such as captioned commercials to pass through to the encoder.

### Block (F3)

The [Block](#) mode prevents all upstream captions, such as commercials with captions, from passing through to the encoder. When you begin writing or start to send lines from a script file, you are automatically in Block mode.

### Suspend (F7)

The [Suspend](#) mode prevents all output from being sent to the encoder. This allows you to edit in the History window or write on your writing machine, such as creating a Power Define, without sending data to the encoder. To prevent text from being sent to the encoder while editing in the History window, you must be in Suspend mode.

#### **Clear (F5)**

The [Clear Video](#) feature sends a blank command to the encoder which removes the captions from the Caption Preview window and the output screen.

#### **Send a Line**

Send the next line of pre-scripted text to the encoder. Press **Ctrl + 1** to send one line; press **Ctrl + 2** to send two lines.

#### **Send a Line from Cursor**

Send the next line of pre-scripted text to the encoder from the location of the cursor. Press **Ctrl + Shift + c**.

### **Step 5: Defining Untranslates**

Untranslates are steno outlines that have not yet been defined in your dictionary. You can define a single untranslate, multiple stroke untranslates or partial translates, those steno strokes that display both text and steno on the screen.

A dictionary definition consists of steno outlines with text definitions that are contained in a file. When you define steno, all identical occurrences in the file are changed or "globalled". A global definition applies from the point of the cursor forward through the rest of the file. All global definitions are placed into the global table and where applicable, the associated dictionary.

Use the Scan (F8) key to quickly move to the next untranslate. Scan may also stop on other items in the History window depending on the settings in [Scan For Options](#).

#### **Define an Untranslate**

1. When defining untranslates while connected to the encoder, press F7 to switch to [Suspend](#) mode. The word Suspended flashes red in the Status window and a notification displays in the Caption Preview window.
2. Press **F8** to scan to the next untranslate. The cursor positions immediately before the untranslated steno outline. If the steno outline is more than one stroke, use a Mark command to highlight the strokes.
3. Do **one** of the following:

##### **Define a single steno outline**

There is no need to mark a single steno stroke. Continue with the next step.

##### **Define multiple steno outlines**

Use a mark command to highlight the steno strokes you want to define.

##### **Define partial translates**

To define steno outlines and translated text that precedes or follows the steno, use a mark command to highlight the steno outlines and the translated words.

4. Create a dictionary definition. Do **one** of the following:

**D-Define**

Press **Ctrl + d**. Use the [D-Define](#) command to globally define common steno-based words or phrases that you want to add to your Personal Dictionary. A steno-based word or phrase has associated steno. CATalyst BCS sends D-Defines to the Personal Dictionary, unless you selected to have entries go to the [Update Area](#).

**K-Define**

Press **Ctrl + k**. Use the [K-Define](#) command to globally define steno-based words or phrases that pertain specifically to this session or are not common steno-based words you want to add to your Personal Dictionary. The file must be in a case for the K-Define to be active.

**J-Define**

Press **Ctrl + j**. Use the [J-Define](#) command to globally define steno-based words or phrases that pertain specifically to this session or are not common steno-based words you want to add to your Personal Dictionary.

**Other Dictionary**

Press **Ctrl + Shift + o**. Use the [Other Dictionary](#) command to globally define steno-based words or phrases you want to place in an alternative dictionary. You select any existing dictionary or create a new job dictionary.

**E-Define**

Press **Ctrl + e**. Use the [E-Define](#) command to globally define misspelled words or phrases that you want to globally correct or global but not add to any dictionary.

5. In the Global Define dialog box, type the text for the definition in the New Text field. You can insert format symbols into the definition by pressing **Alt + f (FS)** and selecting from the list.
6. When finished defining press **Enter (OK)** to apply the definition.

**Step 6: Query Realtime**

Query Realtime Translations displays the dictionary name and definition indicating the source of the translated text along with all possible entries of the steno outline found in the dictionaries used to translate. This allows you to instantly access the dictionary entry for modification or deletion. The dictionary automatically refreshes following any changes.

You can query words during a captioning session or after translation while editing. When you use Query Realtime Translations after translation, CATalyst BCS uses the Job History file to determine which dictionaries were used for translation. If the Job History file is not available, no dictionaries are available for Query Realtime Translation after translation.

If the message "No translation available for STENO" displays, it could be a result of attempting to query on a word that was typed in and has no underlying steno. It could also result from no translation history in the Job History.

The Lookup dialog box for Query Realtime Translations lists the entries from all the dictionaries in which there is a translation for the selected steno outline, for any entry that begins with the same first stroke as the selected steno outline and for individual definitions if it is a multi-stroke entry. The dictionary name in which the translation originates, the steno and the text definition of the dictionary display first in the list. For example, you query the word "endorsement" which is written as follows:

/EPB/TKORS/PHEPBT

The Lookup dialog box displays:

Personal Dictionary	/EPB/TKORS/PHEPBT	endorsement
Personal Dictionary	/EPB/TKORS	endorse
Personal Dictionary	/EPB	even
Job Dictionary	/TKORS	Doris
Personal Dictionary	/PHEPBT	meant

## Query Translations

1. Do one of the following:
  - Place your cursor immediately before the words or highlight the words in the transcript.
  - Highlight the steno in the Vertical Notes pane.
2. Press **Ctrl + Shift + q (View/Dictionary Info/Query Realtime Translation)**. The Lookup dialog box displays with the steno outline for the selected words or steno in the Title Bar. The first entry in the list reflects the location of the translation.
3. The following information displays for each entry:

### Title Bar

Displays the steno outline for the selected word.

### Number

The priority in which the dictionary is used in translation.

### Dictionary

The dictionaries that contain the entry. Dictionaries display in priority order.

### Entry Text

The definition for the steno identified in the Title Bar.

4. Do any of the following as necessary:

### Modify

Highlight an entry and select **Modify**. The Modify Dictionary Entry dialog box displays. [Modify](#) the entry as necessary and press **Enter (OK)**. Press **Enter (OK)** in the Lookup dialog box to accept the changes. The dictionaries in use for translation automatically refresh.

### Global

Highlight an entry and select **Global** to global the definition for the current captioning session. CATalyst BCS applies the global and closes the Lookup dialog box.

### Delete

Highlight an entry and select **Delete** to remove the entry from the dictionary. A confirmation message displays by default. Check the option, *I understand the consequence of my actions. Please stop asking.* to bypass the confirmation message. Press **Enter (OK)** in the Lookup dialog box to accept the changes. The dictionaries in use for translation automatically refresh.

## Step 7: Disconnecting From the Encoder

When finished with a captioning session you can disconnect from the encoder and continue working in CATalyst BCS. You may want to disconnect from the encoder to edit the file in the History window or to [create](#) script files. Disconnecting from the encoder prevents any data from being sent to the encoder for captioning while you are working in the History window.

In the Session Information window, under Connection Options, select **Disconnect**.



Your writer remains connected. You can continue to use the writer, for example, to make dictionary definitions. To disconnect the writer, press **Ctrl + Shift + w** or **Alt + p, r** (**Setup/Disconnect Writer**).

## Step 8: Editing the File

After closing a captioning session you may want to edit the translated text in the History window. CATalyst BCS contains several features to help you make changes to the translated text. You can search for text, create dictionary definitions for untranslates, insert, replace and delete text, and make other necessary changes.

### Using Mark Commands

A Mark command highlights steno and text for the purpose of performing another command, such as defining, deleting and searching for steno and text. When text is marked, the associated steno displays with the text on the Status Bar. Use any of the following commands to Mark text.

- Shift + any basic cursor movement, such as left or right arrow
- Ctrl + [
- Click and hold left mouse button + move mouse
- Click + hold Shift + click at the end of the text
- Select Special Edit/Mark Start and Mark End

To unmark any selected text, press **Alt + s, k** (**Special Edit/Unmark**) or click the mouse once anywhere on the screen.

### Defining Untranslates

Use the Scan (F8) key to quickly move to the next untranslate; steno outlines not yet defined in your dictionary. You can [define](#) untranslates, placing the definition into a dictionary of your choice and apply the change throughout the file.

### Inserting Text

Type directly on the screen to insert text, format symbols and punctuation. When typing, the cursor pushes the text to the right as you type if you are in Insert (INS) mode. When you are in Overwrite (OVR)

mode, the text you type overwrites the existing text. The default cursor mode in Edit is Insert (INS). To change the Insert/Overwrite mode, press the Insert key.

## Replacing Text

Replace existing text for a single occurrence by typing directly on the screen or by using the Replace command. When using Replace and the Intuitive Replace is active, CATalyst BCS remembers all the replacements and suggests a word in the New Text field. Type new text or toggle through the 10 most recent replacements and select one.

To use the Replace command:

1. Position the cursor immediately before the word you want to replace. To replace more than one word, first Mark the text.
2. Press **Ctrl + r**. The Global-Replace dialog box displays.
3. In the New Text field, type the new text or press **Ctrl + r** to toggle through the last ten replacements and select one to use.
4. Press **Enter (OK)**.

## Search and Replace

Using [Search and Replace](#) (Alt + e, e) you can search forward and backward in the file to locate a word or words. You can search for a whole word, part of a word, or multiple words. Using a case sensitive filter or including format symbols with the text in the Search For field refines the search.

## Deleting Text

Delete text using any of the following:

- Position your cursor immediately after the character or word you want to delete. Press **Backspace** to delete one character at a time.
- Position your cursor immediately before the word you want to delete. Press **Ctrl + Delete** to delete the word. You can continue to delete successive words.
- Mark text and then press **Delete**. CATalyst BCS deletes only the highlighted text. If you mark a single word, CATalyst BCS deletes only the word and does not include any adjoining spaces.

## Defining Punctuation

To create a punctuation definition:

1. Position the cursor immediately before the steno outline you want to define. If the steno is more than one stroke, use a Mark command to highlight the steno strokes.
2. Press **Ctrl + d**. The Global D-Define dialog box displays.
3. In the New Text field, type the punctuation definition. Refer to the following examples as necessary:

### Period <New Line Paragraph>

To create a new paragraph following a question mark, type . (period) and then press **F4 I**.

### Question Mark <New Line Paragraph>

To create a new paragraph following a question mark, type ? (question mark) and then press **F4 I**.

### Speaker



<New Line Paragraph>>><Keep Case On>*Name*<Keep Case Off>:

### Comma

Type , (comma)

During translation, this definition gives you one space after a comma.

### Colon

Type : (colon) and then press the **Spacebar** once. During Translation, this definition gives you two spaces after a colon.

### Semi-Colon

Type ; (semicolon)

During translation, this definition gives you one space after a comma.

4. When finished defining press **Enter (OK)** to apply the definition.

## Step 9: Spell Check the File

Using [Spell Check](#) (Shift + F7) you can check the spelling of the text in the History window. Several Spell Check options allow you to customize Spell Check for your writing style. You can also select options to automatically check for errors such as punctuation, spacing, hyphenation, or repeated words.

## Step 10: Exporting to ASCII & RTF/CRE

CATalyst BCS allows you to export the current text in the History window in the following formats: ASCII, SCC, SMPTE-TT and RTF/CRE. There are two features available within CATalyst BCS to export text in ASCII, SCC and SMPTE-TT formats. You can create an simultaneous outputs for the current captioning session using the [Simultaneous ASCII Output](#), [Simultaneous SCC Output](#) and [Simultaneous SMPTE-TT](#) features or create a file after the session by using [Export to ASCII](#), [Export to SCC](#) and [Export to SMPTE-TT](#). You can select the name and destination for the exported file.

Use the [Export to RTF/CRE](#) function to export text to RTF/CRE format. You can also export steno notes or the related dictionary using the Export function.

## Step 11: Save and Close the Caption File

Save and close the caption file when you finish captioning and complete post captioning work such as editing the file or creating an ASCII.


### Save and Close the File

1. Do one of the following:
  - To save the file to the current file name press **Ctrl + s (File/Save)**.
  - To save the file to another filename press **Alt + f, a (File/Save As)**.
2. Press **Ctrl + F4 (File/Close)** to close the file and exit the captioning session. If you made any changes to the file after saving, CATalyst BCS prompts you to save the file.

## CARTView with scripting

You can use CATalyst BCS (when BCS is not enabled on your PKC) to output to CARTView with [scripting capabilities](#). For example, when providing CART for a lecture or church service, you get the lecture or sermon beforehand and then during the event, send one line at a time with a steno stroke or keyboard command.

When outputting to [CARTView](#), one CARTView window is created which you can drag to an external monitor, if you desire, and you can use the scripting capabilities. Simply right click on the CARTView to set margins, font style and size, color, transparency and hide the CARTView window. The CARTView settings are saved as part of the profile in the profile's job history file (\*.sgxml). A Case CATalyst

CARTView Settings Icon () is 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 makes 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 need to go to the front of the room to make adjustments.


Along with providing CARTView presentations and sending script files, this version also gives you an opportunity to explore CATalyst BCS and learn more about captioning. You can set up profiles with different dictionaries for different types of jobs, different captioning styles for captioning the news versus captioning an online shopping site, create credit files and more. The Caption Preview window displays how the captions would look on an encoder.

There is no broadcast capability when BCS is not enabled on your PKC without a full upgrade to CATalyst BCS. No broadcast or transmitting capability means you cannot send to StenoKeys, internet, modem, COM ports, etc. You also cannot create simultaneous or regular ASCII, SCC or SMPTE-TT files. The menu items are grayed out and if you have a keyboard map command to invoke any of those commands, a message displays.



To get started, you need to create a [Profile](#) (series of options and dictionaries), select your writer and start a session. The following instructions are specific to outputting to CARTView and sending a script in this limited BCS version.

To clear the CARTView window, write a steno outline defined as <Caption: Clear>. The <Caption: Clear> command clears the CARTView window and the Caption Preview window. To display musical notes in the CARTView window, define a steno outline as the <Caption:Musical Note> format symbol.

### Output to CARTView and scripting using BCS instructions:

1. Click the  icon on the Function Bar or press **Alt + u, b** (Functions, Broadcast Captioning Suite).
2. In the Broadcast Captioning Translate dialog box, press **Alt + o** (Options).
3. Do the following and then click **OK** when finished:
  - a. Click the Realtime tab and confirm your writing machine is selected in the Realtime field. If not, click the drop-down list to select your writing machine.
  - b. Click the Options tab to select or deselect specific translation options.
4. At the Broadcast Captioning Translate dialog box, press **Alt + n** (New Profile) to create a settings file to output to CARTView. In the File Name field, type a name for this profile. For example, CARTView Lectures or CARTView Church.  
A Profile is a settings file that contains information as to what dictionaries will be used, how the


text is being output, EZ Speakers (if appropriate) and more. You can have multiple profiles for different types of jobs that use different dictionaries, create the profile once and they are available when you need them. For example, if you provide CART for several different lecture subjects, you may have a different profile for each subject so the appropriate dictionaries are a part of the profile and you select the profile and go.

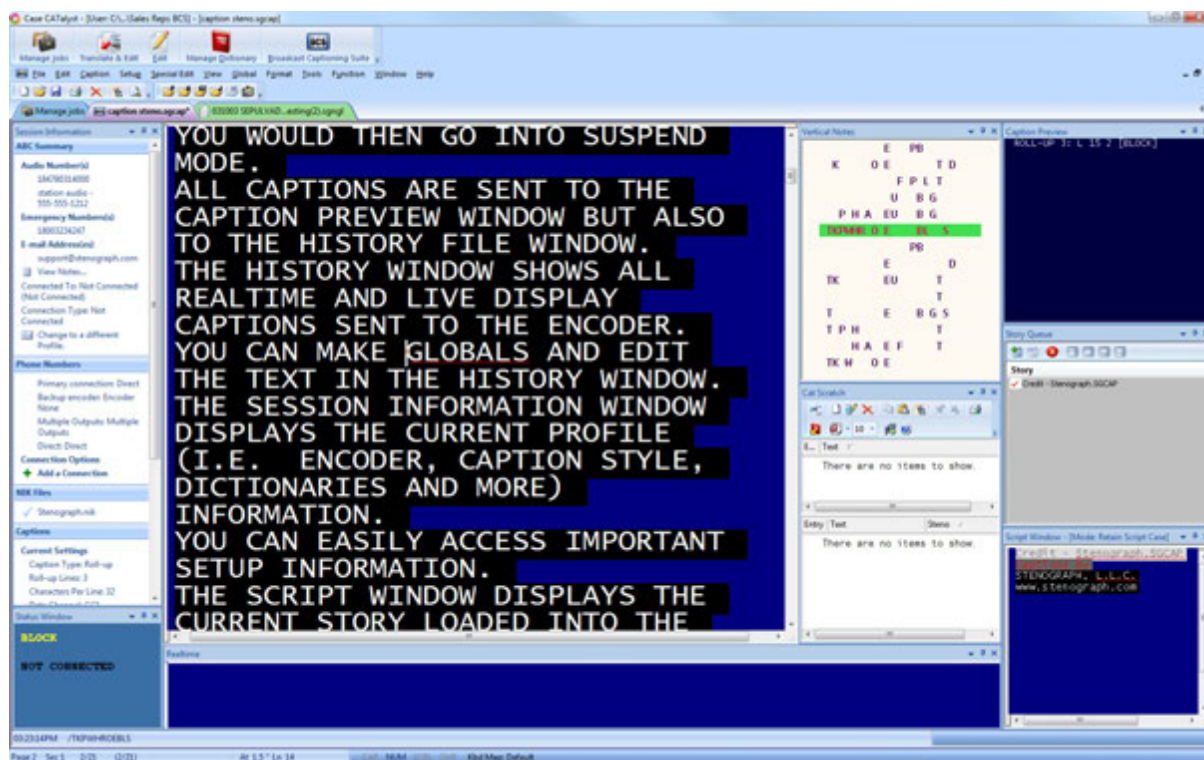
5. The Profile dialog box displays the Dictionaries tab. Select any Case and/or Job dictionaries you want to use to translate. For example, if you creating a profile for the math classes you provide CART for and you have a specific math dictionary or dictionaries, you would select those dictionaries as a part of this profile. Your Personal Dictionary and Update Area (if used) are automatically selected. When finished selecting, click **Next**.
6. The Connection tab displays. Click the **new** () icon or press Ctrl + n, type a name for your connection and press **Enter**. The name can be used to describe the connection type, such as CARTView. On the right side of the dialog box in the Encoder Model field, select CARTView and click **Next**.
7. The Caption Styles tab displays. At the top left, the Capitalize All Text option is selected by default. If you want your CARTView text (including scripted text) to display in mixed cased, deselect this option. Creating a caption style doesn't really apply to CARTView output, because your number of lines and line width are controlled by the CARTView window settings. Click **Next** through the remaining tabs and then click **Finish**. Your profile is created and you are ready to output to CARTView.  
If you want to set up EZ Text and/or EZ Speakers to use while providing CART, you can certainly do that but filling in those tabs are not necessary.
8. Connect your writing machine and write a steno stroke.
9. At the Broadcast Captioning Translate dialog box, type a file name in the File field, select your profile and click **Start Session**.
10. The Session Information pane displays on the left side of the screen. Immediately below the Phone section, click your connection name. For example, if in Step 6 you named your connection CARTView, you will see it displayed there. Click the name to establish the connection and begin writing.  
*If you do not see text in the Realtime window, click Setup, Connect Writer. Continue writing and the CARTView window will display in a few seconds.*
11. To adjust the font style and/or size, margins, color, etc, right click the CARTView window and select the options you want to change.
12. In the Story Queue pane, click the **Add a story** () icon and select the file you want to send as a script.  
A script file can be a .sgnpl, .sgcap or .txt file. You can create it or import a file. If you want to force text to a new line, type a period and <New Line Paragraph> format symbol.  
To clear the text from the CARTView window, write the steno defined as <Caption: Clear>.
13. To send lines of text from the story, click the story and then press **Ctrl + 1** to send one line at a time or **Ctrl + 2** to send two lines at a time. These are the default commands and can be changed in the default CART/captioning keyboard map or another keyboard map used for CART/captioning.

For more information, refer to the BCS section of Help. Transmitting/broadcasting is not available in this limited version of BCS.

## CATalyst BCS Work Area Navigation

The CATalyst BCS screen contains several caption windows that provide information about the captioning session and panes such as Vertical Notes, Brief It, etc. The History window always displays and cannot be deselected to show. All other windows, you can customize windows and/or panes display, where they display and if they are docked or set to auto hide. You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to move) of

the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.



To show or hide the following windows, select View, Show ... Session Information, Story Queue, Caption Preview Window, Status, Script Window, Realtime, AutoFeed and Multiple Outputs Window.

### Session Information

The CATalyst BCS default displays the Session Information window as a \*tab\* on the left. The Session Information window allows you to easily access audio numbers, emergency numbers, encoder phone numbers to establish a connection, disconnect, add a new telephone number, identify NIK files and view translate options.

### Story Queue

Displays each story for the currently selected script files. You can send stories line-by-line via steno or computer keyboard or NIK files. Stories are loaded in the order they display. The current story displays in yellow lettering and the next story displays with a yellow background. You can change the order by clicking and dragging a story to a specific location or highlight a story and using the Up and Down arrows.

You can import CAPtivor™ stories, ASCII files, Case CATalyst<sup>4</sup> text files and BCS files. Story titles or "story slugs" separate the individual stories and are not sent to the encoder or History file.

**Caption Preview**

Simulates how your captions display on the video screen or television. This window also displays caption style, position and mode.

**Status Window**

Displays the modem connection status such as dialing or connecting. It also displays encoder status; Block, Pass or Suspended.

**Script Window**

Displays the entire story with the next caption line to be sent in a highlighted color. You can send script lines from the writer or computer keyboard.

**Realtime**

Displays steno outlines, translated text, and script lines before they are sent to the encoder. This allows you to view the text and make necessary corrections.

**AutoFeed**

Allows script lines to automatically be sent to the encoder based on the number of words per minute. A script can be fed line by line until the entire file is sent or you can set AutoFeed to automatically start at the beginning (loop) when it reaches the end. You may want to use the AutoFeed feature as a method to send script in a live display or for testing purposes.

**Multiple Outputs Window**

Allows you to monitor connections when sending captioning data to multiple encoders.

**History Window**

Displays all the text sent to the encoder. Both realtime and script file text appears in the History window. In the History window, you can edit, create script files for future broadcasts and export the text to ASCII or RTF/CRE. CATalyst BCS saves the History file with the .sgcap extension. The History window cannot not be hidden or set to auto hide.

To show or hide the following panes, select View, Panes...

**Vertical Notes**

Vertical notes synchronize with the realtime text. You can make dictionary definitions directly from the vertical notes. By default, the Vertical Notes window displays as a tab on the right side of the screen.

**Speaker List**

Speaker List contains designated speakers from the EZ Speakers Profile tab created using the Create EZ Speakers feature and typed speaker names in the Speaker List. The Speaker List pane allows you to insert speaker names or other fields directly into the History or Script window.

**Brief It**

Brief It is a Caption translation option that suggests conflict free brief forms for words and phrases that you write during captioning. When you write three or more steno strokes, CATalyst BCS generates a brief form or reminds you of an existing brief form and displays it in the Brief It dialog pane.


**Cat Scratch**

Allows you to add notes or reminders (virtual scratch pad) that you want to be available during the captioning session and also available in the caption edit file later. You can also send suggested briefs and Power Defines (steno & text) to the Cat Scratch.

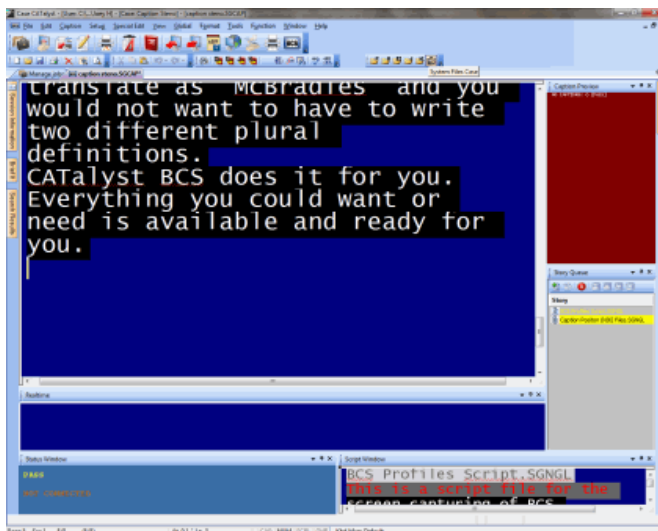
### Search Results

Builds a list of occurrences along with context of the searched item. You can double click and entry and move instantly to that location in the History/caption edit file.

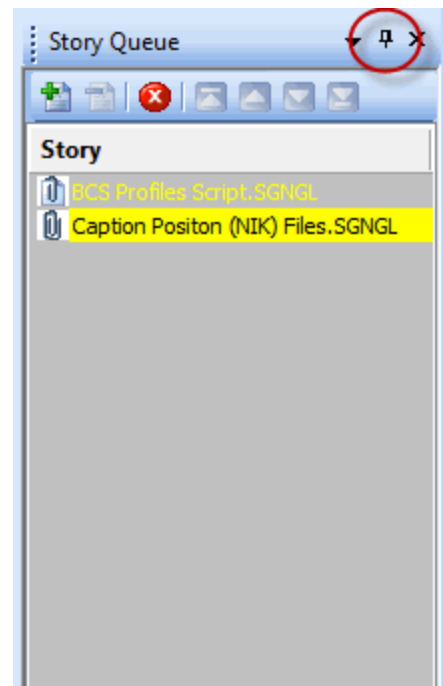
## Position Caption Windows and Panes

Captioning windows, such as the Script Window and Story Queue, and select CATalyst BCS features, such as Vertical Notes and Brief It are accessible from a small self contained resizable dialog pane. Dialog panes, when selected to show, display in a default fixed position on the CATalyst BCS screen. A fixed position is indicated by the vertical push pin  on the Title bar of the pane. You can easily click and drag the pane to a new vertical or horizontal position, change it to a "floating" pane or store the pane as an auto hide tab along the edge of the screen. The panes retain their new location until repositioned.

To display a closed dialog pane, press **Alt + v, e (View/Panes)** and then select a pane from the submenu. A check mark shows next to the feature to indicate it is displayed. To close a pane, click the X in the title bar or deselect it from the submenu. You can also quickly hide or display a dialog pane by right clicking on the title bar of any pane, selecting **Show** and then choosing the desired one.





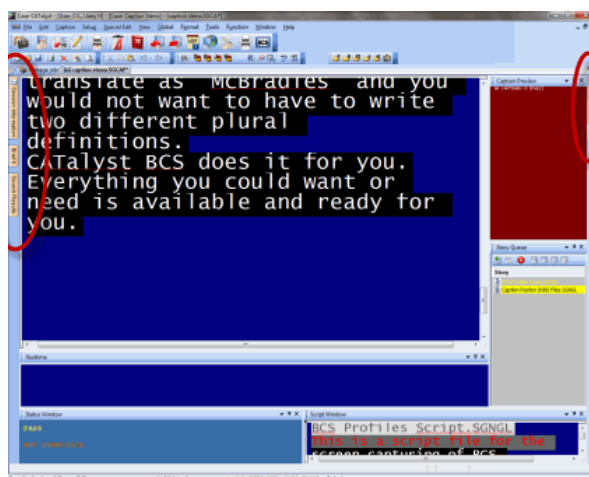
*Dialog Pane in Default Fixed Position*



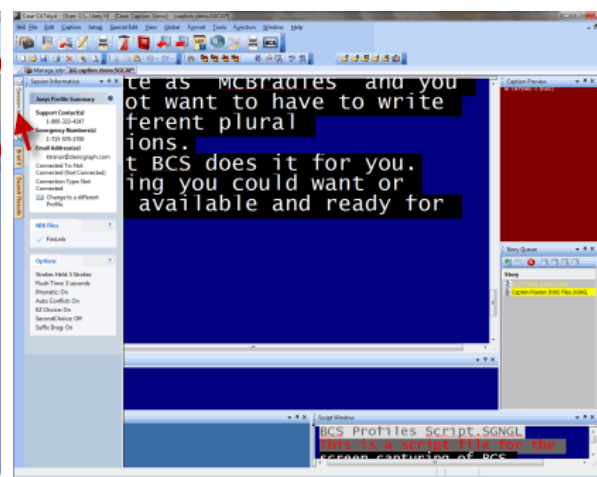
*Vertical Push Pin Shows Fixed Position*

## Auto Hide Panes

Panes in auto hide mode quickly display when you hover your cursor on the auto hide tab. To auto hide a pane, click the push pin  on the title bar, changing it to a horizontal position . The horizontal position indicates the pane is in auto hide mode. Move the cursor off the pane to hide it as a tab along the edge of the CATalyst BCS screen. Hover the cursor over or click the tab to temporarily display the pane. To return the pane to the fixed position on the screen, click the push pin from a horizontal to vertical position.




*Dialog Panes in Auto Hide Mode*



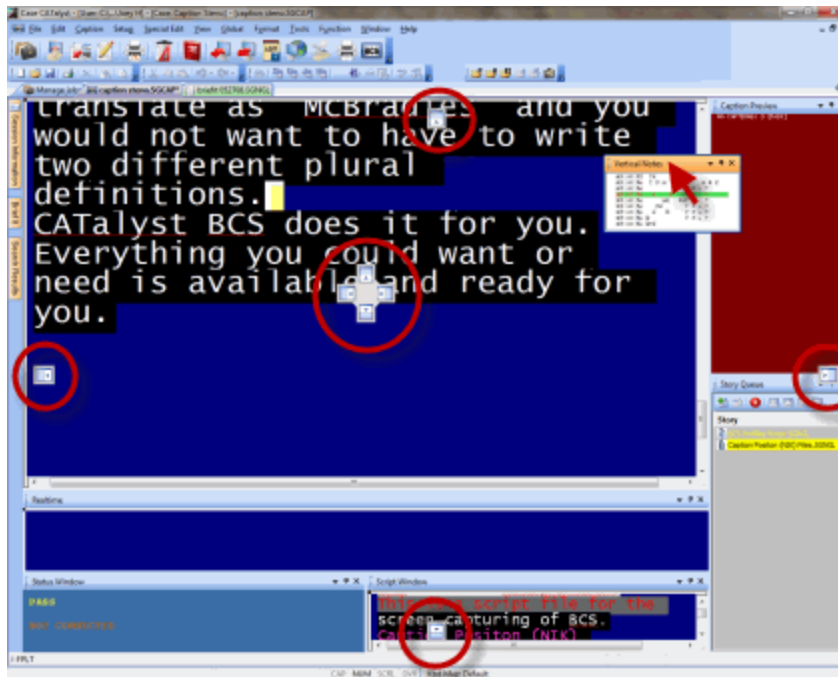
*Auto Display Session Information Pane*

## Reposition Panes

A fixed or "docked" pane and a floating pane can be repositioned. You cannot reposition a pane that is in AutoHide mode. The Title bar of a dialog pane with a vertical push pin  indicates the pane is in a "docked position. To return a dialog pane from AutoHide to a docked position, hover the cursor on the auto hide tab. When the pane displays, double click the Title bar of the pane or click the push pin to a vertical position.

To move a dialog pane, click the Title bar and hold the mouse button. As you move the pane, placement icons display on the screen. Single arrow icons display on each side of the screen and a multi-arrow icon displays in the center of the screen. These placement icons provide positioning options. Hover the cursor over an icon to view the new placement position. Release the mouse button to position the dialog pane in the new location.

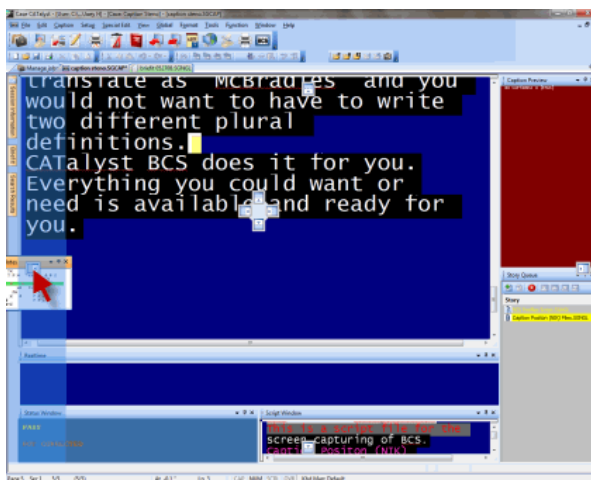




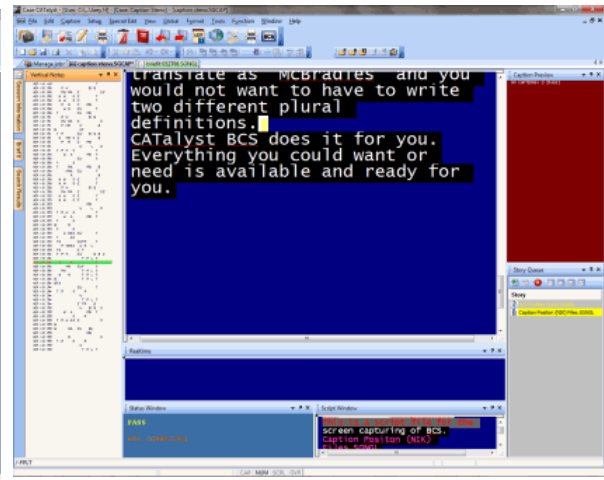
*Placement Icons*

## Position On Screen Edge

Use the single arrow icon to position a pane along an edge of the CATalyst BCS screen. Click the Title bar of a dialog pane and hold the mouse button as you move the pane. Place the tip of your cursor on the single arrow icon for the desired screen location. A transparent blue box displays, indicating the placement position. Release the mouse button.



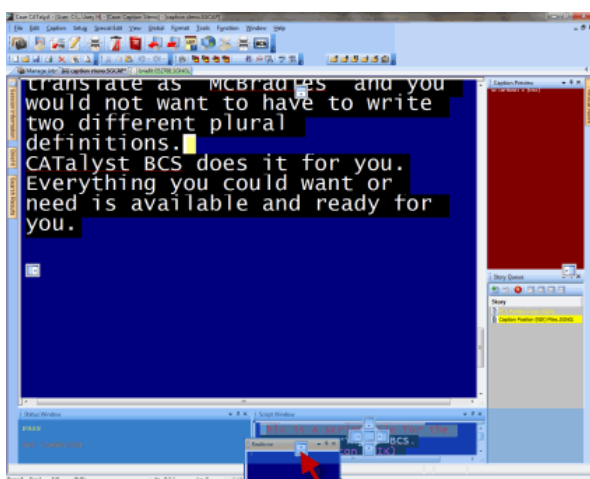
*Moving Speaker List Pane To Left Edge*



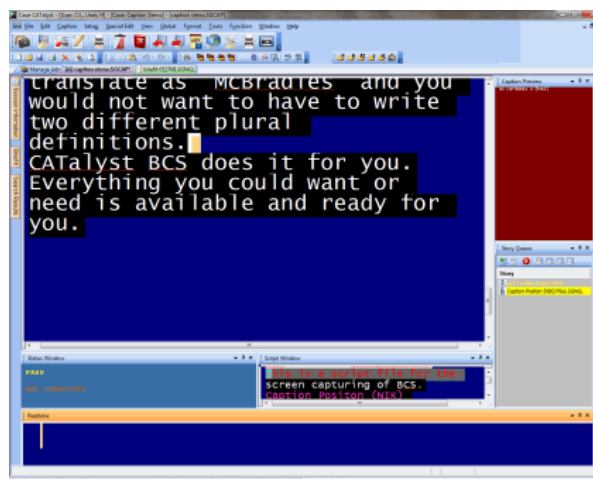
*Speaker List Pane On Left Edge*

When another pane or panes already display along the edge of the CATalyst BCS screen, the moved dialog pane positions along the outermost edge of the screen.





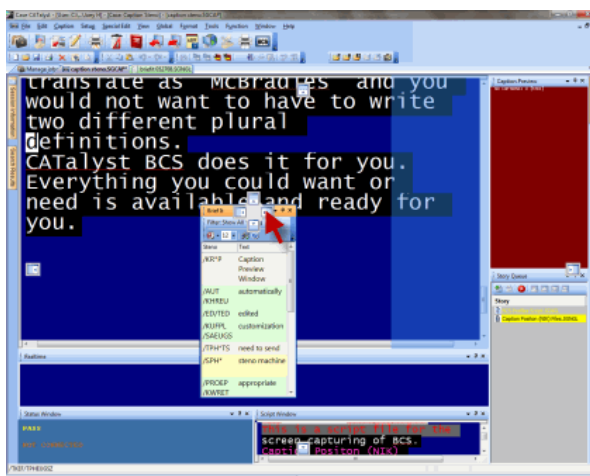
*Moving Realtime Window To Bottom Edge*



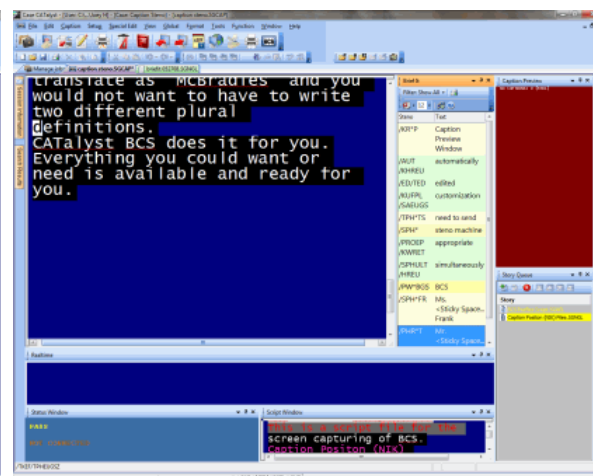
*Realtime Window On Bottom Edge*

## Position Next to Another Fixed Pane

Use the multi-arrow icon to position a dialog pane next to an existing fixed pane. Click the Title bar of a dialog pane and hold the mouse button. Place the tip of your cursor on one of the arrows in the multi-arrow icon. A transparent blue box displays, indicating the placement location. Release the mouse button. The moved dialog pane displays next to the existing fixed pane.



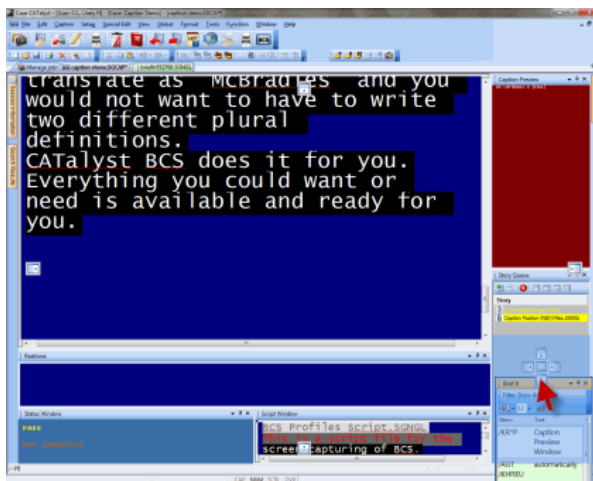
*Moving Brief It Pane*



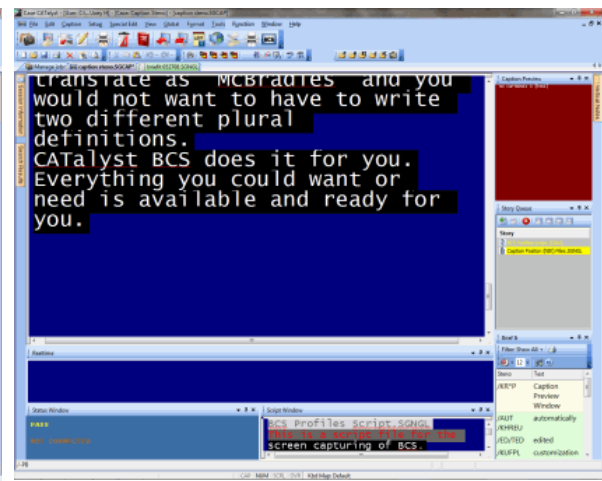
*Brief It Pane in New Position*

## Position to Share a Location

Use the multi-arrow icon position fixed dialog panes next to each other within the same location. Click the Title bar of a dialog pane and hold the mouse button as you move the pane to the desired fixed pane location. The multi-arrow icon displays in the center of the stationary pane. Place the tip of your cursor on one of the arrows. A transparent blue box displays, indicating the placement location. Release the mouse button. The moved dialog pane displays in the shared space.



Moving Brief It Pane Below Story Queue

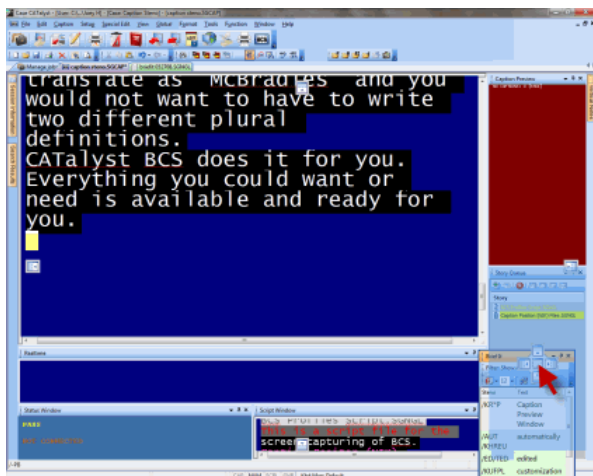


Brief It Pane Below Story Queue

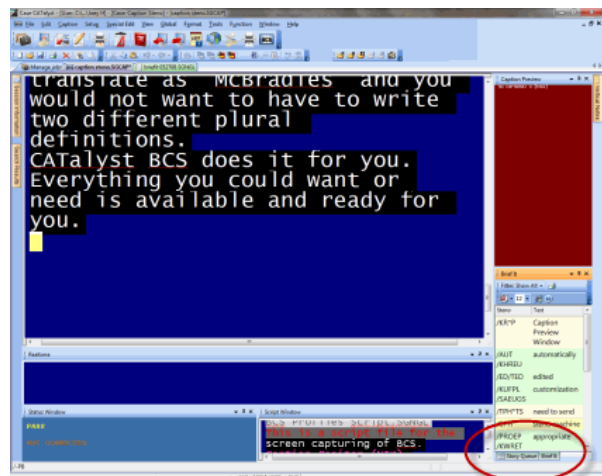
## Position to Share a Location Using Tabs

Use the multi-arrow icon to position a dialog pane in the same location of another fixed pane and add tabs. The tabs allow you to toggle the display of panes. Click the Title bar of a dialog pane and hold the mouse button as you move the pane to the desired fixed pane location. The multi-arrow icon displays in the center of the fixed pane. Place the tip of your cursor on the center of the multi-arrow icon. A transparent blue box displays, indicating the placement location. Release the mouse button. Tabs are added for each pane in that location. If tabs for multiple panes already exist, a tab is added for the moved pane.

To separate an individual pane from a shared position, double click the dialog pane tab. The selected dialog pane displays on the screen where you can move it to a new location or close it. To separate all the tabbed dialog panes, double click the title bar of the open pane.



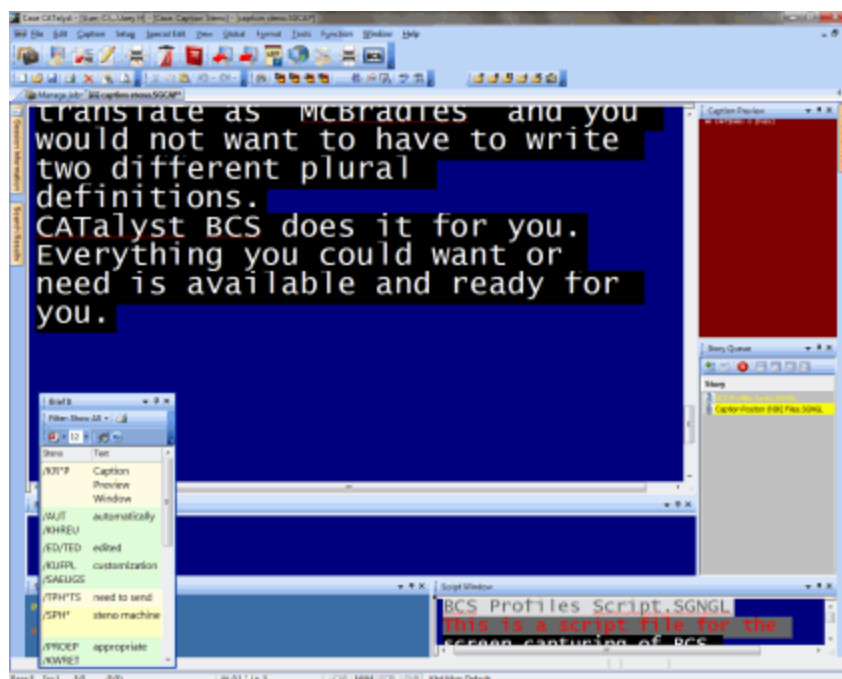
Moving Brief It Pane to Story Queue Window



Brief It Pane and Story Queue Window Tabbed

## Float Dialog Panes

You can place a floating pane anywhere on the CATalyst BCS screen. It is not anchored to a location. Double click the Title bar when the pane is floating, to place it in a fixed position.

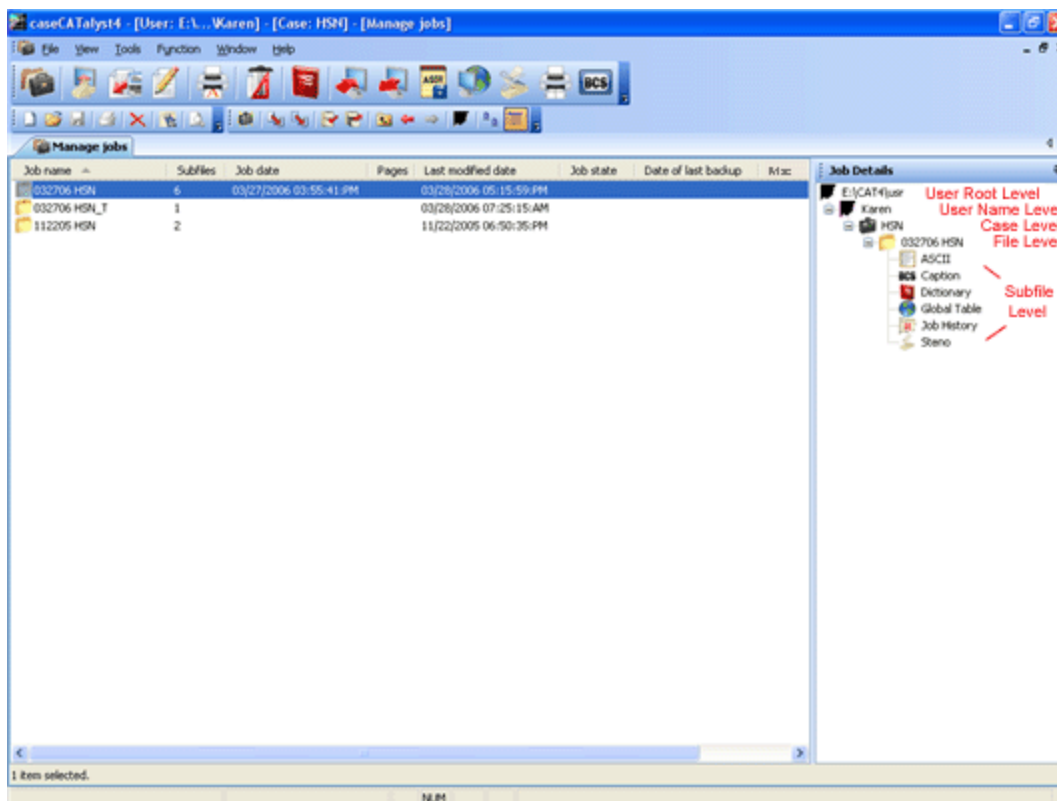


*Floating Dialog Pane*

## CATalyst BCS File Structure

CATalyst BCS uses a five-level file structure to store information:

1. User Root Level
2. User Name Level
3. Case (optional)
4. File Level
5. Subfile Level



CATalyst BCS File Structure



### User Root Level

User Root Level is the first level of information storage. The User Root contains user names and is necessary for the CATalyst BCS software to run. You cannot start CATalyst BCS without a User Root level.



### User Name Level

The User Name Level is the second level of information storage. The user name identifies all files belonging to a given user. Each user name has an associated user folder where all files for that user are stored. When you sign on with your user name, CATalyst BCS automatically goes to your user folder and displays your files. If two users create different files with the same file name, the system distinguishes the file by the user folder in which it resides. The Title Bar at the top of the screen displays the current user folder.

You can customize the user icon through User Settings in Manage Jobs.



### Case Level

Case Level is the third level of information storage. A case is a sub-folder of your user name. The use of cases is optional. You can create cases within cases. For example, the Captioning case is located within the System Files case. You may want to create a case named "Dictionaries" to store your captioning dictionaries for easy retrieval.

Certain cases are created and used by CATalyst BCS. These cases are necessary for CATalyst BCS to run properly:



### System Files Case

The System Files case contains required files for CATalyst BCS, such as user settings, dialog settings, Personal Dictionary, Keyboard Maps, Captioning case, Layouts case, Index Templates case, etc.

It is a good practice to [back up](#) your System Files and any other important cases on a regular basis in addition to using [Cloud Backup](#). Simply select Backup and put a check mark before the System Files case and before any other cases you want to back up and all files in the cases will be backed up. Some users created a case for Include files which is an important case to back up. Some users store their Includes case inside the System Files case and some store it outside the System Files case.



### AutoArchive Case

The AutoArchive case is located at the root of the user's folder and may contain multiple copies of files when the [Auto Recover](#) feature is used along with the Keep Auto Recover files in Archive option and if the [Auto Save](#) feature is used along with the Archive File on Close option. When viewing the contents of the AutoArchive case, the background displays a faded outline of a "red cross" displays to make it clearer that you are in the the AutoArchive case.



### Captioning Case

The Captioning case contains required files for captioning, such as the Caption Profiles case containing Profiles, Saved Windows Position case, NIK files, EZ Text files, etc.



### Other CATalyst BCS Cases

Examples of other cases include Saved ASCII Settings, Dictionary Builder, Macros and more.



### File Level

File Level is the fourth level of information storage. A file usually represents a single job. One deposition or hearing equals one file name. You create a new file by entering a unique name in the file name field of the dialog box.

### Subfile Level






















Subfile Level is the fifth level of information storage. A subfile is a sub-unit of the file. CATalyst BCS subfiles include:



.txt ASCII



.wav Audio

	.sgsav	Auto Recover
	.sgcap	BCS Caption File
	.sgodp	BCS Caption Profile
	.ZIP	Compressed Backup File
	.sgcdb	Conflict Database
	.sgdct	Dictionary - Personal, Case or Job
	.sgezt	EZ Text Table
	.sgglb	Global Table
	.sgpgb	Global Table - Personal
	.ini	History - Case or Job
	.sgkbd	Keyboard Map
	.sgmac	Macro
	.nik	Numeric Island Keys (NIK)
	.pdf	PDF
	.sgphn	Phonetic Table
	.rtf	RTF (Rich Text Format)
	.ini	Settings
	.sgstn	Steno Notes
	.sgsys	Steno Shortcut Table
	.sgxry	Support file for élan Mira A3 and Stentura Fusion. This information can be viewed by opening a file, opening vertical notes and double clicking a specific steno outline.
	.sgxr2	Support file for Luminex and Diamante. This information can be viewed by opening a file, opening vertical notes and double clicking a specific steno outline.



.sgngl      Text File



Unknown file types not recognized by CATalyst BCS



.sgufd      User Definitions Table



.tlx          Wordlist - Personal, Case or Job

A typical file can contain several subfiles. When you perform a specific function, CATalyst BCS automatically creates a subfile. For example, when you start a captioning session, CATalyst BCS creates two subfiles: a caption (.sgcap) and Job History (.sgxml) subfile.

When viewing files in Detailed List View, you can select to show or hide subfiles on the screen. From the Options menu, select **View/Show/Subfiles**. When a check mark displays next to the Show Subfiles options, each subfile displays on the screen. For example, the CATalyst BCS session, 022505Q displays the subfiles: 022505Q.sgcap, 022505Q.sgxml, 022505Q.sgstn, 022505Q.sggbl, 022505Q.txt. No check mark indicates the job name with subfiles displays in the split window. For example, the CATalyst BCS session, 022505Q displays as 022505Q.

## Managing Job Files

The Manage Jobs function displays all the job files in the current user name. A job usually corresponds to a single captioning session. On the Manage Job screen, a job is represented as a single folder in Icon View or a text name in Detailed List View. You can put several jobs into a case.

Each job contains subfiles which are other files related to the job such as a job dictionary or the steno notes. Right clicking on subfiles displays a menu from which you can choose to perform additional actions for the subfile. To view a list of all subfiles, see the [CATalyst BCS File Structure](#) topic.

Most of your file maintenance is done through Manage Jobs. Use Manage Jobs to:

- View the contents of your user folder in the form of icons or a text list with details.
- [Copy](#), [Move](#), [Rename](#), [Backup](#), [Restore](#) and [Delete](#) jobs or files
- [Add](#), [delete](#) and [change](#) users.
- [E-mail](#) job files.
- View [Job History](#) information.
- Find [recently saved files](#).
- [AutoArchive](#) case.

## Captioning Preparation

The Case Prep feature is available from the Manage Jobs' Tools menu. Case Prep makes it easy to prepare for your next captioning session. It might be an ongoing show that you need to fill in for or a show that you haven't captioned on in a while. Case Prep makes it easy and quick to find words that are not defined or are defined in your dictionaries by comparing previous caption, ASCII and PDF files to your dictionaries. Instead of being surprised during the caption session of names and terminology, let Case Prep identify words and phrases for you from previous files. The Case Prep feature allows you to select one or more caption files (.sgcap, .sgnpl), ASCII files (.txt), .ecl (Eclipse native files) or PDF files to compare against one or more dictionaries. (Depending on the type of work you caption, Case Prep also works with PTX (e-Transcript compatible and/or XMEF (TextMap compatible) files.

Case Prep can create a list of words that are in the selected files but not in the comparing dictionaries, a list of phrases that you might want to brief or both words and phrases and Personal Briefs and/or Reminder/Used briefs that may have been in the selected files. You can also specify how many times a word or phrase must appear in the files before displaying in either list along with how you want the list sorted, frequency, defined and undefined words or by phrases.

You can select to create a [Dictionary Builder](#) file and/or a Heads-Up List. The last selected options, not selected files or dictionaries, are remembered the next time you select Case Prep. The selected files, dictionary and options information used to create the Heads-Up List is written to the Notes tab of the Heads-Up List's [Job History](#) subfile. To view the information, in Manage Jobs right click the Case Prep file name and select History or double click the Job History subfile associated with the Case Prep file, then click the Notes tab.

Phrases are generated from selected files which may or may not have underlying steno. CATalyst will find most of the phrases although line numbers and page breaks may interfere in finding all phrases. The following guidelines are used:

- Case Prep uses Brief It's Max Words Per Brief setting to determine the maximum number of words in a phrase.
- Hyphenated words count as one word in a phrase.
- Phrases that are not defined in a dictionary are checked against the [caseprepexcludelist.txt](#) and [CommonWords.txt](#) files. If all of the words in the phrase are in either list, the phrase does not display in the Heads-Up List.

### Dictionary Builder List:

The Dictionary Builder List displays words that are not found in the selected dictionaries. Phrases may also display depending your Case Prep options. The list displays occurrence headings for words and phrases based on the number of times the word or phrase appeared in the selected files. For example, if words or phrases appear more than 50 times in the selected files, the words and phrases will be listed under the //Occurred more than 50 times heading. If words or phrases only appeared 6 times in the selected files, the words or phrases will be listed under the //Occurred between 5-9 times heading.

You can quickly review the list and select the Start Dictionary Builder option, select a dictionary to use Dictionary Builder to create dictionary definitions for the words. When the Start Dictionary Builder option is selected, clicking OK will open the selected dictionary and start the [Dictionary Builder](#) feature. If you simply click OK without selecting the Start Dictionary Builder option, the list is automatically saved to the Dictionary Builder case in your System files case. The list is automatically named Case Prep followed by the date and time. For example, Case Prep 2015-01-22 07.46.

If you selected to create a Heads-Up List along with the Dictionary Builder List, the Heads-Up List will automatically open and display in Edit and the Dictionary Builder dialog box displays in the forefront. For step by step instructions, see [Dictionary Builder List](#).



## Heads-Up List

You can also use the Case Prep feature to create a Heads-Up List. The Heads-Up List displays defined and undefined words and/or phrases based on the selected caption/ASCII files selected compared to the dictionaries selected and the options you selected in the Case Prep Options. You can create a Heads-Up List along with a Dictionary Builder List or create either of the lists individually. When creating a Heads-Up List, a .sgnpl file automatically opens in a three column newspaper display. For step by step instructions, see [Heads-Up List](#).

When selecting to create a Heads-Up List and selecting to analyze .sgnpl/.sgcap files, Case Prep can also include previously suggested Personal Briefs and/or Reminders and Used Briefs in the Heads-Up list. If you select to include Personal Briefs and/or Reminders/Used briefs in the Heads-Up List, they are reported in their own section of the list with designations for the type of briefs. Let's say that you are called on a job that you had previously reported. You can now show personal briefs that were suggested in the previous transcript along with reminders and briefs you used during that job, so you are familiar with briefs from the previous jobs.

If the Case Prep icon is not displaying on a toolbar, it can be added to any toolbar by right clicking on a toolbar and selecting Customize. In the [Customize dialog box](#), click the Commands tab, locate the Case Prep menu item and drag the Case Prep icon to the desired toolbar.

### To use Case Prep, do the following:

1. In Manage Jobs, select Tools and then Case Prep.
2. At the Select transcript/ASCII files to Compare dialog box, press **Alt + a** (Add...) to select the caption/ASCII files you want to compare to selected dictionaries. If you were in a case when you selected Case Prep, the Open dialog box defaults to the case. Use Windows selection commands to select as many caption/ASCII files you want.  
If you selected a file or files you didn't want, highlight the file in the list and press **Alt + r** (Remove...) to remove the file(s) from the list. Press **Alt + n** (Next) to continue.
3. At the Dictionary selection dialog box, press **Alt + a** (Add files...) to select the dictionaries you want to use to compare with the selected files. Select the dictionaries in the order you would use to translate or after selecting the dictionaries, reorder them in the priority you want. To change the order of dictionary priority, highlight a dictionary and use the up/down arrows in the upper right hand corner to move the dictionary to a higher or lower priority. **Your Personal Dictionary (and Update Area if used) are automatically selected and, by default, will be the lowest priority (just like when you translate).**  
If you selected a dictionary or dictionaries you didn't want, highlight the dictionary in the list and press **Alt + r** (Remove File) to remove the dictionary from the list. Press **Alt + n** (Next) to continue.
4. At the Options dialog box, do the following:
  - a. In the List section, select **one** of the following:
    - i. To build a list of words found in the selected caption/ASCII files that are not found in the dictionaries, select the Words not found in dictionaries option.
    - ii. To build a list of phrases found in the selected caption/ASCII files that you might want to brief, select the Phrases you might want to brief option.
    - iii. To build a list of words found in the selected caption/ASCII files that are not found in the dictionaries and phrases that you might want to brief, select the Both option.
  - b. In the Create List section, do the following:
    - i. Select Create Dictionary Builder List for a list of undefined words/phrases in the selected files.

- ii. Select [Create Heads-up List](#) for a list of undefined/defined words/phrases in the selected files.
  - c. In the Sort list(s) by section, select one of the following:
    - i. To display the list of words or phrases based on the how often they occurred in the caption/ASCII files, select Frequency. The most frequently occurring words or phrases will be listed first.
    - ii. To display the list of words first and then phrases, select the Words then phrases option.
    - iii. To display the list of phrases first and then words, select the Phrases then words option.
  - d. In the Report words or phrases that occur at least X times field, type the number of times a word or phrase must appear in the caption/ASCII file before it shows on the list. The default setting is 3. Valid numbers are 2 – 99.
5. Press **Alt + n** (Next) to continue.
6. At the Transcript/ASCII files and Dictionary Confirmation dialog box, review the selected caption/ASCII files, selected dictionaries and options you selected. To change anything, click the Change button next to the item you want to change. To build the list, click Finish.
7. The Case Prep dialog box displays with the progress. When finished, the list displays based on the options you selected. If, in the list you see two forward slashes followed by words, it means the following words couldn't be written using the selected dictionaries because the steno for the word(s) conflict with higher priority steno outlines found in another selected dictionary. Do any of the following:
  - a. To remove a word or phrase, highlight the word or phrase and press **Alt + r** (Remove).
  - b. To change the case of a word or phrase, highlight the word or phrase and press **Alt + c** (Cap) to cycle through the capping options.
  - c. To reverse any of the changes you made (removing a word or phrase or capping), press **Alt + u** (Undo All) to undo all the changes. **The list of words and/or phrases is saved. You now have two choices. You may either click OK or use the saved list at a later time OR you may open/create a dictionary and start [Dictionary Builder](#).**
  - d. To open/create a dictionary and start Dictionary Builder to define the words in the list, select the Start Dictionary Builder option.
    - i. In the Using field, the Case or Personal Dictionary is selected by default. If you are in a Case when starting Case Prep, the Case Dictionary will be selected by default. If you are in the root of your user when starting Case Prep, your Personal Dictionary will be selected by default. To change the dictionary, click the down arrow. The following options display:
      1. Case and/or Personal Dictionary.
      2. All dictionaries selected for the comparison.
      4. Other. If you want to select a different dictionary or create a new dictionary, click the **Browse** button. In the Select Dictionary dialog box, select a dictionary or type a new dictionary name and click Save.
- e. Click **OK** to continue.
8. One of the following occurs:
  - a. If you just clicked **OK**, the Case Prep feature closes and a dialog box displays the name of the list created and that it is available in the Dictionary Builder folder located in your System Files case.

- b. If you selected to start the Dictionary Builder option, the selected dictionary opens with the Dictionary Builder feature active. Make sure the writer option is correct, your steno machine is turned on and write a stroke to establish a connection and then click **OK** to begin.

## Caption Dictionary Builder List

Use the [Case Prep](#) feature to create a Dictionary Builder List. Using Case Prep to create a Dictionary Builder List allows you to quickly and easily prepare for your next captioning session. Using Case Prep you can compare words defined and not defined in previous caption sessions to create a list in which you can easily use the [Dictionary Builder](#) feature to create dictionary entries. Instead of being surprised during the captioning session of names and terminology, let Case Prep identify words and phrases for you from previous caption or ASCII files and have your dictionary prepared. The Dictionary Builder List displays words found in selected caption/ASCII files that are not found in the selected dictionaries. Phrases may also display depending on your Case Prep options. The Dictionary Builder List uses the [CommonWords.txt](#) file when creating the list. The list displays occurrence headings for words and phrases based on the number of times the word or phrase appeared in the selected files. For example, if words or phrases appear more than 50 times in the selected files, the words and phrases will be listed under the //Occurred more than 50 times heading. If words or phrases only appeared 6 times in the selected files, the words or phrases will be listed under the //Occurred between 5-9 times heading.

You can quickly review the list and select the Start Dictionary Builder option, select a dictionary to use Dictionary Builder to create dictionary definitions for the words. When the Start Dictionary Builder option is selected, clicking OK will open the selected dictionary and start the Dictionary Builder feature. If you simply click OK without selecting the Start Dictionary Builder option, the list is automatically saved to the Dictionary Builder case in your System files case. The list is automatically named Case Prep followed by the date and time. For example, Case Prep 2015-01-22 07.46.

If you selected to create a Heads-Up List along with the Dictionary Builder List, the Heads-Up List will automatically open and display in Edit and the Dictionary Builder dialog box displays in the forefront.

Dictionary Builder List guidelines:

- Number/word combinations (for example, ES6 or Com2Us) are included in the Case Prep list. However, numbers followed by 's' (i.e. 60s, 80s, etc.), money, time and ordinals are excluded from the list.
- If untranslated steno outlines are found in the selected files, Case Prep will include the slash before the steno outline (for example, /STPHAO). Please note that when Case Prep is not able to distinguish between steno outlines and text, there may be times when a slash will not display before a potential steno outline. ,
- If there are conflicts in the selected caption files, Case Prep will process single words in a conflict as individual words when comparing them to the dictionaries.
- If words appear in the selected files in different cases (upper case, initial capped and lower case), Case Prep will show all cases of the word as long as no form of that word is found in the dictionary or in the [CommonWords.txt](#) file. The CommonWords.txt file is located in the System Files case and is also used with the [Brief It](#) feature.
- Hyphenated words are handled as follows when the Words found/not found in dictionaries option is selected:
  - All selected dictionaries are searched to see if the hyphenated word is defined, if it is, the hyphenated word will not appear in the Dictionary Builder List.
  - If both of the individual words are defined in the selected dictionaries, neither word displays in the Dictionary Builder List.

- If only one of the hyphenated words is defined in the dictionary and at least one of the words is not in the CommonWords.txt file, the hyphenated words display in the Dictionary Builder List.
- If neither word is defined in the selected dictionaries, and at least one of the words is not in the CommonWords.txt file, the hyphenated words display in the Dictionary Builder List.

**To use create a Dictionary Builder List:**

1. In Manage Jobs, select Tools and then Case Prep.
2. At the Select transcript/ASCII files to Compare dialog box, press **Alt + a** (Add...) to select the caption/ASCII files you want to compare to selected dictionaries. If you were in a case when you selected Case Prep, the Open dialog box defaults to the case. Use Windows selection commands to select as many caption/ASCII files you want.  
If you selected a file or files you didn't want, highlight the file in the list and press **Alt + r** (Remove...) to remove the file(s) from the list. Press **Alt + n** (Next) to continue.
3. At the Dictionary selection dialog box, press **Alt + a** (Add files...) to select the dictionaries you want to use to compare with the selected files. Select the dictionaries in the order you would use to translate or after selecting the dictionaries, reorder them in the priority you want. To change the order of dictionary priority, highlight a dictionary and use the up/down arrows in the upper right hand corner to move the dictionary to a higher or lower priority. **Your Personal Dictionary (and Update Area if used) are automatically selected and, by default, will be the lowest priority (just like when you translate).**  
If you selected a dictionary or dictionaries you didn't want, highlight the dictionary in the list and press **Alt + r** (Remove File) to remove the dictionary from the list. Press **Alt + n** (Next) to continue.
4. At the Options dialog box, do the following:  
The last selected options are remembered the next time you select Case Prep.
  - a. In the List section, select **one** of the following:
    - a. To build a list of words found in the selected caption/ASCII files that are not found in the dictionaries, select the Words not found in dictionaries option.
    - b. To build a list of phrases found in the selected caption/ASCII files that you might want to brief, select the Phrases you might want to brief option. Phrases are generated from caption files and are not generated from ASCII files. If you select this option, Frequency is automatically selected in the Sort lists (by) section.
    - c. To build a list of words found in the selected caption/ASCII files that are not found in the dictionaries and phrases that you might want to brief, select the Both option.
  - b. In the Create List section, do the following:
    - i. Select Create Dictionary Builder List for a list of undefined words/phrases in the selected files.
    - ii. Select [Create Heads-up List](#) for a list of undefined/defined words/phrases in the selected files.
  - c. In the Sort list(s) by section, select one of the following:
    - i. To display the list of words or phrases based on the how often they occurred in the caption/ASCII files, select Frequency. The most frequently occurring words or phrases will be listed first.
    - ii. To display the list of words first and then phrases, select the Words then phrases option.

- iii. To display the list of phrases first and then words, select the Phrases then words option.
  - d. In the Report words or phrases that occur at least X times field, type the number of times a word or phrase must appear in the caption/ASCII file before it shows on the list. The default setting is 3. Valid numbers are 2 – 99.
5. Press **Alt + n** (Next) to continue.
6. At the Transcript/ASCII files and Dictionary Confirmation dialog box, review the selected caption/ASCII files, selected dictionaries and options you selected. To change one or more of your selections, click the Change button next to the item you want to change. To build the list, click Finish.
7. The Case Prep dialog box displays with the progress. When finished, the following displays:
  - a. If you selected to build a Heads-Up List, the list is opened in Edit in a 3-column format based on the options you selected. If you selected to create a Dictionary Builder List also, the Heads-Up List opens in the background.
  - b. If you selected to build a Dictionary Builder List, the Dictionary Builder List dialog box displays.
    - i. Two forward slashes followed by words indicates the following words couldn't be written using the selected dictionaries because the steno for the word(s) conflict with higher priority steno outlines found in another selected dictionary. Do any of the following:
      - To remove a word or phrase, highlight the word or phrase and press **Alt + r** (Remove).
      - To change the case of a word or phrase, highlight the word or phrase and press **Alt + c** (Cap) to cycle through the capping options.
      - To reverse any of the changes you made (removing a word or phrase or capping), press **Alt + u** (Undo All) to undo all the changes. **The list of words and/or phrases is saved. You now have two choices. You may either click OK or use the saved list at a later time OR you may open/create a dictionary and start [Dictionary Builder](#).**
  - c. To open/create a dictionary and start Dictionary Builder to define the words in the list, select the Start Dictionary Builder option.
    - i. In the Using field, the Case or Personal Dictionary is selected by default. If you are in a Case when starting Case Prep, the Case Dictionary will be selected by default. If you are in the root of your user when starting Case Prep, your Personal Dictionary will be selected by default. To change the dictionary, click the down arrow. The following options display:
      1. Case and/or Personal Dictionary.
      2. All dictionaries selected for the comparison.
      4. Other. If you want to select a different dictionary or create a new dictionary, click the **Browse** button. In the Select Dictionary dialog box, select a dictionary or type a new dictionary name and click Save.
  - d. Click **OK** to continue.
8. One of the following occurs:
  - a. If you just clicked **OK**, the Case Prep feature closes and a dialog box displays the name of the list created and that it is available in the Dictionary Builder folder located in your System Files case.
  - b. If you selected to start the Dictionary Builder option, the selected dictionary opens with the Dictionary Builder feature active. Make sure the writer option is correct, your steno machine is turned on and write a stroke to establish a connection and then click **OK** to begin.

- c. If you selected to create a [Heads-Up List](#), you can review the list and close the file when you are finished.

## Caption Heads-Up List

Use the [Case Prep](#) feature to create a Heads-Up List. Case Prep makes it easy to prepare for your next captioning session. It might be an ongoing show that you need to fill in for or a show that you haven't captioned in a while. Case Prep makes it easy and quick to find words that are not defined or are defined in your dictionaries by comparing previous caption, ASCII, .ecl (Eclipse native file) and/or PDF files to your dictionaries. Instead of being surprised during the captioning session of names and terminology, let Case Prep identify words and phrases for you from previous selected files. The Heads-Up List displays defined and undefined words and/or phrases based on the selected files selected compared to the dictionaries selected and the options you selected in the Case Prep Options. Depending on the captioning type, you can also select PTX (e-Tran compatible) and/or XMEF (TextMap compatible) file types.

You can create a Heads-Up List along with a [Dictionary Builder](#) List or create either of the lists individually. When creating a Heads-Up List, a .sgnfl file automatically opens in a three column newspaper display. The Heads-Up List displays words and/or phrases based on your selections on the Case Prep Options dialog box. Words found in any of the selected dictionaries are boldfaced and display the shortest, most used steno outline match immediately following the word. If the Create Heads-Up List is selected, the *Include steno definitions...* option is selected by default. If you deselect the Create Heads-Up List, the *Include steno definitions...* option is grayed out. If you need to locate in which dictionary the steno outline is found, use the Query Realtime Translations command on the word or phrase. Words not found in any of the selected dictionaries display only the word. You can use the Suggest A Brief command to generate a brief for words or phrases. Common/frequent phrases display according to your selection. Phrases are generated from selected files. The Heads-Up List is automatically saved in the location where you started Case Prep and named Case Prep followed by the case name and then current date and time. For example, Case Prep [KSTP] 2015-01-21 13.38 indicates you started Case Prep in a case named KSTP. Another example, Case Prep [Tom] 2015-01-21 13.38 indicates you started Case Prep in a Case CATalyst user name Tom.

The selected files, dictionary and options information used to create the Heads-Up List is written to the Notes tab of the Heads-Up List's [Job History](#) subfile. To view the information, in Manage Jobs right click the Case Prep file name and select History or double click the Job History subfile associated with the Case Prep file, then click the Notes tab.

When creating the Heads-Up List, Case Prep uses the [caseprepexcludelist.txt](#) and [CommonWords.txt](#) files located in the System Files case for analysis. Both files can be modified by adding or deleting words. An Add to Case Prep Exclude List option has been added to Edit's Tools menu and to the right click menu. When Case Prep analyzes the selected caption/ASCII files and dictionaries, the following rules apply:

- If Case Prep determines a capitalized word is not likely a proper noun (starts a sentence), the word will be looked up as lower case in both the dictionary and the exclude list. If a word is not found in the dictionary but is found in the CommonWords.txt file (all capped, initial capped or lower case) or Case Prep Exclude List, the word will not display in the Heads-Up List.
- Words that end in an apostrophe will be looked up in the dictionary as the root word only.
- Words that end in a suffix will first be looked up in the dictionary as is, if a match is found the word displays in the defined section of the Heads-Up List unless the word is in the exclude list. If the word isn't found in the dictionary with the suffix, the root word will be looked up in the dictionary and exclude list. If a match isn't found, the word with the suffix will be displayed in the Heads-Up List.

- All words found in the CommonWords.txt file are excluded from the Heads-Up List whether the word appears in lower case, initial cap or all caps.
- Phrases are generated from caption (.sgcap) files whether there is underlying steno outlines or not.
- Case Prep recognizes a Bates number that starts with text and is followed by at least 4 numbers. If the text before the numbers matches, Case Prep will put up to three occurrences of the Bates numbers in the Heads-Up List. The reported Bates numbers will be listed under the occurrence heading based on the number of times the Bates number prefix appeared in the selected files.
- Whether the *Include steno definition...* option is selected or not, the Heads-Up List will display defined words, followed by a blank line and then undefined words under the appropriate occurrence heading.
- Hyphenated words are handled as follows when the Words found/not found in dictionaries option is selected:
  - All selected dictionaries are searched to see if the hyphenated words is defined, if it is, the hyphenated words display in the Heads-Up List.
  - If both of the individual words are defined in the selected dictionaries but are not in the caseprepexcludelist.txt or CommonWords.txt files, the hyphenated words display in the Heads-Up List.
  - If only one of the hyphenated words is defined in the dictionary and at least one of the words is not in the caseprepexcludelist.txt or CommonWords.txt files, the hyphenated words display in the Dictionary Builder List.
  - If neither word is defined in the selected dictionaries and are not found in the caseprepexcludelist.txt or the CommonWords.txt files, the individual words and hyphenated words display in the Heads-Up List.

### To create a Heads-Up List:

1. In Manage Jobs, select Tools and then Case Prep.
2. At the Select transcript/ASCII files to Compare dialog box, press **Alt + a** (Add...) to select the caption/ASCII files you want to compare to selected dictionaries. If you were in a case when you selected Case Prep, the Open dialog box defaults to the case. Use Windows selection commands to select as many ASCII files you want.  
If you selected a file or files you didn't want, highlight the file in the list and press **Alt + r** (Remove...) to remove the file(s) from the list. Press **Alt + n** (Next) to continue.
3. At the Dictionary selection dialog box, press **Alt + a** (Add files...) to select the dictionaries you want to use to compare with the selected files. Select the dictionaries in the order you would use to translate or after selecting the dictionaries, reorder them in the priority you want. To change the order of dictionary priority, highlight a dictionary and use the up/down arrows in the upper right hand corner to move the dictionary to a higher or lower priority. **Your Personal Dictionary (and Update Area if used) are automatically selected and, by default, will be the lowest priority (just like when you translate).**  
If you selected a dictionary or dictionaries you didn't want, highlight the dictionary in the list and press **Alt + r** (Remove File) to remove the dictionary from the list. Press **Alt + n** (Next) to continue.

4. At the Options dialog box, do the following:  
The last selected options are remembered the next time you select Case Prep.
  - a. In the List section, select **one** of the following:
    - a. To build a list of words found in the selected caption/ASCII files that are not found in the dictionaries, select the Words not found in dictionaries option.
    - b. To build a list of phrases found in the selected caption/ASCII files that you might want to brief, select the Phrases you might want to brief option. Phrases are generated from caption files and are not generated from ASCII files. If you select this option, Frequency is automatically selected in the Sort lists (by) section.
    - c. To build a list of words found in the selected caption/ASCII files that are not found in the dictionaries and phrases that you might want to brief, select the Both option.
  - b. In the Create List section, do the following:
    - i. Select [Create Dictionary Builder List](#) for a list of undefined words/phrases in the selected files.
    - ii. Select Create Heads-up List for a list of undefined/defined words/phrases in the selected files.  
When this option is selected, the *Include steno definition* option in Heads-Up List option is available along with the *Suggest briefs for phrases* option. If you want the steno for define words to display next to the word, select *Include steno definition* option. If you are sharing this file with another reporter and you do not want the steno outline to display, deselect this option. If you want briefs for phrases to display in the Brief It pane, select the *Suggest briefs for phrases* option. If you selected at least one .sgnfl or .sgcap file for analysis, the Case Prep - Briefs dialog box displays. If you want to see any Personal Briefs and/or Reminder/Used briefs that appeared in the selected .sgnfl/.sgcap files, select the *Report Briefs in Heads-Up List* option. **You will not see the Case Prep - Briefs dialog box if you did not select at least one .sgnfl or .sgcap file for analysis.**
      - a) Select *Personal Briefs and Reminders/Used* option if you want the Heads-Up List to display any Personal Briefs and Reminder/Used briefs that displayed in the selected .sgnfl and/or .sgcap files. If you select to include Personal Briefs and/or Reminders/Used briefs in the Heads-Up List, they are reported in their own section of the list with designations for the type of briefs. When finished selecting options, click **Next** to continue.
      - b) Select *Personal Briefs* option if you only want to see Personal Briefs that displayed in the selected .sgnfl and/or .sgcap files.
      - c) Select *Reminders/Used* option if you only want to see Reminders/Used briefs that displayed in the selected .sgnfl and/or .sgcap files.
      - d) At the *Minimum # of jobs a brief must appear in to be included in the Heads-Up List:* option, type the minimum number of jobs that a brief must appear before it is reported in the Heads-Up List.
      - e) At the *Minimum # of times a brief must be suggested or reminded/used:* option, type the minimum number of times a brief must have been suggested or reminded/used before it is reported in the Heads-Up List.
  - c. In the Sort list(s) by section, select one of the following:



- i. To display the list of words or phrases based on the how often they occurred in the caption/ASCII files, select Frequency. The most frequently occurring words or phrases will be listed first.
    - ii. To display the list of words first and then phrases, select the Words then phrases option.
    - iii. To display the list of phrases first and then words, select the Phrases then words option.
  - d. In the Report words or phrases that occur at least X times field, type the number of times a word or phrase must appear in the caption/ASCII file before it shows on the list. The default setting is 3. Valid numbers are 2 – 99.
5. Press **Alt + n** (Next) to continue.
  6. At the Transcript/ASCII files and Dictionary Confirmation dialog box, review the selected caption/ASCII files, selected dictionaries and options you selected. To change one or more of your selections, click the Change button next to the item you want to change. To build the list, click Finish.
  7. The Heads-Up List, the list is opened in Edit in a 3-column format based on the options you selected. If you selected to create a Dictionary Builder List also, the Heads-Up List opens in the background. If you selected to see Personal Briefs and Reminder/Used Briefs, at the end of the Heads-Up List the Personal Briefs and/or Reminders/Used information is listed. No analysis is performed on your dictionaries. It lists what shows in the brief it pane of the selected .sgnfl and/or .sgcap files. If you are using someone else's files, this information may not be helpful or may conflict with your own dictionaries. The heading for the Personal Briefs and/or Reminders/Used displays as follows:

**Briefs:**

[Type: P/R/U], word, steno  
[Docs/occurrences]

[P] for personal, [R] for reminder or [U] for used brief will precede the brief word, followed by the steno and then how many documents the brief appeared in and how many times the brief appeared. For example, let's say you have the following in your Heads-Up List: [P] it would have been /TWOUEFB 2/6. That indicates that the Personal Brief "it would have been" with the steno TWOUEFB appeared in two transcripts and appeared/was reminded a total of six times in the selected .sgnfl/lsgcap files. Examples of how each type brief may appear in the Heads-Up List:

**Personal Briefs:**

[P] to the best of my knowledge  
/TAOEUPBLG [2/23]  
[P] I'm sorry /AOEUPLS [2/13]  
[P] a lot of /HRAOF [2/12]  
[P] I'm not sure /AOEUPLTS [2/11]

**Reminders:**

[R] sitting here today /SH\*T [1/10]  
[R] at any time /T-PBT [1/6]  
[R] you know /UPB [1/5]  
[R] but /FWU [1/3]  
[R] did he say /TKES [1/3]

**Used Briefs:**

[U] SEBP /S\*EB [1/2]  
[U] sewer tributary /SWR\*T [1/2]  
[U] as-needed /AO\*ED [1/1]  
[U] British Columbia /PWR\*EURB [1/1]  
[U] idea or concept /AO\*EUD [1/1]

- a. If you selected to build a Dictionary Builder List, the Dictionary Builder List dialog box displays.

- i. Two forward slashes followed by words indicates the following words couldn't be written using the selected dictionaries because the steno for the word(s) conflict with higher priority steno outlines found in another selected dictionary. The list of words and/or phrases is saved. You now have two choices. You may either click **OK** or use the saved list at a later time OR you may open/create a dictionary and start [Dictionary Builder](#).
  - b. To open/create a dictionary and start Dictionary Builder to define the words in the list, select the Start Dictionary Builder option.
  - c. Click **OK** to continue.
8. One of the following occurs:
  - a. If you just clicked **OK**, the Case Prep feature closes and a dialog box displays the name of the list created and that it is available in the Dictionary Builder folder located in your System Files case.
  - b. If you selected to start the Dictionary Builder option, the selected dictionary opens with the Dictionary Builder feature active. Make sure the writer option is correct, your steno machine is turned on and write a stroke to establish a connection and then click **OK** to begin.
  - c. The Heads-Up List displays in Edit. Words found in dictionaries are boldfaced with the shortest steno stroke match displaying immediately following the word. Do any of the following:
    - i. Highlight a word and use Query Realtime Translation to locate the dictionary in which the shortest stroke can be found if multiple dictionaries were selected.
    - ii. Highlight a word or phrase and use the Suggest A Brief command to generate a brief for the word or selected phrase. The brief displays in the Brief It pane. You can print the contents of the Brief It pane by clicking the Printer icon on the Brief It pane title bar. You can also right click a brief, select Send to Case Cat Scratch and the brief will be added to the Steno Text section of the Cat Scratch pane and is available as a reminder for your next job.
    - iii. Highlight a word or phrase and use the Text to Dict Define command to define any undefined words or phrases to your Personal, case, job or other dictionary. If find yourself using this command often, you can assign it to a key combination in a keyboard map.
    - iv. Need a reminder for a word and steno, you can highlight the word and steno outline, right click and select Send to Case Cat Scratch to copy the word and steno to the text section of the Cat Scratch pane for your next job.
    - v. Highlight a word, right click and select Send to Case Prep Exclude List to prevent the word from displaying in a Heads-Up List in the future.
9. When finished, close the Heads-Up List. The Heads-Up List is saved in the location where Case Prep was started. The file is named Case Prep followed by the name of the case or Case CATalyst user name and then the current date and time. For example, Case Prep [KSTP] 2015-01-22 07.52 indicates you started Case Prep in a case called KSTP. Another example, Case Prep [Tom] 2015-01-22 07.52 indicates you started Case Prep in a Case CATalyst user name of Tom. If you made any changes to the file, you will be prompted to save the file when closing it. The selected files, dictionary and options information is written to the Notes tab of the Heads-Up List's Job History subfile. To view the information, in Manage Jobs right click the Case Prep file name and select History or double click the Job History subfile associated with the Case Prep file, then click the Notes tab.

## Translation in CATalyst BCS

When you begin a CATalyst BCS captioning session, the Broadcast Captioning Translate dialog box displays. The Broadcast Captioning dialog box allows you to select a user, file, profile and options for translation. CATalyst BCS uses translate options and customizable [Profiles](#), which contain a collection of settings, for translation during a captioning session. You can modify existing profiles and create new ones.

### Broadcast Captioning Translate Dialog Box

#### Job

##### Show All Jobs

Check this box to show all the jobs for the current user. Uncheck this box to show only the captioning files for the current user.

##### Jobs Window

Display the caption files for the current user. To display all the files for the user, select Show All Jobs.

##### File

The file name for the captioning session. Select an existing file from the list in the Jobs window or type a new name. All captioning files have a .sgcap extension.

#### Options

Display the [Caption Translate Options](#) dialog box where you can select translate options, realtime settings and [preferences](#) for the captioning session. Option settings remain the same until you change them.

#### Profile

##### Set Profile Dirs

Display the Caption Profile Search Paths dialog box where you can locate CATalyst BCS Profiles in other user folders. The default path is the current user folder.

##### Profile Window

Displays the available Profiles found in the Captioning Profiles case. The Captioning Profiles case is located in the Captioning case within the System Files case.

You can use CATalyst BCS profiles from other users. Select Set Profile Dirs to display the Caption Profile Search Paths where you can locate other Profiles.

##### Profile

The Profile selected for this captioning session.

##### New Profile

Display the first screen of the Profile Wizard to create a [new](#) Profile. The Profile Wizard successively displays each of the Profile tabs for you to make entries.

##### Clone Profile

Display the Create a copy of Profile dialog box where you can create a [copy](#) of an existing Profile.

### Modify Profile

Display the Profile dialog box where you can make [modifications](#) to the Profile in the Profile field.

### Start Session

Begin the CATalyst BCS captioning session. If you select an existing job name, a message displays asking if you want to Append, Overwrite, or Cancel. Select one of the following:

#### Append

Add the new captioning session to the existing file.

#### Overwrite

When you select to use an existing file name that also contains audio and text, Case CATalyst deletes the steno (.sgstn) and text (.sgnpl) subfiles in the existing file if you select to overwrite and sends both files to the Windows Recycle Bin. An additional message displays prompting you to continue, using the existing file name and deleting the existing audio. If you accidentally overwrite an existing file when starting a session, you may be able to recover the steno and text subfiles by restoring them from the Windows Recycle Bin.

#### Cancel

Choose a different file name.

## Achieving Optimal Conversion of Numbers

Stenograph recommends the following dictionary definition guidelines for numbers to produce the best results when using any Number Conversion, Number Trigger and Automatic Number Conversion feature.

- It is not necessary to define numbers written via the number bar as digits in your dictionary.
- Do not define hundred as 00 or thousand as 000 or ,000. If these entries exist and you plan to use CATalyst BCS number conversion to combine hundred and thousand with other numbers, modify these entries to "hundred" and "thousand".
- Define text representing multiple numbers as digits. For example, define "double oh" as 00; and "triple 7" as 777.
- Define fractions, with or without hyphens using the <No Auto Convert> format symbol. For example, to create a dictionary definition to retain the hyphen for "-1/2", define as: -1/2<No Auto Convert>. To create a dictionary definition with a space before the fraction "1/2", define as: <No Auto Convert><Sticky Space>1/2.

## Caption Translate Options

Caption Translate options are a group of settings that affect how CATalyst BCS translates steno outlines. You set translate options on the Options tab in the Caption Options dialog box prior to starting a session or during a captioning session using the Options feature on the Setup menu. Options settings remain the same until you change them.

You can access BCS options:

- each time you start a CATalyst BCS session. In the Broadcast Captioning Translate dialog box, select **Options**.
- during a BCS session. From the Setup menu, select **Options** where certain Caption Translate options are available.

- during a BCS session in the Session Information window where certain Caption Translate options are accessible.

The following list is a summary of BCS translate options. For detailed information about an each option, click the name on the list.

## Options

### [Use Update Area for Translation](#)

Select this option to use entries in the Update Area to help translate the captioning session along with your Personal Dictionary and any additional selected dictionaries.

NOTE: By default, D-defines made during a captioning session or editing a caption file, go to the Personal Dictionary. To have D-defines go to the Update Area, at Manage Jobs select Tools, Options, Dictionary and then Options...

### [A/An Resolution](#)

Use the rules of grammar to resolve a/an when the steno stroke for "a" and "an" is written the same. The dictionary definition is only "a".

### [Drag/Drop Analysis](#)

CATalyst BCS analyzes untranslates with characters you drag or drop and matches the steno outline with a dictionary definition. Specify drag/drop characters in Drag/Drop Analysis Details.

### [TrueStroke Drag/Drop](#)

Translate option that works with TrueStroke data that is created when using a Luminex or Diamante steno machine via a USB or WiFi connection or Wave steno machine via a USB connection. When active, CATalyst BCS analyzes steno outlines during captioning using [TrueStroke](#) data located in the Steno X-ray2 (.sgxr2) subfile.

### [EZ Link](#)

Attach prefixes and suffixes to the root word during translation and check the spelling against the Spell Check Wordlists.

[Exclude Caps](#)

Do not apply EZ Link rules to an all cap or mixed case root word when immediately followed by a suffix. Root word remains unchanged when suffix attaches.

[Suffix Drag](#)

Suffix Drag applies the suffix strokes -G, -S, or -D to one stroke steno outlines that are not defined in the dictionary when the dragged letter is the last character in the outline. Optionally, apply -S, -Z or both for plural suffix. If also using Drag/Drop Analysis, Drag/Drop Analysis takes priority.

[Smart Quotes](#)

Using one steno outline, create opening and closing quotes that append to the word.

[Smart Parentheses](#)

Selecting this option allows you to have only one dictionary definition for a parenthesis or bracket (I). When you write the steno defined as the open parenthesis or bracket the first time, Case CATalyst inserts an open parenthesis or bracket. When you write the same steno outline a second time in the same paragraph, Case CATalyst inserts a closed parenthesis or closed bracket. With the Smart Parenthesis option selected, writing an open bracket followed by text and a new paragraph defined with the {Caption Period} translate command will result in CATalyst adding a smart closing bracket before the paragraph. No ending punctuation will follow the closed bracket. To get this result, don't write the closing bracket.

[Intelligently Punctuate Quoted Words](#) Place the period, comma or apostrophe stroked after a quoted word or phrase inside the quotes.

[Remove Single Empty Paragraph](#)

Suppress the blank line generated when a steno outline

with a paragraph style is followed by a stroke defined with a paragraph style at the beginning of the definition.

[Replace Q&A With >>](#)

Converts Question and Answer format symbol <New Line> to chevrons (>>).

## **Numbers**

[Ignore `and'](#)

Ignore the word "and" between numbers when translating number conversion and number trigger definitions. CATalyst BCS processes the numbers before and after the word "and" as one group.

[Ignore Commas](#)

Ignore any commas when translating number conversion and number trigger definitions that separate a group of numbers. CATalyst BCS processes all numbers.

[Ignore Periods](#)

Ignore any periods when translating number conversion and number trigger definitions that separate a group of numbers. CATalyst BCS processes all numbers.

[Ignore Word Numbers](#)

Ignore words that are numbers and do not translate them as part of the number conversion or number trigger definition.

[Squish Defined Numbers](#)

Automatically translate all numbers with no space between them, regardless if they do or do not have a dictionary definition.

[Automatic Number Conversion](#)

Automatically convert numbers based on the contents of the NumberConversion.ini file.

[Display 10 and Under as Words](#)

Translate numbers 1 through 10 as words based on the NumberConversion.ini file.

[Otherwise Display as Digits](#)

Forces all numbers to automatically display as digits.

[With Thousands Separator](#)

Converts number with commas when followed by measurement keywords.

[Don't Convert Word Numbers](#)

Write word numbers along with a number conversion keyword and retain the word number rather than having it convert to a digit.

**Conflicts**

[EZ Choice](#)

Resolve conflicts when they occur in the same context as they do in the Conflict Database.

[Second Choice](#)

Automatically select the second choice of the conflict when it occurs in the same context as it does in the SecondChoice Conflict Database. When used in conjunction with EZ Choice, EZ Choice takes priority in conflict selection.

[Auto-Conflict](#)

Automatically select the first choice of every conflict. When used in conjunction with EZ Choice, EZ Choice takes priority in conflict selection.

**Tran. Delay**

[Translation Delay](#)

Prevents the Delete command stroked from deleting strokes after the specified number of milliseconds.

**Show**

[Phonetic Translation](#)

Prevents the display of untranslates by "phonetically" translating steno outlines.

[Translate Statistics](#)

Display the Caption Steno statistics dialog box.

**Hold Strokes**

[Hold Strokes](#)

Before displaying text during captioning, hold the steno strokes the specified number of strokes until a longest match is written with the number of hold strokes are written or until a specified time elapses with no steno strokes written.

[Advanced Caption Options](#)

Determine the default selection for additional translation options.



[Brief It](#)

Suggest conflict free brief forms for words and phrases written during captioning.

## A/An Resolution

A/An Resolution is a CATalyst BCS translate option. When active, CATalyst BCS uses the rules of grammar to resolve a/an when the steno stroke for "a" and "an" is written the same. To use this option, the steno stroke must be in a dictionary with the text portion of the definition defined only as a lower case "a".

The "A" steno stroke translates using the following parameters:

- as "a" when followed by a word beginning with a consonant
- as "an" when followed by a word beginning with a vowel or the number 8.
- as "a" when followed by an untranslate

CATalyst BCS takes into consideration the a/an resolution for words in a phrase. For example, in the dictionary, /HA is defined as "had a". In the job, /HA is written followed by the word "apple". The translation is "had an apple".

You can change the [color](#) of the A/An Resolution that displays on the History window. From the Setup menu, select **Colors**.

## Auto-Conflict

Auto-Conflict is a BCS translate option. When active, CATalyst BCS automatically selects the first choice of the conflict during translation. When captioning, this prevents the display of conflicts on the screen.

Auto-Conflict selected conflicts display on the History window in the same color as your conflicts. When the cursor is positioned immediately before the Auto-Conflict selection, the original conflict displays on the Status bar in the lower right hand corner of the captioning screen. When Scan For Options are set to scan to conflicts, the cursor stops on Auto-Conflict selected conflicts. To confirm (final resolve) the Auto-Conflict selection, press Enter. You can also select a different conflict choice by pressing the number for the corresponding conflict. Once you press Enter or select a different conflict, the selection is confirmed.

Auto-Conflict selected conflicts that contain a prefix or suffix display with a space between the root word and the prefix or suffix. Once you confirm the Auto-Conflict selection, CATalyst BCS removes the space. For example, you have a conflict between <Suffix>ing and "go". With Auto-Conflict active, you write RUPB/G which results in "run ing". ^ go ^ <Suffix>ing. With the cursor on "ing" you press **Enter** resulting in "running". The next time you translate using EZ Choice or Auto-Conflict and the same conflict situation occurs, CATalyst BCS displays "run ing" with "ing" in your conflict color. When you confirm the "ing" CATalyst BCS displays "running."

Auto-Conflict selected conflicts that contain a format symbol display the format symbol with a space between the format symbol and the word. Once you confirm the Auto-Conflict selection, CATalyst BCS applies the format symbol.

When exporting to RTF/CRE, unconfirmed Auto-Conflict selected conflicts export in the original conflict form, so a scopist, for example, can view the original conflict. Once you confirm the Auto-Conflict selected conflict, CATalyst BCS exports it as normal text. Use [Resolve All Chosen Conflicts](#) to confirm all the Auto-Conflict selected conflict choices at once. Resolve All Chosen Conflicts also resolves all [EZ Choice](#) selected conflict.

You can use Auto-Conflict in conjunction with EZ Choice. When EZ Choice is active, CATalyst BCS first checks the conflict database. If the conflict is not in the database, then Auto-Conflict resolves the conflict.



Auto-Conflict is accessible from the Session Information window during captioning.

### Automatic Number Conversion

Automatic Number Conversion is a Translate option that converts combinations of numbers and words such as time, dates, addresses and measurements to a specific format based on keywords and rules in the [NumberConversion.ini](#) file. The CATalyst BCS NumberConversion.ini file contains formatting rules based on word and number combinations. For example, you write 50 dollars. Based on the keyword "dollars" and the dollar rule in the NumberConversion.ini file, CATalyst BCS converts the 50 dollars to \$50.

Automatic Number Conversion converts numbers and number words to numbers or ordinal numbers and inserts punctuation when appropriate. For example, writing July two 2008 converts to July 2nd, 2008 or July 2, 2008 depending on your settings in the NumberConversion.ini file. The word "month" is a keyword in the NumberConversion.ini file. When you write a month followed by a two digit year conversion, Automatic Number Conversion automatically inserts an apostrophe in front of the year. For example, a credit card expiration date written as March 98 becomes March '98; January 09 becomes January '09. The exception to this rule is when the month is followed by numbers 10 - 31. These numbers are recognized as dates and an apostrophe is not automatically inserted before the two digit year. For example, January 10 does not convert and remains January 10. You must write an apostrophe preceding the year for Automatic Number Conversion to recognize the two digits as a year. For example, it is necessary to write "January '10."

Automatic Number Conversion, by default, inserts a comma after the year when using the {MONTH} rule. For example, "July two 2009" converts to "July 2nd, 2009," with a comma after the year. To prevent the insertion of the comma after the year, change the Advanced Caption Translate option, [Add missing comma after year in {Month} number conversion](#), to No.

The word "point," although not a keyword in the NumberConversion.ini, works in conjunction with the Automatic Number Conversion feature. When you write the word "point" or the steno outline for "<Delete Space>" with numbers to the right or the left and right, CATalyst BCS converts the number words to digits and converts "point" or "<Delete Space>" to a decimal point. For example, "six point five" or "6 .<Delete Space> five" converts to 6.5. Also, "point zero 8" converts to ".08."

Automatic Number Conversion does not convert an entry when a comma follows a keyword and precedes a number. For example, in your NumberConversion.ini file you have the word Page to initial cap if a number follows. You write the following: "the next page, 3 points I would like..." CATalyst BCS does not initial cap the word "page" because a comma separates the word "page" and the number "3."

**The following Number Conversion options are available:**

- [Number Conversion button](#)
- [With Thousands Separators](#)
- [Display 10 and Under as Words](#)
- [Otherwise Display as Digits](#)
- [Don't Convert Word Numbers](#)



You can use specific number format dictionary entries containing [Number Conversion](#) or [Number Trigger](#) commands in conjunction with the Automatic Number Conversion feature. You can also apply [Automatic Number Conversion](#) during captioning.

## NumberConversion

In the Broadcast Caption Options dialog box on the Options tab, the numberconversion option opens the [NumberConversion.ini](#) file. When you click *numberconversion*, CATalyst BCS prompts you with a message to close the Translate box, saving any changes. Select **Yes** to continue and open the NumberConversion.ini file. The *numberconversion* option is not available when CATalyst BCS cannot locate a NumberConversion.ini file in the System Files case for the current user.

## With Thousands Separators

With Thousands Separator is a Translate option that is available when [Automatic Number Conversion](#) is active. When selected, CATalyst BCS converts digit and word numbers with commas when the numbers are followed by a measurement keyword. For example, one thousand miles converts to 1,000 miles. The word "miles" is a measurement keyword.

If Otherwise Display as Digits is also selected when With Thousands Separator is selected, numbers over a thousand and not followed by a keyword convert to digits with commas. For example, "one thousand parking tickets" converts to "1,000 parking tickets".

If With Thousands Separator is selected, Otherwise Display as Digits is not selected and the (new) *Digits With words convert With commas Up To=* option in the UserSettings.sgxml file is set to thousands or millions, then CATalyst BCS converts digits followed by word numbers such as thousands and millions to numbers with commas. For example, 3 thousand 4 hundred people attended the concert would convert to 3,400. Conversion takes place without a keyword. If word numbers are written followed by word numbers, they do not convert. For example, three thousand four hundred people attended the concert would not convert.

## Display 10 and Under as Words

Display 10 and Under as Words is a Broadcast Captioning option you use in conjunction with Automatic Number Conversion. Display 10 and Under as Words is only available when Automatic Number Conversion is active. When selected, CATalyst BCS converts digits 1 through 10 to words. For example, if you write "4 boxes", the result is "four boxes". This option only affects numbers 1 through 10 and does not apply to zero. Keywords in the NumberConversion.ini file take priority over this option. For example, "a three mile backup" changes to "3-mile backup".

Automatic number conversion considers numbers to be in a series if they are separated by one or more spaces, a comma, dash, slash or the word "and," "or," "through," or "to." For example, if you write "two to four things," the result is "2 to 4 things." This prevents a mixture of numbers such as "2 to four things." Numbers in a series are translated as digits when you write steno outlines defined as digits or words. Display 10 and Under as Words does not apply to digits in a series even if selected. To disable the "numbers in a series" feature, change the Advanced Caption Translate option, [Analyze numbers in a series](#) to No, to turn off the automatic number conversion series feature.

Automatic number conversion applies after translation. For example, you have Automatic Number conversion and Display 10 and Under as Words selected. You write: "Guilty of count 2." It translates as "Guilty of Count two." The word "Count" is not in your Number Conversion list but you have a dictionary definition for "Count 2." The translation is "Count two" because you selected Display 10 and Under as Words. To change the translation result you can put the word "count" with the appropriate category, {DIGITAFTER}{CAPWITHNUM} in your Number Conversion list; use the [<No Auto Convert>](#) format symbol, Count<No Auto Convert>2 in a dictionary definition; or deselect the Display 10 and Under as Words option.

You can also use [Automatic Number Conversion](#) to affect number conversion during editing a caption file.

## Otherwise Display as Digits

Otherwise Display as Digits is a Broadcast Captioning option. When active, CATalyst BCS forces all word numbers, which are not controlled by a another number conversion keyword or rule, to automatically display as digits without commas. For example, "There were three thousand of them." translates as "There were 3000 of them." If you also select the With Thousands Separator option, then numbers, not controlled by a keyword, translate with commas.

Keywords in the NumberConversion.ini file take priority over this option. For example, "There was three thousand dollars, converts to \$3,000 because of the keyword dollars.

You can use the Otherwise Display as Digits if [Automatic Number Conversion](#) is active.

## Don't Convert Word Numbers

*Don't Convert Word Numbers* is a Broadcast Captioning option that works with Automatic Number Conversion. This option is located on the Broadcast Captioning Options tab. Selecting this option allows you to write word numbers along with a number conversion keyword and retain the word number rather than having it convert to a digit. This is a great option If you want to write a word number along with a number conversion keyword and not have it convert the word number to a digit and if you want to write a digit with a number conversion keyword and have the number conversion take place. For example, let's say in your NumberConversion file, you have "dollars" as a keyword that converts a number, if necessary, to a digit and puts the dollar sign (\$) immediately in front of the digit. With the *Don't Convert Word Numbers* option selected, if you write *two dollars*, it remains two dollars. If you write *2 dollars*, it converts to \$2. If you write *two million three hundred thousand dollars*, nothing converts. If you write *2 million 3 hundred dollars*, it converts to \$2,300,000.00.

If you write a word number and a number conversion keyword that would normally insert a hyphen between two words, there will be no hyphenation between the word number and the keyword when this option is selected. For example, you write two barrel shotgun, no hyphen would be placed between "two" and "barrel" when "barrel" is a keyword in the Numberconversion file.

## Brief It

Brief It is a Caption translation option that suggests conflict free brief forms for words and phrases that you write during captioning. When you write three or more steno strokes, CATalyst BCS generates a brief form or reminds you of an existing brief form and displays it in the [Brief It dialog pane](#). You can write the suggested/reminder brief to reduce writing multiple stroke outlines. When you write the steno for a suggested brief, CATalyst BCS moves it to the end of the Brief It list and automatically adds it to the case or job dictionary. Brief It does not suggest a brief or display a personal brief if the steno conflicts with an entry in a dictionary currently used for translation.

There are three types of briefs, Reminder, Personal and Suggested. All brief types display in the Brief It dialog pane in color coded text to easily identify the type of brief: Personal, Suggested and Reminder. Personal briefs have a light orange background, Suggested briefs have a light yellow background and Reminder briefs have a light green background. The more often the same brief is suggested without being written, the darker the background color. If you write a Suggested brief, the background color for the brief turns gray and the used brief moves to the end of the list.

Reminders briefs are existing dictionary entries which contain fewer steno strokes than what is written. The existing entries are located in dictionaries used for the current realtime translation.

Personal briefs are entries you create prior to translation. These may be briefs forms you find in books, on a forum or when exchanging ideas with other court reporters. Personal briefs are stored in the [Briefs.txt](#) file located in the System files case. Creating entries in the Briefs.txt file allows you to store words and phrases along with the brief form without placing them in a dictionary. The briefs are available and display only when they do not conflict with an entry in a dictionary currently being used for translation.

The first time you write three or more steno strokes for a word or phrase contained in the Briefs.txt file, Brief It displays the Personal brief form. For example, you have a dictionary entry for "Microsoft" as PHAOEUBG/ROE/SOFT. At a seminar, you hear about the brief PHOFT for Microsoft. You are uncertain into which dictionary you want to place the entry but want to make it available for future jobs. You open Briefs.txt file and type: **Microsoft PHOFT**. The first time you write Microsoft as PHAOEUBG/ROE/SOFT during the job, the Brief It dialog pane displays PHOFT.

Suggested briefs are generated by Brief It during realtime. When no brief exists in a dictionary currently used for translation or in the Brief It.txt file, for a word or phrase written with three or more steno strokes, CATalyst BCS uses complex algorithms and intelligent analysis to generate a brief. Entries in your [Steno Shortcut Table](#) are used as part of the analysis. It is recommended that you review the Steno Shortcut table to ensure accurate suggestions based on your writing style. If you do not like a suggested brief form, you can reject it and have Brief It suggest another brief.

Suggested briefs do not conflict with entries in the dictionaries used for realtime captioning. For example, during the job you write AB/OT/HRAB/TOERS for Abbott Laboratories. A job dictionary currently in use for translation contains the entry A\*L defined as Mr. Allen. Brief It does not suggest A\*L for the Abbott Laboratories brief. Brief It creates and suggests a brief that does not conflict, such as A\*LT.

Brief It will try to offer a singular form of a word/phrase brief along with the plural brief form when a plural word/phrase is written. For example, "world financial centers" is written, Brief It may offer W\*FBG for "world financial center" and W\*FBGS for "world financial centers". The singular version brief is displayed first and then the plural brief. If you want to use a suggested brief, you do what you always do to take one. They are not taken as a pair. 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 first check to see if a -S can be added to the outline to make it plural and if not, it will then try the -Z. For example, you write "provide answers" and Brief It suggests PA\*EUS. If PA\*EUS is defined in your dictionary, then Brief It will attempt to add the -Z to the steno outline and may suggest PA\*EUZ.

Brief It feature will also attempt to recognize plural versions of proper names and 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 to go with the plural brief for the proper name.

NOTE: If you have the double first syllable option checked, that logic takes priority over offering the singular brief along with the plural brief.

When five or more strokes are written that produce a word with no spaces, such as finger spelling a company name or acronym, Brief It suggests a brief when no shorter stroke definition exists in a dictionary being used for translation. For example, you use a dictionary with an alphabet where each letter is capitalized and defined with the [Glue translate symbol](#). In the current job, you finger spell the acronym, "SSBTC" as /S\*/S\*/PW\*/T\*/KR\* for State Street Bank and Trust Corporation. Brief It recognizes it as an acronym and suggests SPW\*T for SSBTC. When a single word is created with two or more hyphens, such as finger spelling a name with each letter separated by hyphens, Brief It suggests a brief with the hyphens removed and initial caps the word. For example, you write, "K-U-R-K-O-W-S-K-I". Brief It suggests "Kurkowski."

Brief It does not suggest briefs with certain words and punctuation. The [CommonWords.txt](#) file contains a list of words, which you can modify, that Brief It does not consider when looking for words and phrases for brief suggestions. Brief It does not suggest a brief if a question mark or exclamation is followed by a space in a phrase. When Brief It encounters a phrase with a period (.) followed by two spaces, Brief It does not suggest a brief. For example, "...high impact. Exercise..." When Brief It encounters a phrase with a period (.) followed by one space, Brief It may suggest a brief. For example, titles with surnames such as Mr. Washburn, Dr. Skaare, Ms. Kurkowski, etc. This is a built-in feature of Brief It and does not require selecting an option.

By default, when you write a steno outline that is a Suggested brief a case or job dictionary is created. If you wrote the stroke by mistake or do not want to use it, you can write the {Delete} command to remove the steno and text from the transcript. Using the Delete command does not remove the define from the dictionary. For example, you misstroke a steno outline which is the same steno as a Suggested brief. Instead of the misstroked steno outline being an untranslate, it translates as text. The brief is also added to the case or job dictionary because it was written. You use the {Delete} command to remove the Suggested brief text from the transcript. Use the Undo Last Global command to remove the brief from the dictionary. The define remains in the Global table.

Using the [Suggest a Brief](#) command, you can force Brief It to suggest a brief while captioning. For example, in the History window, you can highlight existing words or type a word or phrase and use Suggest a Brief to create a brief. The Suggest a Brief command works well in an AccelerWriter to force briefs on previously written text. For example, you create a macro that selects the two previous words and invokes the Suggest a Brief command and then create an AccelerWriter definition. During captioning, you write "fibromyalgia syndrome." You then write the stroke to invoke the Suggest a Brief AccelerWriter. Brief It displays the suggested brief in the Brief It dialog pane.

You can automatically populate the Brief It dialog pane with Suggested briefs using the [Text List Brief It](#) or [Transcript Brief It](#) Edit features. Text List Brief It analyzes a text file and creates Suggested briefs based on your Brief It options. This may be helpful when preparing for a particular type of job with unfamiliar terminology or subject matter. Transcript Brief It analyzes the open transcript to create briefs based on your Brief It options. This may be useful for an upcoming job related to a previously taken job. For example, you can open the previous job and run Transcript Brief It to create briefs related to the job.

When using the [Create EZ Speakers](#) feature or creating a speaker in the Speaker List, Brief It automatically creates a brief for the speaker and displays it in the Brief It dialog pane. Brief It inserts a Sticky Space format symbol between the title and surname and initial caps each word. When a letter contained the name is lower case, then Brief It initial caps the following letter. For example, you create the speaker MS. McLAUGHLIN. Brief It creates the brief, Ms. <Sticky Space>McLaughlin. When you create a speaker for MR. MCGREE, Brief It creates a brief for Mr. <Sticky Space>Mcgree.

Brief forms can be reviewed any time during captioning or working in the History window. The contents of the Brief It dialog pane stay with the job. For example, you may be curious about some of the Reminders that displayed during captioning and want to see how often the entry was used. You can Suggest a Brief on words or define Suggested briefs so you can write them in the future and do not have to wait for a brief to be suggested.

[Brief It options](#) allow you to customize Brief It. You can, for example, select to show only Reminders and Personal Briefs, change the default dictionary when writing a Suggested brief and customize the Suggested briefs that Brief It generates.

The Brief It option on the [Options](#) tab in the Caption Options dialog box must be checked for the Brief It feature to be active. By default, the Brief It feature is active and opens the Brief It dialog pane when starting a captioning session. To display the Brief It dialog pane while captioning, select View/Brief It. Brief It remains active when the Brief It dialog pane is hidden.

The Luminex and Diamante V2.0 or higher has optional Brief It functionality designed for situations in which you are not writing realtime to CATalyst BCS or do not want to use the CATalyst BCS Brief It feature. If you do write realtime on CATalyst BCS V13 or higher with the Luminex or Diamante Brief It option is active, defines, including briefs, are automatically exchanged between the systems. If Brief It is active on both CATalyst BCS and the Luminex or Diamante, Suggested briefs may not match. **It is strongly recommended to only use the Brief It feature on your Luminex/Diamante or CATalyst BCS but not both locations.**

If you choose to use the Brief It feature on the Luminex or Diamante with CATalyst BCS, selecting to Undo a global, Undo Last Global or delete a global in CATalyst BCS does not remove the definition from dictionary in Luminex or Diamante memory or the job dictionary for the file on the Luminex or Diamante. Refer to the Luminex or Diamante User Guide for information on removing J-Defines from the Luminex or Diamante.

You can [search/filter dictionaries](#) based on Used Briefs to review the briefs you have used.



[Keyboard Map](#) Function: Suggest a Brief

View Brief It Pane

Brief It: J-Define Current

Brief It: New Suggestion for Current

Brief It: Reject Current

Text List Brief It

Transcript Brief It

Send Selected Brief To Cat Scratch


Send Last Brief To Cat Scratch

## Brief It Options

[Brief It](#) is a Caption translation option that suggests conflict free brief forms for words and phrases that you write during captioning. When you write three or more steno strokes, CATalyst BCS generates a brief form or reminds you of an existing brief form and displays it in the [Brief It dialog pane](#). You can write the suggested/reminder brief to reduce writing multiple stroke outlines. Brief It options determine certain customized settings that control how briefs are suggested in the Brief It dialog pane during a captioning session. [Live Suggestions](#) options are also available in the Realtime Aid Options dialog box when selecting Brief It options. The Brief It and/or Live Suggestion options need to be selected on the Case CATalyst Translate Options [Realtime tab](#) in order for Brief It and/or Live Suggestions to be active. By default, the Brief It and Live Suggestions options are checked and active.



Access Brief It Options:

- in Manage Jobs. Press **Alt + t, o, e, b** (**Tools/Options/Edit/Brief It**).
- while captioning from the Brief It dialog pane, click the Brief It Settings  icon.
- while captioning, click Tools , Options, Pane Options, Brief It.

## Brief It Options

### Max Words Per Brief

Set the maximum number of words for a brief that Brief It suggests. Select between 1 and 10 words. For example, if the setting is 7 and you write "...first date you contacted Rockford Credit Union," a brief may be generated for the entire phrase. If the setting is 3, a brief might be suggested for "Rockford Credit Union." The default is 5.

This setting is also used when generating phrases for the [Case Prep](#) feature.

This option does not affect marking a phrase or using the Suggest a Brief command.

### Show Phonetic Steno

When selected, this option will change steno character combinations into the "phonetic" sound of the combined letters when offering a suggestion. The option simply changes the display of the steno characters and still keeps the normal Brief It logic. For example, let's say you select the Show Phonetic Steno option and you write the phrase "large imbalances", Brief It would display the suggestion as "LARJ" instead of "HRARPBLG." Another example might be if you wrote "to the extent that" and Brief It offered "TO\*EX" instead of "TO\*EBGS".

The Show Phonetic Steno option includes two options for words starting with Z and ending with X. The options are selected by default. If the SWR=Z option is selected, then suggested briefs for words/phrases starting with Z will display as Z. If the option is deselected, suggested briefs for words/phrases starting with Z will display as SWR. If you write SWR for the Z sound, then you most likely will leave the option selected. Since the initial Z sound can be written differently depending on the steno theory, if you write different steno for the initial Z, you may want to deselect the option. For example, let's say the captioner doesn't write SWR for the initial Z and the option is selected. During the captioning session, the name "Zimmerman" (STKEUPL/ER/PHAPB) is written several times and Brief It suggests Z\*IM. Since the captioner doesn't write SWR for initial Z (the reporter writes STK for Z), the captioner automatically writes STK\*EUPL (not SWR\*EUPL) and the steno does not translate as Zimmerman because CATalyst is expecting SWR\*EUPL. The captioner can deselect the SWR=Z option and when a Brief It suggests a brief for a word/phrase starting with Z, the steno will display SWR instead of showing a Z.

With the BGS=X option selected, suggested briefs for words/phrases ending in the X sound will display an X. If the option is deselected, the suggested briefs for words/phrases ending in the X sound will display as BGS (KS). For example, let's the captioner writes the word "hoax" several times or the captioner uses the Suggest a Brief command to get a brief suggestion. If the BGS=X option is selected, Brief It might display a suggestion using an X like HO\*X. If the BGS option is deselected, the suggestion might display as HO\*KS.

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



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

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

### Only Suggest 1 Stroke Briefs

Check this box to have Brief It suggest only one stroke Suggested briefs. By default, Brief It always suggests a one stroke brief with the asterisk before suggesting a two stroke brief. Selecting this option also affects Reminder and Personal briefs. For example, you write "neurotoxicity" in 4 or 5 strokes. When this option is active, Brief It does not remind you that you have "TPHEOR/TOX" in your Personal Dictionary as a two stroke entry.

This option only affects briefs generated by Brief It and does not affect two stroke Reminder or Personal Briefs.

### Write Twice to Define

Brief It, by default, automatically creates a J-Define or a K-Define the first time you use a Suggested brief. Checking this box requires you to consecutively write a brief twice before Brief It creates a J-Define or K-Define. You may want to use this option to try a Suggested brief before making it a definition.

For example, Brief It suggests /A\*BT for "Abbott Labs." If the Write twice to Define option is active, you would need to write /A\*BT/A\*BT to have Case CATalyst create the define, /A\*BT for "Abbott Labs." Once defined, you write A\*BT for "Abbott Labs" for the remainder of the job. By default, this option is not active.

When you have the Write Twice to Define option selected and the Allow Double First Syllable option selected, if the suggested brief has two identical strokes, Brief It will behave as if "Write Twice to Define" option was not active. (In other words, you do not need to write the brief 4 times to use it.) If the brief is one stroke or is multiple (not identical) strokes, briefs will need to be written twice to be used.

### Define to Case Dictionary

Check this box to place a Suggested brief in the case dictionary once it is written. This is the default. If the current captioning session is not in a case, then the brief is placed in the current captioning session's dictionary.

### Personal/Reminders Only

Check this box to display only Reminder and Personal briefs in the Brief It dialog pane. Suggested briefs are not created. When using the Suggest a Brief, Transcript Brief It or Text List Brief It commands, Brief It only displays Reminders or Personal Briefs. When using Suggest a Brief and no Reminders or Personal Briefs are available, a message displays indicating that a brief cannot be suggested.

### 1 Stroke Reminders for 2 Strokes

Check this box to have Brief It offer one stroke Reminders or Personal briefs when writing two stroke entries. For example, you write "you don't" in two strokes and there is a one stroke version in your Personal Dictionary. Brief It shows the one stroke brief as a Reminder. If Brief It finds two one stroke dictionary entries for the matching text, Brief It suggests the most frequently used matching one stroke entry. If the matching one stroke entries have been used the same many times, then Brief It suggests the matching one stroke entry with the least amount of steno keys.

### Auto Open Brief It

Check this box to automatically display the Brief It dialog pane when starting realtime. By default, this option is selected.

### Send Used Briefs To Cat Scratch

Check this box to automatically send a Suggested brief to the [Cat Scratch](#) dialog pane. The brief displays in the pinned area of the Steno/Text section.

### Steno Include/Exclude

Displays the Brief It Options table where you can view, insert, delete and [modify](#) the Require and Exclude entries. The Require entry contains the steno character or steno combination that you want included in every Suggested brief Brief It generates. There is only one Require entry. By default, the asterisk (\*) is the required character.

Exclude entries contain steno characters or steno combinations to exclude from every Suggested brief. In other words, if there is a steno character or steno combination that you never want as part of a suggested brief, you can exclude those steno characters. You can have multiple Exclude entries.

### Personal Briefs

Display the Briefs.txt file where you can [create](#) and [modify](#) Personal brief entries. If you select Personal Briefs, you will be prompted to save your changes and close the Realtime Aid Options dialog box. The Personal Briefs file displays. Personal briefs are brief forms you create which contain words and phrases along with the steno. These may be briefs received from magazines or another reporter which you did not want to put in a dictionary. Brief It does not use a personal brief that conflicts with dictionary entries.

### CommonWords

Display the [CommonWords.txt](#) file in Notepad or WordPad to review or [modify](#) entries. Brief It does not suggest a brief with a phrase that begins or ends with any word contained in the CommonWords.txt file.

### Allow Double First Syllable

Many reporters learned to brief speaker names and terminology by writing the first syllable of the name/terminology twice. For example, let's say the word "neurotoxicity" is used multiple times in the transcript. A reporter might write "neurotoxicity" as TPHUR/OE/TOBGS/EUS/TEU and since it is appearing multiple times in the job, the reporter might write TPHAO\*UR/TPHAO\*UR as a brief. The Allow Double First Syllable option has been added to the Brief It feature for those reporters that might want Brief It to offer the first syllable twice as a suggestion. When the Allow Double First Syllable option is selected, Brief It may offer the first syllable of the text (single word or phrase) written twice as the suggested brief. For example, the word "fluorescent" is used multiple times in the transcript. You write "fluorescent" in multiple strokes and Brief It suggests TPHRAOU/TPHRAOU. In other words, it suggests doubling the first syllable of the word "fluorescent."

When you have the Write Twice to Define option selected and the Allow Double First Syllable option selected, if the suggested brief has two identical strokes, Brief It will behave as if "Write Twice to Define" option was not active. (In other words, you do not need to write the brief 4 times to use it.) If the brief is one stroke or is multiple (not identical) strokes, briefs will need to be written twice to be used.

When this option is selected, it has the highest priority over other selected options for words and a later priority for phrases.

**PLEASE NOTE: If you do not want the asterisk (\*) as a part of any double first syllable brief suggestions, you need to put the asterisk in as an exclude stroke in the Steno Include/Exclude table. Excluding the asterisk means that asterisk will not be a part of any brief suggestion.**

## Allow Briefs with Numbers

An Allow Briefs with Numbers option has been added to Brief It. Perhaps you have been in that court proceeding or deposition where Bates numbers or dollar amounts are repeated and you wished Brief It would give you a brief for those repeated number sequences. An additional option is available in the Steno Include/Exclude list, where a Required for Numbers entry is available. The Required for Numbers entry allows you to specify particular steno characters that will be included in the number brief suggestion. For example, let's say that the Required for Numbers entry is EU. You write 23925 several times throughout the transcript, Brief It might suggest 23EU9 incorporating the first, second and third numbers along with the required entry steno characters for numbers. By using the Required for Numbers entry, you will have a consistent steno outline with a suggested numbers brief. By default, EU is the steno assigned to the Required for Numbers entry in the Brief It Include/Exclude List. The Required for Numbers steno can be modified to fit your writing style or deleted so that no steno is required for numbers.

Brief It will remove the digits and use the normal Brief It logic for a suggestion and if no suggestion is found, Brief It will suggest a brief using up to 3 digits that were written in the order the digits were written (along with the required steno from your Brief It options) and if no suggestion is found, Brief It will continue to suggest numbers written in order with non-digit sounds or digits in any order with non-digit sounds.

By default, the following number/steno key combinations are excluded in the Brief Include/Exclude Options:

#1K, #2K, #3W, #4R, #6-R, #7-B, #8-G, #9-S

- To disable the Required for Numbers entry, double click the entry and delete the existing text and press **Enter**. [none] displays in the entry.
- To modify the Required for Numbers entry, double click the entry and type the steno characters you want to be a part of brief suggestions that contain digits and press **Enter**.
- To remove a default number entry, highlight the entry and click the **Delete** icon.
- To add an exclude number/steno character entry, press **Ctrl + i** and type the number and steno character(s) and press **Enter**.
- **NOTE: To prevent any number bar number from being suggested, press Ctrl + i and type # and press Enter.**

## Live Suggestions

**When using Live Suggestions in CATalyst BCS, it is strongly recommended that you don't select a Live Suggestion until the untranslate is well out of the Caption Preview window.**

### Insert Oops when replacing with a live suggestion

By default, when you select to replace an untranslate and/or text with a Live Suggestion, an [Oops](#) (category 10 - CATalyst inserted format symbol) is inserted into the transcript at the location of the replacement. If you use the [Hotspots](#) pane, you can display all locations of the Oops format symbols in the transcript or you can set your [Scan For](#) options to stop on Oops format symbols. If you do not want the Oops format symbol inserted when replacing an untranslate and/or text with a Live Suggestion, deselect this option.

If you define an untranslate and/or text with a Live Suggestion, the Oops format symbol is not inserted into the transcript at the location. The define will be in the transcript's Global Table.

### Number of suggestions

By default, up to three Live Suggestions will display in the Brief It pane. You can adjust the number of suggestions that display from 2 to 5. To make a change, use the up/down arrows to increase or decrease the amount of Live Suggestions that display for a particular untranslate.

### **Dictionary Defines go to:**

Job Dictionary, Case Dictionary, Personal Dictionary/Update Area

Select the destination dictionary you want a defined suggestions to go to when using the Define With LS1 - LS5 commands. When this option is set to Case dictionary, if the transcript is not in a case, the destination dictionary is the job dictionary. When defining a Live Suggestion, the global is applied to the entire file. When defining with a Live Suggestion, the definition is placed in the transcripts Global Table in addition to the respective dictionary. If your [Dictionary Options](#) are set to have D-defines go to the Update Area, then if this option is set to Personal Dictionary/Update Area, the Live Suggestion definitions will go to the Update Area.

### **Show \*translated\* text as first Live Suggestion**

By default, this option is active and Drag/Drop, Suffix Drag and phonetic translated text will be the first choice in the Live Suggestion list. If Spell Check thinks the \*translated\* text is misspelled and this option is selected, the misspelled translation will **not** be offered as the first suggestion.

If you do not want the Drag/Drop, Suffix Drag or phonetic \*translated\* text offered in the Live Suggestion list, deselect this option.

### **Live Suggestions favor: Quality    Balanced    Speed**

- Quality settings are designed for faster computers. Using this setting, Live Suggestions will spend a little more time looking for a suggestion and will search more steno outlines for a longer match.
- Balanced is the default setting. Live Suggestions takes less time and fewer steno outlines than the Quality option to look for suggestion.
- Speed settings are designed for slower computers. Using this setting, Live Suggestions will take minimal time searching for a suggestion and minimal steno outlines for the longest match. If you are running Case CATalyst on older hardware and your realtime is a little sluggish and you want to use Live Suggestions, you may want to try this setting.

Live Suggestion translate commands available in dictionary:

Define with LS1

Define with LS2

Define with LS3

Define with LS4

Define with LS5

Replace with LS1

Replace with LS2

Replace with LS3

Replace with LS4

Replace with LS5



#### *Keyboard Map Functions:*

Replace with LS1  
 Replace with LS2  
 Replace with LS3  
 Replace with LS4  
 Replace with LS5  
 Define with LS1  
 Define with LS2  
 Define with LS3  
 Define with LS4  
 Define with LS5

## **Making J-Defines from Brief It Pane**

The easiest way to make a J-define (or K-define) of a brief is to write the suggested brief. When you write the steno for a suggested brief, CATalyst BCS automatically adds it to the job dictionary. If during a break or after finishing realtime, you want to make a J-Define of a brief, you can J-Define from the Brief It dialog pane. You can also define [Live Suggestions](#) from the Brief It pane.

If during a break or after finishing realtime, you want to make a J-Define (or D, K or O define) of a brief, you can define directly from the Brief It dialog pane.

## **J-Define a Brief from the Brief It Pane**

1. Right click a Suggested or Personal brief in the dialog pane.
2. Select J-Define Suggestion. The Add Dictionary Definition - Job Dictionary dialog box displays.
3. Make necessary entries:

### **Steno (Alt + s)**

The steno for the brief form.

### **Text (Alt + t)**

The definition for the brief. Add format symbols, fields or extended characters as necessary. Press **F9** to add [extended characters](#).

### **FS (Alt + f)**

Display the list of available [format symbols](#). To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry. You can insert a format symbol at any point in the text entry.

### **Insert Field (Alt + i)**

This feature is most likely not applicable in CATalyst BCS. Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### Endings (Alt + n)

CATalyst BCS analyzes the word in the *Text* field to see if a final " G", " S" or " D" can be added to the steno outline to create additional dictionary entries for active, plural or past tense versions of the word. If so, then CATalyst BCS activates the Endings button. The Global Endings dialog box displays when the Endings button is selected. You can choose any of the suggested definitions to add to your dictionary. For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### Global Type (Alt + n)

The Global type default to J-Define. To select a different type of global define choose from the drop down box, or press **one** of the following key combinations. When you D-Define, K-Define, or J-Define the entry, the correct steno must display in the Steno field.

- Alt + d (D-Define)
- Alt + k (K-Define)—if the file is in a case.
- Alt + j (J-Define)
- Ctrl + o (Other Dictionary)—send job dictionary defines to an alternative dictionary.

### Pick Other Dictionary (Alt + p)

This field is available if you select Other Dictionary in the Global Type field. You can send job dictionary defines to an alternative dictionary when making an O-Define. Select a current dictionary from the drop down list or use **Browse** to choose another dictionary. Depending on your [Global options](#) settings, CATalyst BCS remembers your selection for the current session or for every job. This field displays when you select Other Dictionary in the Global Type field.

### Generate All Possible Misstrokes (Alt + m)

Check this box to have CATalyst BCS generate definitions in the designated dictionary based on all the possible misstrokes of the original steno outline. Only the original steno outline goes into the current Global Table. All misstrokes are available for future translations.

CATalyst BCS generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. CATalyst BCS also creates a dictionary definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already has a definition in your Personal Dictionary as "vice", so CATalyst BCS did not generate /SRAOEUS as a misstroke.

By default, this option is not selected. You can [change](#) the default so that this options displays selected. A separate default setting for D-Defines, J-Defines, and K-Define can be set in [Global Options](#).

### Add 2 Cat Scratch (Alt + 2)

Send the definition to the [Cat Scratch](#) dialog pane in addition to the Global Table and selected dictionary. Depending on the Cat Scratch scope, the entries are sent to the job, case or user Cat Scratch pane.


4. Press **Enter (OK)** to apply the definition.

## Modify Steno Include & Exclude Entries

The Brief It Options table contains two types of entries that CATalyst BCS considers when generating Suggested briefs: the [Require](#) entry and Exclude entries. The [Require](#) entry contains the steno character or steno combination that CATalyst BCS includes in every Suggested brief. You can only have one *Require* entry.

[Exclude](#) entries contain specific steno characters or steno combinations that you want CATalyst BCS to exclude from every Suggested brief form. You can have multiple exclude entries.

## Modify Entries in the Brief It Options Table

1. Do one of the following to display the Brief It Options dialog box:
  - in Manage Jobs. Press **Alt + t, o, e, b (Tools/Options/Edit/Brief It)**.
  - while captioning from the Brief It dialog pane. Click the Brief It Settings  icon.
2. Click the **Steno Include/Exclude** button. The Brief It Options table displays.
3. Do any of the following:

### Require Entry

By default, the asterisk ( \* ) is specified as the included character. To modify the Require entry:

- a. Highlight the Require entry and press **Ctrl + m (Edit/Modify)**. The Modify Require Steno dialog box displays.
- b. In the *Steno* field, type the character to always include in Suggested brief forms. If you do not want to specify a character in Suggested briefs, delete the existing character. CATalyst BCS displays the entry as *None*.

### Exclude Entries

By default, there are twelve Exclude entries: -TD, SD,-TZ,-SZ, #1K, #2K, #3W, #4R, #6-R, #7-B, #8-G, #9-S.

To insert new and modify existing Exclude entries:


- a. Do one of the following:
    - To insert an entry, press **Ctrl + i (Edit/Insert)**. The Insert Excluded Steno dialog box displays.  
If you use the Allow Briefs with Numbers option select and you want to prevent any number bar number from being suggested, type # and press **Enter**.
    - To modify an entry, highlight the entry and press **Ctrl + m (Edit/Modify)**. The Modify Excluded Steno dialog box displays.
  - a. In the *Steno* field, type the steno character or steno combination to always exclude from Suggested brief forms. To indicate a final letter or letters, type a hyphen before the characters. CATalyst BCS uses the Steno Shortcut table when inserting steno into the *Steno* field. For example, if you type an "n," CATalyst BCS generates the steno "TPH" to indicate an initial "n."
- To delete an entry, highlight the entry and press **Delete**. Select **Yes** when prompted with the delete confirmation message.

4. Press **Enter (OK)**.
5. Press **Ctrl + s (File/Save)**.

## Search Brief It Pane

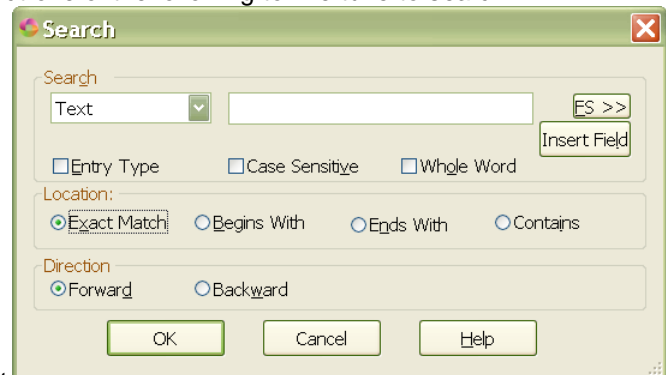
You can search the Brief It pane for briefs that might have appeared to fly by when the captioning session is fast or you just want to see if Brief It suggested a brief for a particular word or phrase. Perhaps you thought you saw what could be a great brief or you just love to see the briefs that are generated and want to review them after the captioning session. Search in Brief It allows you to quickly and easily find the brief you want. Whether you want to search when there is a commercial break to find the briefs you want to instantly incorporate, or you want to wait to the end of the session to 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 the whole 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.

## Creating Personal Briefs

Personal briefs are entries you create prior to translation and are stored in the Briefs.txt file located in the System files case. A default Briefs.txt file exists for each user. Creating entries in the Briefs.txt file allows you to store words and phrases along with the brief form without placing them in a dictionary. Personal briefs display during realtime writing when the steno for the brief does not exist for an entry in a dictionary being used for translation.

The first time you write three or more steno strokes for a word or phrase contained in the Briefs.txt file, Brief It displays the Personal brief form. For example, you have a dictionary entry for Microsoft as PHAOEUBG/ROE/SOFT. At a seminar, you hear about the brief PHOFT for Microsoft. You are uncertain into which dictionary you want to place the entry but want to make it available for future jobs. You open Briefs.txt file and type: **Microsoft PHOFT**. The first time you write Microsoft as PHAOEUBG/ROE/SOFT during the job, the Brief It dialog pane displays PHOFT.

Access the Briefs.txt file in Notepad or WordPad:

- from the File menu, press **Alt + f, o, i, r (Open/List Table/Personal Briefs)**.
- in Manage Jobs, select **Tools/Options/Edit/Brief It/**. Select the **Personal Briefs** option.
- in Edit, select **Tools/Options/Brief It**. Select the **Personal Briefs** option.
- From the Brief It dialog pane. Click the Settings  button and then select the **Personal Briefs** option.

## Create a Personal Brief

1. Do either of the following:

### Add an Entry

- a. Create a blank line by pressing **Enter**. Each entry must be on a separate line.
- b. Type the word or phrase and press the **Spacebar** once.
- c. Type the steno for the brief form. To indicate a final letter or letters, type a hyphen before the characters. Use a slash (/) to separate multiple steno outlines.




### Delete an Entry

Highlight the word and press **Delete**. If a blank line remains, delete the blank line.

2. Press **Ctrl + s** (**File/Save**).
3. Press **Alt + f, x** (**File/Exit**).

The font type and size for the body and heading text in the BCS Personal Brief table are customizable. The font type and size applies equally to the body and heading text.

## Modify the Font:

1. Press **Alt + f, o, i, u** (**File, Open, List/Table, Personal Briefs**).
2. When the personal briefs displays, do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the Personal Briefs table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Exclude Common Words

Brief It does not suggest briefs with certain words and punctuation. The CommonWords.txt file contains a list of words that Brief It does not consider when looking for words and phrases for brief suggestions. If a phrase is written that begins or ends with a word from the CommonWords.txt file, no brief is suggested. For example, by default the word "about" is in the CommonWords.txt file. When a phrase is written that begins or ends with the word "about," and no Reminder or Personal brief exists for the word or phrase, Brief It does not suggest a brief.

Brief it does not suggest a brief if a question mark or exclamation is followed by a space in a phrase. When Brief It encounters a phrase with a period (.) followed by two spaces, Brief It does not suggest a brief. For example, "...high impact. Exercise..." When Brief it encounters a phrase with a period (.) followed by one space, Brief It may suggest a brief. For example, titles with surnames such as Mr. Washburn, Dr. Skaare, Ms. Kurkowski, etc. This is a built-in feature of Brief It and does not require selecting an option.

The CommonWords.txt file is automatically created the first time you translate with the [Brief It](#) or [Case Prep](#) feature. You can modify the file.

Access the CommonWords List:

- from the File menu. Press **Alt + f, o, i, c** (**Open/List Table/CommonWords**).
- from the Brief It dialog pane. Click the Settings  button and then click the **CommonWords**.
- in Manage Jobs. Select **Tools/Options/Edit/Brief It**.
- in Edit. Select **Tools/Options/Brief It**.

## Modify the CommonWords List

The CommonWords.txt file opens in Notepad or WordPad.

1. Do either of the following:

### Add an Entry

- a. Create a blank line by pressing **Enter**. Each entry must be on a separate line.
- b. Type the word. There is no limit to the number of entries.

### Delete an Entry

Highlight the word and press **Delete**. If a blank line remains, delete the blank line.

2. Press **Ctrl + s** (**File/Save**).
3. Press **Alt + f, x** (**File/Exit**).

## Brief It Keyboard Commands

There are several keyboard commands available for [assignment](#) with the Brief It feature. Some of these keyboard commands are ideally designed for captioning use by pressing the assigned key combination or recording a macro and invoking it using an [AccelerWriter](#) from your writing machine. The Brief It keyboard commands include:



### Brief It [Keyboard Map](#) Functions:

#### Brief It - Clear/Recycle Unused Briefs

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

For example, let's say you have back to back interviews with different speakers. The speakers are talking a mile a minute to ensure they get all interviews completed. You find yourself hanging on for dear life as you caption the first speaker. The Brief It pane is full of suggested briefs that you didn't use. You are about to start the second speaker's interview, so you use the Clear/Recycle Briefs command to remove all the unused suggested briefs/personal briefs and recycle them so they are available for brief suggestions for the next witness. This command is available in captioning sessions and editing caption files.

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

- Position your cursor in the Brief It pane. Right click and select Clear/Recycle Unused Briefs. The unused brief suggestions and personal briefs are removed from the Brief It pane.
- The Clear/Recycle Unused Briefs command is available in the keyboard map function. You can assign the function to a key combination and/or record it as part of macro and assign it to a dictionary definition to invoke it from your writer during realtime.

### Brief It: Filter

Filter the display of the Brief It dialog pane. How the pane filters depends on the Brief It Filter command invoked. It is necessary to assign a key combination to each filter command:

- Brief It – Filter Personal Only
- Brief It –Filter Reminders Only
- Brief It –Filter Suggestions Only
- Brief It –Filter Used Only
- Brief It –Unfilter
- Live Suggestions

### Brief It: J-define Current

Insert the current brief into the job dictionary while during captioning. This keyboard command is designed for use during captioning. To J-Define a Suggested or Personal brief in the History window, right click the brief and select *J-Define Suggestion* from the menu.

### Brief It: New Suggestion for Current

Reject the most recent brief suggestion and generates a new brief. This keyboard map command is available during captioning and in the History window, but only applies to the most recent brief. To have Brief It make a new suggestion for a brief, right click the brief and select *New Suggestion* from the menu.

### Brief It: Reject Current

Reject the most recent brief suggestion. This keyboard map command is active during captioning and in the captioning window but only applies to the most recent brief translation and while editing but only affects the most recent brief. When you use the reject current or reject suggestion commands, the steno and text brief combination will not be suggested again during the current realtime session. To reject a brief suggestion, right click the brief and select *Reject Suggestion* from the menu.

### Send Last Brief to Cat Scratch

Send the last brief in the Brief It pane directly to the Cat Scratch locked Steno/Text section. If the Brief It [Show Phonetic Steno](#) option is selected, briefs sent to Cat Scratch display phonetically.

### Send Selected Brief to Cat Scratch

Highlight a brief in the Brief It pane and send it directly to the Cat Scratch locked Steno/Text section. If the Brief It Show Phonetic Steno option is selected, briefs sent to Cat Scratch display phonetically.

### **Suggest a Brief**

Force Brief It to suggest a brief during captioning or in the History window. This may be helpful when preparing for a particular type of job with unfamiliar terminology or subject matter.

### **Text List Brief It**

Displays the Open dialog box for the Edit feature, Text List Brief It. Brief It analyzes the selected text file and creates Suggested briefs based on your Brief It options. Suggest a Brief can be used on text only or steno and text based words. If you have a list of words, core list or ASCII file of terminology, you can have Brief It analyze the words as preparation for an upcoming job.

### **Transcript Brief It**

Initiates the Transcript Brief It feature that analyzes the current transcript containing underlying steno and creates Suggested briefs based on your Brief It options. You may want to use this feature to generate briefs for a current captioning session that is related to a previous one.

### **View Brief It Pane**

Toggle the display of the Brief It dialog pane. If the Brief It dialog pane is closed when you invoke this command, the Brief It dialog pane displays. If the Brief It dialog pane is open, the command closes it. If the Brief It dialog pane is set to Auto Hide when you use this keyboard map command, it closes.

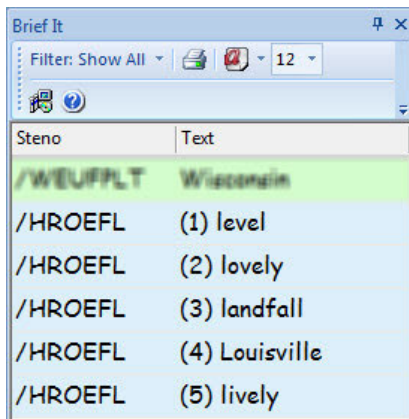
## **Live Suggestions**

Live Suggestions is an optional captioning feature that automatically offers translation suggestions when an untranslate(s) displays in the History window. You have the power to review the suggestions and to pick the right one, replace or global, to fix the untranslates. At least four "translates" need to be written after the untranslate before a Live Suggestion will be offered. Two to five suggestions will be offered in the Brief It pane in a blue background. The feature uses a similar \*suggestion\* method as Global Suggest but displays the suggestions in the Brief It pane to view at a glance as you are captioning although **it is strongly recommended that you don't select a Live Suggestion until the untranslate is well out of the Caption Preview window**. The feature looks at the individual untranslated steno and steno outlines before and/or after the untranslate to offer suggested translations. The Live Suggestion displays the steno outline, the number of the Live Suggestion and the suggested translated text. When you see a Live Suggestion that you want to use, there are translation commands to do a replace or global with one of the Live Suggestions. You can also do a keyboard command to replace or global with one of the Live Suggestions or highlight a Live Suggestion, right click a Live Suggestion, select to Replace with this Suggestion or Define this suggestion. You can also double click a Live Suggestion to replace with that suggestion.

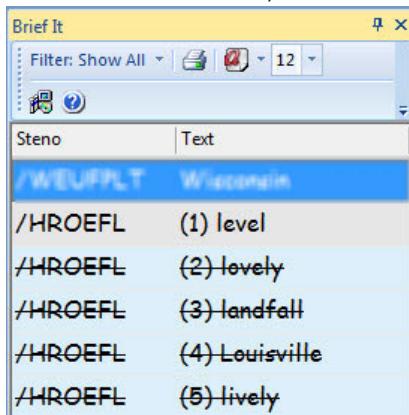
The Live Suggestion feature ignores the steno mark (character created by pressing the Mark button on your steno machine) alone or before/after an untranslate and will not include it as steno for a Live Suggestion suggestion.

You can customize the [Live Suggestion options](#), assign key combinations to [replace or define](#) the untranslate and/or text with a suggestion. [Translate commands](#) are available to global a Live Suggestion on the fly.

For example, the steno /HROEFL was written instead of HREFL for the word level. With Phonetic Translation turned on, the steno outline appeared as LOEFL in the captioning session. Live Suggestions displayed following five suggestions for the steno outline /HROEFL with 'level' being the number one suggestion.




Once 'level' is selected, the following displays:



## Live Suggestion Options

### Live Suggestion options:

There are a few Live Suggestion options available in the Realtime Aid Option dialog box.. From Manage Jobs, select Tools, Options, Edit, Brief It. If you are in a captioning session, select Tools, Options, Pane Options and then Brief It or select View, Panes, Brief It, on the Brief It pane toolbar, you can click the Options (  ) icon and the Realtime Aids Options dialog box displays. [Brief It options](#) are listed at the top of the Realtime Aid Option dialog box and Live Suggestions options are listed at the bottom. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

**When using Live Suggestions in CATalyst BCS, it is strongly recommended that you don't select a Live Suggestion until the untranslate is well out of the Caption Preview window.**

### Insert Oops when replacing with a live suggestion:

Select this option to automatically insert an [Oops](#) (category 10 - CATalyst inserted format symbol) when replacing untranslate/text with a Live Suggestion. If you want to review each Live Suggestion replacement you made, you can then [scan](#) to the Oops format symbol or display the [Hotspots](#) pane to show all occurrences of the Oops format symbols along with context.

### Number of suggestions:

Select the maximum number of Live Suggestions for an untranslate. A valid numbers 2 - 5. Although you may have 5 selected, you may not always see 5 suggestions for an untranslate. Depending on the untranslate, surrounding steno outlines and dictionaries being used to translate, Live Suggestions may suggest less than 5.

**Dictionary Defines go to:**

Job Dictionary, Case Dictionary, Personal Dictionary/Update Area

Select the destination dictionary you want a defined suggestions to go to when using the Define With LS1 - LS5 commands. When this option is set to Case dictionary, if the transcript is not in a case, the destination dictionary is the job dictionary. When defining a Live Suggestion, the global is applied to the entire file. When defining with a Live Suggestion, the definition is placed in the job's Global Table in addition to the respective dictionary. If your [Dictionary Options](#) are set to have D-defines go to the Update Area, then if this option is set to Personal Dictionary/Update Area, the Live Suggestion definitions will go to the Update Area.

**Show \*translated\* text as first Live Suggestion**

By default, this option is active and Drag/Drop, Suffix Drag and phonetic translated text will be the first choice in the Live Suggestion list. If Spell Check thinks the \*translated\* text is misspelled and this option is selected, the misspelled translation will **not** be offered as the first suggestion.

If you do not want the Drag/Drop, Suffix Drag or phonetic \*translated\* text offered in the Live Suggestion list, deselect this option.

**Live Suggestions favor: Quality    Balanced    Speed**

- Quality settings are designed for faster computers. Using this setting, Live Suggestions will spend a little more time looking for a suggestion and will search more steno outlines for a longer match.
- Balanced is the default setting. Live Suggestions takes less time and fewer steno outlines than the Quality option to look for suggestion.
- Speed settings are designed for slower computers. Using this setting, Live Suggestions will take minimal time searching for a suggestion and minimal steno outlines for the longest match. If you are running Case CATalyst on older hardware and your realtime is a little sluggish and you want to use Live Suggestions, you may want to try this setting.

**Drag/Drop Analysis**

Drag/Drop Analysis is a CATalyst BCS translate option. When active, BCS analyzes steno outlines during translation. When no dictionary definition is found for a steno outline, it is checked against identified characters (keys) that you have a tendency to drag (push) or drop (leave out) when writing a correct steno outline. If BCS determines that adding one of the dragged letters to or removing one of the dropped letters from the steno outline, it can locate a match to a definition in any of the dictionaries selected for translation, the untranslate displays as a word. You must [specify](#) the keys you drag or drop in Caption Translate Options.

When applying a dragged or dropped letter results in an untranslate becoming a word, CATalyst BCS puts the translated word in the user defined color for Drag/Drop. The word is "scannable" and you can define or replace the word the same as a visible untranslate.

CATalyst BCS only examines steno outlines that have characters written on the same "side" as the dragged letter. For example, the final L is a dragged letter. The steno outline STK is written but no analysis occurs because no final letters were stroked. However, if PHROEULD is stroked, analysis occurs because L is a final letter on the right bank.

If you identify multiple characters for dragged or dropped, CATalyst BCS looks for a match with the written steno outline and each identified dragged/dropped character. For example, if you specified the final L and D as "dragged" characters, CATalyst BCS first tries to find a match with the steno outline and the final L. If no match is found, then CATalyst BCS tries to find a match with the steno outline and the final D.

If applying a dragged or dropped letter results in an untranslate becoming a steno outline that invokes a translation, Auto Include or AccelerWriter command, no analysis occurs and the steno outline remains

an untranslate. However, if the Drag/Drop translation results in a [Suffix](#), [Prefix](#) or [Glue](#) translate commands, CATalyst BCS applies the appropriate translation.

If applying a dragged or dropped letter results in a steno outline untranslate that would create a Format Symbol with text, conflict or number keyword, analysis occurs and the steno outline along with the dragged or dropped letter translates into the Format Symbol and text, conflict or number conversion. The translated text displays in the color selected for text or the color selected for conflicts. For example, if the result of the Drag/Drop analysis is a conflict, CATalyst BCS applies EZ Choice and Second Choice conflict resolution.



You may want to try adjusting your steno keyboard contacts before using this feature. For more information on key contact adjustments, see your writer documentation.

## Identifying Characters for Drag/Drop Analysis

To use the Drag/Drop Analysis option, you must identify the characters (keys) on the writing machine that you have a tendency to drag (push) or drop (leave out) when writing a steno outline.

You may want to try adjusting your steno keyboard contacts before using the Drag/Drop Analysis feature. To make adjustments to your steno keyboard refer to your writer documentation.

## Modify Dragged and Dropped Keys

1. Do one of the following to display the Caption Translate Options dialog box:
  - In the Broadcast Captioning Translate dialog box, select **Options**.
  - From the BCS screen, press **Alt + p, o (Setup/Options)**.
2. Press **Alt + L (Details)**. The Dragged/Dropped Letter Analysis dialog box displays.
3. Make entries in the fields.

### Keys I tend to Drag

Identify the letter or letters you tend to drag with other steno strokes. Do **one** of the following:

- Type the letters. You must put a hyphen before a letter to indicate its position on the right side of the keyboard. For example –L.
- Click the letters on the sample keyboard. Once a letter is selected, the sample keyboard indicates the selection by turning the letter blue.

### Keys I tend to Drop

Identify the letter or letters you tend to drop from steno strokes. Do **one** of the following:

- Type the letters. You must put a hyphen before a letter to indicate its position on the right side of the keyboard. For example –B.
  - Click the letters on the sample keyboard. Once a letter is selected, the sample keyboard indicates the selection by turning the letter blue.
5. Press **Enter (OK)**. If not already selected, CATalyst BCS automatically checks the Drag/Drop Analysis option.
  6. Press **Alt + a (Apply)** to apply the changes.



## Exclude Caps

Exclude Caps is a CATalyst BCS Translate option available when EZ Link is active. When selected, CATalyst BCS does not apply the EZ Link rule to an all capped or mixed case word with a suffix ending in "s" that is written immediately after the word. CATalyst BCS instead attaches the suffix directly to the word without altering the root word. For example, you write, "The Brady<Suffix>s went on vacation..." The EZ Link result is "Bradies." When Exclude Caps is active the result is "Bradys".

## EZ Choice

EZ Choice is a BCS translate option. When active, CATalyst BCS resolves conflicts during translation based on your previous conflict selections when occurring in similar context. When you resolve a conflict, the conflict choice plus the two words preceding the conflict are entered into the Conflict Database file. EZ Choice then uses the Conflict Database to determine the conflict resolution in future jobs.

EZ Choice selected conflicts display on the Edit screen in the same color as your conflicts. When your cursor is positioned immediately before the EZ Choice selected conflict, the original conflict displays on the Status bar in the lower right hand corner of the screen. When your Scan For Options are set to scan to conflicts, the cursor stops on EZ Choice selected conflicts. To confirm (final resolve) the EZ Choice selection, press Enter. You can also select a different conflict choice by pressing the number for the corresponding conflict. Once you press Enter or select a different conflict, the selection is confirmed. When confirmed, CATalyst BCS changes the text from the conflict [color](#) to text color.

When Automatic Number Conversion applies to any part of a Second Choice chosen conflict, CATalyst BCS automatically confirms the conflict selection. You can also change the Advanced Translate [option](#), *Automatically resolve EZ Choice/Second Choice Conflicts*, to have CATalyst BCS automatically confirm the EZ Choice conflict and prevent Scan from stopping on the confirmed conflicts. When CATalyst BCS automatically confirms the EZ Choice selection, the selection information is stored in the EZ Choice conflict database.

EZ Choice selected conflicts that contain a prefix or suffix display with a space between the root word and the prefix or suffix until confirmed. Once you confirm the EZ Choice selection, CATalyst BCS removes the space. For example, you have a conflict between "go" and <Suffix>ing. You write STOP/G which translates as: stop ^ go ^ <Suffix>ing. You select "ing" resulting in "stopping". The next time you translate using EZ Choice or Auto-Conflict and the same conflict situation occurs, CATalyst BCS displays "stop ing" with "ing" in your conflict color. When you select and confirm the "ing" CATalyst BCS displays "stopping."

EZ Choice selected conflicts that contain a format symbol display the format symbol with a space between the format symbol and the word. Once you confirm the EZ Choice selection, CATalyst BCS applies the format symbol.

When exporting to RTF/CRE, unconfirmed EZ Choice selected conflicts export in the original conflict form, so a scopist, for example, can view the original conflict. Once you confirm the EZ Choice selected conflict, CATalyst BCS exports it as normal text. To confirm all the EZ Choice selected conflict choices at one time, use Resolve All Chosen Conflicts. Resolve All Chosen Conflicts also resolves all Auto-Conflict selected conflicts.

You can use [Auto-Conflict](#) in conjunction with EZ Choice. When EZ Choice is active, CATalyst BCS first checks the conflict database. If the conflict is not in the database, then Auto-Conflict resolves the conflict.



EZ Choice is accessible from the Session Information window during captioning.

## EZ Link

EZ Link is a CATalyst BCS translate option. When active, BCS attaches prefixes and suffixes to the root word during translation applying the rules of spelling in an attempt to correctly spell the combined word. BCS first checks the Spell Check wordlist for a match. If no match exists then CATalyst BCS attaches the combined root word and suffix without any spelling changes. For example, you write STOP /-G. The dictionary define for the steno outline STOP is "stop" and -G is {Suffix}ing. The result is "stopping". You must define the prefix and suffix using the {Prefix} and {Suffix} symbols.

CATalyst BCS does resolve able/ible and er/or endings. For example, a dictionary entry {Suffix}er exists. You write the steno stroke for "tract" followed by the stroke for {Suffix}er. The strokes translate as "tractor" unless a dictionary entry exists as "tracter".

You can use the [Prefixsuffixrules.ini](#) file to enhance prefix and suffix handling when using the EZ Link translate option. The Prefixsuffixrules.ini file is located in your System Files case in your user name.

If you select the [Exclude Caps](#) option, EZ Link attaches the suffix without applying the EZ Link spelling rules to root words defined as all capped or mixed case.

## Hold Strokes

Hold Strokes is a CATalyst BCS translate option. When active, steno outlines are held before displaying the translated text on the live display. CATalyst BCS holds the steno until it finds the longest dictionary match plus the specified number of additional strokes. Once a longest match is found, CATalyst BCS re-translates the steno outlines to display the longest match text. If no steno is written for a specified amount of seconds, then the translated text or steno on the screen displays regardless of the longest match. The default is to hold strokes for 5 seconds.

When outputting, the Longest match plus X strokes affects the amount of strokes you can delete. If you have this option set to 4, you can delete 3 steno strokes because once you write the Delete stroke, it counts as the 4th stroke. If you have this option set to 7, you can delete 6 steno outlines.

Use the Hold Strokes option when you want a "smooth" translation. For example, you do not want partial strokes and misstrokes to display on the realtime screen or on the receive system when stroking a multiple stroke outline or phrase that would result in a "re-translation" once the longest match is reached.

If [Automatic](#) Number Conversion is active, CATalyst BCS automatically holds steno outlines until the last stroke.

## Hold Strokes to the Live Display

### Longest match plus \_ strokes

Check this box to hold strokes to the live display. Enter the number of strokes you want to hold before displaying the translated text. Valid entries are **0-9**.

When active, Case CATalyst holds the steno outlines before displaying the translated text on the Caption Preview window. Case CATalyst holds the steno until based on the setting in the Longest match plus X strokes option. Once the number of strokes written exceeds the Longest match plus X strokes option, Case CATalyst pushes the longest match text to the display. If no longest match is found, translation holds the strokes written for the specified amount of seconds, then pushes any translated text or steno on the screen.

For example, let's say your Longest match plus X strokes option is set to 3 and the Held for X seconds option is set to 6. You write a four stroke word which is a longest match plus three more strokes. When the longest match plus the additional strokes are written, CATalyst pushes out the translation. If translation isn't done with the longest match, it will hold back the translation for the X number of seconds specified.

### Held for \_ seconds

Enter the number of seconds you want to wait before displaying the translated text or steno outlines when there is no additional steno written. Valid entries are **0-9**.

## Ignore "and"

Ignore "and" is a CATalyst BCS translate option that applies to [Number Conversion](#) and [Number Trigger](#) definitions. When active, the word "and" is ignored when it occurs between two numbers. Numbers before and after the word "and" are considered as one number for number conversion. For example, if you write one hundred and 50 and then write a dollar number conversion stroke, the result is \$150. If Ignore "and" is not active, the result is one hundred and \$50.00.

If Ignore "and" is active during translation and the word "between" immediately precedes a number series, such as "between 50 and 100 minutes", and you write a dollar number conversion stroke, CATalyst BCS recognizes the word "and". The result is "between 50 and \$100.



The Ignore "and" option does not affect the [Automatic](#) Number Conversion feature.

## Ignore Commas

Ignore Commas is a CATalyst BCS translate option that applies to [Number Conversion](#) and [Number Trigger](#) definitions. When active, CATalyst BCS ignores any commas that separate a set of numbers and considers the numbers as a group for the conversion. For example, if you write 303, 503,143 and then write the social security number conversion stroke, the result is 303-50-3143. If Ignore Commas is not active, the social security number conversion does not take action since CATalyst BCS considers only the last three numbers for the conversion. A social security number conversion requires 9 digits or number words before taking action.

If Ignore commas is active during translation and the word "between" immediately precedes a number series, such as "between 4,800 and 15,000 items", and you write the social security number conversion, CATalyst BCS does not take action. The result is "between 4,800 and 15,000 items".



The Ignore Commas option does not affect the [Automatic](#) Number Conversion feature.

## Ignore Periods

Ignore Periods is a CATalyst BCS translate option that applies to [Number Conversion](#) and [Number Trigger](#) definitions. When active, BCS ignores any period that separates a set of numbers and considers the numbers as a group for the conversion. For example, ...fifty. Twenty-four people were...



The Ignore Periods option does not affect the [Automatic](#) Number Conversion feature.

## Ignore Word Numbers

Ignore Word Numbers is a CATalyst BCS translate option that applies to [Number Conversion](#) and [Number Trigger](#) definitions. When active, BCS ignores words that are numbers for the conversion. For example, you write "five 50 dollar bills" and a dollar number conversion. The result is five \$50 dollar bills.



The Ignore Word Numbers option does not affect the [Automatic](#) Number Conversion feature.

## Intelligently Punctuate Quoted Words

Intelligently Punctuate Quoted Words is a CATalyst BCS translate option which places a period, comma, or apostrophe s written after a word or phrase that is defined surrounded by quotes, inside the quotes. For example, the captioning material is about the movie Spiderman 2. You have a dictionary entry defined as Spiderman 2 with quotes: "Spiderman 2" When you write the steno outline for "Spiderman 2" followed by a period, the caption output is "Spiderman 2."

To have an apostrophe work with this option, you must have a dictionary definition defined as: 's. The definition cannot contain format symbols.

## Phonetic Translation

Phonetic Translation is a CATalyst BCS Translate option. When active, CATalyst BCS phonetically translates steno outlines when no match is found in any dictionary used for translation. This prevents the display of untranslates on the captioning screen. Phonetic translation is based on your selection for the Advanced Translate option, [Phonetic untranslates display as words](#). You can select to match steno outlines with the text equivalent entry in the [Phonetic Table](#) or to translate single stroke untranslates using algorithmic logic for the intended pronunciation. Using the Phonetic Table is the default.

You can create a dictionary definition to invoke the Phonetic Translation option from your writing machine using the [Toggle Phonetic Mode](#) translate command. A steno outline defined as {Toggle Phonetic Mode} must be in a dictionary used during captioning.

The Phonetic Translation option is accessible in the Caption Translate [Options](#) dialog box when beginning a CATalyst BCS session or from the Setup menu during a captioning session. It is also available in the Session Information window during captioning.

Phonetically translated words appear in the selected untranslate color. If your [Scan For Options](#) are set to stop on untranslates, then **F8 (Scan)** and **Shift + F8 (Scan Backward)** stop on phonetically translated words.

## Remove Single Empty Paragraph

Remove Single Empty Paragraph is a CATalyst BCS translate option that suppresses the blank line generated when you write a steno outline defined with a paragraph style followed by another stroke defined with a paragraph style at the beginning of the definition. For example, you have a period defined as period <New Line Paragraph> and a speaker identification as <New Line Paragraph>>>. You write period and then the speaker identification. Catalyst BCS does not generate a blank caption line even though there are two New Line Paragraph format symbols in a row. If the option is not active, the result is a blank caption line between the period and the speaker identification.

## Replace Q&A With >>

Replace Q&A With >> is a CATalyst BCS translate option that converts Question and Answer format symbol <New Line> to chevrons (>>). You may want to use this option if you do both reporting and captioning. This allows you to use your dictionaries in either Case CATalyst or CATalyst BCS.

## SecondChoice

SecondChoice is a Translate option. When this option is active and you select a conflict choice, CATalyst BCS looks in a system file to identify the possible parts of speech for the word before and after the conflict. CATalyst BCS places the conflict choice along with the system file information in the SecondChoice conflict database. When the same parts of speech appear before and after the same conflict in future translations, CATalyst BCS selects the same conflict choice.

For example, in the conflict "Did you ^ Phillip ^ fill up the car on the way?" you select the second conflict. The word prior to the conflict is a noun. The word after the conflict is an article. CATalyst BCS records the second choice selection for this conflict when it occurs between a noun and an article.

SecondChoice selected conflicts display on the screen in the same color as your conflicts. When Scan For Options are set to scan to conflicts, using Scan Forward and Scan Backward stops the cursor on SecondChoice selected conflicts. To confirm the SecondChoice selection, press Enter or select a different conflict choice by pressing the corresponding conflict number. When Automatic Number Conversion applies to any part of a Second Choice chosen conflict, CATalyst BCS automatically confirms the conflict selection.

You can use SecondChoice in conjunction with [EZ Choice](#). When EZ Choice is active, EZ Choice resolves the conflict. If no match is found in the EZ Choice conflict database, then SecondChoice resolves the conflict.

CATalyst BCS creates a Second Choice Conflict Database in your System Files case even if you do not select the SecondChoice conflict resolution option. The SecondChoice conflict database is user specific. The SecondChoice Conflict Database file cannot be edited.

**IMPORTANT:** SecondChoice does not analyze any portion of the sentence for grammar. CATalyst BCS determines the parts of speech for the words before and after the conflict by looking the word up in a system file.

## Smart Quotes

Smart Quotes is a CATalyst BCS translate option that allows you to use one steno outline to create opening and closing quotes that append to a word or punctuation. During translation, CATalyst BCS looks for the steno outline you designated for quote. If it finds a steno outline for quote, it looks for another existing steno outline for quote that occurs before the one it is currently reading. When no previous steno outline for quote is found, an open quote is automatically created. When a previous quote is found, a closing quote is created. For example, you create a dictionary entry for quotation mark using the steno outline: KWS defined as " You write KWS/TKPWAOD/KWS during the job. The result is "good".

If you stroke an opening quote and create a new paragraph style without stroking another quote, CATalyst BCS automatically adds the ending quote at the end of the paragraph.

To use the Smart Quote feature, the dictionary definition for quote must contain only the quote (") symbol. Smart Quote does not apply when text or format symbols exist in the definition.

## Smart Parentheses

The *Smart Parentheses* option is available on Caption Options tab of the Options dialog box. When this option is selected, you can write one stroke for the opening parenthesis and the same stroke for the closing parenthesis. For example, let's say the captioner needs to write text that is surrounded by parentheses. With this option selected, the captioner writes PARPB defined as an open parenthesis, *writes this text* and then writes PARPB again. The result is (writes this text).

This option works the same way for brackets [ ] also. With the Smart Parentheses option selected, writing the open bracket followed by text and a new paragraph defined with the {Caption Period} translate command will result in CATalyst adding a smart closing bracket before the paragraph. No ending punctuation will follow the closed bracket. To get this result, don't write the closing bracket. For example, let's say you want to write text that is surrounded by brackets. With this option selected, you could write PWRABGT defined as an open bracket, *Intermission* and then write the paragraph defined with {Caption }Period (speaker in this example). The result would be [Intermission]  
>>SPEAKER

If for some reason you want ending punctuation after the closing bracket, simply write the same steno as the opening bracket and then write the steno for your change of paragraph.

If you want to use this option, you need to have only one dictionary definition for an opening parenthesis "(" or open bracket "[" and you write this same stroke for opening and closing parenthesis or bracket. No other punctuation or format symbols can be defined with the opening parenthesis. When you select this option, you would write the opening parentheses or bracket, write the text and write the same stroke used for the opening parentheses or bracket and Case CATalyst will automatically know it is a closing paren or bracket. If the opening parentheses or bracket is written and then a new paragraph style (that contains the {Caption Period} translate command) is written, a close parentheses or bracket will automatically be inserted at the end of the current paragraph and then the new paragraph is inserted.

To select or deselect the Smart Parentheses option, do the following:

1. Open the Broadcast Captioning Translate dialog box.
2. Press **Alt + o** or click the Options button.
3. Select or deselect the Smart Parentheses option.
4. Make any other changes and click **OK**.

## Squish Defined Numbers

Squish Defined Numbers is a CATalyst BCS translate option. When active, numbers defined in the dictionary automatically translate with no space between them. For example, definitions exist in the dictionary for 1, 2, 3, and 4. You write 1234. With Squish Defined Numbers selected, the result is 1234. Without the option, the result is 1 2 3 4.

When Squish Defined Numbers is not active, any defined numbers translate with a space between them. Undefined numbers always translate with no spaces.



The Squish Defined Numbers option does not affect the [Automatic](#) Number Conversion feature.

## Suffix Drag

Suffix Drag is a CATalyst BCS translate option. When active, BCS translates, by default, steno outlines accidentally stroked with a dragged suffix letter -G, -S, or -D as a suffix or suffix letter tucked inside a steno outline. For example, -D is defined in your dictionary as <Suffix>ed. You normally write the word "stopped" as STOP/-D. During a captioning session, however, you accidentally drag the final D into the first stroke, resulting in STOPD. With Suffix Drag active, CATalyst BCS translates the word as "stopped". In another example, you have a dictionary definition for KHAT with the "-G" defined as <Suffix>ed. You stroke KHAGT. Since "-G" is not the last letter of the stroke, Suffix Drag does not apply. With the Tuckable option active for the steno outline "-G," if CATalyst BCS does not find a definition for KHAGT in the dictionary, KHAGT translates as "chatting."

Suffix Drag only applies to one-stroke words in which a steno character can be added as a suffix. [Suffix Drag options](#) allow you to add other steno characters you want CATalyst BCS to consider a suffix. The [Plural Endings Options](#) allow you to use the final S, final Z or both for plural endings. To confirm the combined words are spelled correctly, set the Suffix Drag Spell Check option for the steno outline. When CATalyst BCS applies Suffix Drag, the translated word displays in the user selected [color](#) on the Edit screen.

If you are also using the [Drag/Drop Analysis](#) translate option, Drag/Drop takes priority over Suffix Drag.



## Suffix Drag Options

Use Suffix Drag Details to add steno outlines for Suffix Drag to recognize as a suffix, activate the Tuckable option for a steno outline and set Spell Check to confirm the spelling of combined words.

To access Suffix Drag Details:

1. Press **Alt + u, t (Functions/Translate & Edit)**. The Translate dialog box displays.
2. Press **Alt + p (Options)**. The Translate Options dialog box displays.
3. Click the Suffix Drag **Details** button. The Suffix Drag Options dialog box displays.
4. Make entries in the fields. When finished, click **OK**.

### Steno

Type the steno outline for the suffix that, when written with a defined steno outline, translates as a combined word. Multiple steno characters are allowed, such as -GS or -GZ used for "ings."

### Suffix

Type the text for the suffix. For example, if the steno is -D, type **ed**.

### Tuckable

Select **Yes** to consider the steno as a suffix when it is not the last character in the outline. Select **No** to consider the steno as a suffix only when it occurs at the end of the outline.

### Spellchecked

Select **Yes** to have Suffix Drag verify the newly combined word with Spell Check to confirm the combined word is spelled correctly. Select **No** to have Suffix Drag combine the word without checking the spelling.

## Translation Delay

Translation Delay is a CATalyst BCS translate option. When active, Translation Delay prevents the Delete command stroked, such as asterisk, from deleting strokes after the specified number of milliseconds. This prevents words and strokes from being deleted after they have been sent to the encoder. All pending text is held until you write a stroke other than a Delete stroke command.

A recommended initial setting is 1000. Write with this setting and then adjust the setting according to your writing style. You can use Translation Delay when Hold Strokes is active.

## Set the Translation Delay

### Translation Delay

Check this box to prevent the Delete command from deleting strokes after the specified number of milliseconds have expired. A Delete command written after the specified milliseconds is ignored.

**ms**

Enter the number of milliseconds Delete strokes are active. Delete strokes written after the specified number of milliseconds are ignored. Valid entries are 0-10000.

## Translate Statistics

Translate Statistics is CATalyst BCS translate option. When this feature is active, the Caption Steno dialog box automatically displays during translation. It provides information about the current captioning session. To display statistics, in the Caption Translate Options dialog box, select **Translate Statistics**.

Use the Translation Statistics feature to toggle the display of the Caption Steno statistics dialog box On and Off. Press **Alt + v, s, n (View/Show/Translation Statistic)**. You can also [set](#) the transparency and have CATalyst BCS remember screen placement of dialog boxes.

## TrueStroke Drag/Drop

TrueStroke Drag/Drop is a Translate option that works with TrueStroke data that is created when using a Luminex or Diamante steno machine via a USB or WiFi connection or Wave steno machine via a USB connection. When active, CATalyst BCS analyzes steno outlines during captioning using [TrueStroke](#) data located in the Steno X-ray2 (.sgxr2) subfile. When an untranslate results during realtime captioning, because no dictionary definition is found for a steno outline, CATalyst BCS analyzes the TrueStroke data against your writing to determine if there is a steno character that has been dragged or dropped. When a match to a definition is found in any one of the dictionaries selected for captioning, the untranslate becomes a word. The translated word displays with the [user defined](#) color for Drag/Drop. While editing, if TrueStroke Drag/Drop has translated the untranslate correctly, you can press Enter to confirm the translation.

For example, you have STAF defined in your dictionary as "staff." You wrote "STAF" but the TrueStroke data indicates that you dragged the "E" resulting in "STAEF." The "E" registered but was lighter than the other letters. Since you do not have a dictionary definition for "STAEF," it translates as "staff" and displays in the color designated for Drag/Drop.

TrueStroke data contains information about the timing, direction of travel and velocity of each steno key in every steno outline. The data is written to the .sgxr2 subfile on the Luminex and Diamante Data SD card or to the Wave memory along with the steno note file when the TrueStroke option is active on the writing machine. When you are captioning via USB cable or WiFi connection, the TrueStroke data is automatically sent to the job subfile, Steno X-ray2.

## Use Update Area for Translation

CATalyst BCS, by default, places all new D-Defines made during a captioning session or while editing a caption file into the Personal Dictionary. The Update Area is an optional holding area to store new [D-Defines](#) for review before moving the entries into the Personal Dictionary. If you want your D-defines to go to the Update Area so you can review them before putting them in your Personal Dictionary, open your Personal Dictionary, select Tools and then [Options](#) to change the *D-Defines go to* option to read: *D-Defines go to Update Area*. The Update Area is stored in the System Files case.

**IMPORTANT:** If your BCS Dictionary Options have D-defines going to your Update Area, make sure you review you Update Area regularly and add the entries you want to keep to your Personal Dictionary. Also, make sure you back up your Update Area when you do your regular weekly backup of your Personal Dictionary and other important broadcast captioning files.



## Caption Realtime Translate Options

Use Realtime translate options to set Audio and Connection options when captioning. To use the Audio options, you must have AudioSync capabilities.

To access the Realtime translate options, from the Broadcast Captioning Translate dialog box select **Options** and then select the **Realtime** tab. To change [options while in a captioning session](#), press **Alt + S, O** (Setup, Options).

### Realtime Writer

Select the type of writing machine you are using. If you are using a Diamante, Wave, élan Mira, Stentura Fusion or Stentura Protégé, you can direct connect to Case CATalyst for realtime writing via USB cable. The appropriate USB driver for your writing machine must be loaded on Case CATalyst in order to use the USB cable. See the user guide for your writing machine for information about loading the USB driver.

### Writing Machine Selection:

- **Stenograph Writer Serial/Bluetooth**  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion, Stentura Protégé, Stentura LX, Stentura, 200/400SRT and SmartWriter. Bluetooth is a wireless serial connection and may not be available for all writers listed.
- **Stenograph Writer USB**  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion and Stentura Protégé.
- **Stenograph Writer WiFi**  
This option includes Stenograph's Luminex, Diamante and élan Mira A3.
- **StenoRam III, III+, Ultra**  
This option includes Xscribe's StenoRam III, III+ and Ultra with a serial connection.
- **FlashWriter**  
This includes ProCAT's Flash steno machine and any other steno writer that uses the Flash serial connection protocol.
- **Baron TX**  
This includes Baron Transcriptor X (TX) steno machine and any other steno writer that uses the BOLT serial connection protocol.

### Audio

To use the Audio features, your e-Key license must have AudioSync capabilities. In addition to setting the following Audio options, you must check the Record Audio option on the [Translate](#) dialog box. It is strongly recommended that you set up and [test the microphone](#) recording and audio playback prior to realtime writing.

#### Record To

When using AudioSync, select the folder where you want to write the audio portion of the file. The default is the current user folder. If necessary, use **Browse** to select another location.

#### Compression Type

When using AudioSync, select **one** of the following to indicate the compression rate of the audio recording.

### 14 MB/Hr

This is the default setting. Recording at 14 MB per hour produces a higher quality recording but takes up more hard drive space.

### 6 Mb/Hr

Recording at 6 MB per hour slightly reduces the quality of the recording but requires less hard drive space.

### Audio Input (Advanced)

By default, AudioSync uses the Windows setting for the recording device. If you have an audio feed already using the Windows default setting, it may be necessary to change the input location for AudioSync. For example, you can change AudioSync from the Microphone port to the Line In port. Use the drop down box to select an alternate recording input device.



ViaVoice voice translation uses the microphone port for recording dictation. It is necessary to select an alternative location for the AudioSync room noise.

### Auto Pause

Check this box to automatically pause the AudioSync recording after a specific period of time, when no new steno is input from the writing machine. You must enter a value in the After Seconds field. Using this feature can help conserve disk space when recording audio on jobs where long or frequent pauses occur.

AudioSync automatically resumes recording when you begin writing new steno when you use the Auto Pause feature. If you use the translation command {Pause Audio}, you must write the {Resume Audio} stroke to resume writing.

### After Seconds

When you check the box for Auto Pause Audio, you must type the number of seconds AudioSync waits before pausing when no new steno is being input from the writing machine.

## Connection

### Comm Port

Select the appropriate COM port on the Case CATalyst system for the serial realtime cable connection to the writing machine. For more information on COM or serial ports, refer to the user guide for your computer.

If you are using a USB serial adapter, confirm the correct COM port assignment through the Windows Device Manager. For more information on Device Manager, consult your Windows documentation.

This option does not apply when you select Diamante - USB, élan – USB or Fusion USB as the Realtime Writer and you are using a USB cable.

### Direct (Cable)

Select this option when you are writing realtime directly connected to the Case CATalyst system with a serial cable. This option does not apply when you select Diamante - USB, élan – USB or Fusion USB as the Realtime Writer and you are using a USB cable.

### Modem

Select this option when you are writing realtime remotely over the phone lines. The writing machine is connected to a phone jack via a modem cable. The remote Case CATalyst system is connected to a phone jack via a modem cable.

### **Call**

Have the Case CATalyst system call the writing machine modem. Type the phone number in the *Number* field below.

### **Answer**

Have the writing machine call the Case CATalyst modem.

### **Number**

When you select *Call*, type the telephone number of the remote writing machine. If applicable, include any numbers required to access an outside telephone line. For example, if you need to dial

## **Voice Engine**

These options apply to voice translation. You must have the software for the selected voice engine installed on your computer and have your e-Key license include the CATalyst VP option. Select one of the following:

### **Dragon Naturally Speaking 8**


Select this option when using Dragon Naturally Speaking Version 8.10 or higher for voice translation.

### **ViaVoice for Windows 10**

Select this option when using ViaVoice for Windows 10 for voice translation.

## **Advanced Caption Options**

Advanced Caption Options **determine the default selection for certain CATalyst BCS translate options. You can access the Advanced Caption Options:**

- each time you start a CATalyst BCS session. In the Broadcast Captioning Translate dialog box, select **Options** and then select **Advanced**.
- during a CATalyst BCS session. From the Setup menu, select **Options** and then select **Advanced**.
- from Manage Jobs. Press **Alt + t** and then click **All Options** and navigate to the **Caption (BCS)** section, click **Options** and then **Advanced** (Tools, All Options, Caption (BCS), Options, Advanced).
- from the Standard toolbar. Click the All Options icon () and navigate to the **Caption (BCS)** section, click **Options** and then **Advanced**.

## **CATalyst BCS Advanced Caption Options**

Review the Advanced Caption Options and make necessary changes. When finished, select **OK**. To return all the settings to their original default selection, click Restore Default Settings.

### **Digits with words convert with commas up to**

Select **hundreds**, **thousands** or **millions** to have CATalyst BCS convert digits followed by the words "hundred," "thousand" or "million" to a number with commas when no automatic number keyword is written. This feature is useful if you want numbers (digits) written with the words "thousand" and "million" to format differently than when word numbers are written. For example, "5 thousand people" converts to

"5,000" people. If you write "five thousand people," it does not convert. In another example, 18 hundred converts to 1,800 and eighteen hundred converts to 1800.

CATalyst BCS converts digits and words up to the option selected. For example, if you select thousands, CATalyst BCS converts digits followed by the word "hundred" and "thousand" but not digits followed by the word "million." For example, 18 hundred converts to 1,800; 18 thousand converts to 18,000; but when you write 5 million no conversion occurs.

At least one number written must be a digit. For example, if you write eight hundred or eighteen thousand, no conversion occurs. If you write one hundred 50 thousand it converts to 150,000 because a digit number is written. However, if you write eighteen thousand and the option, [Otherwise Display As Digits](#), is active, then the number translates as 18000 with no commas inserted.

This feature works in conjunction with Automatic Number Conversion. The Automatic Number Conversion [option](#) must be selected in Translate options.

If a keyword identified in the NumberConversion.ini follows the number written, then the number conversion format from the NumberConversion.ini takes priority. For example, "2 thousand four hundred dollars" converts to "\$2,400."

Select **None**, the default, if this option does not fit your writing style.

### Automatically resolve EZ Choice conflicts

Select **Yes** to have CATalyst BCS automatically confirm conflicts selected by EZ Choice and add the resolution information to the appropriate conflict database. Resolution during translation is based on previous conflict selections while editing. Scan does not stop on the confirmed conflicts and the confirmed conflicts do not display in a conflict color.


Select **No** to confirm the selected conflicts manually while editing. No is the default.

### Default dictionary for Power Define

CATalyst BCS defaults to placing Power Define entries in the current job dictionary or a case dictionary if working within a case. You can change the dictionary to which the Power Define dictionary defaults. From the drop down list, select an alternate dictionary. If you select Other, the Other field becomes active and you must also select a location in the *Other Path* field.

### Other Path

This field is active when Other is selected in the *Default dictionary for Power Define* field is selected.

Click the Browse  button to locate the dictionary you want to set as the default when making Power Defines.

### Insert Oops FS after aborted Power Define Yes/No

By default, an [Oops](#) (category 10 - CATalyst inserted format symbol) is inserted into the caption history file where a Power Define, Scan Define, Text Define or Create EZ Speakers was aborted. Any steno outlines writing in the aborted dialog box displays grayed out in Vertical Notes. For example, let's say there is a pause in the captioning session. You start a Power Define to define a couple different steno outlines as the speaker name. You start writing the steno and move to the text field and start writing when the session starts again so you abort the Power Define. If you go into Reveal Codes you will see the <Oops 10> format symbol where you aborted the command and will see all the steno you wrote in the dialog box grayed out in Vertical Notes. Use Search, Scan or open the [Hotspots](#) pane to find all locations of the Oops format symbol. Any steno written into the Power Define dialog will appear grayed out in vertical notes at the Oops location. Select No, to prevent the <Oops 10> format symbol from being inserted when a Power Define, Scan Define, Text Define or Create EZ Speakers is aborted.

### Default action for Scan Define

The Scan Define command scans back in the caption file to the last untranslate/untranslates, opens the [Power Define](#) dialog box with the steno in the Steno Field and the cursor in the Text field. You can quickly define or replace the steno from your writing machine. For example, some captioners may feel more comfortable replacing a mistranslate rather than defining it. The captioner could set the default action to Replace Only. The option defaults to creating a Job Dictionary entry unless the job is in a case, then it defaults to the Case Dictionary. You can select the default action for the Scan Define to be Personal, Job or Case Dictionary or Replace Only. The Replace Only action will only change the current occurrence and will not global the action. Using the Power Define commands, you can also change the action at the time of the Scan Define.

### **Scan Define stop on Untranslates plus:**

By default, the Scan Define realtime command scans back in the caption file to the last untranslate(s), opens the Power Define dialog box, puts the untranslated steno in the Steno field and positions the cursor in the Text field. If you would like the Scan Define command to also stop on Drag/Drop translations and/or Suffix Drag translations, select Yes in the respective option.

**Drag/Drop** translations include translations as a result of the [Drag/Drop Analysis](#) option and [TrueStroke Drag/Drop](#) translations. Drag/Drop Analysis and/or TrueStroke Drag/Drop options must be selected in the [Caption Options](#) tab.

**Suffix Drag** translation includes translations as the result of dragging or tucking a suffix in a single stroke steno outline. The [Suffix Drag](#) option must be selected in the [Caption Options](#) tab.

### **Analyze numbers in a series**

Select **Yes** to have numbers written in a row convert to digits if they are separated by one or more spaces, a comma, dash, slash or the word "and," "or," "through," "to," or "of." For example, when selecting Yes, the display 10 and under as words option would normally result in "two to four things," the result will now be "2 to 4 things" and if the automatic number conversion result would have been "Page 2 of four," the result will now be "Page 2 of 4."

Select **No** to prevent Case CATalyst from converting numbers as a series when you use the above words or punctuation as separators. Numbers in a series are translated as digits when you write digits or if the Otherwise Display as Digits option is selected. The Display 10 and Under as Words option does not apply to digits in a series. The default setting is Yes.

This feature also works in conjunction with Automatic Number Conversion. The Automatic Number Conversion [option](#) must be selected in Translate Input options.

### **Number Triggers convert only when preceding a number**

Select **No**, the default, to have Number Trigger commands active for approximately three paragraphs after the Number Trigger is written. If CATalyst BCS finds a number that matches the Number Trigger criteria within the three paragraphs, the number converts according to the Number Trigger.

Select **Yes** to have CATalyst BCS only apply the Number Trigger if a number, either word or digit, is written immediately after the Number Trigger stroke. Captioners may want to use this feature.

### **Add missing comma after year in {Month} number conversion**

Select **Yes**, the default, to insert a comma after the year when using the {MONTH} rule with Automatic Number Conversion. For example, "July two 2009" converts to "July 2nd, 2009," with a comma after the year.

Select **No** to prevent Automatic Number Conversion from placing a comma after the year. For example, "July two 2009" converts to "July 2nd, 2009" without a comma after the year.

### **Phonetic untranslates display as words**

Select **Yes** to phonetically translate single stroke untranslates during realtime using algorithmic logic to determine the intended pronunciation. CATalyst BCS bases the logic on Stenograph Theory and the WinterTree Spell Check, Stedman's Medical and Black's Legal wordlists to create a word with the most accurate spelling of the phonetically sounded word. Phonetic translation applies when no dictionary match is found in any dictionary used for translation. Yes is the default.

You can create an exclude file of words you do not want to phonetically translate when using the *Phonetic untranslates display as words* option. For example, you are reporting a meeting and displaying the realtime text via a projector. You do not want to display inappropriate words. Using Windows Notepad or WordPad, list each word on a separate line or on single lines with a space between each word. The file must have the name, *phoneticexclude.txt*, and reside in your System Files case.

Select **No** to phonetically translate during realtime using the [Phonetic Table](#). Steno outlines that normally display as untranslates, translate phonetically based on the text equivalent entry in the table.

### **Example of Case CATalyst Phonetic Translation Methods**

You write, SKWRAEUPLS, and are using the Phonetic Table. The translation is, "JAIMZ." When you use the Advanced Translate option, *Phonetic untranslates display as words*, the same steno outline translates as "James." In another example, you write, /PAEUPLT. The Phonetic Table translation is, "Payment." The algorithmic logic translation is, "payment."

You must select [Phonetic Translation](#) in Translate Options or use the [Toggle Phonetic Mode](#) during realtime to apply either method of phonetic translation methods. Phonetically translated words appear in the selected untranslate color. If your [Scan For Options](#) are set to stop on untranslates, then **F8 (Scan)** and **Shift + F8 (Scan Backward)** stop on phonetically translated words.

### **Digits attach to {Glue} Alphabet**

When set to Yes and CATalyst BCS encounters alphabetic dictionary entries containing the {Glue} format symbol and undefined numbers either preceding or following the alphabetic character(s), the glued alphabet will attach to the number(s). For example, let's say that you do not have your number bar numbers defined in your dictionary. You have W-FPLT defined in your dictionary as {Glue}W. You write /W-FPLT/2 and the result is W2. If you write 2/W-FPLT/3, the result is 2W3. If your {Glue} definition contains a hyphen or period, undefined numbers will also attach using the rule CATalyst has always used for {Glue} defines. So 2 followed by {Glue}-W would result in 2-W. The default setting is Yes.

### **Force lowercase ordinal suffixes**

The *Force lowercase ordinal suffixes* option, by default, is set to No. If your caption style is set to capitalize all text and you want ordinal suffixes (st, nd, rd, th) to be lower case, set this option to Yes. This option affects {Number Conversion}[\*Ordinal], {Number Trigger}[\*Ordinal] commands and selecting an ordinal conversion from Edit's Number Conversion dialog box.

## **Translate Commands**

Translate commands format text during translation. Some translate commands are specific to translation while you are writing a captioning session. These commands are invoked from the writing machine. The steno outlines must be defined in your dictionary before you begin a session.

### **Caption Period**

The Caption Period translate command always ends the prior line with a period unless the previous line ends with a <New Line> format symbol, musical note or punctuation. Insert the Caption Period translate command before the new Paragraph format symbol. For example, you have STKPWHR defined as <Colloquy>>>. Modify the text portion of the dictionary definition as:

{Caption Period}<Colloquy>>>

## Create a Dictionary Definition

1. From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the Steno field, type the appropriate steno for the definition.
5. In the Text field, press **Alt + f**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{Caption Period}** and press **Enter** to insert the highlighted format symbol into the Text field.
7. Insert the paragraph format symbol following the {Caption Period} translate command.
8. Press **Enter (OK)** to insert the definition into the dictionary.
9. Press **Esc (Cancel)** to close the Insert dialog box

## Cap Previous X Words

Cap Previous 1 Word through Cap Previous 9 Words are translate commands that allow you to initial cap the previous words during a captioning session. For example, writing the stroke for Cap-Previous 3 initial caps the last three words written. Writing the stroke for Cap-Previous 2 initial caps the last two words written. You can define strokes for each Cap Previous command, enabling you to initial cap up to nine previous words.

The Cap Previous command does not capitalize the following words unless they are the *first* word of the text being capitalized: *a, an, as, at, by, in, of, on, or, to, vs, and, for, the*. It does, however, include these words when counting backwards. For example, you stroke *united states of america*. You would stroke Cap Previous 4 to get *United States of America*.

If you define a word or words along with the Cap Previous Word command, Case CATalyst caps the words in the definition and counts the word or words as part of the number of words you are capping. For example, you want to make a definition for "street" that caps the word "street" and the previous word. In your dictionary, you define the appropriate steno as "street {Cap Previous 2 Words}". In a job you write, "pine street". The result is Pine Street.

The Cap Previous command applies only to the words for this occurrence. It does not global the change.

The Cap Previous 1 - 9 Words translation commands are another method of initial capping words during a captioning session. The [InitialCap On and Off](#) translation commands are another method of initial capping words while in a captioning session. Another method is to write a steno stroke defined as the [Cap Next](#) format symbol before each word you want initial capped. The Cap Previous X Words commands word very well if the text has not been sent to the encoder. Once the text has been sent to the encoder, the Cap Previous commands will not affect that text.

## EZ Speaker Define command

The EZ Speaker Define command allows you to [create EZ Speakers](#) from your steno machine. When the {EZ Speaker Define} command is in a dictionary being used in realtime, when the steno is written during realtime the Create EZ Speaker Entry dialog box displays. You use commands in your Power Define dictionary to navigate the Create EZ Speaker Entry dialog box. The default Realtime Commands Dictionary contains a SPEF/SPEF defined as {EZ Speaker Define} entry.

## Initial Cap On and Off

The Initial Cap On and Off translate commands allow you to turn on and off initial capitalization of words. For example, you are captioning a live broadcast where a title of an article is mentioned. The article name contains common words that are generally not capped, but since it is article title you need to cap them. All the words are translating but in this job because the article title is referenced, you need to initial cap the string of words. The title of the article is subdural hemorrhage and intradural hemorrhage. You write your steno outline defined as {InitialCap On}, write the steno for subdural hemorrhage and intradural hemorrhage and then write your steno outline defined as {InitialCap Off}. The result would be: Subdural Hemorrhage and Intradural Hemorrhage.

A word that is in your Advanced Edit *Words to suppress capping when found in middle of phrase* setting will not be initial capped unless it is the first word following the {InitialCap On} command. For example, let's say the word "the" is in your *Words to suppress capping...* option. Let's say you wrote the steno for {Initial Cap On} followed by "the winding road." The result would be: The Winding Road. The word "the" is initial capped because it is the first word in the phrase. On the other hand, if you wrote the steno for {Initial Cap On} followed by "walk for the cure," the result would be: Walk for the Cure. The word "the" is not initial capped because it appears in the middle of the phrase.

You can insert these entries into any dictionary. If you use the Realtime Commands Dictionary you may want to insert the entries into that dictionary or even your Personal Dictionary. These two realtime commands should be defined as individual definitions and not as part of or in the middle of a definition.

The InitialCap On and Off translation commands are another method of initial capping words during a captioning session. The [Cap Previous 1 - 9 Words](#) translation commands are another method of initial capping text during a captioning session. Another method would be to write a steno stroke defined as the [Cap Next](#) format symbol before each word you want initial capped. The Cap Previous X Words commands work very well if the text has not been sent to the encoder. Once the text has been sent to the encoder, the Cap Previous commands will not affect that text.

### Creating dictionary definitions:

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### InitialCap On

1. Open a dictionary, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the Steno field, type the appropriate steno for the definition.
5. Press **Alt + f (Edit/Insert/Insert Format Symbol)**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{InitialCap On}** and press **Enter** to insert the highlighted format symbol into the Text field.



7. Press **Enter (OK)** to insert the definition into the dictionary.
8. Press **Esc (Cancel)** to close the Insert dialog box.

### InitialCap Off

1. Open a dictionary, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the *Steno* field, type the appropriate steno for the definition.
5. Press **Alt + f (Edit/Insert/Insert Format Symbol)**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{InitialCap Off}** and press **Enter** to insert the highlighted format symbol into the *Text* field.
7. Press **Enter (OK)** to insert the definition into the dictionary.
8. Press **Esc (Cancel)** to close the Insert dialog box.

## Number Conversion

Number conversion dictionary definitions convert numbers written during captioning to a specific number format such as dollars, social security number and phone number. CATalyst BCS converts the number during captioning when you write the steno outline defined for the Number Conversion translate command containing the desired number conversion format. The numbers can be numerals, words or a combination of numerals and words and include punctuation such as commas, periods, and hyphens. Number Conversion works backward from where you write the conversion stroke and affects only numbers which meet the number conversion format criteria that occur in the last line of caption. Number conversion has no effect on a number already sent to the encoder. Number Conversion does not apply to a number you already converted once or applied the Prefix Number command.

Number Conversion definitions contain the format symbol: {Number Conversion}. The format symbol is followed by square brackets which enclose placeholders, such as [NNN NNNN] for a telephone number or [\*RomanUpper] for a number format command. You must determine the number conversion format and then define it with the designated phrase. There are a several common Number Conversion definitions contained in the Realtime Commands Dictionary. You can use this dictionary or add these entries to your Personal, case, or job dictionary. Modify them as necessary using the number conversion [guidelines](#) to create Number Conversion definitions with your own number conversion formats.

On the [Caption Translate Options](#), you can select how CATalyst BCS processes the word "and", commas, word numbers and spaces between numbers during captioning. In addition to Number Conversion, CATalyst BCS number conversion translate features include [Automatic Number Conversion](#) and [Number Triggers](#).

The Special Edit, [Number Conversion](#) feature allows you to convert numbers in the History window. The same number formats used for Number Conversion definitions are used by this feature.

## Create a Number Conversion Dictionary Definition

1. Press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)**. The Insert Dictionary Entry dialog box displays.

4. In the *Steno* field, type the steno outline you are going to write to invoke the Number Conversion command.
5. In the *Text* field:
  - a. Press **Alt + f (FS)** to display the list of format symbols and select **{Number Conversion}** from the list.
  - b. Type an open square bracket (**[**) followed by the number format, as shown in the number conversion formatting [guidelines](#). For example, the format for a social security number:  
[NNN-NNN-NNNN]
  - c. Type the closed square bracket (**]**) to complete the Number Conversion definition:  
{Number Conversion}[NNN-NNN-NNNN]
6. Press **Enter (OK)**.
7. Press **Ctrl + s (File/Save)** to save the changes.
8. When you are finished making changes, press **Ctrl + F4 (File/Exit)** to exit the dictionary.

## Number Trigger

Number Trigger dictionary definitions written during captioning allow you convert numbers to a specific number format when the number follows a designated phrase. When a phrase such as, "Article" is written and it is followed by the specific number of digits or words that match the number format, that number converts. CATalyst BCS holds the numbers until a non-number stroke is written before sending the numbers to the encoder. Number Triggers are an alternative to using the [Automatic Number Conversion](#) feature or writing a [Number Conversion](#) stroke. To have Number Trigger not apply to the next number, use Number Trigger off, {Number Trigger}[] with nothing entered between the brackets.

The CATalyst BCS default is to have Number Trigger commands active for approximately three paragraphs. If CATalyst BCS finds a number that matches the Number Trigger criteria within the three paragraphs, the number converts according to the Number Trigger. Optionally, you can have CATalyst BCS only apply the Number Trigger if a number, either word or digit, is written immediately after the Number Trigger stroke by changing the Advanced Caption [option](#), *Number Triggers convert only when preceding a number*.

There is a variety of existing number trigger [formats](#) or you can [create](#) your own. All number trigger format definitions contain the format symbol: {Number Trigger}. The format symbol is followed by square brackets which enclose the placeholders, such as [NNN NNNN] for a telephone number or [\*RomanUpper] for a [specific command](#). You must determine the number trigger format and then define it with the designated phrase.

### Example

You want numbers following the word "Article" to display as Roman numerals. You create a Number Trigger with the word "Article" followed the command for upper case Roman numeral. When you write "Article five" the result sent to the encoder is "Article V."

Article{Number Trigger}[\*RomanUpper]

### Example

Number Trigger for a phone number:

{Number Trigger}[NNN-NNNN]phone number

phone number {Number Trigger }[NNN-NNNN]

## Create a Number Trigger Dictionary Definition

1. Press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)**. The Insert Dictionary Entry dialog box displays.
4. In the *Steno* field, type the steno outline you are going to write to invoke the Number Trigger command.
5. In the *Text* field:
  - a. Type the designated phrase to invoke the Number Trigger, such as "social security number."
  - b. Press **Alt + f (FS)** to display the list of format symbols and select **{Number Trigger}** from the list.
  - c. Type an open square bracket (**[**) followed by the number format, as shown in the number conversion formatting [guidelines](#). For example, the format for a social security number:  
[NNN-NNN-NNNN]
  - d. Type the closed square bracket (**]**) to complete the definition. For example, a completed social security Number Trigger definition:  
social security number{Number Conversion}[NNN-NNN-NNNN]
6. Press **Enter (OK)**.
7. Press **Ctrl + s (File/Save)** to save the changes.
8. When you are finished making changes, press **Ctrl + F4 (File/Exit)** to exit the dictionary.

## Number Format Guidelines

Use the number format [examples](#) and these guidelines to create customized number formats for [Number Conversion](#) definitions, [Number Trigger](#) definitions and [Number Conversion](#) in the History window. Number Conversion definitions contain the command: {Number Conversion}. Number Trigger definitions contain a designated phrase along with the command: {Number Trigger}. Letters, functioning as placeholders for converted numbers, follow the translate command. Square brackets enclose the placeholders, such as [nN/NX/nn].

You can use pre-defined entries from the Realtime Commands Dictionary which contains the most common number conversion formats. You can add these entries to your Personal, case, or job dictionary and modify them as necessary using the following guidelines.

## Number Conversion/Trigger Placeholder Letters

### N (upper case)

Use an **N** whenever the number is *mandatory*. For example, the {Number Conversion}[n-nnn-NNN-NNNN] format is a telephone number in the United States. Currently, all telephone numbers have a minimum of seven digits: three digits followed by a hyphen followed by four digits. When an attorney or witness states a valid telephone number, they will always state at least seven digits. The capital letter N represents these mandatory numbers. In this example, the mandatory numbers are the seven digits of the telephone number.

### n (lower case)

Use an **n** whenever the number is *optional* and when the punctuation to the right of that number requires removal if the number is not used. For example, in the U.S. telephone number conversion format, {Number Conversion}[n-*nnn*-NNN-NNNN], an attorney or witness may or may not state the three-digit area code when they state a telephone number. When they do include the area code with the seven-digit phone number, there usually is punctuation between the area code and phone number. If no area code is given, no punctuation should appear to the left of the phone number. The lower case **n** represents an optional number that does not retain punctuation. In this example, the optional numbers are the single digit access code and the three digits for the area code.

### **X or x (upper or lower case)**

The **X** or **x** is used whenever the number is optional but the *punctuation* is mandatory. For example, the {Number Conversion}[\$*nnn*,*nnn*,*nnn*,nnX.0N] format is a dollar conversion that indicates *cents*. An attorney or witness states "It was between fifty cents and one seventy-five". You want those numbers to convert to \$.50 and \$1.75, whether or not the speaker states a dollar amount, which requires a decimal point to the left of the second digit. The **X** or **x** represents an optional number that retains punctuation to the right of the **X** or **x**, whether or not a number is written for that space.

### **0 (zero)**

Use the **0** whenever a number is optional and the number 1 through 9 replaces it and is retained if there is an **N** to the right of the zero. For example, in the dollar conversion format, {Number Conversion}[\$*nnn*,*nnn*,*nnn*,nnX.0N], if the attorney or witness states "It was five cents. No, it was two twenty-five. The result is \$.05 and \$2.25.

### **\_ (underscore)**

An **\_** (underscore) works the same as the **0** except it inserts a blank space instead of a zero.

### **\ (backslash)**

Use the **\** (backslash) whenever you want an "n", "0" (zero), or "x" to literally print in the converted number. For example, {Number Conversion}[\NnnNNN] results in N123.

## **Common Number Formats**

There are a several common [Number Conversion](#) and [Number Trigger](#) definitions contained in the Realtime Commands Dictionary. You can use this dictionary when translating or add these entries to your Personal, case, or job dictionary. Modify the entries as necessary using the [guidelines](#) to create customized number formats. All Number Conversion definitions contain the command: {Number Conversion}. All Number Trigger definitions contain a designated phrase and the command: {Number Trigger} plus text.

The Special Edit, [Number Conversion](#) feature allows you to convert numbers in the History window. You can [customize](#) the default list for this feature using the same number formatting as Number Conversion and Number Trigger definitions.

## **Common Number Conversion Formats**

Description	Format
• Date with 1-digit month (1/29/66).	{Number Conversion}[nN/Nx/NN]
• • Date with 2-digit month (11/10/64).	{Number Conversion}[NN/nn/Nn]

- When you write a date using numbers that are defined in your dictionary, the numbers will not split across a colon, slash, backslash, dash, period or space. For example, if you write a stroke defined as 11, followed by a stroke defined as 1 and then a stroke defined as 98, the number translates as 11/1/98. If you write a stroke defined as 1, followed by a stroke defined as 11 and then a stroke defined as 98, the number translates as 1/11/98.
- Dollars with commas. {Number Conversion}[\$nnn,nnn,nnn,nnN]
- Dollars and cents with commas. {Number Conversion}[\$nnn,nnn,nnn,nnX.ON]
- Number with dash, possibly a case number. {Number Conversion}[nnnnnnnnnX-NN]
- Number with decimal, possibly the caliber of a weapon. {Number Conversion}[nnnnnnnnnX.NN]
- Numbers with hyphens. {Number Conversion}[nn-nn-nN-nN]
- Numbers in parentheses. {Number Conversion}[(XXXXXXXXXXN)]
- Telephone number with area code in parentheses. {Number Conversion}[X (XXn) NNN-NNNN]  
phone{Number Trigger}[X (XXn) NNN-NNNN]
- Telephone number with hyphens. {Number Conversion}[n-nnn-NNN-NNNN]
- Time with a minimum of two digits required and maximum of six. {Number Conversion}[nN:nn:Nn]

Examples:

12 = 1:2

123 = 1:23

1234 = 1:2:34

12345 = 1:23:45

123456 = 12:34:56

- Time with a minimum of three digits required and maximum of six. {Number Conversion}[NN:nn:Nn]

Examples:

123 = 12:3

1234 = 12:34

12345 = 12:3:45

123456 = 12:34:56

- Time with a minimum of three digits. {Number Conversion}[nN:NN]

123 = 1:23

1234 = 12:34

- Social Security Number {Number Conversion}[NNN-NN-NNNN]  
social security number{Number Trigger}[NNN-NN-NNNN]
- Zip Code/Zip Code plus 4 {Number Conversion}[NNNNn-nnnn]

zip code{Number Trigger}[NNNNn-nnnn]

## Number Formatting Commands

Using the following numeric and time formatting commands in conjunction with either a [Number Conversion](#) or [Number Trigger](#) command in dictionary definitions. You can also use [number formatting commands](#) in conjunction with a Number Conversion or Number Trigger command. Formatting commands allow you to convert the number to Roman numerals, words, ordinal and certain time formats.

## Roman and Ordinal Numeric Conversion Formats

The [\*RomanUpper], [\*RomanLower] and [\*OrdinalWords] commands are one word. The text must be entered exactly as indicated for the feature to work correctly.

### [\*RomanUpper]

For example, you want a number following the word "appendix" formatted as a Roman numeral. You create a dictionary definition for the word "Appendix" with a Number Trigger and Roman numeral conversion. Enter the text portion of the dictionary entry as:

Appendix{Number Trigger}[\*RomanUpper]

To write a steno outline that converts the previous number with Roman numeral format, create a Number Conversion dictionary definition. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*RomanUpper]

### [\*RomanLower]

For example, you want a number to follow the word "article" formatted as a Roman numeral in lower case. You create a dictionary definition for word "Article" with a number trigger and Roman numeral conversion. Enter the text portion of the dictionary entry as:

Article{Number Trigger}[\*RomanLower]

To write a steno outline that converts the previous number with Roman numeral format, create a Number Conversion dictionary definition. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*RomanLower]

### [\*Words]

Converts digits to words. For example, 250 converts to "two hundred fifty". Enter the text portion for the number conversion definition as:

{Number Conversion}[\*Words]

### [\*OrdinalWords]

Converts digits to ordinal words. For example, 33 converts to "thirty-third". Enter the text portion for the number conversion definition as:

{Number Conversion}[\*OrdinalWords]

### [\*Ordinal]

Converts a number to an ordinal digit. For example, 33 converts to 33<sup>rd</sup>. This option also converts a word number such as "one" to 1st. This option does not convert an ordinal word number such as "first" to 1st. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*Ordinal]

In the [Advanced Caption Options](#) dialog box, there is a *Force lowercase ordinal suffixes* option. If your caption style is set to capitalize all text and you want ordinal suffixes (st, nd, rd, th) to be lower case, set this option to Yes. This option affects {Number Conversion}[\*Ordinal], {Number Trigger}[\*Ordinal] commands and selecting an ordinal conversion from Edit's Number Conversion dialog box.

## Time Conversion Formats

### [\*Time]

Converts a three or four digit time with a colon before the last two numbers. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*Time]

### [\*Time00]

Converts one or two digit numbers (12 and under) with a colon after the number and adds two zeros. If a three or four digit number is written, places a colon before the last two numbers. Enter the text portion for the number conversion definition as:

{Number Conversion}[\*Time00]

## Prefix Number

The Prefix Number translate command places the associated punctuation symbol in front of the last number written. For example, when you write the stroke for {Prefix Number}[\$], CATalyst BCS searches back for the last number written and puts the \$ in front of the number, such as \$50. You can use the Prefix Number command in the Reporter's Area.

CATalyst BCS comes with six predefined {Prefix Number} definitions with punctuation. They are: #, \$, ' (apostrophe), + (plus), - (hyphen), ; (semi colon) and . (period). You can add as many as you want. The text portion of the definition must start with {Prefix Number} left square bracket punctuation right square bracket. For example, {Prefix Number}[\$].

The Prefix Number command does not apply to digits that have text or punctuation touching them except for digits that have a comma, period, hyphen or an open quote when the number immediately follows the quote. {Prefix Number}['] (apostrophe) will work on numbers followed by an "s". For example, if you wrote, "It was the 60s." and then wrote your steno for the {Prefix Number}['] definition, the result would be, "It was the '80s."

## Create a Dictionary Definition

1. From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the Steno field, type the appropriate steno for the definition.

5. Press **Alt + f**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate {Prefix Number} and press **Enter** to insert the highlighted format symbol into the Text field.
7. Type the open square bracket, [ followed by the punctuation or character you want inserted before the number. To finish, type the closed square bracket ]. For example, to define an apostrophe to be inserted before the last number, in the case of '99, define the steno outline of your choice as: {Prefix-Num}[']
8. Press **Enter (OK)** to insert the definition into the dictionary.
9. Press **Esc (Cancel)** to close the Insert dialog box.

### Power Define

Defining an untranslate from the writing machine is called a Power Define. When you stroke the steno outline for the [Define](#) translate command, the Power Define dialog box opens and the Power Define dictionary loads with the highest priority. Movement command definitions contained in the Power Define dictionary provide the ability to navigate the Power Define dialog box. The Power Define dictionary remains loaded as the highest priority while the Power Define dialog box is open. Once you complete the Power Define, abort the definition using the [ABORT] command while your cursor is in the Power Define dialog box or if the Power Define dialog box is in Suspend you write the {Cancel Active Dialog} command, the Power Define dialog box closes and the Power Define dictionary unloads from translation. Since the dictionary automatically loads, you do not select it for the captioning session. It is recommended that you review the [Power Define dictionary](#) default navigation commands and parameters before creating Power Defines during realtime.

You can Power Define any type of global dictionary definition. CATalyst BCS applies the rule for longest dictionary match when strokes are written in the *New Text* field of the Power Define dialog box. For example, you have /HRAOE defined as "<Suffix>ly". You also have /HRAOE/HRAOE defined as "Lee". During realtime you power define /STAEUT/HRAOE. In the *New Text* field the steno outlines display as "state <Suffix>ly" because there is another definition in the dictionary that begins with /HRAOE and CATalyst BCS is waiting for the longest match. Although CATalyst BCS is waiting for the longest dictionary match, you can correctly Power Define the entry by stroking the steno outline for [ENTER] to close and complete the entry. The define, "stately" is correctly entered into the dictionary and applied to the job.

If you don't have time to finish the Power Define, you can stroke the steno outline for the [SUSPEND] which leaves the Power Define dialog box open but returns the cursor focus to the realtime job. Once you have time to finish the Power Define, just write the stroke defined as {DEFINE} to return the cursor focus to the Power Define dialog box. If the Power Define dialog box is in Suspend, you can write the steno for {Cancel Active Dialog} command and the Power Define dialog box closes and the Power Define dictionary unloads from translation.

At any point, you can stroke the steno outline for the [ABORT] command to close the Power Define dialog box and have nothing written to the job. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the [Advanced Caption Options](#), *Insert Oops FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Define was aborted. If you look in Reveal Codes you will see <Oops 10> at the location and the grayed out steno that was written before the abort. The same thing will occur if you wrote too many strokes in the Steno or Text field and the Power Define automatically aborted.



Selecting the Another button or writing the [ACCEPTCONTINUE] command perform the same action. They apply the newly created definition and leave the Power Define dialog box open to define the next untranslate. The [ACCEPTCONTINUE] command continues to be active, however, writing [ACCEPTCONTINUE] does not continue to scan back to the last untranslate. The [ACCEPTCONTINUE] command may not be in your Power Define dictionary. To verify the availability of the definition, open your [Power Define dictionary](#) located in the System Files case. Add or modify the definition as necessary.

### Creating a Power Define

1. Start a captioning session. To activate Suspend mode, press **F7 (Caption/Suspend Cap Output)**.
2. Write the steno outlines for the Define translate command to open the Power Define dialog box.
3. In the *Steno* field, write up to 16 steno outlines to define. If you stroke more than 16 consecutive steno outlines in the *Steno* field, the Power Define aborts without creating any type of definition.
4. Write the steno outline defined as [TAB] in your Power Define dictionary to move to the *Text* field.
5. In the *Text* field, enter the text definition for the steno. Do **any** of the following:

- "Finger spell" the definition by writing the steno outlines defined as the individual letters. If the Power Define dictionary contains these individual letters, when you fingerspell, no space occurs between the letters, such as "Emma".
- Write a steno outline with an existing dictionary entry. For example, you misstroke a the speaker chevrons outline that is not in your dictionary -FRBLTS. In the *Steno* field write -FRBLTS. In the *New Text* field you write a stroke for answer that has a dictionary definition. CATalyst BCS puts >> in the *New Text* field.
- Use a combination of writing a word or phrase with finger spelling. For example, you write SKWROPB/SON (Johnson) in the *Steno* field. In the *New Text* field you write the stroke for "John" and then fingerspell "son" so the result is "Johnson". If you wrote the stroke for "John" and then the stroke for "son" the result would be "John son".
- Insert a Format Symbol. Write the steno outline defined as [F4] followed by the steno outline for the letter of the format symbol. For example, you might write the steno outline for "c" as KR-RBGS. F4c indicates Colloquy.

Alternately, you can write the steno outline defined as [F4 LIST]. When the Format Symbol list displays, stroke the steno outline defined as [UP ARROW] or [DOWN ARROW] to highlight the selected symbol. Then stroke the steno outline defined as [ENTER] to insert the format symbol.

- Insert a [Field](#) into the definition. In order to display the Insert Field dialog box, press **Alt + i** on your computer keyboard and navigate using your computer keyboard or mouse to insert a field. Once you close the Insert Field dialog box, you can return to using your steno machine to navigate the Power Define dialog box,
  - Insert a space between a word or after punctuation by writing the steno outline defined as [SPACE].
  - Backspace the last character or last stroke, depending on your option, by writing the steno outline defined as [DELETE].
6. In the *Global To* field, select the dictionary in which you want to place the definition. The default is the Job Dictionary. You can change the default in [Advanced Caption Options](#).

Do **one** of the following.

- Write the steno outline defined as the number for the dictionary.
- Stroke the steno outline defined as [TAB] to move to the list of dictionaries. Write the steno outline for [UP ARROW] or [DOWN ARROW] to highlight the selected dictionary.

- Write the steno outline defined as [Replace Only (No Define)] to replace the current untranslate and not place it in a dictionary. This option is only available when using the Scan Define command.
7. Optionally, select the *Add to Cat Scratch* option to send the definition to the [Cat Scratch](#) pane. Write the stroke defined as [CAT SCRATCH]. The [CAT SCRATCH] command may not be in your Power Define dictionary. To verify the availability of the definition, open your [Power Define dictionary](#) located in the System Files case. Add or modify the definition as necessary. Sending the define to the Cat Scratch pane is optional.
8. Do **one** of the following:
- Write the stroke defined as [ENTER] to apply the define and close the dialog box.
  - Write the stroke defined as [ACCEPTCONTINUE] to apply the define and have the Power Define dialog box remain open, allowing you to create another power define. If you invoked Scan Define to open the Power Define dialog box, writing [ACCEPTCONTINUE] does not continue to scan back to the last untranslate. The [ACCEPTCONTINUE] command is not a default command. You must add it to your Power Define dictionary.
  - If you need to leave the Power Define dialog box open and return to writing realtime, write the steno outline defined as [SUSPEND]. The Power Define dialog box flashes, the cursor focus changes to the realtime text and leaves the Power Define dialog box open. The Power Define dialog box flashes to indicate an action with the Power Define dialog box. You can write the Suspend command at any time the Power Define dialog box is open. To return the to the Power Define dialog box, write the steno outlined defined as {DEFINE}.  
If you want to cancel the Power Define while it is in Suspend mode, you can write a steno outline defined, in a dictionary being used to translate, as [{Cancel Active Dialogs}](#). The Power Define dialog is closed and nothing is applied.
  - To cancel the Power Define, write the [ABORT] command to disregard what is in the Power Define dialog box and cancel the command. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Caption Options, *Insert Oops FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Define was aborted.
9. Press **F7** to toggle Suspend mode (**Caption/Suspend Cap Output**) off.

**Note:** If you want one steno outline to cancel the Power Define, Scan Define, Text Define and Create EZ Speaker Entries dialog box and other dialog boxes, look at your Power Define dictionary and see what the steno is for the [ABORT] entry. Then open your Personal Dictionary and insert/modify the {Cancel Active Dialog} entry steno to be the same as the Power Define [ABORT] entry.  
For example if the:

Power Define default steno for [ABORT] is PWORDT

Create a Personal dictionary (or whatever dictionary) definition Steno PWORDT defined as {Cancel Active Dialog}.

### Invalid or incomplete Power Defines

When you create an invalid define, the Power Define dialog box closes without any warnings and no global takes place. You can continue realtime writing and make the next Power Define as necessary. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Caption Option, *Insert Oops FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Define was aborted.

An invalid define includes:

- No text in the *New Text* field and you write the steno outline defined as [ENTER].
- More than 1024 characters in the *Text* field.
- No steno outline in the *Steno* field and you write the steno outline defined as [ENTER].
- More than 16 steno outlines in the *Steno* field. The steno outlines written display in Vertical Notes as deleted steno.
- More than 16 consecutive steno outlines in the *Global To* field.

## Text E-Define command

The {Text E-Define} command allows you to create [E-defines](#) from your steno machine during a captioning session. The {Text E-Define} is similar to the [Power Define](#) feature except it performs an E-define instead of a dictionary define. For example, let's say you are captioning the president of an organization called Safeway. When you write Safeway, your translation is "safe way" (without the quotes). Instead of putting that define in one of your dictionaries, you quickly E-define the translation (from your writing machine) of "safe way" (without the quotes) to be "Safeway" (without the quotes). And if you write any steno outline/outlines that translate as "safe way" (without the quotes) they will automatically change to Safeway. For example, let's say you have the following steno outlines defined as "safe way" (without the quotes) /SAEUF/WAEU, /SAF/WAEU, or /SWAEF. After using the {Text E-Define} command to E-define "safe way" (without the quotes) to be "Safeway" (without the quotes) regardless of the underlying steno, the text "safe way" will change to "Safeway" during this captioning session.

When the {Text E-Define} command is invoked, a Power Text Define dialog box displays which contains an Old Text field and a New Text field. Using your steno machine, write the text you want to change in the Old Text field, "tab" to the new Text field and write the new text in the New Text field and then write the stroke to complete the E-define. Use your [Power Define commands](#) (located in the Power Define dictionary located in your System Files case) to navigate the dialog box.

The Power Define dictionary is automatically loaded as the highest priority dictionary when you write the Power Text Define command. When you close the Power Text Define dialog box, the Power Define dictionary is unloaded. You can also access the Format Symbol list and the Insert Field list to include either or both in Old Text and/or New Text fields.

The [Advanced Caption Options](#) includes an *Insert [Oops](#) FS after aborted Power Define* option that also affects Text E-defines when aborted.

### To do a Power Text Define:

1. In a dictionary, create a dictionary entry to invoke the Power Text Define dialog box. In the Steno field, type the steno you want to invoke the command. In the Text field, press **Alt + f** (FS>>) and then double click the {Text E-Define} command. Click OK to insert the entry and then save and close the dictionary.
2. Start a realtime session. Select the dictionary that contains the {Text E-define} definition if it is not in your Personal Dictionary.
3. Write the steno outline for the Power Text Define command to open the Power Text Define dialog box.  
**Please note that all "commands" referenced in the following instructions refer to commands in the Power Define dictionary (located in your System Files case).**
4. In the *Old Text* field, using your steno machine, write the text and/or steno that you want to change in the *Old Text* field. You can write an existing word or phrase and fingerspell the word/or phrase. Do

any of the following: "Finger spell" the text by writing the steno outlines defined as the individual letters or write a stroke/strokes defined in your dictionary to write a word or phrase.

- Insert a Format Symbol. Write the steno outline defined as [F4] followed by the steno outline for the letter of the format symbol. For example, you might write TPORPLT (default steno outline for [F4]) and then the steno outline for "c" as KR-RBGS. F4c indicates Colloquy.

Alternately, you can write the steno outline defined as [F4 LIST]. When the Format Symbol list displays, stroke the steno outline defined as [UP ARROW] or [DOWN ARROW] to highlight the selected symbol. Then stroke the steno outline defined as [ENTER] to insert the format symbol.

- Insert a [Field](#) into the definition. In order to display the Insert Field dialog box, press **Alt + i** on your computer keyboard and navigate using your computer keyboard or mouse to insert a field. Once you close the Insert Field dialog box, you can return to using your steno machine to navigate the Power Text Define dialog box,
- Insert a space between a word or after punctuation by writing the steno outline defined as [SPACE].
- Backspace the last character or last stroke, depending on your option, by writing the steno outline defined as [DELETE].

5. Write the steno outline defined as [TAB] to move to the *New Text* field.

6. In the *New Text* field, enter the text definition for the steno. Do **any** of the following:

- "Finger spell" the definition by writing the steno outlines defined as the individual letters or write a stroke/strokes defined in your dictionary to write a word or phrase.
- Use a combination of writing a word or phrase with finger spelling. For example, you write SKWROPB/SON (Johnson) in the *Steno* field. In the *New Text* field you write the stroke for "John" and then fingerspell "son" so the result is "Johnson". If you wrote the stroke for "John" and then the stroke for "son" the result would be "John son".
- Insert a Format Symbol. Write the steno outline defined as [F4] followed by the steno outline for the letter of the format symbol. For example, you might write the steno outline for "c" as KR-RBGS. F4c indicates Colloquy.

Alternately, you can write the steno outline defined as [F4 LIST]. When the Format Symbol list displays, stroke the steno outline defined as [UP ARROW] or [DOWN ARROW] to highlight the selected symbol. Then stroke the steno outline defined as [ENTER] to insert the format symbol.

- Insert a [Field](#) into the definition. In order to display the Insert Field dialog box, press **Alt + i** on your computer keyboard and navigate using your computer keyboard or mouse to insert a field. Once you close the Insert Field dialog box, you can return to using your steno machine to navigate the Power Text Define dialog box,
- Insert a space between a word or after punctuation by writing the steno outline defined as [SPACE].
- Backspace the last character or last stroke, depending on your option, by writing the steno outline defined as [DELETE].

7. Do **one** of the following:

- Write the stroke defined as [ENTER] to apply the E-define and close the dialog box.
- Write the stroke defined as [ACCEPTCONTINUE] to apply the define and have the Power Text Define dialog box remain open, allowing you to create another E-define.
- If you need to leave the Power Text Define dialog box open and return to writing realtime, write the steno outline defined as [SUSPEND]. The Power Text Define dialog box flashes, the cursor

focus changes to the realtime text and leaves the Power Text Define dialog box open. You can write the Suspend command at any time the Power Text Define dialog box is open. To return the to the Power Text Define dialog box, write the steno outlined defined as {Text E-Define}.

If you want to cancel the Power Text Define while it is in Suspend mode, you can write a steno outline defined, in a dictionary being used to translate, as {Cancel Active Dialogs}. The Power Text Define dialog is closed and nothing is applied.

- To cancel the Text E-Define, write the [ABORT] command to disregard what is in the Power Text Define and close the dialog box. The steno written while in the Power Define dialog box appears grayed out in Vertical Notes. If you have the Advanced Caption Option, *Insert Oops FS after aborted Power Define* option set to Yes, then an [Oops](#) category 10 format symbol is inserted into the text at the location the Power Text Define.

**Note:** If you want one steno outline to cancel the Power Define, Scan Define, Text Define and Create EZ Speaker Entries dialog box and other dialog boxes, look at your Power Define dictionary and see what the steno is for the [ABORT] entry. Then open your Personal Dictionary and insert/modify the {Cancel Active Dialog} entry steno to be the same as the Power Define [ABORT] entry. For example if the:

Power Define default steno for [ABORT] is PWORT

Create a Personal dictionary (or whatever dictionary) definition Steno PWORT defined as {Cancel Active Dialog}.

## Stitch On/Off

Use the Stitch On/Off format commands to separate letters or words with punctuation. Punctuation entered between the brackets, displays between the letters or words. For example, you write the steno {Stitch On} [-] A B C{Stitch Off} the translated result is "A-B-C". If you write the steno {Stitch On}[-] mother in law {Stitch Off}, the result is "mother-in-law."

You can add the [web] attribute after the {Stitch On} translate command to have all alpha characters translate as lowercase with no spaces between them until the {Stitch Off} command is written. This may be particularly useful in definitions for e-mail or web addresses. For example, /W/W/W {Stitch On}[web] www.<Delete Space>. You may also want to define a stroke for .com, .net or .org and include the {Stitch Off} format symbol. For example, .com{Stitch Off}.

## Create a Dictionary Definition

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Stitch On

1. Press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the Steno field, type the appropriate steno for the definition.
5. Press **Alt + f (Edit/Insert/Insert Format Symbol)**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate {Stitch On} and press **Enter** to insert the highlighted format symbol into the Text field.

7. Do one of the following:

**Separate letters or words with punctuation**

Type [ followed by the punctuation and then type ]. To use Stitch On/Off as a "squish" command to remove spaces between letters or words, place nothing between the brackets, [].

**Keep all alpha characters lowercase**

Type [web] and then type the text you want to have all lowercase alpha characters. Add any other necessary commands or text. For example, after the {Stitch On} command type, [web] **www.<Delete Space>**. The definition displays as {Stitch On}[web]www.<Delete Space>.

8. Press **Enter (OK)** to insert the definition into the dictionary.
9. Press **Esc (Cancel)** to close the Insert dialog box.

**Stitch Off**

1. From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
4. In the *Steno* field, type the appropriate steno for the definition.
5. Press **Alt + f (Edit/Insert/Insert Format Symbol)**, to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{Stitch Off}** and press **Enter** to insert the highlighted format symbol into the *Text* field.
7. Press **Enter (OK)** to insert the definition into the dictionary.
8. Press **Esc (Cancel)** to close the Insert dialog box.

**Toggle Phonetic Mode**

The Toggle Phonetic Mode translate command switches the phonetic translation mode between On and Off during captioning. If Phonetic Mode is On, untranslates that normally display in a raw steno outline are phonetically translated based on your phonetic translation method. Phonetic translation is based on your selection for the Advanced Translate option, [Phonetic untranslates display as words](#). You can choose to match steno outlines with the text equivalent entry in the [Phonetic Table](#) or to translate single stroke untranslates using algorithmic logic for the intended pronunciation, which is the default.

To invoke the Toggle Phonetic Mode command from your writing machine, a steno outline defined as {Toggle Phonetic Mode} must be in a dictionary used during captioning.

**Captioning Preferences**

Preferences are a group of settings that affect how CATalyst BCS handles certain captioning settings during the session. You set caption Preferences on the Preferences tab in the Caption Translate Options dialog box. Preference settings remain the same until changed.

Access Preferences:

- each time you start a CATalyst BCS session. In the Broadcast Captioning Translate dialog box, select **Options** and then select the **Preferences** tab.

- during a BCS session. Press **Alt + p, e (Setup/Preferences)**. When changing translate options and advanced translate options from the Setup menu, do one of the following:
  - Click **OK** to apply the changes to the current Profile for the current captioning session only and close the dialog box.
  - Click **Save** to apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

## Preferences Tab

In the Preferences tab, highlight the preference name on the left side of the dialog box to display the preference options on the right side. The following list is a summary of BCS translate preferences. For detailed information, click the name.

### BCS Preferences

### Preference Summary

#### [General](#)

Determine how CATalyst BCS handles files and dictionaries when it cannot locate the path when starting a session; and how to handle global tables when appending, overwriting and closing a session.

#### [Simultaneous ASCII](#)

Set this option and select a default name and location for the concurrent ASCII file created of CATalyst BCS text being sent to the encoder.

#### [Warnings](#)

Select to display message boxes for certain selections during a CATalyst BCS session.

#### [Display](#)

Set default settings for dialog pane positions when starting a CATalyst BCS session.

#### [Scripts](#)

Set Script dialog pane options for cursor movement with send commands, retaining text case, audio warning and script accessibility in the Story Queue.

## General

General preferences determine certain CATalyst BCS start up settings and History window [global options](#).

Access General preferences:

- from the Broadcast Captioning Translate dialog box. Select **Options** and click the **Preferences** tab.
- from the History window. Press **Alt + p, f (Setup/Preferences)**.

## General Preferences

### Session Startup Settings

Certain Profile items, such as dictionaries and NIK files are set to a specific path. Usually the path points to your user folder. When working in a networked situation, some files may be shared by several users and the path for the files points to a specific location on the network.

If you select a Profile that contains a specific path which does not exist, CATalyst BCS automatically checks backward through the file path to locate the file. CATalyst BCS first checks the original file path. When CATalyst BCS cannot locate the file it then looks to the current user. If the file is not found, CATalyst BCS continues to look for the file, drilling backward through the file path to the root.

For example, the original path for the NIK file in this Profile is C:\CATalyst\usr\James\System Files\Captioning\CNN.NIK but your BCS is loaded in C:\CAT4\usr\Vickie. CATalyst BCS searches for the NIK file in the following order:

C:\CAT4\usr\James\System Files\Captioning\CNN.NIK

C:\CAT4\usr\Vickie\System Files\Captioning\CNN.NIK

C:\CAT4\usr\Vickie\System Files\CNN.NIK

C:\CAT4\usr\Vickie\CNN.NIK

C:\CAT4\usr\CNN.NIK

C:\CAT4\CNN.NIK

C:\CNN.NIK

### **Notify me of Unresolved Paths**

Select to have CATalyst BCS display a message when starting a session if it cannot locate the file or the path specified.

#### **Yes**

Display a message when starting a session notifying you that the selected Profile contains paths for files which CATalyst BCS cannot locate.

#### **No**

Start a session without notification when the selected Profile contains paths for files which CATalyst BCS cannot locate.

### **Remove Unresolved Paths**

Select to remove or retain unresolved paths when CATalyst BCS cannot locate the file or the path specified.

#### **Yes**

Temporarily removes the unresolved paths for files and dictionaries that CATalyst BCS cannot locate for this session. The unresolved paths are not permanently removed from the Profile unless you make changes to the Profile and save them during the session. Then, the unresolved paths are no longer available.

#### **No**

List unresolved paths for the selected Profile which contains files and dictionaries in the current session.

### **Default Keyboard Map**

Select the active Keyboard Map when you start a captioning session or open a caption file for editing. Keyboard Maps located in the Captioning case display in the list.

## **Global Settings**



**Delete Globals on Append**

Select to delete or retain [global table](#) entries when switching Profiles or when starting a captioning session and selecting to append to an existing session.

**Yes**

Delete the existing global table entries. Globals made before switching Profiles or in the previous session are no longer available and do not apply to new text.

**No**

Retain the global table entries. Globals made before switching Profiles or in the previous session remain available and apply to new text.

**Delete Globals on Overwrite**

Select to delete or retain global table entries when starting a captioning session and selecting to overwrite an existing session.

**Yes**

Delete the existing global table entries. Globals made in the existing session are no longer available and do not apply to new text.

**No**

Retain the global table entries. Globals made in the existing session remain available and apply to new text.

**Append Global Tables**

Select to have CATalyst BCS automatically apply E-Defines made in the Script window (dialog pane) to the History window.

**Yes**

Add E-Defines made in the Script window to the Script window and History window global tables. The E Defines made in the Script window apply to realtime text in the History window.

E-Defines added to the History window global table remain in the table unless deleted or undone. Deleting or undoing an E-Define in the History global table does not affect entries in the Script window global table nor is the global removed or undone in the Script window.

CATalyst BCS does not save the Script window global table when closing the session.

**No**

E Defines made in the Script window apply only to text in the Script window. E-Defines made in the History window apply only to text in the History window. CATalyst BCS does not save E-Defines made in the Script window when closing the session.

**Omit Global/Define Save Option**

Select to save or delete the global table (History window) entries when closing a captioning session without saving changes.

**Yes**

Always save the History global table and dictionary definitions when exiting a captioning session whether or not you select to save changes.

### No

Do not save the History global table and dictionary definitions when exiting a captioning session and you select to not save changes.

## Simultaneous ASCII

Simultaneous ASCII preferences allow you to activate the Simultaneous ASCII feature and determine certain settings. The Simultaneous ASCII feature allows you to concurrently create an ASCII file of the current CATalyst BCS session being sent to the encoder. Only text sent to the encoder is included in the simultaneous ASCII. During a captioning session, you can also end one simultaneous ASCII and create a new ASCII for the captions that follow by using [Simultaneous ASCII Output](#).

When using the Simultaneous ASCII feature, CATalyst BCS inserts \m into the ASCII file when you write a musical note. Inserting \m applies only when using Simultaneous ASCII and does not apply when exporting ASCII.

Access Simultaneous ASCII preferences:

- from the Broadcast Captioning Translate dialog box. Select **Options** and click the **Preferences** tab.
- from the History window. Press **Alt + p, f (Setup/Preferences)**.

## Simultaneous ASCII Preferences

### Use Simultaneous ASCII

Check this box to automatically create an ASCII file concurrently with each open CATalyst BCS session. Leave this box blank to not create a simultaneous ASCII for each session. If you leave this box blank, you can select to create a simultaneous ASCII of the current session using [Simultaneous ASCII Output](#).

### File Path

#### Path

Select a default location for the simultaneous ASCII file. You can also create a default name. The default path places the ASCII in the current user's folder in a "case" called ASCII with the same name as the BCS session. Subsequent ASCII files created during the same session are sequentially assigned a number after the file name.

Use the following options to set the path.

- %U = user path (C:\CAT4\Usr\username)
- %R = user root (C:\CAT4\Usr)
- %C = Case CATalyst path (C:\CAT4)
- %P = Caption Profile path (C:\CAT4\Usr\Henry\System Files\Captioning\Caption Profiles)
- %S = System Files path (C:\CAT4\Usr\ username \ System Files)
- %u = User name (username)
- %M = Month (2 digits) (filename3.txt)
- %D = Day (2 digits) (filename 24.txt)
- %Y = Year (4 digits) (filename 2005.txt)
- %h = Hour (2 digits) (filename 8.txt)
- %m = Minute (2 digits) (filename 10.txt)

- %s = Seconds (2 digits) (filename 01.txt)
- %# = Next available number (filename 1.txt)
- %f = BCS session file name (filename.txt)

**Example**

The following examples assume the user name is Henry, the current date and time is March 24, 2005 at 8:10 a.m., and the current BCS file name is TWC.

**Format:** %U\%f\_%M-%D

**Result:** C:\CAT4\Usr\Henry\TWC\_3-24.txt

**Format:** %P\ASCII\%f\_%D%h

**Result:** C:\CAT4\Usr\Henry\System Files\Captioning\Caption Profiles\ASCII\TWC\_248.txt

**Format:** %U\%f\_%#

**Result:** C:\CAT4\Usr\Henry\TWC\_1.txt (first ASCII created)

C:\CAT4\Usr\Henry\TWC\_2.txt (second ASCII created)

**Format:** R:\ASCII\%u\%M-%D-%Y\%f

**Result:** R:\ASCII\Henry\3-24-2005\TWC.txt

**Options****Timestamps**

Check this box to use timestamps in ASCII file. Select one of the following options:

**Clock**

Display timestamps in actual time format. For example, 08:10:01 for 8:10 a.m.

**Elapsed**

Display timestamps indicating the quantity of time that has elapsed since starting. Use the field to specify an elapsed starting time. For example, if you start out with the elapsed time of 00:00:00 and you caption for 1 hour and 23 minutes the starting timestamps would be 00:00:00 and the ending timestamps would be 01:23:00.

**Frames (HH:MM:SS:FF)**

Check this box to display the timestamps with hour, minute, second and TV frame number.

**Overwrite existing file**

Check this box to have CATalyst BCS automatically overwrite an existing ASCII file when using the same file name.

## Simultaneous SCC

Simultaneous SCC option has been added to the BCS Preferences tab. The SCC format is most likely used with a post production DVD editor. The available Simultaneous SCC options include a customizable path for the simultaneous file type, adjustable elapsed time default and Overwrite existing file option. Simultaneous SCC Output can be selected from the File menu (**Alt + f, e**) during a BCS session.

### Access Simultaneous SCC preferences:

- from the Broadcast Captioning Translate dialog box. Select **Options** and click the **Preferences** tab.
- from the History window. Press **Alt + p, f (Setup/Preferences)**.

## Simultaneous SCC Preferences

### Use Simultaneous SCC

Check this box to automatically create a SCC formatted file concurrently with each open CATalyst BCS session. Leave this box blank to not create a simultaneous SCC for each session. If you leave this box blank, you can select to create a simultaneous SCC of the current session using [Simultaneous SCC Output](#).

### File Path

#### Path

Select a default location for the simultaneous SCC file. You can also create a default name. The default path places the SCC in the current user's folder in a "case" called SCC with the same name as the BCS session. Subsequent SCC files created during the same session are sequentially assigned a number after the file name.

Use the following options to set the path.

- %U = user path (C:\CAT4\Usr\username)
- %R = user root (C:\CAT4\Usr)
- %C = Case CATalyst path (C:\CAT4)
- %P = Caption Profile path (C:\CAT4\Usr\Henry\System Files\Captioning\Caption Profiles)
- %S = System Files path (C:\CAT4\Usr\ username \ System Files)
- %u = User name (username)
- %M = Month (2 digits) (filename3.txt)
- %D = Day (2 digits) (filename 24.txt)
- %Y = Year (4 digits) (filename 2005.txt)
- %h = Hour (2 digits) (filename 8.txt)
- %m = Minute (2 digits) (filename 10.txt)
- %s = Seconds (2 digits) (filename 01.txt)
- %# = Next available number (filename 1.txt)
- %f = BCS session file name (filename.txt)

### Example

The following examples assume the user name is Henry, the current date and time is March 24, 2005 at 8:10 a.m., and the current BCS file name is TWC.

**Format:** %U\%f\_%M-%D

**Result:** C:\CAT4\Usr\Henry\TWC\_3-24.txt

**Format:** %P\ASCII\%f\_%D%h

**Result:** C:\CAT4\Usr\Henry\System Files\Captioning\Caption Profiles\ASCII\TWC\_248.txt

**Format:** %U\%f\_%#

**Result:** C:\CAT4\Usr\Henry\TWC\_1.txt (first ASCII created)

C:\CAT4\Usr\Henry\TWC\_2.txt (second ASCII created)

**Format:** R:\ASCII\%u\%M-%D-%Y\%f

**Result:** R:\ASCII\Henry\3-24-2005\TWC.txt

## Options

**Starting Elapsed Time:** (HH:MM:SS:FF)

Use the field to specify an elapsed starting time in Frames (hour, minute, second and frame number) format. For example, if you start out with the elapsed time of 00:00:00 and you caption for 1 hour and 23 minutes the starting timestamps would be 00:00:00 and the ending timestamps would be 01:23:00.

## Overwrite existing file

Check this box to have CATalyst BCS automatically overwrite an existing SCC file when using the same file name.

## Simultaneous SMPTE-TT

Simultaneous SMPTE-TT option has been added to the BCS Preferences tab. The SMPTE-TT format is most likely used with web videos. The available Simultaneous SMPTE-TT options include a customizable path for the simultaneous file type, adjustable elapsed time default and Overwrite existing file option. Simultaneous SMPTE-TT Output can be selected from the File menu (**Alt + f, p**) during a BCS session.

### Access Simultaneous SMPTE-TT preferences:

- from the Broadcast Captioning Translate dialog box. Select **Options** and click the **Preferences** tab.
- from the History window. Press **Alt + p, f (Setup/Preferences)**.

## Simultaneous SMPTE-TT Preferences

### Use Simultaneous SMPTE-TT

Check this box to automatically create an SMPTE-TT file concurrently with each open CATalyst BCS session. Leave this box blank to not create a simultaneous SMPTE-TT for each session. If you leave this box blank, you can select to create a simultaneous SMPTE-TT of the current session using [Simultaneous SMPTE-TT Output](#).

## File Path

### Path

Select a default location for the simultaneous ASCII file. You can also create a default name. The default path places the ASCII in the current user's folder in a "case" called ASCII with the same name as the BCS session. Subsequent ASCII files created during the same session are sequentially assigned a number after the file name.

Use the following options to set the path.

- %U = user path (C:\CAT4\Usr\username)
- %R = user root (C:\CAT4\Usr)
- %C = Case CATalyst path (C:\CAT4)
- %P = Caption Profile path (C:\CAT4\Usr\Henry\System Files\Captioning\Caption Profiles)
- %S = System Files path (C:\CAT4\Usr\ username \ System Files)
- %u = User name (username)
- %M = Month (2 digits) (filename3.txt)
- %D = Day (2 digits) (filename 24.txt)
- %Y = Year (4 digits) (filename 2005.txt)
- %h = Hour (2 digits) (filename 8.txt)
- %m = Minute (2 digits) (filename 10.txt)
- %s = Seconds (2 digits) (filename 01.txt)
- %# = Next available number (filename 1.txt)
- %f = BCS session file name (filename.txt)

### Example

The following examples assume the user name is Henry, the current date and time is March 24, 2005 at 8:10 a.m., and the current BCS file name is TWC.

**Format:** %U\%f\_%M-%D

**Result:** C:\CAT4\Usr\Henry\TWC\_3-24.txt

**Format:** %P\ASCII\%f\_%D%h

**Result:** C:\CAT4\Usr\Henry\System Files\Captioning\Caption Profiles\ASCII\TWC\_248.txt

**Format:** %U\%f\_%#

**Result:** C:\CAT4\Usr\Henry\TWC\_1.txt (first ASCII created)

C:\CAT4\Usr\Henry\TWC\_2.txt (second ASCII created)

**Format:** R:\ASCII\%u\%M-%D-%Y\%f

**Result:** R:\ASCII\Henry\3-24-2005\TWC.txt

## Options

### Starting Elapsed Time: (HH:MM:SS:FF)

Use the field to specify an elapsed starting time in Frames (hour, minute, second and frame number) format. For example, if you start out with the elapsed time of 00:00:00 and you caption for 1 hour and 23 minutes the starting timestamps would be 00:00:00 and the ending timestamps would be 01:23:00.

### Overwrite existing file

Check this box to have CATalyst BCS automatically overwrite an existing SMPTE-TT file when using the same file name.

## Warnings

Warnings preferences allow you to determine when selected CATalyst BCS warning messages display.

Access Warnings preferences:

- from the Broadcast Captioning Translate dialog box. Select **Options** and click the **Preferences** tab.
- from the History window. Press **Alt + p, f (Setup/Preferences)**.

## Warnings Preferences

### Before Connection Loss

When [changing](#) a Profile or starting a new captioning session with a current session running, CATalyst BCS must disconnect the current session. Choose one of the following options:

#### Yes

Display a warning message before disconnecting the current session. The warning message allows you to continue or cancel the action. Warning message box options:

- **Yes** - Disconnect the current connection and take the selected action.
- **No** - Cancel the action and allow the current connection to continue.

You can disable the message from within the Warnings message box by checking the box, "I understand the consequences of my actions. Please stop asking."

#### No

Do not display a warning message and have CATalyst BCS automatically disconnect the current connection when you change Profiles or begin a new captioning session with a session already running.

### Conflict Connect

When attempting to establish a connection and a conflict occurs between COM port settings, you can determine how you want CATalyst BCS to handle the conflict. Choose one of the following options:

#### Yes

Display a warning message when attempting to connect with conflicting COM port settings. Choose one of the following options in the message box:

#### Yes

Display the Profile where you can make changes to the appropriate settings.

**No**

Close the dialog box and attempt to establish a connection.

**Cancel**

Close the dialog box without attempting a connection.

You can disable the message by checking the box, "I understand the consequences of my actions. Please stop asking." To turn the warning message back you on, reselect this option on the Preferences tab.

**No**

Do not display a warning message but allow CATalyst BCS to attempt to establish a connection.

**'Encoder None' Connection**

When attempting to establish a connection where the encoder type selected is None and no output is sent to the encoder, you can choose to display a warning message.

**Yes**

Display a warning message. Choose one of the following options:

**Yes**

Have CATalyst BCS open the COM port although no data is sent to the encoder.

**No**

Cancels the action.

You can disable the message by checking the box, "I understand the consequences of my actions. Please stop asking." To turn the warning message back on, reselect this option on the Preferences tab.

**No**

Do not display a warning message but allow CATalyst BCS to open the COM port. No data is sent to the encoder.

## Display

Display preferences allow you to determine how windows (dialog panes) display when starting a CATalyst BCS session.

Access Display preferences:

- from the Broadcast Captioning Translate dialog box. Select **Options** and click the **Preferences** tab.
- from the History window. Press **Alt + p, f (Setup/Preferences)**.

## Display Preferences

### Startup Windows Positions

Set the window positions when starting a CATalyst BCS session. You can choose to open a session using the window positions from the most recent CATalyst BCS session or with settings included in a user saved window position file. Files created using the [Save Window Positions](#) feature during a CATalyst BCS session display in the drop down list.



Window positions are changeable during a CATalyst BCS session by [loading](#) another saved window position file or by moving the individual panes, unless you have the panes locked.

### **Start with Locked Positions**

Select to lock or unlock window positions when starting a CATalyst BCS session. You can change this setting during a session using the [Lock Window Positions](#) feature. Choose one of the following:

#### **On**

Prevent the windows from being repositioned during the CATalyst BCS session. You can continue to show, hide, dock, float and resize a floating window and load saved window settings when Lock Window Positions is active.

#### **Off**

Allow windows to be repositioned during the CATalyst BCS session.

#### **Remember Last Setting**

Use the Locked Window Position setting from the last CATalyst BCS session.

## **Scripts**

Script preferences allow you to set options for cursor position, text case and audio warning for the Script window and script accessibility in the Story Queue. On the Preferences tab, highlight **Scripts/General** and set values as necessary.

## **Script Preferences**

### **General Settings**

#### **Send Line is Cursor Line**

##### **Yes**

Allow the current cursor position in a script file to be the send line. When you move the cursor, CATalyst BCS resets the send line.



This is similar to the cursor movement in a CAPticator script file.

##### **No**

Move your cursor anywhere in the script file. The send line is not reset unless another command is used to reset it.

#### **Beep on Warning Lines**

##### **Yes**

Have CATalyst BCS generate an audio alert prior to encountering a Warning line. You must use a Warning Line format symbol for this feature to work properly.

##### **No**

Display the Warning line without any audio alert.

#### **Start with Retain Script Case**

Always start CATalyst BCS or switch profiles during a session and retain the current case when sending the Script file to the encoder. You can turn this option on and off during a session using [Retain Script Case](#).

### **On**

Start CATalyst BCS or switch profiles during a session and always retain the current case when sending the Script file to the encoder. This takes priority over the profile option, [Capitalize All](#).

### **Off**

Start CATalyst BCS or switch profiles during a session and use the current case when sending the Script file to the encoder. When set to Off, CATalyst BCS sends the script text in all caps if the Capitalize All option is active.

### **Remember Last Setting**

Use the setting from the last CATalyst BCS session.

## **Story Queue Settings**

### **Save Last Story Queue Path**

#### **Yes**

When adding a script file to the story queue, default to opening the last folder used. You may want to use this option if you store your script files in a folder other than the Caption Show Files case.

#### **No**

When adding a script file to the story queue, always default to opening the Caption Show Files case.

### **Clear Stories before switch**

#### **Yes**

Remove stories from the Story Queue when switching profiles. You may want to choose this option if you use the Switch Profile command to start the next captioning session. New captions append to the existing captioning file.

#### **No**

Retain stories in the Story Queue when switching profiles. You may want to choose this option if you normally click the BCS icon to start a new captioning session and create a new file.

## **Profiles**

CATalyst BCS uses customizable Profiles to retain a collection of settings used during a captioning session. Profiles are designed to make the set up for a captioning session fast and easy.

A Profile contains settings contained on nine tabs that include dictionary selection, encoder connection, realtime options, caption styles, NIK assignments, contact information, multiple outputs, EZ Text and Advanced Audit Log information. You can have multiple Profiles, allowing you to create a separate Profile for different captioning environments. For example, you caption three television shows, so you set up a Profile for each of the three shows. You can also have multiple connections with one Profile using the Multiple Outputs option. For example, a single Profile may contain connection information for a Primary encoder and Backup Encoder.

If you are using BCS limited access to use CARTView and to send scripts, all tabs are not available when creating a profile. [CARTView with scripting](#) topic provides more information.

You can easily create a [new](#) Profile using the CATalyst BCS Profile wizard. Existing Profile settings can be [modified](#) before, during or after a captioning session. Profile settings remain the same until you change them.

Profiles have an .sgxml extension. By default Profiles are stored by user in the Caption Files case located in the Captioning case within the System Files case. You can change the storage location of the Profiles.

## Modifying a Profile

You can modify Profile settings before, during or after a captioning session. You can access and modify certain Profile settings during captioning from the Setup menu.

### Modify Before or After Captioning

1. Press **Alt + u, c (Function/Captioning)**. The Broadcast Captioning Translate displays.
2. Select the Profile you want to modify and select **Modify Profile** to display the Profile dialog box.
3. Modify settings on any of the nine Profile tabs.
4. When finished press **Enter (OK)** to accept the changes made in all the Profile tabs and close the Profile dialog box.

### Modify During Captioning

1. Press **Alt + p, p (Setup/Profiles)**. The Manage Profiles dialog box displays.  
If you have the warning option, *Before Connection Loss*, set to Yes in Preferences, CATalyst BCS displays a warning message prompting you with a Yes/No choice before switching Profiles.
2. Highlight a Profile to modify.
3. Select **Modify Profile**. The Profile dialog box displays where you can modify settings on any of the nine Profile tabs.
4. When finished press **Enter (OK)** to accept the changes made in all the Profile tabs and close the Profile dialog box. The Manage Profiles dialog box displays.
5. Select **Cancel** to close the Manage Profiles dialog box.



You can also access the Manage Profiles dialog box from the Session Information Window. Click **Change to a different Profile**.

## Cloning a Profile

You can easily create a copy of all or selected options in an existing Profile using the Clone Profile option in the Broadcast Captioning Translate dialog box. When you clone a Profile, you choose which source Profile information is included in the copied Profile. For example, you use a profile when captioning the cooking show for the XYZ station. You need to set up a profile for captioning the sports show at the same station. You can clone all the options of the cooking profile except dictionary options and the caption styles which differ for the two shows.

### Clone an Existing Profile

1. Press **Alt + u, c (Function/Captioning)**. The Broadcast Captioning Translate displays.
2. Select the Profile you want to copy and select **Clone Profile**. The Create a copy of Profile dialog box displays.
3. In the File name field, type the name for the new Profile and press **Enter (Save)**. If you enter the name of an existing Profile, CATalyst BCS prompts you to replace the existing file. The Clone Profile Options dialog box displays.
4. Check the box next to the each option from the source Profile you want to include in the cloned Profile. Each option represents one of the eight Profile tabs. Use other options as necessary.

### Remember Settings

Check this box to have CATalyst BCS remember the selected Profile options when cloning the next Profile.

### Select All

Check the box for each Profile option.

### Deselect All

Uncheck the box for each Profile option.

### Open Profile after cloning is done.

Check this box to open the new Profile after cloning is complete where you can modify the Profile settings.

5. Press **Enter (Make Clone)**. The Broadcast Captioning Translate dialog box displays unless you checked the box, Open Profile after cloning is done, then the Profile dialog box displays. In the Profile dialog box, modify settings on any of the eight Profile tabs. When finished, press **Enter (OK)** to accept the changes. Selecting Cancel, cancels the cloning process.

## Set Multiple Output Connection Values

CATalyst BCS allows you to set values for multiple output connections before starting a captioning session. You can include a multiple outputs connection along with other connections within the same profile.

## Set Values for Multiple Outputs


1. In the Broadcast Captioning Translate dialog box, do one of the following:

### Modify an Existing Profile

Add a multiple output connection to an existing profile. Highlight the selected profile and click the **Modify Profile** button.

### Create a New Profile

Create a [new](#) profile for the multiple output connection. Click the **New Profile** button. In the Create New Profile dialog box, type a name for the new profile and press **Enter**.

2. On the **Connections** tab, click the New  icon and type a name for the multiple outputs connection, for example Multiple Outputs, and press **Enter**.
3. Make necessary entries:

### Encoder Model

Select the encoder type. This selection specifies the caption format sent to all the multiple output connections.

### Connection Type

Select **Multiple Outputs**. The remaining Modem/Direct and Internet connection settings are unavailable. Specific connection settings for each modem are set on the Multiple Outputs tab.

### Auto Reconnect

Check this box to have CATalyst BCS automatically attempt to reconnect if a connection is lost.

4. On the Multiple Outputs tab, check the box **Use Multiple Outputs**. You must select this option to enable the multiple output connection settings in the Multiple Outputs tab.
5. The Open Multiple Outputs Profile dialog box displays. Select an existing multiple outputs profile or create a new one. To create a new one, type a name in the File name field and press **Enter**.
6. Make necessary entries in the remaining fields on the [Multiple Outputs](#) tab.
7. Do one of the following:
  - If creating a new profile continue through the Wizard.
  - If modifying an existing profile, click **OK**.

## Dictionaries

The Dictionaries tab in a Profile allows you to select dictionaries and global tables and set priority order captioning sessions using this Profile. You can also select and remove dictionaries and set dictionary priorities for the current captioning session using the [Add/Remove Dictionary](#) feature. This does not affect the dictionary selection in the Profile.

## Select Dictionaries and Global Tables

### Choose Dictionaries

Check the box next to any dictionary you want to use for translation. CATalyst BCS automatically selects the Personal Dictionary and Update Area, if used.

### Show All Users

Check this box to display all the CATalyst users. You can select a dictionary from any user. Selecting Show All Users after selecting dictionaries and global tables deselects them.

### Global Tables

Check this box to display global tables for selection. Translating with a global table allows you to use E-Defines previously created during a captioning session.

### Set Dictionary Priorities

Displays the dictionaries in the order in which they were selected. The dictionary at the top of the list has the highest priority. The total number of files selected for translation displays at the bottom of the screen. This includes any dictionaries or global tables chosen.

### Remove

Highlight a dictionary and select **Remove** to remove the dictionary from the Set Dictionary Priorities list.

### Move Up/Down

Highlight a dictionary and select Move Up and Move Down to change the priority order for translation. The dictionary priority order begins at the top of the list.

### **OK**

Accept the changes made in all the Profile tabs and close the Profile dialog box.

When accessing the Dictionaries tab during a captioning session, OK applies changes on the Dictionaries tab to the current Profile for the current captioning session only and closes the dialog box. Use Save to make permanent changes to the current Profile.

### **Apply/Save**

Accept the changes made in the Dictionaries tab.

When accessing the Dictionaries tab during a captioning session, Save displays. Save applies changes on the Dictionaries tab to the current session, permanently saves them to the current Profile and closes the dialog box.

### **Cancel**

Do not apply any changes to the Profile and close the Profile dialog box.

## **Connections**

The Connections tab in a Profile allows you to set encoder and modem values for a connection. You can create multiple connection names with different values. For example, you create two connections for the current Profile. The first connection is the modem and phone line you always use. You name it Primary Encoder. The second connection is the backup encoder, so you name that connection Backup Encoder.

You can include a multiple outputs connection along with other connections within the same Profile. For example, 95% of the time you send to a specific encoder. Your connection name for this encoder is Primary. You have a backup encoder connection, named Backup. About 5% of the time, you need to send to multiple encoders, and you have a multiple output connection.

## **Set Encoder and Modem Values**

The list of existing connections. Use the following options as necessary:



### **New**

Create a new connection name. A blank field displays in the Connections field. Type a name and press **Enter**. Modify the connection values as necessary.



### **Delete**

Delete an existing connection name from the list. Highlight a name and click the **Delete** icon.



### **Move Up**

Move the connection name up in the list. Highlight the name and click the **Move Up** icon.



### **Move Down**

Move the connection name in the list. Highlight the name and click the **Move Down** icon.

## **Connection Settings**

Connection values for the highlighted connection in the *Connections* field. Click the +/- box to expand or collapse the list as necessary.

Highlight a field to set the value. An explanation of the option displays in the lower right corner of the dialog box.

### **Encoder Name**

The name of the connection selected in the Connection field. To change the name, double click the field and type a new name.

### **Encoder Model**

Click the Down arrow to select the appropriate encoder model. Daktronics and ASCII are common model choices when captioning for a stadium output such as baseball games. [StenoKeys](#) is available when needing to write directly to another application, for example, a chat window or other windows that allow text input. When needing to caption a live streaming YouTube video, select [YouTube](#).

Outputting to [CARTView](#) displays a separate window which can display on your computer or you can drag the window to another monitor or computer screen. The CARTView window displays text with no toolbars or menus. You can [customize the display](#) by changing the color of the text, background, font style and size, background transparency, line spacing and the position of the window.

To create a blank line on the CARTView window, define a steno outline as <New Line>. You can write the <Caption: Clear> command to clear the CARTView screen.

When starting a CATalyst BCS session with the Encoder Model set as None and Connection type set to Direct or Modem, an icon displays indicating you are not connected. You can continue to write without establishing a connection to check your caption positions. The text displays in the Caption Preview window. Click the connection link when you are ready to send captions.

When using a Subtitle Encoder NEWFOR or a Daktronics Venus Matrix encoder, additional fields display that require an entry.

### **Subtitle Encoder NEWFOR**

The following fields apply when Subtitle Encoder NEWFOR is selected in the *Encoder Model* field.

#### **Encoder Language**

Click the Down arrow to select a language set for subtitles.

#### **Teletext Page**

Type the teletext page to which you are writing for subtitles.

### **Daktronics Venus Matrix**

The following fields apply when Daktronics Venus Matrix is selected in the *Encoder Model* field.

#### **Number of Lines**

Click the Down arrow to select the number of lines to display. The range is 1 - 8.

#### **Characters Per Line**

Click the Down arrow to select the number of characters per line to display. The range is 16 - 48.

### **ASCII**

When selecting ASCII as the encoder type, a *Add Carriage Return* option is available. This option is also available when setting up Multiple Outputs. Selecting the Add Carriage Return option adds a carriage return character at the end of a line to ensure a new line is created in the output data. By default, when ASCII is selected, the Add Carriage Return option is also selected. Depending on your input device, you may need to deselect this option.

### Connection Type

Click the Down arrow to select **Direct**, **Modem**, **Internet**, or **Multiple Outputs**.

When you select Multiple Outputs, the Encoder Model field is grayed out and automatically set to EEG Compatible. In addition, the remaining Modem/Direct and Internet fields are unavailable. Specific connection settings for each multiple output modem are set on the [Multiple Outputs](#) tab.

### Auto Reconnect

Automatically reconnect to the encoder if the connection is lost.

### Modem/Direct Settings

The modem values when the Connection Type selected is *Modem* or *Direct*. Click the +/- box to expand or collapse the list as necessary.

Highlight a field to set the value. Click the Down arrow to select the appropriate value based on the modem type and computer connection. In fields without a drop down list, type the appropriate entry. An explanation of the option displays in the lower right corner of the dialog box. Some settings do not apply to *Direct*.

The number of available COM ports varies among computers. When you copy a Profile from one computer that contains more available COM ports than the computer to which it is copied, CATalyst BCS retains the COM port information. On the computer with less COM ports, the COM ports are listed as unavailable in the drop down box. For example, "COM 4 not available."

### Internet Settings

Displays the Internet fields when the Connection Type selected is *Internet*. Highlight a field and type the appropriate values. An explanation of the option displays in the lower right corner of the dialog box. The User Name field recognizes a User Name or Login field. The User Name and Password information is only needed if the host requires the information.

### Dialog Box Actions

#### OK

Accept the changes made in all the Profile tabs and close the Profile dialog box.

When accessing the Connections tab during a captioning session, OK applies changes on the Connections tab to the current Profile for the current captioning session only and displays the Modem dialog box. Use Save to make permanent changes to the current Profile.

#### Apply/Save

Accept the changes made in the Connections tab.

When accessing the Connections tab during a captioning session, Save displays. Save applies changes on the Connections tab to the current captioning session, permanently saves them to the current Profile and closes the dialog box.



**Cancel**

Do not apply any changes to the Profile and close the Profile dialog box.

**Output to StenoKeys**

StenoKeys is available in the Encoder Model field of a BCS Profile Connections dialog box. StenoKeys allows you to use your steno machine and BCS to write text directly to another application such as a chat window or other windows that allows text input. When using StenoKeys, text is only written to the other application when your cursor focus is in the text window. You may want to create special dictionary [entries](#) in a StenoKeys dictionary when outputting to StenoKeys. To output to StenoKeys, do the following:

1. In a BCS profile, click the Connections tab.
2. Create a new connection name. In the Encoder Model, select **StenoKeys**. All other connection options are grayed out and not applicable.
3. Set any other Profile options and click **OK** to save your changes.
4. Start a BCS session and establish a connection with your steno machine.
5. When you are ready to write to the chat window or text application, change your cursor focus to that window and begin writing. When using StenoKeys, text is only written to the other application when your cursor focus is in the text window.
6. Once you are finished, change your cursor focus back to BCS.

**YouTube**

YouTube is available in the Encoder Model field of a BCS Profile Connections dialog box. YouTube allows you to use your steno machine and BCS to caption a YouTube video. There is also a way to set the delay of text for the YouTube Live session via the Caption menu, [Set YouTube Delay](#). Your YouTube live streaming partner may determine it is necessary to adjust this setting. To caption a YouTube video, do the following:

1. In a BCS profile, click the Connections tab.
2. Create a new connection name. In the Encoder Model, select **YouTube**.
3. In the DNS/IP Address field, type the URL you receive from the YouTube live streaming partner.
4. On the Broadcast Captioning Translate Options tab, for best results, set the Translation Delay to 1500 milliseconds.
5. Start a BCS session and establish a connection with your steno machine.
6. If necessary, use the Set YouTube Delay option available via the Caption menu. The YouTube live streaming partner may ask you to adjust this value.



Keyboard Function: Caption: YouTube Delay

NOTE: Some web protection/Anti-virus products may interfere when captioning via Google YouTube. Be sure to try a test connection before attempting live captioning. You may need to make an exception in your web protection software or you may need to disable it during your session.

## CARTView



CARTView creates a window that can be displayed on the BCS computer or can be moved to another monitor or screen when providing CART services. The CARTView window displays text with no toolbars or menus. You can [customize the CARTView window](#) by changing the color of the text, background color and/or transparency, font style and size, line spacing and the position of the window on the monitor/screen. When you customize the CARTView display, it is automatically saved with the profile and will be used the next time the profile and CARTView output is used. To modify the display, right click and make the necessary changes. The customized display will be saved as part of the profile in the profile's job history file (\*.sgxml).

Editing changes to the realtime screen are reflected on the CARTView screen. If the CARTView window is displayed on another monitor/computer, you can use editing features that display dialog boxes on the realtime screen without displaying the dialog boxes on the CARTView window. For example, you can use the Power Define feature to easily define from your writing machine.


To clear the CARTView window, write a steno outline defined as <Caption: Clear>. The <Caption: Clear> command clears the CARTView window and the Caption Preview window. To display musical notes in the CARTView window, define a steno outline as the <Caption:Musical Note> format symbol.

When ending punctuation is written at the end of a line in the BCS file, the CARTView window will make a new line before continuing. BCS sends the data to the CARTView window as an ASCII format. Since CARTView doesn't have information about when a paragraph follows or doesn't follow, the assumption is made that when a line ends in the BCS file with ending punctuation, what follows should be on a new line. This assumption works the majority of the time, but occasionally, the assumption can cause a new line when it isn't wanted.

To output to CARTView:

1. In the Broadcast Captioning Translate dialog box, do one of the following:
  - Select an existing profile and click [Modify Profile](#).
  - Select an existing profile and click [Clone Profile](#).
  - Click [New Profile](#), type a new name and click **Open**.
2. On the Connections tab, click the New  icon and type the name of the connections.
3. In the Encoder Model field, click the down arrow () and select CARTView. Once you select CARTView, the Modem/Direct and Internet settings sections gray out and do not apply to CARTView.
4. Continue with any changes or setup to the profile.
5. When finished, click **OK**.
6. The CARTView window displays once you establish the "connection" in the Session Information pane. It may take a second or two to display the CARTView window.
7. Once you stop realtime (**Ctrl + \**) the CARTView window closes.



A Case CATalyst CARTView Settings Icon () is available in the Windows System Tray. When selected, the icon displays the CARTView screen settings such as font, transparency, color, etc. The system tray icon makes 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 need to go to the front of the room to make adjustments.

## Caption Styles

The Caption Styles tab in a Profile allows you to set certain formatting values that affect how the caption appears on the screen. A caption style contains settings for the number of characters per line, baseline information and the type of caption style: Roll-up, Pop-on, or Paint-on.

Set up the caption style you want CATalyst BCS to default to when you use this Profile. Although you can set up other caption styles for this Profile, you can easily switch to a different Profile using a NIK key, dictionary definition or credit file.

## Set Display Values

### Capitalize All Text

Check this box to send all text to the encoder in all capital letters. You cannot change this option once a captioning session has begun. By default, this option is active when creating a new profile.

### Caption Styles

A list of existing caption styles. Use the following options as necessary:



**New**

Create a new caption style name. A blank field displays in the Caption Styles field. Type a name and press **Enter**. Modify the values as necessary.



**Delete**

Delete an existing caption style from the list. Highlight a name and click the **Delete** icon.



**Move Up**

Move the caption style up in the list. Highlight the name and click the **Move Up** icon.



**Move Down**

Move the caption style down in the list. Highlight the name and click the **Move Down** icon.

### Caption style name

The name of the caption style associated with the current values. To view the values for a different caption style, highlight the name in the Caption Styles field. For example, you may name the Caption style, 3 Line Bottom, to indicate the captions display 3 lines at the bottom of the screen.

### Roll-up Rows

Determine the maximum amount of lines that display on the screen when using the Roll-up caption style. Valid entries are **2 - 4**. This feature only applies when Roll-up is selected in the Caption mode field.

**Column**

The horizontal position, indent, where you want the caption to begin. Valid entries are **1 – 28**.

**Char Per Line**

The number of characters allowed on a caption line. Valid entries are **8 – 32**.

**Baseline**

The vertical placement of the captions on the screen. This is the line number on which the bottom line of the caption displays. Valid entries are **1 – 15**.

**Caption mode**

Determines how the captions appear on the screen:

**Roll-up**

Display up to four caption lines as soon as caption is decoded. You must also make an entry in the Roll-up Rows field.

**Pop-on**

Display all caption lines, up to four, when all the lines of the caption have been decoded.

**Paint-on**

Display one character at a time as it is decoded so the line of text scrolls onto the screen from left to right.

**OK**

Accept the changes made in all the Profile tabs and close the Profile dialog box.

When accessing the Caption Styles tab during a captioning session, OK applies changes on the Caption Styles tab to the current Profile for the current captioning session only and closes the dialog box. Use Save to make permanent changes to the current Profile.

**Apply/Save**

Accept the changes made in the Caption Styles tab.

When accessing the Caption Styles tab during a captioning session, Save displays. Save applies changes to the Caption Styles tab, permanently saves them to the current Profile and closes the dialog box.

**Cancel**

Do not apply any changes to the Profile and close the Profile dialog box.

**NIK Files**

The NIK tab in a Profile allows you to create or modify Numeric Island Keys (NIK) files for the selected Profile. NIK key assignments, used in Cheetah's CAPtivor captioning software, allow you to easily change the placement of the captions, the caption style, the line length and horizontal placement of the captions. You can invoke NIK keys from the computer keyboard or from the steno keyboard with a dictionary definition.

There are 10 available NIK keys. On a standard, full-size keyboard, NIK keys refer to the number keypad, 0 - 9. In order to invoke NIK keys from the number pad, you must have Num Lock active. If you use a notebook computer, you can assign the NIK keys to other keys on your keyboard to take advantage of the NIK key assignments.

For example, you can send credit files using a NIK key assignment. You may have NIK 1 change the caption to the top of the screen, Pop-on style and send to EOC (end of caption); and NIK 2 return the caption to the bottom of the screen and 3 line roll-up.

You can copy CAPticator NIK files into CATalyst BCS. Place the NIK files in the user's caption case located in the System Files case. There is no conversion necessary. CATalyst BCS recognizes the original values.

## Create and Modify NIK Files


### Caption NIK Files

A list of existing NIK files. Use the following options as necessary:



#### New

Add an existing NIK file to the Profile. A blank field displays in the Caption NIK Files field. Do the following:

- Click the Browse button  on the right to search for an existing NIK file. The Open dialog box displays, by default, with existing NIK files located in the Captioning case within the System Files case.
- Select a NIK file from the list or Browse to another location to select a NIK file.
- Press **Enter**. The NIK file name and path display in the Caption NIK Files field.



#### Delete

Delete an existing NIK file from the list. Highlight a name and click the **Delete** icon.



#### Move Up

Move the NIK file up in the list. Highlight the name and click the **Move Up** icon.



#### Move Down

Move the NIK file down in the list. Highlight the name and click the **Move Down** icon.

### Create NIK File

Display the Create New Caption NIK file dialog box where you can type a file name for the new NIK file. Type a name and press **Enter (Save)**. The Numeric Island Keys dialog box displays where you can [set](#) the NIK key values.

### Load NIK File

Displays the Load an Existing Caption dialog box, where you can select and load an existing NIK file from another location. Press **Enter (Open)** after selecting a file to return to the NIK tab.

### Modify NIK File

Highlight the NIK file and click **Modify**. The Numeric Island Keys dialog box displays where you can [change](#) the NIK key values.

## Setting NIK Assignment Values

There are various settings available for each NIK key. In the Numeric Island Keys dialog box, highlight a NIK key and then select a value from the drop down menu in each field. You can also type a value. Depending on the field, type a number or the beginning letter of the selection. To change the entry, select or type another value. To remove an entry from the field, select the empty value from the drop down list or click the field and press Delete.

### Set Values for a NIK Key

Use the [toolbar](#) icons as necessary.

#### NIK File "*name*.NIK" is the selected File.

The name of the NIK file for which you are making entries.

When you select the Numeric Island Keys feature from the Setup menu during a CATalyst BCS session, you can choose any NIK file to modify. Click the down arrow to display other NIK Files listed in the NIK File tab for this Profile. To modify values for another NIK File, select the file and then click **Select**.

#### Manage

Display the [NIK Files](#) tab where you can add or modify a NIK file for the current Profile. This option is available when you select the Numeric Island Keys feature from the Setup menu during a CATalyst BCS session.

#### Key Number

Represents the number on the Numeric Island Keypad or your keyboard map assignment for NIK assignments, 0 -9. Valid values are **0 – 9**. Select a key and then set values in the remaining fields.

#### Caption Style

Determine how the caption displays on the screen. Choose one of the following:

##### Roll-up

Display up to four caption lines as soon as caption is decoded. You must also make an entry in the Roll-up Rows field.

##### Pop-on

Display all caption lines, up to four, when all the lines of the caption have been decoded. This caption style is usually used when sending a credit or fund file.

##### Paint-on (currently unavailable)

Display one character at a time as it is decoded so the line of text scrolls onto the screen from left to right.

#### Line Width

Determine the number of characters that display on a caption line. Valid entries are **8 – 32**.

#### Justification

The horizontal alignment of the caption text. Valid entries are **Left, Right, Center, and Widest Right**.

If you select Center, you must also enter a value in the Col field equal to half the value of the Line Width. For example, if the Line Width is 32 characters and Justification is Center, then "16" is the correct value for Col.

**Row**

The vertical position where you want to place the caption. This is the row number on which you want the first caption line to display. For example, if you select 3 lines roll-up with a Row placement of 15, the first caption line appears on line 15. When you write the second line, the first line rolls up to line 14. When you write the third line of captions, the first line rolls up to line 13.

**Column**

The horizontal position, indent, where you want the caption to begin. Valid entries are **1 – 28**.

If you select Center in the Justification field, enter a column value equal to half the value of the Line Width. For example, if the Line Width is 32 characters and Justification is Center, then "16" is the correct value for Col.

**Alignment**

Alignment is set to Bottom. Currently all captions align at the Bottom regardless of selection.

**Roll-up Rows**

Determine the maximum amount of lines that display on the screen when using the Roll-up caption style. Valid entries are **2 - 4**. This feature only applies when Roll-up is selected in the Caption Style field.

**Send Lines**

The number of lines sent to the encoder. Valid entries are **1 – 4**. **EOC** (End of Caption) is available when using the current NIK. Use a blank setting to change a caption position but not send a line.

If you use a NIK with Caption Styles set to Roll-up, CATalyst BCS defaults to sending 1 line when you begin writing or sending script.

The EOC value searches up to 4 lines for an EOC format symbol and sends that many lines. If no EOC format symbol is found, 2 lines are sent. Use EOC if setting a Pop-on caption style and you want all the lines of a credit file sent.

**Data Channel**

The channel through which data is sent. Valid entries are CC1 – CC4. If you do not select a channel, CATalyst BCS uses CC1.

**OK**

Save the changes and close the Numeric Island Keys dialog box.

When you select OK during a CATalyst BCS session, the changes apply to the current session only and return to the original values when you close the session. To make permanent changes during a CATalyst BCS session, select **Save**.

**Cancel**

Do not apply any changes and close the Numeric Island Keys dialog box.

**Save**

Save the changes permanently to the file and close the Numeric Island Keys dialog box. To make a temporary change that applies only to the current CATalyst BCS session, select **OK**.

This option only displays during a CATalyst BCS session.

**Apply**

Save the current changes and continue modifying the NIK file. The Numeric Island Keys dialog box remains open. To save the changes and close the dialog box, select **OK**.


This option only displays when creating or modifying a NIK file before beginning a CATalyst BCS session.

### Help

Highlight a field and select Help to display additional information about the option.

## NIK Assignment Toolbar Icons

Use the toolbars icons as necessary to assist in [setting](#) the NIK key values. You can cut, copy and paste individual elements or all values from one NIK key to another.

If an NIK key contains an invalid entry, the CATalyst BCS displays an alert,  to indicate a modification is necessary.



### Cut

Remove the NIK values from one NIK key and insert them into the fields of another NIK key. Highlight the NIK key and click the Cut icon. Highlight another NIK key and click the Paste icon.



### Copy

Copy the values from one NIK key and insert the values into the fields of another NIK key. To copy, highlight the NIK key and click the Copy icon. Highlight another NIK key and click the Paste icon.



### Paste

Insert the values from the copied or cut NIK key. To copy, cut and paste, highlight a NIK key and click the Copy or Cut icon. Highlight another NIK key and click the Paste icon.



### Delete

Delete the NIK key values. Highlight the NIK key and click the Delete icon.



### Reset

Reset the values in the NIK key fields to the last saved assignments. Any changes made since the last Save are not retained.



### Print

Display the Print dialog box allowing you to print the NIK key assignments.

## EZ Text

The EZ Text tab in a Profile allows you to create up to 20 strings of text which you can insert as text, XDS file or credit file. Each text line can contain up to approximately 900 characters including conflicts, scan stops and format symbols. EZ text entries are stored in the Caption Profiles case located in the System Files case.



You can insert an EZ Text line into the Script Window during captioning. With the cursor focus in the Script Window, press the assigned key combination insert the EZ Text line into the Script window. For example, EZ Text line 1 is, [APPLAUSE]<New Line>. You press F4 1 to send a script file and inserting [APPLAUSE]. You can also assign your own key combination in the [keyboard map](#).

You can also create EZ Text lines for insertion into the *Text* field of a dialog box. You may want to create EZ Text entries that contain format symbols which do not have a shortcut key combination, allowing you to quickly insert the format symbols into dictionary definitions or a dialog box. You can include [translation commands](#) in an EZ Text entry, however, they are not available from the FS list. It is necessary to type a translate command into the EZ Text entry. For example, to create an EZ Text entry for {Caption Period}<Colloquy>, type **{Caption Period}** and then press F4 c to insert the Colloquy format symbol.

## Create an EZ Text Entry

Access the EZ Text table:

- when you start a CATalyst BCS session. In the Broadcast Captioning Translate dialog box, select the Profile you want to change and click **Modify Profile**. In the Profile dialog box, click the **EZ Text** tab.
- during a captioning session. Press **Alt + p, z (Setup/EZ Text)**.

Use the fields and options as necessary:

### Number

Identifies the number associated with the EZ Text line listed in the Text field. The first ten lines are numbered #1 through #10 and the next five lines are numbers Shift + 1-5.

### Text

The current text for the EZ Text entry, if any, displays in this field.



### Modify (Ctrl + m)

Highlight the EZ Text line to modify and click the **Modify EZ Text Entry** icon. The EZ Text Assignment dialog box displays with the text from the highlighted EZ Text line. Make necessary entries and press **Enter (OK)**.

### Text

Type new or modify existing text. Each text line can contain up to approximately 900 characters including conflicts, scan stops, format symbols, etc. The maximum number of EZ Text lines is 20.

You can also add extended characters to the text. Place the cursor in the Text field and press **F9**. The Insert Character dialog box displays. Double click a character to insert. CATalyst BCS inserts the character at the cursor location.

### Insert Auto Include

Display the EZ Text Auto Include dialog box. Select an Include file to associate with the selected EZ Text key. Do the following:

- Select **Browse** to display the Choose Include File dialog box.
- Navigate to the location of the file you want to insert. This may be a credit or XDS file.

- c. Select a file and press **Enter (Open)**. The file name displays in the Entry Text field. The "at" symbol, @, at the beginning of the entry designates the file as an Include. CATalyst BCS brings the file following the @ symbol into the Script window.

### Insert Field

Not applicable in CATalyst BCS.

### FS

Display the list of available format symbols. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol you want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.

To have the format symbol list always display, check the Always Show Format Symbols box. You can also use shortcut keys to insert a format symbol.



### Insert Auto Include File

Highlight the EZ Text line to which you want to add the Auto Include and click the **Insert Auto Include File** icon. The EZ Text Auto Include dialog box displays with the current text from the highlighted EZ Text key. Choose an Include file to associate with the selected EZ Text key:

- a. Select **Browse** to display the Choose Include File dialog box.
- b. Navigate to the location of the file you want to insert. This may be a credit or XDS file.
- c. Select a file and press **Enter (Open)**. The file name displays in the Entry Text field. The "at" symbol, @, at the beginning of the entry designates the file as an Include. CATalyst BCS brings the file following the @ symbol into the Script window.



### Delete

Highlight the EZ Text line and press **Delete** or select the **Delete** icon. Select **Yes** at the confirmation prompt.



### Print

Print the EZ Text table. In the Print dialog box, make any necessary changes and press **Enter (OK)**.

### OK

Accept the changes made in all the Profile tabs and close the Profile dialog box.

When accessing the EZ Text tab during a captioning session, OK applies changes on the EZ Text tab to the current Profile for the current captioning session only and closes the dialog box. Use Save to make permanent changes to the current Profile.

### Apply/Save

Accept the changes made in the EZ Text tab.

When accessing the EZ Text tab during a captioning session, Save displays. Save applies changes on the EZ Text tab to the current captioning session, permanently saves them to the current Profile and closes the dialog box.

### Cancel

Do not apply any changes to the Profile and close the Profile dialog box.

## Insert EZ Text

Insert an EZ Text entry by pressing **F4** plus the EZ Text entry number. For example, to insert EZ Text entry 2, press **F4 2**. To insert EZ Text entry 10, press **F4 0**. To insert EZ Text entry 12, press **F4 Shift + 2**.

## Captioning Session

During a Captioning session, position the cursor focus in the Script Window and press **F4** plus the EZ Text entry number.

## Caption File

While working in a Caption file, position your cursor at the location in the file where you want the text and press **F4** plus the EZ Text entry number.

## Text Field

To insert an EZ Text entry into the *Text* field of a dialog box, position the cursor in the *Text* field, press **F4** and then press the EZ Text entry number.

## EZ Speakers

The EZ Speakers Profile tab allows you to pre-define speakers names for the active Profile. For example, if you caption Monday Night Football, you can pre-define an EZ Speaker for each announcer, such as >>Jawarski, >>Kornheiser and >>Tirico. Every time you use that Profile, the speaker names are available.

You can insert the speaker names during a captioning session using the Insert Speaker feature using the assigned keyboard command for the Insert Speaker feature or for the assigned macro.

## Manage EZ Speakers



### New Speaker

Type a new speaker name including the chevrons (>>) if you use them to identify a speaker and any punctuation you might include after the speaker, such as a colon.

The Select EZ Speaker dialog box displays with the next sequential speaker number. Use the displayed number in the Enter Value field or type a new number and press **Enter (OK)**. Valid number are **1 - 99**. A new speaker name field displays with the assigned speaker number. Type the name in the field and press **Enter**.



### Fill in Speaker

Modify an existing speaker name. Highlight the speaker name and select **Fill in Speaker**. Type the speaker name and press **Enter**.



### Delete

Delete an existing entry. Highlight the speaker name and press Delete or click the Delete icon.



### Filter

Select this option to display all the available speaker lines with associated speaker numbers. Deselect this option to only display speaker numbers with assigned speaker names.



### All Cap Text

Select this option to type the speaker name in all capital letters regardless of the state of the caps lock key. Deselect this option to type the Speaker Name in upper and lower case letters.



### Help

Display the CATalyst BCS Help.

### Apply/Save

Accept the changes made in the EZ Speakers tab.

When you are not in a captioning session, the Apply button displays when you access the EZ Speakers tab. Apply allows you to save the changes you have made and move to the next tab. When accessing the EZ Speakers tab during a captioning session, the Save button displays in place of Apply. Save applies changes on the EZ Speakers tab to the current captioning session, permanently saves them to the current Profile and closes the dialog box.

### Cancel

Do not apply any changes to the Profile and close the Profile dialog box. If you are using a writing machine when you create EZ Speakers during a captioning session using the Create EZ Speakers feature, the speaker names are added to the EZ Speakers list.

## Multiple Outputs

The Multiple Outputs tab in a profile allows you to set connection values when sending captioning data to multiple encoders. CATalyst BCS stores the connection values in a Multiple Outputs (.sgodp) file. When you create a new profile, the Multiple Outputs file is automatically created using the same name as the profile. The default location for a Multiple Outputs file is the same folder as the profile. CATalyst BCS remembers the multiple output values stored in the .sgodp file for the specific profile.

It is necessary to change the file name and location of any existing Multiple Output files for profiles created prior to CATalyst version 7.x. The Multiple Outputs file name must match the Profile name and be located in the same folder as the profile.

## Set Connection Values

The list of existing connections. Use the following options as necessary:

### Copy Connection

The Copy Profile Connections dialog box displays where you can copy existing modem connection information from the Connections tab to the Multiple Outputs tab. Check the box next to the name of each connection to copy. Uncheck the box to exclude the connection information from copying. Use Select All to choose all listed connections. Use Unselect All to uncheck all the boxes. When finished press **Enter** (**Copy**). Make any other necessary changes after copying the information.



### New

Add a new connection to the list. A blank field displays in the *Connections* field. Type the number or address and press **Enter**. Modify Connection Settings as necessary.

To modify a connection name, double click on it and type the changes.

**Delete**

Delete a connection from the list. Highlight a connection and click the **Delete** icon.

**Move Up**

Move the connection up in the list. Highlight the name and click the **Move Up** icon.

**Move Down**

Move the connection down in the list. Highlight the name and click the **Move Down** icon in the appropriate field.

## Connection Settings

Connection values for the highlighted connection in the *Connections* field. Click the +/- box to expand or collapse the list as necessary.

Highlight a field to set the value. An explanation of the option displays in the lower right corner of the dialog box.

**Encoder Name**

The name of the connection selected in the Connection field. To change the name, double click the field and type a new name.

**Unique Identifier**

Unique identifier assigned automatically by CATalyst BCS for each connection created.

**Encoder Model**

Click the Down arrow to select the appropriate encoder model. Daktronics and ASCII are common model choices when captioning for a stadium output such as baseball games.

When starting a CATalyst BCS session with the Encoder Model set as None and Connection type set to Direct or Modem, an icon displays indicating you are not connected. You can continue to write without establishing a connection to check your caption positions. The text displays in the Caption Preview window. Click the connection link when you are ready to send captions.

When using a Subtitle Encoder NEWFOR or a Daktronics Venus Matrix encoder, additional fields display that require an entry.

**Subtitle Encoder NEWFOR**

The following fields apply when Subtitle Encoder NEWFOR is selected in the *Encoder Model* field.

**Encoder Language**

Click the Down arrow to select a language set for subtitles.

**Teletext Page**

Type the teletext page to which you are writing for subtitles.

**Daktronics Venus Matrix**

The following fields apply when Daktronics Venus Matrix is selected in the *Encoder Model* field.

**Number of Lines**

Click the Down arrow to select the number of lines to display. The range is 1 - 8.

**Characters Per Line**

Click the Down arrow to select the number of characters per line to display. The range is 16 - 48.

**Connection Type**

Select **Direct**, **Modem** or **Internet**.

**Auto Reconnect**

Automatically reconnect to the encoder if the connection is lost.

**Modem/Direct Settings**

The modem values when the Connection Type selected is *Modem* or *Direct*. Click the +/- box to expand or collapse the list as necessary.

Highlight a field to set the value. Click the Down arrow to select the appropriate value based on the modem type and computer connection. In fields without a drop down list, type the appropriate entry. An explanation of the option displays in the lower right corner of the dialog box. Some settings do not apply to *Direct*.

The number of available COM ports varies among computers. When you copy a Profile from one computer that contains more available COM ports than the computer to which it is copied, CATalyst BCS retains the COM port information. On the computer with less COM ports, the COM ports are listed as unavailable in the drop down box. For example, "COM 4 not available."

**Internet Settings**

Displays the Internet values when the Connection Type selected is *Internet*. Highlight a field and type the appropriate values. An explanation of the option displays in the lower right corner of the dialog box.

**Dialog Box Actions**

**OK**

Accept the changes made in all the Profile tabs and close the Profile dialog box.

When accessing the Multiple Outputs tab during a captioning session, OK applies changes on the Multiple Outputs tab to the current Profile for the current captioning session only and displays the Modem dialog box. Use Save to make permanent changes to the current Profile.

**Apply/Save**

Accept the changes made in the Multiple Outputs tab.

When accessing the Multiple Outputs tab during a captioning session, Save displays. Save applies changes on the Multiple Outputs tab to the current captioning session, permanently saves them to the current Profile and closes the dialog box.

**Cancel**

Do not apply any changes to the Profile and close the Profile dialog box.

## Contact Info

The Contact Info tab in a Profile allows you to store telephone numbers, e-mail addresses and notes if needed. There are 3 sections, Emergency Numbers, Audio Numbers, E-mail Addresses along with a Notes section. Any information you add to the Contact tab, displays in the Session Information pane for easy accessibility.

In the Emergency and Audio Numbers and E-mail Address section, use the following four icons to create, prioritize or delete information.



### New

Add a new telephone number or e-mail Address to the list. A blank field displays in the associated field. Type the number or address and press **Enter**.

To modify an existing telephone number or e-mail address, double click it and type the changes.



### Delete

Delete a telephone number or e-mail address from the list. Highlight a number or address and click the **Delete** icon in the appropriate field.



### Move Up

Move the telephone number or e-mail address up in the list. Highlight the name and click the **Move Up** icon.



### Move Down

Move the telephone number or e-mail address down in the list. Highlight the name and click the **Move Down** icon.

## Notes

Click in the Notes section to type any miscellaneous information. For example, you may want to add a note for contact information during holidays or special information about the encoder. In the Session Information pane, click the View Notes... to see the Notes details for the Profile.

## OK

Accept the changes made in all the Profile tabs and close the Profile dialog box.

When accessing the Contact Info tab during a captioning session, the OK option applies the changes to the current Profile for the current captioning session only. Use Save to make permanent changes to the current Profile.

## Apply/Save

Accept the changes made in the Contact Info tab.


When accessing the Contact Info tab during a captioning session, the Save option displays. Save applies the changes and permanently saves them to the current Profile; then closes the dialog box.

## Cancel

Do not apply any changes to the Profile and close the Profile dialog box.

## Advanced

The Advanced tab in a profile is used to log BCS connected outputs. The log file contains commands sent to the output/encoder including pass, block, clear, etc. All connected outputs except ASCII and StenoKeys will be logged. (ASCII and StenoKeys are options available in a Profile's Connection tab, Encoder Model field.)

1. To turn logging On, select a Profile and then select the Advanced tab.
2. At the Generate Log for Each Output option, select Yes. (By default, this option is set to No.)
3. In the Audit Logs Save Location option, type the path or click the Browse button () to navigate to the location where the log file should be saved. (By default, it is saved to the current CATalyst user's System Files Captioning case in a case called Audit Logs. For example: C:\CAT4\usr\Amy\System Files\Captioning\Audit Logs)
4. Click OK to close the Profile. If you need to make other changes to the Profile, click Apply and continue with your other changes.

## Captioning in CATalyst BCS

Captioning in CATalyst BCS includes starting a captioning session, adding [Script files](#) and connecting to the encoder. Once you establish connection, you use [captioning commands](#) to control how text is sent to the encoder. [Profiles](#), a collection of settings used during a captioning session, are usually set prior to beginning a captioning session but can be [modified](#) while writing. Several editing features, editing tools and options assist your captioning translation and editing of the text.

### File - New - Caption File

The Caption File feature allows you to create a new caption file. In most cases, this feature is used for [creating Credit files](#) or [creating Script files](#).

### Adding a New Connection

Using the Add a Connection feature in the Session Information window, you can quickly add a new telephone number during a captioning session. The Add a connection feature, by default, creates a connection named "QuickAddNumber". The new connection with the typed telephone number and remaining connection settings from the selected existing connection are added to the current Profile.

To add a connection:

1. In the Session Information Window under Connection Options, click **Add a Connection**.



2. The Add a connection dialog box displays. Make necessary entries:

#### Encoder Name



Use the default name, QuickAddNumber or type a name to describe the connection.

### Phone Number

Type the telephone number for the new connection. Use commas to indicate a pause in dialing. Hyphens are not required to separate the numbers. For example: 9,18003234247.

### Use Settings From

Select a connection from the drop down list. The existing encoder and other settings from the selected connection are used for the new connection.

### Dial After Add

Check this box to immediately attempt to establish a connection with the new telephone number. CATalyst BCS remembers this option.

3. Click **Add Connection** to add the connection to the current Profile.

## Create a Credit File

A credit file contains information identifying the company that captioned the show. When creating a credit file, use format symbols as necessary to format the text. For example, use the format symbols <Caption: KeepCaseOn> and <Caption:KeepCaseOff> to retain the case for text.

To center text, use the NIK placement settings: Line width, Justification and Column. Do not use Centered Paragraph style. For example, you have 32 characters on a line and want to center a credit file and use the Pop-on credit style. The NIK file settings are:

Caption Style: POP

Line Width: 32

Justification: Center

Column: 16 (half of the line width)

Send Lines: EOC

To create a credit file for CATalyst BCS:

1. Create a Caption text file, select **File/New/Caption File**.
2. Type the text for the credit file.

### Example

In this example, you want to display the credit information on three lines and retain the case for text.

<New Line><KeepCaseOn>Captions provided by<KeepCaseOff>

<New Line>CAPTIONING COMPANY NAME

<New Line><KeepCaseOn>[www.captioncompany.com](http://www.captioncompany.com)<KeepCaseOff>

<New Line>

### Example

In this example, you want to display the credit information on three lines, display the captioning name in yellow text, the web site in cyan text and retain the case of the text.

<New Line><KeepCaseOn>Captions provided by<KeepCaseOff>

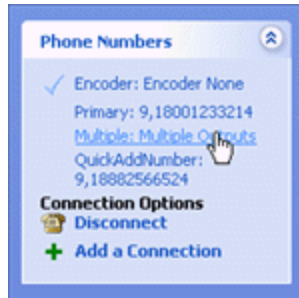
<New Line><Color Yellow>CAPTIONING COMPANY NAME<Color White>

<New Line><Color Cyan><KeepCaseOn>www.captioncompany.com<Color White><KeepCaseOff>

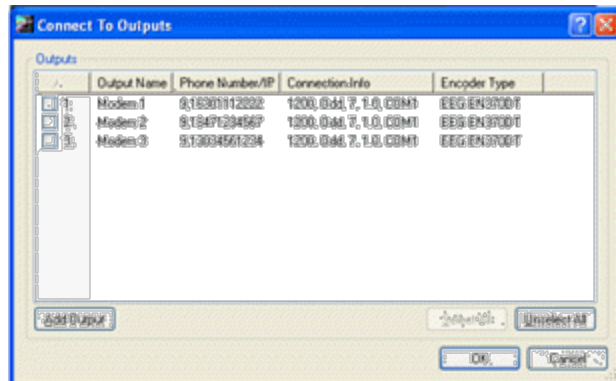
<New Line>

## Starting a Multiple Outputs Connection

1. In the Session Information window click the name of the Multiple Outputs connection.



2. The Connect To Outputs dialog box displays.



3. Check the box next to each multiple output connection you want to use. Choose **Select All** to choose all connections and **Unselect All** to deselect all connections.

To temporarily add another multiple output connection for this session, select **Add Output** to display the Multiple Outputs profile tab. Make necessary entries and press **Enter (OK)**. If you need to create a permanent connection use *Setup/Multiple Outputs*.

4. Press **Enter (OK)**. The Multiple Outputs dialog pane displays. You can navigate within the pane using keyboard commands. For example, press F7, the default command to suspend output.



3. Do any of the following:

### Connect

Click the **Connect** button next to the selected modem to establish an individual modem connection. When the modem connects, the Connect button changes to Disconnect. To disconnect an individual modem, click the **Disconnect** button.

The Status window displays Multiple Outputs instead of "connected." All connection information displays in the Multiple Outputs window. The following color coded indicators reflect connection status:

- **Yellow**—dialing
- **Purple**—connecting failed
- **Green**—connected
- **Red**—lost connection
- **Brown**—CATalyst BCS cannot determine the status.


### Suspend

Suspend the output for the selected modem. The modem does not disconnect. Output resumes when you select Unsuspend.


### Remove

Remove the selected modem from the list.

### Add a Connection

Click the  button to temporarily add a connection to this session. To permanently add a connection, [modify](#) the Profile.

### Remove a Connection

Click the  button to temporarily remove a connection from this session. A list of connections display. Click the connection you want to remove. To permanently remove a connection, modify the Profile.

### **Connect All**

Attempt to establish a connection for all listed modems.

### **Disconnect All**

Hang up all listed connections.

## **Set Active Window**

Set Active Window is a command that displays a dialog box listing the available CATalyst BCS dialog panes from which you can select one to set the cursor focus. Each dialog pane in the list has an associated number. The list always displays in the same order with the same associated number. This assures the dialog panes retain the same number so you can include this command in a macro.

To use the Set Active Window command during a CATalyst BCS session you must first open the desired keyboard map and [assign](#) a key to the command. You can [record](#) a macro using this command to set the focus to a window and then invoke a subsequent command.

To use Set Active Window:

1. Press the assigned key combination to invoke the Set Active Window command. The Set Active Window dialog box displays.
2. Select the associated number of the window on which you want to set the cursor focus. You can select to set the cursor focus on any available dialog pane in the list. If the dialog pane is closed, selecting the number opens the dialog pane and sets the cursor focus.

## **Using Script Files**

Script files are previously prepared text files sent line by line to an encoder during a captioning session. You can create a script file from a CATalyst BCS history file, from a captioning file (.sgcap), from a Case CATalyst text file or create it in an ASCII editor such as Notepad/WordPad. If you have CAPtivor™ script files, you can copy those files into a folder and load them directly into the CATalyst BCS [Story Queue](#).

A script file can contain one story or several stories. A file with several stories uses a "story slug" format symbol or title. Story slug format symbols allow the captioner to recognize the end of one story and the beginning of the next story. When the script file [loads](#) into the story queue, each story title displays in the story queue regardless how many stories are contained in a file. Story slugs are not sent to the encoder.

You can include [other](#) format symbols within a script file to perform specific functions when sending the script file. For example, you can include <Clear><Pass> format symbols at the end of a story in the script file. When you send the story, captions are automatically cleared from the screen and the encoder is set to the Pass mode to allow upstream captions or, commercials with captions, to be sent to the encoder.

Once a script file displays in the Script window (dialog pane), you can make text and global changes, deletions and E-Defines. To globally change a spelling in the Script window, use an [E Define](#). E Defines are saved to the Script window global table. The global table entries are available for the current session and are not saved when you exist the session. You can, however, choose to automatically add the Script globals to the History window [global table](#) where they apply to the realtime text.

Use Script Preference [options](#) to customize certain Script window and Story Queue features.

## Load Script Files to the Story Queue

Using the Story Queue window you can quickly load, arrange and remove script file stories in the story queue. The Story Queue allows you to organize script files for delivery to the encoder. Once files are loaded to the story queue, you can also arrange them using the [Story Queue](#) feature located on the Setup menu.

By default, the Story Queue window displays on the right side of the CATalyst BCS screen. If the Story Queue window is not open, select **View/Show/Story Queue**.

Use the following features as necessary:



### Add a Story

Add stories to the story queue. The Import Caption Files dialog box displays. Select files and press Enter (Open). By default, CATalyst BCS opens the Caption Show Files folder. Use the Look in field to locate files in another folder.

The selected files display in the Story Queue window. The following icons indicate the status of the story:



### Paper Clip With Paper

A paper clip with paper indicates the story is being sent to the encoder. The filename text displays in yellow.



### Paper Clip

A paper clip indicates the story is waiting to be sent to the encoder. The next story in position to be sent displays highlighted in yellow.



### Check Mark

A check mark indicates the story has been sent to the encoder. If the first couple lines of a script are Story Slugs, a check mark may displays immediately when you add the file to the story queue.



### Remove a Story

Highlight a story in the story queue and then click this button. The story is only removed from the queue. To reinsert the story into the story queue, use Add a Story.



### Clear All

Remove all the stories from the story queue.



### Move Story to First Position

Move the highlighted story to the first position in the story queue.



### Move Story Up

Move the highlighted story up one position in the story queue.



### Move Story Down

Move the highlighted story down one position in the story queue.



### **Move Story to Last Position**

Move the highlighted story to the last position in the story queue.

## **Script File Format Symbols**

Use the appropriate format symbol or command for the selected product in which you are creating a script file.

CATalyst BCS	CAPtivator or ASCII		Description
<Story Slug On> <Story Slug Off>	\S		Identify the title of the story. Title information between the Story Slug On/Off format symbols is not sent to the encoder or appear in the History file.
N/A	\W		To use a "warning" line similar to CAPtivator, insert <Story Slug On/Off> format symbols around text, such as "blank warning line".
<Clear><Pass>	\P		Clear (blank) screen and allow upstream captions to pass through to the encoder.
<Clear><Block>	\B		Clear (blank) the screen and Block upstream captions from being sent to the encoder.
<EOC>	\E		Indicates the end of a caption.
<Color>	\Aciu\		Indicate color in the script file. The selected color continues until CATalyst BCS encounter the color white format symbol or it reaches the end of the caption line.  In CATalyst BCS color includes italics and underlining.
<Position>	*Cf		Use the <Position> format symbol to change the position of the story. You can also use a NIK assignment to change the position of captions.
Insert Extended characters via keyboard assignments in the keyboard map	A acute	\a	In a CATalyst BCS file, you may need to assign the extended character to a keyboard map.
	E acute	\e	
	i acute	\i	In an ASCII editor, use the appropriate symbols. For example,
	o acute	\o	

u acute	\u	the following text in a ASCII or CAPtivorator file:
a circumflex	\a	89\\$
e circumflex	\e	\L400
i circumflex	\i	Produces the following caption:
o circumflex	\o	89¢
u circumflex	\u	£400
a grave	\`a	
e grave	\`e	
n-tilde	\n	
capital n-tilde	\N	
cedilla	\c	
cents	\\$	
pounds sterling	\L	
degrees	\o	
inverse query	\?	
music note	\M	
division symbol	\d	
one half	\2	
registered trademark	\4	
trademark	\3	

## Create a Script File in a CATalyst BCS Caption File

To create a script file in CATalyst BCS caption file (sgcap):

1. Press **Alt + f, n, a** (**File/New/Caption File**). The Create New Document dialog box displays.
2. In the File name field, type a name for the script file and press **Alt + o** (**Open**).
3. Type the title of the story and then press **F4 I** to create a new line.
4. Highlight the title of the story and press **Shift + F4** (**Edit/Insert/Insert Format Symbols**).
5. Double click the **Caption: Story Slug On** format symbol. Story Slug On/Off format symbols surround the title of the story.

To see formatting in the caption file, display Reveal Codes (**Ctrl + Shift + r**).

6. Move the cursor to the next line and type the contents of the story. Lines automatically wrap at 32 characters. To place text on a new line, type **F4 I**.
7. At the end of each story, press **Shift + F4** (**Edit/Insert/Insert Format Symbols**) and double click the **Caption: EOC** format symbol.

Insert additional stories as necessary. Surround each story title with the <Story Slug On/Off> format symbols and end each story with the <EOC> format symbol. Press **F4 I** to place text on a new line.

### Example

<Story Slug On>CATalyst BCS<Story Slug Off>  
<New Line Paragraph>CATalyst® BCS has been  
well received by the captioning industry.  
More later in this newscast.<EOC>

When the story is sent to the encoder, it displays:

CATalyst® BCS has been well  
received by the captioning  
industry.  
More later in this newscast.

8. Save and close the Caption file.

By default, the Add Stories feature in the Story Queue window opens the Caption Show Files folder. Use Save As to save the script file directly to the Caption Show Files folder located in the CATalyst BCS root (i.e. C:\CAT4) folder.

### Create a Script File from a Steno Machine

Using your writing machine, you can write a script file in CATalyst BCS and then edit the file in the History window. To create a script file from a writing machine:

1. Connect your writing machine to the computer and turn it On.
2. Click the CATalyst BCS icon. The [Translate Dialog](#) box displays.
3. In the File name field, type a name for the script file.
4. Select a Profile that contains the encoder selection, **None**. Stenograph recommends using a Profile with encoder selection as None when practicing or writing script files using your writing machine.  
  
If no profile exists with an encoder selection None, create a new profile or modify an existing profile by adding a [connection](#) with an encoder selection of None.
5. Press **Enter (Start Session)**.
6. Write the contents of the story. The maximum line length in the History window is 32 characters unless you set a different line length using a position code, caption style or NIK assignment.
7. When finished writing the script, use the History window to edit the file, add Story Slug and EOC [format](#) symbols, spell check, etc. To see formatting in the caption file, use Reveal Codes (View/Reveal Codes).
8. Save and close the Caption file.

By default, the Add Stories feature in the Story Queue window opens the Caption Show Files folder. Use Save As to save the script file directly to the Caption Show Files folder located in the CATalyst BCS root (i.e. C:\CAT4) folder.

### Create a Script File from the History File During Captioning

To create a script file from the History file during a captioning session:

1. In the History window, edit the story text as needed.

To see formatting in the caption file, display Reveal Codes (**Ctrl + Shift + r**).



2. At the beginning of the story, type the title for the story.
3. Highlight the title and press **Shift + F4 (Edit/Insert/Insert Format Symbols)**.
4. Double click the **Caption: Story Slug On** format symbol. CATalyst BCS surrounds the highlighted text with <Story On> and <Story Off> format symbols.

If you do not type a title for the story and use the Load Selection as Story command, the current captioning session file name along with the current date and time become the story slug, or title, that displays in the Story Queue. For example, *storyname 2005323 93001*.

5. Make necessary editing changes and then highlight the entire story text.
6. Select **File** and select one of the following:

#### **Load Selection as Story**

Immediately load the story in the Story Queue. The story is automatically added to the end of the story queue.

#### **Save As**

- a. In the file name field, type a story name. If you also select the Load to Story Queue option, the name entered here is the story title and displays in the Story Queue.
- b. Check the box **Save Selection Only**.
- c. Press **Enter (Save)**.
- d. Save and close the Caption file.

By default, the Add Stories feature in the Story Queue window opens the Caption Show Files folder. Use Save As to save the script file directly to the Caption Show Files folder located in the CATalyst BCS root (i.e. C:\CAT4) folder.

## **Create a Script File from the History File After Captioning**

To create a script file from the History file after the captioning session has closed:

1. Press **Alt + f, o, a (File/Open/Caption File)** The Open Existing Document dialog box displays.
2. Double click the name of the captioning session. The file opens in the caption file editor.
3. Edit the story text as necessary. To see formatting in the caption file, display Reveal Codes (**Ctrl + Shift + r**).
4. To create individual stories, type a title and surround the title with the <Story Slug On/Off> format symbols. End each story with the <EOC> format symbol. Make any corrections you need to make. Press F4 | to put text on a new line.
5. Select **File** and choose one of the following:

#### **Save**

Save and close the Caption file with the same name.

#### **Save As**

Type a new file name and press **Enter (Save)**.

By default, the Add Stories feature in the Story Queue window opens the Caption Show Files folder. You may want to save the script file directly to the Caption Show Files folder located in the CATalyst BCS root (i.e. C:\CAT4) folder.

## Create a Script File from a Case CATalyst Text File

To create a script file from a Case CATalyst text (.sgnfl) file:

1. Press **Alt + f, n, t. (File/New/Text)**. The Create New Document dialog box displays.
2. In the File name field, type a name for the script file and press **Enter (Open)**.
3. Type the title of the story and then press **Enter** to create a new line.
4. Highlight the title of the story and press **Shift + F4 (Edit/Insert/Insert Format Symbols)**.
5. Double click the **Caption: Story Slug On** format symbol. Story Slug On/Off format symbols surround the title of the story.

To see formatting in the caption file, display Reveal Codes (**Ctrl + Shift + r**).

6. Move the cursor to the next line and type the contents of the story. The maximum line length when CATalyst BCS sends the story to the encoder is 32 characters unless you set a different line length using a position code, caption style or NIK assignment. Include line breaks to begin on a new line.
7. At the end of the story, press **Shift + F4 (Edit/Insert/Insert Format Symbols)** and double click the **Caption: EOC** format symbol.

Insert additional stories as necessary. Separate each story title with a Story Slug On/Off format symbols and end each story with the EOC format symbol. To place text on a new line, type **F4 I**.

### **Example**

```
<Story Slug On>CATalyst BCS<Story Slug Off>  
<New Line Paragraph>CATalyst® BCS has been  
well received by the captioning industry.  
More later in this newscast.<EOC>
```

When the story is sent to the encoder, it displays:

```
CATalyst® BCS has been well  
received by the captioning  
industry.  
More later in this newscast.
```

8. Save and close the Caption file.

By default, the Add Stories feature in the Story Queue window opens the Caption Show Files folder. Use Save As to save the script file directly to the Caption Show Files folder located in the CATalyst BCS root (i.e. C:\CAT4) folder.

## Create a Script File in an ASCII Editor

To create a script file in an ASCII editor:

1. Open the ASCII editor, such as Notepad or WordPad.
2. Using Script file commands, insert the necessary symbols to control the story text when sending to the encoder. Type as much text on a line as you want. The maximum line length when CATalyst BCS sends the story to the encoder is 32 characters unless you set a different line length using a position code, caption style or NIK assignment. Include line breaks to begin on a new line.

Insert additional stories as necessary. Separate each story with a \S followed by the title of the story. End each story with \E to indicate the end of the caption.

### **Example**

\SCATalyst BCS

CATalyst BCS has been well received by the captioning industry.

More later in this newscast.\E

When the story is sent to the encoder, it displays:

CATalyst® BCS has been well

received by the captioning

industry.

More later in this newscast.

3. Save and close the ASCII file. You may want to save the script file directly to the Caption Show Files folder located in the CATalyst BCS root (i.e. C:\CAT4) folder. By default, the Add Stories feature in the Story Queue window opens the Caption Show Files folder.

## **CATalyst BCS File Management Tools**

Several file management tools are available to assist in managing your caption files, allowing you to save files, append multiple files, break a single file into multiple files, merge files together and include files into a another file. File management tools also include saving the Script window text, loading selected text as a story, exporting captions to ASCII and selecting simultaneous ASCII output.

### **New**

New displays a menu from which you can select the type of file you want to create. When you select a file type, the Open New Document dialog box displays. Once you create the new file, it opens in the appropriate function.

Create a new file by selecting **File/New (Alt + f, n)** and then choosing the desired file type. Use the following fields and options in the Create New Document dialog box as necessary.

#### **Look in**

Defaults to the current user. Use the drop down button to display the current folder level. To create a file in a location other than the CAT4 users level, use **Browse**.



**Back**

Return to the previous folder viewed.



**Up One Level**

Move one folder level up in the file structure.

#### **File Window**

Available files for the current user. Highlight a file to open. The selected file name displays in the File name field below. To select a file within a case, double-click the case to open it.



**Create New Case**

Create a new case in which you can place related files. The case icon along with the default name, New Case, displays in the File Window. Type a new name in the highlighted area, then press **Enter**.



### Icon View

Display the files in the File Window as icons.



### Detail List View

Display the files in the File Window as a list with file details.

### File name

Type a new file name. You can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some character are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \* .

### Files of type

The type of file that displays in the File Window which also indicates the type of file you are creating. To change the file type, click the down arrow and select from the list.

### Layout Name

This field only displays when you select to create a new text file. Select the layout you want to apply to the new document.

### Open

Open the new file in the appropriate function.

### Browse

Locate a different folder.

### Cancel

Close the Create New Document dialog box without creating a new file.

## Open

Open allows you to open an existing file. Press **Alt + f, o** and select a file type from the Open menu or one of the submenus. When selecting a feature from the Open menu, one of the following occurs:

- the file opens in the appropriate function.
- the Open Existing Document dialog box displays files for the appropriate file type selected.



You can bypass the Open menu and submenus to display the Open Existing Document dialog box. Press **Ctrl + o (File/Open)**.

Use the following fields and options in the Open Existing Document dialog box as necessary.

### Look in

Defaults to the current user. Use the drop down button to display the current folder level. To locate a file in a location other than the CAT4 users level, use **Browse**.

**Back**

Return to the previous folder viewed.

**Up One Level**

Move one folder level up in the file structure. To move to a location other than the CAT4 users level, use **Browse**.

**File Window**

Available files for the current user. Highlight a file to open. The selected file name displays in the File name field below. To select a file within a case, double-click the case to open it.

**Create New Case**

Create a new case in which you can place related files. The case icon along with the default name, New Case, displays in the Available Files Window. Type a new name in the highlighted area, then press **Enter**.

**Icon View**

Display the files in the File Window as icons.

**Detail List View**

Display the files in the File Window as a list with file details.

**File name**

The selected file to open. Click a file to select it or type the file name. If you type a new file name, one of the following occurs:

- The Create New Document dialog box displays with a Layout Name field.
- A message displays indicating the file does not exist and prompts you to create a new file. Choose **Yes (Enter)** to continue and create a new file.

When typing a file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some character are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \* .

**Files of type**

The type of file that displays in the File Window which also indicates the type of file you are opening. To change the file type, click the down arrow and select from the list.

**Open**

Opens the selected file in the appropriate function.

**Browse**

Locate a different folder.

**Cancel**

Close the Open Existing Document dialog box without opening a file.

### Close

Close (Ctrl + F4) exits the current captioning session.

### Save

Save (Ctrl + s) writes the changes made in the captioning session to the hard drive under the current file name with a .sgcap extension. It is recommended to use the [Auto Recover Options](#), Auto Recover and Auto Save to automatically save the open file at specified timed intervals. You can continue working while CATalyst BCS saves the file to the hard drive.

### Save As

Save As allows you to save the current file to another name, case, user folder, or drive. The original file is saved and closed and a copy of the file with the new file name is created and opened. **You are now working in the new (Save As named) file.** When you do a Save As, you can have CATalyst BCS automatically display the Save As dialog box with the last folder location by change the option, [Remember last folder used for Save As](#).

### Save As Dialog Box Options

Press **Alt + f, a (File/Save As)**. In the Save Copy as dialog box, use the following fields and options as necessary:

#### Save in

Defaults to the current user. Use the drop down button to save a file in another location.

#### Go To Last Folder Visited

Return to the previous folder viewed.



#### Up One Level

Move one folder level up in the file structure.

#### File Window

Available files for the current user.



#### Create New Folder

Create a new folder in the File Window. The folder icon along with a default name displays in the File Window. Type a new name in the highlighted area, then press **Enter**.

#### View Menu

Display the files in the selected view: Thumbnails, Tiles, Icons, List, or Details.

#### File name

Select an existing file name or type a new file name in the field. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Save As dialog box displays and you can type a different name.

When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*

If you type the same name as an open file in another application, the following message displays: "This file is already in use. Select a new name or close the file in use by another application." Select **OK** and type a different file name or close the job or application and type the file name again.

### Save as type

The type of file that displays in the File Window which also indicates the type of file you are saving. To change the display of the file type, click the down arrow and select **All Files (\*.\*)**. The default file type is .sgcap.

### Save Selection

When you have selected text, this field displays allowing you to save the selection to a file. For example, you may want to save a portion of text from the current captioning session to create a script file for future use.

### Load to Story Queue

Check this box to load the saved file into the Story Queue and assign a Story Slug line using the current name of the saved file followed by the current date and time.

### Save

Save the captioning file.

### Cancel

Close the Save As dialog box without saving the file.

## Remember Save As Location

1. From Manage Jobs, press **Alt + t, o, e, a** (**Tools/Options/Edit/Advanced Edit**). The Advanced Edit Options dialog box displays.
2. Click **Remember last folder used for Save As**.
3. Select **Yes** to have CATalyst BCS display the Save As dialog box with the last folder location in which used to Save As. Select **No** to use the folder location of the current file.
4. Press **Enter (OK)** close the Advanced Edit Options dialog box and save the changes.

## Save Script Window As

Save Script Window As allows you to save the text in the Script window as a caption file (.sgcap). You may want to save the story script if you need to send the same story selections in the future.

Press **Alt + f, v** (**File/Save Script Window As**). In the Save Script Window As dialog box, use the following fields and options as necessary:

### Save in

Defaults to the current user. Use the drop down button to save a file in another location.



**Go To Last Folder Visited**

Return to the previous folder viewed.



#### **Up One Level**

Move one folder level up in the file structure.

#### **File Window**

Available files for the current user.



#### **Create New Folder**

Create a new folder in the File Window. The folder icon along with a default name displays in the File Window. Type a new name in the highlighted area, then press **Enter**.



#### **View Menu**

Display the files in the selected view: Thumbnails, Tiles, Icons, List, or Details.

#### **File name**

Select an existing file name or type a new file name in the field. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Save Script Window As dialog box displays and you can type a different name.

When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: '~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \* "

If you type the same name as an open file in another application, the following message displays: "This file is already in use. Select a new name or close the file in use by another application." Select **OK** and type a different file name or close the job or application and type the file name again.

#### **Save as type**

The type of file that displays in the File Window. The only file type available is .sgcap.

#### **Save**

Save the file.

#### **Cancel**

Close the Save Script Window As dialog box without saving the file.

### **Load Selection as Story**

Load Selection As Story saves the selected text as a story and places it in the story queue of the current captioning session. Selected text is loaded in the Script dialog pane in the same case as it displays in the History window. For example, if the original text was sent in all caps and displays in the History window in all caps, it also loads as a script in all caps. If the text was sent in mixed case, it loads to the Script window in mixed case.

CATalyst BCS automatically assigns a Story Slug for the script, but you can also create a Story Slug. Story Slug lines are not sent to the encoder or History window.

To load a story:



1. Edit the text in the History window as necessary.
2. Create a Story Slug for the Story Queue by inserting Story Slug On/Off format symbols around the text in the History window you want to use to create the title line. Include the Story Slug On/Off format symbols and the surrounded text along with the highlighted text for the script. When you load the selection, the text identified with the Story Slug On/Off format symbols displays in the Story Queue.  
  
If you do not use Slug On/Off format symbols, CATalyst BCS creates a story title using the name of the current BCS session plus the current date and time. For example, *filename\_2005329\_115905*
3. Highlight the text for which you want to create a script and press **Alt + f, y (File/Load Selection as Story)**.
4. CATalyst BCS loads the selected text into the Story Queue and assigns a Story Slug line using the current name of the captioning session followed by the current date and time.

## Export Captions

The Export Captions menu item is available during a BCS session and while editing a caption file. Four export options are available: [Export to ASCII...](#), [Export to SCC...](#), [Export to SMPTE-TT...](#) and [Export to RTF/CRE...](#). Depending on the selected export type you can select capitalization, timestamps and the ability to load the exported text in the story queue.






## Export to ASCII

Export to ASCII creates an ASCII file of the text in the History window or the caption file. Export to ASCII BCS gives you the options to capitalize all text, select clock, elapsed or frames timestamps and whether to load the text selection as an ASCII file to the Story Queue.

When exporting captions to ASCII, CATalyst BCS converts Musical Note format symbols to \M. When loading an ASCII file as a script, CATalyst BCS retains the line break if the line ended with a musical note in the original session. If Story Slugs or Warnings are in the history or caption file, they are not exported.

In a BCS session or while editing a caption file, press **Alt + f, r, p (File/Export Captions/Export to ASCII)**. The Export Captions to ASCII dialog box displays.

1. Do any of the following:
  - Select All Caps to create the ASCII in all capital letters. If the caption/history file is currently in all capital letters, selecting or deselecting this option has no effect on the ASCII file.
  - Select whether to include Timestamps in the ASCII file. If you select Timestamps, select Clock or Elapsed time. If selecting Elapsed, you can customize the starting elapsed timestamp. If you select to include timestamps and timestamps are not available in the caption edit file, timestamps will be created at intervals of 2 seconds per line.
  - Select Frames to display the timestamp in hours, minutes, seconds and the TV frame number.
  - Select whether to load the ASCII file into the story queue when the export is complete. This option is only available when in a BCS session and if timestamps are not selected.
2. Click **OK** to begin the export.
3. The Save ASCII dialog box displays, do any of the following:

- **Look in**  
Defaults to the current user. Use the drop down button to display the current folder level. To locate a file in a location other than the CAT4 users level, use **Browse**.
  -  **Back**  
Return to the previous folder viewed.
  -  **Up One Level**  
Move one folder level up in the file structure. To move to a location other than the CAT4 users level, use **Browse**.
  - **File Window**  
Displays files for the current user.
  -  **Create New Case**  
Create a new case in which you can place related files. The case icon along with the default name, New Case, displays in the File Window. Type a new name in the highlighted area, then press **Enter**.
  -  **Icon View**  
Display the files in the File Window as icons.
  -  **Detail List View**  
Display the files in the File Window as a list with file details.
  - **File name**  
The name of the file you are exporting to ASCII. CATalyst BCS assigns the file name of the current captioning session with a .txt extension. Use the suggested file name or type a new file name. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Save ASCII of dialog box displays and you can enter a different name.  
When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }  
Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*
  - **Save as type**  
The type of file that displays in the File Window which also indicates the type of file you are exporting. The default is .txt. To change the file type that displays, click the down arrow and selecting from the list.  
**txt** is compatible with most word processing programs.  
**cv/v1** are also available although it is strongly recommended that you select the txt extension.
  - **Save**  
Save the file.
  - **Cancel**  
Closes the Save ASCII dialog box without saving the file.
4. Press **Alt + s (Save)** to complete the process.








Keyboard Map Functions: Export Captions to ASCII

## Export to SCC

Export to SCC creates a .scc (Scenarist Closed Caption) file of the text in the History window or the caption file. SCC file types are used to import closed captioning data. Export to SCC gives you the options to capitalize all text and adjust the starting elapsed timestamps.

In a BCS session or while editing a caption file, press **Alt + f, r, s** (**File/Export Captions/Export to SCC**). The Export Captions to SCC dialog box displays.

1. Do any of the following:
  - Select All Caps to create the SCC in all capital letters.
  - Select whether to customize the starting elapsed timestamp.
2. Click **OK** to begin the export.
3. The Save SCC dialog box displays, do any of the following:
  - **Look in**  
Defaults to the current user. Use the drop down button to display the current folder level. To locate a file in a location other than the CAT4 users level, use **Browse**.
  -  **Back**  
Return to the previous folder viewed.
  -  **Up One Level**  
Move one folder level up in the file structure. To move to a location other than the CAT4 users level, use **Browse**.
  - **File Window**  
Displays files for the current user.
  -  **Create New Case**  
Create a new case in which you can place related files. The case icon along with the default name, New Case, displays in the File Window. Type a new name in the highlighted area, then press **Enter**.
  -  **Icon View**  
Display the files in the File Window as icons.
  -  **Detail List View**  
Display the files in the File Window as a list with file details.
  - **File name**  
The name of the file you are exporting to SCC. CATalyst BCS assigns the file name of the current captioning session with a .scc extension. Use the suggested file name or type a new file name. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Save SCC dialog box displays and you can type a different name.

When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: '~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*

- **Save as type**  
The type of file that displays in the File Window which also indicates the type of file you are exporting. The only file type available is .scc.
- **Save**  
Save the file.
- **Cancel**  
Closes the Save SCC dialog box without saving the file.

4. Press **Alt + s (Save)** to complete the process.








Keyboard Map Functions: Export Captions to SCC

## Export to SMPTE-TT

Export to SMPTE-TT creates a .TTML (Timed Text Markup Language) file of the text in the History window or the caption file. TTML file types are used to provide captioned web videos. Export to SMPTE-TT gives you the options to capitalize all text and adjust the starting elapsed timestamps.

In a BCS session or while editing a caption file, press **Alt + f, r, m (File/Export Captions/Export to SMPTE-TT)**. The Export Captions to SMPTE-TT dialog box displays.

1. Do any of the following:
  - Select All Caps to create the TTML in all capital letters.
  - Select whether to customize the starting elapsed timestamp.
2. Click **OK** to begin the export.
3. The Save SMPTE-TT dialog box displays, do any of the following:
  - **Look in**  
Defaults to the current user. Use the drop down button to display the current folder level. To locate a file in a location other than the CAT4 users level, use **Browse**.
  -  **Back**  
Return to the previous folder viewed.
  -  **Up One Level**  
Move one folder level up in the file structure. To move to a location other than the CAT4 users level, use **Browse**.
  - **File Window**  
Displays files for the current user.

-  **Create New Case**  
Create a new case in which you can place related files. The case icon along with the default name, New Case, displays in the File Window. Type a new name in the highlighted area, then press **Enter**.
  -  **Icon View**  
Display the files in the File Window as icons.
  -  **Detail List View**  
Display the files in the File Window as a list with file details.
  - **File name**  
The name of the file you are exporting to SMPTE-TT. CATalyst BCS assigns the file name of the current captioning session with a .TTML extension. Use the suggested file name or type a new file name. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Save SMPTE-TT dialog box displays and you can type a different name.  
When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }  
Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*
  - **Save as type**  
The type of file that displays in the File Window which also indicates the type of file you are exporting. The only file type available is .TTML.
  - **Save**  
Save the file.
  - **Cancel**  
Closes the Save SMPTE dialog box without saving the file.
4. Press **Alt + s (Save)** to complete the process.



Keyboard Map Functions: Export Captions to SMPTE-TT

## Export to RTF/CRE

RTF is an acronym for Rich Text Format. CRE is an acronym for Court Reporter Extension. RTF/CRE is universal file formats that retain much of the original file formatting and text attributes. RTF/CRE files allow you to exchange jobs between different captioning systems and possibly writing machines. You can exchange steno notes, job dictionaries, and text files by using the [Export to RTF/CRE feature](#). You can also export these files from within their respective CATalyst BCS function using the Export to RTF/CRE feature. Export note files from Manage Notes, dictionary files from Manage Dictionary and caption files from during a BCS session or while editing a caption file.

When exporting files to RTF/CRE from Manage Jobs, CATalyst BCS automatically names the RTF/CRE versions of the file with an added letter to distinguish the file type. In other words, let's say you are exporting the steno notes, dictionary and caption file of the NightlyNews file. By default, CATalyst BCS names the RTF/CRE files as follows: NightlyNews\_S.rtf (steno file), NightlyNews\_D.rft (dictionary) and NightlyNews\_T.rft (caption file). When exporting a file from its respective CATalyst BCS function, by default the RTF/CRE version becomes a subfile of the file name. For example, let's say you are exporting the Jones dictionary from within Manage Dictionary. When you export the dictionary, you will see an Jones.rtf subfile. Use the Export to RTF/CRE function to export the current text in the History window to RTF/CRE format. Text in AllCaps remains in all capital letters when exported. To export the steno notes or dictionary related to the file, use the Export function.

Press **Alt + f, r, e (File/Export Captions/Export to RTF/CRE)**. In the Save As dialog box, use the following fields and options as necessary:

### Save in

Defaults to the current user. Use the drop down button to save a file in another location. You may, for example, want to save the file to a thumb drive in the E:\ drive.



#### Go To Last Folder Visited

Return to the previous folder viewed.



#### Up One Level

Move one folder level up in the file structure.

### File Window

Available files for the current user.



#### Create New Folder

Create a new folder in the File Window. The folder icon along with the default name displays in the Available Files Window. Type a new name in the highlighted area, then press **Enter**.



#### View Menu

Display the files in the selected view: Thumbnails, Tiles, Icons, List, or Details.

### File name

The current file name displays in the File name field. CATalyst BCS assigns a file name using the current name of the file followed by \_T. The .rtf extension is added when you save the file. For example, the caption file collins.sgcaps becomes collins\_T.rtf when exported.

To use a different name, type the new name in the File name field. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Save As dialog box displays and you can type a different name.

If you type the same name as an open file in another application, the following message displays: "This file is already in use. Select a new name or close the file in use by another application." Select **OK** and type a different file name or close the job or application and type the file name again.

When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*

### Save as type

The type of file you are saving. The only file type available for export is .rtf.

### Save

Save the file.

### Cancel

Close the Save As dialog box without exporting the file into RTF/CRE format.



Export to RTF/CRE

## Simultaneous ASCII Output

Simultaneous ASCII concurrently creates an ASCII file of the text from the current CATalyst BCS session being sent to the encoder. Simultaneous ASCII Output allows you to stop creating the current simultaneous ASCII file and start a new ASCII file with a new file name. It also allows you to create a simultaneous ASCII file when one is not currently being created. You can set the location, filename and options for the new ASCII file. Use [Preferences](#) on the Setup menu to set a default location and other options for the simultaneous ASCII file.

When using the Simultaneous ASCII feature, inserts \m into the ASCII file when you write a musical note.

1. Press **Alt + f, u** (**File/Simultaneous ASCII Output**). The Create Simultaneous Output File dialog box displays.
2. Make entries as necessary:

### Save in

Defaults to an ASCII case in the current user or the location specified in Preferences. Use the drop down button to save a file in another location.



### Go To Last Folder Visited

Return to the previous folder viewed.



### Up One Level

Move one folder level up in the file structure.

### File Window

Available files for the current user.



### Create New Folder

Create a new folder. The folder icon along with the default name displays in the File Window. Type a new name in the highlighted area, then press **Enter**.



### **View Menu**

Display the files in the selected view: Thumbnails, Tiles, Icons, List, or Details.

### **File name**

Select an existing file name or type a new file name in the field. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Create Simultaneous Output File dialog box displays and you can type a different name.

If you type the same name as an open file in another application, the following message displays: "This file is already in use. Select a new name or close the file in use by another application." Select **OK** and type a different file name or close the job or application and type the file name again.

When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*

### **Save as type**

The default file type is .txt. This is the only file type available.

### **Timestamps**

Check this box to use timestamps in ASCII file. Select one of the following options:

#### **Clock**

Display timestamps in actual time format. For example, 08:10:01 for 8:10 a.m.

#### **Elapsed**

Display timestamps indicating the quantity of time that has elapsed since starting. Use the field to specify an elapsed starting time. For example, if you start out with the elapsed time of 00:00:00 and you caption for 1 hour and 23 minutes the starting timestamps would be 00:00:00 and the ending timestamps would be 01:23:00.

### **Frames (HH:MM:SS:FF)**

Check this box to display the timestamps with hour, minute, second and TV frame number.

### **Overwrite existing file**

Check this box to overwrite an existing file. CATalyst BCS prompts you to confirm you want to overwrite the existing file. If the Overwrite existing file option is not selected and you select an existing file, CATalyst BCS will automatically create a new file starting with the selected existing file name and then add the date and time to the end of the file name.

### **Save**

Save the file.

### **Cancel**

Close the Create Simultaneous Output File dialog box without starting a new ASCII file.





Caption: Simultaneous ASCII Output

## Simultaneous SCC Output

Simultaneous SCC Output concurrently creates a .scc (Scenarist Closed Caption) file of the text from the current CATalyst BCS session being sent to the encoder. Simultaneous SCC Output allows you to stop creating the current simultaneous SCC file and start a new SCC file with a new file name. It also allows you to create a simultaneous SCC file when one is not currently being created. You can set the location, filename and options for the new SCC file. Use [Preferences](#) on the Setup menu to set a default location and other options for the simultaneous SCC file.

When using the Simultaneous ASCII feature, inserts \m into the ASCII file when you write a musical note.

1. Press **Alt + f, e** (**File/Simultaneous ASCII Output**). The Create Simultaneous Output File dialog box displays.
2. Make entries as necessary:

### Save in

Defaults to an SCC case in the current user or the location specified in Preferences. Use the drop down button to save a file in another location.



### Go To Last Folder Visited

Return to the previous folder viewed.



### Up One Level

Move one folder level up in the file structure.

### File Window

Available files for the current user.



### Create New Folder

Create a new folder. The folder icon along with the default name displays in the File Window. Type a new name in the highlighted area, then press **Enter**.



### View Menu

Display the files in the selected view: Thumbnails, Tiles, Icons, List, or Details.

### File name

Select an existing file name or type a new file name in the field. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Create Simultaneous Output File dialog box displays and you can type a different name.

If you type the same name as an open file in another application, the following message displays: "This file is already is use. Select a new name or close the file in use by another application." Select **OK** and type a different file name or close the job or application and type the file name again.

When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: '~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*

### Save as type

The default file type is .scc. This is the only file type available.

### Elapsed Starting Time

The elapsed starting time for the simultaneous .scc file defaults to 00. If you want to have the file start at a different elapsed time, make the adjustments in the Elapsed Starting Time field. The timestamps is always formatted as Frames (hour, minute, second and frame number).

### Overwrite existing file

Check this box to overwrite an existing file. CATalyst BCS prompts you to confirm you want to overwrite the existing file. If the Overwrite existing file option is not selected and you select an existing file, CATalyst BCS will automatically create a new file starting with the selected existing file name and then add the date and time to the end of the file name.

### Save

Save the file.

### Cancel

Close the Create Simultaneous Output File dialog box without starting a new SCC file.



Caption: Simultaneous SCC Output

## Simultaneous SMPTE-TT Output

Simultaneous SMPTE Output concurrently creates a TTML (Timed Text Markup Language) file of the text from the current CATalyst BCS session being sent to the encoder. Simultaneous SMPTE-TT Output allows you to stop creating the current simultaneous SMPTE file and start a new SMPTE file with a new file name. It also allows you to create a simultaneous SMPTE file when one is not currently being created. You can set the location, filename and options for the new SCC file. Use [Preferences](#) on the Setup menu to set a default location and other options for the simultaneous SMPTE file.

When using the Simultaneous ASCII feature, inserts \m into the ASCII file when you write a musical note.

1. Press **Alt + f, p** (**File/Simultaneous ASCII Output**). The Create Simultaneous Output File dialog box displays.
2. Make entries as necessary:

### Save in

Defaults to an ASCII case in the current user or the location specified in Preferences. Use the drop down button to save a file in another location.



**Go To Last Folder Visited**

Return to the previous folder viewed.



### Up One Level

Move one folder level up in the file structure.

### File Window

Available files for the current user.



### Create New Folder

Create a new folder. The folder icon along with the default name displays in the File Window. Type a new name in the highlighted area, then press **Enter**.



### View Menu

Display the files in the selected view: Thumbnails, Tiles, Icons, List, or Details.

### File name

Select an existing file name or type a new file name in the field. If you type the same name as an existing file, the following message displays when you select Save: "*filename.xxxx* already exists. Do you want to replace it?" If you select Yes, the existing file is overwritten by the current file. If you select No, the Create Simultaneous Output File dialog box displays and you can type a different name.

If you type the same name as an open file in another application, the following message displays: "This file is already in use. Select a new name or close the file in use by another application." Select **OK** and type a different file name or close the job or application and type the file name again.

When typing a new file name, you can use upper and lower case letters, numbers and spaces. The following symbols are also valid characters to include in a file name: ' ~ ! @ # \$ % ^ & ( ) - \_ { }

Some characters are reserved by the operating system and used to perform system functions. They cannot be used in a file name. These characters include: " / \ [ ] : ; , | = < > ? \*

### Save as type

The default file type is .ttml. This is the only file type available.

### Elapsed Starting Time

The elapsed starting time for the simultaneous .ttml file defaults to 00. If you want to have the file start at a different elapsed time, make the adjustments in the Elapsed Starting Time field. The timestamps is always formatted as Frames (hour, minute, second and frame number).

### Overwrite existing file

Check this box to overwrite an existing file. CATalyst BCS prompts you to confirm you want to overwrite the existing file. If the Overwrite existing file option is not selected and you select an existing file, CATalyst BCS will automatically create a new file starting with the selected existing file name and then add the date and time to the end of the file name.

### Save

Save the file.

### Cancel

Close the Create Simultaneous File dialog box without starting a new SMPTE file.



Caption: Simultaneous SMPTE-TT Output

## Stop Translation

End the realtime captioning session by pressing **Ctrl + \ (Stop Translation)**. The Connect Writer command is not available once you use the Stop Translation feature.

## Include

Include allows you to copy the entire text of another file into the current text in the History or Script window. The original file selected to include remains unchanged. The included file copies into the current job immediately before the cursor position.

When the file you are including has steno associated with the text, the steno also copies into the current session.

You can include a file from your user name, another user name, or a case.

To include a file:

1. Position the cursor to the right of where you want to include the file and press **F9**. The Include File dialog box displays.
2. Make entries as necessary:

### Look In

Choose the user name from which you want to select the include file. The default is the current user. To locate a file in a location other than the CAT4 user level, use **Browse**.

### File Window

Available files for the current user. Highlight a file to open. The selected file name displays in the File name field below. To select a file within a case, double-click the case to open it.

### File name

The name of the selected file to Include.

### Files of type

Displays the type of file to Include. The default subfile type is a text (.sgn!) file.

### Browse

Locate a different folder.

### Bring Fields

If there are field values in the file you are including, decide whether you want to bring those fields values into the current file. If you bring the field values and they conflict with existing field values in the current file you will be prompted to select the field value you want.

### Bring Layout

This option is usually not used when including in a caption session or caption file.

### Options

Select Options to modify the available [include settings](#).

3. Press **Enter (Open)**.

## Break

Break allows you to split the text in the History window or captioning file into two portions and save the second portion to a new file or existing file. When you break a text file, CATalyst BCS puts a copy of the vertical notes and a copy of the job wordlist for that portion of the file into the new file. If you Undo a Break, text and steno are restored to the original file. The text and steno broken from the original file remains intact in the new or existing file.

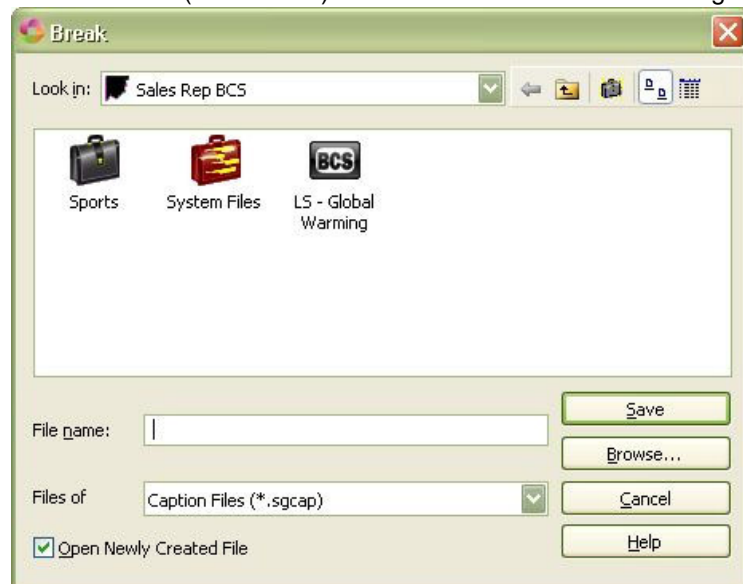
When you break a file and save it to an existing file, CATalyst BCS displays a confirmation message with a Yes/No option to continue. Selecting Yes inserts a New Page format symbol at the end of the existing file and appends the text beginning on the new page. CATalyst BCS includes the layout information with the broken text.

When you break a file that has an associated audio file, the audio file is copied to the new or existing file. CATalyst BCS creates a link in the new or existing file that allows the audio to play from the point at which the file was split.

When you break a file that contains fields, field values are copied from the original transcript to the newly created file.

To break a file:

1. If necessary, open the caption file you want to split.
2. Do **one** of the following:
  - Position the cursor in the History file where you want to break the job. Everything after the cursor is moved to the new or existing file.
  - Use a Mark command to highlight the specific text you want to break. Only the text that is highlighted is moved.
3. Press **Ctrl + b (File/Break)** to break the file. The Break dialog box displays.



4. Make entries as necessary:

**Look in**

Defaults to the current user. Use the drop down button to display the current folder level.

**File Window**

Available files for the current user. To append the broken text to an existing file, highlight the file. The name displays in the File name field. To select a file within a case, double-click the case to open it.

**File name**

Type a new file name or select an existing file name. When you select an existing file name, the following message displays: *This will append the text to the end of the selected file. Do you wish to continue?* Press **Enter (OK)**.

**Files of type**

The type of file that displays in the File Window. The only file type available is a .sgcap file.

**Open Newly Created File**

Select this option to automatically open the newly created file with the new name. When the option is selected, the newly created file is saved under the new name and the file opens in a new caption Edit tab. This option's status is remembered.

**Browse**

Locate a different folder.

5. Press **Enter (Save)**. The text following the cursor or the marked text is removed from the current job and placed in the new job or at the end of the existing selected job. CATalyst BCS automatically saves the new or existing file and then closes it.
6. Continue to work in the current captioning file. If you want to confirm the moved text, press **Ctrl + o** to display the Open Existing Document dialog box and select the file to which you moved the text.

## Append

Append attaches a copy of a selected text file to the end of the current text in the History or Story Queue window. The original text selected to append remains unchanged. When the text you are appending has steno associated with the text, the steno also copies into the current session.

When appending a file that contains audio into a file that contains audio, the portion of file you are appending does not remain linked to its original audio. CATalyst BCS displays a warning message allowing to continue or cancel appending the file.

You can append text from a file in your user name, another user name, or a case.

To append:

1. With your cursor in any position, press **Alt + f, d (File/Append)**. The Append dialog box displays.
2. Make entries as necessary:

**Look in**

Choose the user name from which you want to select the file to append. The default is the current user. To locate a file in a location other than the CAT4 user level, use **Browse**.

**File Window**

Available files for the current user. Highlight the file you want to copy to the end of the current History or Story Queue file. The name displays in the File name field. To select a file within a case, double-click the case to open it.

**File name**

Type the name of the file to append. If you highlight a file to append, that file name displays here.

**Files of type**

Displays the type of file to append. The only file types available are .sgnpl and .txt.

**Browse**

Locate a different folder.

**Bring Layout**

Stenograph strongly recommends not using this option with the Append feature.

3. Press **Enter (Open)** to Append the selected file.

## Merge

Merge allows you to merge a selected file at the end of the current session in the History or Story Queue window. The original file that you merge becomes a part of the current file and is deleted. Depending on where you send your deleted files, you can restore the original file from the Windows recycle bin.

When merging a file that contains audio into a file that contains audio, the portion of file you are merging does not remain linked to its original audio. CATalyst BCS displays a warning message allowing to continue or cancel merging the file.

To merge a file:

1. With your cursor in any position, press **Ctrl + m (File/Merge)**. The Merge dialog box displays.
2. Make entries as necessary:

**Look in**

Choose the user name from which you want to select the merge file. The default is the current user.

**File Window**

Available files for the current user. Highlight the file you want to merge. The name displays in the File name field. To select a file within a case, double-click the case to open it.

**File name**

Type the name of a file to merge. If you highlight a file to merge, that file name displays here.

**Files of type**

The file type displayed in the Files Window. The only file types available are .sgnpl and .txt.

**Browse**

Locate a file in a folder other than the CAT4 user level.

**Bring Layout**

Stenograph strongly recommends not using this option with the Merge feature.

3. Press **Enter (Open)** to Merge the selected file.

## CATalyst BCS Edit Commands

Edit Command features provide the ability to manage movement from within the History Window, such as jumping to a designated page and searching for text. You can also copy, cut and paste text, insert items like format symbols and speakers, look for a definition and conduct an Internet search. The Send to Cat Scratch feature allows you to send items such as text, dictionary definitions and briefs directly to the [Cat Scratch](#) dialog pane.

### Copy/Cut

The Copy (Ctrl + c) feature copies selected text leaving it in its original location in the file and places a copy on the Windows clipboard. The Cut (Ctrl + x) feature removes selected text from its original location and places it on the Windows clipboard. With the [paste](#) feature, you can place copied or cut text within the same file or into another file as many times as you want. Use the Copy, Cut and Paste features to move text in a captioning session, globals between Global tables, dictionary entries between dictionaries and wordlists entries between Wordlists.

There is no limit to the amount of text you can copy or cut but only one set of copied or cut text can exist on the clipboard at one time. Each time you use the Copy or Cut command, the new text replaces any previous text on the clipboard.

### Retain Steno When Pasting

The CATalyst BCS default includes the underlying steno from the copied or cut text. You can change this setting to not include the underlying steno or to have CATalyst BCS automatically prompt you with a Yes/No option to include the underlying steno:

1. From Manage Jobs, press **Alt + t, o, e, a** (**Tools/Options/Edit/Advanced Edit**). The Advanced Edit Options dialog box displays.
2. Click **Retain Steno when pasting**.  
From the drop down box, select **Yes** to include the underlying steno; **No** to not include the steno; or **Ask** to have CATalyst BCS automatically prompt you with a Yes/No option to include the underlying steno.
3. Press **Enter (OK)** close the Advanced Edit Options dialog box and save the changes.

### Definition Search

The Definition Search feature connects you to the web site specified in the [Definitions Search option](#) where you can view definitions and information. Press **Esc** to return to the Spell Check dialog box., when you have an active Internet connection. If your cursor is immediately before a word or a phrase is highlighted when you select Definition Search, CATalyst BCS connects to the web site specified in the Advanced Caption Options, Definition Search, displays the word or phrase in the Text field and displays the search results. Definition Search is also available from the [Word Definition](#) dialog box.

To access the Definition Search feature from Edit, press **Alt + e, f** (**Edit/Definition Search**). You can assign a key combination to the Definition Search feature in a keyboard map.

### Go To

Go To (Ctrl + g) allows you to move quickly to a specific page in the current session.

To move to a specific page:

1. Press **Ctrl + g** (**Edit/Go To**). The Go To dialog box displays.



2. Type a number in **one** of the following fields and then press **Enter (OK)**.
  - **Section Number (Not Applicable in CATalyst BCS)**
  - **Page Number**
  - **Line Number (Not Applicable in CATalyst BCS)**

## Insert

The Insert feature provides the ability to insert:

- [Conflict Text](#)
- [Format Symbols](#)
- [Hidden Text and Comments](#)
- [Extended Characters](#)
- [Speakers](#)

### Insert Format Symbols

Insert Format Symbols displays the Insert Format dialog box from which you can select format symbols for insertion into the text. You can add other format symbols to the default list in the CATalyst BCS Insert Format Symbol dialog box by modifying your [Format Symbols Options table](#).

To display the Insert Format Symbol dialog box, do **one** of the following:

- From the menu select **Edit/Insert/Insert Format Symbols**.

- Click  on the toolbar.

### Insert Hidden Text/Comment

Insert Hidden Text/Comment displays the Hidden Text dialog box to include a note that is not visible on the History screen. For example, you may want to use hidden text to for instructions or to make a note for yourself. CATalyst BCS displays a push pin in the History window to indicate hidden text. Double click the push pin to display the hidden text. If you select text in the History window to send as a script, CATalyst BCS removes all Hidden text from the selected script text.

You can add format symbols to the hidden text, such as bold and italics. The format symbol is placed at the cursor position. When adding a paired format symbol, such as Bold On/Off or Index On/Off, highlight the text and then select the format symbol that turns the formatting on. CATalyst BCS automatically surrounds the text with the appropriate On and Off symbols.

You can enter up to 1792 characters in the Hidden Text dialog box. If you exceed the limitation CATalyst BCS displays a message. When you insert more than one hidden text entry on a line, an arrow displays in the lower right corner of the Hidden text dialog box. Click the arrow to expand the dialog box to display all the hidden text entries. A number displays above each entry. CATalyst BCS numbers the entries in the order you create them.

You can set your [Scan For](#) options to scan for hidden text. To view the hidden text, use Reveal Codes, **Ctrl + Shift + r (View/Review Codes)**.

To insert hidden text:

1. Press **Alt + e, i, h (Edit/Insert/Hidden Text/Comment)**. The Hidden Text dialog box displays.

2. Type the text you want to insert. Use the following options as necessary:

#### **FS (Alt + f)**

Display the list of available format symbols. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol you want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry. To have the format symbol list always display, check the box, Always Show Format Symbols.

You can also use shortcut keys to insert a format symbol. Press **F4** and then press the appropriate letter or symbol.

#### **Insert Field**

This feature is not applicable in CATalyst BCS.

#### **Extended Characters**

Press **F9** to display the Insert Character dialog box where you can select an [extended character](#) to insert into the hidden text.

3. Press **Enter (OK)** to insert the hidden text. If the Transcript Spell Check option, [Spell Check While Defining](#), is active, CATalyst BCS spell checks the text.

### **Insert Conflict/Text**

Insert Conflict/Text (Ctrl + i) displays the Insert Conflict/Text dialog box allowing you to insert a conflict into the file. CATalyst BCS uses a caret (^) to identify a conflict. To insert a conflict, you must use the Insert Conflict/Text feature to have CATalyst BCS recognize the caret (^) as a conflict. CATalyst BCS does not recognize a caret (^) as a conflict when it is typed directly on the screen. There must be a space between the caret and the text when you type the conflict. When defining steno to be a conflict, use a define command.

For example, to create the conflict ^tin ^continue, press Ctrl + i to display the Insert Conflict/Text dialog box. Type the conflict into the Text field. A ^ (caret) must precede each conflict choice and a space must follow each caret.

**^ Spacebar tin Spacebar ^ Spacebar continue**

To use the insert command:

1. Position the cursor to the left of where you want to insert the text and press **Ctrl + i (Edit/Insert/Conflict)**.
2. In the Text field, create the conflict. Type a caret (^) followed by a space and then the word or words; then type a space, caret, space, followed by the second word. Continue with this format until you have entered all your conflict choices. Do not put a space after the last word. For example, to create a conflict between "there", "their", and "they're", type:

**^ Spacebar there Spacebar ^ Spacebar their Spacebar ^ Spacebar they're**

It displays as ^ there ^ their ^ they're.

You can include a format symbol, extended character, field and additional text in the command. To include a format symbol, select **FS** and choose one from the list or use a format symbol shortcut key. To insert an extended character, press F9 and select from the list. To insert a field or make it part of the entry, select Insert Field and choose from the list. To include additional text following the

conflict that is not part of the conflict, use the Conflict End format symbol after the last word in the conflict.

3. Press **Enter (OK)**.



Type directly on the screen to insert text, format symbols, and punctuation.

## Insert Extended Characters

Insert Extended Characters allows you to insert Upper ANSI characters into the file. The current font selection in the history window determines the extended characters available for selection. You can change the font, however changing the font may result in a difference in the availability of characters.

### Insert an extended character into the job:

To display extended characters in the captions, the encoder to which you are sending must support extended characters.

1. Press **Alt + e, i, x (Edit/Insert/Extended Characters)**. The Insert Character dialog box displays. To change the font, press **Alt + t**. The Font dialog box displays where you can modify the font characteristics.
2. Double click a character to insert. CATalyst BCS inserts the character at the cursor location.

### Insert an extended character into a dialog box:

1. With the cursor in the Text or New Text field, press **F9**. The Insert Character dialog box displays. To change the font, press **Alt + t**. The Font dialog box displays where you can modify the font characteristics.
2. Double click a character to insert. CATalyst BCS inserts the character at the cursor location in the Text or New Text field.

## Insert Speaker

The Insert Speaker feature allows you to insert a speaker name from the list on the [EZ Speaker](#) profile tab.

To insert a speaker name:

1. Press **Alt + e, i, s (Edit/Insert/Speaker)**. The Select EZ Speaker dialog box displays.  
You can also assign a [keyboard command](#) or create a [macro](#) invoke to the Insert EZ Speaker feature.
2. In the Enter Value field, type the speaker number associated with the speaker name you want to insert and press **Enter (OK)**.



To modify entries on the EZ Speakers Profile while captioning, select **Setup/EZ Speaker** to open the EZ Speaker profile tab.

## Internet Search

The Internet Search feature allows you to do an Internet search from CATalyst BCS when you have an active Internet connection. If your cursor is immediately before a word or a phrase is highlighted when you select Internet Search, CATalyst BCS connects to the search engine, displays the word or phrase in the Text field and displays the search results. The default search engine is Google. You can [change](#) the search engine.

To access the Internet Search feature, press **Alt + e, n (Edit/Internet Search)**. You can assign a key combination to the Internet Search feature in a keyboard map.

## Internet Search Option

The CATalyst BCS Internet Search feature, by default, uses Google as the default Internet search engine. To specify a different search engine:

1. From Manage Jobs, press **Alt + t, o, e, a (Tools/Options/Edit/Advanced Edit)**. The Advanced Edit Options dialog box displays.
2. Click **Default Internet search engine**.
3. From the drop down menu, select a Internet Search Engine. The default Internet Search Engine displays at the top of the list. When the default is selected, the Internet Explorer search engine is retrieved from the registry. If this registry entry is not located, Google is used. If you use an International website, select the default Internet Search Engine.
  - Google
  - Yahoo
  - MSN
  - Lycos
  - Dogpile
  - OneLook
  - Ask.com
4. Press **Enter (OK)** to close the Advanced Edit Options dialog box and save the changes.

## Paste

Paste (Ctrl + v) is a feature that inserts copied or cut text from the Windows clipboard into the file. You can Paste text into the current captioning session or another file.


There is no limit to the amount times you can paste the text. Only the last set of copied or cut text exists on the clipboard. When you use the Copy or Cut command again, the new text replaces any existing text on the clipboard. When you exit the CATalyst BCS function, all text is removed from the clipboard and no longer available for pasting in any function.

You can use paste to copy or cut text within a captioning session, globals between Global tables, dictionary entries between dictionaries and wordlist entries between Wordlists.

## Redo

Redo (Ctrl + Shift + z) is a feature that allows you to restore the most recent changes or actions in the current file. Only consecutive actions can be redone. If you cannot redo an action, the Redo option on the menu is unavailable. You can undo an action by pressing **Ctrl + z (Undo)**.

To redo the most recent changes, do **one** of the following:

- Press **Ctrl + Shift + z (Edit/Redo)**. Repeat until you restore all the desired actions. You can only select consecutive actions to restore.
- Use the  icon on the Standard Plus toolbar to do **any** of the following:
  - Click the **Redo** arrow until you restore all the desired actions.
  - Click the **Down Arrow** next to the Redo button to display a list of most recent actions.



Highlight down the list to select the number of changes you want to restore and then click the left mouse button. You can only select consecutive actions to restore.

## Search

The Search command in CATalyst BCS allows you to locate text, steno or timestamps in History Window. A text search can locate whole, partial or multiple words depending on your selection. The Search also looks for the specified text within any hidden text. A steno search can locate full or partial steno strokes depending on your selection. When searching for timestamps, Case CATalyst displays the Vertical Notes window if it is not already open. If Case CATalyst does not locate the exact timestamp, the next timestamp that occurs within one minute of the timestamp searched for is highlighted.

Once a searched entry displays, you can repeat the Search for the same search criteria. Press F3 to search for the next occurrence or Shift + F3 to search backward for a previous occurrence.

## Search the History Window

1. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
2. Make necessary entries:

### Search For

Select the Search Type and then type the text, steno or timestamp for the search.

To add extended characters to a text search, place the cursor in the Search For field and press **F9**. The Insert Character dialog box displays. Double click a character to insert. CATalyst BCS inserts the character at the cursor location.

### Search Type

Select one:

#### Text

Search by text. In the field, type the text for which you want to search.

#### Steno

Search by steno. In the field, type the steno for which you want to search. You can look for full or partial steno strokes. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

#### Timestamp

Search by timestamp. CATalyst BCS defaults to displaying the current time based on your computer in the Search For field. The timestamp displays in hour/minutes/seconds.

If CATalyst BCS does not locate the exact timestamp, the next timestamp that occurs within one minute of the timestamp searched for is highlighted.

### Wildcard Text

Search for specific text with unknown characters. Do either of the following:

- Use a ? (question mark) in a word or phrase for a single unknown character.
- Use an \* (asterisk) in a word or phrase for an unknown number of characters following the asterisk.

### Regular Expression

Search based on a specific text string. A list of default expressions displays in the dialog box. Double click an expression to insert it into the *Search For* field. Refer to the Regular Expression Default List for details on each regular expression default formula.

To create a shortcut for an expression in the list, right click the name and select **Modify Shortcut**. Type alpha or numeric characters in the field and press **Enter (OK)**. You may want to use the shortcut key to create a [macro](#) which you can use in a regular expression. To create a macro for a regular expression, invoke the Search command and select Regular Expression. The cursor defaults to the Search For field. Press Tab to move to the Regular Expression list. Type the shortcut key and press Enter to put the formula in the Search For field..

### Regular Expression Default List

- **Acronyms** – searches for any occurrence that begins a word with a character followed by a period. There must be at least “character period character period” in order for it to be considered a match.
- **Alnum** – searches for any capital or lower case alpha/numeric character individually or part of a group.
- **Alpha** – searches for any capital or lower case alpha character individually or part of a group.
- **Digit** – searches for any numeric character individually or part of a group.
- **Contractions** – searches for any word that begins with one or more alpha characters which are followed by an apostrophe and one or more characters follow the apostrophe and end the word.
- **Dates** – searches for all occurrences of dates with the exceptions when a month is listed by itself or a digit displays before the month, such as 1 January.
- **E-mail address** – searches for any alpha character including a hyphen or period, followed by @ with any alpha character following including a hyphen or period.
- **Mixed Alpha and Digits** – searches for occurrences at the beginning of a word any alpha characters followed by numeric characters or occurrences that begin with any number character followed by alpha characters.
- **One Alnum** – searches for any alpha/numeric character.
- **One Alpha** – searches for any alpha character. This will treat each alpha character in a word as a single search item.

- **One Digit** – searches for any single numeric character. This will treat each numeric character as a single search item.
- **Phone Number** – searches for the number 1 followed by either a period or hyphen, but the search will continue even if this condition does not exist. The search will continue and look for a three digit number followed by a period or hyphen but will continue even if this condition does not exist. A match is only found when a three digit number followed by period or hyphen followed by a 4 digit number is found.
- **Repeated Words** – searches for occurrences of a word that begins and ends with alpha characters and the same word immediately follows.
- **SSN** – searches for occurrences of 3 digits followed by a hyphen, followed by 2 digits followed by a hyphen followed by 4 digits.
- **Stitched** – searches for occurrences that begins a word with a single alpha character followed by one or more hyphens.
- **Time** – searches for occurrences of time with the exception of “o’clock” time.

Optionally you can create your own regular expression formula to save for later use. Refer to the list of regular expression characters when creating your own formulas. To save your customized formula, click the **Save As** button. The Saved Named Regular Expression As dialog box displays. Type a name for the expression and press **Enter (OK)**. The name is added to the list in the dialog box.

### Regular Expression Characters for Customized Formulas

- **\d** = any one digit
- **\w** = any one alpha character
- **|** = OR (please note | is the pipe symbol)
- **[ ]** = any one character in a set
- **[^]** = any one character not in a set
- **( )** = treat group as a single item
- **\>** = at the end of a word
- **\<** = start at the beginning of a word
- **\*** = zero or more of the previous item (can be used as a\*b)
- **?** = zero or one of the previous item (can be used as a?b)
- **+** = one or more of the previous item (can be used as a+b)
- **.** = any single character
- **{n}** = specific number of occurrence (Replace n with an actual number)
- **,** = use inside squiggle brackets to specify “or more” for example {2,} indicates two or more.
- **\.** = use to make ‘period’ a character to which to be searched
- **-** = use to express “through” as in an “A through Z” or “1 thorough 9” search.
- **\n** = n can be digits 1 through 9. This finds the previous matched expression n times.

Search for a format symbol or add a format symbol to your search. Select FS and double-click a symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place your cursor in the Search For field, press F4 and then press the appropriate letter or symbol.

This option is only available when searching for text or format symbols.

### **Case Sensitive**

Check this box to search for the text in the Search For field exactly as it is typed in upper and lower case. For example, if you only want to find occurrences of "Mark" when it is capitalized, you would type "Mark" in the Search For field and select the Case Sensitive option.

If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. For example, if you search for "Mark" and do not check this box, CATalyst BCS finds all occurrences of word "mark" and "Mark".

This option is only available when searching for text or format symbols.

### **Whole Word**

Check this box to search only for the whole words that match the text typed in the Search For field. For example, if you only want to find occurrences of able when it is the word "able" and not part of a word like "table, you would type "able" in the Search For field and select the Whole Word option.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "of" would result in Search stopping on "of", "officer", "coffee", "soft", etc. This is often called a wildcard search.

This option is only available when searching for text or format symbols.

### **Go to Reveal Codes after FS Search**

Not recommended for use in CATalyst BCS.

### **Search Direction**

Select **one** of the following:

#### **Forward**

Search forward, from the cursor position to the end of the job. If you do not begin the search at the beginning of the job, CATalyst BCS prompts you to continue the search from the beginning of the file.

#### **Backward**

Search backward, from the cursor position to the beginning of the job. If you do not begin the search at the beginning of the job, CATalyst BCS prompts you to continue the search from the end of the file.

#### **List Results**

Search the entire transcript and automatically display the Search information in the [Search Results](#) with the text content, page, line and section reference for each occurrence. This option is available when searching for Text, Wildcard and Regular Expression searches. When performing a [Wildcard](#) or [Regular Expression](#) search with the List Search Results option selected, the Wildcard and Regular Expression matches will be underlined. If you search for Q, A or Colloquy format symbols, the first letter following the format symbol will be underlined.

### **Deselect All**



Reset the options in the Search Text dialog box to their default values. You may want to use this feature when recording a macro to achieve consistent results when replaying the macro.

3. Press **Enter (OK)** to start the Search.

## Search and Replace

Search and Replace allows you to locate and replace a word or words in your captioning session. You can search and replace forward or backward for a whole word, part of a word, or multiple words.

To find words:

1. Press **Alt + e, e (Edit/Search and Replace)**. The Search and Replace dialog box displays.
2. Make necessary entries:

### Search For

Type the text you want to find, including any format symbols.

To add extended characters to a text search, place the cursor in the Search For field and press **F9**. The Insert Character dialog box displays. Double click a character to insert. CATalyst BCS inserts the character at the cursor location.

### Replace With

Type the replacement text for the entry in the Search For field. Add format symbols, if appropriate. Leave this field blank to search for the text in the *Search For* field and delete it from the transcript

### FS

To add format symbols to your search, select **FS** and double-click a symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place your cursor in the Search For field, press **F4** and then press the appropriate letter or symbol.

This option does not apply to when using Search and Replace in the [Number Conversion](#) feature.

### Case Sensitive

Check this box to search and replace the text in the Search For field exactly as it is typed in upper and lower case. For example, if you only want to find occurrences of "Mark" when it is capitalized, you would type "Mark" in the Search For field and select the Case Sensitive option.

If you do not select Case Sensitive, the search and replace finds all words containing the indicated characters, regardless of the case typed into the field. For example, if you search for "Mark" and do not check this box, CATalyst BCS finds all occurrences of word "mark" and "Mark".

### Whole Word

Check this box to search only for the whole words that match the text typed in the Search For field. For example, if you only want to find occurrences of able when it is the word "able" and not part of a word like "table, you would type "able" in the Search For field and select the Whole Word option.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "of" would result in Search stopping on "of", "officer", "coffee", "soft", etc. This is often called a wildcard search.

### Go to Reveal Codes after FS Search

Not recommended for use in CATalyst BCS.

### Search Direction

Select **one** of the following:

#### Forward

Search forward, from the cursor position to the end of the job.

#### Backward

Search backward, from the cursor position to the beginning of the job.

### Deselect All

Reset the options in the Search and Replace dialog box to their default values. You may want to use this feature when recording a macro to achieve consistent results when replaying the macro.

4. Select one of the following:

#### Selective

Selectively choose to replace occurrences of the original text with the replacement text. The Confirm dialog box displays allowing you to choose to replace for this occurrence, all occurrences, or skip replacement for this occurrence and move to the next.

#### Replace All

Replace all occurrences of the original text with the replacement text. When finished, CATalyst BCS displays the number of replacements made.

## Send To Cat Scratch

The Send To Cat Scratch Pane feature allows you to send text, dictionary definitions, Brief It entries, AccelerWriter definitions, Power Defines and Global Table entries directly to the [Cat Scratch](#) dialog pane. Depending on the selected [Cat Scratch scope](#), the entries are sent to the job, case or user Cat Scratch pane. The default scope setting is Case. When the job is not in a case, the CAT Scratch information is available in the job.

You can create a keyboard command, Send Steno & Text to Cat Scratch Pane, that sends highlighted text with the underlying steno in the transcript to the Steno/Text section of the Cat Scratch pane. If the start of the highlighted text does not have underlying steno, a message displays.



[Keyboard Map](#) Function: Send To Cat Scratch


Send Steno & Text to Cat Scratch Pane

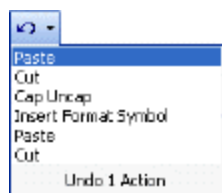
## Undo

Undo (Ctrl + z) is a feature that allows you to reverse the most recent changes or actions in the current session. Only consecutive actions are reversible. If you cannot undo an action, the Undo option on the menu is unavailable. You can restore an action by pressing **Ctrl + Shift + z (Redo)**.

The Undo command reverses most editing actions except globals and cursor movements. There are specific commands available to [undo globals](#).

To undo the most recent changes, do **one** of the following:

- Press **Ctrl + z (Edit/Undo)**. Repeat until you reverse all the desired actions.
- Use the  icon on the Standard Plus toolbar to do **one** of the following:
  - Click the **Undo** arrow until you reverse all the desired actions.
  - Click the **Down Arrow** next to the Undo button to display a list of most recent changes.



Highlight down the list to select the number of changes you want to undo and then click the left mouse button. You can only select consecutive actions to undo.

## CATalyst BCS Caption Commands

Caption commands include features that affect the display output of the captioning session. You use caption commands to manage the display of captions on the screen and the flow of captions to the encoder.

### Line Width

Line Width is a CATalyst BCS feature that allows you to change the number of characters that display on a caption line. Changes apply to the current session.

To change the line width:

1. Press **Alt + c, w (Caption/Line Width)**. The Set Caption Characters dialog box displays.
2. Make an entry. Valid entries are **8 – 32**.
3. Press **Enter (OK)**. CATalyst BCS applies the change, inserting the appropriate format symbol in the History window. Use [Reveal Codes](#) to view the format symbol.

### Roll-up Rows

Roll-up Rows is a CATalyst BCS feature that allows you to change the maximum amount of lines that display on the screen when using the Roll-up caption style for the current session. This feature applies when the Roll-up Caption Style is active.

To change the number of roll-up rows:

1. Press **Alt + c, r (Caption/Roll-up Rows)**. The Set Roll-up Rows dialog box displays.
2. Make an entry. Valid entries are **2 - 4**.
3. Press **Enter (OK)**. CATalyst BCS applies the change, inserting the appropriate format symbol in the History window. Use [Reveal Codes](#) to view the format symbol.

### Baseline

Baseline is a CATalyst BCS feature that allows you to change the row number on which you want the first caption line to display. For example, you select 3 lines roll-up with a Row placement of 15. The first caption line displays on line 15. When you write the second line, the first line rolls up to line 14. When you write the third line of captions, the first line rolls up to line 13.

To change the baseline:

1. Press **Alt + c, a (Caption/Baseline)**. The Set Caption Baseline dialog box displays.
2. Make an entry. Valid entries are **1 15**.
3. Press **Enter (OK)** to apply the change.

### Position

Position is a CATalyst BCS feature that allows you to change the horizontal alignment, vertical position and column for the caption text for the current session.

To change the position:

1. Press **Alt + c, i (Caption/Position)**. The Set Caption Characters Rows dialog box displays.
2. Make necessary entries.

#### Justification

The horizontal alignment of the caption text. Valid entries are **Left, Right, Centered, and Widest Right**.

#### Row

The row number on which you want the first caption line to display. For example, if you select 3 lines roll-up with a Row placement of 15, the first caption line appears on line 15. When you write the second line, the first line rolls up to line 14. When you write the third line of captions, the first line rolls up to line 13.

#### Column

The horizontal position, indent, where you want the caption to begin. Valid entries are **1 28**.

If you select Centered in the Justification field, enter a column value equal to half the value of the Line Width. For example, if the Line Width is 32 characters and Justification is Center, then "16" is the correct value.

3. Press **Enter (OK)**. CATalyst BCS applies the change, inserting the appropriate format symbol in the History window. Use [Reveal Codes](#) to view the format symbol.

### Set YouTube Delay

[YouTube](#) is available in the Encoder Model field of a BCS Profile Connections dialog box. YouTube allows you to use your steno machine and BCS to caption a YouTube video. Set the delay of text for the YouTube Live session. Your YouTube live streaming partner may determine it is necessary to adjust this setting. The default setting is 3.000 and adjustments are made in .250 increments. Any adjustments to the increments is used for the current captioning of YouTube but is not saved for the captioning session.

While in a captioning/streaming session, to change the YouTube delay, do the following:

1. To display the Caption menu, press **Alt + c, d (Caption, Set YouTube Delay)**.
2. Use the scroll arrows to increase or decrease the delay.
3. To save the changes, click OK.

## Block Existing Cap

Block Existing Cap is a CATalyst BCS feature that activates Block mode. Block mode prevents all upstream captions, such as commercials with captions, from passing through to the encoder. When you begin writing or start to send lines from a script file, you are automatically in Block mode. Block mode displays in the Caption Preview window and in the Status window.

Translation Delay does not affect Block mode. When Block mode is invoked, CATalyst BCS forces all text immediately and does not wait for the Translation Delay setting to expire.

To activate Block mode, press **F3 (Caption/Block Existing Cap)**. To [create](#) a dictionary definition that invokes the Block Existing Cap from the steno keyboard, use the <Caption: Block> format symbol.

## Pass Existing Cap

Pass Existing Cap is a CATalyst BCS feature that activates Pass mode. Pass mode allows upstream captions, such as captioned commercials to pass through to the encoder. Pass mode displays in the Caption Preview window and in the Status window.

Translation Delay does not affect Pass mode. When Pass mode is invoked, CATalyst BCS forces all text immediately and does not wait for the Translation Delay setting to expire.

To activate Pass mode, press **F2 (Caption/Pass Existing Cap)**. To [create](#) a dictionary definition that invokes the Pass Existing Cap from the steno keyboard, use the <Caption: Pass> format symbol. You may also want to create a dictionary definition that includes the <Caption: Clear> with the <Caption: Pass> format symbol. For example, define the steno PA\*S as <Caption: Clear> <Caption: Pass>.

## Suspend Cap Output

Suspend Cap Output is a CATalyst BCS feature that activates and deactivates Suspend mode. Suspend mode prevents all output from being sent to the encoder. This allows you to edit in the History window or write on your writing machine without sending data to the encoder. For example, you may want to create definitions from the writing machine. The word Suspended flashes red in the Status window and a notification displays in the Caption Preview window.

Translation Delay does not affect Suspend mode. When Suspend mode is invoked, CATalyst BCS forces all text immediately and does not wait for the Translation Delay setting to expire.

Suspend Mode temporarily pauses Translate Statistics. The current time and page count continue to remain active but stroke count information is paused until Suspend Mode is closed.

To activate Suspend mode, press **F7 (Caption/Suspend Cap Output)**. You cannot create a dictionary definition to invoke Suspend mode from the steno keyboard.

## Terminal Window

Terminal Window is an advanced feature that allows you to use commands to setup, modify and test the modem and send commands to configure and reset the encoder from within CATalyst BCS. Terminal Window should only be used by those experienced in the hyperterminal function or in sending commands to the modem.

The following commands are available in the Terminal Window. You can also access command information by selecting Help from within the Terminal Window.

### Stenograph CATalyst BCS Terminal Window Commands

**/open**

Opens the comport. Use the following optional Parameters as necessary: They must be listed in order:

Baud Rate (110=110; 2400=2400; etc)

Parity (2=e; 1=o; 0=n)

Data Bits (5=5; 6=6; etc)

Stop Bits (0=1; 1=1.5; 2=2)

Flow Control (1=xon/xoff; 2=hardware; 0=none)

*Example:* /open com1 14400 0 8 0 0 or /open com1 38400 or /open com1

### **/listcoms**

Display all the available comports.

*Example:* /listcoms

### **/close, /hangup**

Close an active connection (COM or Connection).

*Example:* /close

### **/help, /hlp, /?**

Display the help.

*Example:* /?

### **/clr, /clear**

Clear the screen.

*Example:* /clr

### **/options**

Display all the current settings for the console window.

*Example:* /options

### **/localecho**

Turn on or off the local echo.

*Example:* /localecho on or /localecho off

**/commandchar**

Set the character that indicates that the current line is a command and not data that should be sent to the remote window. Only a single character is accepted.

*Example:* /commandchar / or /commandchar #

**/addlf2cr**

Add a line feed to all carriage returns.

*Example:* /addlf2cr on or /addlf2cr off

**/dial**

Dial a connection in CATalyst BCS. Type the index number of the item you want to dial.

*Example:* /dial 1 or /dial 2

**Clear Video**

Clear Video is a CATalyst BCS feature that sends a blank command to the encoder which removes the captions from the Caption Preview window and the output screen. You might use this command just before going to commercial so the realtime captions and upstream captions are not overwritten. To clear the video, press **F5 (Caption/Clear Video)**.

To [create](#) a dictionary definition that invokes the Clear Video command from the steno keyboard use the <Caption: Clear Video> format symbol.

**CATalyst BCS Setup Commands**

CATalyst BCS setup commands provide access to Profile settings, color settings for specific elements in the History window; caption translate settings and Preferences, which are a group of settings that affect how CATalyst BCS handles certain captioning settings during the session.

**Profiles**

Profiles on the Setup menu is a CATalyst BCS feature that allows you to create, modify or switch a [Profile](#) while captioning in CATalyst BCS.

To manage Profiles during a captioning session:

1. While captioning, press **Alt + p, p (Setup/Profiles)**. The Manage Profiles dialog box displays.  
If you have the warning option, *Before Connection Loss*, set to Yes in Preferences, CATalyst BCS displays a warning message prompting you with a Yes/No choice before switching Profiles.
2. Do one of the following:

**Create a New Profile**

Select **New Profile** to display the Create New Profile dialog box. In the File name field, type a name for the new Profile and press **Enter (Open)**. Follow the Profile Wizard through each of the eight Profile tabs, making necessary entries. Click **Finished** at the end of the wizard to complete the Profile.

### Modify a Profile

Highlight a Profile and select **Modify Profile**. The Profile dialog box displays where you can modify settings on any of the eight Profile tabs. When finished press **Enter (OK)**.

### Switch Profiles

Highlight the Profile you want use and select **Switch Profile**. When switching profiles, CATalyst BCS clears the Global Table, clears the Brief It dialog pane, resets the translation Brief It dictionary and deactivates the current Power Defines.

3. Select **Cancel** to close the Manage Profiles dialog box. If you selected to switch a profile, CATalyst BCS automatically closes the dialog box.



You can also access the Manage Profiles dialog box from the [Session Information Window](#). Click **Change to a different Profile**.

## Colors

Colors is a CATalyst BCS feature that allows you to change the color for specific elements in the History window, such as text, sent text, next send line, background and untranslates.

1. Press **Alt + p, c (Setup/Colors)**. The Caption Colors dialog box displays.
2. Make necessary entries:

### Sample Text Window

Identify the various types of text in the History window for which you can set colors. Move your cursor to an area in the window. The Description field shows the type of text selected. For example, position your cursor on an untranslate. The Description field at the bottom of the screen identifies the text as an untranslate.

When you identify the type of text you want to change, you can click it to select it for modification. CATalyst BCS displays the type in the drop down list to the right.

### Description

Describes the text on which the cursor is positioned in the sample window.

### Drop Down List

Select the type of text for which you want to change the color. A red box displays around the selected text type in the sample window.

Sent Text and Next Send Line have two color selections. The top color drop down list box is the text color. The bottom drop down list box is the background color.

### Color Field

The current color for the text type identified in the above field. Click the Color field to display the Color palette. Click the color you want to use and press **Enter (OK)**.

### More Colors

You can create your own color by selecting **Define Custom Color**. A color selection screen displays. To create your own color, consult your Windows documentation for more information.

### Default Colors



Reset colors for all the text types to the default settings that came with CATalyst BCS.

3. Press **Enter (OK)** to accept the changes and close the Caption Colors dialog box. CATalyst BCS remembers the new settings for the current user until changed again.

## Story Queue

Story Queue on the Setup menu is a CATalyst BCS feature that allows you to rearrange loaded stories in the Story Queue. This way of rearranging stories is similar to the CAPtivor method. You can also rearrange stories directly in the [Story Queue](#) window.

To rearrange stories using the Story Queue feature:

1. Press **Alt + p, q (Setup/Story Queue)**. The Arrange Stories dialog box displays.
2. On the Text line below the Story window, type any of the reordering commands to rearrange the stories. Press **Enter** after each command entry. Use Reset to restore the original story order when you opened the Arrange Stories dialog box.

### Reorder ( , comma)

Example: 3,4 will list stories in this order:

3

4

1

2

### Swap ( = equals sign)

Example: 2=4 results in:

1

4

3

2

### Delete ( D )

Example: D1,2,3 or D1:3 results in stories 1, 2, and 3 being removed from the list

### Place Before ( / forward slash)

Example: 4/2 results in:

1

4

2

3

### Range indicator

Example: 2:4/1 results in

2

3

4

1

3. When finished, press **Alt + d (Done)**. The stories display in the Story Queue in the rearranged order.

## Dictionaries

Dictionaries on the Setup menu is a CATalyst BCS feature that allows you to temporarily or permanently modify the Dictionary settings for the current Profile and apply the change to the current captioning session.

1. Press **Alt + p, i (Setup/Dictionaries)** to display the [Dictionaries](#) Profile tab. Add, remove or reorder the dictionaries.
2. When finished, select one of the following:

### OK

Apply the changes to the current Profile for the current captioning session only and close the dialog box.

### Save

Apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

## Connections

Connections on the Setup menu is a CATalyst BCS feature that allows you to dial a specific modem, hang up the current modem or modify modem information in the current Profile and apply the change to the current captioning session.

You can also quickly add a new telephone number during a captioning session using the [Add a Connection](#) feature in the Session Information window. The new connection settings are added to the current Profile.

To change the modem connection or information:

1. Press **Alt + p, c (Setup/Connections)**. The Modem dialog box displays.
2. A list of available connections for the current profile displays the associated modem telephone number.
3. Use the options as necessary:

### Dial

Highlight the connection you want to dial and select **Dial**. A check mark displays next to the active connection.

### Hang up

Highlight the connection from which you want to disconnect and select **Hang up**.

### Modify Profile

Modify [Connections](#) options, such as COM port or phone number, for the current profile. Create new, delete or change the order of connections. The first connection listed is the default for this Profile. After making changes, select one of the following:

### OK

Apply the changes to the current Profile for the current captioning session only and close the dialog box.

**Save**

Apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

4. When finished, select **Done** to apply the change and close the dialog box.

## Caption Style

Caption Style is a CATalyst BCS feature that allows you to temporarily or permanently modify the Caption Style for the current Profile and apply the changes to the current captioning session.

1. Press **Alt + p, y (Setup/Caption Style)** to display the Caption Styles dialog box.
2. Use the options as necessary.

**Select**

Highlight a Caption Style to use for the current session and then choose Select. CATalyst BCS applies your selection and closes the dialog box.

**Custom**

This feature is currently unavailable.

**Modify**

Display the [Caption Styles](#) tab where you can make temporary or permanent changes to the current Caption Style. Create new, delete or reorder the caption styles. The first style listed is the default for this Profile. After making changes, select one of the following:

**OK**

Apply the changes to the current Profile for the current captioning session only and close the dialog box.

**Save**

Apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

**Done**

Close the dialog box.

## Numeric Island Keys

Numeric Island Keys on the Setup menu is a CATalyst BCS feature that allows you to temporarily or permanently create or modify [Numeric Island Keys](#) (NIK) for the current Profile and apply the changes to the current captioning session.

1. Press **Alt + p, n (Setup/Numeric Island Keys)** to display the Numeric Island Keys dialog box.
2. When finished, select one of the following:

**OK**

Apply the changes to the current Profile for the current captioning session only and close the dialog box.

### **Save**

Apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

## **EZText**

EZ Text on the Setup menu is a CATalyst BCS feature that allows you to temporarily or permanently modify EZ Text settings for the current Profile and apply the changes to the current captioning session.

1. Press **Alt + p, z (Setup/EZ Text)** to display the [EZ Text](#) Profile tab. Modify, delete or insert AutoInclude files, such as credit, fund or XDS.
2. When finished, select one of the following:

### **OK**

Apply the changes to the current Profile for the current captioning session only and close the dialog box.

### **Save**

Apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

## **EZ Speakers**

EZ Speakers on the Setup menu is a CATalyst BCS feature that allows you to pre-define speakers names for the active Profile and apply the changes to the current captioning session.

1. Press **Alt + p, z (Setup/EZ Text)** to display the [EZ Speakers](#) Profile tab. Create new or modify existing EZ Speaker entries.
2. When finished, select one of the following:

### **OK**

Apply the changes to the current Profile for the current captioning session only and close the dialog box.

### **Save**

Apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

## **Multiple Outputs**

Multiple Outputs on the Setup menu is a CATalyst BCS feature that allows you to temporarily or permanently modify the Multiple Output settings for the current Profile and apply the changes to the current captioning session.

1. Press **Alt + p, m (Setup/Multiple Outputs)** to display the [Multiple Outputs](#) Profile tab. Create new, remove or reorder connections.
2. When finished, select one of the following:

### **OK**

Apply the changes to the current Profile for the current captioning session only and close the dialog box.

**Save**

Apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

**Contacts**

Contacts on the Setup menu is a CATalyst BCS feature that allows you to temporarily or permanently modify the Contact information for the current profile and apply the changes to the current captioning session.

1. Press **Alt + p, t (Setup/Contacts)** to display the [Contact Info](#) Profile tab. Create new, delete or reorder emergency, support and e-mail information.
2. When finished, select one of the following:

**OK**

Apply the changes to the current Profile for the current captioning session only and close the dialog box.

**Save**

Apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

**Realtime**

The Realtime options allows you to set writing machine options. This includes identifying the writing machine used and the type of connection used from the writer to the computer running CATalyst BCS.

When changing translate options and advanced translate options from the Setup menu, do one of the following:

- Click **OK** to apply the changes to the current Profile for the current captioning session only and close the dialog box.
- Click **Save** to apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

**Realtime Options**

Make necessary entries. When finished, select **OK** to apply the changes to the current captioning session only or **Save** to apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

**Realtime Writing Machine**

Select the type of writing machine you are using:

- **Stenograph Writer Serial/Bluetooth**  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion, Stentura Protégé, Stentura LX, Stentura, 220/400SRT and SmartWriter.
- **Stenograph Writer USB**  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion and Stentura Protégé.

- Stenograph Writer WiFi  
This option includes Stenograph's Luminex, Diamante and élan Mira A3.
- StenoRam III, III+, Ultra  
This option includes Xscribe's StenoRam III, III+ and Ultra with a serial connection.
- FlashWriter  
This includes ProCAT's Flash steno machine and any other steno writer that uses the Flash serial connection protocol.
- Baron TX  
This includes Baron Transcriptor X (TX) steno machine and any other steno writer that uses the BOLT serial connection protocol.

### Audio

To use the Audio features, your e-Key license must include the AudioSync option.

**IMPORTANT:** Do NOT change the clock time on your computer at any time during the realtime session or have any operating system setting that automatically updates your clock. Changing the clock time once Realtime begins affects the playback of the recording.

### Record Audio

Check this box to use AudioSync. When you record audio, the audio pulse meter displays in the lower right hand corner of the realtime screen. Green indicates the audio is recording to the realtime file. Gray indicates the audio is paused. When you start writing, the Resume Audio picks up the last 5 seconds of the audio.

### Record To

When using AudioSync, select the folder where you want to write the audio portion of the file. The default is the *CAT4\usr\yourusername* folder. If necessary, use **Browse** to select another location.

### Compression Type

When using AudioSync, select **one** of the following to indicate the compression rate:

#### 14 MB/Hr

This is the default setting. Recording at 14 MB per hour produces a higher quality recording but takes up more hard drive space.

#### 6 Mb/Hr

It is strongly recommended that you test the writing and recording ability of your computer to handle this setting due to the system resources required.

### Audio Input

By default, AudioSync uses the Windows setting for the recording device. If you have an audio feed already using the Windows default setting, it may be necessary to change the input location for AudioSync.

Voice translators in particular may want to use the Windows default for their ViaVoice or Dragon Naturally Speaking mask or headset and select a different device for the AudioSync Room Noise. For example, you can change AudioSync from the Microphone port to the Line In port. Use the drop down box to select an alternate recording input device.

### Auto Pause Audio

Check this box to automatically pause the AudioSync recording after a specific period of time, when no new steno is being input from the writing machine. You must enter a value in the After Seconds field. Using this feature can help conserve disk space when recording audio on jobs where long or frequent pauses occur.

AudioSync automatically resumes recording when you begin writing new steno when you use the Auto Pause Audio feature. If you use the translation command {Pause Audio}, you must write the {Resume Audio} stroke to resume writing.

### **After Seconds**

When you check the box for Auto Pause Audio, you must type the number of seconds AudioSync should wait before pausing when no new steno is being input from the writing machine.

## **Connection**

### **COM Port**

Select the appropriate COM port on the CATalyst BCS system for the realtime cable connection to the writing machine. If you are using the élan USB connection, no COM port selection is necessary. For more information on COM or serial ports, refer to the user guide for your computer.

If you are using a USB serial adapter, confirm the correct COM port assignment through the Windows Device Manager. For more information on Device Manager, consult your Windows documentation.

The number of available COM ports vary among computers. When you copy a Profile from one computer that contains more available COM ports than the computer to which it is copied, CATalyst BCS retains the COM port information. On the computer with less COM ports, the COM ports are listed as unavailable in the drop down box. For example, "COM 4 not available."



You do not need to set the COM port field when connecting via a USB port.

### **Direct (Cable)**

Select this option when you are writing realtime directly connected to the CATalyst BCS system with a realtime cable. This option does not apply when you select Stenograph Writer USB as your realtime writer.

### **Modem**

Select this option when you are writing realtime remotely over the phone lines. The writing machine is connected to a phone jack via a modem cable. The remote CATalyst BCS system is connected to a phone jack via a modem cable.

### **Answer**

Have the writing machine call the CATalyst BCS modem.

### **Number**

Have the CATalyst BCS system call the writing machine modem. Type the phone number in the Number field below.

When you select *Call*, type the telephone number of the remote writing machine. If applicable, include any numbers required to access an outside telephone line. For example, if you need to dial 9 to reach an outside line and 1 reach a different area code, the number would resemble the following: 9, 1, 123-456-7890.

## **Voice Engine**

These options apply to voice translation. You must have the software for the selected voice engine installed on your computer and have your e-Key license include the CATalyst VP option. Select one of the following:

### **Dragon Naturally Speaking 8**

Select this option when using Dragon Naturally Speaking Version 8.10 or higher for voice translation.

### **ViaVoice for Windows 10**

Select this option when using ViaVoice for Windows 10 for voice translation.

## **Preferences**

Preferences are a group of settings that affect how CATalyst BCS handles certain captioning settings during the session. You set caption Preferences on the Preferences tab in the Caption Translate Options dialog box. Preference settings remain the same until changed.

Access Preferences:

- each time you start a CATalyst BCS session. In the Broadcast Captioning Translate dialog box, select **Options** and then select the **Preferences** tab.
- during a BCS session. Press **Alt + p, e (Setup/Preferences)**. When changing translate options and advanced translate options from the Setup menu, do one of the following:
  - Click **OK** to apply the changes to the current Profile for the current captioning session only and close the dialog box.
  - Click **Save** to apply the changes to the current captioning session, permanently save them to the current Profile and close the dialog box.

## **Preferences Tab**

In the Preferences tab, highlight the preference name on the left side of the dialog box to display the preference options on the right side. The following list is a summary of BCS translate preferences. For detailed information, click the name.

### **BCS Preferences**

### **Preference Summary**

#### [General](#)

Determine how CATalyst BCS handles files and dictionaries when it cannot locate the path when starting a session; and how to handle global tables when appending, overwriting and closing a session.

#### [Simultaneous ASCII](#)

Set this option and select a default name and location for the concurrent ASCII file created of CATalyst BCS text being sent to the encoder.

#### [Warnings](#)

Select to display message boxes for certain selections during a CATalyst BCS session.

#### [Display](#)

Set default settings for dialog pane positions when starting a CATalyst BCS session.

#### [Scripts](#)

Set Script dialog pane options for cursor movement with send commands, retaining text case, audio warning and script



accessibility in the Story Queue.

## Connect Writer

Connect Writer is a CATalyst BCS feature that allows you to establish connection with the writing machine. Steno outlines written on the writing machine prior to starting a captioning session are not sent to the BCS realtime screen. When this option is grayed out, your writing machine is connected.

To connect the writing machine:

1. Be sure your writing machine is on and connected to the computer.
2. Press **Alt + p, w (Setup/Connect Writer)**.
3. Begin writing.

## Disconnect Writer

Disconnect Writer is a CATalyst BCS feature that allows you to disconnect the writing machine from the current captioning session. When this option is grayed out, your writing machine is not connected.

To disconnect the writing machine, press **Alt + p, r (Setup/Disconnect Writer)**.

## CATalyst BCS Special Edit Commands

Special Edit Commands include several features that enhance your caption editing, including but not limited to conducting special searches and scans; and changing number, punctuation and word formats.

### Fix Numbers

CATalyst BCS has two editing features that allow you to quickly change the format of numbers while working in the History Window: [Automatic Number Conversion](#) and [Number Conversion](#). Automatic Number Conversion converts numbers and words using specific formatting rules in the NumberConversion.ini file. Number Conversion converts numbers written as digits (1234), text (one thousand two hundred thirty-four), or a combination of digits and text (12 hundred) into selected text or numeric formats.

### Automatic Number Conversion

Automatic Number Conversion converts numbers and words in the History window using specific formatting rules in the [NumberConversion.ini](#) file. The formatting rules are based on word and number combinations. You can also use the [Automatic Number Conversion](#) translate option to automatically convert numbers and words using the NumberConversion.ini file during captioning. Since Automatic Number Conversion uses number formats in the NumberConversion.ini Automatic Number Conversion does not use Number Conversion or Number Trigger dictionary entries. The CATalyst BCS NumberConversion.ini file is located in the Captioning case of the System Files case.

#### Apply Automatic Number Conversion

1. In the History window, position the cursor immediately before or within the number and words you want to change.
2. Press **Alt + s, u, v (Special Edit/Fix Numbers/Automatic Number Conversion)**.

## Number Conversion

Number Conversion converts numbers written as digits (1234), text (one thousand two hundred thirty-four), or a combination of digits and text (12 hundred) into selected text or numeric formats. Some formats must have a specific number of digits in order for that number conversion to display in the Number Conversion dialog box. For example, there must be nine numbers to convert to a Social Security number.

CATalyst BCS comes with a default list of number conversion formats, such as ordinal, Roman numerals and time. You can [customize](#) the list by modifying entries in the Number Conversion section of the UserSettings file.

You can also create dictionary entries with number conversion formats to convert numbers during captioning.

## Convert a Number in the History Window

1. Select the digits or text for conversion. Do **one** of the following:
  - If the numbers are digits and contiguous (1234), place the cursor immediately before the number and press **Ctrl + u (Special Edit/Fix Numbers/Number Conversion)**.
  - If the numbers are digits, separated by a space (1234 67), to include all the numbers in the conversion, use a Mark command to highlight all the numbers and press **Ctrl + u (Special Edit/Fix Numbers/Number Conversion)**.
  - If the number appears as text or is part digits and text, use a Mark command to highlight all the text or digits and text and press **Ctrl + u (Special Edit/Fix Numbers/Number Conversion)**.
2. The Number Conversion dialog box displays. Highlight a number format. The actual number you are formatting displays in the Formatted Text field.
3. Do one of the following:

### Search and Replace

The Number Conversion dialog box closes and the [Search and Replace](#) dialog box displays allowing you to search the job for the highlighted number and replace it with the selected number format. When the Search and Replace is finished, the Search and Replace dialog box closes.

### E-Define

E-Define the highlight number using the selected number format. CATalyst BCS applies the E-Define and closes the Number Conversion dialog box.

### Enter

Press **Enter** to apply the formatting only to this occurrence.

## Number Conversion - Customize List

The [Number Conversion](#) feature in the History window uses a default list of number formats to convert numbers written as digits (1234), text (one thousand two hundred thirty-four), or a combination of digits and text (12 hundred) into selected text or numeric formats. You may have a special number format based on your type of work or work area that is not available in the default list. You can customize the list to meet your needs by modifying the entries.

An entry in the number conversion list consists of two lines: Format and FormatDesc. Located in the UserSettings file, the number conversion list displays all Format lines together and all FormatDesc lines together. The Format line includes a numeric identifier, such as "Format1," along with the actual number conversion format, such as "NNN NN NNNN." The FormatDesc line includes a numeric identifier, such as "FormatDesc1," followed by a user defined description. For example, the default entry for a social security number is:

Format1 NNN-NN-NNNN

FormatDesc1 Social security number

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

## Modify the Number Conversion List

The conversion format for the Number Conversion feature uses the same [formats](#) and [guidelines](#) as Number Conversion and Number Trigger dictionary definitions. This includes the use of N, n, X, x, 0, \_, and \. The Number Conversion dialog box in Edit displays number conversion commands in alphabetical order.

To modify a Number Conversion format:

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

## Fix Punctuation

CATalyst BCS contains several features that assist you in applying punctuation while editing in the History Window. They include:

- [Cycle Possession](#)
- [Smart Punctuation](#)
- [Smart Remove Punctuation](#)
- [Stitch](#)
- [Surround Text with Punctuation](#)
- [Toggle Punctuation](#)

## Cycle Possession

Cycle Possession allows you to cycle through a choice of possessive apostrophes. When you place your cursor on a word ending with an "s" and select Cycle Possession, you can cycle through a choice of plural possessive apostrophe, no apostrophe and single possessive apostrophe and then back to plural possessive. For example, the word "friends" displays in the transcript. Using Cycle Possession, the cycle choices would be friends', friends and friend's. Invoking the command on a singular word first makes the word plural and then cycles through the possessives. For example, "dog" becomes dogs', dogs, dog's.

In rare circumstances, Cycle Possession may not produce a desired result. For example, using Cycle Possession with the word bus, you get " bus' " and then you get "bu" because "bu" is in one of the CATalyst BCS wordlists. In this situation, you can add "bu" as an exclude to your Personal wordlist and Cycle Possession no longer offers the word. In another example, using Cycle Possession with the word "knife" results in "knifes." Knifes is considered a correct spelling but you want the word "knives." Add the word "knives" as an exclude to your Personal wordlist and Cycle Possession offers "knives."

## Use Cycle Possession

1. Place the cursor immediately before or on the word.
2. Press **Ctrl + ' (Special Edit/Fix Punctuation/Cycle Possession)** until you have selected the possessive option you want to use.



[Keyboard Map](#) Function: Cycle Possession

## Smart Punctuation

Smart Punctuation is a feature designed to help reduce steps when typing and removing certain punctuation. When you press the selected keyboard command, CATalyst BCS inserts the punctuation, preset spacing, and when appropriate, capitalizes the next word. CATalyst BCS inserts only the amount of spaces needed for the selected punctuation. For example, the default Smart Punctuation setting for a period inserts two spaces after the period. You place your cursor at the end of a word or the beginning of the next word (one space already exists between the two words) and press period. Since one space already exists, CATalyst BCS inserts the period immediately following the word (before the cursor if you cursor was immediately following a word or at the end of the previous word if your cursor was on the beginning of the next word), inserts one additional space to meet the default setting of two spaces and capitalizes the next word. When you remove punctuation, CATalyst BCS removes the punctuation, spacing and when appropriate, uncaps the next word.

Smart punctuation also replaces existing punctuation. For example, if you have the text "He was there. I know he was there." If you position your cursor either immediately after the period or immediately before "I" and you press a comma, CATalyst BCS will remove the period, replace it with the comma and remove the extra space that was following the period. In this example, it does nothing to the "I" because is capitalized and should not be lower cased. "He was there, I know he was there."

CATalyst BCS applies Smart Punctuation when you use the [Toggle Punctuation](#) feature or type punctuation, provided a space occurs before or after the point of insertion. Smart Punctuation does not apply during translation where punctuation is determined by the dictionary definition or when you type text and include punctuation, such as [www.stenograph.com](http://www.stenograph.com).

Smart Punctuation spacing is determined by the Spaces After settings in the UserSettings file. You can customize the automatic spacing by changing the settings. For example, to have one space after a period when you press the period key in the History window, change the default setting for the Spaces After Period option from two spaces to one.

The Case CATalyst Default keyboard map contains default key assignments for the Smart Punctuation commands. You can change these key assignments.

## Smart Punctuation Commands and Default Keyboard Assignments

### Colon

Attaches a colon (:) to the end of the previous word, adds two spaces, and caps the next word.

Default Key Assignment: Shift + :

### Comma

Attaches a comma (,) to the end of the previous word and adds a space.

Default Key Assignment: ,

### Exclamation

Attaches an exclamation mark (!) to the end of the previous word, adds two spaces, and caps the next word.

Default Key Assignment: Shift + 1

### Period

Attaches a period (.) to the end of the previous word, adds two spaces, and caps the next word.

Default Key Assignment: .

### Question

Attaches a question mark (?) to the end of the previous word, adds two spaces, and caps the next word.

Default Key Assignment: Shift + /

### Remove Punctuation

Removes the punctuation at the end of the previous word, removes a space, and uncaps the next word. This feature works for colon, period, exclamation mark, question mark, and semi-colon.

Default Key Assignment: None.

### Surround with Dashes

Surround with Dashes automatically inserts dashes (–) with spaces before and after each dash around the current word or marked words.

Default Key Assignment: Ctrl + =

### Semi-colon

Attaches a semi-colon (;) to the end of the previous word and adds a space.

Default Key Assignment: ;

## Customize Smart Punctuation Spacing

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type **Spaces-After** and press **Enter**. Case CATalyst locates the *Spaces-After* section.
6. In the *Spaces-After* section, click **Edit** on the desired option.
7. Type the desired number of spaces, **0 - 5**, in the field and click **OK**. To restore the default setting, click **Default**. Use the Spaces After Options table below to review the available settings, their defaults and a brief description of their function.
8. Press **Alt + s (Save)** to save the setting and close the dialog box.

### Spaces After Options - Defaults

Spaces After Option	Default	Function
Reporters Dash	2	Sets the number of dashes (--) that are inserted when using the Reporter's Dash or Toggle Punctuation command. This setting does <u>not</u> affect the Interrupted Q/A/C command.
Spaces After Colon	2	Sets the number of spaces that follow the punctuation when a colon (:) is typed.
Spaces After Comma	1	Sets the number of spaces that follow the punctuation when a comma (,) is typed.
Spaces After Dash	1	Sets the number of spaces that follow the punctuation when inserting a dash using the Reporter's Dash or Toggle Punctuation command. This setting does <u>not</u> affect the Interrupted Q/A/C command.
Spaces After Exclamation	2	Sets the number of spaces that follow the punctuation when an exclamation mark (!) is typed.
Spaces After Period	2	Sets the number of spaces that follow the punctuation when a period (.) is typed.
Spaces After Question	2	Sets the number of spaces that follow the punctuation when a question mark(?) is typed.
Spaces After Semicolon	1	Sets the number of spaces that follow the punctuation when a semicolon (;) is typed.
Spaces Before Dash	1	Sets the number of spaces that precede the punctuation when inserting a dash using the Reporter's Dash or Toggle Punctuation command.

This setting does not affect the Interrupted Q/A/C command.

## Smart Remove Punctuation

Smart Remove Punctuation removes unnecessary punctuation and extra spaces. For example, you have the following: "Don't go down that road. Today." If your cursor is immediately before the T in "Today", when you invoke the Smart Remove Punctuation command, CATalyst BCS removes the period and the extra space.

Smart Remove Punctuation is a keyboard command feature. You must select a keyboard combination to use the feature, adding it to the desired [keyboard map](#).

## Add Smart Remove Punctuation to the Active Edit Keyboard Map

1. Double click the keyboard name in the Status bar at the bottom of the screen.
2. Press **Ctrl + i (Edit/Insert)**. The Assign Key to Function dialog box displays.
3. Click any function in the Functions list and press **Ctrl + f**. The Find dialog box displays.
4. Type **Smart Remove Punctuation**, select a direction and press **Enter (OK)**. CATalyst BCS highlights the feature.
5. In the Key field, select a key for assignment from the drop down list and then click the radio button next to **one** of the following: **Key Only**, **Ctrl + Key**, **Shift + Key**, **Ctrl + Shift + Key**. When a function is currently assigned to the selected key combination, it displays in the Currently Assigned to field. If no function is assigned, the field is blank.

When selecting a single key for assignment, consider instead, assigning Shift plus the key to prevent the possibility of invoking the capped version of the keyboard command when the Caps Lock is on.

6. Press **Enter (Assign)**. The entry displays in the Keyboard Map list.

If you select a key combination currently assigned to another function, the following message displays: "The Key: *nameofkey* is already assigned to the Function: *nameoffunction*. Do you want to replace it?" Choose **Yes** to replace the existing assignment with the new function. Choose **No** to retain the existing assignment.

7. Press **Esc (Close)** to exit the Assign Key to Function dialog box.
8. Press **Ctrl + s (File/Save)** to save the change to the keyboard map.
9. Press **Ctrl + F4**, to close the keyboard map.



[Keyboard Map](#) Function: Smart Remove Punctuation

## Stitch

Stitch cycles through options to define the character or separator between letters of a word or between words. The default characters and cycle order is hyphen, space and period. You can customize the character selection and the cycle order and select how the space is handled for the Stitch command. The default setup does the following:

- Inserts a hyphen, space, or period between the letters of one word.
- Insert a hyphen, space or period between two or more words.
- Inserts hyphens, or periods between the letters of two or more words.

**To use the Stitch command:**

1. Do **one** of the following:
  - Place the cursor in front of the word or on the word you want to Stitch.
  - Mark the words you want to Stitch.
2. Press **Ctrl + - (hyphen) (Special Edit/Fix Punctuation/Stitch)** to cycle through the selection.



[Keyboard Map](#) Function: Stitch

## Customize Stitch Characters

Customize the character selection for the Stitch command. To modify the list:

1. From Manage Jobs, press **Alt + t, o, e, a (Tools/Options/Edit/Advanced Edit)**. The Advanced Edit Options dialog box displays.
2. Click **Stitch characters in cycle order** option and type the desired characters in the desired cycle order.
3. To change how spaces are handled, click the **Stitch Spaces** and select the appropriate option. The Stitch Spaces option allows you to select how a "space" is handled if a "space" is part of your Stitch characters in cycle order options. The available options apply to the "space" in your cycle order of the stitch command. Three options on handling a space are available.
4. To include a Delete Space format symbol at the end of the stitch cycle, click the **Include Delete Space**.  
If this option is set to Yes, then the very last cycle of the Stitch command will insert a <Delete Space> format symbol between the characters/words. For example, during the testimony the witness refers to WITC and it translates as W I T C. During editing you highlight W I T C and if a <Delete Space> was at the end of the stitch cycle, then the result would be WITC and Reveal Codes would show W<Delete Space>I<Delete Space>T<Delete Space>C.  
The default setting for this option is No.
5. Press **Enter (OK)** close the Advanced Edit Options dialog box and save the changes.



## Surround Text with Punctuation

Surrounding text with punctuation is a feature designed to help reduce steps when typing and adding certain punctuation. When you highlight text and then press the designated keyboard command, Case CATalyst inserts the punctuation before and after the highlighted text. You can surround a word or phrase with single quotes, double quotes, commas and parentheses. For single quotes, double quotes and parentheses, Case CATalyst inserts the punctuation immediately in front of the highlighted text and immediately following the highlighted text. When inserting commas, Case CATalyst inserts a comma following the word preceding the highlighted text and following the last word of the highlight text.

You can also highlight the same text that includes the surrounding punctuation, press the matching opening punctuation and the surrounding punctuation is removed. Using the example, "so he said" which is surrounded by quotes, you can highlight "so he said" and press the keys assigned to " (quote) and the quotes are removed resulting in *so he said*.

If there is multiple surrounding punctuation around the highlighted text, for example, ("so he said"), in order to remove only the surrounding quotes, you would need to highlight just the text surrounded by the quotes or the quotes and the text and then press the keys assigned to " (quote). Using the same example, if you wanted to remove both sets of opening and closing punctuation, you could highlight all the punctuation and text and press the keys assigned to ( (open parenthesis) to remove the parentheses and then the keys assigned to " (quote) to remove the quotes.

## Surround Text with Selected Punctuation

1. Highlight the desired word or phrase.
2. Press one of the following default keyboard commands:

'	Single Quote
"	Double Quote
( or )	Left or Right Parenthesis
,	Comma

## Surrounding Punctuation that can be Toggled

'	Single Quote
"	Double Quote
(	Left or Right Parenthesis

## Toggle Punctuation

Toggle Punctuation allows you to cycle through several common punctuation symbols on the same line or paragraph without moving the cursor to the actual punctuation. Using three different keyboard commands, you can change punctuation on the same line as the cursor and at the end of the current paragraph.

[Smart Punctuation](#) applies when you use the Toggle Punctuation command. CATalyst BCS automatically inserts the punctuation, adjusts the spacing and when appropriate, initial caps or changes to lower case the first letter of the next word. You can change the number of spaces CATalyst BCS automatically inserts after the punctuation by [changing the settings](#) in the UserSettings.sgxml file.

Toggle Punctuation contains the following punctuation:

- Period (.)
- Question Mark (?)
- Comma (,)
- Reporter's Dashes (--)
- No Punctuation (removes punctuation)

When you select No Punctuation, you can still cycle to one of the other options, in the same punctuation location, as long as you do not move the cursor. Once you move the cursor, you cannot go back and use the Punctuation command.

- Colon (:)
- Semicolon (;)
- Exclamation Point (!)

### Toggle Punctuation Commands

#### Ctrl + , (comma)

Hold **Ctrl** and press , (**comma**) to change the first punctuation occurrence following the cursor, which occurs on the same line as the cursor. Keyboard map function assignment is Toggle All Punctuation.

#### Ctrl + . (period)

Hold **Ctrl** and press . (**period**) to change the last ending punctuation on the same line as the cursor. This command toggles period, question mark, exclamation mark, dashes, and no punctuation. Keyboard map function assignment is Toggle Sentence Ending Punctuation.

#### Ctrl + Shift + . (period)

Hold **Ctrl** and **Shift** and press . (**period**) to change the ending punctuation of the paragraph in which the cursor is located. This command toggles period, question mark, exclamation mark, dashes, and no punctuation. Keyboard map function assignment is Toggle Paragraph Ending Punctuation.

### Fix Words

CATalyst BCS contains several features that assist you in editing words in the History Window. They include:

- [Cap/Uncap](#)
- [Word Swap](#)
- [Restore Steno](#)
- [QuickFix Prefix](#)
- [QuickFix Suffix](#)
- [Remove Suffix](#)
- [Split Compound Word](#)
- [Cycle Contraction](#)
- [Cycle Homophones](#)
- [Cycle Possession](#)

## Cap/Uncap

The Cap/Uncap command cycles through three options to capitalize and lower case the letters, words or phrases in the History window and the text field of D-define, J-define, E-define, Insert, and Replace dialog boxes. The options include:

- Capitalize the first letter in a word or phrase.
- Capitalize all the letters in a word or phrase.
- Uncap the letters in a word or phrase.

When capping stitched words, the command affects each letter. For example *W o r d s*, *W O R D S*, and *w o r d s*. This command does not uncap a letter if an embedded command controls the capitalization of that letter.

The Cap/Uncap command does not initial cap articles or conjunctions, specified in the "Words to suppress capping when found in the middle of phrase" list, when they appear between a series of words such as United States of America or State of the Union. It does continue to initial cap the word when the article or conjunction occurs at the beginning of a phrase such as The Main Store. You can modify the list.

To use the Cap/Uncap command:

1. Place the cursor immediately before the word, on the word, or mark the block of text you want to cap or uncap.
2. Press **Ctrl +F5 (Special Edit, Fix Words, Cap/Uncap)** until you have the desired capitalization option.






[Keyboard Map](#) Function: Cap/Uncap

## Modify the Uncap Word List

CATalyst BCS comes with a default list of articles and conjunctions that are not capitalized when they occur between a series of words such as United States of America or State of the Union. When the article or conjunction occurs at the beginning of a phrase, CATalyst BCS capitalizes the word. For example, "The Main Store."

To modify the list:

1. From Manage Jobs, press **Alt + t, o, e, a (Tools/Options/Edit/Advanced Edit)**. The Advanced Edit Options dialog box displays.
2. Click **Words to suppress capping when found in middle of phrase**.
3. Click the  button to display the Capitalization dialog box which contains the list of words to not capitalize. To add a word to the list, click the  button and type the entry in the field that displays. To remove a word from the list, highlight the word and click the  button. Press **Enter (OK)** when finished to save the changes.
4. Press **Enter (OK)** close the Advanced Edit Options dialog box and save the changes.

## Word Swap

Word Swap reverses the position of two words. For example, in the sentence, " She would doing start the dishes." the word "doing" and "start" are reversed. Using Word Swap, you can switch the position of the words so that the sentence reads, "She would start doing the dishes."

If the words have associated steno, the steno outlines are not swapped. You cannot use the Word Swap command on untranslated steno.

To use Word Swap, place the cursor before or on the first of the two words you want to swap and press **Ctrl + w (Special Edit/Fix Words/Word Swap)**.

## Restore Steno

Restore Steno converts the selected text back to steno for possible redefining.

To restore the steno outline for text:

1. Do **one** of the following:
  - Place the cursor in front of or on the word for the steno you want to restore.
  - Mark the words for the steno you want to restore.
2. Press **Ctrl + F2 (Special Edit/Fix Words/Restore Steno)**.

## QuickFix Prefix

QuickFix Prefix attaches a suffix to a word using the [EZ Link](#) rules of spelling. QuickFix Prefix also uses the [Prefixsuffixrules.ini](#) file when the Prefixsuffixrules.ini file is located in your System Files case. CATalyst BCS attaches a prefix you select from the list of prefixes and attempts to correctly spell the combined word, first checking the Spell Check wordlist for a match. If no match exists then CATalyst BCS attaches the combined root word and suffix without any spelling changes.

The QuickFix Suffix table contains entries that determine the suffix list in the QuickFix Prefix dialog box. You can [change](#) the default entries in the list.

## Attach a Prefix

1. Place your cursor immediately before, after or on the word to which you want to add a prefix.
2. Place your cursor immediately before or on the word to which you want to add a prefix.
3. Press **Alt + s, w, x (Special Edit/Fix Words/QuickFix Prefix)**. The QuickFix dialog box displays.
4. Review the fields and options:

### Results

The root word selected for QuickFix. Once a prefix is selected, the result of the root word combined with the prefix displays.

### Window

The list of prefixes with a letter assignment for each prefix. To switch the list, click the radio button next to **Suffix**.

### Options

Display the Prefixes dialog box. The entries in this table display in the selection list for QuickFix Prefix. Make changes as necessary and then press **Enter (OK)**.

5. Make your prefix selection from the list by pressing the associated letter or highlighting the entry and pressing **Enter (OK)**.

## QuickFix Suffix

QuickFix Suffix attaches a suffix to a word using the [EZ Link](#) rules of spelling. QuickFix Suffix also uses the [Prefixsuffixrules.ini](#) file when the Prefixsuffixrules.ini file is located in your System Files case. CATalyst BCS attaches a suffix you select from the list of suffixes and attempts to correctly spell the combined word, first checking the Spell Check wordlist for a match. If no match exists then CATalyst BCS attaches the combined root word and suffix without any spelling changes.

The QuickFix Suffix table contains entries that determine the suffix list in the QuickFix Suffix dialog box. You can [change](#) the default entries in the list.

## Attach a Suffix

1. Place your cursor immediately before, after or on the word to which you want to add a suffix.
2. Press **Alt + s, w, q (Special Edit/Fix Words/QuickFix Suffix)**. The QuickFix dialog box displays. Or assign a key combination to QuickFix Suffix in a keyboard map and press that key combination.
3. Review the fields and options:

### Results

The root word selected for QuickFix. Once a suffix is selected, the result of the root word combined with the suffix displays.

### Window

The list of suffixes with a letter assignment for each suffix. To switch the list, click the radio button next to **Prefix**.

### Options

Display the Suffixes dialog box. The entries in this table display in the selection list for QuickFix Suffix. Make changes as necessary and then press **Enter (OK)**.

- a. Do any of the following:
  - a. To add a suffix from the list, press the associated letter or highlight the entry and press **Enter (OK)**.
  - b. To remove an existing suffix from the word, press **Alt + r**. Repeat if necessary. To then add a suffix from the list, press the associated letter or highlight the entry and press **Enter (OK)**.

## Remove Suffix

The Remove Suffix command is available from the Special Edit, Fix Words submenu working in the History file or caption file. The Remove Suffix uses the entries in the [PrefixSuffixRules](#).ini file to determine the shortest suffix to remove first. For example, the word *wanderings* is in the transcript. You position your cursor before *wanderings* and select Remove Suffix and the suffix "s" is removed to show the word *wandering*. If you use the Remove Suffix command again, the suffix "ing" is removed to show the word *wander*. If you used the Remove Suffix command again, the suffix "er" is removed to show the word *wand*. The PrefixSuffixRules.ini file contains prefix and suffix entries along with the rules as to how to attach the prefix or suffix. The Remove Suffix command uses these entries and rules to determine the suffix and how to remove it. In the example above, there is an entry for suffix 's' in the PrefixSuffixRules file and that is the shortest suffix to remove. Once that suffix is removed, there is an entry in the PrefixSuffixRules file for suffix 'ing', so that is the next suffix to remove. Finally, there is an entry for suffix 'er' so when the command is used again, the suffix 'er' is removed from the word 'wander' to form 'wand.'

The Remove Suffix command also spell checks the word to make sure it is a valid word once the suffix is removed. Let's say you have the word *coming* in the transcript and you use the Remove Suffix command. Depending on your PrefixSuffixRules entries, the result might be *com*. Spell Check recognizes 'com' as a word. You could open your [Personal Wordlist](#) and insert *com* and select the Exclude feature and the next time you remove the suffix from the word 'coming', it will result in 'come.'

### To remove a suffix

1. Position your cursor immediately before the word with the suffix. You can also highlight the word but it is not necessary.
2. Press **Alt + s, w, r** (Special Edit, Fix Words, Remove Suffix).  
If necessary to remove more than one suffix, repeat the command again.



Keyboard Map Function: Remove Suffix

## Split Compound Word

Split Compound Word splits compound words according to specific parameters. When the word to be split has a Suggest or Auto Replace entry in a spelling Wordlist, the word from the Wordlist entry is used. If the word to be split is not in a Wordlist, it is split only if there is just one possible way to split the word according to Spell Check. For example, if you position your cursor before "greenhouse" and use the Split Compound Word command, the result is "green house." If you cannot split a word, it is possible that it can be split multiple ways.

If the compound word has multiple split suggestions, repeat the Split Compound Word command to cycle through the choices. You can use the Spelling Lookup, with the Suggest Split Words option active, to check for multiple ways to split the word. It is not necessary for the Suggest Split Words option to be active to use Split Compound Word.

Use the Set Compound Word Priority if you want to change the priority order when multiple suggestions are offered or the Exclude Compound Word Pair to prevent a word from displaying as a suggestion. The entries for these commands are stored in the Compound Words Wordlist.

To split a compound word:

1. Position the cursor before the word to split.

2. Press **Alt + s, w, s** (**Special Edit/Fix Word/Split Compound Word**). If the word has multiple split options, you can invoke the Split Compound Word command again to cycle to the next suggestion.



[Keyboard Map](#) Function: Split Compound Word

## Compound Words Wordlist

The Compound Words Wordlist is used exclusively with the Split Compound Word command and contains entries identified with the Exclude Compound Word Pair or Set Compound Word Priority features. You can manually manage entries from the wordlist. The wordlist is stored in the System Files case.

To access the Compound Words Wordlist, Press **Alt + f, o, w, w** (**File, Open, Wordlist, Compound Words**).

## Exclude Compound Word Pair

The Exclude Compound Word Pair command (**Alt + s, w, l**) allows you to exclude a word pair suggestion when using the Split Compound Word feature. For example, you position the cursor immediately before the word “notice” and invoke the Split Compound Word command. The first split suggestion is “no tice” and the next suggestion is “not ice.” You do not want “no tice” to ever be a suggestion. With the “no tice” suggestion displayed, you invoke the Exclude Compound Word Pair command. CATalyst BCS places the suggestion, “no tice” in the Compound Words Wordlist with Action set to “Exclude” and does not display it again as a compound word split suggestion for “notice.” You can access the Compound Words Wordlist to manually manage the entries.

Repeat the Split Compound Word command to cycle through multiple split word suggestions for a compound word. The Set Compound Word Priority feature allows you to change the priority order in which the suggestions are offered. You may want to use this feature to always suggest your most commonly used choice.

## Set Compound Word Priority

The Set Compound Word Priority feature (**Alt + s, w, p**) allows you to set a suggested word as your first choice when multiple Split Compound Word suggestions are available. You may want to use this feature to always display your most commonly used choice first. For example, you position the cursor immediately before the word “notice” and invoke the Split Compound Word command. The first split suggestion is “no tice” and the next suggestion is “not ice.” You want “not ice” to be the first suggestion. With the “not ice” suggestion displayed, you invoke the Set Compound Word Priority command. CATalyst BCS places the suggestion, “not ice” in the Compound Words Wordlist with the Action set to “Suggest” and displays it as the first suggestion for “notice.” You can access the Compound Words Wordlist to manually manage the entries.

Repeat the Split Compound Word command to cycle through multiple split word suggestions for a compound word. The Exclude Compound Word Pair feature allows you to exclude a word pair from suggestion.

## Cycle Contraction

The Cycle Contraction command allows you to change contractions to whole words or whole words to contractions. For example, you have "She'll" in the transcript. Using Cycle Contraction, you cycle through "She will," "She shall," and back to "She'll."

The Cycle Contraction command is only available when the cursor is positioned on a contraction or words that can be converted to a contraction. Words available for Cycle Contraction are determined by the [Contraction Rules](#).

## Use Cycle Contraction

1. Position the cursor before the word for which you want to cycle through contractions.
2. Press **Alt + s, w, y** (**Special Edit/Fix Words/Cycle Contraction**).



[Keyboard Map](#) Function: Cycle Contraction

## Cycle Homophones

Cycle Homophones cycles through a list of homophones. Homophones are two or more words that are pronounced the same but differ in spelling or meaning or both. For example, bare and bear. The list of homophones used by the Cycle Homophones feature is a text file accessible for modification.

Some captioners and/or editors may put common complicated mistranslates in the Homophones file as a quick and easy way to cycle between the words. For example, let's say the captioner occasionally misstrokes the word "commission" when wanting "communications". The captioner might put the word "commission" in the Homophones file with the word "communication" as a homophone and then put the word "communication" in the Homophone file with the word "commission" as a homophone. This allows the captioner to quickly switch to the correct word. Homophones are case sensitive and the Cycle Homophones command works in the following ways:

- If the transcript contains an upper case version of a word but your Homophone list only contains a lower case version of the word (to start a list), the Cycle Homophones command will cycle the word and cycle back to the original case of the word. For example, if THERE is the word being cycled, Cycle Homophones will cycle through THEIR, THEY'RE and then back to THERE.
- If you have both an upper and lower case version of a word (to start a list) in the Homophone list, the Cycle Homophones command will cycle based on the right case of the word. For example, if "All-In-One" is the phrase being cycled and your Homophones list contains All-In-One and all-in-one in the list, the Cycle Homophones will cycle through all-in-one and All-In-One.
- The Cycle Homophones command cycles the case shown in the Homophone list for all other scenarios.

The list of homophones used by the Cycle Homophones feature is a text file accessible for modification. The default Homophones.txt file located in the System Files case. In addition homophones, you may want to add acronyms and their names to the list, such as FBI and Federal Bureau of Investigation, which allows you to toggle between the two. Since many users use the Homophones feature as an editing aid beyond just homophones, the Homophones menu item is available on the View menu for easy [modifying of the Homophones](#) file. and added View/Edit Homophones to the Keyboard Map function list. Both commands will open the Homophones Editor dialog box where you can easily add new homophones and/or edit/delete existing homophones.



When you start CATalyst BCS, the homophone file for the selected user is loaded and is used throughout the current CATalyst BCS session. Changes made to the homophone file during the captioning session are immediately available.



[Keyboard Map](#) Function: Cycle Homophones

View/Edit Homophones

## Use Cycle Homophones

1. Position the cursor before the word for which you want to cycle through homophones.
2. Press **Alt + s, w, h (Special Edit/Fix Words/Cycle Homophones)**. If nothing happens, it means there isn't an entry in the Homophones list that matches the text. To add and/or edit the Homophones file, do one of the following:
  - a. Press **Alt + v, h (View, Homophones)**.
  - b. Press **Alt + t, p (Tools, View/Edit Homophones)**.
3. Repeat as necessary to cycle through the available homophones.

## Mark

Use Mark Start and Mark End to highlight large blocks of steno outlines and text at one time. When using the Mark Start feature with certain commands, such as Copy, Cut or Delete, CATalyst BCS assumes the Mark End at the end of the marking.

## Mark Steno and Text

1. Position the cursor on or immediately before the steno or text and press **Alt + s, m, m (Special Edit/Mark/Mark Start)**.
2. Move your cursor to highlight the desired steno and text or use the Search feature to locate the end of the text you want to highlight.
3. Perform any other necessary command. CATalyst BCS automatically unmarks the text when using Cut, Copy or Past commands.

## UnMark

Use the Unmark feature in Edit to unmark the highlighted text. Press, **Alt + m, k (Special Edit/Mark/Unmark)**. Alternatively, you can click anywhere on the screen to unmark the text.

## Resolve All Chosen Conflicts

Resolve All Chosen Conflicts confirms all [EZ Choice](#) and [Auto-Conflict](#) resolved conflicts in the current History text. When you final resolve an EZ Choice or Auto-Conflict resolved conflict, CATalyst BCS changes the text from the conflict color to text color. CATalyst BCS also adds the EZ Choice confirmed selection to the usage count in the conflict database.

When exporting to RTF/CRE, unconfirmed EZ Choice and Auto-Conflict resolved conflicts export in the original conflict form. Once you confirm EZ Choice and Auto-conflict resolved conflicts, CATalyst BCS exports the selection as normal text.

You can also confirm each EZ Choice and Auto-conflict resolved conflict individually by scanning to it and pressing Enter or selecting another conflict choice.

To confirm all EZ Choice and Auto-conflict resolved conflicts:

1. From the Special Edit menu, select **Resolve All Chosen Conflicts**.

Depending on your [Warning](#) option selection, the following warning message may display: *Are you sure you want to final resolve all EZ Choice conflicts and AutoChosen conflicts?* displays. Press **Enter (Yes)** to continue.

You can select to not display this message by checking the box; *I understand the consequences of my actions. Please stop asking*. You can reselect to display the warning at any time in Tools/Options/Warnings.

2. The Resolving Conflicts dialog box displays the progress of the final resolve (confirmation) process.

If you press Cancel during the confirmation process, a warning message displays: *Action Aborted: xxx conflicts were finalized. Use undo if you want to change them back*. Press **Enter (OK)** to close the dialog box.

## Scan

Scan (F8) moves the cursor to the next untranslate, conflict, scan stop, or more depending on your [Scan For Options](#) settings.

To scan, press **F8 (Special Edit/Scan)**.

## Scan Backwards

Scan Backwards (Shift + F8) moves the cursor backward to the next untranslate, conflict, scan stop, or more depending on your [Scan For Options](#) settings.

To scan backward, press **Shift + F8 (Special Edit/Scan Backwards)**.

## Scan For

The Scan For feature allows you to quickly select a single specific item to scan forward for in the transcript. Available Scan For items display in a submenu when you select the Scan For feature.

To scan forward for multiple items at once, use the [Scan](#) feature. Your [Scan For options](#) determine which items CATalyst BCS locates when using Scan.

- To use Scan For, press **Alt + s, c (Special Edit/Scan For)** and select an item from the submenu. To continue to scan for the same item, press **Alt + s, c (Special Edit/Scan For)** and select the item again. Assign a key combination to the specific Scan For item to quickly scan to it.
- To search backward for a specific item, use Scan Backward For. Press **Alt + s, k (Special Edit/Scan Backward For)** and select an item from the submenu.



[Keyboard Map](#) Function: Available for each item on the Scan For submenu.

## Scan Backwards For

To scan backward for multiple items at once, use the [Scan Backward](#) feature. Your [Scan For options](#) determine which items Case CATalyst locates when using Scan Backward.

- To use Scan Backward For, press **Alt + s, k (Special Edit/Scan Backward For)** and select an item from the submenu. To continue to scan backward for the same item, press **Alt + s, k (Special Edit/Scan Backward For)** and select the item again. Assign a key combination to the specific Scan Backward For item to quickly scan to it.
- To search forward for a specific item, use Scan For. Press **Alt + s, c (Special Edit/Scan For)** and select an item from the submenu.



[Keyboard Map](#) Function: Available for each item on the Scan For submenu.

## Special Search

Special Search commands allow you to quickly find specific items within the transcript. They include searching for the next or previous:

- [Hidden text.](#)
- [Punctuation.](#)
- [Ending punctuation for a sentence.](#)
- [Paragraphs.](#)
- [Search results.](#)

## Search Next/Previous Hidden Text

Search Next Hidden Text and Search Previous Hidden Text search the file for [hidden text](#) or comments.

- To search forward in the file for the next hidden text, press **Alt + s, p, h (Special Edit/Special Search/Search Next Hidden Text)**.
- To search backward in the file for hidden text, press **Alt + s, p, v (Special Edit/Special Search/Search Previous Hidden Text)**.

## Search Next/Previous Sentence Ending Punctuation\_2

Search Next Sentence Ending Punctuation and Search Previous Sentence Ending Punctuation that search the file for a period, question mark or dash.

- To search forward in the file for the next sentence ending punctuation, press **Alt + s, p, e (Special Edit/Special Search/Next Sentence Ending Punct)**.
- To search backward in the file for the previous sentence ending punctuation, press **Alt + s, p, n (Special Edit/Special Search/Search Prev Sentence Ending Punct)**.

## Search Next/Previous Punctuation

Search Next Punctuation and Search Previous Punctuation search the file for a period, question mark, comma, colon, semicolon, hyphen, single quotes, double quotes, open parenthesis, close parenthesis and apostrophe.

- To search forward in the file for the next punctuation, select **Special Edit/Special Search/Next Punct**).
- To search backward in the file for the previous punctuation, select **Special Edit/Special Search/Search Punct**).

## Search Next/Previous Paragraph

Search Next Paragraph and Search Previous Paragraph are Edit features that search the file for the next paragraph style. CATalyst BCS positions the cursor before the paragraph format symbol.

- To search forward in the file for the next paragraph style, select **Special Edit/Special Search/Search Next Paragraph**.
- To search backward in the file for the previous paragraph style, select **Special Edit/Special Search/Search Previous Paragraph**.

## Search Next/Previous Search Result

When you invoke a Search in the History window with the *List Search Results* option selected, CATalyst BCS searches and automatically displays the results in the Search Results dialog pane. The text content, page, line and section reference display for each occurrence of the searched item.

Search Next Search Result and Search Previous Search Result are features that search the job file for the next occurrence of the [Search](#) criteria entered when is used for the initial search. The search starts from the position of your cursor in the transcript.

You can view all the search results in the [Search Results](#) dialog pane. The the text content, page, line and section reference display for each occurrence.

- To search forward in the file for the next occurrence, select **Special Edit/Special Search/Search Next Search Result**).
- To search backward in the file for the next occurrence, select **Special Edit/Special Search/Search Previous Search Result**).

## CATalyst BCS View Commands

View commands provide access to several CATalyst BCS features that affect the screen display and ability to view certain captioning related information that includes, but is not limited to Briefs, Speakers, Reveal Codes, vertical notes, Global Table and a word definition.

### Full Screen

Full screen allow you to hide all the toolbars and the Function bar, except for the Full Screen toolbar, to provide more text space on the screen. When you switch between Normal and Full Screen, CATalyst BCS remembers the settings for each view.

You can customize the toolbars that display while in Full Screen view. To change the display, click the down arrow on the right side of the Full Screen toolbar. Click **Add or Remove Buttons** and then click **Customize**. In the Customize dialog box check the box next to the toolbar you want to display on the screen. Uncheck the box to hide the toolbar.

## Global Table

A Global Table contains definitions created using D-Define, K-Define, J-Define, E-Define, Personal Globals and Other Dictionary Define commands in the captioning session or editing a captioning file. Each captioning session has its own Global Table. When you make the first [global definition](#) for the captioning session/editing a caption file, CATalyst BCS creates a Global Table, if one does not already exist. The globals display, by default, by the most current global listed at the top of the list.

[Global Table Options](#) determine how certain global features are handled and allows you to customize Global Table display settings.

You can [manage the globals](#) in the Global Table for the captioning session/editing a caption file and you can apply, undo, modify, delete and print globals. Other features allow you to add globals from other Global Tables and to copy and paste globals from one Global Table to another.

Global Tables are available for use in BCS profiles along with dictionaries and are available for use in captioning sessions. Translating with a Global Table allows you to use previously created [E-Defines](#) in the selected Global Table along with any defines in the selected dictionaries. To use Global Tables in a captioning session, in the Profile Dictionary dialog box, select the [Global Tables](#) option to display global files for selection.

Access the Global Table:

- in CATalyst BCS. Whether you are in a captioning session or editing a caption file, you can press **Ctrl + y (Global/Global Table)**.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change globals already applied to the open job. To affect globals, it is necessary to modify the globals from within CATalyst BCS. Additionally, it is only possible to Undo a global from within CATalyst BCS.

## Understanding the Global Table

The following information displays in a Global Table. The most recent global displays at the top. Use the [Search](#) and [Filter](#) features to locate a specific entry or entries with specific criteria.

You can sort globals in the table by clicking a column heading. Continue to click the column heading until the triangle points up for ascending order or down for descending order. By default, the cursor moves to the top row in the sort order. To have the cursor remain at the current line location change the [Retain position after sort](#) Global Table option.

### Number

The number of the global. When you create globals, Case CATalyst sequentially assigns a number to each global. The Global Table opens with the entries listed in descending global number order, the most recent global first in the list.

### Type

The type of global define: D-Define, K-Define, J-Define, E-Define or a Personal Global. If you made an Other global, it will be listed as a J-define type of global.

### Steno

The steno portion of the global.

### Case Sensitive

Y or N displays in this column when the entry is an [E-Define](#) or a Personal Global. Y indicates you made the global case sensitive so that it replaces only text with the upper and lower case letters as they display in the definition.

### Old Text

The text, steno and format symbols, if applicable, the global replaces.

### New Text

The replacement text for the global.

### Selective


The global was marked as [Selective](#) when the steno or text was defined. If you use the [Add Other Globals](#) command to apply the global, Case CATalyst no longer considers the global Selective. A Selective global used during realtime does not apply to new realtime text.

The Global Table option, [Exclude Selective Global](#) determines if a selective global should be included when copying and pasting.

## Panes

Select CATalyst BCS features, such as Brief It and Session Information in the History Window, are accessible from a small self contained resizable window called a [dialog pane](#). Dialog panes, when selected to show, display in a default fixed position. You can easily reposition dialog panes to vertical, horizontal, floating or auto-hide (tabbed) locations on the CATalyst BCS screen.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to

move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.


### Vertical Notes

Vertical Notes displays the steno notes in paper tape format within the Vertical Notes dialog pane. The steno notes display in the Arial Monospaced font by default. You can change the font and font style using the [Vertical Notes Font](#) feature. By default, the Vertical Notes pane displays as a tab on the right side of the screen.

The vertical notes automatically scroll with the cursor movement on the screen and also allow for manual scrolling throughout the note file. You can edit the job, making dictionary definitions from vertical notes pane. Global definitions made from vertical notes apply throughout the job in the same manner as defining from the History window.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

Steno outlines in the vertical notes that display in light gray can indicate the steno outline:

- was deleted using asterisk delete from the writer.
- was deleted using the Delete key on the computer keyboard.
- was written while power defining. These are not the initial strokes to invoke Power Define.
- is a number converted by a Number Conversion or Number Trigger.
- was written for an AccelerWriter.

To toggle the Vertical Notes display open and closed, press **Ctrl + n (View/Panes/Vertical Notes)**. A check mark indicates that Vertical Notes is active.

## Defining from Vertical Notes

You can create dictionary definitions from the Vertical Notes pane. Defines made from the vertical notes are placed in the selected dictionary and are available for future translation. Global definitions made from vertical notes apply throughout the job in the same manner as defining from the History window.

1. Highlight the desired steno strokes in the Vertical Notes pane.
2. Press one of the following and make necessary entries.
  - **Ctrl + d (D-Define)**. The Global – D-Define dialog box displays.
  - **Ctrl + k (K-Define)**. The Global – K-Define dialog box displays.
  - **Ctrl + j (J-Define)**. The Global – J-Define dialog box displays.
  - **Ctrl + Shift + o (O-Define)**. The Global – O-Define dialog box displays.

3. Make entries:

### Steno (Alt + s)

The steno for the text selected to global.

### Text (Alt + t)

Type the text for the definition, including necessary format symbols, fields or extended characters. Press **F9** to add [extended characters](#).

### FS (Alt + f)

Display the list of available [format symbols](#). Double click the format symbol to insert it at any point in the text portion of definition.

You can also use shortcut keys to insert a format symbol. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

### **Insert Field (Alt + i)**

This feature is most likely not applicable in CATalyst BCS. Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### **Endings (Alt + n)**

When you type a word in the *New Text* field, Case CATalyst analyzes the word to determine if a " G", " S" or " D" steno outline could be added to the word. If so, then Case CATalyst activates the Endings button. The Global Endings dialog box displays when the Endings button is selected. You can choose any of the suggested definitions to add to your dictionary. For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### **Global Type (Alt + g)**

The type of define originally selected displays. To select a different type of global define, choose from the drop down box.

### **Pick Other Dictionary (Alt + p)**

This field is available if you select Other Dictionary in the Global Type field. You can send job dictionary defines to an alternative dictionary when making an O-Define. Select a current dictionary from the drop down list or use **Browse** to choose another dictionary. Depending on your [Global options](#) settings, CATalyst BCS remembers your selection for the current session or for every job. This field displays when you select Other Dictionary in the Global Type field.

### **Add to Xtra Global Table (Alt + x)**

Check this box to Case CATalyst send the global to its destination (based on the type of global) and to the Xtra Global Table. The Xtra Global Table is a feature that allows a definition to be sent to the destination (based on the type of global) and sent to the Xtra Global Table at the same time. This feature usually applies in a reporter/scopist editing situation.

### **Generate All Possible Misstrokes (Alt + m)**

Check this box to have Case CATalyst generate definitions in the designated dictionary based on all the possible misstrokes of the original steno outline. Only the original steno outline goes into the current Global Table. All misstrokes are available for future translations.

Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. Case CATalyst also creates a dictionary definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already has a definition in your Personal Dictionary as "vice", so Case CATalyst did not generate /SRAOEUS as a misstroke.

By default, this option is not selected when you open the Global define dialog box. You can [change](#) the default so that the Global define dialog box displays with Generate All Possible Misstrokes selected. A separate default setting for D-Defines, J-Defines, and K-Define can be set.

### **Add 2 Cat Scratch (Alt + 2)**



Send the definition to the [Cat Scratch](#) dialog pane in addition to the Global Table and selected dictionary. Depending on the Cat Scratch scope, the entries are sent to the job, case or user Cat Scratch pane.

4. When finished defining, press **Enter (OK)**.

TrueStroke™ technology, available on Stenograph's Luminex and Diamante® and Wave™ steno machines, is a sophisticated algorithm that tracks the direction and velocity of keystrokes. When writing realtime via the USB cable to CATalyst BCS version 11 or higher, TrueStroke data is written to the job subfile, Steno X-ray2. You can view the TrueStroke information from Vertical Notes.

The Steno X-ray2 file is also available when you read in a steno file from the Luminex or Diamante SD card or the Wave Memory. Once you translate the file you can view the TrueStroke information.

The TrueStroke data contained in the Steno X-ray2 file displays each individual character of the keystroke in specific colors at varying intervals in the keystroke. A key initially displays in a light gray color, indicating the key is being pressed down. The key display turns green when the key registers on the writer. When the key display turns white, the key is released or is on its way up. In a multi-character steno outline, some keys are visible in the down stroke before other characters. This indicates that the keys were pressed at different times instead of all together. A key that remains light gray and never turns green indicates the key was not depressed with enough velocity to register. The blue highlighted line is generally a good indication keys of which keys were registered as part of the steno outline.

If there are steno strokes you continually misstroke, and that misstroke cannot be defined as anything else, it is strongly recommended that you define the outline in your dictionary. You can also use the CATalyst BCS [Drag/Drop Analysis](#) feature to aid in translation. You may want to consult the user guide for your writing machine regarding information on keyboard adjustments.

### Example

You are captioning the 6 o'clock news and the newscaster is talking about Palm Beach County. Your brief stroke for Palm Beach County is P\* BG. During the captioning session, you occasionally get the untranslate P\*BGS. You display your vertical notes and double click the P\*BGS steno outline. The TrueStroke data indicates that the P\*BG keys move downward equally, each one initially light gray in color to indicate the keys are pressed with equal velocity and then green to indicate they register. The data also shows the final S coming down with the other keys, turning light gray and then green. This indicates that you also depressed the final S while pressing P\*BG, including it in the stroke.

To view TrueStroke data:

1. In CATalyst BCS, open the vertical notes for the captioning file. Press **Ctrl + n (View/Panes/Vertical Notes)**. The Steno X-ray dialog box displays.
2. Double click the steno outline for which you want to view the TrueStroke data.
3. To close the Steno X-ray dialog pane, click the **X** in the upper right hand corner of the pane.

### Speaker List

The CATalyst BCS Speaker List contains designated speakers from the EZ Speakers Profile tab created using the [Create EZ Speakers](#) feature and typed speaker names in the Speaker List. The Speaker List pane allows you to insert speaker names or other fields directly into the History or Script window. For example, you may need to insert the speaker name into the script before sending it. In addition to using EZ Speaker fields, you can add user defined fields. Speaker names display in the Speaker section of the Speaker List. The selected user defined fields display in the Fields section. A voice captioner, may want to use the Fields section for the user defined fields for tran1, tran2 defines created on the fly. You can add and modify speaker entries in the Speaker List.


The Speaker section of the Speaker List displays the speaker name along with the speaker number and the associated steno, if applicable. Speaker names insert into the History or Script window at the left margin on a new line. Fields insert into the history or script file at the cursor location. If the cursor location is unknown, the field inserts at the end of the file. During captioning, inserting a field using a keyboard command places the field in either the history or script file at the cursor location, depending on which window has the cursor focus. The speaker name displays in the file with the color assigned to it in the Speaker List.

The Field section of the Speaker List displays the field value in the Name column and the empty field name in the Number column. User defined fields from the Field section insert into the history or script file as text without formatting. User defined fields can be added to the list using the [Settings](#) option in the Speaker List dialog pane.

Using the speaker names from the Speaker List, you can create a graphical [Seating Chart](#), viewable in the MiniViewer at the top of the Speaker List dialog pane or on the computer screen. Speakers display in their assigned colors. When viewing the Seating Chart on the screen, the speaker indicator includes the speaker name, speaker number and, if applicable, the associated steno.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

To access the Speaker List pane in a captioning session or in Caption Edit, press **Alt + v, e, k** (**View/Panes/Speaker List**).

## **Speaker List Pane Features**

### **Name**

In the Speaker section, the defined speaker name or the name of the speaker field. In the Field section, the value of the field or the empty field name. Click the title bar to display the names in ascending or descending alphabetical order.

### **Number**

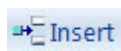
In the Speaker section the speaker number associated with the speaker name. In the Field section, the empty field. Click the title bar to display the token numbers in ascending or descending order.

### **Steno**

Type the steno, if any, you want to associate with the speaker. You can retain the association by checking the box in the Locked field. If you have your speaker identifications defined in a dictionary, most likely your Personal Dictionary, and you always want them to display in the speaker list, type the associated steno and select the Locked column. Instead of using the Create EZ Speakers feature, you will simply fill in the field in the transcript or Speaker List.

### **Locked**

Check this box to retain the association of the steno entered in the Steno field with the speaker number. If you have your speaker identifications defined in a dictionary, most likely your Personal Dictionary, and you always want them to display in the speaker list, type the associated steno in the Steno field and select the Locked column. Instead of using the Create EZ Speakers feature, you will simply fill in the field in the transcript or Speaker List.



### Insert

Insert the highlighted speaker name or field into the transcript. You can also double click an entry to insert it into the history or script file. Speaker fields insert on a new line at the left margin.



### New Speaker

Create a new speaker name. The Select EZ Speaker dialog box displays with the next sequential speaker number. Use the displayed number in the Enter Value field or type a new number and press **Enter (OK)**. Valid number are **1 - 99**. A new speaker name field displays with the assigned speaker number. Type the name in the field and press **Enter**.



### Fill in Speaker

Modify an existing speaker or user defined field name. Highlight an entry and select **Fill in Speaker**. When you modify a speaker name, type the change and press **Enter**. When you modify a user defined field, the [Fill in Field](#) dialog box displays. Make necessary entries and select **OK**.



### Change Color

Change the speaker name color. Highlight the field and select **Change Color**. Select a color from the color palette. The More Colors options displays the [Color](#) dialog box for additional and custom colors.

You can also change the field color assignment. Highlight a field and select **Change Color** to select a color from the color palette. The change affects the user color for all fields.



### Delete

Delete an existing speaker name entry. Highlight the entry and press **Delete** or click the Delete icon. To remove a field from the list, click the Settings icon to uncheck the field from the list in the Choose Speaker List Fields dialog box.



### Filter

Select this option to display all the available speakers with associated speaker numbers. Deselect this option to only display speaker numbers with assigned speaker names.



### Allcap Text

Select this option to enter the speaker name in all capital letters. Deselect this option to enter the Speaker Name in upper and lower case letters.



### Show/Hide Seating Chart MiniViewer

Select this option to display the [Seating Chart](#) MiniViewer above the speaker list in the Speaker List dialog pane. The MiniViewer shows the placements of the Seating Chart speakers. Deselect this option to hide the MiniViewer. You can still display the Seating Chart speakers.



### Show/Hide Seating Chart Speakers

Select this option to display [Seating Chart](#) speakers on the screen. Deselect this option to automatically hide the Seating Chart speakers. This is the default. When you move your cursor over the MiniViewer, the Seating Chart speakers display on the screen for a few seconds and then automatically hide. You can [change](#) the number of seconds the Seating Chart displays before it automatically hides or have the Seating Chart continuously display.



### Settings


Display the Speaker List / Seating Chart Options dialog box where you can choose additional fields to add to the Speaker List. Click the option, *Add fields to Speaker List* and check the box next to the fields you want to add to the Speaker List. Click **OK** when finished. You can modify the name of new user defined fields. [Field Options](#) are also accessible from the Choose Speaker List Field dialog box.




### Help

Display the CATalyst BCS Help.

The Seating Chart feature allows you to create a graphical Seating Chart of speakers from the Speaker List, placing speaker information on the computer screen in a position relative to where the speakers are sitting. You may want to use the Seating Chart if you are captioning an announcement or political debate. The Seating Chart is viewable on the computer screen and in the MiniViewer located above the [Speaker List](#) in the Speaker List dialog pane.

The Seating Chart MiniViewer, by default, displays when you open the Seating Chart. The Show/Hide Seating Chart MiniViewer  icon toggles the display of the MiniViewer. By default, the MiniViewer displays when the Speaker List opens. Add speakers to the Seating Chart by displaying the MiniViewer and dragging a speaker from the Speaker List onto the MiniViewer or right clicking the speaker and selecting Add to Seating Chart. Speaker items in the MiniViewer and the computer screen display in the assigned speaker color. Speaker items on the computer screen display in a default height and width that can be modified or temporarily changed by clicking and dragging the edges. Each speaker item on the computer screen, by default, shows the speaker name on the top line, the speaker number and, if applicable, the associated steno on the second line. To reposition a speaker item, click and drag the speaker item on the computer screen to a different location. Moving a speaker item on the computer screen changes the position of the speaker item in the MiniViewer.

You can remove individual or all speaker items from the Seating Chart by right clicking and selecting the desired option. Once a speaker item is removed, it is necessary to add the speaker item again if you want to redisplay it in the Seating Chart. If you remove all the speakers items from the Seating Chart and want to redisplay them, it is necessary to add each speaker item individually.

The Seating Chart speaker items display on the computer screen when you click the Show/Hide Seating Chart Speakers  icon or when you position your cursor over the MiniViewer. When the Seating Chart displays, the Show/Hide Seating Chart Speakers icon is highlighted. By default, the Seating Chart is set to AutoHide after displaying for 3 seconds. You can change the display time or disable the AutoHide feature to continuously display the speakers items. Changing the Seating Chart options or using the Seating Chart: Toggle AutoHide Feature key combination, you can toggle between enabling and disabling the AutoHide feature. When you display the Seating Chart speaker items while the AutoHide feature is disabled, the speaker items remain on the computer screen until you enable AutoHide. CATalyst BCS remembers the last display state of the Seating Chart.

You can modify the Seating Chart options to automatically populate the Seating Chart with speakers when you start a new session. You can set the scope of the Seating Chart to display for the session (Job), multiple related sessions (Case) or any user or session (User). When you set the Seating Chart scope, you can choose speakers to populate the seating chart. In the current session, when you write the steno for the selected speaker, the Speaker List is populated. Settings apply to new sessions or sessions and do not affect the current session or previous sessions.

[Seating Chart options](#) allow you to customize the actions and display of the Seating Chart and speaker items, such as modifying the Seating Chart display time, Seating Chart scope, speaker item transparency or changing the text layout for the speaker items.



[Keyboard Map](#) Functions: Seating Chart: Show MiniViewer


Seating Chart: Hide MiniViewer

Seating Chart: Show All Speakers

Seating Chart: Hide All Speakers

Seating Chart: Toggle AutoHide Feature

## Create Seating Chart

1. Press **Alt + v, e, k (View/Panes/Speaker List)** to display the Speaker List dialog pane.
2. Do one of the following to add speakers to the Seating Chart:
  - Right click a speaker name in the Speaker List and select **Add to Seating Chart**. The speaker name displays in the middle of the computer screen. Click the Seating Chart speaker item and drag it to the desired position on the screen.
  - Click the Show/Hide Seating Chart MiniViewer  icon to display the MiniViewer if it is not displayed. Click a speaker name and drag it to the desired position in the MiniViewer. The speaker item displays on the computer screen in the same position as the MiniViewer.
3. Do any of the following:

### Reposition a seating chart speaker

Click and drag the Seating Chart speaker item to the correct position.


### Change the size of the seating chart speaker

Click the edge or corner of a Seating Chart speaker item and drag to the desired size. The change only applies to the selected Seating Chart speaker. There is a default minimum and maximum size. You can [change](#) the default.

### Remove a speaker from the seating chart

Position the cursor on the Seating Chart speaker item, right click and select **Remove from Seating Chart**. To remove all the speakers from the Seating Chart, select **Remove All from Seating Chart**.

### Toggle the display of the seating chart items


Click Show/Hide Seating Chart Speakers  icon to toggle the display of the Seating Chart on the computer screen.

### Toggle the display of the MiniViewer

Click the Show/Hide MiniViewer  icon.

### Toggle the Auto Hide Feature

Invoke the Toggle AutoHide feature command. You must have [assigned](#) the Toggle AutoHide Feature command to a keyboard map function.

Speaker List and Seating Chart options determine certain customized settings that control Seating Chart actions and display. Access Speaker List / Seating Chart Options from the Speaker List dialog pane. In Edit, open the Speaker List. Press **Alt + v, e, k** (**View/Panes/Speaker List**). In the Speaker List dialog pane, click the Settings  icon.

## Speaker List/Seating Chart Options

Use the following fields to customize Speaker List and Seating Chart settings:

### Add fields to Speaker List

Display the Select Fields for Speaker List dialog box. Choose fields to display in the Speaker List that do not usually display. The Speaker List is populated using the Profile EZ Speakers tab, Create EZ Speaker feature and typed speaker names.

### Show MiniViewer

Select **Show** to automatically display the Seating Chart MiniViewer in the Speaker List dialog pane. Select **Hide** to manually open the Seating Chart MiniViewer Speaker.

### Show Common Speakers

Select **Yes** to display Common Speakers in the Speaker List. Select **No** to hide the Common Speakers. The default is No.

### Default Seating Chart/Scope

Automatically display selected speakers in the Seating Chart when you start a new session. You can set the scope of the Seating Chart to display for the session (Job), multiple related sessions (Case) or for all users and sessions (User). Settings apply to speakers selected for new sessions and do not affect the current session or previous sessions. Highlight the option, click the drop-down arrow, select the scope and click the Edit button to select the specific speakers you want in the Seating Chart in future sessions.

When the Default seating chart is set to Case, the seating chart information is saved in the *nameofcase\_case* settings file. When the Default seating chart is set to User, the seating chart information is saved in the *UserSettings* file located in your System Files case.

### Sticky Windows

Select **Yes** to easily align speaker items with each other or along the monitor borders using your mouse. Speaker items remain independent allowing you to reposition them individually. The default setting is No.

### Speaker Item Transition

Select how the speaker items change from visible to hidden and hidden to visible. Choose one:

#### Fade

Speaker items show on the screen and fade from the screen in their designated locations.

#### Zoom

Speaker items move on and off the screen in a zooming motion between the MiniViewer and their designated location.

### Speaker Item Transparency

Select **Yes** to have the speaker items display at a specified level of transparency when they do not have cursor focus. When you click a speaker item, the speaker item displays as a solid image until you remove the cursor focus. Set the transparency level in the *Transparency Setting* field. Select **No** to have the speaker items always display as a solid image.

#### Transparency Setting

When the *Speaker Item Transparency* option is active, use the slider bar to set the transparency level. A low setting increases the transparency and a high setting decreases the transparency.

### Speaker Item Layout

Determine the layout for the speaker items on the screen. Layouts determine the text arrangement of the speaker name, speaker number, if available, and steno for the speaker items. Choose one:

- Layout 1 – Name on the top, steno on the bottom, number on bottom left.
- Layout 2 – Steno on the top, name on the bottom, number on bottom left.
- Layout 3 – Name on the top, steno on the bottom, large number on left.
- Layout 4 – Steno on the top, name on the bottom, large number on left.
- Layout 5 – Name on the top, steno on the bottom, no speaker number.
- Layout 6 – Steno on the top, name on the bottom, no speaker number.

### Auto Hide Speakers Items


Select Yes to automatically hide the speaker items when they do not have cursor focus. Select No to continuously display the speaker items on the screen. Using the Seating Chart: Toggle AutoHide Feature command, you can toggle between enabling and disabling the AutoHide feature. You can create a [keyboard assignment](#) for the command.

### Auto Hide Close Delay

Use the slider bar to determine the number of milliseconds the speaker items display before automatically hiding when they no longer have cursor focus. This option is only available when the *Auto Hide Speakers Items* option is set to Yes.

### Auto Hide Show Delay

Use the slider bar to determine the number of milliseconds the speaker items wait before displaying

when you hover the cursor over the MiniViewer or click, , Show/Hide Seating Chart Speakers. This option is only available when the *Auto Hide Speakers Items* option is set to Yes.

### Speaker Item Size

The current width and height of the speaker items. Make entries in the *Width* and *Height* fields to customize the default size of new speaker items. If there are current speaker items that you want to reflect the default settings, remove all speakers from the Seating Chart and then add them to the Seating Chart.

To temporarily customize the size of current speaker items, click and drag the sides while displayed on the screen. Manually resizing one speaker item does not affect the other speaker items on the screen.

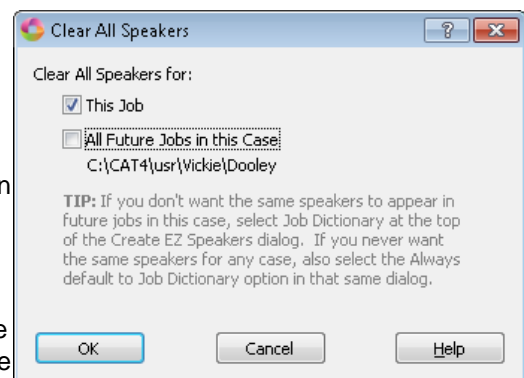
A Clear All Speakers command is available in the Speaker List. When creating EZ Speakers in a captioning session that is within a case, you have an option to create the EZ Speakers in the Case dictionary or Job dictionary. Creating the EZ Speakers with fields in the Case dictionary means the speaker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

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

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

### To use the Clear All Speakers command:

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





sessions in this case. Selecting only this option does not remove them in the current captioning session.

4. To remove the speakers, click **OK**.

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

For example, let's say you are captioning a series of interviews and you created a case for all the interviews. When you caption the first interview in that case, you create your EZ Speakers. Since it is most likely that the same interviewer will be present in most or all of the interviews, you create the EZ Speakers in the Case dictionary. Every time you start a captioning session in that case, those same speakers display which saves you time from adding EZ Speakers every session.

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

When the Speaker List is displayed, (View, Panes, Speaker List) you can right click in the [Speaker List](#) pane and select any of the following items:

#### **Insert**

Insert the highlighted speaker name or field into the caption text and/or history window. You can also double click an entry to insert it into the caption text and/or history window. Speaker fields are inserted at the cursor location.

#### **New Speaker**

Use the New Speaker feature to create a new EZ Speaker field and add the speaker to the Speaker List. When you select New Speaker, the Select EZ Speaker dialog box displays in which you need to select an EZ Speaker [field](#) number. Valid numbers are 1 - 99. A blank speaker spot is added to the Speaker List, type the speaker name and click the down arrow to select a color, if desired, for the speaker.

#### **Add to Seating Chart**

The [Seating Chart](#) allows you to create a graphical Seating Chart of speakers from the Speaker List, placing speaker information on the computer screen in a position relative to where the speakers are sitting during the captioning session. Use the Add to Seating Chart feature to create a graphic for a speaker which you can drag to any position on your screen. Click a speaker in the Speaker List and select Add to Seating Chart. The [Speaker List/Seating Chart Options](#) control the Seating Chart graphic settings.

#### **Fill in Field**

Modify an existing speaker or user defined field name. Highlight an entry, right click and select **Fill in Field**. When you modify a speaker name, type the change and press **Enter**. When you modify a user defined field, the [Fill in Field](#) dialog box displays. Make necessary entries and select **OK**.

### Clear All Speakers

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

There may be times when all the speakers are no longer relevant for the current captioning session or for all future captioning sessions in the case. The [Clear All Speakers](#) command is available for just those times!

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

### Delete

Delete an existing speaker name entry. Click the entry in the Speaker List and then select **Delete**. The speaker name is removed and if using EZ Speaker fields, the EZ Speaker field displays throughout the job.

### Case CATalyst Help

Display the Case CATalyst Help.

### Hotspots

Hotspots is a dialog pane, available in Caption Edit, that can contain occurrences of the [Oops](#) format symbol, empty (undefined) fields or untranslates in the file. The Hotspots dialog pane displays the entire line of text along with the page, line number and section on which an Oops format symbol, empty field or untranslate occurs. The different entry types display in separate color coded groups. You can set the Hotspots [options](#) to hide item types you do not want displayed. For example, while editing a caption file, you want to view occurrences the Oops format symbol to allow you to quickly check that information and send the file on to your captioning firm.

Double click a Hotspots entry to move the cursor to that location in the file. If the Hotspots entry is an Oops format symbol, CATalyst BCS moves the cursor to the location in the file. If the information is correct, it is not necessary to remove the Oops format symbol from the transcript. It does not print. Deleting an entry in the Hotspots dialog pane deletes the Oops format symbol from the text. If the Hotspots entry is an untranslate, CATalyst BCS positions your cursor immediately before the untranslate in the file. If there is more than one untranslate on a line, a Hotspots entry displays for each untranslate.

You can search, sort, modify, delete and print the Hotspots entries. Use the Hotspots icons on the title bar of the Hotspots dialog pane.

The View Hotspots dialog pane command is available in the keyboard map for assignment. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

## Hotspots Dialog Pane Features

1. In Caption Edit, press **Alt + v, e, o (View/Panes/Hotspots)**. The Hotspots dialog pane displays.  
Click a column heading to sort the entries in ascending and descending order. An arrow in the column indicates the sort order.
2. Double click an entry to move the cursor to the location in the file where the selected Hotspots occurs. Review the line and use editing commands to make any necessary changes. Use the following options in the Hotspots dialog pane as necessary:



### Modify (Ctrl + m)

Highlight an entry and click the **Modify** icon. CATalyst BCS moves the cursor to the line in the job where the selected Hotspots entry occurs.



### Delete

Highlight an entry and press **Delete** or click the **Delete** icon to remove the Oops format symbol from the file. By default, a confirmation prompt displays. Choose **Yes** to delete the entry. You can change the display of the confirmation prompt by changing the Hotspots Pane option, [Prompt before deleting Oops format symbol?](#). The Delete feature is only available for Oops entries.

### Sort

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



### Search


Search the Hotspots entries. In the [Search dialog box](#) make necessary entries and press **Enter (OK)**.

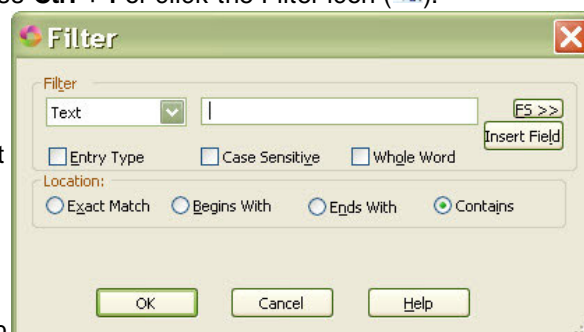


### Filter/Sort


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

### To Filter the Hotspots pane:

1. With your cursor focus in the Hotspots pane, press **Ctrl + f** or click the Filter icon (.
2. 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.
3. 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.
  4. 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.
  5. To filter, press **Enter** or click **OK**.
  6. To remove the filtered display in the Hotspots pane, click the Remove Filter () icon.



### Remove Filter

Display all the Hotspots entries.



### Print

Print the Hotspots. You can print Hotspots entries to a printer or to PDF. In the [Print](#) dialog box make any necessary changes and press **Enter (OK)**.



### Settings


Modify the Hotspots dialog pane [options](#). Hotspots options allow you to change the display of items in the Hotspots pane.




### Help

Display CATalyst BCS Help.

The [Hotspots](#) Pane Options allow you to customize the display of Hotspot entries in the Hotspots dialog pane and set the audio playback option. Access Hotspots Options through the Hotspots dialog pane. You can also apply names and colors to up to 10 Oops categories. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

To modify Hotspots options:

1. In Edit, press **Alt + v, e, o (View/Panes/Hotspots)** to display the Hotspots dialog pane.
2. Click the Settings  icon. The Hotspots Pane Options dialog box displays.
3. Make necessary entries:

### Show Oops

Select **Yes** to display the line in the Hotspots dialog pane on which an [Oops](#) format symbol is located. Select **No** to hide the display of lines containing the Oops format symbol.

### Play Audio when double-clicking <Oops> entries

Select **Yes** to play the associated audio, if available, when you double click an <Oops> entry in the Hotspots dialog pane.

### Show Untranslates

Select **Yes** to display the line in the Hotspots dialog pane on which an untranslate is located. Select **No** to hide the display of lines containing untranslates. If there is more than one untranslate on a line, a Hotspots entry displays for each untranslate.

### Play Audio when double-clicking Untranslate entries

Select **Yes** to play the associated audio, if available, when you double click an untranslate entry in the Hotspots dialog pane.

### Maximum number of Untranslate entries to show

Determine the maximum number of untranslate entries to display in the Hotspots dialog pane at one time. The default setting is 5. Once you resolve an untranslate, CATalyst BCS populates the Hotspots dialog pane with the next untranslate, if another one exists in the file.

### Show undefined fields

Select **Yes** to display the line in the Hotspots dialog pane on which an undefined (empty) field is located. Select **No** to hide the display of lines containing undefined fields.


### Play Audio when double-clicking undefined fields

Select **Yes** to play the associated audio, if available, when you double click an undefined field entry in the Hotspots dialog pane.

### Prompt before deleting Oops format symbol

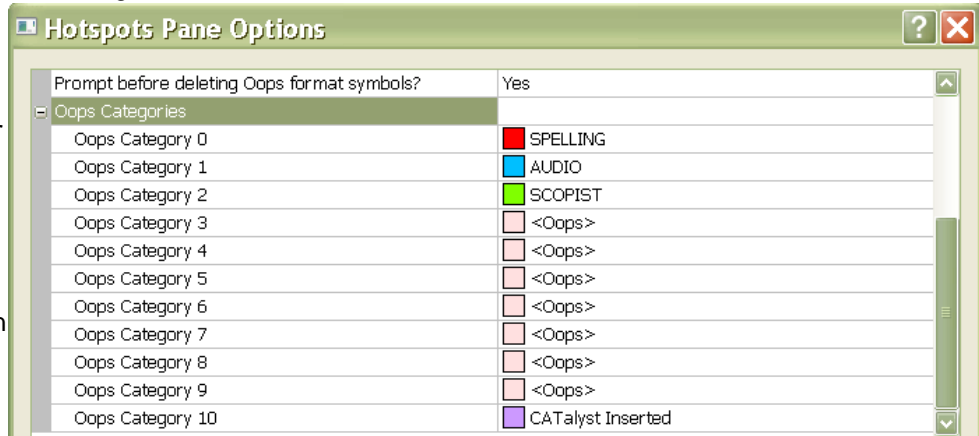
Select **Yes** to display a confirmation message when you delete an Oops format symbol. Deleting an Oops format symbol from the Hotspots dialog pane removes the Oops format symbol from the file. Select **No** to bypass the confirmation prompt when you delete an Oops format symbol.

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

- At Manage Jobs or anywhere in CATalyst, press **Alt + t** and select **All Options** or click the All Options icon (  ) available on the toolbar. Select Edit Panes and then Hotspots. If you are in Edit, you can press **Alt + v, e, o** (View, Panes, Hotspots) to display the Hotspots pane and then click the Options icon on the Hotspots pane title bar.

- Do any of the following:

- To assign a category name, double click the Oops in the right-hand column and type the name for the Oops.



- To assign a color, click the Down arrow (  ) and select a color.

- When finished, do any of the following:


- To save and close the Oops options, press **Enter**.
- To restore the default Oops categories, press **Alt + r**.
- To forget your changes and close the dialog box, click **Cancel**.

#### Things to know:

- If you do not assign a category to any of Oops format symbols, when you insert the Oops format symbol in a job by pressing F4 and selecting the Oops format symbol, you will be prompted for a category number. Once inserted into the job, Reveal Codes will show the <Oops #> and the Hotspots pane will simply show <Oops>.
  - When displaying the Hotspots pane in a captioning session or editing a caption file, you can easily sort the entries by category. Simply click the Type column heading and the entries will sort in either ascending or descending order based on the alphabetic name of the type of item displayed in Hotspots.
  - Category 10 is reserved and assigned to CATalyst Inserted category. For example if you have the Advanced Translate option, Insert Oops FS after aborted Power Define set to Yes and you abort a Power Define, Scan Define, EZ Speakers or Text Define during realtime, the Oops category 10 format symbol is inserted into the transcript. Category 10 Oops format symbol is also inserted when translating a steno file or re-translating a realtime file that contains AccelerWriters (macros invoked from the steno machine) and/or Power Defines at the point where the AccelerWriter or Power Define was invoked.
- Click **OK** when finished making changes.

Search the [Hotspots](#) dialog pane for specific text, format symbols, fields or entry types. You can search forward or backward for a whole word, part of a word, or multiple words. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

To search Hotspots entries:

1. In the Hotspots dialog pane, click the Search  icon. The Search dialog box displays.
2. Select the method by which you want to search the Hotspots entries.

### **Specific Text**

Search by specific text. In the *Search* field, type the text you want to find.

### **Entry Type**

Check this box to search by entry type. CATalyst BCS searches only for entries with the selected entry type. Click the down arrow to select an entry type from the list:

#### **Conflict**

The first entry that contains a conflict end format symbol.

#### **Scan Stop**

The first entry that contains a scan stop begin or end format symbols.

#### **Numbers**

The first entry that contains numbers.

#### **All Capped**

The first entry that contains all capped text.

#### **Contains capped**

The first entry that contains at least one capital letter.

#### **Phrase**

The first entry that contains two or more words separated by a space.

#### **Contains punctuation**

The first entry that contains punctuation.

#### **Contains format symbol**

The first entry that contains a format symbol.

#### **Contains Fields(s)**

The first entry that contains a field.

#### **Auto Include**

The first entry that begin with @.

#### **AccelerWriter**

The first entry that begin with &&.

### **Number Conversion**

The first entry that contain the {Number Conversion} translate command.

### **Number Trigger**

The first entry that contain the {Number Trigger} translate command.

### **Numerical Words**

The first entry that contain a word number including hundred, thousand, million, etc.

### **Speaker Entries**

The first entry that contain a <Colloquy> format symbol and a colon.

3. Use the remaining fields as necessary:

### **Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This field is only available when you select to search for text.

### **Whole Word**

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This field is only available when you select to search for text.

### **FS**

Include a format symbol in the Search. Type the format symbol or display the format symbol list by clicking **FS** and double click a format symbol to choose it. This field is only available when you select to search for text.

### **Insert Field**

Include a field in the Search. Click **Insert Field** and double click a field from the list to choose it. This field is only available when you select to search for text.

### **Location**

Limit the search to include one of the following criteria. These fields are only available when you select to search for text.

#### **Exact Match**

Search for entries that exactly match the text entered in the Search field.

#### **Begins With**

Search for entries that begin with the text entered in the Search field.

#### **Ends With**

Search for entries that end with the text entered in the Search field.

#### **Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search field.



## Direction

Select one of the following:

### Forward

Search forward from the cursor position to the end.

### Backward

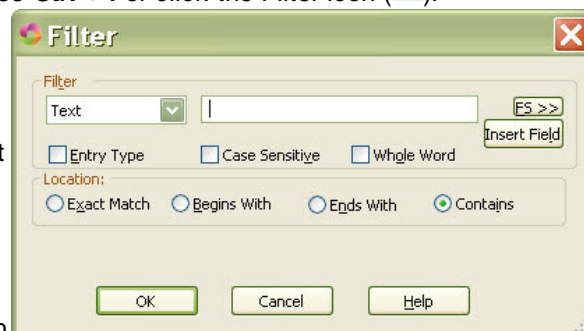
Search backward from the cursor position to the beginning.

4. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
5. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.


You can filter the display of the entries in the Hotspots pane. For example, let's say that you have an Oops category named SPELLING. You insert the SPELLING Oops format symbol in locations in the history file where you made a spelling mistake or you need to check the spelling. At a break during the caption session, you display the Hotspots pane and filter by SPELLING to find all the locations you need to check the spelling. Filtering [Hotspots](#) pane entries based on text, type of Hotspot (Oops name, untranslate or empty field), page number, line number or section number.

## To Filter the Hotspots pane:

1. With your cursor focus in the Hotspots pane, press **Ctrl + f** or click the Filter icon (🔍).
2. 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.
3. 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.


4. 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.
5. To filter, press **Enter** or click **OK**.
6. To remove the filtered display in the Hotspots pane, click the Remove Filter () icon.

### Brief It

The [Brief It](#) translation feature suggests conflict free brief forms for words and phrases that you write during a captioning session. When you write three or more steno strokes, CATalyst BCS generates a brief form or reminds you of an existing brief form and displays it in the Brief It dialog pane. The Brief It option in the Caption Translate Options dialog box must be checked for Brief It to be active during realtime writing. By default, the option is active.

[Brief It Options](#) determine certain customized settings that control how CATalyst BCS suggests briefs in the Brief It dialog pane during realtime. You can create Personal Briefs, include and exclude keys in suggested briefs, suggest only one stroke briefs and identify common words that occur at the beginning or end of phrases to prevent a brief from being suggested. You may want to customize Brief It before beginning translation.

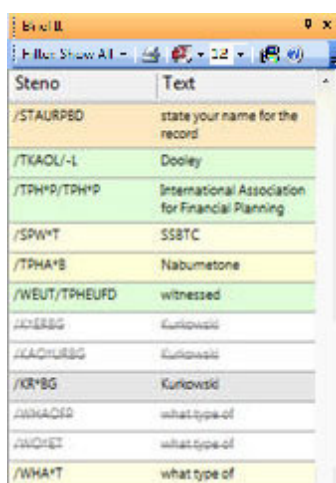
You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to

move) of the pane, your cursor will change to a horizontal double arrow () . Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

To display the Brief It dialog pane, press **Alt + v, e, t (View/Panes/Brief It)**. The Brief It dialog pane can be set to float or be docked anywhere on the screen.

### Brief It Dialog Pane

The briefs in the dialog pane have a color-coded background for easy identification. The more often the same brief is suggested and not used, the darker the background color.



Steno	Text
/STAURPBD	state your name for the record
/TKAOL/-L	Dooley
/TPHP/TPHP	International Association for Financial Planning
/SPW*T	SSBTC
/TPHA*B	Nabumetone
/WEUT/TPHEUFD	witnessed
/XERBG	Kurkowski
/XACHURBG	Kurkowski
/KR*BG	Kurkowski
/WHAQED	what type of
/WQDET	what type of
/WHA*T	what type of

**Green** — indicates a Reminder brief. This is a brief that exists in a dictionary being used for translation.

**Yellow** — indicates a Suggested brief. This is a brief CATalyst BCS generates.

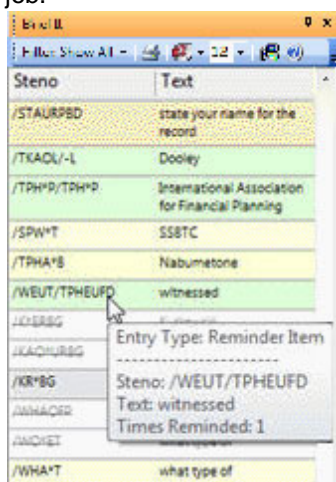
**Orange** — indicates a Personal brief. This is a brief you created and entered in the Briefs.txt file.

**Gray** — indicates a Used brief. This a any type of brief displayed in the Brief It dialog pane you used in this job.

**White with strike out** — indicates a Rejected brief. A rejected brief occurs when you use the Reject Suggestion or New Suggestion command.

## Brief Details

Rest the cursor on an entry in the dialog box to display detail information about the brief, including the type of brief, the steno and text contained in the brief, and how often the brief has been suggested in this job.



Steno	Text
/STAURPBD	state your name for the record
/TKAOL/-L	Dooley
/TPHP/TPHP	International Association for Financial Planning
/SPW*T	SSBTC
/TPHA*B	Nabumetone
/WEUT/TPHEUFD	witnessed
/XERBG	Kurkowski
/XACHURBG	Kurkowski
/KR*BG	Kurkowski
/WHAQED	what type of
/WQDET	what type of
/WHA*T	what type of

Entry Type: Reminder Item

Steno: /WEUT/TPHEUFD

Text: witnessed

Times Reminded: 1

## Managing Briefs

Right click an entry in the Brief It dialog pane to take action on the brief. To take an action on multiple entries at once, use Windows conventions to highlight multiple briefs. Right click in the Brief It dialog pane to take an action on the briefs. Only actions applicable to all the selected entries are available. For example, if you highlight a Reminder brief and a Suggested brief, the only action available is, Send to Cat Scratch. If you highlight several Suggested briefs, the available actions include, Send to Cat Scratch, J-define Suggestions, Reject Suggestions and New Suggestions.

### Entry Type

Identifies the type of brief: Reminder, Personal, Suggested or Used.

### Send To Cat Scratch

Depending on your [Cat Scratch scope](#), Send to Job Cat Scratch, Send to Case Cat Scratch or Send to Cat Scratch displays.

### Lookup Steno

Displays the entry in the dictionary where the existing brief entry is located. This action only displays for Reminder entries. The dictionary, that contains the entry, opens with the entry highlighted.

### J-Define Suggestion

[Create a J-Define](#) from the brief. Displays the Add Dictionary Definition – Job Dictionary dialog box with the brief form in the Steno field and the definition in the Text field. This action is available for Suggested and Personal briefs.

If you have the Brief It Option, *Define to Case Dictionary*, selected, right click displays K-define Suggestions.

### Reject Suggestion

Reject the suggested brief. CATalyst BCS strikes through the brief form, changes the background to white and makes the brief unavailable. When you use the reject suggestion commands, the steno and text brief combination will not be suggested again during the current realtime session. This action is available for Suggested and Personal briefs.

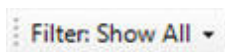
### New Suggestion

Automatically rejects the brief and suggests a new brief; or suggests a new brief for a brief already rejected. This action is available for Suggested and Personal briefs.

### J-Define Rejection

[Create a J-Define](#) from a rejected brief. Displays the Add Dictionary Definition – Job Dictionary dialog box with the brief form in the Steno field and the definition in the Text field. This action only displays for rejected briefs.

## Dialog Pane Features



### Filter Type

Filter allows you to display the briefs by category or with specific criteria. Click the down arrow to select the type of entries to display. A check mark next to the item indicates it is selected to be included in the filter. Filter hides the display of specified items in the Brief It dialog pane. It does not remove them. All entries display when you return to Show All. By default, the Filter is set to Show All entries.

If you write a brief generated by Brief It that is not displayed in the Brief It dialog pane because the Filter is hiding the entry, Case CATalyst job defines.

If you are showing Live Suggestions and the Rejected filter type is not selected, when you replace/define a Live Suggestion all the other Live Suggestions offered for that steno are no longer displayed in the Brief It pane. If the Rejected filter type is selected, when you replace/define a Live Suggestion all the other Live Suggestions offered for that steno are crossed out and display in the Brief It pane until the next Live Suggestion.



### Print

Display the Print dialog box allowing you to print the list of briefs. If you select to print to PDF, by default CATalyst BCS uses the current job name followed by "\_Brief It.pdf". You can modify the name.



### Select Font Type

Select a font type from the drop down list to affect both the steno and text portions of the briefs in the Brief It dialog pane. Depending on the font style selected, briefs in the Brief It pane may wrap. Two stroke briefs wrap the second steno stroke after the slash (/). If a format symbol exists, the text wraps after the format symbol.



### Select Font Size

Select a font size from the drop down list to affect both the steno and text portions of the briefs in the Brief It dialog pane. Depending on the font style selected, briefs in the Brief It pane may wrap. Two stroke briefs wrap the second steno stroke after the slash (/). If a format symbol exists, the text wraps after the format symbol.



### Settings

Display the [Brief It](#) and [Live Suggestions](#) options in the Realtime Aids dialog box. Brief It options determine certain customized settings that control how CATalyst BCS suggests brief.



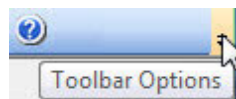
### [Export to CSV](#)

Allows you to export the contents (whatever type of briefs are displaying in the Brief It pane) to a CSV (comma separated value) file type which can be opened in Microsoft Excel or a compatible file type.



### CATalyst BCS Help

Display the Case CATalyst and CATalyst BCS help.



### Toolbar Options

Click the down arrow on the right side of the toolbar to add or remove icons from the Brief It toolbar.

## Cat Scratch

The Cat Scratch dialog pane is designed to be a virtual scratch pad. You can add notes you normally jot down on paper or the job sheet to the Cat Scratch pane. The notes remain with the job and cannot become misplaced. In addition to personal notes, the Cat Scratch pane provides quick access to briefs, dictionary entries, power define definitions or newly created AccelerWriter definitions.

There are two sections to the Cat Scratch dialog pane. A Text section and a Text/Steno section. The Text section holds all text items without steno, such as copied or text typed directly into the Cat Scratch pane such as a name, transcript order instructions, terminology or anything you want to remember. The Text/Steno section holds all items containing text and steno that are sent to the Cat Scratch pane such as used briefs, sent briefs, most used Case dictionary entries, newly created AccelerWriters, Power Defines or manually selected dictionary entries.

Each section separately numbers items and is separately sortable by column. Click on a column heading to change the sort order. The [Search](#) features allows you to quickly locate specific items within a section. Pinning an item locks it to the top of the respective section for quick accessibility. Locked items do not scroll off the screen when more item are added to the Cat Scratch pane.

The availability of information in the Cat Scratch dialog pane for the job depends on the selected Cat Scratch scope: job, case or user. When the scope is set to job, items in the Cat Scratch pane are available for that job and the information is stored in the Job History. When the scope is set to Case, items in the Cat Scratch pane are available for any job related to the case and the information is stored in the Case History. When the scope is set to User, items in the Cat Scratch pane are available for all jobs in the current user and the information is stored in the User History, System Files\_Case. Set the scope in [Cat Scratch options](#). The default scope setting is Case. When the job is not in a case, the existing CAT Scratch information is available in the job.


Action commands are available by right-clicking an item. Available actions depend on the item selected. You can insert text from the Cat Scratch pane to the job, case or your Personal Wordlist. Each word in the highlighted item is analyzed and sent to a wordlist only if it is not recognized. For example, you have a speaker named Susan Zorne. Susan is a recognized word, so it is not added to the wordlist. Zorne is not recognized so it is added. Right-click commands also allow you to add the text portion of a steno/text entry to the transcript and to the job, case or Personal dictionary and suggest a brief for the highlighted entry that is added to the Brief It pane. The [keyboard command](#), Send Steno & Text to Cat Scratch Pane, sends highlighted text with the underlying steno in the transcript to the Steno/Text section of the Cat Scratch pane.

You can copy an individual item, multiple items or all the entries in the Cat Scratch pane from your job and paste them into the Cat Scratch pane of another job regardless of scope. For example, you are working on the RWAnderson case with the scope for the Cat Scratch pane set to Case. You work on this case for a week. You have various information such as names, addresses, dictionary definitions and briefs. Each day you open a new job file, the items in the Cat Scratch pane from the previous days are available. The next week you work on a new case, JDorsinski. You copy and paste selected new briefs from the RWAnderson Cat Scratch dialog pane to the Cat Scratch pane for the new case.

The Cat Scratch toolbar is customizable. Click the down arrow located on the right side of the toolbar. Select **Add or Remove Button** and choose the toolbar to modify. Click a command to show or hide it from the toolbar. A check mark indicates the icon shows on the toolbar.

You can increase or decrease the horizontal size of the pane. If you see information in the pane followed by ... (ellipses) it is an indication that there is more information or data to be shown. To increase or decrease the horizontal size of a pane, position your cursor on the free edge (a side that is available to



move) of the pane, your cursor will change to a horizontal double arrow (  ). Left click and drag the edge to the horizontal position you want. Once the ellipses are no longer displaying, all the data in the pane can be seen.

To display the Cat Scratch dialog pane in Edit, press **Alt + v, e, c (View/Panes/Cat Scratch)**.



[Keyboard Map](#) Function: Send To Cat Scratch Pane

Send Steno & Text to Cat Scratch Pane

Send Selected Brief to Cat Scratch

Send Last Brief to Cat Scratch

## Cat Scratch Dialog Pane Features

### Entry/Text

All text items without steno, such as transcript text sent to the Cat Scratch pane or typed text like a witness names, transcript order information or personal notes.

### Entry/Text/Steno

All items containing text and steno that are sent to the Cat Scratch pane such as most used dictionary entries, briefs you want to remember or new AccelerWriters.



### Insert

Insert an item from the text section into the transcript. Position the cursor in the transcript where you want to insert the text. Highlight the Cat Scratch item and click the Insert icon or right-click and select **Insert**.



### New

Create a new text item. A blank line displays where you can type the text.



### Modify

Modify an existing item in the Text or Text/Steno section. Highlight the item and click the Modify icon. Type the new text or steno.



### Delete

Delete an existing item in the Text or Text/Steno section. Highlight the item and press **Delete** or click the Delete icon. At the Delete confirmation message, press **Enter** to delete.



### Copy

Copy an individual item, multiple items or all the entries in the Cat Scratch pane from one job and paste them into the Cat Scratch pane of another job. Use Windows conventions to highlight the desired items and click the Copy icon.



### Paste

Paste copied items from another Cat Scratch pane into the current Cat Scratch pane.



### Search

Search the Cat Scratch pane. Depending on your cursor focus, the Search looks in the Text or the Steno/Text section.



#### **Pin/Lock**

Highlight entries and click the Pin icon to lock the items at the top of their respective sections. Locked items do not scroll when other entries are added to the Cat Scratch pane. Locking items may be useful when you have key briefs or dictionary entries that you want displayed first. Use the Unpin icon to unlock an item.



#### **Unpin/Unlock**

Highlight entries and click the Unpin icon to unlock the items from the top of their respected section. Unpinned items display in the list with their original sorting number.



#### **Add Most Used Dictionary Entries**

Automatically copy the most used Case Dictionary entries to the Steno/Text section of the Cat Scratch dialog pane. The most used entries count is based on the Usage Count information in the Case Dictionary. For example, you have an on-going case in which two weeks passed since the last proceeding. As a quick reference to the way you wrote the most commonly used names and terminology in the case, you click the Add Most used Dictionary Entries icon. The most used entries in the Case dictionary automatically display in the Cat Scratch dialog pane. The number of entries that display is determine by the setting in Cat Scratch Options.



#### **Font Type**

Select a font type for all the characters in the Cat Scratch pane. This affects both sections.



#### **Font Size**

Determine the size of the font for all the characters in the Cat Scratch pane. This affects both sections.



#### **Print**

Print the items in the Cat Scratch dialog pane.



#### **Options**

Display the [Cat Scratch Options](#) dialog box to customize the options for the Cat Scratch dialog pane.

## **Cat Scratch Options**

### **Cat Scratch Scope**

Determine the availability of information in the Cat Scratch dialog pane. This option is available from the Cat Scratch Options or Advanced Edit Options dialog box. Changing the option in one location changes it in the other location.

Select one of the following:

#### **Case**

Items in the Cat Scratch pane are available for any job related to the case and the information is stored in the Case History. The default scope setting is Case. When the job is not in a case, the CAT Scratch information is available in the job.



**Job**

Items in the Cat Scratch pane are available for that job and the information is stored in the Job History.

**User**

Items in the Cat Scratch pane are available for any job in the current user and the information is stored in the User History, System Files\_Case.

**Number of Case Dictionary entries to add**

Specify the number of Case Dictionary entries to automatically add to the Cat Scratch dialog pane. Click the Add most used entries from case dictionary icon to automatically add the specified number of most used entries. Valid settings are 1 - 25. The default is 10.

**Display text section first**

Select **Yes** to display the text section first in the Cat Scratch pane. Select **No** to display the Steno/Text section first. Changing the setting applies to any new jobs opened in Edit. It does not apply the currently open file.

## Search Cat Scratch Pane

**Search****Text Section**

Search the Text section for specific text or entry type. To search for text, type the text and include any format symbols, fields or [extended characters](#) as necessary.

To search for an entry type, check the Entry Type box and select an item from the list.

**Steno/Text Section**

Search the Steno/Text section for text or steno. To search for text, select **Text** from the list and type the text, including any format symbols, fields or extended characters as necessary.

To search for steno, select **Steno** from the list and type the steno. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

**FS**

Add format symbols to a text search. Select **FS** and double click the symbol from the list or position the cursor in the Search field, press **F4** and then press the appropriate format symbol shortcut letter or symbol.

**Insert Field**

This feature is not applicable in CATalyst BCS.

**Entry Type**

Limit a text search by entry type. Check this box and select an entry type from the Search list.

Entry Types

**Conflict**

An entry that contains a conflict end format symbol.

**Scan stop**

An entry that contains a scan stop begin or end format symbol.

**Numbers**

An entry that contains numbers.

**All Capped**

An entry that contains all capped text.

**Contains capped**

An entry that contains at least one capital letter.

**Phrase**

An entry that contains two or more words separated by a space.

**Contains punctuation**

An entry that contains punctuation.

**Contains format symbol**

An entry that contains a format symbol.

**Contains Field(s)**

An entry that contains a field.

**Auto Includes**

An entry that begin with @.

**AccelerWriter**

An entry that begin with &&.

**Number Conversion**

An entry that contain the {Number Conversion} translate command.

**Number Trigger**

An entry that contain the {Number Trigger} translate command.

**Numeral Words**

An entry that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

An entry that contain a <Colloquy> format symbol and a colon.

**Case Sensitive**

Search only for text that matches the text typed in the Search field exactly as it occurs in upper and lower case. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

**Whole Word**

Search only for whole words that match the text typed in the Search field.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "of" would result in Search finding "of", "officer", "coffee", "soft", etc.

**Partial Stroke**

Search for the specified steno as an entire steno outline or as part of a steno outline. For example, searching for –FPLT with the Partial Stroke option active displays entries: -FPLT, -FPLTD, -FRPBLGTS, -FRPBLTS, etc. Searching for –FPLT without Partial Stroke, displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. CATalyst BCS searches all steno strokes for the letters indicated in the Steno column based on your selection in the Location field.

**Location**

Select search parameters.

**Exact Match**

Search for entries that exactly match the steno or text entered in the Search field.

**Begins With**

Search for entries that begin with the steno or text entered in the Search field.

**Ends With**

Search for entries that end with the steno or text entered in the Search field.

**Contains**

Search for entries that contain, anywhere in the entry, the steno or text entered in the Search field.

**Direction**

Select the direction of the search in the list.

**Forward**

Search forward, from the cursor position to the end of the section.

**Backward**

Search backward, from the cursor position to the end of the section.

**Search Results**

When you invoke a [Search](#) with the *List Search Results* option selected, CATalyst BCS searches the transcript and automatically displays the results of the Search in the Search Results dialog pane. The text content, page, line and section reference display for each occurrence of the searched item. When performing a [Wildcard](#) or [Regular Expression](#) search with the List Search Results option selected, the Wildcard and Regular Expression matches will be underlined. If you search for Q, A or Colloquy format symbols, the first letter following the format symbol will be underlined.

Double click an entry to move the cursor to that location in the current transcript. You can also use the [Search Next and Previous Search Result](#) to move your cursor from the current position in the transcript to the next occurrence.

To manually open the Search Result pane, press **Alt + v, e, s (View/Pane/Search Results)**.

## Search Results Dialog Pane Features



### Font Type

Select a font type for all the characters in the Search Results pane.



### Font Size

Determine the size of the font for all the characters in the Search Results pane.



### Print

Print the items in the Search Results pane.

## Dictionary Info

Dictionary Info allows you to view dictionary entries during captioning. You can view an entry in the selected dictionary or by using the [Query Realtime Translations](#) feature. When you highlight a word in the History window and select a dictionary to view the entry, the selected dictionary opens the Manage Dictionary function and displays the dictionary entry that matches the highlighted word. If CATalyst BCS cannot find the entry, the first dictionary entry displays.

When you choose to look at the definition for a particular translation/steno outline using the Query Realtime Translations feature, the Lookup dialog box displays. The outline appears in the title bar and the definition is listed along with the dictionaries in which the definition is found. You can use the Query Realtime Translations command in the History window or Vertical Notes pane while in a captioning session or while editing a caption file.

## Display

The Display menu allows you to access CATalyst BCS features that affect the display of items in the History Window. For example, this includes [setting the cursor size](#), [vertical notes font](#) and [locking](#) and/or [loading](#), [saving](#) and [resetting](#) window positions.

### Vertical Notes Font

Vertical Notes Font allows you to change the font and font style in the vertical notes dialog pane. To adjust the character size, change the size of the Vertical Notes dialog pane. The selected font and font style remains until it is changed.

To change the vertical notes font:

1. Place the cursor focus in the Vertical Notes dialog pane by clicking in the pane.
2. Press **Alt + v, d, v (View/Display/Vertical Notes Font)** or right click and select **Vertical Notes Font**. The Font dialog box displays. Make necessary changes:

#### Font

Select a font type.

### Font Style

Select a font style:

- **Regular**—no style attributes
- **Italics**—apply italics to the selected font
- **Bold**—apply bold to the selected font
- **Bold Italic**—apply italics and bold to the selected font.

### Sample

A sample of how text displays in the job with the selected font settings.

3. Press **Enter (OK)** to close the Font dialog box.
4. In the Display Font dialog box, press **Enter (OK)** to apply the changes.

### Set Cursor Size

Set Cursor Size allows you to change the size of the cursor on the screen. You can set the cursor size for the Default and all other keyboard maps when active.

To change the cursor size:

1. Press **Alt + v, d, z (View/Display/Set Cursor Size)**. The Cursor Size dialog box displays.
2. Make entries:

#### Cursor Type

Select the keyboard map type for which you want to change the cursor size. Select one:

- Default Keyboard Map
- All Other Keyboard Maps

#### Enter Value

Type a number **1 through 20**.

3. Press **Enter (OK)**.

### Set Cursor Context

Set Cursor Context allows you to select a cursor position for arrowing or scrolling through the file. The default percentage is 18. This is a percent of the screen with the bottom being 0 and the middle of the screen being 50, so that 50% is at the center of the screen. 50% is comparable to center line editing.

To set cursor context:

1. Press **Alt + v, d, e (View/Display/Set Cursor Context)**. The Set Cursor Context dialog box displays.
2. Type a number between **0 – 50** in the field. CATalyst BCS retains the settings for the current user until changed.
3. Press **Enter (OK)**.

## Lock Window Positions

Lock Window Positions prevents the CATalyst BCS dialog panes from being rearranged. The dialog panes remain set to the position on the screen they occupy when you turn this feature On. They retain their position until you turn this feature Off. You can continue to show, hide, dock, float, and resize a floating dialog pane and load saved window positions when Lock Window Positions is active.

To lock the dialog panes in position, press **Alt v, d, l (View/Display/Lock Window Positions)**. A check mark next to the menu item, Lock Window Positions, indicates the feature is active. You can also set the Preference option, [Start with Locked Positions](#), to have CATalyst BCS start each session with the window positions locked. To turn the feature Off, press **Alt v, d, l (View/Display/Lock Window Positions)** again.

## Load Window Positions

The Load Window Positions feature allows you to load a saved window position file (filename.sgcul). When you load a saved file, the dialog panes display on the screen in the same position in which they were saved. You can load saved window positions even when the Lock Window Positions option is active. You can also set the Preference option, [Startup Windows Positions](#), to automatically load a specific saved window position file when you start a captioning session.

Saved window files are stored in the Saved Windows Positions case within the Captioning case located in the System Files case.

## Load a Saved Window Position File

1. Press **Alt + v, d, w (View/Display/Load Window Positions)**. The Load Window Positions dialog box displays.
2. Select a file and press **Enter (Open)**. The saved window position file loads and the dialog panes redisplayed in the saved positions.

## Save Window Positions

Save Window Positions allows you to save the positions of the CATalyst BCS dialog panes to a named file (filename.sgcul) which you can select and load at a later time. You may want to save different window (dialog pane) arrangements based on the type of shows you caption.

Saved window files are stored in the Saved Windows Positions case within the Captioning case located in the System Files case.

## Save Edit Dialog Pane Position

1. Verify the dialog panes are in the desired position on the CATalyst BCS screen.
2. Press **Alt + v, d, s (File/View/Save Window Positions)**. The Save Window Positions dialog box displays.
3. Do one of the following:
  - In the File name field, type a name for the user settings file and press **Enter (Save)**.
  - Select an existing file. The name displays in the File name field. Press **Enter (Save)**. CATalyst BCS prompts you to replace the existing file. Press **Enter (Yes)** to overwrite the existing file.

## Reset Window Positions

Reset the display and position of the captioning dialog panes to the CATalyst BCS default. To reset the display, press **Alt + v, d, r (View/Display/Reset Window Positions)**.

## Reveal Codes

Reveal Codes displays formatting information along with text, in the History or Script window. Formatting information includes paragraph styles, format symbols, and font codes.

When Reveal Codes is active, formatting information remains visible in the History window. You can edit normally in the History window. Use Reveal Codes to identify and delete unwanted formatting information.

To toggle the Reveal Codes display open and closed, press **Ctrl + Shift, r (View/Reveal Codes)**.

## Show

The Show feature presents a selection of toolbar and window options that allows you to customize your screen view. Press **Alt + v, s (View/Show)** to display the Show menu. Click an option to select or deselect it. A check mark next a menu item indicates the feature is active. When you click Customize Toolbar, the Customize dialog box displays.

The Macro toolbar only [displays](#) by clicking and dragging the Macro submenu. Once displayed, the Macro toolbar appears in the Show menu and you can click it to remove the toolbar from the screen.

## Toolbars

CATalyst BCS comes with a default set of toolbars which you can display, hide and customize. You can add icons, remove icons and reposition icons from one toolbar to another. If the Customize Toolbar option, Show ScreenTips on toolbars, is active you can view the function of each icon. Rest your cursor on the icon to display the function. You can also view the function of each icon in the [Customize](#) Toolbar dialog box, Command tab.

### Moving Toolbars

Toolbars can be positioned for display in different locations in the CATalyst BCS screen. You can rearrange them in the upper portion of the screen, display them along the side or bottom, or float them. To move a toolbar:

1. Position the cursor on the left corner of the Toolbar.
2. Click and hold the left mouse button
3. Move the toolbar to the desired location on the side, bottom or top of the screen and release the mouse button. To have the toolbar float, release the cursor anywhere on the screen.

### CATalyst BCS Toolbars

Toolbars are shown with the CATalyst BCS default icons.

#### Function Bar



#### Job Manager



## Standard



### Standard Plus



### Edit



### Marks



## Open Special



## Table



## Dictionary/List



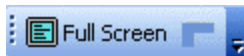
## Dictionary Extra



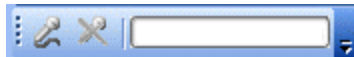
## Compress Print



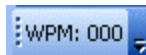
## Full Screen



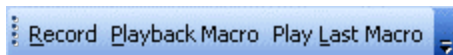
## Voice



## Words Per Minute



## Macro



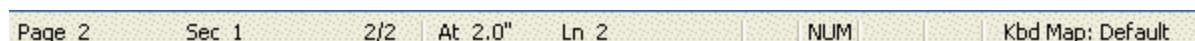
## Status Bar



Display or hide the Status Bar at the bottom of the CATalyst BCS screen. The Status Bar displays above the stationary Status Bar. It shows steno when marking and steno strokes held, if any, when writing realtime. On the right side of the toolbar, original conflicts resolved by EZ Choice or Auto Conflict display.



Stationary Status Bar



## Translate Statistics

Display or hide the [translate statistics](#) for the current captioning session.

## Up-to-Date History

The Up to Date feature displays realtime text in the History window. This allows you to hide the Realtime window while still viewing the realtime text. If necessary, when using the Up-to-Date option, you can edit the realtime text that displays before it is sent to the encoder. Use the Caption Preview window to view caption text sent to the encoder. A check mark in front the Up-to-Date feature indicates it is active.

## Windows

You can select to display and hide captioning windows. When a check mark displays and the window is not visible, it may be set to hide. No check mark indicates the feature is not selected. Click the feature to select and deselect it.

### Vertical Notes

Vertical notes synchronize with the realtime text. You can make dictionary definitions directly from the vertical notes.

### Session Information

Allows you to easily connect and disconnect your writing machine, access your Credit files, change profiles and view your connection type, NIK files, and translate options.

### Story Queue

Displays each story for the currently selected script files. You can send stories line-By Line via steno or computer keyboard or NIK files. Stories are loaded in the order they display. You can change the order by clicking and dragging a story to a specific location or highlight a story and using the Up and Down arrows. You can also use the [Story Queue](#) feature on the Setup menu.

### Caption Preview Window

Simulates how your captions display on the video screen or television. This dialog pane also displays caption style, position and mode.

### Status

Displays the Status dialog pane with the modem connection status such as dialing or connecting. It also displays encoder status; Block, Pass or Suspend.

### Script Window

Displays the text for all the Script files with the current send line and the next send line highlighted.

### Realtime

Displays the line of text, realtime or live display, which you can edit before it is sent to the encoder. This allows you to view the text and make necessary corrections. Story lines sent to the encoder also display in this window.

### **AutoFeed**

Displays the [AutoFeed](#) dialog pane which allows you to send script lines automatically based on the number of words per minute.

## **Customize Toolbars**

You can customize the toolbars including changing the name of icons or even the icon itself. You can select what icons are on toolbars also. Display the [Customize](#) dialog box to display toolbars and modify the icon content of a toolbar.

### **AutoFeed**

Show AutoFeed displays the AutoFeed dialog pane where you can send script lines automatically based on the number of words per minute. The script can be fed line by line until the entire file is sent or you can set AutoFeed to automatically start at the beginning (loop) when it reaches the end. You may want to use the AutoFeed feature as a method to send script in a live display or for testing purposes.

You can modify your keyboard map to include AutoFeed keyboard commands. When the AutoFeed dialog pane is not displayed and you invoke an AutoFeed command, CATalyst BCS opens the AutoFeed dialog pane. The following keyboard map assignments allow you to control AutoFeed from your keyboard:

#### **<Caption: AutoFeed Start/Stop>**

Toggle between starting and stopping AutoFeed if the script is automatically being sent.

#### **<Caption: AutoFeed Decrease Speed>**

Reduce the words per minute setting at which the script file is being sent.

#### **<Caption: AutoFeed Increase Speed>**

Increase the words per minute setting at which the script file is being sent.

#### **<Caption: AutoFeed Toggle Repeat>**

Alternate between sending the script file once and sending the script file again from the beginning once the file is sent.

## **Display Auto Feed Pane**

1. Press **Alt + v, s (View/Show)** to display the Show menu.
2. Click **AutoFeed**. A check mark next the feature indicates it is active.
3. Use following options as necessary:

### **Start/Stop**

Toggles between starting and stopping the AutoFeed.

### **Output Rate**

Adjust the speed at which the script file is sent. Click the field and use the up/down arrows to increase or decrease the speed.

**Caption Style**

The type of caption style for the AutoFeed. Click the field and select a style. Currently Paint on is unavailable.

**Data Channel**

The default is CC1. Click the field and select a channel.

**Repeat**

Set the option to repeat sending the script file. Choose one of the following:

**Yes**

Restart sending the script file from the beginning once the entire file has been sent.

**No**

Send the script file once.

**Save**

Have CATalyst BCS remember the setting changes for the next time you use AutoFeed.

An asterisk displays in the AutoFeed title bar when changes have been made but have not been saved. Once you save the changes, the asterisk no longer displays.

**Customize Toolbars**

The Customize Toolbars feature allows you to add, move, or remove CATalyst BCS icons on the CATalyst BCS toolbars for each function. You can remove icons you do not use or rearrange the order in which they appear on the toolbar. CATalyst BCS remembers the new settings for current user until changed.

You can also show or hide toolbar icons by clicking the down arrow located on the right side of a toolbar. Select Add or Remove Button and then choose the toolbar you want to modify. Click next to a command to show or hide it from the toolbar. A check mark indicates the icon shows on the toolbar.

Additionally, you can change the style and appearance of toolbar icons. When the Customize dialog box is open, the right click menu allows you to modify the icons.

**Modify Toolbars**

1. Press **Alt + v, s, z (View/Show/Customize Toolbars)**. The Customize dialog box displays with three tabs: Toolbars, Commands and Options.
2. Make entries on each of the tabs as necessary:

**Toolbars**

Check the box next to the toolbar you want to display on the screen.

**New**

Create a new custom toolbar. The New Toolbar dialog box displays. Use the default name or type a new name and press **Enter (OK)**. The name displays in the Toolbar list. Once the toolbar displays on the screen, use the Command tab to drag and drop the icons you want to display.

**Rename**

Rename a custom toolbar. Highlight the toolbar in the list and select **Rename**. The Rename Toolbar dialog box displays where you can type a new name in the field. Press **Enter (OK)** to apply the new name. This field is active only when custom toolbars display in the list.

### **Delete**

Delete a custom toolbar. Highlight the toolbar in the list and select **Delete**. CATalyst BCS prompts you to confirm the deletion. Press **Enter (OK)** to remove the custom toolbar. This field is active only when custom toolbars display in the list.

### **Reset**

Reset the toolbars icons for the current function to the CATalyst BCS default command settings.

## **Commands**

Select a Category and then drag a Command from the dialog box to a toolbar. While moving an icon, the cursor displays with an X on top of a rectangular box. When you move the cursor to a valid placement location on the toolbar, CATalyst BCS removes the X and displays a black vertical bar on the Toolbar indicating the point of insertion when you release the mouse button.

Do any of the following:

### **Add a command**

Using the left mouse button, click the desired command and continue to hold the button. Move the cursor to the desired location on a toolbar or the right click menu and release the button.

### **Remove a command**

Use the left mouse button to click the desired command and hold the button. Move the cursor off the toolbar or right click menu to any location on the screen and release the button.

### **Relocate a command**

Use the left mouse button to click the desired command and hold the button. Move the cursor to the new location on the toolbar or right click menu and release the button.

## **Menus**

Customize the right click menu and right click toolbar for CATalyst BCS captioning sessions and when working in a caption edit file.

### **Select context**

From the drop down list, select to customize the BCS Right Click menu or the BCS Right Click Toolbar. Click the **Command** tab. Refer to "Commands" in this topic to add, remove or relocate a command on the right click menu or toolbar.

### **Don't show the right-click toolbars in all areas**

Check this box to hide the display of all right click toolbars the CATalyst BCS History window and CATalyst BCS edit files.

### **Don't show the right-click toolbar in the BCS area**

Check this box to hide the display of the right-click toolbar in the BCS History window.

**Reset**

Reset the right click menu or toolbar, displayed in the *Select context* field, to the default settings

**Options****Always show full menus**

Show all the commands on the menus. Uncheck this box to show only the basic and most frequently used menu features.

**Show full menus after a short delay**

When you rest the cursor on a menu, all the commands display after a short delay.

**Reset menu and toolbar usage data**

This feature is unavailable.

**Large icons**

Increase the size of the toolbar icons.

**Show ScreenTips on toolbars**

When you rest the cursor on a menu, a brief description of the toolbar function displays.

**Show shortcut keys in ScreenTips**

Display keyboard shortcut key with the ScreenTip.

**Menu animations**

Select the way menus display when you click on them. For example, Slide displays the menu in a sliding motion.

3. Press **Close** to save the changes and exit the Customize dialog box. The changes remain in effect for the current user until changed.

## Modify Toolbar Icons

The Customize Toolbars feature allows you to modify the appearance of a toolbar "button" or icon. You can switch the style of an icon between icon only, text only or icon and text. The icon text can be modified. You can also modify the icon image. The toolbar must be visible on the screen in order to make modifications.

To modify icon appearance:

1. Press **Alt + v, s, z (View/Show/Customize Toolbars)**. The Customize dialog box displays with three tabs: Toolbars, Commands and Options
2. Place your cursor on the icon you want to modify.
3. Right click the mouse to display the right-click menu. Use the following options as necessary:

**Reset**

This option is available when you place your cursor on an icon that has been modified from its default appearance. Place your cursor on the icon and click **Reset** to restore the icon to the default.

### Delete

With your cursor on the icon you want to remove from the toolbar, select **Delete**.

You can restore the icon along with any other toolbar changes from the Customize dialog box. On the Toolbar tab, highlight the toolbar to which the icon belongs and select **Reset**. Resetting restores all the default icons in their default appearance to the selected toolbar. A warning message displays prompting you to continue. Select **OK** to continue with the restore or **Cancel** to retain the changes.

### Name:

The text in this field displays on the toolbar when you select Text Only or Image and Text for the icon style. With your cursor on the selected icon, type the name you want to display.



The name you type here does not change the toolbar tip that displays when you rest your cursor on the icon.

### Set Icon Style

Select one of the following. A check mark in front of the menu item indicates the active selection.

#### Default Style

Restores the icon to the original default appearance.

#### Text Only

Display the icon with text and no image. The text that display in the *Name:* field is the text that displays on the toolbar.

#### Image and Text

Display the icon with text and image. The text that display in the *Name:* field is the text that displays on the toolbar.

### Change Icon Image

Use the following options to copy, paste and edit the icon image. To restore icon image to default, use Reset Button Image.

#### Copy Button Image

With your cursor on the icon you want to copy, select **Copy Button Image**. Use Paste Button image to copy the icon to another toolbar.

#### Paste Button Image

Paste the copied icon to another toolbar. The pasted icon replaces the icon on which your cursor is resting.

#### Reset Button Image

Return the icon image to the default.

#### Edit Button Image

The Button Editor dialog box displays where you can modify the current icon image. Select **OK** when finished to accept the changes or **Cancel** to have the icon retain the current image.



### Change Button Image

A menu of icon images displays from which you can select a different icon to replace the current image. The function of the icon remains the same.

### Begin a Group

Inserts a delineating line to the left of the icon indicating the beginning of an group of related icons on the selected toolbar. With your cursor on the selected icon, choose **Begin a Group**.

## Translate Statistics

Show Translate Statistic displays translation statistics about the current captioning session. Translate statistics include the current time, total strokes and untranslates, total number of dictionaries, and total pages for the job. When you click the down arrow  to expand the dialog box, translation status details display. Click the up arrow  to condense the dialog box. Power Defines and keyboard actions, such as defining and resolving conflicts, do not affect translation statistics.

### View Translate Statistics

To toggle the display On and Off, press **Alt + v, s, n (View/Show/Translation Status)**. The following information displays when you expand the translation status dialog box to show all the translation details for the job.

#### Name of the job

The name of the captioning session on the Title Bar of the dialog box.

#### Current Time

The current time based on the computer's clock.

#### Strokes

##### Total

The total number of strokes written. When you write a steno stroke that is an untranslate and then use a deletion stroke, such as asterisk delete, to delete the untranslated stroke, neither the steno stroke or the deletion stroke count in the total number of strokes.

##### Untrans

The number of untranslates in the job. When you write a steno stroke that is an untranslate and then use a deletion stroke, such as asterisk delete, to delete the untranslated stroke, neither the steno stroke or the deletion stroke count as an untranslate statistic.

When you write a deletion stroke at the beginning of the file or when the Reporter's Area is zero, the deletion stroke displays as an untranslate if there is nothing to delete. The deletion stroke is not added to the untranslate count because there is a definition in the dictionary for it. It is included in the total number of strokes.

##### Untran %

The percentage of untranslates.

#### Elapsed Time

##### Adjusted

The total elapsed time of the captioning session.

**Total**

The total elapsed time of the captioning session.

**Conflicts**

**Total**

The total number of conflicts written. Conflicts selected by Auto Conflict count in the total. Strokes written that result in a conflict are also included.

EZ Choice resolved conflicts do not count towards the total number of conflicts.

**Resolved**

The number of conflicts resolved by selecting conflicts from the writing machine using the Resolve Conflict Choice commands.

**Job Dictionaries**

The list of job dictionaries selected at the time of translation.

**Pages**

The total number of pages in the job.

**Options**

Displays the Used in Last Translation dialog box which indicates the translate options used during the translation of this job. This information may be helpful in the event that troubleshooting is necessary. Press **Enter (Close)** when finished viewing the information.

**Words Per Minute**

The Words Per Minute toolbar allows you to view the approximate number of words written per minute during captioning. The average number of words per minute is calculated over a minimum of two seconds up to a maximum of about 30 seconds. The software uses the longest consistent writing speed, within 25 percent. If you write substantially more words per minute for over 2 seconds, the Words Per Minute feature reflects the faster rate even if you cannot maintain the speed. For example, if you are writing at approximately 180 words per minute, the toolbar displays, 180. If you write approximately 225 words per minute for a short time, the toolbar displays, 225. When you stop writing, the display returns to 000 after a few seconds.

**Display the Words per Minute Toolbar**

1. Press **Alt + v, s (View/Show)** to display the Show menu.
2. Click **Words Per Minute**. A check mark next the feature indicates it is active.

**Word Definition**

Word Definition allows you to look up the definition of a selected word. You can view a word definition at any time during a captioning session or during Spell Check. Hyperlinks are available for words contained in a definition which exist as a defined word in the selected dictionary. These links display in underlined bold text. Links are also available for words listed as synonyms in a definition which exist as a defined word in the selected dictionary. These links display in underlined text. Links, by default, are set to



display in blue. You can modify Word Definition Dictionary dialog box colors in [Word Definition Dictionary Settings](#).

The Word Definition features uses the Merriam-Webster dictionary is the dictionary which comes with the CATalyst BCS software. Definitions are provided for approximately 215,000 words.

## View a Word's Definition

1. In the History window, place your cursor immediately before or on the word for which you want to look up a dictionary definition.
2. Press **Alt + v, w (View/Word Definition)**. The Merriam-Webster Dictionary dialog box displays with the definition for the highlighted word. If you receive the "no definition found" message, you can type a new word in the field and click **Find Word**.

Use **any** of the following dictionary dialog box options:



### Find Word

Look up another word. Type a new word in the field and press **Enter** or click the Find Word icon.



### Dictionary Search

Connect to the OneLook® website, if you have an active Internet connection, for additional definition possibilities for the same word selected in Word Definition.



### First Word

Display the first word in the dictionary.



### Previous Word

Display the word in the dictionary that occurs before the word currently displayed.



### Next Word

Display the word in the dictionary that occurs after the word currently displayed.



### Last Word

Display the last word in the dictionary.



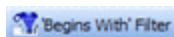
### Settings

Modify the Word Definition Dictionary Settings. This includes limited Stenograph distributed dictionary choice and dialog box colors.



### Wordlist

Expand the Word Definition Dictionary dialog box to show the list of dictionary words. You can scroll through the Wordlist using the Up Arrow, Down Arrow, Page Up, and Page Down keys.



### Begin With

Show only those words in the dictionary that contain the word currently displayed.

3. When finished looking up word definitions, press **Esc**.

## Zoom

Zoom allows you to change the viewing size of the text in the History window by manually increasing or decreasing the viewing percent. You can select a higher zoom percentage to get a close up view of the text or select a lower Zoom setting to reduce the viewing size of the job allowing you to see more of the page. In addition to selecting a viewing percentage, you can also select **Fit Text**, which maximizes the display of text to the current size of the History window. You can also choose **Fit Page**, which maximizes the display of text to the current size of the History window in a smaller text size.


During a CATalyst BCS session, the default view is Fit Text. When editing a \*.que file, Zoom settings are remembered. For example, if you change your zoom settings to make the reduce the text size while editing, CATalyst BCS remembers the change the next time you open a \*.sgcap file.

## Change the Display Font Size

### Use the View Menu

1. Press **Alt + v, z (View/Zoom)** to display the Zoom menu. A check mark displays next to the current selection.
2. Select a new percent. To display the viewing size at a percentage other than the values provided, select **Custom**. In the Custom Zoom dialog box, enter a number between 1 and 800 in the Enter Value field.

### Click the Zoom icon

1. Click the Zoom  icon. CATalyst BCS displays the next percentage increase in the list.
2. Continue to click the Zoom icon. CATalyst BCS selects the next percentage increase in the list until it reaches the largest size. For example, the viewing percentage is set at 100%. You click the Zoom icon and the viewing percent increases to 150%. When you reach the largest size, CATalyst BCS toggles to Fit Text, Fit Page and up the list again.



Zoom Keyboard commands:

- Cycle through zoom settings
- Cycle through zoom settings (Reverse)
- Zoom 100%
- Zoom 150%
- Zoom 200%
- Zoom 400%
- Zoom 50%
- Zoom 75%
- Zoom Fit Page
- Zoom Fit Text

## CATalyst BCS Global Commands

CATalyst BCS contains several global commands that allow you to create and manage [global definitions](#), or globals, while captioning. Globals are steno-based words or phrases that you define once and are automatically applied to all occurrences from that point through to the end of the job. You can define untranslates, mistranslates, partial translates which include translated words and untranslates, or conflicts.

### About Global Definitions

Global definitions, or globals, let you define steno-based words or phrases once and then automatically apply the definition to all occurrences from that point through to the end of the job. You can define untranslates, mistranslates, partial translates (translated words and untranslates), or conflicts. Global definition types include: D-Define, K-Define, J-Define, and E-Define and Other Dictionary. Defines are created using the command of the same name from the Global menu.

When you create a global, CATalyst BCS automatically applies it forward through to the end of document. To apply globals forward and backward in the file, select the Entire File option in the Global Define dialog box when defining. To apply globals backward in the file after making a definition, use the [Apply All Globals Backward](#) command. You can undo a global if the word or phrase has not been subsequently modified.

When you create a global using the [Selective](#) option, CATalyst BCS stops on each occurrence affected by the global change. CATalyst BCS stops on the first occurrence affected by the global change. You can choose to apply the change to this occurrence, all occurrences, to the current Section only, skip the occurrence and go to the next occurrence or take no action and return to Edit. If you apply the change to all occurrences, the global is no longer selective. The Entire File option is ignored when using the Selective option but selecting Entire Section does apply the global to **all** occurrences in the current section. Selective globals (not Entire Section) do not apply to previous text. The selective global starts at the current cursor location, moves forward in the file until CATalyst is finished applying the selective global. Click OK in finished dialog box and the cursor returns to the location where the global was started.

When you create a global using the [Suggest](#) option CATalyst BCS displays a list of up to ten possible text definition for the steno displayed in the Global Definition dialog box. You can set CATalyst BCS to automatically display the Suggestion list by checking the *Open with Suggestions* option.

During realtime writing, globals apply to any incoming text. You can use the [Power Define](#) feature to apply globals forward and backward in the file and to all incoming text. Selective globals do not apply to new realtime text. If a selective global changes to no longer be selective, the global then applies to new realtime text.

You can create new definitions for future translations from the current steno outline. Select Generate All Possible Misstrokes in the global definition dialog box to generate misstroke definitions and place them in the destination dictionary. The current steno outline and text definition go to the global table and apply through the rest of the current captioning file in the History window. The generated misstroke definitions do not apply to the open file. Before generating misstroke definitions, CATalyst BCS checks the Personal Dictionary to avoid creating conflicting entries.

Selecting the Endings option in the global definition dialog box also allows you to create new definitions from the current steno outline. CATalyst BCS analyzes the word in the Text field to see if a " G", " S" or " D" steno outline could be added to the word. If so, then CATalyst BCS generates suggested definitions with the endings.

CATalyst BCS places a global define into the global table and, with the exception of E-Defines, into the appropriate dictionary. An E-Define only goes into the global table. CATalyst BCS handles global dictionary definitions as follows:

- A D-Define goes directly into your Personal Dictionary unless you select to use the [Update Area](#). A new D-Define applies during translation and is added to your Personal Dictionary the next time you open it.
- A K-Define goes into the associated case dictionary, the dictionary with the same name as the case. The current job must be in a case in order to create a K-Define.
- A J-Define goes into the associated job dictionary, the dictionary with the same name as the job. You can select a different job dictionary by pressing selecting Other Dictionary in the Global Type field.
- An Other Dictionary define goes into a selected alternative dictionary.

### D-Define

D-Define (Ctrl + d) is a command used to define untranslated steno outlines or steno outlines and text. Use D-Defines for common words or phrases that you want in your Personal Dictionary to use each time you translate. You can only D-Define words or phrases that have steno associated with them. You cannot D-Define any typed words or phrases you insert.

The D-define command globally changes the steno-based words from the point in the job you create the global through to the end of the job or throughout the entire file, depending on the option selected. It also puts the definition into the global table and, depending on your [Dictionary Options](#), into your Personal Dictionary or the Update Area.

Create D-Define

### K-Define

A K-Define (Ctrl + k) is a command used to define untranslated steno outlines or steno outlines and text. Use K-Defines for words or phrases that you want in your Case Dictionary. You can create K-Defines only if the current job is in a case and if the words or phrases have steno associated with them. You cannot K-Define any typed words or phrases you insert.

The K-define command globally changes the steno-based words from the point in the job you create the global through to the end of the job or throughout the entire file, depending on the option selected. It also puts the definition into the global table and into the Case dictionary.

CATalyst BCS automatically uses K-Defines during translation on any job file translated within the Case. Using a Case dictionary can be useful when you have several jobs in the same Case. By using a Case dictionary you can eliminate the need to remember to select the job dictionaries when translating or copying the day one job dictionary to the day two job dictionary so that all those entries can apply to the day three job.

Create K-Define

### J-Define

A J-Define (Ctrl + j) is a command used to define untranslated steno outlines or steno outlines and text. Use J-Defines for words or phrases that you want in your job dictionary. You can only J-Define words or phrases that have steno associated with them. You cannot J-Define any typed words or phrases you have inserted.

The J-define command globally changes the steno-based words from the point in the job where you create the global through to the end of the job or throughout the entire the file, depending on the option selected. It also puts the definition into the global table and into the Job dictionary.

By default, CATalyst BCS uses the job dictionary of the same name as the file for J-Defines. You can choose a different job dictionary by selecting Other Dictionary in the Global Type field of the global definition dialog box. The selection is remembered for the current session. You can also change the default job dictionary for this job using the [Change Job Dictionary](#) feature.

Create J-Define

## E-Define

E-Define (Ctrl + e) is a command used to define untranslated steno outlines, steno outlines, and text that does not have associated steno. The E-define command globally changes the words from the point in the job you create the global through to the end of the job or throughout the entire file, depending on the option selected. It also puts the definition into the global table. The definition is NOT put into a dictionary.

To create a case sensitive E-Define, select the Case Sensitive option so that the E-Define is applied to words that match the case of the word in the Old Text field. If you do not select this option, CATalyst BCS changes all occurrences of the word in the Old Text field regardless of case. For example, to change Mark to Marc throughout the job without changing the word "mark", you could select the Case Sensitive option and type "Marc".

CATalyst BCS interprets words which are automatically initial caps, such as the first word following a Q or A symbol, as lower case words. CATalyst BCS only recognizes the word as initial capped when you type it initially capped, it is initial capped as a dictionary entry and it is initial capped as the result of a Cap Previous command or Cap Next command.

When the [Apply E-Defines To Typed Text](#) option is active, CATalyst BCS applies E-define globals to text you type, paste, insert, or replace in the job. For example, you have subject matter about Michael Wolff. You have a dictionary definition for "wolf" but this surname word is spelled with two "f"s. You e-define "wolf" to "Wolff". When you type "wolf" it changes to "Wolff." When the Apply E-Defines to Typed Text option is active, E-defines apply to Include files, Appended files, Auto Include files and Realtime data. They do not apply to text restored with the Undo command or Number Conversion text.

Create E-Define

## Other Dictionary Define

Other Dictionary Define allows you to place a dictionary define into any dictionary used to translate the current job, another existing job dictionary or a new job dictionary. For example, you have a medical word that you would like to define but not necessarily put in your Personal Dictionary or the current job dictionary. Using Other Dictionary Define, you can place your define in your Medical job dictionary. CATalyst BCS remembers your Other dictionary selection for the current session.

The Other Dictionary Define command globally changes the steno-based words from the point in the job where you create the global through to the end of the job or throughout the entire the file, depending on the option selected. It puts the definition into the global table and into the other selected dictionary.

Create Other Define

## Create a Global Definition

Complete the following steps to create a D-Define, K-Define, J-Define, E-Define or Other Dictionary definition. Depending on the type of define, not all options are available. For example, the Case Sensitive option is only available when creating an E-define while the Suggest option is not available when creating an E-define.

When writing realtime using CATalyst BCS V13 or higher and the Luminex or Diamante V2.0 or higher, Luminex or Diamante J-Defines and all CATalyst BCS dictionary definitions are [automatically exchanged](#). The Delete, Undo Global, Undo Last Global or Undo Global Once commands do not remove the definition from the Luminex or Diamante. Refer to the Luminex or Diamante User Guide for information on removing J-Defines from the Luminex or Diamante.

## Steps to Create a Global Definition

1. Place the cursor immediately before the word, on the word, or mark the steno or text you want to define.
2. Press one of the following:
  - **Ctrl + d (D-Define)**. The Global – D-Define dialog box displays.
  - **Ctrl + k (K-Define)**. The Global – K-Define dialog box displays.
  - **Ctrl + j (J-Define)**. The Global – J-Define dialog box displays.
  - **Ctrl + e (E-Define)**. The Global – E-Define dialog box displays.
  - **Ctrl + Shift + o (Other Dictionary Define)**. The Global – Other Dictionary dialog box displays.
3. Make necessary entries:

### Old Text

The selected text to global.

### Steno

The steno for the text selected to global. This field is unavailable for E-Defines.

### Mark/Unmark Left

Press **Alt + [** (left bracket) to expand or **Alt + ]** (right bracket) to deselect the marking to the left.

### Mark/Unmark Right

Press **Alt + Right Arrow** or **Ctrl + g** to expand or **Alt + Left Arrow** to deselect the marking to the right.

### New Text

The cursor defaults to the New Text field when defining. Type the new text, including any format symbols. Press **F9** to add [extended characters](#).

To copy the old text to the New Text field, press **F6**. You can toggle through the last ten typed replacement words by pressing **Ctrl + r** with the cursor in the New Text field; or **Ctrl + Shift + r** to toggle backwards through the selection.

When the Open with Suggestions option is checked, a list of up to 10 suggestions display when the Global dialog box opens. To select a suggestion, press the associated suggestion number or arrow up or down to highlight a suggestion and press **Enter**. To clear the suggestion list, press any other key, such as Esc.

When the option, [Spell Check While Defining](#) is not active, press **Shift + F7** to spell check the word in the New Text field. To look up a definition, press **Ctrl + F7**.

### **FS (Alt + f)**

Display the list of available [format symbols](#). To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry. To always display the format symbol list, check the box, Always Show Format Symbols.

You can also use shortcut keys to insert a format symbol. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

### **Insert Field (Alt + i)**

This feature is most likely not applicable in CATalyst BCS. Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### **Cap (Alt + a)**

Copy the text in the Old Text field to the New Text field and cycle through three Cap/Uncap options for the text in the New Text field. You can also use the Ctrl + F5 method to cycle through the capping options. Cap applies the capping options to the text. The capping options include:

- Capitalize the first letter in a word or phrase, except for words in the NoCapWords list
- Capitalize all the letters in a word or phrase
- Uncap the letters in a word or phrase

### **Conflict (Alt + o)**

This option is available when a conflict is part of the Old Text. When you select Conflict, CATalyst BCS copies the text from the Old Text field to the New Text field, automatically choosing the first conflict. If you select Conflict a second time, CATalyst BCS chooses the second conflict. If additional conflict choices exist, select Conflict until the desired choice displays in the New Text field. When more than one conflict exists in the Old Text field, your selection applies to all the conflicts.

### **Suggest (Alt + u)**

Display a list of up to ten possible text definitions for the steno in the *Steno* field. Click on a selection or press the associated number to insert the entry into the *New Text* field. If you do not want to select a suggestion, type the correct text; or press ESC or ALT. The suggestion list closes and places the cursor focus in the *New Text* field. To automatically display the Suggestion list when the Global dialog box opens, select the *Open with Suggestions* option. The list of suggestions is not available when E-Define or Replace is selected in the *Global Type* field.

Suggested definitions display based on current globals, dictionaries used to translate the job, dictionary entry usage count, recently used data, drag/drop and stacking possibilities and spell checked phonetic suggestions based on the current Phonetic Table. When editing on a computer other than the one on which the job was originally taken, you must have all dictionaries and the phonetic table used during translation.

### Open with Suggestions

Automatically display a list of up to ten possible text definitions for the steno in the *Steno* field when the Global Define dialog box opens. The change applies the next time the Global Define dialog box displays. This option is not available when E-Define or Replace is selected in the *Global Type* field.

If you do not select this option, you can manually display the list by selecting *Suggest* in the Global Define dialog box. If you are using macros or AccelerWriters to open a Global Define dialog box, do not select this option. Use a key combination, such as Alt + u to manually select *Suggest* to display the suggestion list.



If you are using macros or [AccelerWriters](#) to open a Global Define dialog box, do not select this option. Use a key combination, such as Alt + u, to display the list of suggestions.

### Endings (Alt + n)

When you type a word in the Text field, CATalyst BCS analyzes the word to see if a " G", " S" or " D" steno outline could be added to the word. If so, then CATalyst BCS activates the Endings button. Caption Edit's [Plural Endings](#) Option setting also applies to the Endings feature. The Plural Endings option allows you to set the final S, final Z or both as keys you write to indicate a plural. The Global Endings dialog box displays when the Endings button is selected. You can select any of the suggested definitions to add to your dictionary. For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### Spaces

When two or more words display in the Old Text field, the Spaces feature copies the text to the New Text field and toggles the placement of a [<Sticky Space>](#) format symbol between words, removes the spaces between words and returns to the original state. Spaces is also available when you type two or more words in the New Text field.

### Stitch (Alt + -)

Copy the text in the *Old Text* field to the New Text field and place hyphens between each word. Stitch is also available when you type words in the *New Text* field. If there is one word, the letters are hyphenated, if there are two words, the words are hyphenated. If you press Alt + hyphen again, CATalyst toggles to the hyphens being removed.

If there are three or more words, a drop-down list displays with different stitch choices. For example, if the highlighted words are unique CATalyst features, the drop-down list displays. You can select the number of the choice you want or click the choice:  
unique-CATalyst-features



unique-CATalyst features  
unique CATalyst-features

Using the above three examples, you can press Alt + , (comma), a list displays. You can select the number of the choice you want or click the choice:

, unique CATalyst features,  
, unique CATalyst, features  
unique, CATalyst features

Using the above three examples, you can press Alt + " (quote symbol) a list displays. You can select the number of the choice you want or click the choice:

"unique CATalyst features"  
"unique CATalyst" features  
unique "CATalyst features"

### Global Type

The type of define originally selected displays. To select a different type of global define choose from the drop down box, or press **one** of the following key combinations. When you D-Define, K-Define, or J-Define the entry, the correct steno must display in the Steno field.

- **Ctrl + d** (D-Define)
- **Ctrl + k** (K-Define) - if the file is in a case.
- **Ctrl + j** (J-Define)
- **Ctrl + e** (E-Define) - does not place the global definition into a dictionary.
- **Ctrl + r** (Replace) - for this occurrence only.
- **Ctrl + Shift + o** (Other Dictionary) - send job dictionary defines to an alternative dictionary.

### Pick Other Dictionary

Send job dictionary defines to an alternative dictionary when making an O-Define. Select a current dictionary from the drop down list or use **Browse** to choose another dictionary. Depending on your [Global Options](#) settings, CATalyst BCS remembers your selection for the current session or for every job. This field displays when you select Other Dictionary in the Global Type field.

### Entire File (Alt + I)

Check this box to apply the global change forward and backward throughout the job.

### Case Sensitive (Alt + v)

Check this box for CATalyst BCS to change any occurrence of the word in the Old Text field only when it matches the same upper and lower case letters. Uncheck this box, to change all occurrences of the word in the Old Text field regardless of the case.



This option is only available for E-Defines.

### Selective (Alt + s)

Check this box to have CATalyst BCS mark the global as [Selective](#) and identify it in the Global Table. CATalyst BCS moves to each occurrence affected by the global change. You can choose to apply the change to this occurrence, all occurrences, to the current Section only, skip the occurrence and go to the next occurrence or take no action and return to Edit. If you apply the change to all occurrences, the global is no longer selective. The Entire File option is ignored when using the Selective option but selecting [Entire Section](#) does apply the global to **all** occurrences in the current section. Selective globals (not Entire Section) do not apply to previous text. The selective global starts at the current cursor location, moves forward in the file until CATalyst is finished applying the selective global. Click OK in finished dialog box and the cursor returns to the location where the global was started., allowing you to choose to apply the change, skip the occurrence or apply the change to all occurrences. The Confirm dialog box displays for you to select the action for each occurrence. The [Entire File](#) option is ignored when using the Selective option. Selective globals do not apply to previous text. The selective global starts at the current cursor location, moves forward in the file until CATalyst is finished applying the selective global. Click OK in finished dialog box and the cursor returns to the location where the global was started.

To prevent selective globals from being added or pasted when using the [Add Other Globals](#) command or when marking and copying globals from one table to another, check the Global Table [option](#), *Exclude Selective Global*.

### **Quick add to Personal Global Table (Alt + q)**

Check this box to add the definition to the [Personal Global Table](#).



This option is only available for E-Defines.

### **Generate All Possible Misstrokes (Alt + m)**

Check this box to have CATalyst BCS generate definitions in the designated dictionary based on all the possible misstrokes of the original steno outline. Only the original steno outline goes into the current global table. All misstrokes are available for future translations.

CATalyst BCS generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. CATalyst BCS also creates a dictionary definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already has a definition in your Personal Dictionary as "vice", so CATalyst BCS did not generate /SRAOEUS as a misstroke.

By default, this option is always unchecked when you open the Global define dialog box. You can [change](#) the default so that the Global define dialog box displays with Generate All Possible Misstrokes selected. A separate default setting for D-Defines, J-Defines, and K-Define can be set.



This option does not apply to E-Defines.

### **Add 2 Cat Scratch**

Selecting this option results in the steno and text of the global being added to the Steno/Text section of the Cat Scratch pane. The Add to Cat Scratch option is not remembered regardless of Remember selected options for D, J, K and O defines status in the Advanced Global Options dialog box.



This feature does not apply to E-Defines.

4. When finished defining, do **one** of the following:

- Press **Enter (OK)** to apply the definition.
- Press **F8** to apply the definition and scan to the next untranslate.

## Global Definition Dialog Box Shortcut Keys

F4 + #	Insert EZ Text into the <i>New Text</i> field.
F6	Copy the old text to the <i>New Text</i> field.
F9	Add extended characters to the <i>New Text</i> field.
F11 + #	Copy clipboard text to the <i>New Text</i> field.
Alt + 2	Copy text in the <i>New Text</i> field to the Text portion of the Cat Scratch pane.
Alt + -	Stitch the text in the <i>New Text</i> field. If more than two words are in the Text field, CATalyst displays a drop-down list of hyphenated options.
Alt + ,	CATalyst displays a drop-down list of comma placements depending on the number of words in the Text field.
Alt + "	CATalyst displays a drop-down list of quote placements depending on the number of words in the Text field.
Alt + →	Expand the marked text to the right.
Alt + ←	Deselect the marked text from the right.
Alt + [	Expand the marked text to the left.
Alt + ]	Deselect the marked text from the left.
Alt + a	Copy the old text to the <i>New Text</i> field and cycle capitalization options.
Alt + f	Display the list of available format symbols.
Alt + i	Insert a field into the <i>New Text</i> field. Fields are not commonly used in CATalyst BCS.
Alt + l	Apply the global change forward and backward throughout the job.
Alt + m	Generate all possible misstrokes.
Alt + n	Activate the Endings button.
Alt + o	When the old text contains a conflict, copy the text from the <i>Old Text</i> field to the <i>New Text</i> field, automatically choosing the first conflict.
Alt + q	Add the definition to the Personal Global Table.
Alt + s	Mark the global as Selective.
Alt + u	Display a list of up to ten possible text definitions for the steno in the <i>Steno</i> field.
Alt + v	Change occurrences of the word in the <i>Old Text</i> field only when it matches the same upper and lower case letters as text in the <i>New Text</i> field
Ctrl + g	Expand the marked selection.
Ctrl + r	With the cursor in the <i>New Text</i> field, toggle through the last ten typed replacement words.
Ctrl + F7	Spelling Lookup.

Ctrl + Shift + r With the cursor in the *New Text* field, toggle backward through the last ten typed replacement words.

Shift + F7 Spell check the word in the *New Text* field when the option, [Spell Check While Defining](#), is not active.

## Add Other Globals


Add Other Globals (Alt + g, a) is a command that allows you to apply global definitions from another job to your current job and places the globals into the global table of the current job. You can select individual globals or all the globals, choosing to apply them forward in the file from the cursor location or to the entire file. If you only apply the globals forward and then later decide you want to apply them backward, use the [Apply All Globals Backwards](#) command.

When you add globals using the Add Other Globals command, any globals previously identified as selective are no longer selective and CATalyst BCS no longer stops on each occurrence. The globals automatically apply when other globals apply. To prevent selective globals from being added or pasted when using the [Add Other Globals](#) command or when marking and copying globals from one table to another, check the Global Table [option](#), *Exclude Selective Global*.

To select and add globals from another job:

1. Press **Alt + g, a (Global/Add Other Globals)**. The Add Other Globals dialog box displays. When editing a job inside a case, the Open dialog box defaults to displaying global tables contained within the same case.
2. Make necessary entries:

### Look in

Defaults to the current user. To select a global file from a different case or user, click the Up One Level  icon, to select a different user.

### Available Files Window

Select a global file. If the file is in a Case, first open the case. The selected file displays in the File name field below. You can also type the name of the file in the File name field.

### File name

The global file selected to open. Type a file name or select a file from the list.

### Files of type

Identifies the file type that displays in the Available Files Window. The default is Global Files (.sgglob).

### Browse

Locate a folder outside of the CATalyst BCS folders.

3. Press **Enter (Open)**. The selected global table displays.
4. Select globals to add to the global table and apply to the open job. Do **one** of the following:

### Select one entry

Highlight the entry for selection.

### Select specific entries

Press and hold **Ctrl** while you click the individual entries to highlight.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry you want to select. Press and hold **Shift**, while you click the last entry. CATalyst BCS highlights all the entries between the first and last selected entry.

### Select all the entries

Press **Ctrl + a (Select All)** to highlight all the entries.

5. Add and apply the scope of selected globals. Do **one** of the following:

#### Forward Only

Add the globals to the global table and apply the selected globals forward in the file, from the point of your cursor.

#### Entire File

Add the globals to the global table and apply the selected globals forward and backward throughout the job.

#### Cancel

Do not apply any globals and close the Add Globals dialog box.

## Apply All Globals Backwards

When you make a D-Define, E-Define, J-Define, K-Define or Other global, it applies forward from the point you create the global through to the end of the job. If you scroll backward or go to the beginning of the file, the global does not apply. Apply All Globals Backwards allows you to apply all globals backward in the job. The global remains active for new text, such as realtime.

If you selected the option, *Entire File*, when creating a global definition, then the global automatically applies both forward and backward in the file.

To apply all globals backward, press **Alt + g, g (Global/Apply All Globals Backward)**.

## Definition Exchange

When writing realtime via USB or WiFi connection using Case CATalyst V13 or higher and the Luminex and Diamante V2.0 or higher, J-Defines made on the Luminex or Diamante, including used briefs, are automatically sent to the global table of the Case CATalyst realtime file. Any dictionary definitions made in the Case CATalyst realtime file, including D-Defines, J-Defines, K-Defines and Other Defines, are automatically sent to the Luminex or Diamante. The exchanged definitions apply from the point of creation forward to all new realtime steno written.

If you Undo a global, Undo Last Global or delete a global in Case CATalyst, it does not remove the definition from the dictionary in the Luminex or Diamante memory or from the Luminex or Diamante job dictionary file. Refer to the Luminex or Diamante User Guide for information on removing J-Defines from the Luminex or Diamante.

## Global Suggest

When you create a [Global definition](#) using the Suggest option, a list of up to ten possible text definitions for the steno displayed in the *Steno* field of the Global definition dialog box displays. Clicking a suggested selection or pressing the associated number inserts the entry into the *New Text* field. To ignore the suggestion, click in the *New Text* field and type the correct text or press ESC or ALT to close the Suggestion List and place the cursor focus in the *New Text* field. To automatically display the Suggestion List, check the [Open with Suggestions](#) option in the Global definition dialog box. The Open with Suggestions option is only available for Global definitions.

Suggested definitions display based on current globals, dictionaries used to translate the job, dictionary entry usage count, recently used data, drag/drop and stacking possibilities and spell checked phonetic suggestions based on the current [Phonetic Table](#).

When editing on a computer other than the one on which the session was originally taken, you must have all dictionaries and the Phonetic Table used during the translation in order to use the Suggest feature.

## Global Table

The History window Global Table contains definitions created using D-Define, K-Define, J-Define, E-Define and Other Dictionary Define commands in the job. Each job has its own Global Table. When you make the first [global definition](#) for the job, CATalyst BCS creates a Global Table, if one does not already exist. [Global Table Options](#) determine how certain global features are handled and allow you to customize Global Table display settings.

You can [manage the globals](#) in the Global Table for the job. Apply, undo, modify, delete and print globals. Other features allow you add globals from other Global Tables and to copy and paste globals from one Global Table to another.

Global Tables are available for use in translation. Translating with a Global Table allows you to use previously created [E-Defines](#) during a captioning session. To use Global Tables in translation, on the [Dictionaries](#) Profile tab, select the *Global Tables* option to display global files for selection.

Access the Global Table:

- in CATalyst BCS. Position your cursor in the History window and press **Ctrl + y (Global/Global Table)**. The Global Table dialog box displays.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the file. To apply changes to text, it is necessary to modify the globals from within CATalyst BCS. Additionally, Undo Global along with other undo global commands are only available from within CATalyst BCS.

### Script Window Global Table

CATalyst BCS uses a Script window Global Table allowing you to make E-Defines for a script during a captioning session. CATalyst BCS deletes all the entries in the Script Global Table when you exit the session.

You can add E-Defines made in the Script window to the History window Global Table. Script E-Defines remain in the Script window Global Table. E-Defines added to the History window Global Table are retained in the History window Global Table unless deleted or undone. Deleting or undoing entries in the History window Global Table does not affect entries in the Script window Global Table.

Access the Script window Global Table:

- in CATalyst BCS. Position your cursor in the Script dialog pane and press **Ctrl + y** (**Global/Global Table**). The Global Table dialog box displays.

- 



[Keyboard Map](#) Function: Global Table

## Understanding the Global Table

The following information displays in a Global Table. The most recent global displays at the top. Use the [Search](#) and [Filter](#) features to locate a specific entry or entries with specific criteria.

You can sort globals in the table by clicking a column heading. Continue to click the column heading until the triangle points up for ascending order or down for descending order. By default, the cursor moves to the top row in the sort order. To have the cursor remain at the current line location change the [Retain position after sort](#) Global Table option.

### Number

The number of the global. When you create globals, CATalyst BCS sequentially assigns a number to each global. The Global Table opens with the entries listed in descending global number order, the most recent global first in the list.

### Type

The type of global define: D-Define, K-Define, J-Define, E-Define or a Personal Global.

### Steno

The steno portion of the global.

### Case Sensitive

Y or N displays in this column when the entry is an [E-Define](#) or a Personal Global. Y indicates you made the global case sensitive so that it replaces only text with the upper and lower case letters as they display in the definition.

### Old Text

The text the global replaces.

### New Text

The replacement text for the global.

### Selective

The global was marked as [Selective](#) when the steno or text was defined. If you use the [Add Other Globals](#) command to apply the global, CATalyst BCS no longer considers the global Selective. A Selective global used during realtime does not apply to new realtime text.

The Global Table option, [Exclude Selective Global](#) determines if a selective global should be included when copying and pasting.

## Global Table Options

Global Options determine how certain global features are handled and allow you to customize Global Table display settings. You can access Global Table Options from the Global Table.

Access the Global Table Options:

- in CATalyst BCS. Position your cursor in the History window and press **Ctrl + y (Global/Global Table)**. The Global Table dialog box for the History window displays. Press **Alt + t, o (Tools/Options)**.
- in CATalyst BCS. Position your cursor in the Script dialog pane and press **Ctrl + y (Global/Global Table)**. The Global Table dialog box for the Script dialog pane displays. Press **Alt + t, o (Tools/Options)**.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**. Press **Alt + t, o (Tools/Options)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the file. To apply changes to text, it is necessary to modify the globals from within CATalyst BCS. Additionally, Undo Global and other undo global commands are only available from within CATalyst BCS.

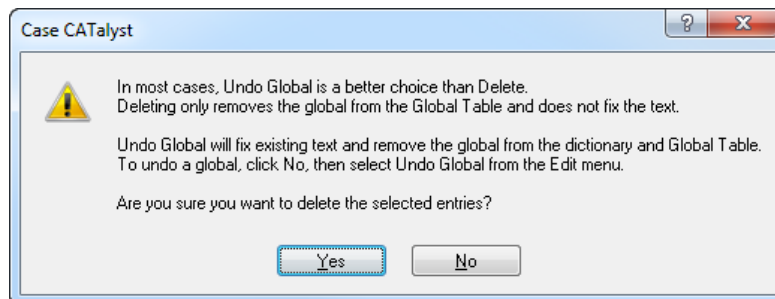
## Global Table Options

To make a change, click an option. Depending on the field, select a choice from the drop down box, type an entry or use the Browse button. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Global Table Options to their original CATalyst BCS default selection.

### Warn before deleting entries

Check this box to display a confirmation message when you delete global table entries. Deleting a global removes it from the global table. It does not have any effect on existing text. To reverse the affects of a global, use the [Undo Global](#) command. A confirmation message prompts you to continue the deletion.

If you open a Global Table within a History or Caption File and selected to delete globals, the following message displays:



If you open a Global Table at Manage Jobs and selected to delete globals, a Yes No confirmation message displays.

Uncheck this box to disable the confirmation message when you delete entries.

### Exclude Selective Global



Check this box to exclude [selective](#) globals from being added or pasted when using the [Add Other Globals](#) command or when copying and pasting globals from one table to another.

Uncheck this box to have selective globals available when using the Add Other Globals... feature.

### **Global Table Heading font**

The current font selection for the column headings displays in the field. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

Global Table fonts apply to the Add Globals dialog box when you use the Add Other Globals feature.

### **Global Table Steno font**

The current font selection for the steno portion of the entries displays in the field. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

When selecting font types for steno display, it is best to select a Fixed Space Font. CATalyst BCS, by default, has three fixed spaced fonts: Andale Mono, Arial Monospaced and Letter Gothic MT plus the Windows Courier New. If you select a proportional font, steno characters may not line up based on their placement on the steno keyboard.

Global Table fonts apply to the Add Globals dialog box when you use the Add Other Globals feature.

### **Global Table Text font**

The current font selection for the text that displays in the Old Text and New Text fields. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

Global Table fonts apply to the Add Globals dialog box when you use the Add Other Globals feature.

### **Global Table Other font**

The current font selection for Global Table text under the Number, Type, Case Sensitive and Selective headings displays in the field. Click the **Browse** button to display the Font dialog box. Select the font and click **OK**. Font style attributes do not apply.

### **Retain position after sort**

Select **No** to have the cursor move to the top row in the Global Table after clicking a column heading to change the sort order. This is the default.

Select **Yes** to maintain the cursor position at the current line location after click a column heading to change the sort order.

### **Add Other Globals go to dictionaries**

Select **Yes** to have the *Add Other Globals* feature add all D-Defines, K-Defines and J-Defines to the Global Table and their respective dictionaries. This is the default setting.

Select **No** to have the *Add Other Globals* feature add all D-Defines, K-Defines and J-Defines only to the Global Table.

## **Manage Global Table Entries**

You can apply, undo, add, modify and delete globals in your Global Table. The Global Table is accessible from Edit and from Manage Jobs. Modifying a Global Table entry from Manage Jobs, however, does not change globals already applied to the open job. To affect globals, it is necessary to modify the globals from within Edit. Additionally, it is only possible to Undo a global from within Edit. Personal Globals cannot be modified from the Global Table.

Use the [Search](#) feature to quickly locate an entry. The [Filter](#) feature allows you to display Global Table entries in a specified category or with specific criteria.

Access the Global Table:

- in CATalyst BCS. Position your cursor in the History window and press **Ctrl + y (Global/Global Table)**. The Global Table dialog box for the History window displays.
- in CATalyst BCS. Position your cursor in the Script dialog pane and press **Ctrl + y (Global/Global Table)**. The Global Table dialog box for the Script dialog pane displays.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the file. To apply changes to text, it is necessary to modify the globals from within CATalyst BCS. Additionally, Undo Global along with other undo global commands are only available from within CATalyst BCS.

## Add Other Globals to the Global Table

The [Add Other Globals](#) feature allows you to copy global definitions from another job to your current job and place the globals into the global table of the current job.

## Apply Globals Backwards in the Global Table

When making a global definition, by default the global only applies forward in the file unless you select the Entire File option. Use [Apply All Global Backward](#) to select individual or all globals in the transcript and apply them backward in the job.

## Copy and Paste Globals

To copy and paste globals from one Global Table to another:

1. Open Global Table from which you want to copy. Do one of the following:

### Select one entry

Highlight a single entry.

### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight for selection.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Press and hold **Shift**, while you click the last entry. CATalyst BCS highlights all the entries in-between for selection.

### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

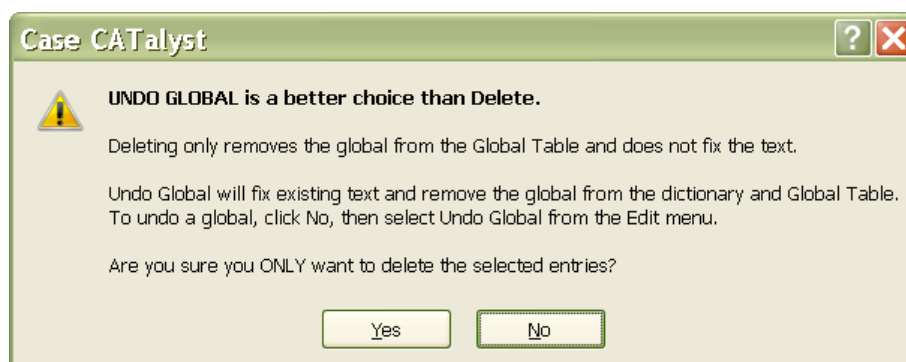
2. Right click and select **Copy** and close the Global Table.
3. Open the Global Table in which you want to Paste the entries.
4. Right click and select **Paste**.

## Delete Globals

You can remove globals from the Global Table using the Delete command but it does not fix the existing text. Most often, Undo Global is the command to use to reverse the global action in the where the global applied and remove the definition from the designated dictionary. Deleting a global **only** removes it from the Global Table and prevents it from applying to new, incoming text.

When deleting a global from a Global Table opened from Manage Jobs, an *Are you sure you want to delete?* message displays.

When deleting a global from a Global Table while in a transcript, a warning message displays explaining that deleting a global will not change or fix the existing text.



To reverse the global action, use the [Undo Global](#) command. Undo Global does not affect text modified after the global applied.

To remove globals from the global table:

1. Highlight the entries to delete. Do **one** of the following:

### Select one entry

Highlight a single entry.

### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight for selection.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Press and hold **Shift**, while you click the last entry. CATalyst BCS highlights all the entries in-between for selection.

### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

2. Press **Delete** to remove the global from the global table. A confirmation message displays if you have the *Warn before deleting entries* option selected. Select **Yes** to continue the deletion.

## Modify Global Text

To modify the text in the New Text field of an entry:

1. Highlight the entry and press **Ctrl + m** (**Edit/Modify**)

2. CATalyst BCS positions the cursor in the *New Text* field at the end of the current text. Make necessary changes. To insert a format symbol, press **F4, F4** to display the Format Symbol list. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol you want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.
3. Press **Enter** to complete the modification.
4. At the modify confirmation prompt, press **Enter** confirm the change.

## Print Globals

To print global entries for the open job in Edit:

1. From the Global Table, press **Ctrl + p (File/Print)**. The Print dialog box displays.
2. Select the printer and press **Enter (OK)**.

## Send Globals to Cat Scratch

Send global entries to the User, Case or Job Cat Scratch Dialog Pane, depending on the selected user scope of the Cat Scratch pane.

1. In the Global Table, highlight the entries to send. Do **one** of the following:

### Select one entry

Highlight a single entry.

### Select specific entries

Press and hold **Ctrl** while you click multiple entries to highlight for selection.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Press and hold **Shift**, while you click the last entry. CATalyst BCS highlights all the entries in-between for selection.

### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

2. Select **Edit/Send to Case Cat Scratch**.

## Undo Globals

While editing a job, you can undo globals using one of three different commands without opening the Global Table:

- [Undo Last Global](#) reverses the last global action.
- [Undo Global](#) reverses the global from the job.
- [Undo Global Once](#) reverses the global action for a single word.

## Modify Global

You can modify the text of a global in the Global Table. If you are in caption edit, you open the Global Table and you modify the text of a global, the modified text of the global is applied to all occurrences of the global in the caption file. In realtime, the modified global applies only to the existing globals in the caption file. Once the file is saved, the modified global text is saved in the destination dictionary if appropriate. If you want to change a global during realtime and have it apply, you will need to redefine it or re-global it to have it apply.

If open a Global Table at Manage Jobs, you can modify the text of a global but it does not affect the caption file text.

To modify the text in the New Text field of a Global Table entry:

1. Do one of the following:
  - In caption edit, press **Ctrl + y** (Global, Global Table).
  - At Manage Jobs, double click the Global Table subfile or highlight the Global Table subfile, right click and select Open.
2. Highlight the entry and press **Ctrl + m** (Edit/Modify)
3. Case CATalyst positions the cursor in the *New Text* field at the end of the current text. Make necessary changes. To insert a format symbol, press **F4, F4** to display the Format Symbol list. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.
4. Press **Enter** to complete the modification.
5. At the *Are you sure you want to modify this global* confirmation prompt, press **Enter** to confirm the change.
6. To close and save the change(s), press **Ctrl + F4** or click the X in the upper right hand corner of the Global Table dialog box.

In edit, the modified global applies throughout the entire caption file to the matching steno/text of the existing global.

In realtime, the modified global applies only to the existing globals in the caption file. Once the file is saved, the modified global text is saved in the destination dictionary if appropriate. If you want to change a global during realtime captioning session and have it apply, you will need to redefine it or re-global it to have it apply.

At Manage Jobs, the modified global text is changed in the Global Table and has no effect on the text in the caption file. If you use the global table with the modified global for future captioning sessions or applying globals, the modified global is active.

## Search Global Table

Search allows you to locate a entry in the Global Table you want to view or modify. You can search forward or backward for steno or text, including whole word, part of a word, or multiple words. Once a searched entry displays, you can repeat Search for the same text and search parameters by using *Repeat Search*.

Use the [Filter](#) feature to display Global Table entries in a specified category or with specific criteria.

Access the Global Table:

- in CATalyst BCS. Position your cursor in the History window and press **Ctrl + y (Global/Global Table)**. The Global Table dialog box for the History window displays.
- in CATalyst BCS. Position your cursor in the Script dialog pane and press **Ctrl + y (Global/Global Table)**. The Global Table dialog box for the Script dialog pane displays.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the file. To apply changes to text, it is necessary to modify the globals from within CATalyst BCS. Additionally, Undo Global along with other undo global commands are only available from within CATalyst BCS.

## Search Global Table

1. From the Global Table, press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
2. Make entries as necessary:

### Search For

Select the method by which you want to search the Global Table.

#### Steno

Search by steno. Type the search steno in the field. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

#### Partial Stroke

Check this box to search for the specified steno regardless of whether or not it is part of a steno outline. For example, searching for –FPLT finds: -FPLT, -FPLTD, -FRPBLGTS, -FRPBLTS, etc. Without the *Partial Stroke* option, searching –FPLT displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. This option only displays when you search for Steno.

#### Text

Search by text. Type the search text in the field. The search considers both *Old Text* and *New Text*.

#### FS

Add format symbols to a text search. Select **FS** and double click the format symbol from the list to select it; or use shortcut keys. To use a shortcut key, place the cursor in the *Search For* field, press **F4** and then the appropriate letter or symbol.

#### Case Sensitive

Limit the search based on the upper and lower case letters of text typed in the *Search For* field. Without this option, the search considers all words containing the indicated characters, regardless of the case typed into the field. This option only displays when you search for Text.

3. Press **Enter (OK)** to start the search. The Search dialog box closes and the Global Table window displays the entry. If CATalyst BCS does not find a match for the selected steno or text search, a message displays.
4. To repeat the same search, press **F3 (Edit/Repeat Search)**.

## Filter Global Table

Filter displays only the entries in the Global Table that contain the specified criteria. Entries filtered out are not removed from the file. All the entries redisplay when you select Unfilter or the next time you open the Global Table.

Use the [Search](#) feature in the Global Table to quickly locate an entry you want to view or modify.

Access the Global Table:

- in CATalyst BCS. Position your cursor in the History window and press **Ctrl + y (Global/Global Table)**. The Global Table dialog box for the History window displays.
- in CATalyst BCS. Position your cursor in the Script dialog pane and press **Ctrl + y (Global/Global Table)**. The Global Table dialog box for the Script dialog pane displays.
- in Manage Jobs. Press **Alt + f, o, i, t (File, Open, List/Table, Global Table)**. In the Open Existing Document dialog box, select a Global Table and press **Enter (Open)**.

Modifying a Global Table entry from Manage Jobs does not change the globalled text already applied to the file. To apply changes to text, it is necessary to modify the globals from within CATalyst BCS. Additionally, Undo Global along with other undo global commands are only available from within CATalyst BCS.

## Filter Global Table

1. From the Global Table, press **Alt + v, f (View/Filter)**. The Filter dialog box displays.
2. Make entries as necessary:

### Filter

Click the down arrow to display the filter criteria. Select one of the following:

#### Number

Filter the display by the assigned entry number. Type the entry number in the field.

#### Steno

Filter the display by steno. Type the steno in the field. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

#### Partial Stroke

Check this box to filter on entries that contain a portion of the steno outlined typed. For example, you filter on –FPLT. The filter includes: -FPLT, -FPLTD, -FRPBLGTS, -FRPBLTS, etc. Filtering on –FPLT without the *Partial Stroke* option, displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc.

#### Case Sensitive

Filter the display based on the E-Define Case Sensitive attribute. A global created with the Case Sensitive attribute replaces only text with upper and lower case letters as they display in the definition. Select **Y** to filter on entries with the Case Sensitive attribute. Select **N** to filter on entries without it.

#### Type

Filter the display by global define type. Select a define type from the drop down list.

### **Old Text**

Filter the display based on text in the *Old Text* field. Type the text in the field.

Add format symbols and fields to the filter as necessary. Select **FS** and double click the format symbol from the list to select it; or use shortcut keys. To use a shortcut key, place the cursor in the field, press **F4** and then the appropriate letter or symbol. Press **F9** to add [extended characters](#).

### **New Text**

Filter the display based on text in the *New Text* field. Type the text in the field.

Add format symbols and fields to the filter as necessary. Select **FS** and double click the format symbol from the list to select it; or use shortcut keys. To use a shortcut key, place the cursor in the field, press **F4** and then the appropriate letter or symbol. Press **F9** to add [extended characters](#).

### **Selective**

Filter the display based on the Selective attribute. A global created with the Selective attribute moves to each occurrence affected by the global change, allowing you to choose to apply the change, skip the occurrence or apply the change to all occurrences. Select **Y** to filter on entries with the Selective attribute. Select **N** to filter on entries without it.

### **Entry Type**

Filter the display by entry type, such as conflict or Auto Include. Select an entry type from the drop down list. This field is available when *Old Text* or *New Text* is selected in the *Filter* field.

#### **Entry Types**

##### **Conflict**

The first entry that contains a conflict end format symbol.

##### **Scan stop**

The first entry that contains a scan stop begin or end format symbols.

##### **Numbers**

The first entry that contains numbers.

##### **All Capped**

The first entry that contains all capped text.

##### **Contains capped**

The first entry that contains at least one capital letter.

##### **Phrase**

The first entry that contains two or more words separated by a space.

##### **Contains punctuation**

The first entry that contains punctuation.

##### **Contains format symbol**



The first entry that contains a format symbol.

**Contains Field(s)**

The first entry that contains a field.

**Auto Includes**

The first entry that begin with @.

**AccelerWriter**

The first entry that begin with &&.

**Number Conversion**

The first entry that contain the {Number Conversion} translate command.

**Number Trigger**

The first entry that contain the {Number Trigger} translate command.

**Numerical Words**

The first entry that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

The first entry that contain a <Colloquy> format symbol and a colon.

**Case Sensitive**

Filter on entries based on the upper and lower case letters of text typed in the field. Without this option, the filter considers all words containing the indicated characters, regardless of the case typed into the field. This field is available when *Old Text* or *New Text* is selected in the *Filter* field.

**Whole Word**

Filter only on entries that match the filter text typed in the field. If you do not select *Whole Word*, the filter locates the text as it stands alone and as part of another word. This field is available when *Old Text* or *New Text* is selected in the *Filter* field.

**Location**

Select filter parameters.

**Exact Match**

Filter on entries that exactly match the text entered in the *Filter* field.

**Begins With**

Filter on entries that begin with the text entered in the *Filter* field.

**Ends With**

Filter on entries that end with the text entered in the *Filter* field.

**Contains**

Filter on entries that contain, anywhere in the entry, the text entered in the *Filter* field.

3. Press **Enter (OK)**. If no entries are found for the filter item, a message displays.

## Replace

Replace (Ctrl + r) is a command that replaces text or steno with new text for this single occurrence only. You can also replace text by marking it and typing the new text.

If [Intuitive Replace](#) is active, CATalyst BCS suggests a word in the New Text field based on previous replacements. When you replace a word not previously replaced and you place your cursor in the New Text field, the most recently replaced word displays. You can toggle through the last 10 replacements by pressing **Ctrl + r**.

To replace steno or text:

1. Place the cursor immediately before the word, on the word, or mark the steno or text you want to replace.
2. Press **Ctrl + r (Replace)**. The Global – Replace dialog box displays.
3. Make necessary entries:

### Old Text

The text selected for replacement.

### Steno

The steno, if any, for the text selected.

### Mark/Unmark Left

Press **Alt + [** (left bracket) to expand or **Alt + ]** (right bracket) to deselect the marking to the left.

### Mark/Unmark Right

Press **Alt + Right Arrow** or **Ctrl + g** to expand or **Alt + Left Arrow** to deselect the marking to the right.

### New Text

Type the new text, including any format symbols. To copy the old text to the New Text field, press **F6**.

To add extended characters, place the cursor in the New Text field and press **F9**. The Insert Character dialog box displays. Double click a character to insert. CATalyst BCS inserts the character at the cursor location.

When the option, [Spell Check While Defining](#) is not active, press **Shift + F7** to spell check the word in the New Text field. To look up a definition, press **Ctrl + F7**.

### FS (Alt + f)

Display the list of available format symbols. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.

You can also use shortcut keys to insert a format symbol. Place your cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

To always display the format symbol list, check the box, Always Show Format Symbols. When the list always displays, you can access it by pressing **Alt + y**.

### Insert Field

This feature is not applicable to CATalyst BCS.

### Cap

Copy the text in the Old Text field to the New Text field and cycle through three Cap/Uncap options:

- Capitalize the first letter in a word or phrase, except for words in the NoCapWords list
- Capitalize all the letters in a word or phrase
- Uncap the letters in a word or phrase

### Conflict

This option is available when a conflict is part of the Old Text. When you select Conflict, CATalyst BCS copies the text from the Old Text field to the New Text field, automatically choosing the first conflict. If you select Conflict a second time, CATalyst BCS chooses the second conflict. If additional conflict choices exist, select Conflict until the desired choice displays in the New Text field. If more than one conflict exists in the Old Text field, your selection applies to all the conflicts.

### Suggest

Display a list of up to ten possible text definitions for the steno in the Steno field. Click on a selection or press the associated number. CATalyst BCS inserts the entry into the New Text field. If you do not want to select a suggestion, type the correct text, press ESC or press ALT. CATalyst BCS closes the suggestion list and places the cursor focus in the New Text field.

CATalyst BCS determines which definitions display based on current globals, dictionaries used to translate the job, dictionary entry usage count, recently used data, drag/drop and stacking possibilities and spell checked phonetic suggestions based on the current Phonetic Table.



When editing a job on a computer other than the one on which the job was originally taken, you must have all dictionaries and the phonetic table used during translation.

### Endings

The Endings feature is not available when replacing a word or phrase. If you change your action from a replace to a global, the Endings feature may be available. When you type a word in the Text field, CATalyst BCS analyzes the word to see if a " G", " S" or " D" steno outline could be added to the word. If so, then CATalyst BCS activates the Endings button. The Global Endings dialog box displays. Check the box next to any of the suggested definitions and press **Enter (OK)**. To select all the entries, click **Select All**. CATalyst BCS adds them to the designated dictionary and global table.

For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### Spaces

When two or more words display in the Old Text field, the Spaces feature copies the text to the New Text field and places a [<Sticky Space>](#) format symbol between the words. Spaces is also available when you type two or more words in the New Text field.

### Stitch

Copy the text in the Old Text field to the New Text field and place hyphens between each letter. Stitch is also available when you type words in the New Text field. If there is one word, the letters are hyphenated. If there are two or more words, the words are hyphenated. For example step-by-step. To undo a stitch, select this feature again.

### Open with Suggestions

Not available for Replace.

### Global Type

The type of define originally selected displays. To select a different type of define choose from the drop down box, or press **one** of the following key combinations. When you D-Define, K-Define, or J-Define the entry, the correct steno must display in the Steno field.

- **Alt + d** (D-Define)
- **Alt + k** (K-Define)—if the file is in a case.
- **Alt + j** (J-Define)
- **Alt + e** (E-Define)—does not place the global definition into a dictionary.
- **Ctrl + Shift + o** (Other Dictionary)—send job dictionary defines to an alternative dictionary.

### Entire File

Not available for Replace.

### Case Sensitive

Not available for Replace.

### Selective

Not available for Replace.

### Generate All Possible Misstrokes

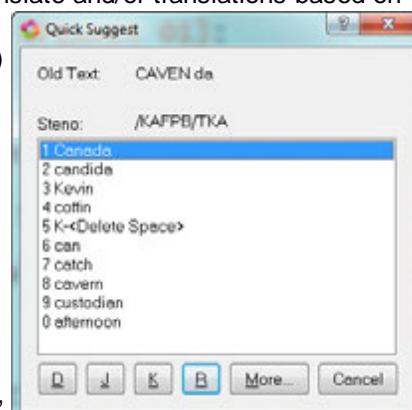
Not available for Replace.

4. When finished replacing press **Enter (OK)** to replace the text.

## Quick Suggest in Caption Edit

Quick Suggest is an editing command that will display a list of suggestions when your cursor is positioned on an untranslate, Drag/Drop or Suffix Drag translation or on any words. If multiple words are highlighted before invoking Quick Suggest, the Quick Suggest command will only offer suggestions for what is highlighted. This is the editing version of the realtime [Live Suggestions](#) feature. The Quick

Suggest feature may offer suggestions based on the individual untranslate and/or translations based on steno outlines before and/or after the untranslate. Once the Quick Suggest dialog box displays, you will see the Old Text (if applicable) and the steno for the entry in the list. Based on the suggestion that is highlighted, the steno/text will also be selected in the transcript. When you move your cursor up and down by the arrow keys or select a list entry by the assigned number, the Old Text and Steno field contents may adjust and the transcript selection may also adjust based on the suggestion.



Quick Suggest is available when your cursor is positioned on an untranslate, Drag/Drop or Suffix Drag translation. In the [Scan For options](#), the *Automatically open Quick Suggestion for* option has been added and once you select any or all of the items (Untranslate, Drag/Drop or Suffix Drag), when [Scan](#) stops on an item, the Quick Suggest dialog box automatically opens displaying possible suggestions. In the Scan For options, if you have selected to have Quick Suggest automatically open for an untranslate, Drag/Drop and/or Suffix Drag, those items must also be selected in the options above the Quick Suggest items. In other words, if you want Quick Suggest to automatically open for an untranslate, Untranslate must also be selected in the Scan For options.

Quick Suggest can manually be invoked on an untranslate, Drag/Drop or Suffix Drag translate regardless of your Scan For option selection by pressing **Alt + g, q** or assigning a key combination to the Quick Suggest function in a keyboard map.

A *No suggestions available* message displays if Quick Suggest cannot offer any suggestions. If Quick Suggest has no suggestions to offer, you can have CATalyst automatically open the Global dialog box by selecting Yes for the Open Global dialog when no Quick Suggest Available option in the [Global Options](#) dialog box.

A *There is too much steno selected* message displays if too many steno outlines are highlighted. Press Enter to close the message box, then highlight fewer words/steno outlines and try again.

A *There is no steno at the cursor location* message displays when highlighted text does not have underlying steno outlines. Press Enter to close the message box.

### Quick Suggest:

1. Scan or position your cursor on an untranslate, Drag/Drop or Suffix Drag translation and do any of the following
  - a. If the Quick Suggest dialog box automatically opened, go to Step 2.
  - b. Press **Alt + g, q**.
  - c. Press the key combination you assigned to the Quick Suggest feature in your [keyboard map](#).
2. To select a suggestion, do one of the following:
 

When a suggestion is highlighted, if the steno for the suggestion changes (based on number of steno outlines), the Steno field updates appropriately and the highlighted text in the transcript adjusts accordingly.

  - a. Press the number associated with the suggestion.
  - b. Use your up/down arrow keys to highlight the selection.
3. To take action, do one of the following
  - a. To Replace the current steno and/or text with the selected suggestion, press **Enter**.

- b. To [D-define](#) (Personal dictionary) the current steno and/or text, press **d** and then **Enter**.
- c. To [J-define](#) (job dictionary) the current steno and/or text, press **j** and then **Enter**.
- d. To [K-define](#) (case dictionary) the current steno and/or text, press **k** and then **Enter**.
- e. To do one of the above actions along with additional actions or to type a different text, press **m** (or **Alt + m**) to open the Global J-define dialog box.
- f. To take no action and scan to the next item, press **F8**.
- g. To take no action and close the Quick Suggest dialog box, press **Esc** or click Cancel.

## Selective Globals

When defining, use the Selective option in the Global dialog box to have CATalyst BCS stop on each occurrence affected by the global change. When a global is Selective, you choose how to apply the change for each occurrence, this occurrence only, all occurrences moving forward in the file, all occurrences in the current section only, skip the occurrence or exit the Selective dialog box not apply the global. When you choose Selective and press Enter (OK) in the Global dialog box, the Confirm dialog box displays for you to select the action for each occurrence. The Entire File option is ignored when using the Selective option but if you select Entire Section, then the global applies to all occurrences in the current section. Selective globals do not apply to previous text, except when selecting Entire Section. The selective global starts at the current cursor location, moves forward in the file until CATalyst is finished applying the selective global. Click OK in finished dialog box and the cursor returns to the location where the global was started.

Globals marked as Selective are added to the Global table and identified as "Selective." A Selective global does not apply automatically when other globals apply. For example, if you select to [apply globals backward](#), a selective global does not automatically apply. A selective global does not apply during captioning to new text.

If you choose to apply a Selective global change to all occurrences or use the Add Other Globals command to apply a Selective global, CATalyst BCS no longer considers the global Selective. If you cut or copy and paste Selective globals from one Global table to another, the globals are no longer considered selective. Globals no longer considered selective apply automatically when other globals apply. To prevent selective globals from being added or pasted when using the [Add Other Globals](#) command or when marking and copying globals from one table to another, check the Global Table [option](#), *Exclude Selective Global*.

To apply globals by occurrence:

1. In the Global define dialog box, enter the text in the New Text field.
2. Check the box, **Selective**.
3. Press **Enter (OK)**, the Confirm dialog box displays. Use the following options as necessary:

### Original

The existing text or steno you are replacing.

### Steno

The marked steno if making a D-Define, J-Define or K-Define.

### Replacement

The new text replacing the original text or steno.

### Type of Define

The type of define selected for this global displays below the *Steno* field.

**Yes**

Change the occurrence and move to the next occurrence.

**Yes To All**

Change all the occurrences from the cursor position forward in the file. Once you select Yes To All, the global is no longer considered selective.

**Entire Section**

Applies the selective global to all occurrences in the current section. The global remains selective in the Global Table.

**Goto Next**

Do not change this occurrence and move to the next occurrence.

**Done**

Do not make any more changes and cancel the command. The cursor remains in the current position.

4. The dialog box closes once all the occurrences are encountered. The cursor remains at the position of the last occurrence.

## Apply Globals to Section

The Apply Global to Current Section allows you to apply a global to only current section of a file. For example, let's say you captioned several shows all related to the same subject but different speakers. You put all the caption sessions in one file to turn into your firm. When those different captioned sessions are in different sections, you can define the different speaker identifications or terminology and have it apply only to the appropriate section.

Sections are created by using the [Set Page/Paragraph Number](#) feature available on the Format menu in caption edit.

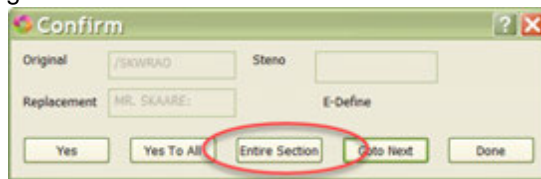
**To apply a global to a section only:**

1. In the Global define dialog box, type the text in the New Text field.

2. Check the box, **Selective**.



3. Press **Enter (OK)**, the Confirm dialog box displays. Select **Entire Section** to apply the selective global to all occurrences in the current section. The global remains selective in the Global Table.



4. The dialog box closes once all the occurrences are encountered. The cursor remains at the current position.

## Suggest a Brief

Suggest a Brief is a [Brief It](#) feature that allows you to force Brief It to suggest a brief while writing realtime or while editing. This may be helpful when preparing for a particular type of job with unfamiliar terminology or subject matter.

You can [assign](#) Suggest a Brief command to a [keyboard map](#) function. This works well in a macro to force briefs on previously written text. For example, you create a macro that selects the two previous words and invokes the Suggest a Brief command and then create an AccelerWriter definition. In a realtime file, you write "fibromyalgia syndrome." You then write the stroke to invoke the Suggest a Brief AccelerWriter. Brief It displays the suggested brief in the Brief It dialog pane.

To force a Suggested brief, press **Alt + g, s (Global/Suggest a Brief)**.



[Keyboard Map](#) Function: Suggest a Brief



## Text to Dict Define

Text to Dict Define allows you to create a dictionary definition from text that has no underlying steno. For example, let's say you get script file from another captioner or television station. The script file was typed so there isn't steno associated with the file. You are reviewing the script and come across a few words and phrases that you want to define. You can highlight the word or phrase and select the Text to Dict Define from the Global menu. The Add Dictionary Definition - Job Dictionary dialog box displays where you can type the steno you want to use for that word or phrase. You can select the destination dictionary for the definition also.

### Create a Text To Dict Definition

1. Position the cursor before a word or highlight multiple words in the CATalyst BCS window.
2. Press **Alt + g, n (Global, Text to Dict Define)**. The Add Dictionary Definition –Job Dictionary dialog box displays.
3. Make necessary entries:

#### Steno

Type the steno to associate with the text in the *Text* field. Separate multiple strokes with a forward slash (/).

#### Text (Alt + t)

The text selected for definition. Do any of the following:

- Select **FS** to add format symbols.
- Press **F9** to add [extended characters](#).
- Use the [Cap/Uncap](#) command, **Ctrl + F5**, to quickly cycle through the capping options for all the words in the Text field.

#### FS (Alt + f)

Display the list of available [format symbols](#). Double click the format symbol to insert into the text portion of the definition. You can insert a format symbol at any point in the text entry.

#### Insert Field (Alt + i)

This feature is most likely not applicable in CATalyst BCS. Display the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

#### Endings (Alt + n)

CATalyst BCS analyzes word in the *Text* field to see if a " G", " S" or " D" steno outline can be added to the word and additional dictionary entries created. If so, then CATalyst BCS activates the Endings button. The Global Endings dialog box displays. Select any of the suggested definitions to add to your dictionary.

For example, you have REPT in the *Steno* field and "represent" in the *Text* field. The following suggested entries display when you select Endings:

REPTD = represented

REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### Global Type (Alt + g)

The type of definition you are creating. The default is a J-Define. Make a selection from the drop down box to select a different global type.

### Pick Other Dictionary (Alt + p)

This field is available if you select Other Dictionary in the Global Type field. You can send job dictionary defines to an alternative dictionary when making an O-Define. Select a current dictionary from the drop down list or use **Browse** to choose another dictionary. Depending on your [Global options](#) settings, CATalyst BCS remembers your selection for the current session or for every job. This field displays when you select Other Dictionary in the Global Type field.

### Generate All Possible Misstrokes (Alt + m)

Check this box to have CATalyst BCS generate definitions based on all the possible misstrokes of the original steno outline. CATalyst BCS generates a definition provided one does not already exist in the Personal Dictionary for any of the identified misstrokes. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. CATalyst BCS also creates a dictionary definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already exists in your Personal Dictionary as "vice", so CATalyst BCS does not generate /SRAOEUS as a misstroke.

### Add 2 Cat Scratch (Alt + 2)

Send the definition to the [Cat Scratch](#) dialog pane in addition to the Global Table and selected dictionary. Depending on the Cat Scratch scope, the entries are sent to the job, case or user Cat Scratch pane.

4. Press **Enter (OK)** to save the definition.



[Keyboard Map](#) Function: Text to Dict Define

## Text List Brief It

Text List Brief It analyzes text (.txt) files and creates [briefs](#) based on your [Brief It options](#). You may want to use Text List Brief It to suggest briefs from a list of words or phrases you anticipate writing in a future job or case. For example, you are doing a series of depositions on landscaping. You search the internet and download a landscaping wordlist and then use Text List Brief It to analyze the word list and create a list of briefs for a specific captioning session. You could also use a core list from another reporter's job dictionary or transcript. To maximize results, it is best if each word or phrase is on a separate line. There is a 48 character limit per line. For example, you are captioning a new sports team and are unfamiliar with the names of the team members. You download the team roster to a text (.txt) file and then use Text List Brief It to create briefs for the names.

When you select the Text List Brief It feature, the process begins immediately. Once Brief It begins the analysis, the process cannot be canceled. The Brief It dialog pane is visible during the analysis as Brief It populates the list. The number of characters on a line in the text file should not exceed 48. If the number of characters exceed 48, the line is not analyzed and the process continues. Alpha, numeric, punctuation and a white space are considered valid characters. If an invalid character is encountered during the analysis, such as a Unicode character, the processing stops and a message displays. When the analysis completes, a message displays indicating the number of lines for which Brief It attempted to suggest briefs along with the total number of lines processed. Blank lines are counted in the total number of lines processed but do not count towards the attempted number of briefs suggested.

When the Brief It option, Personal Briefs/Reminders Only is active, only Personal and Reminder briefs display in the Brief It dialog pane. No Suggested briefs are created when using Text List Brief It.

To create Suggested briefs from a text list:

1. In CATalyst BCS, press **Alt +g, x (Global/Text List Brief It)**. The Open dialog box displays.
2. Navigate to the location of the text file to analyze, select it and click **Open**.
3. Brief It analyzes the selected text file and displays any briefs in the Brief It dialog pane.
4. At the confirmation message, press **Enter (OK)**.
5. Review the briefs.



[Keyboard Map](#) Function: Text List Brief It

## Request a Live Suggestion

*Request a Live Suggestion* feature is available from the Global menu while writing a captioning session. You can highlight X number of words and use the Request a Live Suggestion feature for the highlighted words. If a Live Suggestion or multiple Live Suggestions are found, they are displayed in the [Brief It](#) pane just like [Live Suggestions](#) currently display. If you like a suggestion, you can then use your [Define](#) or [Replace](#) Live Suggestion commands to take the Live Suggestion. For example, let's say you write four steno outlines, all steno outlines translate but one or more is a mistran. The Live Suggestion feature would not automatically generate suggestions since all the words translated and there isn't an untranslate. You highlight the previous four strokes and select Request a Live Suggestion. The four stroke suggestions displays in the Brief It pane. One of the suggestions is exactly what you want, so you write the Define or Replace Live Suggestion command to take it.

Another example for this feature is that you write five steno outlines, the first one being an untranslate and the rest of the steno outlines translate. Live Suggestion offers you suggestions in the Brief It pane for the five strokes since one of the strokes is an untranslate. You realize you want a suggestion only for the last four strokes so you highlight the last four strokes and use Request a Live Suggestion, the new suggestions replace the original suggestions in the Brief It pane. You then write your Define or Replace Live Suggestion command to select the one you want.

If no suggestion can be found, the No Suggestions Found dialog box displays and automatically closes after a few seconds. If you continue to write realtime, the realtime text displays behind the message box until it closes.

You can easily record macros to accommodate highlighting as few or as many words you want and then select the Request a Live Suggestion feature. Stop recording the macro, name and save it. From the Save Macro dialog box, create a dictionary entry to invoke the macro from your writer. It is recommended that you are in a practice realtime captioning session when recording macros that are invoked from your writing machine to make sure the recorded macros work correctly based on the cursor position.

The Request a Live Suggestion feature is not available (grayed out) when you are in caption edit. The Quick Suggest (Alt + g, q) feature is available while editing and is a better solution.

The Request a Live Suggestion feature is available in realtime even if you do not have the Live Suggestions option selected on Translate's Realtime tab.



[Keyboard Map](#) function: Request Live Suggestion

### Transcript Brief It

Transcript Brief It analyzes the text in the History window and creates [briefs](#) based on your [Brief It options](#) in the Realtime Aids Option dialog box. The captioning file must have underlying steno. When you select the Transcript Brief It feature, a confirmation message prompts you to continue. Once Brief It begins the analysis, the process cannot be canceled. The Brief It dialog pane is visible during the analysis as Brief It populates the list. For example, a few weeks ago, you captioned a topic similar to today's show. You open that previous captioning file and use Transcript Brief It to determine if there any briefs you can use in today's session.

When the Brief It option, Personal Briefs/Reminders Only is active, only Personal and Reminder briefs display in the Brief It dialog pane. No Suggested briefs are created when using Transcript Brief It.

To create Suggested briefs from the current transcript:

1. In CATalyst BCS, press **Alt + g, b (Global/Transcript Brief It)**.
2. At the confirmation message, press **Enter (OK)**. Brief It analyzes the file and displays the briefs in the Brief It dialog pane.
3. Review the briefs.



[Keyboard Map](#) Function: Transcript Brief It

### Undo Globals

CATalyst BCS contains three undo global commands that allow you to reverse the action of a global in the History file and remove the definition from the designated dictionary. In most cases, if you are trying to *fix* globalized text, one of the Undo Global commands is the correct action.

When writing realtime using CATalyst BCS V13 or higher and the Luminex or Diamante V2.0 or higher, Luminex or Diamante J-Defines and all CATalyst BCS dictionary definitions are [automatically exchanged](#). The Delete, Undo Global, Undo Last Global or Undo Global Once commands do not remove the definition from the Luminex or Diamante. Refer to the Luminex or Diamante User Guide for information on removing J-Defines from the Luminex or Diamante.

## Undo Last Global

Undo Last Global reverses the last global action throughout the current realtime or editing session of the file. CATalyst BCS returns the last globalled items to their original state, removes the global from the global table and removes the global from the dictionary, if appropriate. Undo Last Global does not apply to a globalled word or phrase modified after the global took affect. To undo the last global, press **Ctrl + Shift, u** (**Global/Undo Last Global**).

## Undo Global

The Undo Global command reverses the action of the global in the job, removes the global from the Global Table and removes the global from the dictionary, if appropriate. Undo Global does not apply to a globalled word or phrase modified after the global took affect. It is only possible to Undo a global from within Edit. You cannot undo a global when opening the Global Table from Manage Jobs.

To use Undo Global, position the cursor immediately before the globalled word or phrase in the transcript. Right click the mouse to select **Undo Global** or press the [assigned](#) keyboard command for Undo Global. You can also open the [Global Table](#) while editing to undo a global. Undo Global and Undo Global Once commands check the Global Table to verify if the replacement text has a paragraph style that automatically generated punctuation before the globalled text. If so, CATalyst checks to confirm the punctuation is ending punctuation and the ending punctuation will be replaced by a space when the global undo command is used.

## Undo Global Once

The Undo Global Once command reverses the global action for a single word. Position the cursor immediately before the globalled word or phrase in the transcript. Right click the mouse to select **Undo Global** or press the [assigned](#) keyboard command for Undo Global Once. Undo Global and Undo Global Once commands check the Global Table to verify if the replacement text has a paragraph style that automatically generated punctuation before the globalled text. If so, CATalyst checks to confirm the punctuation is ending punctuation and the ending punctuation will be replaced by a space when the global undo command is used.



[Keyboard Map](#) Function: Undo Last Global

Undo Global

Undo Global Once

## CATalyst BCS Format Commands

CATalyst BCS format commands allow you to add and modify transcript text using [format symbols](#) and apply a new or save the current [Layout](#) from the History Window.

## About Layout

A Layout allows you to set formatting values for how the text displays in the History window. It also affects how text displays on a printed page. For example, if you create a transcript of the History text. A layout includes parameters set in inches, such as, paper size, margins, transcript lines per page and header and footers. The default text display in the History window is 32 characters per inch. New

Layouts created in CATalyst BCS version 11 and higher display the Layout name on the Status Bar. If necessary, you can apply a [different](#) layout to the text in the History window.

When you open the Layout function a dialog box displays on the right side of the screen with transcript or sample text to the left. Sample text contains each type of paragraph style with a brief description. The dialog box contains three panes used to setup layout values. Use the Left and Right arrows or the drop down box at the top of the dialog box to display the desired pane:

### Paragraph Setup

The [Paragraph Setup](#) dialog pane contains margin, font, tab and punctuation settings for paragraph styles. It also contains font and margin settings for each paragraph style.

### Page Setup

The [Page Setup](#) dialog pane contains position settings for top and bottom margins and line numbers.

### Headers & Footers

The [Header & Footers](#) dialog pane contains position and font settings for header and footer text and page number information.

## Apply New Layout

Apply New Layout allows you to apply a different [layout](#) to text in the History window. You may want to use this feature if you need to create a transcript of the History text. CATalyst BCS remembers your selection.

1. Press **(Alt + o, a) Format/Apply New Layout**. The Select Layout to Apply dialog box displays with all the available layouts for the current user.
2. Highlight the Layout you want to apply.
3. Press **Enter (Open)**. The Apply this change to: dialog box displays.
4. Click the button next to **one** of the following options to choose how you want to apply the layout changes.

### Entire Document

Changes apply to the entire file. If you made Header or Footer changes, they apply to the entire file.

### Only this page

Changes only apply to the page of your cursor location.

### From this Page to the Next Layout Change

Changes apply from the page of your cursor location to the next layout change.

### From this Page to the End of this Section

Changes apply from the page of your cursor location to the end of the current section.

### From this Page to the End of the Document

Changes apply from the page of your cursor location to the end of the file.

5. Press **Enter (OK)**.

## Save Layout As

The Save Layout As allows you to save the current [layout](#) under a new name. You may want to use this feature if you modify the layout for the text in the History window and want to create a new layout based the current changes.

To save the current layout under a new name:

1. Select **Format/Save Layout As**. The Save Layout File dialog box displays.
2. Type a new name in the File name field or select an existing layout name.

When you select an existing layout name, CATalyst BCS prompts you with a message to replace the existing layout with the current values.

3. Press **Enter (Open)**.

## Captioning Format Symbols

Format symbols are codes that help you format text in the History window or invoke commands during captioning. For example, you can define a steno outline to force text to the encoder, switch from Block mode to Pass mode or insert Story Slug On/Off format symbols to create a script file from the captions you have already written. Depending on the format symbol, you can insert it:

- into the text during a captioning session.
- include it as part of a definition while defining during a captioning session.
- include it as part of a definition when inserting or modifying entries in Manage Dictionary.

The Insert Format Symbol dialog box contains a default list of format symbols along with their associated shortcut key, if assigned. Format symbols display surrounded by < > brackets. Some format symbols have an associated default shortcut key command. Shortcut keys allow you to insert a format symbol by invoking a key combination. To use a shortcut key, press F4 and then press the key associated with the command, such as the default key "t" to insert a Tab. Default paired format symbols that turn a feature On and Off, use capital letters to turn the feature On and lower case letters to turn the feature Off. For example, the default "F4 B" turns bold On and "F4 b" turns bold Off. You can modify the shortcut key assignments in the [Format Symbols Options](#) table to suit your writing style. The Format symbols Options table also allows you to select which format symbols display in the Format Symbol list.


You can change the sort order of the Format Symbol list. When the Insert Format Symbol dialog box is open, click on the Format Symbol column heading to select ascending or descending order by format symbol name or click on the Shortcut column heading to select ascending or descending order by shortcut key.

To learn about additional available format symbols not listed in CATalyst BCS, search the CATalyst BCS Help index using the keyword: **format symbols**. You can add these format symbols to the CATalyst BCS Insert Format Symbol list by modifying your [Format Symbols Options table](#).

### Inserting a Format Symbol

To insert a format symbol during a BCS session, do any of the following:

- Press **F4** and the appropriate shortcut key.
- Select a format symbol from the Format Symbol list dialog box. Open the Format Symbol dialog box

by pressing **Shift + F4** or **F4, F4**, clicking the  icon on the toolbar or from the Edit menu selecting [Insert Format Symbol](#). To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the

first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.

- Insert the format symbol into a dictionary definition while defining. With the cursor in the New Text field, press **F4** and then press the appropriate letter.

## Caption Format Symbols

The text **Caption:** identifies the captioning format symbols in the Insert Format Symbol dialog box, a dictionary definition and the [Format Symbols Options](#) table. When you insert a captioning format symbol in a CATalyst BCS window, only the format symbol name displays. For example, a dictionary definition with the <Caption: Flush> format symbol displays in the History window, when Reveal Codes is active, as <Flush>.

## Caption Format Symbols

### Baseline

Determine the vertical placement of the captions. The Set Caption Baseline dialog box displays where you can select a valid number between **1 and 15**. The Baseline format symbol displays in the History window when Reveal Codes is active.

### Block

Prevent all upstream captions from being sent to the encoder when you write on the writing machine. CATalyst BCS sends the Block command unless you are in Suspend mode. The Block format symbol displays in the History window when Reveal Codes is active.

Translation Delay does not affect Block mode. When Block mode is invoked, CATalyst BCS forces all text immediately and does not wait for the Translation Delay setting to expire.

### Chars

Determine the number of captions allowed on a caption line. The Set Caption Chars Per dialog box displays where you can select a valid number between **8 and 32**. The Chars format symbol displays in the History window when Reveal Codes is active.

### Clear

Remove all the text from the video screen and the Caption Preview window. No punctuation is added to the prior line after a new paragraph definition is written. The Clear format symbol displays in the History window when Reveal Codes is active.

### Color

Determine the text color for the caption word or remaining text until CATalyst BCS encounters another color or EOC format symbol. The Choose Caption Color dialog box displays. Select a color and press **Enter (OK)**. The Color format symbol displays in the History window when Reveal Codes is active.

To use the Color format symbol for a specific word or phrase, insert the Color format symbol with the selected color before the word or phrase. Then insert the Color format symbol after the word or phrase using White selected as the color.

### Column

Determine the horizontal placement of the caption. The Caption Column dialog box displays where you can select a valid number between **1 and 25**. The Column format symbol displays in the History window when Reveal Codes is active.



**EOC**

Indicates the End of Caption (EOC) in the script file. If no EOC command is found, CATalyst BCS sends two lines of pre-scripted text. If you set the NIK file or key assignment to send to EOC, CATalyst BCS send up to four lines to the EOC. The EOC format symbol displays in the History window when Reveal Codes is active.

**Flash**

Not currently available.

**Flush**

Release any pending realtime text held and force it to the encoder and Caption Preview window. When you use the Caption: Flush format symbol, CATalyst BCS stops automatic number conversion and breaks translated numbers, prefix/suffix, glued letters and entries that contain a Delete Space space format symbol to the right of the previous word. For Example, if "semi<Delete Space>{Caption: Flush} truck" was written, the result would be: "semi truck". The Flush format symbol displays in the History window when Reveal Codes is active.

Translation Delay does not affect the Flush command. When the Flush command is invoked, CATalyst BCS forces all text immediately and does not wait for the Translation Delay setting to expire.

**KeepCaseNext**

Use the KeepCaseNext format symbol in a dictionary definition, the History window or the Script window to retain the next character's case. For example, to retain the small "c" in McLaughlin, you type M<Caption: KeepCaseNext>cLaughlin. When outputting in all caps, the "c" remains in lower case while all the other letters are capitalized, McLAUGHLIN. The KeepCaseNext format symbol displays in the History window when Reveal Codes is active.

Use this format symbol in dictionary definitions or in text that will be resent in a script file.

**KeepCaseOff/On**

Use KeepCaseOff/On format symbols in a dictionary definition, the History window or the Script window to retain the case of the typed text. For example, to retain the capitalization of McLaughlin, you type <Caption: KeepCaseOn>McLaughlin<Caption: KeepCaseOff>. When outputting in all caps, the word displays as "McLaughlin". The KeepCase Off/On format symbols display in the History window when Reveal Codes is active.

Use these format symbols in dictionary definitions or in text that will be resent in a script file.

**Musical Note**

Displays one music note on the video screen, the Caption Preview window and the History file to indicate music. To indicate two musical notes, insert two <Caption:Musical Note> format symbols.

**NIK**

Invokes the command assigned to the selected NIK key. NIK format symbols are used in dictionary definitions to invoke a command from the writing machine or from the computer keyboard to send text or change the position of text.

**Pass**

Allow all upstream captions, such as captioned commercials and other information to go to the encoder. The Pass format symbol displays in the History window when Reveal Codes is active.

Translation Delay does not affect Pass mode. When Pass mode is invoked, CATalyst BCS forces all text immediately and does not wait for the Translation Delay setting to expire.

[Keyboard Map](#) Function: Caption: Pass Existing

### **Position**

Determines the justification, row and column setting of the caption. The Set Caption Position dialog box displays where you can select the row, column and justification. The Position format symbol displays in the History window with the row, column and justification selection when Reveal Codes is active.

Make entries as necessary in the Set Caption Position dialog box:

#### **Justification**

Select one:

**Left**

**Right**

**Widest Right**

**Centered**

#### **Row**

Type the row number on which you want to position the first caption. Subsequent caption lines display above this line. For example, if your caption style is Roll-up with 3 lines and a row placement of 15, the first line of captions display on line 15, then roll up to line 14 when you write the second line. When you write the third row of captions, the first line rolls up to line 13.

#### **Column**

Determine the indent of the caption if the column number is other than 1. Type the column number where you want the caption to begin.

### **Rollup Rows**

Determine the maximum number of caption lines that appear when using the Roll-up style. The Set Roll-up Rows dialog box displays where you can select a valid number between **1 and 4**. The Roll-up Rows format symbol displays in the History window when Reveal Codes is active.

### **Scatter**

Use the Scatter format symbol to send one caption to a different position and then return subsequent captions to the current caption setting. The Set Scatter Position dialog box displays where you can set row and column settings. The Scatter format symbol displays in the History window with the selected row and column settings when Reveal Codes is active.

### **Send Line**

Send the next line of pre-scripted text to the encoder.

[Keyboard Map](#) Function: Caption: Send Line

### **Skip Line**

Move the cursor to the next line of pre-scripted text which sets the current send line. Skip line does not send a line of text.

[Keyboard Map](#) Function: Caption: Skip Line

### Story Slug Off/On

Use the Story Slug Off/On format symbols to indicate the title of the story. For example, <Story Slug On>Barns Commercial<Story Slug Off>. Story Slug format symbols display in the History window when Reveal Codes is active and the format symbols are inserted into the History window. Story Slug On/Off format symbols in a script file are not sent to the History window.

### Transparent Space

Allow the video or picture to be seen. The Transparent Space format symbol displays in the History window when Reveal Codes is active.

[Keyboard Map Function:](#) Caption: Transparent Space

### Warning On/Off

Use the Warning On/Off format symbols to add a warning to a story.

### Cap Next

Use the Cap Next format symbol to capitalize the first letter of the following word. This command is most beneficial when used in a dictionary definition where you always want the following word to be initial capitalized. For example, some people use the abbreviation "Ms" without punctuation and want the following surname capitalized. In this example, the text portion of the definition would be, Ms <Cap Next>.

You can also define a steno outline as <Cap Next> to initial cap the next word while in a captioning session. You can also use the [InitialCap On/Off](#) translate commands or the Cap Previous X Words translate commands to initial cap words while in a captioning session.

You do not need to use the Cap Next format symbol in definitions that contain punctuation with embedded capitalization. For example, the dictionary entry "Mr." would not need the Cap Next format symbol because the period would automatically capitalize the following word.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

Position the cursor before the word you want to cap next and press **F4 F6**.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the end of the definition, press **F4 F6**.
4. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.



This command does not affect the caption when sending captions in all capital letters using the [Display in all caps](#) option.

## Centered Paragraph

Use the Centered Paragraph (F4 f) format symbol to center a paragraph between the left and right margins. When you use the Centered Paragraph format symbol in a definition, the translated text following the Centered Paragraph information takes the format of the current paragraph style.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

1. In the History window, position the cursor immediately before the text you want centered and press **F4 f**.
2. Move the cursor to the end of the text you want centered.
3. Press the appropriate format symbol to change the paragraph style for the text that follows.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **F4 f** and the text of the centered information.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Conditional Line Break

A Conditional Line Break format symbol may be automatically inserted in a script file at the time it is imported into CATalyst BCS. To understand when a Conditional Line Break is inserted, it is important to understand the four basic rules that are applied when importing a script file. The following rules apply to importing any CAPTivator®/ASCII file type. When applying the rules to the importing file, longest match always applies.

## Conditional Line Break Rules

### Punctuation New Line

The Punctuation New Line rule occurs when CATalyst BCS encounters the symbols, '?', '.', ':', '-', '---' (question mark, period, colon, hyphen or dash). CATalyst BCS then checks for any combination of the symbols, '<Space>', '<StickySpace>', ')', '>', '}', '^', '^"', ']' (closed paren, greater than, closed brace, backslash open quote, backslash closed quote or closed square bracket), followed by a new line. The rule inserts a new line into the file in all cases except when the item after the line feed is a [/S] StorySlug, or [/W] Warning. All adjacent new lines after the first are suppressed.

### Special Character New Line

The Special Character New Line rule occurs when CATalyst BCS encounters a ']' followed by a line feed. The rule inserts a hard line into the file in all cases.

### Caption Format Symbol New Line

The Caption Format Symbol New Line rule occurs when CATalyst BCS encounter a [/M] Musical Note. The rule inserts a new line only if one is found in the imported file. If a new line is not found, then no new line is added to the file.

### Normal New Line

The Normal New Line rule occurs when none of the other new line rules apply. The rule replaces the first new line with a Conditional Line Break if the item immediately preceding it is not one of the following: [/E] EOC, [/R] Rollup, [/P] Pass, [/B] Block Captivator Format Symbol, [/S] StorySlug, [/W] Warning. CATalyst BCS then examines the text right before and after the new line to determine if a space is necessary. This ensures the text does not run together when the Conditional Line Break is suppressed. All adjacent new lines after the first one are suppressed.

### Colloquy

Use the Colloquy format symbol to indicate a Colloquy paragraph starting on a new line. You may want to use this command before a speaker name or speaker identification. You can insert the Colloquy format symbol during a captioning session or make it part of a dictionary definition.

The Colloquy paragraph formatting values, set in the applied Layout, determine how the Colloquy text displays and prints. You can customize these values in the Layout function.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert during captioning

Position the cursor to the right of where you want to insert Colloquy and press F4 c.

#### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **F4 c**. Type the speaker name followed by a colon (:) and then press **Spacebar**. For example, **F4 c MS. MEYER:Spacebar**
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### Conflict End

Use the Conflict End format symbol when you want to place text or a format symbol after a conflict but do not want it to be associated with the conflict.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert during captioning

1. In the History window, position the cursor where you want to insert the conflict and text and press **Ctrl + i (Edit/Insert/Conflict)**. The Insert Conflict/Text dialog box displays.

2. In the Text field, type the conflict. For example:

**^ Spacebar text Spacebar ^ Spacebar text2**

3. At the end of the conflict, press **F4 \** to insert the Conflict End format symbol. No space should exist between the end of the conflict and the Conflict End format symbol. For example:

**^ Spacebar text Spacebar ^ Spacebar text2<Conflict End>**

4. Type the additional text or insert a format symbol and press **Enter (OK)**.

#### **Insert into a definition during captioning**

1. Position the cursor immediately before the steno outline or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the conflict and then press **F4 \**. No space should exist between the end of the conflict and the Conflict End format symbol. Following the Conflict End format symbol, type the text or insert a format symbol.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### **Continuation Paragraph**

Use the Continuation Paragraph format symbol to indicate where a secondary or continuation paragraph within a specific paragraph type begins.

The formatting values which determine how the Continuation Paragraph text displays in the History window are set the applied captioning [layout](#). Continuation paragraph values are customized separately for all paragraph styles.

### **Insert the Format Symbol**

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### **Insert during captioning**

In the History window, position the cursor before the word where you want to create a continuation paragraph and press **Enter**.

#### **Insert into a definition during captioning**

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **F4 p**.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### **Default Paragraph**

Use the Default Paragraph style to create a new paragraph style that may have different indentations and margins.

The formatting values which determine how the Default Paragraph text displays in the History window are determined by the Default Paragraph information set in the applied captioning [layout](#).

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

In the History window, position the cursor before the word where you want to create a default paragraph and press **Shift + F4** to display the Format Symbol list. Select **Default Paragraph** and press **Enter**. You must insert the Default Paragraph by selecting it from the Format Symbol list. There is no shortcut key.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. Insert the Default Paragraph format symbol at the desired location in the definition: press **Alt + f** to display the Format Symbol list. Highlight **Default Paragraph** and press **Enter**. You must insert the Default Paragraph by selecting it from the Format Symbol list. There is no shortcut key.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Delete Space

Use the Delete Space format symbol to delete computer-inserted spaces which CATalyst BCS automatically inserts between words during translation. For example, use a <Delete Space> after the period in an internet address, www.<Delete Space>, so that there is no space following the period and remaining characters.

You can also use Backspace or Del to remove a space while editing.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

In the History window, position the cursor between the two words where you want the Delete Space and press **F4 ~**.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, do **one** of the following:
  - Delete the space at the beginning of the definition, press **F4~** and then type the text of the definition.

- Delete the space at the end of the definition, type the text of the definition and then press **F4~**.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.



If you are defining a prefix or suffix you may want to use the Prefix and Suffix translate commands and take advantage of the [EZ Link](#) feature.

## Force Next Lower

Use the Force Next Lower format symbol in a dictionary definition where you want the first character of the following word to be lower case. You would likely use this format symbol in dictionary definitions for web address or e-mail addresses. For example, you have "Stenograph" defined in your dictionary along with "www." and ".com". You write the web site address resulting in "[www.Stenograph.com](#)" Using the Force Next Lower format symbol in the "www." define, such as www.<Force Next Lower><Delete Space>, the result is: "[www.stenograph.com](#)"

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into a definition while editing

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to force the following word to be lower case, press **Alt + f** to display the Format Symbol list. Select **Force Next Lower**. Add any other text or format symbols that follow.
5. Press **Enter (OK)**. When defining in Edit, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## New Line

Use the New Line format symbol to move text to the left margin of the following line using the left margin information set in the previous paragraph style. The New Line format symbol does not generate ending punctuation.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

1. In the History window, position the cursor on the word or format symbol where you want the New Line.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Highlight **New Line** and press **Enter**.



**Insert into a definition during captioning**

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the location you want to start a new line, press **Alt + f** to display the Format Symbol list. Highlight **New Line** and press **Enter** to insert the format symbol into the definition.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

**New Line Paragraph**

CATalyst BCS automatically uses the New Line Paragraph format symbol (F4 l) when you open a new file or job and do not specify a particular paragraph style. New Line Paragraph initial caps the first letter of the first word. By default, the captioning layout does not have punctuation associated with the New Line paragraph style.

**Insert the Format Symbol**

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

**Insert during captioning**

In the History window, position the cursor on the word or format symbol where you want the New Line Paragraph and press **F4 l**.

**Insert into a definition during captioning**

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the position you want the New Line Paragraph, press **F4 l**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

**New Page**

Use the New Page format symbol to create a page break in the job. Text following a New Page format symbol takes on the New Line Paragraph style unless other paragraph format information exists. To remove a new page, delete the New Page format symbol using Reveal Codes.

**Insert the Format Symbol**

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

**Insert during captioning**

In the History window, position the cursor where you want the new page to begin and press **F4 n**.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the position you want the new page, press **F4 n**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### No Auto Convert

Use the No Auto Convert format symbol in a dictionary definition to prevent the Automatic Number Conversion translate option and Display 10 and Under as Words from affecting numbers within the definition. For example, you write the steno for Global 1 Credit Union with Display 10 and Under as Words active. The result is Global one Credit. To prevent the conversion to Global one Credit Union, create the definition, Global<No Auto Convert>1 Credit.

You can also use the No Auto Convert format symbol in a definition by itself. For example, you create a dictionary definition for <No Auto Convert>. When writing a number, you recognize that you do not want it to convert in the current context. You write the stroke for No Auto Convert followed the "keyword" that creates a conversion. No conversion occurs because you wrote the stroke for <No Auto Convert> in between.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **Alt + f** to display the Format Symbol list. Highlight **No Auto Convert** and press **Enter** to insert the format symbol into the definition. Type the text of the definition.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### Oops

Use the Oops format symbols to place an invisible mark in the History window on which you can search or scan. For example, let's say while you are captioning the speaker says something and you know you will need to return to that location in the history file while you are on a break to double check the text. You can write steno outline defined as Oops to mark the place in the History file. During the break you can search, scan for or open the Hotspots pane to find the location immediately. The Oops format symbol displays in the History window when Reveal Codes is active.

There are up to 10 possible Oops categories in the [Hotspots Options](#) which you can personalized with a name and color. You can assign categories based on things that are important to you such as "check spelling" to one category, "script potential" to another category, etc." Using the example above, let's say you have the following categories: Oops 0 is assigned to check a spelling and Oops 1 is assigned to script potential. Once you assign a name and a color (optional), when you view the Hotspots pane, you can quickly identify the categories and what to check when needed. The Oops format symbol categories apply to all jobs. Reveal Codes displays the different Oops categories with Oops followed by the number assignment and category name, if applicable. For example, <Oops 0> - check spelling , <Oops 1> - potential script, etc.

There are certain actions such as aborting a Power Define, Scan Define, Create EZ Speakers or Text E-define dialog box or re-translating a steno file where Power Defines or AccelerWriters were use or having the Live Suggestion option *Insert Oops when replacing a live suggestion option* selected where CATalyst BCS will automatically insert an Oops format symbol into the history file. In the above cases, the Oops format symbol will always be inserted as <Oops 10> which is the CATalyst Inserted category.

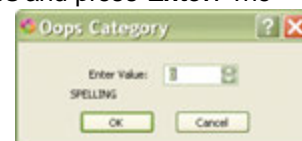
The dictionary [filter](#) and [search](#) commands include a Contains <Oops> symbols Entry Type option that will filter/search for every entry containing an Oops format symbol regardless of the Oops number/category assignment.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table or if you have remapped your F4 key in your keyboard map.

### Insert during captioning

In the History window, position the cursor before the word where you want to insert the Oops format symbol and press **Shift + F4** to display the Format Symbol list. Highlight **Oops** and press **Enter**. The Oops Category dialog box displays, type a valid number (0 - 9) and press **Enter**.



### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **Alt + f** to display the Format Symbol list. Highlight **Oops** and press **Enter** to insert the format symbol into the definition. The Oops Category dialog box displays. Type a valid number (0-9) for the Oops category. If the Oops format symbol is the only entry in this definition, go to Step 4. If there is text with the Oops format symbol, type the text and go to Step 4.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Parenthetical

Use the Parenthetical paragraph style to indicate where a Parenthetical paragraph begins. You might use a Parenthetical paragraph when information is displayed in parenthesis such as designating (Music played). The parenthetical paragraph information set in the applied captioning [layout](#) affects the formatting values that determine how the parenthetical text.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

In the History window, position the cursor before the word where you want to create a parenthetical paragraph and press **Shift + F4** to display the Format Symbol list. Select Parenthetical and press **Enter**.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, press **Alt + f** to display the Format Symbol list. Highlight **Parenthetical** and press **Enter** to insert the format symbol into the definition. Type the text of the definition.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

### Scanstop Begin/End

Use the Scanstop Begin and End and format symbols to indicate where you want to create a Scanstop and where the Scanstop should end. The text in between the format symbols is part of the Scanstop. Set CATalyst BCS to stop on Scanstops in [Scan For](#) options. The default color for Scanstops is different from the text. You can [change](#) the color.

### Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

#### Insert during captioning

Do one of the following:

- In the History window, position the cursor immediately to the left of where you want the Scanstop to begin and press **F4 O**, then move the cursor to the position where you want to end the Scanstop and press **F4 o**.
- In the History window, mark the text you want as a Scanstop and press **F4 O**. The Scanstop End format symbol automatically inserts at the end of the marked text.

#### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition.
4. At the location you want to begin the Scanstop, press **F4 O**.
5. Type the text you want to contain in the Scanstop. At the location you want to end the Scanstop, press **F4 o**. If appropriate, type any remaining text to complete the definition.
6. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Sticky Space

Use the Sticky Space format symbol to create a space between two words and keep the words together on the same line. CATalyst BCS uses built in rules so it does not create an extra space in definitions such as Mr.<Sticky Space> but keeps the words together on the same line.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

In the History window, position the cursor immediately following the first word of the two words you want to keep together and press **F4 k**.

### Insert into a definition during captioning

1. Position the cursor immediately before the word or steno you want to define. Use a Mark command to highlight multiple steno outlines.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text and then press **F4 k**. Type any additional text. When using <Sticky Space>
  - Do not add an additional space between the words. For example, Global<Sticky Space>1
  - Do not place any additional spaces before or after the <Sticky Space> format symbol.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Tab

Use the Tab format symbol to move text to the next tab setting based on the applied captioning [layout](#) for the job.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

In the History window, press **Tab** to move the text to the next tab setting.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the position you want the Tab, press **F4 T**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## Uncap Next

Use the Uncap Next format symbol to lower case the first letter of the following word. This command is most useful when capitalization is controlled by an embedded command, such as punctuation.

When the Uncap Next format symbol is used at the end of a definition, it prevents the capitalization of the first letter of the next word. For example, in the Personal Dictionary, there is a definition for "Mr. and Mrs." If the definition does not contain the Uncap Next format symbol after the period of "Mr.", the entry translates as "Mr. And Mrs." Including the Uncap Next format symbol as part of the definition for "Mr." (Mr. F4 F5), the word "and" translates in lowercase to produce "Mr. and Mrs.".

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

In the History window, move the cursor to the beginning of the word you want to lower case and press **F4 F5**.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the position you want to uncap the next word, press **F4 F5**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## User Defined Paragraph

Use the User Defined Paragraph format symbol to insert a User Defined Paragraph Style when no other style applies. Insert the User Defined Paragraph format symbol during a captioning session or make it part of a dictionary definition.

The User Defined Paragraph information set in the applied captioning [layout](#) affects the formatting values which determine how the User Defined Paragraph text displays.

## Insert the Format Symbol

The following instructions use the default shortcut key assignment. Substitute the appropriate shortcut key if you have changed the assignment in the [Format Symbol Options](#) table.

### Insert during captioning

1. In the History window, position the cursor before the word where you want to insert User Defined Paragraph Style and press **F4 e**. The Set User Defined dialog box displays.
2. In the Enter Value field, type the number of the User Defined Style you want to apply.
3. Press **Enter (OK)**.

### Insert into a definition during captioning

1. Position the cursor immediately before the steno outline you want to define or use a Mark command to highlight multiple steno strokes.
2. From the Global menu, select a dictionary definition type. The Global Definition dialog box displays.
3. In the New Text field, type the text of the definition. At the location you want to insert the User Defined Paragraph, press **F4 e**. The Set User Defined dialog box displays. Type the number of the User Defined Paragraph style and press **Enter (OK)**. If appropriate, type any remaining text to complete the definition.
4. Press **Enter (OK)**. When defining during captioning, the global applies forward through the rest of the job. If you selected the Entire File option, then the global applies forward and backward in the job.

## CATalyst BCS Tools and Options

The Tools menu in CATalyst BCS provides access to audio playback options, when audio is available; dictionary selection during captioning; keyboard customizations; EZ Speaker creating; recording and managing macros; keyboard customizations; EZ Speakers creation; History Window editing options; and Spell Check.

### Add/Remove Dictionaries

Add/Remove Dictionaries allows you to add or remove dictionaries used for translation and change dictionary priority during this realtime captioning session.

You can open and modify a dictionary that is selected and in use. After you save and close the dictionary, you can quickly reload the dictionary so that the modifications apply to the realtime translation. Open the Add/Remove Dictionary feature and click OK in the dialog box for the modifications take affect.

You can view the definition for a particular steno outline by using the [Query Realtime Translation](#) feature.

### Add or Remove Dictionaries During Realtime Translation

1. From the Tools menu, press **Alt + t, d (Add/Remove Dictionaries)**. The Dictionary Selection and Priority During Translation dialog box displays.
2. Use the options as necessary:

#### Choose Dictionaries

##### Show All Users

Check this box to display all users. You can select a dictionary from any user. Choosing a user after selecting dictionaries will deselect the checked dictionaries. CATalyst BCS prompts you to continue or Cancel.

##### Dictionaries

Do either of the following:

- Check the box next to any dictionary you want to use for translation.  
To select a dictionary from another user, check the Show All Users box to display a list of users. Choosing a user after selecting dictionaries, deselects the checked dictionaries.
- Uncheck the box next to any dictionary you no longer want to use for translation.

#### Set Dictionary Priorities

Dictionaries are used for translation in priority order. The dictionary at the top of the list has first priority; the second dictionary listed has second priority, etc. When you add a dictionary, it becomes the first available priority before the Personal Dictionary and Update Area, if selected for use.

### Count

The total number of dictionaries selected for translation.

### Move Up/Move Down

To change the dictionary order, highlight a dictionary and then use the buttons as necessary.

### Remove

Highlight a dictionary and click **Remove** to remove it from the priority list.

### Move to Top

Highlight a dictionary and click Move to Top to quickly move the dictionary to the top of the priority list.

### Move To Bottom

Select a dictionary and click Move to Bottom to quickly move the dictionary to the bottom of the priority list. If you click Move to Bottom without selecting a dictionary, the dictionary in the highest priority moves to the lowest priority.

3. Do **one** of the following:
  - Press **Enter (OK)** to accept the changes.
  - Press **Esc (Cancel)** to cancel any changes and close the dialog box.

## Change Job Dictionary

Change Job Dictionary allows you to change the job dictionary to which you send J-Defines. The default job dictionary for each job is the job dictionary of the same name as the captioning session. When you select to change the job dictionary, all job dictionary defines for the open captioning session are sent to the chosen dictionary. CATalyst BCS applies your selection to all editing session for this captioning file, until you change your selection again using the Change Job Dictionary feature.

You can place a define into another dictionary without changing the default job dictionary assignment. When defining, select a different dictionary in the Pick Other Dictionary field of the [Global](#) dialog box.

To change the job dictionary:

1. Press **Alt + t, j (Tools/Change Job Dictionary)**. The Change Job Dictionary dialog box displays with current job dictionary name in the File name field.
2. Select a dictionary from the list. The name displays in the File name field.

If you want to select a dictionary from another user, first change to that user in the Look In field.
3. Press **Enter (Open)**.

## Change Keyboard Maps

Change Keyboard Maps allows you to switch to a specific Keyboard Map, permitting you to use different keyboard commands. When you start a captioning session, the Default keyboard map is active unless you [change](#) the setting. The name of the active keyboard map displays on the Status bar at the bottom of the screen.



To change keyboard maps, press **Alt + t, y, y (Tools/Keyboard Customization/Change Keyboard Map)**. The Keyboard Map submenu displays the keyboard maps available in your user name. From the Keyboard Map menu, select a keyboard map. The selection displays on the Status bar.

You can also press \ (backslash) (**Tools/Cycle Keyboard Maps**) to cycle through the available keyboard maps.

## Format Symbols Options Table

The [Format Symbols Options](#) table contains CATalyst BCS translate commands and CATalyst BCS format symbols along with the default shortcut key assignments. You can customize the display of format symbols in the Format Symbols list and modify the shortcut key assignments.

Access the Format Symbol Options table:

- in CATalyst BCS. Press **Alt + t, y, f (Tools/Keyboard Customization/Format Symbol Options)**.
- in Manage Jobs. Press **Alt + f, o, i, e (File/Open/List/Format Symbols Options)**.

## Cycle Keyboard Maps

Cycle Keyboard Maps allows you to switch the Keyboard Map, permitting you to use different keyboard commands. When you start a captioning session, the Default keyboard map is active. The name of the active keyboard map displays on the Status bar at the bottom of the screen.

To change keyboard maps, press \ (**Tools/Cycle Keyboard Maps**). You can continue to press \ and cycle through all the available keyboard maps in your user name.

CATalyst BCS opens with the Default keyboard map unless you [change](#) the setting.

## Create EZ Speakers Entries

Use Create EZ Speakers Entries to quickly identify speaker names. To use EZ Speakers definitions, you must identify the actual speaker names. Depending on the EZ Speakers entry, you may also need to identify the steno outlines. You can specify speaker names from Manage Dictionary or during a captioning session.

When you use EZ Speaker fields as recommended, CATalyst BCS places the EZ Speaker field into the definition of a job or case dictionary, inserts the speaker name into the job when written during captioning and adds the speaker to the [Speaker List](#). If the job is in a case, the default selection places the generated speaker definition into the case dictionary, although you can select any job dictionary.

## Identify EZ Speakers Names

1. Do **one** of the following to display the Create EZ Speakers Entries dialog box:

### Prior to a Captioning Session in Manage Dictionary

Open the selected case or job dictionary or create a new job dictionary. Press **Alt + t, e (Tools/Create EZ Speakers Entries)**.

### During a Captioning Session

Press **Alt + t, z (Tools/Create EZ Speakers Entries)**.

Write the steno outline defined as {EZ Speaker Define}. See instructions below on how to create EZ Speakers from your steno machine.

2. Make entries as necessary:

## Dictionary

### Job Dictionary

Place the generated EZ Speakers definitions into the job dictionary. This is the default unless the job is in a case. This option is available when the job is in a case and you are identifying EZ Speakers during a CATalyst BCS session.

### Case Dictionary

Place the generated EZ Speakers definitions into the case dictionary. This is the default if the job you are creating is currently in a case. This option is available when the job is in a case and you are identifying during a CATalyst BCS session.

### Other Dictionary

Place the generated EZ Speakers definitions into a dictionary other than the case or job dictionary. All dictionaries that are included in the current Profile display in the drop down box. Select a dictionary from the list or use the Browse to select a dictionary from another location.



This option is available during a CATalyst BCS session.

### Always default to Job Dictionary

When you are creating EZ Speakers generated definitions for a file within a case, you can change the dictionary default to the job dictionary. Select *Job Dictionary* and then check this box. If you select *Job Dictionary* and do not check this box, CATalyst BCS uses the job dictionary for this translation and then defaults back to *Case Dictionary* the next time you open the Create EZ Speakers dialog box. Select this feature if you use a case but always want your EZ Speaker IDs placed in a job dictionary.



This option is available during a CATalyst BCS session.

### Currently selected dictionary

Displays the path and dictionary name where the EZ Speakers entries are generated.

## Text Token Number

Type the speaker number, **00 - 99**, for the EZ Speakers entry to which you want to add an actual speaker name.

### Steno

Do **one** of the following:

- If the speaker number you type contains a steno outline in the EZ Speakers dictionary, the Steno field is unavailable but displays steno associated with the token number. Continue to the Text field.
- If the speaker number you type does not contain a steno outline in the EZ Speaker dictionary, type the appropriate steno. The steno outlines you type in this field replace the ! (exclamation mark) in the EZ Speaker dictionary definition. For example, you write RED/RED for >>Redmond. The steno typed in the steno field represents the exclamation symbol. If the EZ Speakers entry contains an !, type RED/RED.

If there are two Exclamation marks in the EZ Speakers dictionary entry, type the steno outline once. Using the previous example, type RED.

## Text

Type the actual speaker name the way you want it to appear in the transcript. Include any format symbols or extended characters as necessary. Do not include format symbols or punctuation which are part of the EZ Speakers dictionary entry. For example, for Mr. Redford, type **Redford**. The <Colloquy> format symbol before the speaker name, <Caption: KeepCaseOn/Off> format symbol, the : (colon), and space following the colon are part of the EZ Speakers dictionary entry.

To add extended characters:

- Place the cursor in the New Text field and press **F9**. The Insert Character dialog box displays. To change the font, press **Alt + t**. The Font dialog box displays where you can modify the font characteristics. Changing the font may change the availability of characters.
- Double click a character in the Insert Character dialog box. CATalyst BCS inserts the character at the cursor location.

## FS

Display the list of available format symbols. Double click the format symbol you want to use in the definition. You can insert a format symbol at any point in the text entry. If you always add a format symbol to the speaker, you may want to add that format symbol to the EZ Speakers entry.

You can also use shortcut keys to insert a format symbol. Place the cursor in the Text field, press **F4** and then press the appropriate letter or symbol.

## Allcap Text

Check this box to display and save the entry in all upper case letters regardless of the case entered in the Text field.

## Include All Possible Misstrokes

Check this box to have CATalyst BCS generate definitions in the dictionary based on all the possible misstrokes for the EZ Speakers entry.

For example, you have the entry ! = <Colloquy>>>#00: in your EZ Speakers dictionary. You identify ! as A\*PBD/A\*PBD and the 00 as Anderson. CATalyst BCS builds the dictionary entry:  
A\*PBD/A\*PBD = Anderson:

When you check this option, CATalyst BCS also creates the following job dictionary entries, **provided a definition does not already exist in the Personal Dictionary for any of the identified misstrokes:**

APBD/A\*PBD = >>Anderson:

A\*BD/A\*PBD = >>Anderson:

A\*BD/A\*BD = >>Anderson:

## Entire File

Check this box to have the newly created EZ Speaker apply to the entire job. Uncheck this box to apply the newly created EZ Speaker only to the steno outlines written after the EZ Speaker is defined. By default, this option is checked.



This option is available during a CATalyst BCS session.

- Repeat entering steno, text and token numbers until you define all your speakers.
- Press **Alt + e (Close)** when finished.

### Create EZ Speakers from the steno machine

1. Write the steno outline defined in one of your dictionaries being used to translate as {EZ Speaker Define}. The default Realtime Commands Dictionary contains the definition for {EZ Speaker Define} using the steno SPEF/SPEF.  
Once the Create EZ Speakers Entries dialog box displays, you will write the steno outlines in your [Power Define dictionary](#) to navigate the dialog box.
2. In the Text Token Number field, write the steno defined as a digit for the speaker you want to created and then write the steno outline defined in your Power Define dictionary as [TAB].  
Depending on your EZ Speaker dictionary entries, the Steno field may be populated with your speaker steno. Go to Step 4.
3. In the Steno field, type the steno outline(s) you will write for the speaker and then write [TAB].
4. In the Text field, type the name of the speaker using dictionary definitions and/or fingerspelling.
5. Do any of the following:
  - To complete the EZ Speaker entry, write the steno outline defined in the Power Define dictionary as [ENTER]. The speaker is created and added to the appropriate dictionary, speaker list and [seating chart](#).
  - To change an option, write [TAB] to put the cursor focus on the option and then write the steno outline defined in the Power Define dictionary as [SPACE] to select or deselect an option.  
If you want to access the Insert Field function, press **Alt + i** on the computer keyboard or click the button with a mouse.
  - If you need to leave the Create EZ Speaker Entries dialog box open and return to writing realtime, write the steno outline defined as [SUSPEND] in the Power Define dictionary. The Create EZ Speaker Entries dialog box flashes, the cursor focus changes to the realtime text and leaves the Create EZ Speaker Entries dialog box open.  
You can write the Suspend command at any time the Create EZ Speaker Entries dialog box is open. To return to the Create EZ Speaker Entries dialog box, write the steno outline you wrote to open the Create EZ Speaker Entries dialog box.
  - To cancel the creation of the current EZ Speaker and close the dialog box, write the steno outline defined in the Power Define dictionary as [ABORT].
  - To close the dialog box, write [TAB] until your cursor focus is on the Close button and write the steno outline defined as [ENTER].

### Spell Check

The Spell Check feature in CATalyst BCS checks the spelling of text in the History window, text in a Global Definition dialog box when the Spell Check while Defining option is active and text in certain dialog boxes. Once Spell Check identifies a misspelled or repeated word, it highlights the word and displays it in the Spell Check dialog box where you can choose to:

- change the word as suggested by Spell Check.
- view alternative words. The original word's actual and phonetic spelling is the basis for the alternative words suggested by Spell Check for the misspelled word.
- define the word and add it to a Personal, case, or job dictionary.
- ignore the word for this occurrence only.
- ignore the word for all occurrences during this Spell Check session.

- add the word to a Personal, Case or Job [Wordlists](#) so that Spell Check ignores the word for all occurrences.
- delete the word.
- look up the definition of the word or a suggested alternate word. The Spell Check Definition feature uses the Merriam Webster Dictionary. You can also access definitions while using [Spelling Lookup](#).

You can invoke Spell Check manually for a word in the *Text* field of certain dialog boxes. With your cursor in the *Text* field, press **Shift + F7**. The Spell Check dialog box displays when a word is misspelled. If there is no misspelling, a message displays indicating no spelling errors were found. When multiple words display, Spell Check considers the cursor location in the *Text* field when looking for misspellings. To check the definition of a word, position the cursor in the *Text* field and press **Ctrl + F7**. The Spell Check - [Lookup] dialog box displays. When [Spell Check While Defining](#) option is active, Spell Check automatically checks the word in the *Text* field when you press Enter in the dialog box. The Spell Check dialog box displays when Spell Check identifies a misspelled or repeated word.

[Wordlists](#) and [Spell Check options](#) allow you to customize Spell Check for your writing style or job. Using wordlists, you can identify words for Spell Check to automatically ignore as a misspelling. Spell Check options allow you to select automatic Spell Check features, choose Wordlists, set the number of Suggestions and choose the language type. For example, you can add a job wordlist, choose the Wintertree Medical Wordlist, activate the option to have Spell Check ignore all capped words and single characters, display notification when Spell Check completes in a text field and set the number of suggested words to display at 10.

Spell Check stops on a space that occurs before a colon, semi-colon, comma, question mark, exclamation mark and a period, except when the period is followed by numbers. Spell Check also stops on incorrect spacing following punctuation, abbreviations, between words or at the beginning of a paragraph when the Spell Check, Check Spacing option is active. Spell Check does not stop on a space at the beginning of the paragraph created by a <Tab> format symbol. [Advanced Spell Check Options](#) affect how spaces after a colon and an abbreviation are handled. An ellipsis is recognized when it is defined as: <Sticky Space>period<Sticky Space>period<Sticky Space>period

[Spell Check in Manage Dictionary](#) allows you to check the spelling of the text portion of dictionary entries or check words when you are inserting and modifying entries. Spell Check options are set separately for Edit and Manage Dictionary.

## Spell Check

Spell Check the text in the History or Script window. Spell checking your text can be performed at any time. Spell Check uses a default wordlist along with any provided wordlists you select. Options and wordlists are selected in the [Transcript Spell Check](#) dialog box. Spell Check will also use the Personal Wordlist and case and/or job wordlist when spell checking. If, in the rare case, there is a word you feel is misspelled in the default wordlists, you can put the word in your [Personal Wordlist](#) with the exclude attribute. To begin spell checking your text, do the following:

1. Start a Spell Check session, press **Shift + F7 (Tools/Spell Check)**. When Spell Check identifies a possible error, the Spell Check dialog box displays. The Title Bar displays the error type such as Misspelled Word, Repeated Word, Incorrect Spacing, or Repeated Paragraph Type.
2. The following information displays in the Spell Check dialog box:

### Steno

The steno, if any, associated with the highlighted text.

### Text

Text identified as misspelled or repeated.

### **Change To**

CATalyst BCS automatically displays an alternative word for the highlighted text when appropriate. You can also type in the field. When words are available in the Suggestions field, CATalyst BCS highlights the closest match to the typed change.

### **Suggestions**

Alternative words or actions to the suggestion in the Change To field. Click a word or action to select it.

3. Use the following options as necessary:

### **Change**

Change the text for this occurrence only. Do **any** of the following:

- Accept the word or action in the Change To field.
- Select a word or an action from the Suggestions list to display in the Change To field.
- Type a different word in the Change To field.

### **Global**

D-define, J-define, K-Define, or E-define the text. The Global dialog box displays.

### **Wordlist P, K, J**

Add the word directly to one of the wordlists. The Add to Wordlist dialog box does not display. Select **one** of the following:

#### **P**

Press **Alt + p** to add the word to your personal wordlist.

#### **K**

Press **Alt + k** to add the word to the case wordlist, when the job is in a case.

#### **J**

Press **Alt + j** to add the word to the job wordlist.

### **Wordlist**

Add the word to your personal, case, or job wordlist. The [Add to Wordlist](#) dialog box displays where you can select to automatically ignore the word, correct the word or suggest a specific word.

### **Suggest**

Suggests an alternative word(s) from the Suggestions field for the word in the Change To field.

### **Resume**

Resume spell checking your transcript. This option displays when you place your cursor outside of the Spell Check dialog box and when you have the Spell Check option, Pause after change, selected.

### **Ignore**

Leave the highlighted text for this occurrence only. If Spell Check encounters this text again in this job, it stops. Ignore is the default. You can [change](#) the default to do any of the following: Change, Global, Ignore All, or Wordlist.

**Ignore All**

Leave the highlighted text as misspelled, repeated, or incorrect punctuation for all occurrences for this captioning session. If you exit or close the captioning session and reopen the file, Spell Check stops on text previously identified as Ignore All.


**Ignore Page**

Skip the current page. This option only applies when Spell Check encounters incorrect spacing. CATalyst BCS ignores spacing issues on the page but still checks for spelling errors.

**Delete**

Delete the text that displays in the Change To field from the History file.

**Definition**

Check the definition of the word in the Change To field. The Merriam-Webster Dictionary dialog box displays. When connected to the Internet, click the Definition Search () icon to connect to the web site specified in the [Definitions Search option](#) where you can view additional definitions and information. Press **Esc** to return to the Spell Check dialog box.

**Undo**

Restores the last spell check action. Not all actions are reversible.

**User Def**

Display the customized definition, if one exists, for the word in the Change To field. This option is available when the word exists in the [User Definitions table](#) and has been added to a Wordlist set to Suggest.

**Options**

Determine how you want Spell Check to look at words. The Transcript Spell Check [Options](#) dialog box displays where you can set spelling options and select wordlists. When you change options from within the Spell Check dialog box, you must close Spell Check and restart it for the option changes to take effect.

4. Spell Check continues until you press **Esc (Cancel)** to exit the Spell Check feature and close the dialog box or Spell Check reaches the end of the transcript and displays the message: *Spell Check has reached the end of the document. Would you like to restart from the beginning?* Do one of the following:

**Continue Spell Check**

Click **Yes** or with the cursor focus on Yes, press Enter. Spell Check continues from the beginning of the document until finished. Upon completion, Spell Check displays the message: *Spell Check complete*. Press **Enter** to select **OK**.

**End Spell Check**

Click **No** or with the cursor focus on No, press Enter. You can change the cursor default to No in [Advanced Spell Check Options](#).

**Spell Check While Defining**

You can set Spell Check to automatically check a word that is typed in the Global Definition dialog box or a hidden text entry. When you type text and press Enter to complete the definition, Spell Check

automatically checks the word or words for correct spelling. If Spell Checks detects a possible error, the Spell Check dialog box displays.

To have Spell Check active while defining:

1. Do **one** of the following to display the Transcript Spell Check Options dialog box:
  - From a captioning session, press **Alt + t, o, s** (**Tools/Options/Spell Check Options**).
  - From Manage Jobs, press **Alt + t, o, s** (**Tools/Options/Settings/Transcript Spell Check Options**).
2. Check the box for the **Spell Check While Defining** option.
3. Press **Enter (OK)**.


## Spelling Lookup

Spelling Lookup (Ctrl + F7) allows you to look up the definitions or correct spelling for words or steno. You can also access word definitions by pressing **Alt +v, w** (**View/Word Definition**) or selecting **Definitions** from the Spell Check dialog box.

- change the word to one of the suggested words.
- view alternative words. The original word's actual and phonetic spelling is the basis for the alternative words suggested the misspelled word.
- define the word and add it to a Personal, case, or job dictionary.
- ignore the word for this occurrence only.
- ignore the word for all occurrences during this Spell Check session.
- add the word to a Personal, Case or Job [Wordlists](#) so that Spell Check ignores the word for all occurrences.
- exclude the word in one of the Wordlists so Spell Check thinks it is misspelled.
- delete the word.
- look up the definition of the word or a suggested alternate word. The Spell Check Definition feature uses the Merriam Webster Dictionary.

Spelling Lookup uses the following wordlists: Personal, Case, Job wordlists along with any selected wordlists such as Wintertree, Stedman's, Blacks, etc. When the Definition feature is selected, Spelling Lookup uses Merriam-Webster dictionary.

## Look up a Word

1. Position your cursor in front of the word you want to look up or use a Mark command to highlight the words or steno.
2. Press **Ctrl + F7 (Spelling Lookup)**. The Spelling Lookup dialog box displays.
3. Use any of the [Spell Check](#) commands to change the word(s), add the words to a wordlist or ignore for the current job or current session.
4. Press **Alt + e (Definition)**. The Merriam-Webster Dictionary dialog box displays. If you receive the "no definition found" message, you can type a new word in the field and click Find Word. If you have an internet connection, in the Merriam-Webster Dictionary dialog box click the [Definition Search](#) () icon to connect to the web site specified in the [Definitions Search option](#) where you can view additional definitions and information.



5. When finished, press **Esc** to return to the Spelling Lookup dialog box.
6. Press **Esc (Cancel)** to exit the Spelling Lookup dialog box.

## Wordlists

A wordlist contains words you decide CATalyst BCS should ignore as a misspelling when using Spell Check. There are three types of wordlists: personal, case, and job. CATalyst BCS uses the personal wordlist every time you invoke Spell Check. Words entered into this wordlist are those entries you want to apply when spell checking every job. You can also [apply](#) a wordlist from another job or user. CATalyst BCS can only use wordlist types that have a .clx or .tlx extension.

CATalyst BCS automatically creates a job wordlist when you spell check a captioning file or use the [Make Wordlist](#) feature in Manage Dictionary. If the job is in a case, CATalyst BCS also creates a case wordlist. Use a case or job wordlist when you encounter words you want Spell Check to ignore as a misspelling just for the current captioning session. For example, Spell Check may stop on a proper name. You can add this word to the case or job wordlist, so that Spell Check recognizes the word for this captioning session or all the session in the case.

You can [add](#) entries to wordlists while using Spell Check during a captioning session and in Manage Dictionary. New entries apply immediately to the current captioning file or dictionary. Entries added to a job wordlist have priority over entries entered in a case or personal wordlist. For example, if you set a word for Suggest in the job wordlist and then put the same word in a personal wordlist as an Auto-Correct, CATalyst BCS does a Suggest and never an Auto-Correct.

You can only add a single word at a time to a Wordlist. If you attempt to add two words at once to a Wordlist, Spell Check continues to stop on both words. For example, if you have a speaker name that Spell Check does not recognize, such as MS. CASHEN, Spell Check sees each word separately, MS. and CASHEN. You cannot add both words together into a Wordlist.

Spell Check corrects multiple punctuation when the entry is in a wordlist. For example, you want to change any occurrence of an ending quoter followed by a period (".") to a period followed by an ending quote ("). You add the incorrect punctuation to a wordlist and have CATalyst BCS Autocorrect the entry with the correct punctuation.

CATalyst BCS comes with Wintertree Medical and Legal, Black's Law, and Stedman's Medical wordlists. WinterTree Medical and Legal is available in the language set selected for Spell Check. Black's Law and Stedman's Medical is only available in English. You cannot add words to these wordlists. You can choose to apply any of these wordlists.

To open a wordlist, from the Menu Bar, select **File/Open/Wordlist**.

## Viewing a Wordlist

When you open a wordlist, the Status Bar located at the bottom of the screen provides information about the current display of entries and certain keyboard options. The column headings on the screen identify the following for each entry:

### Word

The word Spell Check takes an action upon.

### Action

The selected [action](#) you want CATalyst BCS to perform on the word: Ignore, Suggest, AutoCorrect, or Exclude.

### Suggestion/Replacement

The text you want CATalyst BCS to suggest or use to replace the text in the Word column.

You can change the width of a column. Place the cursor on the line dividing the column headings and hold the left mouse button down. The cursor becomes a double headed arrow. Move the line left or right to the desired position. Release the button. When you exit the Wordlist function, the column widths return to the default settings.

Add To Wordlist allows you to highlight a word in the History window and add it to a Wordlist so that Spell Check does not stop on it. You can only add a single word at a time to a Wordlist. If you attempt to add two words at once to a Wordlist, Spell Check continues to stop on both words. For example, if you have a speaker name that Spell Check does not recognize, such as MS. CASHEN, Spell Check sees each word separately, MS. and CASHEN. You cannot add both words together into a Wordlist.

### Add to a Wordlist While Editing

1. Highlight the word you want to add to a Wordlist.
2. Select **Tools/Add To Wordlist** or right click on the highlighted word and select **Add To Wordlist**.
3. From the Add To Wordlist menu, select one of the following actions:

#### Personal Wordlist

Add the word to the Personal Wordlist.

#### Job Wordlist

Add the word to the Job Wordlist.

#### Case Wordlist

Add the word to the Case wordlist. This option is only available when the job is in a Case.

#### Ignore All Wordlist

Add the word to the Ignore All Wordlist so Spell Check does not stop on it.



You can also add words to Wordlists [during](#) Spell Check.

Add a word to your personal, case, or job wordlist while using Spell Check. Spell Check uses the case of a word entered in the wordlist to determine when it recognizes a word for future spell checks. If a word is entered in a wordlist in all lower case, spell check does not stop on it regardless of the case; if a word is entered as initial capped, Spell Check stops on it if it displays in all lower case; if the word is entered in all capital letters, Spell Check stops on it if it displays as initial capped or all lower case.

1. Start a Spell Check session. In the History or Script window of a captioning session or with an open dictionary in Manage Dictionary, press **Shift + F7 (Tools/Spell Check)**.
2. When CATalyst BCS locates a possible error, the Spell Check dialog box displays. The Title Bar displays the error type such as Misspelled Word, Repeated Word, Incorrect Spacing, or Repeated Paragraph Type.

Do one of the following:

- To add the word to the Personal wordlist, press **Alt + p**.
- To add word to the Case wordlist, press **Alt + k**. This option is only available when the captioning session was created in a case.

- To add the word to the Job wordlist, press **Alt + j**.
- To add the word to a wordlist and apply special instructions, press **Alt + w**. The Add to Wordlist dialog box displays. Highlight the wordlist to which you want to add the entry and select **one** of the following actions. When finished, press **Enter (OK)** to redisplay the Spell Check dialog box.

### **Ignore**

Adds the word to the selected wordlist so Spell Check does not stop on it again.

### **Suggest**

Spell Check continues to stop on the word but automatically suggests the word entered in the Autocorrect/Suggestion field as the first suggested word. Erik, for example, may be an alternative for Eric.

### **Autocorrect**

Adds the word to the selected wordlist and has Spell Check automatically change the word to an alternative you specify in the Autocorrect/Suggestion field. For example, you often type "the" for "th". Spell check automatically corrects the misspelling.

### **Autocorrect/Suggestion**

Enter the alternative word you want Spell Check to either Suggest or Autocorrect when it encounters the highlighted word. This option is available if you have selected Suggest or Autocorrect in the Choose Action field.

### 3. Spell Check continues.

The CATalyst BCS applies [wordlists](#) during Spell Check in the following order:

- Ignore All—when selected during Spell Check, it creates a temporary wordlist. You cannot view this wordlist.
- Job Wordlist with the same name as the job.
- Case Wordlist if you are using a case.
- Personal Wordlist.
- Wintertree Medical Wordlist.
- Stedman's Medical Wordlist
- Wintertree Legal Wordlist
- Black's Law Legal Wordlist.

You can deselect any wordlist so that it does not apply during Spell Check. You can also reset the priority order, add and delete wordlists in the Additional Wordlist field. Words can be added to wordlists selected from other jobs and users but not to the Wintertree Medical and Legal, Stedman's Medical and Black's Legal wordlists.

To select or deselect wordlists:

1. Press **Alt + t, o, s (Tools/Options/Spell Check Options)**. The Transcript Spell Check Options dialog box displays.
2. In the Additional Wordlists section, use the following options as necessary:

### **Add**

Add an additional CATalyst BCS wordlist to use during Spell Check. The Open dialog box displays. Browse for and highlight the desired wordlist. Wordlists have a .tlx extension. Press **Enter (Open)**. The wordlist is added to the Additional Wordlists selections. Check the box to apply the wordlist. You can only use CATalyst BCS wordlists. Once you add the wordlist and select to use it, you can put words into it.

### **Remove**

Remove a wordlist from the Additional Wordlists selections. Highlight the wordlist and click **Remove**.

### **Move Up**

Move a wordlist up in priority. Highlight the wordlist and click **Move Up**.

### **Move Down**

Move a wordlist down in priority. Highlight the wordlist and click **Move Down**.

3. Check the box next to any of the following wordlists to apply it during Spell Check. Uncheck the box to not apply the wordlist.
  - Use Wintertree Medical Wordlist
  - Use Stedman's Medical Wordlist
  - Use Wintertree Legal Wordlist
  - Use Black's Legal Wordlist
4. Press **Enter (OK)** when finished.

Use the Copy, Cut, and Paste commands to merge entries from one wordlist to another. Select individual or group entries to cut or copy using the Windows selection conventions. CATalyst BCS also allows you to paste copied entries into other word processing applications.

To quickly [combine](#) the entire contents of two wordlists, drag and drop one file into another in Manage Jobs.

To cut, copy, and paste wordlist entries:

1. Press **Alt + f, o, w (File/Open/Wordlist)**. From the Wordlist menu, select the type of wordlist to open. The Open Existing Document dialog box displays.
2. Select the source wordlist and press **Enter (Open)**. Verify the wordlist name on the Title Bar.
3. Select entries. Do **one** of the following:

#### **Select one entry at a time**

Highlight the entry for selection.

#### **Select specific entries**

Press and hold **Ctrl** while you click the individual entries to highlight.

#### **Select a consecutive group of entries**

Click to highlight the first entry of the group. Locate the last entry you want to select. Press and hold **Shift**, while you click the last entry. CATalyst BCS highlights all the entries in between for selection.

#### **Select all the entries**

Press **Ctrl + a** to highlight all the entries for selection.

4. Do **one** of the following:
  - Cut and remove the entries by pressing **Ctrl + x (Edit/Cut)**.
  - Copy the entries by pressing **Ctrl + c (Edit/Copy)**. The entries remain in the source wordlist.
5. Open the destination wordlist where you want to place the selected entries. Do **one** of the following:
 

**Select an existing wordlist**

Press **Alt + f, o, w (File/Open/Wordlist)**. Select a wordlist and press **Enter (Open)**.

**Create a new wordlist**

Press **Alt + f, n, w (File/New/Wordlist)** and select the type of wordlist to create. When the Create New Document dialog box displays, type a new name in the File name field and press **Enter (Open)**.
6. In the destination wordlist, press **Ctrl + v (Edit/Paste)** to add the entries. Depending on your Options settings, a message may display if CATalyst BCS encounters duplicate entries. Select Yes or No to overwrite the existing entry and press **Enter (OK)**.
7. Press **Ctrl + s** to save the wordlist.
 

To display the source wordlist, press **Alt + w**, and then the associated file number. To save the changes, press **Ctrl + s**.
8. To close the function, press **Ctrl + F4**.

You can create a new Personal, Case, or Job [Wordlist](#) from Manage Jobs; however, you can only have one Personal Wordlist in each user folder. Once a Personal Wordlist exists, the option to create a new one is no longer available. When creating a new Personal Wordlist, CATalyst BCS automatically places the Personal Wordlist in the System Files case when you save it or close the Wordlist function. Once created, you can reopen a Wordlist to make additional entries. You can also add entries while using the Spell Check feature in Edit or Manage Dictionary.

To create a Wordlist:

1. In Manage Jobs, select **Alt + f, n, w (File/Wordlist/)** and then select the type of Wordlist you want to create. When you create a Case or Job Wordlist, the Create New Document dialog box displays.
  2. Type a name in the File name field and press **Enter (Open)**. CATalyst BCS opens the Wordlist function with an empty Wordlist.
  3. Insert new entries using the [Insert/Modify](#), and [Cut/Copy/Paste](#) Wordlist features.
  4. When you are finished, press **Ctrl + s (File/Save)**.
  5. Press **Ctrl + F4 (File/Close)** to close the Wordlist.
1. Press **Alt + f, o, w (File/Open/Wordlist)**. From the Wordlist menu, select the type of wordlist. The Open Existing Document dialog box displays.
  2. Select the wordlist and press **Enter (Open)**. Verify the wordlist name on the Title Bar.
  3. Do **one** of the following to select entries for deletion:

**Select one entry at a time**

Highlight the entry for selection.

**Select specific entries**

Press and hold **Ctrl** while you click the individual entries to highlight.

#### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry to delete. Press and hold **Shift**, while you click the last entry to highlight all the entries in-between.

#### Select all the entries

Press **Ctrl + a** to highlight all the entries for selection.

4. Press **Delete** to delete the selected entries. A confirmation message with a Yes/No option to continue deleting displays if you checked the *Warn Before Deleting Entries* option in Wordlist Options.
5. Press **Ctrl + s (File/Save)** to save the wordlist when finished deleting entries.
6. Press **Ctrl + F4** to close the wordlist. If another wordlist is open, it displays. If no other wordlist is open, the function closes.

In Manage Jobs, drag and drop one wordlist on top of another wordlist to bring the entire contents of the first file into the second file. Entries merged into the a current job are immediately recognized. Once you combine the wordlists, you cannot undo the change.

1. In Manage Jobs, click and hold the left mouse button on the wordlist you want to include.
2. Move the wordlist over the destination wordlist, highlighting the destination wordlist.
3. Release the mouse button. A confirmation message displays. Select **one** of the following:

#### Yes

Include the entries from the source wordlist into the destination wordlist. You cannot undo the include.

#### No

Cancel the include.

4. A message displays prompting you to delete the source wordlist.
1. Press **Alt + f, o, w (File/Open/Wordlist)**. From the Wordlist menu, select the type of wordlist. The Open Existing Document dialog box displays.
2. Select the wordlist and press **Enter (Open)**. Verify the wordlist name on the Title Bar.
3. Do either of the following:

#### Insert an Entry

Press **Ctrl + i (Edit/Insert)**. The Insert Wordlist Entry dialog box displays. In the *Word* field, type the word you want to add to the wordlist.

#### Modify an Entry

Highlight the entry you want to modify and then press **Ctrl + m (Edit/Modify)**. The Modify Wordlist Entry Dialog box displays with the selected entry in the *Word* field. Type any necessary changes.

4. Make entries in the fields as necessary:

#### Action To Take

Select **one** of the following options:

**Ignore**

Adds the word to the selected wordlist so Spell Check does not stop on it again.

**Suggest**

Spell Check continues to stop on the word and automatically suggests the word entered in the Autocorrect/Suggestion field as the first suggested word. Erik, for example, may be an alternative for Eric.

**Autocorrect**

Adds the word to the selected wordlist and has Spell Check automatically change the word to the alternative you specify in the Autocorrect/Suggestion field. For example, you often type "teh" for "the". Spell check automatically corrects the misspelling.

**Exclude**

Add the word to the wordlist so Spell Check always stops on it. For example, you have a person's name that is also a common word. Spell Check recognizes the word and does not stop on it. You want Spell Check to always stop on the word, so you select Exclude.

**Autocorrect/Suggestion**

Enter the alternative word you want Spell Check to either Suggest or Autocorrect when it encounters the highlighted word. This option is available when you select Suggest or Autocorrect in the Choose Action field.

5. Press **Enter (OK)** to confirm the action. The Modify Wordlist Entry dialog box closes automatically. If you are inserting entries, press **Esc** to exit the Insert Wordlist Entry dialog box.
1. Press **Alt + f, o, w (File/Open/Wordlist)**. From the Wordlist menu, select the type of wordlist. The Open Existing Document dialog box displays.
2. Select the wordlist and press **Enter (Open)**. Verify the name on the Title Bar.
3. Press **Alt + t, o (Tools/Options)**. The Wordlist Options dialog box displays.
4. Make changes as necessary:

**Warn Before Deleting Entries**

Check this box to display a confirmation message when you delete wordlist entries. A Yes/No option to continue deleting displays.

Uncheck this box to disable the confirmation message when you delete entries. You cannot Undo deleted entries unless you exit the file without saving.

**Paste Options**

This option applies when pasting entries from another wordlist and an entry conflicts with an existing entry. Select **one** of the following:

**Keep Old Entries**

Automatically retain the original text in the wordlist and ignore all new entries.

**Keep New Entries**

Automatically delete the original entries and insert the new entries.

**Entry-by-entry decision**

Prompt to Keep Old or Keep New on every entry that conflicts with an entry in the wordlist.

5. Press **Ctrl + s (File/Save)** to save the wordlist when finished.
6. Press **Ctrl + F4** to close the wordlist. If another wordlist is open, it displays. If no other wordlist is open, the function closes.

## Mistran Minder

The Mistran Minder feature allows you to quickly find and fix (if needed) all occurrences of your personal mistranslates. Personal mistranslates are usually words that are valid words but not the word you want. An example of a personal mistranslate might be when you write the steno outline for *generally* but slightly misstroke it and get *gently*. Or when you write the steno outline for *except* but misstroke and get *exempt*. You simply create your unique list (words and/or phrases) of mistranslates (either by typing them in the [MistranMinderList](#) or using the [Send to Mistran Minder List](#) command while editing). For example, let's use the sample words listed before. The words were generally, gently, exempt and except which are all reasonable words you would find in the history or captioning file. In your Mistran Minder List, on a separate line for each word, you type the word *gently*, *generally*, *exempt* and *except*. You save and close the Mistran Minder List file. When you have finished editing the captioning session and are still in the file, select Mistran Minder from the Tools menu to see if any of the words in your Mistran Minder List occur in the history file or captioning file. Mistran Minder results display in the Search Results dialog pane and are underlined for easy identification. The Search Results pane allows you to scroll through the results which scrolls the transcript at the same time. You can double click an entry and immediately move to that location in the file.

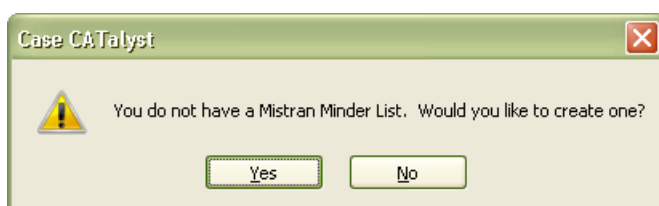
The [MistranMinderList](#) applies to every job unless you create a case or job Mistran Minder list. There may be times you'd like to add unique mistranslates that are only occurring in a particular captioning session or series of captioning session and you use a Case to store all the related files. For example, let's say you are captioning a series of speakers on global warming and you created a case. You have captioned four out of the ten speakers presentations. There are a lot of case specific initials and acronyms in the global warming presentation so there is the potential of some misstrokes. You can 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 captioning files. When you run Mistran Minder, the entries in the case Mistran Minder List only apply to the captioning 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 captioning file, you can also send words to a Job Mistran Minder List.

Some users add their common mistran minder entries to their Homophone list. Using the [Cycle Homophones](#) feature, they can quickly switch to the correct word/phrase they desired. Using the examples from above, since "generally" and "gentle" are two common misstrokes this the user, both words are in the user's Mistran Minder list and are also in the Homophone list as homophones of each other. So, when reviewing the Mistran Minder results, if the user comes across an occurrence of "gently" when it should have been "generally," the user invokes the Cycle Homophones command and quickly changes "gently" to "generally" without retyping anything.

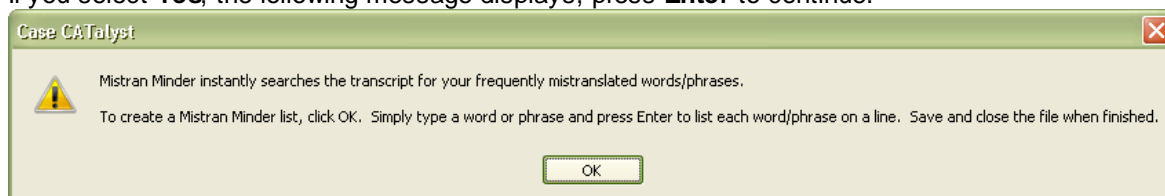
If you are searching for a way to double check particular items that fall into a category, such as dates, you might want to use the [Search \(Ctrl + f\)](#) command, select Regular Expression (**Alt + r**), List Results (**Alt + L**) and then select Dates from the Regular Expression list.

If you select Mistran Minder from the Tools menu and you do not have any entries in the Mistran Minder List, the following message displays:





1. Do **one** of the following:
  - a) Press **Enter** or click **Yes** to create a User Mistran Minder List. The following message displays: Go to Step 2.
  - b) Click **No**, to cancel creating a User Mistran Minder List.
2. If you select **Yes**, the following message displays, press **Enter** to continue.



3. Type each word or phrase on a separate line. For more information, see [Create/Add entries to the Mistran Minder List](#).



[Keyboard Map](#) Function: Mistran Minder

## Send to Mistran Minder List

While in a captioning file, the Send to [Mistran Minder](#) List (User, Case, Job) is available from the Edit menu, the right click menu and are available for assignment in a keyboard map. While editing the caption file, you can position your cursor in front of a word or highlight multiple words, right click and select Send to Mistran Minder List and then select User, Case or Job. If you have assigned a key combination to the Send to Mistran Minder, Send to Case Mistran Minder or Send to Job Mistran Minder function in a keyboard map, press the key combination. The word or words are added to the appropriate MistranMinderList. The Mistran Minder List should not be open at the time you are editing and adding words.

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.
  3. Once you have reviewed the results, you can close the Search Results dialog pane.



[Keyboard Map](#) Function:      Send to Mistran Minder List  
Send to Case Mistran Minder  
Send to Job Mistran Minder  
Mistran Minder

## Create Core List

The Create Core List feature allows you to create a list of unique words from your history window or caption edit file, excluding words that are in the System File's Exclude list. The core list may contain lower case and upper case occurrences of the same word. For example, "mark" and "Mark." Words or phrases with hyphens and no spaces are listed as one word. For example, 25-mile-per-hour or K-u-r-k-o-w-s-k-i. An entry appears only once in the core list, regardless of the number of occurrences in the job.

The core list is a .txt (ASCII) file. CATalyst BCS assigns a default file name using the job name plus the words, "core list". For example, let's say your captioning session or caption edit file is named ABC Special and you create a core list. The core list, by default, is named ABC Special core list.txt. You can change the name before saving the file. If the file name already exists when the core list is generated, CATalyst BCS prompts you to overwrite the existing core list. The core list is viewable in Notepad, WordPad or other ASCII viewers.

## Generate a Core List

1. Open the caption edit file to which you want to create a core list. If you are currently in a BCS captioning session, go to Step 2.
2. Press **Alt + t, c** (**Tools/Create Core List**). The Select Page to Build Core List dialog box displays.
3. Choose one of the following:

### List Initial Cap Words Only

Create a list that includes only initial capped words and phrases.

### Entire Document

Create the core list from all pages in the history window or caption edit file.

### Skip First *nn* Pages and Last *nn* Pages

Exclude a specific number of pages at the beginning and end of the history window or caption edit file from the core list.

You can exclude pages from the beginning of the job only, the end of the job only or both the beginning and the end. In the *Skip First Pages* field, type the number of pages, if any, to skip at the beginning of the job. In the and *Last Pages* field, type the number of pages, if any, to skip at the end of the job.

## Section

Specify a specific section of the file from which to create the core list. This option is only available when there is more than one section in the file.

## Pages

Select specific pages from which to create the core list. Do one of the following:

### Individual Pages

Type the page numbers separated by a comma. For example, to create a core list from page 5 and page 25, type: 5, 25.

### Series of pages

Type the beginning page number, followed by a hyphen, and then followed by the ending page number. For example, to create a core list from pages 5 through 10, type: 5-10.

### Combination of individual and consecutive pages

Type the individual page number separated by a comma, and then beginning page numbers for the consecutive pages, followed by a hyphen, and then the ending page number and all separated by commas. For example, to create a core list from page 5, pages 15 through 20, and page 29, type the following: 5, 15-20, 29.

### Pages within a section

Type the section number followed by the page range. For example, to create a core list from pages 25-40 in section two, type: 2:25-40.

4. Press **Enter (OK)**. The Save Core List as dialog box displays with the default core list name in the File name field. If desired, type a new name for the core list.
5. CATalyst BCS, by default, saves the core list to the same folder as the caption file. Use the Browse button to save the core list to a different folder.
6. Press **Enter (Save)**. The core list is created with the caption file name followed by core list.txt.

## Follow Realtime

Follow Realtime allows you to toggle the position of the cursor between the last realtime stroke and the last editing location in the file. When using the Follow Realtime command, you can continue to write realtime regardless of the position of the cursor. The text is always added to the end of the file. To use this feature, you must also have the Up-to-Date History feature selected to show.

For example, you start to caption and the cursor is following the last steno stroke written in the History window. There is a commercial break. You want to start editing the History text so you press **Alt + t, f** for Follow Realtime. The cursor moves to the beginning of the file. You edit for about 5 minutes when the program resumes. You press **Alt + t, f** and the cursor returns to following the last steno stroke written. There is another commercial break. You return to the editing by pressing **Alt + t, f**. The cursor moves to the last editing position in the History file.

To toggle the Follow Realtime command from the computer keyboard, press **Alt + t, f (Tool/Follow Realtime)**. A check mark in front of Follow Realtime on the Tools menu indicates the option is active.

The CATalyst BCS default is to follow the realtime data. Using a steno stroke, you can invoke the Toggle Follow Realtime command from the writer.

You can assign a key combination to invoke the Follow Realtime mode.

### Audio

Audio recording during captioning is available using the AudioSync option. Your e-Key license needs to include the AudioSync option in order for the Audio feature to record and playback audio files. It is necessary to have a microphone attached to your computer in order to record audio. You can also use a splitter on your headphones that plugs into the microphone jack on your computer.

During audio recording, the audio file is synchronized with the realtime captions you write and is available for playback in the History window. There is no accompanying audio for Script text inserted during captioning. You may want to use the [Auto Pause Audio](#) feature to pause the audio when no new steno is being sent to the encoder. If you do not use the Auto Pause Audio option, audio playback may be available in the History window where script lines were sent but the audio will not be synchronized with the text.

[Play Audio](#) plays the synchronized audio file from the cursor location in the History window. Once you invoke the Play Audio command, the audio file plays until you invoke the [Stop Audio](#) command. Play Audio with Scroll Text allows CATalyst BCS to scroll through the synchronized playback of the audio track and corresponding text.

EZ Sync at Cursor feature synchronizes an associated audio at the current cursor position. Play audio as usual and then, while audio is playing, position your cursor anywhere in the file. When you hear that portion of the file play in the audio, select the EZ Sync at Cursor command.

**IMPORTANT:** Do NOT change the clock time on your computer at any time once starting a captioning session or have any operating system setting that automatically updates your clock. Changing the clock time once you begin a captioning session affects the playback of the recording.

### Play Audio

Play Audio plays the synchronized audio file from the cursor location in the History window. Once you invoke the Play Audio command, the audio file plays until you invoke the Stop Audio command. If the [option](#), *Stop audio when dialog opens*, is active, the audio pauses when a dialog box opens and automatically resumes when the dialog box closes. You can playback the audio during captioning without pausing AudioSync. Playback speed is adjustable on the Audio Playback Speed toolbar. For volume control during audio playback, refer to your Windows documentation.

Dead air may result when there is a pause during captioning. It may be noticeable when a longer silence occurs without the pausing the audio, either automatically or manually. Use the *Skip Quiet Audio* option on the Audio Playback Speed toolbar to adjust the amount of dead air that plays back.



[Keyboard Map](#) Function: Play Audio

Pause Audio

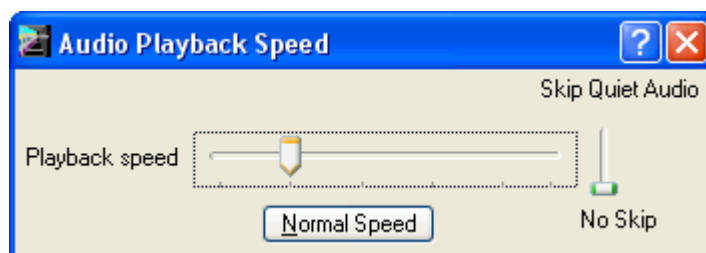
Increase Audio Playback Speed

Decrease Audio Playback Speed

## Play Audio

To start the playback of the synchronized audio file:

1. Move the cursor to the location in the History window where you want to begin the playback.
2. Press **Shift + F9 (Tools/Audio/Play Audio)**. The Audio Playback Speed toolbar displays.



### Horizontal Bar

Use the mouse cursor to adjust the play back speed. Moving the indicator to the left slows the speed; to the right increases the speed. You can also create key commands to increase and decrease the audio playback speed using the Increase Audio Playback Speed and Decrease Audio Playback Speed commands in a [keyboard map](#).

### Skip Quiet Audio

Use the mouse cursor to determine the level of noise that is considered dead air during playback. This does not affect volume level. Move the indicator up to indicate a lot of background noise is considered silence. You might use a higher vertical setting when a lot of background noise occurs during the recording but no one was speaking. Move the indicator down when little background noise occurs during the recording. **If you feel the audio is "skipping" during playback, adjust vertical bar lower.**

Dead air may result if you pause during captioning or script text is inserted into the file. When using Play Audio, the amount of dead air that plays back is adjustable by using the vertical bar.

### Normal Speed

Reset the audio playback speed to the original speed setting. A "Set Normal Audio Speed" keyboard function is available in the keyboard map.

3. When finished press **Ctrl + F9 (Tools/Stop Audio)** to stop the audio playback.

## Play Audio Messages

The following messages may display when you invoke Play Audio:

### "No Audio information available for this text"

This message may display because the playback portion of text is script text; from pausing and never resuming the audio recording during captioning; or deleting the underlying steno for that portion of the text using Steno Delete command.

### "no Audio"

There is no associated Audio subfile for the current job. This is not a captioning file or you did not use AudioSync during captioning.

### Audio File Path dialog box displays

Play Audio will first look for the audio file in the location where the audio was recorded and if found, will automatically play the audio. If the audio file in the transcript file information doesn't match the current transcript name but there is an audio file with the correct name in the same folder as the current job, CATalyst BCS will automatically link the audio and start audio playback. If still not found, CATalyst BCS will look for an audio file with the same name as the job in the same user folder and then automatically link the audio file and start audio playback. If the audio file still cannot be located, the Choose Audio File dialog box displays allowing you to select the audio file and link it to the transcript and begin audio playback.

If prompted, click the Browse button to search for and select the audio file or type the path for the new location or new name of the Audio subfile and press **Enter** to begin the playback.

### Play Audio with Scroll Text

Play Audio with Scroll Text allows CATalyst BCS to scroll through the synchronized playback of the audio track and corresponding text.

To play audio while scrolling text:

1. Press **Alt + t, a, x** (**Tools/Audio/Play Audio with Scroll Text**). The Audio Playback Speed dialog box displays as the audio and scroll text begins.

You can increase or decrease the playback speed by moving the Playback Speed indicator with the mouse pointer or using assigned keyboard commands in a keyboard map.

### Stop Audio

The Stop Audio feature stops the audio playback. To stop the playback, press **Ctrl + F9**

(**Tools/Audio/Stop Audio**) or, if the Edit toolbar is showing, click the Stop Audio  icon.

### Set Audio Delay

Set Audio Delay is a feature used to hear the context of the transcript a few seconds before the actual cursor position. It can also be used to adjust the synchronization between the cursor location in the caption file and the playback of the audio file if the synchronization is off a little bit. When you invoke the Play Audio command, CATalyst BCS checks the Audio Delay value before playing the associated audio. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Audio capabilities are only available on systems that have the optional AudioSync software.

### Adjust Audio Values

1. In a captioning session or while in caption edit, press **Alt + t, o, u** (**Tools/Options/Set Audio Delay**). The Set Audio Delay dialog box displays.
2. Review the Current delay setting. Make a change to the setting by typing a new setting number in the New delay field. The maximum number of seconds is 99.
3. Press **Enter** (**OK**) to accept the changes.

## Macros

A macro is a recorded series of keystrokes, mouse clicks and associated keyboard commands. A filename assigned to the macro allows for playback. Playing back a macro performs the series of recorded commands which reduces the amount of keystrokes required to perform a task or process.

Macros are recordable in Caption Edit and Manage Dictionary. It is possible to begin the recording or playback of a macro in one of the functions and have it continue in the other function. For example, you can begin a macro in Edit and continue the macro within a dictionary. You may want to use a separate naming convention for macros created for Manage Dictionary that identifies them from other macros. For example, "dict - modify entry."

When recording a macro, you can use the mouse and keyboard commands to select menus or icons, however, within a dialog box, only keyboard commands are recorded, such as Alt + a (Cap) in a Global Define dialog box. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro. Once a dialog box opens, you can Pause recording the macro to select a file name or option using the mouse. When you close the dialog box, by pressing Enter or an Alt key combination, the macro continues to record and you can return to using mouse clicks. When the macro plays back, it pauses once the dialog box is open, allowing you to select the file or option and then continues once you press Enter. For example, you want to record a macro to Include a file and choose a file while using the macro. When the Include dialog box display, click Pause and select a file. File selection is not recorded as part of the macro. After selecting the file, press Enter in the Include dialog box. The macro continues recording once you press Enter.

You can playback a macro by selecting it from a list, pressing a user assigned keyboard command or writing a steno stroke on your writing machine during realtime. To quickly invoke a macro, you can assign it to a [keyboard command](#) or [AccelerWriter](#) dictionary definition. Keyboard command assignments and AccelerWriter definitions can be made immediately after saving the macro or at a later time. Stenograph recommends you set up a realtime session when creating a macro for an AccelerWriter definition to assure the macro works as intended.

Macro files have a .sgmac extension and are stored in a Macros case within the System Files case. You can quickly view the list of existing macros by pressing, **Alt + f, o, m (File/Open/Macros)**. Recorded commands for an existing macro can be viewed or modified using the [Macro Editor](#). You can add and remove functions, text and key combinations allowing you to make changes without re-recording the entire macro. Manage Dictionary functions end with - Dict." when viewing them in the Macro Editor or a Keyboard Maps.

The Macro feature contains a submenu of features that include Record, Playback and Playback Last Macro. You can [create a macro pull away toolbar](#) from the submenu to float or dock it like any other toolbar. You can also create a [Macro Toolbar](#) that allows you to quickly play a specific macro from a toolbar.



[Keyboard Map](#) Function: Record Macro

Play Macro

Play Last Macro

## Macro Pull Away Toolbar

The Macro submenu contains the commands necessary to record and playback macros. You can create a toolbar which contains the three Macro menu commands: Record, Playback Macro and Playback Last

Macro. The Macros toolbar can be docked at the top or side of the screen like any other tool or function bar. You can also customize the bar, adding or removing icons.

To display the Macro toolbar:

1. Press **Alt + t, m (Tools/Macro)**. The Macro submenu displays.
2. Place the cursor on the dotted line at the top of the submenu.



3. Press and hold the left mouse button. Drag the cursor away from the menu. The submenu displays as a floating toolbar.



4. Place the Macros toolbar anywhere on the screen or position along with other toolbars on the top or side of the screen. Once you create the Macros toolbar, the toolbar displays with a check mark in the Show list (**View/Show**).



5. You can [customize](#) the toolbar if necessary. To close the toolbar, deselect it from the Show list. Once the Macros toolbar closes, it is no longer available in the list. You must drag it from the Macro submenu to redisplay it.

### Record Macro

The Macro Record feature allows you to record a series of commands and save them as a [macro](#). Once the macro is recorded and named, you can assign a [keyboard command](#) or define an [AccelerWriter](#) to the macro as desired. Stenograph recommends creating a macro for an AccelerWriter dictionary definition during setup for the realtime session to ensure the macro works in realtime as intended.

Recorded commands for an existing macro can be viewed or modified using the [Macro Editor](#). This allows you to add and remove functions, text and key combinations without recording the entire macro again.



[Keyboard Map](#) Function: Record Macro

### Create and Assign Macro

1. Place your cursor in the most logical position where you would want the commands of the macro performed.
2. Press **Alt + t, m, r (Tools/Macro/Record)**. The RecordMacro toolbar displays at the top of the screen with Pause and Stop buttons.



3. Record the commands for the macro. Use the mouse and keyboard commands to select menus or icons, however, in a dialog box, only keyboard commands are recorded. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro.

When in a dialog box, click **Pause** on the RecordMacro toolbar to suspend the macro in order to select a file or type text. For example, you are recording a macro to include a file and want to be able to select any file while using the macro. When the Include dialog box display, click **Pause** and select a file. File selection is not recorded as part of the macro. After selecting the file, press **Enter** in the Include dialog box. The macro continues recording once you press Enter.

4. When finished, click **Stop** on the RecordMacro toolbar. The Save Macro dialog box displays.

If you attempted to record commands that are not recordable functions, the following error message displays: *The actions you took are not recordable. There are no actions that can be saved for a macro.* Press **Enter (OK)** to close the message.

5. In the *File name* field, type a name for the macro. Use the following options as necessary:

#### **Assign to key in keyboard map (Alt + a)**

Check this box to assign a key combination in your keyboard map to the macro after you save the macro. This allows you to invoke the macro from a keyboard command.

#### **Define in dictionary to invoke macro from writer (Alt + f)**

Check this box to create an AccelerWriter definition for the macro after you save the macro. This allows you to invoke the macro from your writing machine while in a captioning session.

6. Press **Enter (Save)**. One of the following occurs:
  - The Save Macro dialog box closes if no additional options are selected.
  - The Open Keyboard Map dialog box displays if you selected to *Assign to key in keyboard map*. If the option, [Keyboard to open when assigning recorded macros](#), is active, the selected default Keyboard map opens. Make necessary entries to [assign a keyboard command](#) to the macro.
  - The Insert AccelerWriter Entry dialog box displays if you selected the option, *Define After Saving*. Make necessary entries to [define the AccelerWriter](#).
7. Test the macro. Do the following:
  - Playback the macro using the Playback Macro feature. Press **Alt + t, m, p (Tools, Macro, Playback Macro)** or click **Playback Macro** on the Macros toolbar. The Choose Macro dialog box displays. Select the macro just recorded and press **Enter (Open)**.
  - If you created an AccelerWriter definition, use the **Add/Remove Dictionaries** command to reload the dictionaries and then write the steno outlines for the AccelerWriter definition.
  - If you assigned the macro to a keyboard command, press the assigned keys.

### **Define in dictionary to invoke macro from writer**

An AccelerWriter is a [macro](#) invoked from the writing machine during realtime writing. For example, you may want to create an AccelerWriter that loads your credit file. When you write the steno outlines assigned to the macro, Case CATalyst performs the actions of the macro. When invoking an AccelerWriter and the cursor focus is in a dialog pane, Case CATalyst automatically sets the cursor focus to the transcript and performs the actions of the macro.

When saving the recorded macro and you select the option, *Define in dictionary to invoke macro from writer* (**Alt + f**) in the Save Macro dialog box, you can immediately create a dictionary definition to invoke the macro. The Insert AccelerWriter Entry dialog box displays after you press Enter (Save) in the Save Macro dialog box.

### Define in dictionary to invoke macro from writer

Make necessary entries in the Insert AccelerWriter Entry dialog box. When finished, press **Enter (OK)** to add the entry to the selected dictionary.

#### Steno

Insert the steno you write to invoke the AccelerWriter. Separate multiple strokes with a forward slash.

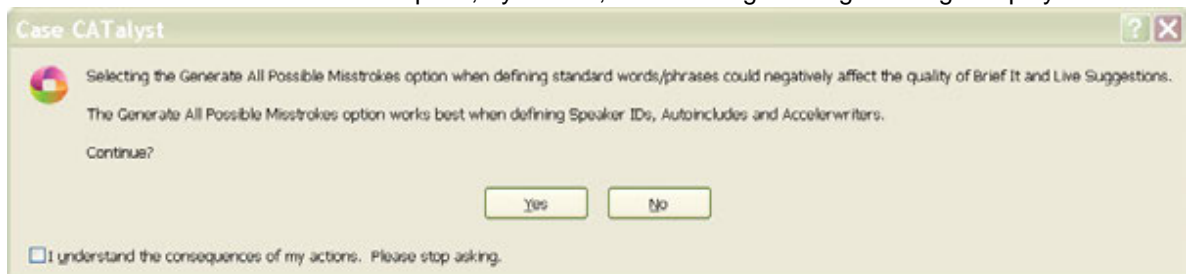
#### Entry Text

The field automatically fills in with the assigned macro name. Two ampersands (&&) precede the name to identify the entry as an AccelerWriter.

#### Generate All Possible Misstrokes

Check this box to generate additional dictionary definitions to invoke the macro based on all the possible misstrokes of the original steno outline. A misstroke definition is generated only if the misstroke does not conflict with an existing entry in the selected dictionary.

When inserting or modifying entries in the Personal Dictionary and/or Update Area, if you select the Generate All Possible Misstrokes option, by default, the following warning message displays:



- Select **Yes** (Alt + y) to generate all possible misstrokes for the current steno outline.
- Select **No** (Alt + n) to return to the previous dialog box with the Generate All Possible Misstrokes option deselected.

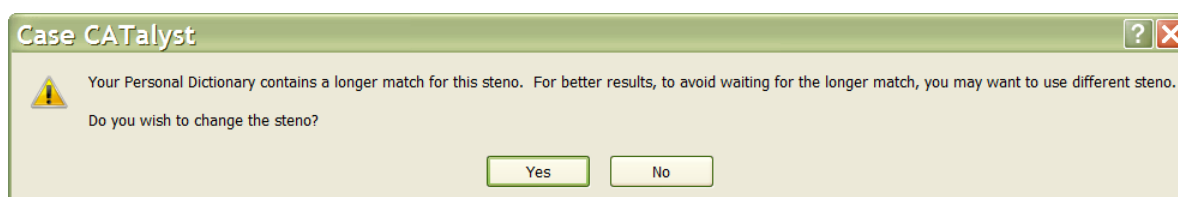
To eliminate the General All Possible Misstrokes warning message from displaying, deselect the option in [Dictionary Options](#).

#### Dictionary

Select one of the following dictionaries in which you want to place the AccelerWriter definition. The macro is stored in the Macros case located in the System Files case.

- Personal Dictionary
- Job Dictionary
- Update Area (if selected for use)
- Case Dictionary
- Other Dictionary—use **Browse** to locate a dictionary in a different location.

If the steno you have inserted to invoke the macro has one or more entries that start with that same steno (longer match) in the Personal Dictionary, the following message displays:



If the steno you write for a macro has a longer match in the Personal Dictionary, the macro will be delayed until translation determines the next stroke. This will cause a delayed reaction for the macro and in some cases, depending on what the macro does, can cause an unwanted result. The warning is to let you know that you might want to select different steno for your AccelerWriter definition. For example, you want to create a dictionary entry to run a macro while writing realtime. You have already created the macro so you open your Personal Dictionary, select Edit and then select Insert AccelerWriter. You type the steno /E-P and select your RT-Punctuation macro and press Enter. The above message displays. Immediately you know that there is at least one Personal Dictionary entry that starts with /E-P and if you don't change the steno, then the macro will not run until translate knows you are not writing the longer match steno outline.

- Select **Yes** to return to the Insert AccelerWriters dialog box to change the steno outline.
- Select **No** to insert the entry into the current dictionary knowing that the Personal Dictionary contains at least one entry that starts with the same steno outline and that may delay the execution of the macro.

## Assign to key in keyboard map

When you select the option, *Assign to key in keyboard map (Alt + a)*, in the Save Macro dialog box, you can immediately assign a key combination to invoke the macro. One of the following occurs after you press Enter (Save) in the Save Macro dialog box:

- The Open Keyboard Map dialog box displays. Select a keyboard map to open and press **Enter**. Macros are stored in a Macros case within the System Files case. The Keyboard map displays.
- If the Advanced Edit option, [Keyboard to open when assigning recorded macros](#), is active, the selected default Keyboard map opens with the recorded macro highlighted in the *Functions* list of the Assign Key to Function dialog box.

## Assign to Key in Keyboard Map Macro

Make necessary entries in the Assign Key to Function dialog box. The newly created macro displays highlighted in the Functions field under the MACROS section. When finished, press **Enter (Assign)**. The entry displays in the Keyboard Map list and the keyboard map closes.

### Currently Assigned to

The keyboard function presently assigned to the key or key combination identified in the Key field.

### Key

The Key field contains a list of keyboard keys. The options below the Key field indicate if the key is used alone or in conjunction with Ctrl, Shift, or Ctrl and Shift. The selected radio button designates the active key combination. You can assign a different keyboard function to each of the key combinations. For example, in the Default keyboard map, n alone displays the letter "n". **Ctrl + n** displays the View Vertical Notes feature. **Shift + n** displays a capital letter "N".

Select a key for assignment from the drop down list and then click the radio button next to one of the following: Key Only, Ctrl + Key, Shift + Key, Ctrl + Shift + Key. The keyboard function presently assigned for the selected key combination displays in the Currently Assigned to field. If no keyboard function is assigned, the field is blank.

When you assign a single key to invoke a command, consider assigning Shift plus the same key to the same command. This helps to prevent the possibility of invoking the capped version of a keyboard command when the Caps Lock is on.

### Restore Default Assignment

Restore the default keyboard function assignment for the identified in the Key field. This only restores the default assignment for the current key.

### Filter by Category

Click a category to display only the keyboard functions for the selected category in the Functions list. For example, you want to locate Move to next red squiggle, which is a Spell Check keyboard function. Select the Category, Spell Check to display a list of only the available Spell Check keyboard functions. Select All to display all the keyboard map functions available for assignment.

### Functions

To change the keyboard function for the key in the Key field, highlight the desired keyboard function from the list. Recorded Macros display alphabetically at the end of end of the list in the MACROS section.

When you assign a key combination immediately after creating the macro, the newly created macro displays highlighted in the MACROS section.

### Search

Display the Find dialog box to search for a specific keyboard function.

#### Find Search Functions List

1. Type a keyboard function name or portion of a name in the *Search for* field. To limit the search to a particular category, first select the category in the Filter by Category field and then select Search.
2. Select the direction to search.
3. Press **Enter (OK)**. To repeat the search, press **F3** to search forward or **Shift + F3** to search backward. If you limited the search by category for the desired keyboard function and it does not display in the list, the incorrect category was selected. For example, you select to filter by Punctuation for Move Word Left. This keyboard function is a Cursor action so Search does not locate it in the Punctuation category.

### Use Windows Default

Use the Windows default keyboard assignment if your Windows Regional Language setting is set to a language other than English. For example, if French is selected as your Windows Regional and Language and the key assignment in the Keyboard Map is set to Windows default, the keyboard action follows the Windows default French language keyboard.

## Playback Macro

You can Playback a recorded macro using an assigned keyboard command, writing the steno outlines during realtime that are assigned to an AccelerWriter or by selecting a playback option from the Macro menu.

To playback a macro, do one of the following:

### Use Assigned Keyboard Command

If you [assigned](#) a key command to the macro in the active keyboard map, press the assigned key combination to play the specified macro.

### Use AccelerWriter

If you created an [AccelerWriter](#) definition for the macro, stroke the keys on your writing machine to play the specified macro.

### Use Macro Menu Options

#### Playback Macro

Press **Alt + t, m, p (Tools/Macro/Playback Macro)**. The Open dialog box displays. Select a macro and press **Alt + o (Open)**. The selected macro plays back.

Macro files have a .sgmac extension and are stored in the Macro case within the System Files case.

#### Playback Last Macro

Press **Alt + t, m, L (Tools/Macro/Playback Last Macro)**. The last macro played back using a keystroke plays again. It is recommended to use this command after first using the Playback Macro command.

The last macro remembered is user specific, not job specific.





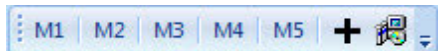
[Keyboard Map](#) Function: Play Macro

Play Last Macro

## Macros toolbar\_2

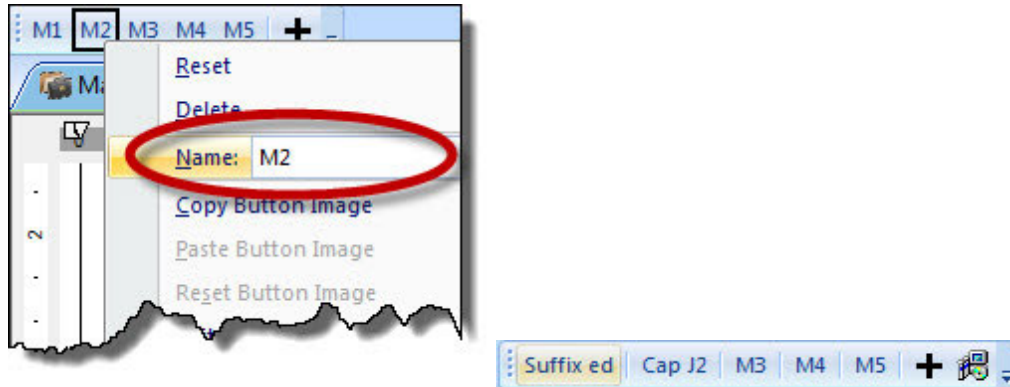
In addition to using the keyboard and AccelerWriters to invoke macros, a Macros toolbar feature is now available to invoke macros via a toolbar. You might want to assign seldom used but important macros to the Macros toolbar and invoke common macros with AccelerWriters while in a captioning session. A separate Macros toolbar is available in caption edit to assign macros specifically used while editing a caption file. By default, the Macros toolbar does not display in a BCS session or caption edit. To display and use the Macros toolbar, select View, Show and then Macros.


The default Macros toolbar includes five icons along with a  and  (Setup) icons.

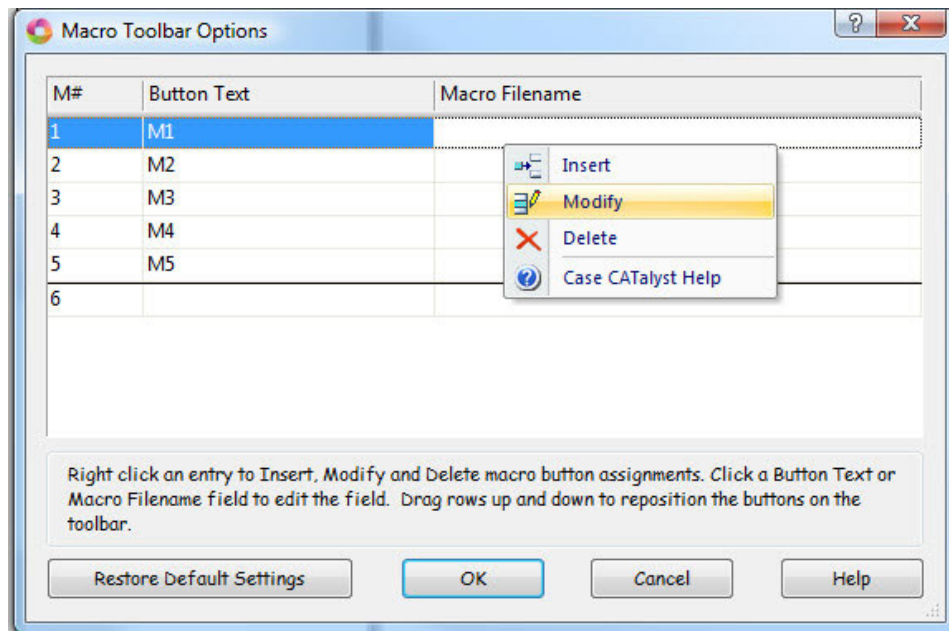


Do any of the following:

- If there is no macro assigned to the macro button on the toolbar, you can click the available M# icon on the Macros toolbar. In the Choose Macro dialog box, locate the macro you want to assign, highlight it and then click Open. The macro is assigned. To add more than the five default macro buttons with macro assignments, click **+**, select the macro and click Open. The next consecutive number is assigned to the macro icon. To personalize the macro button name or add an image, right click anywhere on the Macros toolbar and select Customize. With the Customize dialog box open, right click on the macro icon you want to modify. You can type a name in the Name field or select Change Button Image to select an image for the button. In the example below, both M1 and M2 have been renamed.



- To assign a macro to a toolbar button, modify an existing macro, delete a macro, add more macro buttons to the Macros toolbar or change the order of the macro buttons, click the Setup (  ) icon.



- To add another button to the Macros toolbar and assign a new macro, press Ctrl + i or right click on the M# field and select Insert. The next consecutive numbered macro is created with the cursor focus in the Macro Filename field. Click the down arrow to select from the current user's Macro folder or click the browse button to navigate to another location. Highlight the macro and click Open.
- To modify an existing macro's Button Text or macro assignment, click the field and type the appropriate text.

If you position your cursor on the M# field, you can press Ctrl + m or right click select Modify. Your cursor defaults to the Macro Filename field.

- To delete an existing macro button and assignment, right click either the Button Text or Macro Filename field and select Delete. You are prompted to confirm you want to delete the entry. Select Yes to delete the assignment. The button is removed from the list and the Macros toolbar. The Macros Toolbar Options dialog box displays it as an unassigned entry at the bottom of the list.
- To reset the default settings, click Restore Default Settings. All assignments are removed and the five buttons display on the Macros toolbar.

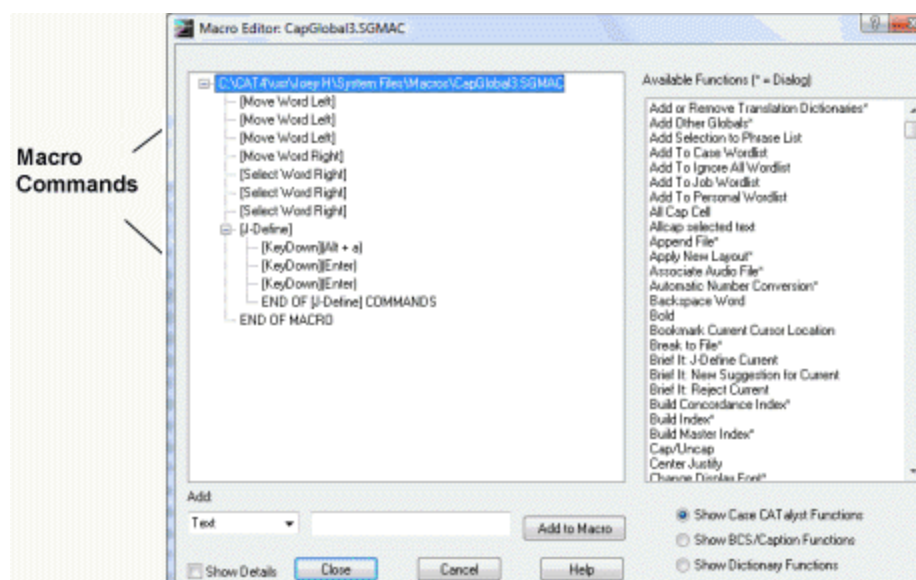
## Editing Macros

You can modify the recorded commands for an existing macro. Using the Macro Editor, add and remove Case CATalyst, CATalyst BCS or Dictionary [functions](#), [text](#) and dialog box [key combinations](#). Macros are stored in the Macros case within the System Files case. Macro files have a .sgmac extension.

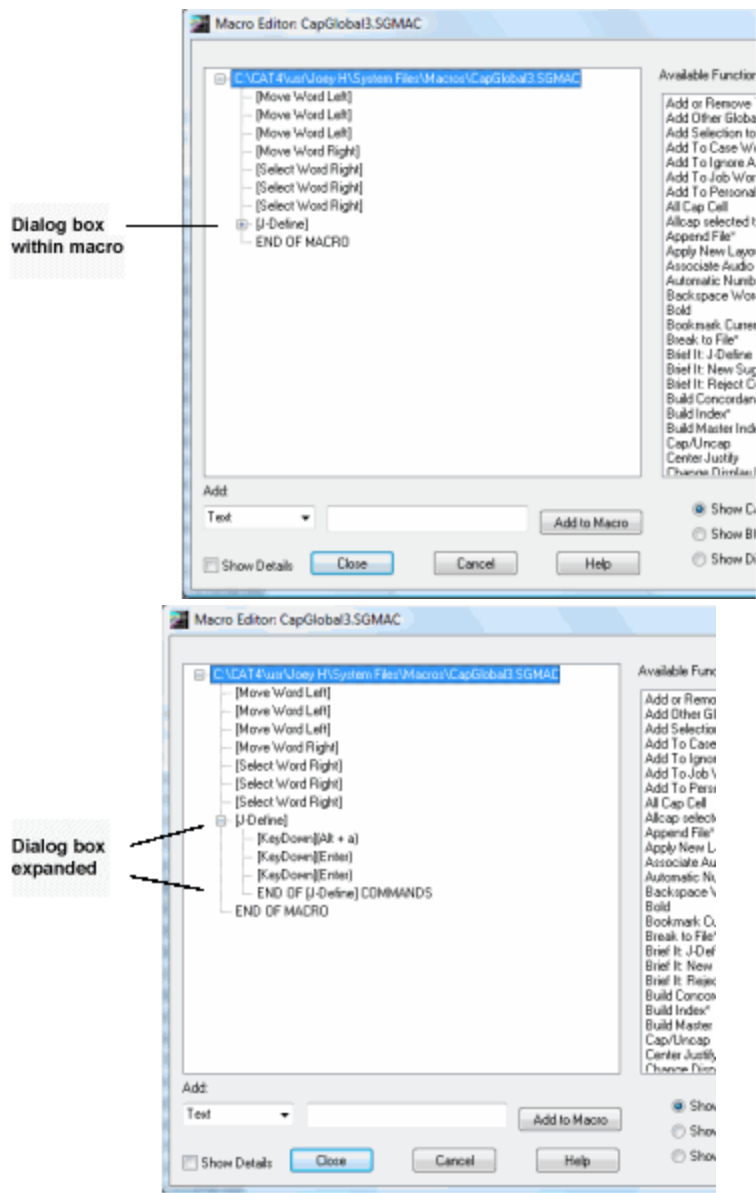
- From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
- In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.

## Macro Editor

The Macro Editor dialog box opens with the selected macro name in the title bar. The recorded macro commands display in the window.



A command that invokes a dialog box within a macro displays with a plus sign. Click the plus sign to display the commands within the dialog box.

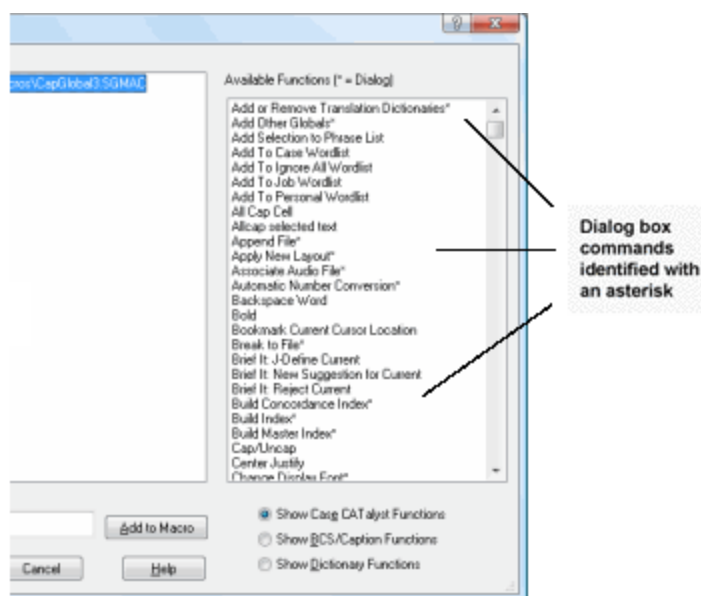


### Available Functions

The Available Functions list displays commands for insertion into the macro. Selecting the option *Show Case CATalyst Functions* below the list displays all the valid editing commands available for insertion into the macro. Selecting *Show CATalyst BCS/Caption Functions* displays all the available CATalyst BCS commands. Selecting *Show Dictionary Functions* display all available Manage Dictionary commands.

Functions in the list marked with an asterisk are commands that invoke a dialog box. You cannot insert these commands into a dialog box within the macro.

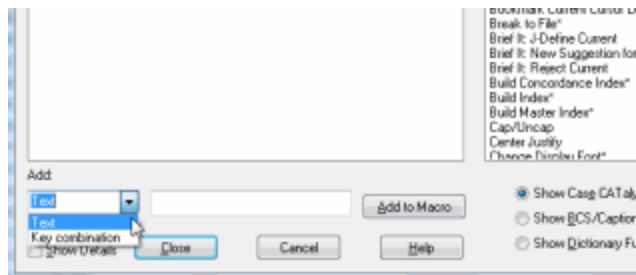




## Add

### Text

The Add fields allows you to insert text or key combination into the macro. Selecting *Text* from the drop down list allows you to type the text in the field which you want to add to the macro. Once the text is typed, the *Add to Macro* option inserts the text into the macro following the highlighted line.



### Key Combination

Selecting *Key combination* from the drop down list, allows you to enter a key combination into the field by pressing the appropriate keys on the keyboard. Key combinations can only be added to a dialog box that is part of the macro. The *Add to Macro* option inserts the key combination into the macro following the highlighted line.



## Remove

To remove the function, text or key combination from the macro, highlight the line and press **Delete**.

### Show Details

Display the key stroke details of the macro (KeyUp/KeyDown). This option is typically used to troubleshoot the macro.

### Close/Save/Done

The option that displays depends on the editing state of the macro:

#### Close

Displays when you open the macro and allows you to close the Macro Editor dialog box without making any changes.

#### Save

Displays after you make changes to the macro allowing you to save them.

#### Done

Displays after saving the macro allowing you close the Macro Editor dialog box.

#### Cancel

Close the Macro Editor dialog box without applying any changes since the last save.

To add functions to an existing macro:

1. Do one of the following:
  - From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
  - In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.
2. In the Macro Editor dialog box, select one of the following to determine the type of functions to display in the Available Functions window:

#### Show Case CATalyst Functions

Display Case CATalyst or CATalyst BCS transcript editing functions.

#### Show BCS/Caption Functions

Display CATalyst BCS and captioning functions.

#### Show Dictionary Functions

Display Manage Dictionary functions.

3. Highlight the line in the macro that precedes the position where you want to insert the command and double click the desired function. The command inserts after the highlighted item. You cannot insert a function at the end of the macro.

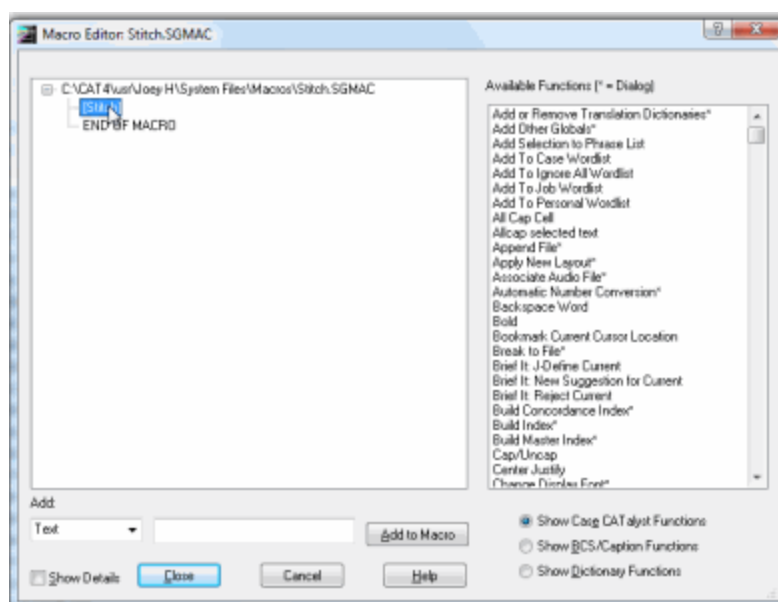
To insert more than one function, it is necessary to highlight the position where you want to insert the command each time. The message, *Please select an item in the macro. The item will be inserted after the selection.* indicates the position for inserting the line is deselected. Highlight the line in the macro that precedes the position where you want to insert another function.

Functions in the list marked with an asterisk are commands that invoke a dialog box. You cannot insert a function marked with an asterisk into an active dialog box. If you attempt to insert a function

into an active dialog box, The following message displays; *A function cannot be inserted at this point in the macro, because a dialog is active. Functions can only be inserted when no dialog is active in the macro.* To add commands containing a key combination use the [Add](#) field.

### Example

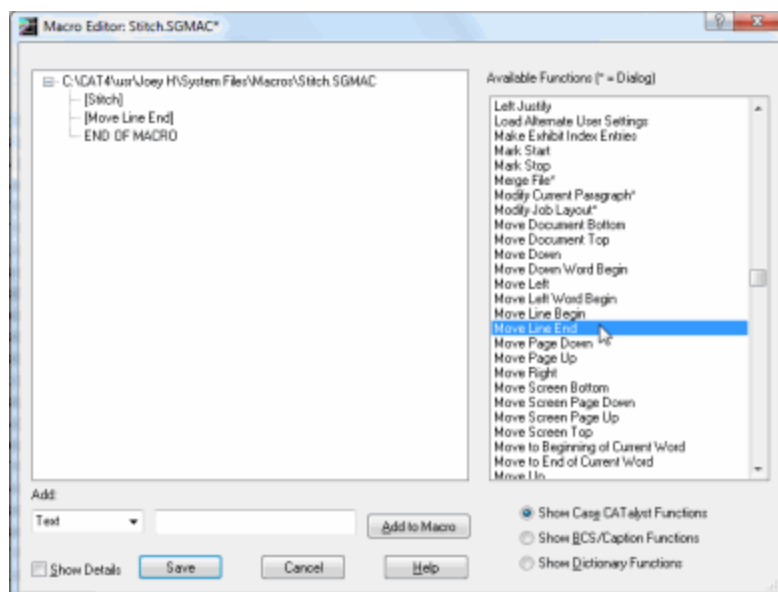
In the following Stitch macro, you want to add the command, Move Line End, to move the cursor to the end of the line. You highlight the last command line of the macro.



4. In the Available Functions field, double-click the command you want to insert. Functions followed by an asterisk invoke a dialog box. The position you highlight is remembered even though the highlight does not appear once you click in the Available Functions window.

### Example

Continuing with the Stitch macro, The Move Line End command inserts after the [Stitch] line.



5. If necessary, add other functions, [text](#) or [key combinations](#). To remove a command, highlight the line and press **Delete**.
6. Press **Enter (Save)**. A confirmation message may display, depending on your save options. The Macro Editor dialog box remains open.
7. Select **Done** to close the Macro Editor dialog box.

Key combinations can only be added to a dialog box that is part of the macro. Dialog boxes display with a plus sign if the view of the dialog box commands is collapsed or a minus sign if the view is expanded with the commands displayed in an indented list.

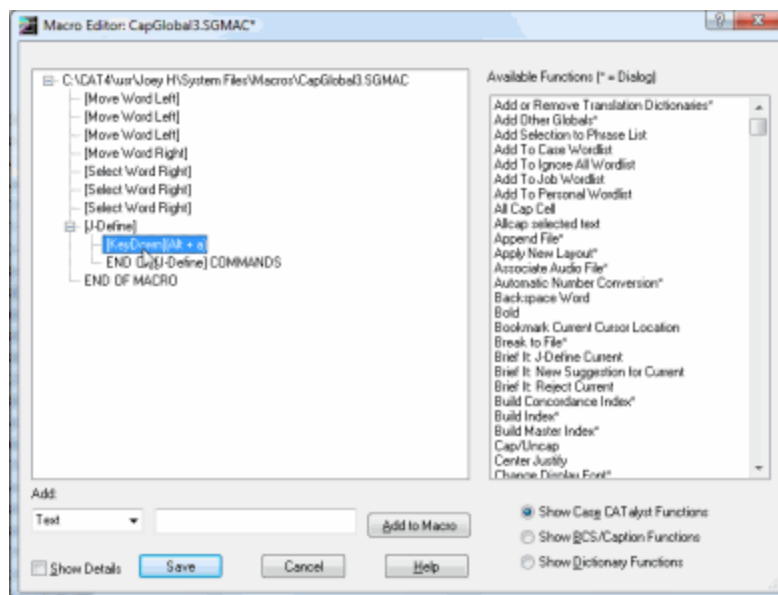
To add commands to a dialog box within an existing macro:

1. Do one of the following:
  - From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Dialog Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
  - In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.
2. In the Macro Editor dialog box, highlight the line within a dialog box that precedes the position where you want to insert the key combination. The command inserts after the highlighted item.

Dialog boxes display with a plus sign if the view of the dialog box commands is collapsed or a minus sign if the view is expanded. If there are no commands in the dialog box, highlight the dialog box name.

### Example

In the following CapGlobal3 macro, you want to add Enter to the end of the J Define, so the dialog box closes at the end of the macro. You highlight the last command line in the J Define dialog box.



3. In the Add field:
  - a. Select **Key combination** from the drop down list. The position you highlight is remembered even though the highlight does not appear once you click in the Add field.

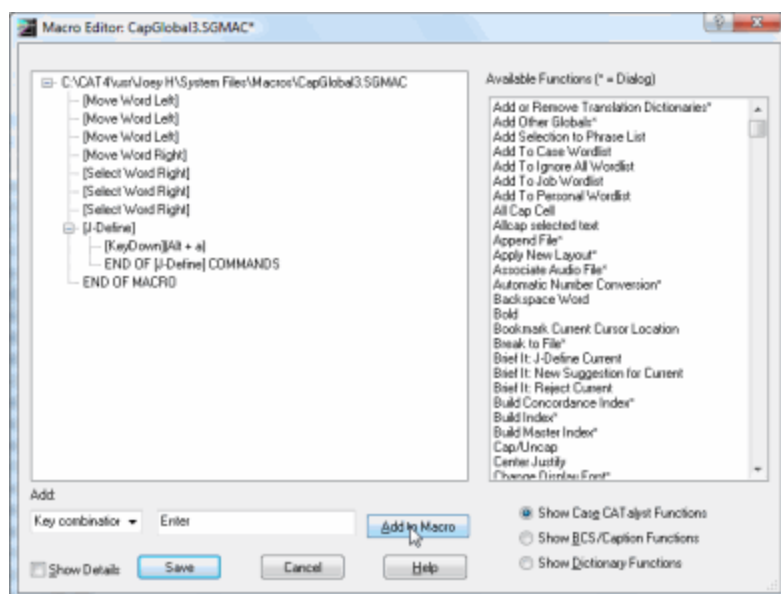
- b. Place the cursor in the command field to the right and press the key combination you want to add. The key combination displays in the field.
- c. Select **Add to Macro**. The key combination inserts after the line you highlighted.

If you did not highlight a line within a dialog, the following message displays; *In order to insert keystrokes onto a dialog in the macro, some part of the dialog needs to be selected.* Select a line within a dialog and select **Add to Macro**.

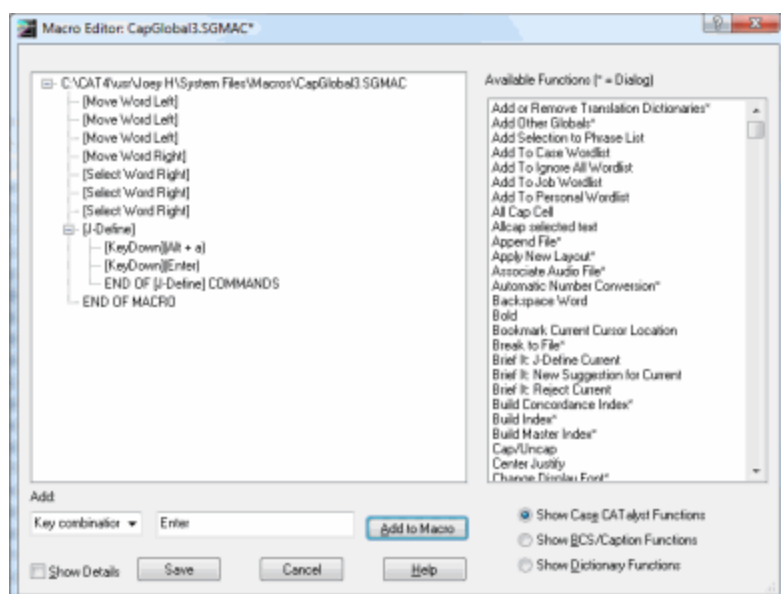
### Example

Continuing with the CapGlobal3 macro, you select **Key combination** from the drop down list.

With your cursor in the command field, you press **Enter** and then select **Add to Macro**.



The Enter command inserts after the line you highlighted, [KeyDown](Alt + a).



4. If necessary, add other key combinations, [text](#) or [functions](#). To remove a command, highlight the line and press **Delete**.
5. Press **Enter (Save)**. A confirmation message may display, depending on your save options. The Macro Editor dialog box remains open.
6. Select **Done** to close the Macro Editor dialog box.

To add text anywhere in an existing macro:


1. Do one of the following:
  - From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, m (File/Open/Macro)**. The Open Existing Document dialog box displays with the Macros case open. Select the macro and press **Enter (Open)**.
  - In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.
2. In the Macro Editor dialog box, highlight the line within a dialog box that precedes the position where you want to insert the text. The text inserts after the highlighted item. You can insert text anywhere in the macro. You cannot insert text at the end of the macro.


Dialog boxes display with a plus sign if the view of the dialog box commands is collapsed or a minus sign if the view is expanded with the commands displayed in an indented list.
3. In the Add field:
  - a. Select **Text** from the drop down list. Text is the default. The position you highlight is remembered even though the highlight does not appear once you click in the Add Field.
  - b. Place the cursor in the command field to the right and type the text you want to add.
  - c. Select **Add to Macro**. The text inserts after the line you highlighted.
4. If necessary, add other text, [key combinations](#) or [functions](#). To remove a command, highlight the line and press **Delete**.
5. Press **Enter (Save)**. A confirmation message may display, depending on your save options. The Macro Editor dialog box remains open.
6. Select **Done** to close the Macro Editor dialog box.

## Options


CATalyst BCS contains several options to help you customize certain features available while working in the History Window.


### Pane Options - BCS Session

The Pane Options submenu allows quick access to the following pane options while in a BCS captioning session: Brief It, Cat Scratch and Speaker List. These same options are also available by clicking the Options icon, if available, () on the respective pane's toolbar. When changing the Option settings, the settings affect both regular CATalyst translation and CATalyst BCS captioning respective panes.

1. While captioning in a live session, select Tools, Options, Pane Options (**Alt + t, o, e**). Or anywhere in CATalyst. Click the All Options icon () on the toolbar.
2. Select one of the following:
  - a. [Brief It...](#)
  - b. [Cat Scratch...](#)
  - c. [Speaker List...](#)
  - d. [Search Results](#)
  - e. [Vertical Notes](#)
3. Make any desired changes and click **OK** to save your changes.

## Pane Options - Caption Edit Session


The Pane Options submenu allows quick access to the following pane options while in a caption edit session: Brief It, Cat Scratch, Hotspots and Speaker List. These same options are also available by clicking the Options icon () on the respective pane's toolbar. When changing the Option settings, the settings affect both regular CATalyst translation and CATalyst BCS captioning respective panes.

1. While editing a caption file, select Tools, Options, Pane Options (**Alt + t, o, e**). Or anywhere in CATalyst. Click the All Options icon () on the toolbar.
2. Select one of the following:
  - a. [Brief It...](#)
  - b. [Cat Scratch...](#)
  - c. [Hotspots...](#)
  - d. [Speaker List...](#)
  - e. [Search Results](#)
  - f. [Vertical Notes](#)
3. Make any desired changes and click **OK** to save your changes.

## Themes...

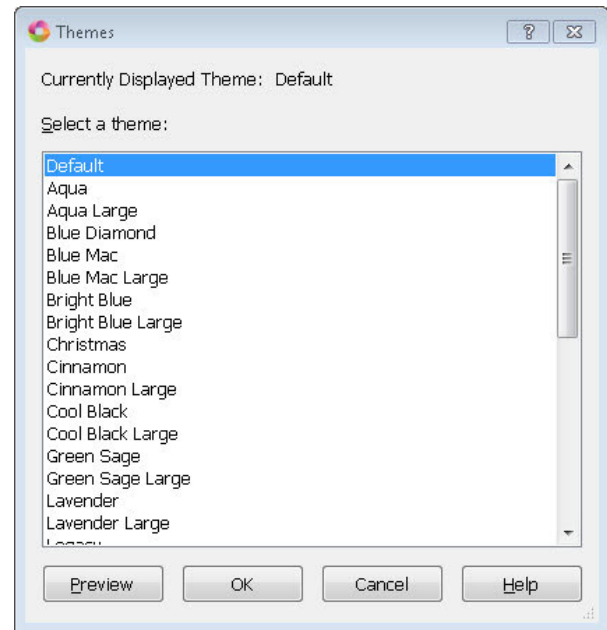
Themes affect the display of the toolbar background color, open file tab colors, dialog pane margins and the format of the open file tabs. There are a variety of pre-made themes available. You can preview a theme by selecting a theme and then clicking the Preview button (**Alt + p**). The current theme name is displayed at the top of the dialog box.

To Access Themes...

- in Manage Jobs, Translate and Edit and Manage Dictionary, press **Alt + t, o, h** (**Tools/Options/Themes...**).
- anywhere in CATalyst, click the All Options icon () on the toolbar.

**To select a theme:**

1. From Manage Jobs or Translate and Edit, press **Alt + t, o, h** (Tools/Options/Themes...).
2. In the Themes dialog box, highlight a theme and do any of the following:
  - a. To preview the theme, press **Alt + p** (Preview).
  - b. To apply the current theme and close the Theme dialog box, press **Enter** (OK).
  - c. To close the theme box and keep your current theme, click **Cancel**.

**Auto Recover/Auto Save**

The [Auto Recover Options](#), Auto Recover automatically saves the open caption edit file and/or dictionary to a temporary file at specified time intervals. If you are editing a dictionary or using the Dictionary Build feature, Auto Recover and Auto Save will save the current dictionary also.

Auto Recover, active by default, saves the changes to a temporary file (caption file or dictionary) at the specific time increment. The default save increment is 30 seconds. The temporary file is used only if you exit the file/dictionary abnormally (such as a crash or power loss).

Auto Save saves the changes directly to the current open file at the specified time interval but does not create a temporary file.

Review the Auto Recover and Auto Save details. Selecting neither option, Auto Recover or Auto Save feature for caption files, means no transcript or dictionary recover file will be created. Stenograph recommends using one of these automatic file saving features. These settings affect both CATalyst BCS captioning and regular translation.

**Auto Recover**

Auto Recover, active by default and set for 30 seconds, automatically saves the text portion of the open captioning job and/or dictionary to a temporary file at specified time intervals. Normally, when you exit the captioning session, you use the Close or Exit command. CATalyst BCS prompts you with a message when any unsaved changes exist. You then choose to save the changes or exit without saving. The Auto Recover file (text and/or dictionary) is available if you exit a job in an abnormal or undesirable way, such as turning off the computer with open files, rebooting the system with open files, Windows running an update unexpectedly or you experience a General Protection Fault (GPF), where the unsaved changes are lost. (Also see AutoArchive option below.)

When editing a caption file or editing a dictionary abnormally terminates, Auto Recover creates a temporary file, using the original file name plus a number. Auto Recover automatically assigns a number using a sequential order. For example, you have the TWC 030408 job open when the electricity fluctuates causing your computer to reboot. You made changes to the file but had not saved your most



recent changes. When you open CATalyst BCS, the Auto Recover file displays in Manage Jobs as TWC 030408 (1).sgnpl.sav. If the same file abnormally closes a second time, the Auto Recover file name is TWC 030408 (2).sgnpl.sav, unless you renamed the first recovered file. Then Auto Recover uses number one.

**To open the file/dictionary with the most recently saved changes, simply double click the original caption file name.** CATalyst opens the most recent recovered file and names it the original file name, renames the original file to filename\_Original#.sgnpl (# in the file name is for a unique name if necessary) and allows you to continue editing in the most recently saved changes file or dictionary with all the associated subfiles. The following message displays when this process is successful:

Transcript successfully recovered. Press Enter to continue editing in your recovered file.

Old file location: *path for the renamed original file*

or

Dictionary successfully recovered. Press Enter to continue editing in your recovered file.

Old file location: *path for the renamed original file*

If for some reason the CATalyst renaming function takes too long or the auto recovered file cannot be renamed, the following message displays:

Your file was successfully recovered but we are unable to complete the renaming process due to an error. (The error description follows).

Press Enter to open your original transcript or dictionary. Click Cancel to correct the issue and try again.

The recovered file location: *path for the renamed recovered file.*


The AutoArchive case is created when the AutoArchive option is selected along with the [Auto Recover](#) feature and the first time Case CATalyst prompts you to save changes upon exiting a Case CATalyst text file (transcript or caption file) or dictionary. CATalyst automatically saves up to four copy of the temporary transcript/caption file (.sgnpl) or dictionary (.sgdct) to the AutoArchive case when you select an action (Yes or No to save the changes) at the Save Changes prompt upon exiting Edit or Manage Dictionary. The Auto Recover option, [Keep Auto Recover Files in Archive](#), must be active to use the AutoArchive case. If you do not use the AutoArchive case, selecting No at the Save Changes prompt results in losing all **unsaved** changes in the transcript. See [AutoArchive Case](#) for more details on recovering a file that is in the AutoArchive case.

## Auto Save

Automatically save changes to the captioning file at the specified interval but does not auto save a dictionary. If editing a dictionary and your option is Auto Save, if there is an abnormal exit, a recovery file is created. From the drop down list, select the frequency at which you want to automatically save the transcript. Changes are saved to the same file at the timed intervals. If you exit the file abnormally, reopen the same file. Since changes are saved to the same captioning file, there may be times when you select to exit a captioning file and you are not prompted to save changes because an automatic save was performed. If a lot of changes were made to the captioning file, you will not be able to exit without saving to "undo" all the changes.

If you select Auto Save and select the Archive File on Close option, when you close a captioning file 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. If you saved the file, a copy of the saved file will also be in the [Recently Saved Files](#) dialog box.

Auto Recover Options determine whether or not CATalyst BCS automatically creates a temporary file every X minutes and saves the [Auto Recover](#) files to the AutoArchive case or if [Auto Save](#) is selected and the file/dictionary is saved every X minutes to the same file (no temporary file is created). By default, the Auto Recover is on and set to 30 seconds. These settings affect both regular CATalyst translation and CATalyst BCS captioning. You can access Auto Recover/Auto Save options:

- from Manage Jobs. Press **Alt + t, o, e, r** (**Tools/Options/Edit/Auto Recover**).
- from a Caption session or Caption Edit. Press **Alt + t, o, r** (**Tools/Options/Auto Recover**).
- anywhere in CATalyst. Click the All Options icon () on the toolbar.

### Auto Recover/Auto Save Options

Make necessary entries. When finished, select **OK**.

#### Use Auto

Check this box to activate the Auto Recover or Auto Save option. You can only select one of the options to be active at a time. Click the option you want to use.

#### Recover

When the captioning session abnormally terminates, Auto Recover creates a temporary file, using the original file name plus a number. Auto Recover automatically assigns a number using a sequential order. For example, you have the TWC 030408 job open when the electricity fluctuates causing your computer to reboot. You made changes to the file but had not saved your most recent changes. When you open CATalyst BCS, the Auto Recover file displays in Manage Jobs as TWC 030408 (1).sgnpl.sav. If the same file abnormally closes a second time, the Auto Recover file name is TWC 030408 (2).sgnpl.sav, unless you renamed the first recovered file. Then Auto Recover uses number one.

To open the file with the most recently saved changes, simply double click the original caption file name. CATalyst opens the most recent recovered file and names it the original file name, renames the original file to filename\_Original#.sgnpl (# in the file name is for a unique name if necessary) and allows you to continue editing in the most recently saved changes file with all the associated subfiles. The following message displays when this process is successful:

Transcript successfully recovered. Press Enter to continue editing in your recovered file.

Old file location: *path for the renamed original file*

or

Dictionary successfully recovered. Press Enter to continue editing in your recovered file.

Old file location: *path for the renamed original file*

If for some reason the CATalyst BCS renaming function takes too long or the auto recovered file cannot be renamed, the following message displays:

Your file was successfully recovered but we are unable to complete the renaming process due to an error. (The error description follows).

Press Enter to open your original transcript. Click Cancel to correct the issue and try again. The recovered file location: *path for the renamed recovered file*.

#### Save

Automatically save changes to the file at the specified interval. From the drop down list, select the frequency at which you want to automatically save the transcript. Changes are saved to the same file at the timed intervals. If you exit the file abnormally, reopen the same file. Since changes are saved to the same file, there may be times when you select to exit a file and you are not prompted to save changes because an automatic save was performed.

### Keep Auto Recover Files in Archive

The AutoArchive case is created when the AutoArchive option is selected along with the [Auto Recover](#) feature and the first time CATalyst BCS prompts you to save changes upon exiting a captioning text file or dictionary. CATalyst BCS automatically saves up to four copy of the temporary caption file (.sgngl) or dictionary (.sgdct) to the AutoArchive case when you select an action (Yes or No to save the changes) at the Save Changes prompt upon exiting Edit or Manage Dictionary. The Auto Recover option, [Keep Auto Recover Files in Archive](#), must be active to use the AutoArchive case. If you do not use the AutoArchive case, selecting No at the Save Changes prompt results in losing all **unsaved** changes in the transcript. See [AutoArchive Case](#) for more details on recovering a file that is in the AutoArchive case.

When *Use Auto Recover* is selected, check this box to automatically save a copy of the temporary file when you select an action at the Save Changes dialog box upon exiting a file. CATalyst BCS automatically stores a copy of the transcript subfile (.sgngl) in the AutoArchive case when you select an action at the Save Changes prompt upon exiting Edit. The AutoArchive case is created the first time you are prompted to save changes as you exit a file. The transcript subfile (.sgngl) is the only file saved.

Uncheck this box to not make a copy of the temporary file when you select an action at the Save Changes prompt. When you select No at the Save Changes prompt, all unsaved changes in the transcript are lost.



The Keep Auto Recover Files in Archive option does not apply to captioning sessions in CATalyst BCS.

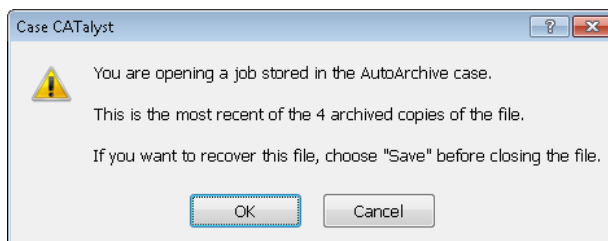
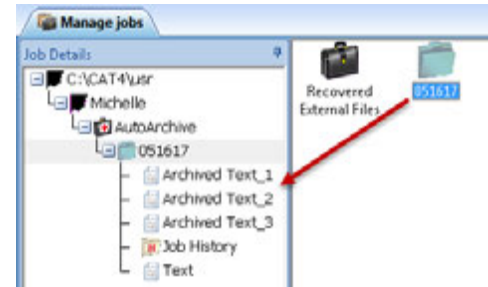
The AutoArchive case is created the first time Case CATalyst prompts you to save changes upon exiting a Case CATalyst text or dictionary file, when the AutoArchive option is active. CATalyst BCS automatically saves a copy of the temporary caption edit file (.sgngl) or dictionary (.sgdct) file to the AutoArchive case when you select an action at the Save Changes prompt upon exiting Edit or Manage Dictionary. The Auto Recover option, [Keep Auto Recover Files in Archive](#), must be active to use the AutoArchive case. If you do not use the AutoArchive case, selecting No at the Save Changes prompt results in losing all unsaved changes in the transcript.

In addition to getting the \*.sgngl file saved in the AutoArchive case when you Save, Close or Save As a file, you could also have up to three additional copies of the file. Every time you open a caption edit file and make changes, up to the last three versions of the file will be saved in the AutoArchive case. You can look at the archived files and select “save” on the version of the file you want to recover. Once you save the recovered file, you are editing the newly recovered file and you can continue editing. No more needing to manually copy or move a file out of the AutoArchive case!

For example, let’s say you just wrote a captioning session and named it 051617 and saved and exited the session.

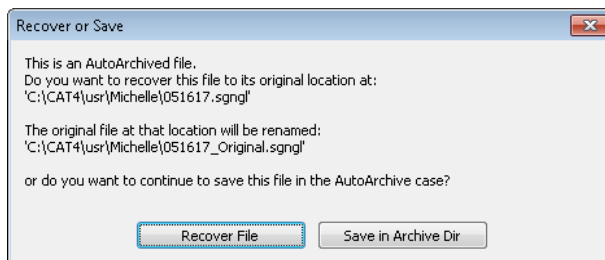
- In the AutoArchive case, there is a file named 051617 that matches the caption edit file named 051617 in the root of your user as long as there was time for auto recover to save the last changes you made before closing the file.
- You open 051617 and start editing. After a little bit of time, you save and close the 051617 file. In the AutoArchive case, you will find the file named 051617 and an Archived Text\_1 subfile in the Job Details pane.

- The next day, you open 051617 again to finish editing it and you edit for an 30 minutes or so and save and close the file. In the AutoArchive case, you will see the text file named 051617, along with Archived Text\_1, Archived Text \_2 Text subfiles.
- Finally, you open the 051617 file for the last time, make a couple of minor changes and save and close the file. In the AutoArchive case Job Details pane, you will see 051617, along with Archived Text\_1, Archived Text \_2, Archived Text\_3 Text subfiles.  
If you show subfiles, you will see 051617.sgngl\_A1, 051617.sgngl\_A2 and 051617.sgngl\_A3.
- When you double click the text file or any of the additional text subfiles while you are in the AutoArchive case, a message displays with information as to how recent this copy of the file is.



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

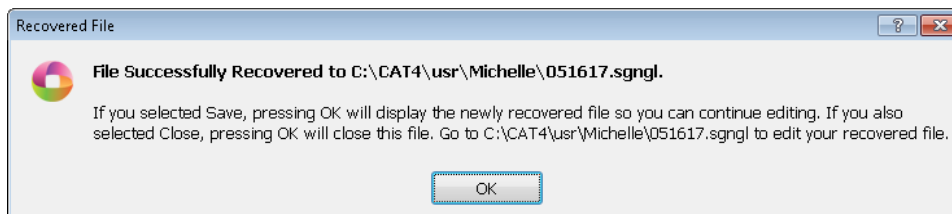
You can recover any copy of those files by opening the file and selecting **Save**. Once you open a file and select **Save**, the following message displays:



Do one of the following:

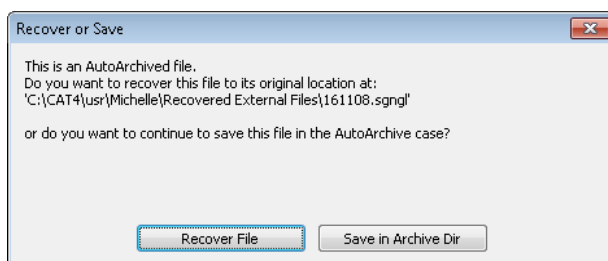
- Select **Recover File** to recover the file to its original location in your user and have the original file renamed with the file name followed by underscore Original (051617\_Original). This is the recommended action.
- Select **Save in Archive Dir** to save the file to current location in the AutoArchive case (not recommended).

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



CATalyst goes even further in saving to the AutoArchive case by saving copies of CATalyst files you open or save outside of the current user.

For example, let's say you are helping other captioners who are just getting started and your reviewing their files. You open a file (161108) from another user's name. You are editing the file in your user but the file originated from the Dina user. When you are finished you save and close the file. In **your** AutoArchive case, a Recovered External Files case will be created with the 161108 file in the case. If you have a need to recover the file found in the AutoArchive case, open the 161108 file in the AutoArchive case in the Recovered External Files folder and then select to save the file. The following message displays:



- If you select **Recover File**, a Recovered External Files case is created at the root of your user (Michelle) and the 161108 will be there.
- If you select **Save in Archive Dir** (not recommended), then the file is saved in the current location in the AutoArchive case.

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



- If you selected **Save** in the auto recovered file and click **OK**, the **file is recovered to its original location and you are automatically moved into the newly recovered file so you can start editing the file in the Recovered External Files case in the root of your user. There is no need to exit the AutoArchive case and locate the recovered file.**
- If you selected **Save and Close** in the auto recovered file and click **OK**, the file is recovered to its original location. You need to exit the AutoArchive case and locate the recovered file in the Recovered External Files case in the root of your user and then continue editing.



The Keep Auto Recover Files in Archive option does not apply to captioning sessions in CATalyst BCS.

## BCS Backup Computer

Use the BCS Backup Computer option to setup a second computer as a backup to the first computer in case of system failure. Setting up a backup Catalyst BCS computer requires that you have two computers loaded with CATalyst BCS which are connected to a switch box. The switch box is connected to a single modem.

## Setup

1. Connect your modem and both computers to a switch box.

2. Set the switch box for computer One and start the first computer.
3. Open a CATalyst BCS session and press **Alt + t, o, b (Tools/Options/BCS Backup Computer)**. CATalyst BCS displays, \*\*\*\*BCS BACKUP COMPUTER\*\*\*\*, on the title bar following the captioning session file name.

The BCS Backup Option remains on until it is turned off. A check mark in front of the option indicates the feature is active.
4. Dial the connection number and establish a modem connection.
5. Set the switch box for computer Two and start the second computer. Be sure to enter your PKC (e-Key license) on Computer Two.
6. Open a CATalyst BCS session and press **Alt + t, o, b (Tools/Options/BCS Backup Computer)**. CATalyst BCS displays, \*\*\*\*BCS BACKUP COMPUTER\*\*\*\*, on the title bar following the captioning session file name.

The BCS Backup Option remains on until it is turned off. A check mark in front of the option indicates the feature is active.
7. Dial the same connection number you used for the first computer. When the BCS Backup Computer option is active, CATalyst BCS checks for an active connection on the modem and uses that connection.


If the BCS Backup Computer option is not selected, CATalyst BCS hangs up the active connection on the first computer and then dials the number. The BCS Backup option must be selected on each computer to allow both computers to connect to the modem using the same connection.

## Running the Backup Computer

1. If the first system fails, set the switch box to the second computer. The second computer already has an active modem connection established during setup.
2. Connect your writer to the second system and continue writing.

## Global Options

Global Options determine the selection of certain settings used when making defines. These settings affect both regular CATalyst translation and CATalyst BCS captioning. You can access Global Options:

- in Manage Jobs. Press **Alt + t, o, e, g (Tools/Options/Edit/Global)**.
- in CATalyst BCS. Press **Alt + t, o, g (Tools/Options/Global)**.
- in the Global Define dialog box. Select **Options**.
- anywhere in CATalyst. Click the [All Options](#) icon () on the toolbar.

## Global Options

To make a change, click an option. Depending on the field, select a choice from the drop down box or type an entry. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Global Options to their original CATalyst BCS default selection.

Changes to settings in Global Options for [Intuitive Replace](#) are also reflected in the Intuitive Replace Options dialog box in Edit. This is accessible by selecting Tools/Options/Intuitive Replace.

**Intuitive Replace Active in    Replace and all defines    Only in Replace    Disabled**

Determine when Intuitive Replace suggests a word when you Replace or Define words in Edit. Suggestions are based on previous replacements and defines. Choose one of the following:

**Replace and all Defines**

Suggest a replacement word in the New Text field of the Global Define dialog box for a Replace or any type of define.

**Only in Replace**

Suggest a replacement word in the New Text field of the Global Define dialog box for Replace only.

**Disabled**

Make no suggestions for the text in the Old Text field of the Global Define dialog box.

**Intuitive Replace shows suggestions only if old text was previously replaced Yes No**

Select **Yes** to have CATalyst BCS suggest a replacement word in the New Text field only if the word was previously replaced. Select **No** to not have suggested replacement words. You can toggle through previous replacements by pressing Ctrl + r with the cursor in the New Text field.

**If New Text is empty, show currently selected text Yes No**

If you have text selected (marked) and based on your Intuitive Replace options, the field would be empty, selecting Yes would put the currently selected text in the *New Text* field. If you want the New Text field to remain empty and not be populated by the selected text, select No. The default setting for this option is No.

**Scope of Intuition User/ Case/ Job**

Determine when to apply the replacement for Intuitive Replace. Select one:

**User**

Intuitive Replace is active in all jobs, remembering and suggesting all replacements made in any User job.

**Case**

Intuitive Replace is active across jobs in a case, remembering and suggesting all for jobs in the same case. When Case is selected and you are editing jobs that are not in an existing case, Intuitive Replace treats the scope as a User. CATalyst BCS creates a new case with the User name, *username\_Case.ini*, to store the Intuitive Replace information.

**Job**

Intuitive Replace is active only for the current job, remembering and suggesting replacements for the open job.

**Expiration (in months)**

Designate the number of months that eligible Intuitive Replace entries must remain unused before identified as expired and automatically deleted. The expiration timer for an entry starts from the time the entry was last used.

The scope of an Intuitive Replace entry determines eligibility. All entries with an Intuitive Replace scope of *User* are deleted. Expiration does not apply to entries with a scope of *Job* or with a scope of *Case* when the entry is located in a Case. If an entry with a scope of *Case* is not located in a Case, then expiration applies. For example, the scope for an entry is set to Case. You do not create a Case for the *Anderson040511* job and Edit without one. Since no Case exists, the Intuitive Replace entries are not placed in a Case and the expiration applies.

### **Control + R displays last number of replacements**

When the cursor is in the New Text field of the Global dialog box, by default, you can cycle through the last 10 text replacements by pressing Ctrl + r. To change the default, type a number of replacements.

### **Remember selected options for E-Defines    Yes No**

Select **Yes** to have CATalyst BCS remember the *Entire File*, *Case Sensitive* and *Selective* settings in the Global Define dialog box when making an E-Define. CATalyst BCS opens the Global Define dialog box with the settings used from the previous E-Define. Select **No** to have CATalyst BCS always return the options to the default settings after making an E-Define.

### **Remember selected options for D-Defines    Yes No**

Select **Yes** to have CATalyst BCS remember the *Entire File* and *Selective* settings in the Global Define dialog box when making an D-Define. CATalyst BCS opens the Global Define dialog box with the settings used from the previous D-Define. Select **No** to have CATalyst BCS always return the options to the default settings after making an D-Define.

### **Remember selected options for J-Defines    Yes No**

Select **Yes** to have CATalyst BCS remember the *Entire File* and *Selective* settings in the Global Define dialog box when making an J-Define. CATalyst BCS opens the Global Define dialog box with the settings used from the previous J-Define. Select **No** to have CATalyst BCS always return the options to the default settings after making an J-Define.

### **Remember selected options for K-Defines    Yes No**

Select **Yes** to have CATalyst BCS remember the *Entire File* and *Selective* settings in the Global Define dialog box when making an K-Define. CATalyst BCS opens the Global Define dialog box with the settings used from the previous K-Define. Select **No** to have CATalyst BCS always return the options to the default settings after making an K-Define.

### **Remember selected options for O-Defines    Yes No**

Select **Yes** to have CATalyst BCS remember the *Entire File* and *Selective* settings in the Global Define dialog box when making an O-Define (Other Dictionary). CATalyst BCS opens the Global Define dialog box with the settings used from the previous O-Define. Select **No** to have CATalyst BCS always return the options to the default settings after making an O-Define.

### **Generate Misstrokes for D-Defines    Yes No**

Select **Yes** to have CATalyst BCS remember the *Generate Misstrokes* setting in the Global Define dialog box when making an D-Define. CATalyst BCS opens the Global Define dialog box with the setting used from the previous D-Define. Select **No** to have CATalyst BCS always return the option to the default settings after making an D-Define.

### **Generate Misstrokes for J-Defines    Yes No**



Select **Yes** to have CATalyst BCS remember the *Generate Misstrokes* setting in the Global Define dialog box when making an J-Define. CATalyst BCS opens the Global Define dialog box with the setting used from the previous J-Define. Select **No** to have CATalyst BCS always return the option to the default settings after making an J-Define.

#### **Generate Misstrokes for K-Defines    Yes No**

Select **Yes** to have CATalyst BCS remember the *Generate Misstrokes* setting in the Global Define dialog box when making an K-Define. CATalyst BCS opens the Global Define dialog box with the setting used from the previous K-Define. Select **No** to have CATalyst BCS always return the option to the default settings after making an K-Define.

#### **Generate Misstrokes for O-Defines    Yes No**

Select **Yes** to have CATalyst BCS remember the *Generate Misstrokes* setting in the Global Define dialog box when making an O-Define (Other Dictionary). CATalyst BCS opens the Global Define dialog box with the setting used from the previous O-Define. Select **No** to have CATalyst BCS always return the option to the default settings after making an O-Define.

#### **Remember last O-Define Browse location    Yes No**

Select **Yes** to have CATalyst BCS remember the last *Pick Other Dictionary* path in the Global Define dialog box when making an O-Define (Other Dictionary). CATalyst BCS opens the Global Define dialog box with the setting used from the previous O-Define. Select **No** to have CATalyst BCS always remember the default settings after making an O-Define. You can set a default folder by making an entry in the *O-Define browse location* field.

#### **O-Define browse location**

Select the default folder location for the job dictionary when making an O-Define (Other Dictionary). This option is only available when the option, *Remember last O-Define Browse location*, is set to No.

#### **Add Other Globals go to dictionaries    Yes No**

When using the [Add Other Globals](#) feature, all selected D, J and K-defines are added to the current Global Table and added to the respective dictionary. If you would only like the selected defines to go to the current Global Table, select No. The default setting is Yes.

#### **Open Global Dialog when no Quick Suggest available    Yes No**

When using the [Quick Suggest](#) feature, if a suggestion cannot be generated, a *No Suggestions were found* message displays. If rather than having the message display you want the J-define Global dialog box to display, select Yes. The default setting is No.

### **Display in All Caps**

Display in all caps allows you to display the history file in all capital letters. Display in all caps also affects any [RTF/CRE](#) file exported. When exporting to [ASCII](#), [SCC](#) and [SMPTE-TT](#) you can select an All Caps option regardless of this Display in All Caps option setting.

To enable the Display in all caps option:

1. Press **Alt + t, o (Tools/Options)**.
2. From the Options menu, select **Display in all caps**. A check mark next to the Display in all caps option indicates it is active and history file will display in all capital letters.

To disable the option, select it again.

## Intuitive Replace

Intuitive Replace is an option that, when active, suggests a replacement for the word you are replacing or defining. You can choose to have CATalyst BCS suggest a word:

- when you replace or define highlighted text.
- only when you replace highlighted text.
- only if the word was previously replaced.

When you replace or define a word, Intuitive Replace suggests a word in the New Text field of the Replace or Define dialog box. For example, you replace the word "buy" with the correct word "by". The steno outline is correct for the word "buy" but you need to use the word "by" in this occurrence. The next time you replace the word "buy", the word "by" displays in the New Text field of the Replace dialog box.

If you replace a word not previously replaced, the last word you replaced displays in the New Text field. You can also toggle through the last ten replacement words by pressing **Ctrl + r** with the cursor in the New Text field. Press **Ctrl + Shift + r** to toggle backwards through the selection. The default number of available replacement words when you press Ctrl + r is 10. You can change the number by modifying the setting in your UserSettings.sxml file.

Depending on the option selected, you can have Intuitive Replace active in all jobs, suggesting replacements made in any User job; only suggest replacements for jobs in the same case; or only suggest replacements within an individual job. When you select to have Intuitive Replace active for all jobs in a User, CATalyst BCS stores the replacement words in the System Files\_Case.ini. This file is located in the System Files case. When Intuitive Replace is active in a case, the words are stored in the Case History (*casename\_case.ini*) file. When you select to have Intuitive Replace active only in a job, the words are stored in the Job History (*jobname.sxml*) file. You can view the Intuitive Replace.

## Set Intuitive Replace Options

1. From Edit, press **Alt + t, o, i** (**Tools/Options/Intuitive Replace**). The Intuitive Replace Options dialog box displays.
2. Make changes as necessary:

### Where Active

#### Active in Replace and all Defines

CATalyst BCS suggests a replacement word in the New Text field when you select to Replace or create any type of define for the highlighted steno or text.

#### Active only in Replace

CATalyst BCS suggests a replacement word in the New Text field only when you select to replace the highlighted steno or text.

#### Disabled

Do not have CATalyst BCS suggest a replacement word in the New Text field for the highlighted steno or text.

#### Only show a suggestion if old text was previously replaced

Have CATalyst BCS suggest a replacement word in the New Text field only if the word was previously replaced. You can still toggle through previous replacements by pressing **Ctrl + r**.

### Scope of Intuition

When Intuitive Replace is active, select where you want to apply the feature:

### User

Intuitive Replace is active in all jobs, remembering and suggesting replacements made in any User job.

### Case

Intuitive Replace is active across jobs in a case, remembering and suggesting replacements for all jobs in the same case. When you select Case as the Scope of Intuition, but then do not use cases, CATalyst BCS creates a new case with the User name: *username\_Case.ini* which stores the Intuitive Replace information.

### Job

Intuitive Replace is active only for the current job, remembering and suggesting replacements for the open job.

3. Press **Enter (OK)** to accept the changes.

## Plural Endings Options

Plural Endings Options is a feature that allows you to use the final S, final Z or both for plural endings when the [Suffix Drag](#) translate option is active. Suffix Drag translates steno outlines that would result in an untranslate if a dragged letter, -G, -S or -D is stroked. The Plural Options are also used when selecting the [Endings button](#) in a Global dialog box.

Suffix Drag translates steno outlines that would result in an untranslate if a dragged letter, -G, -S or -D is stroked. For example, you write the word "paper" as PAEUP and "papers" as PAEUP/-S. If you accidentally wrote PAEUPS all in one stroke and had the Suffix Drag option selected, the result would be "papers" even though that stroke is not defined in your dictionary as "papers."

[Brief It](#) will also use this setting for suggesting singular and plural briefs for regular translate and CATalyst BCS captioning.

When creating a global and you type a word in the *New Text* field, Case CATalyst analyzes the word to determine if a " G", " S" or " D" steno outline could be added to the word. If so, then Case CATalyst activates the Endings button. Caption Edit's [Plural Endings](#) Option setting also applies to the Endings feature. The Plural Endings option allows you to set the final S, final Z or both as keys you write to indicate a plural.

The Global Endings dialog box displays when the Endings button is selected. You can choose any of the suggested definitions to add to your dictionary. For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings and you have the plural endings option set to both final S and final Z:

REPTD = represented

REPTS = represents

REPTZ = represents

## Set Plural Endings Options

1. Press **Alt + t, o, e (Tools/Options/Plural Endings Options)**. The Plural Word Endings Options dialog box displays.
2. Select one of the following:
  - Use /-S

- Use /-Z
- Use both /-S and /-Z

3. Press **Enter (OK)** to accept the changes.

## Retain Script Case

Use Retain Script Case to start CATalyst BCS or switch profiles during a session and retain the current case when sending the Script file to the encoder. For example, you may have sessions with the script file sent in mixed case and other sessions with the script file sent in all capital letters. This option takes priority over the profile option, [Capitalize All](#). To use Capitalize All, turn Retain Script Case off.

When this option is On, CATalyst BCS uses <KeepCaseOn> and <KeepCaseOff> format symbols around each line of the sent script file. If you select this text and load it as a story or save it as a script file, the format symbols are retained. When you send the script file again, the case remains the same regardless of the Retain Script Case setting.

You can also set CATalyst BCS to always automatically start a session or switch profiles with the same Retain Script Case setting using the Retain Script Case [option](#) in Preferences.

To turn Retain Script Case on during a session, press **Alt + t, o, r (Tools/Options/Retain Script Case)**. A check mark displays next to the menu item. To turn Retain Script Case off, select it again.

## Set Audio Delay

Set Audio Delay allows you to adjust the synchronization between the cursor location in the caption file and the playback of the audio file. When you invoke the Play Audio command, CATalyst BCS checks the Audio Delay value before playing the associated audio. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Audio capabilities are only available on systems that have the optional AudioSync software.

## Adjust Audio Values

1. Press **Alt + t, o, u (Tools/Options/Set Audio Delay)**. The Set Audio Delay dialog box displays.
2. Review the Current delay setting. Make a change to the setting by typing a new setting number in the New delay field. The maximum number of seconds is 99.
3. Press **Enter (OK)** to accept the changes.

## Scan For Options

The Scan For Options allow you to determine the criteria on which the cursor stops when using the [Scan](#) and [Scan Backwards](#) commands. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

## Set the Scan For Options

1. From the Edit menu, press **Alt + t, o, c (Tools/Options/Scan For Options)**. The Scan For Options dialog box displays.
2. Check the box next to **any** of the options you want Scan or Scan Backwards to stop on. Uncheck the box to have Scan and Scan Backwards not stop on that criterion in the job.
  - **Untranslates** - steno outlines in which no dictionary entry was found to translate the steno.

- **Conflicts** - steno outlines that have multiple text definitions.
  - **Scan Stops** - text surrounded by Scan Stop format symbols.
  - **Hidden Text** - text that has been inserted via the Insert Hidden Text command. Hidden text does not print.
  - **Prefix/Suffix Translations** - translations that include a dictionary defined prefix and/or suffix.
  - **Drag/Drop Translations** - translations that have resulted from the Drag/Drop Analysis and/or [TrueStroke Drag/Drop](#) translate options being selected.
  - **Suffix Drag Translations** - translations that have resulted in the [Suffix Drag](#) translate option being selected.
  - **Bench** - occurrences in transcript where the Bench Mode On/Off format symbols were inserted. If you use the Bench Mode commands during captioning sessions, you may want your cursor to stop on Bench Mode On/Off occurrences.
  - **Field (Empty)** - stops on an empty field including those contained in headers. The Insert Fields feature is not available in a captioning session or caption edit session.
  - **Fill in Fields** - this option is only available when you select the Field (Empty) option. The Fill in Field feature is not available in a captioning session or caption edit session.
  - **Indexed Items** - stops the cursor on Index Heading On and/or Index On format symbols. If you use indexing format symbols during captioning session or caption edit sessions, you may want your cursor to stop on Index Heading On/Off and Index On/Off occurrences.
  - **Index Placeholders** - stops the cursor on occurrences of the Index Placeholders Text format symbol. If you use the Index Placeholders format symbol during captioning session or caption edit sessions, you may want your cursor to stop on Index Placeholder occurrences.
  - **Oops** - stops the cursor on occurrences of the [Oops](#) format symbol.
  - **Attachment Points** - stops on Attachment Point format symbols without an attachment. The Attachment Points feature is not available in a captioning session or caption edit session.
  - **Attachments** - stops on attachments. The Attachment Points feature is not available in a captioning session or caption edit session.
  - **Changes** - stops on changes or comments made in the transcript. The Track Changes feature is not available in CATalyst BCS.
  - **Deselect All** - deselect all the options. You may want to use this option when creating a macro to select a specific Scan For Option. To run a macro for a specific Scan For Option you would first need to deselect all the other options. By using Deselect All, you can deselect all the options at once and then select the specific one you want to use.
  - **Automatically open Quick Suggest for** -- automatically opens the [Quick Suggest](#) dialog box with possible suggestions when Scan stops on an untranslate, Drag/Drop and/or Suffix Drag translation. Select the items you want Scan to stop on and automatically open the Quick Suggest dialog box. The scan options selected in this section must also be selected in the section above the Quick Suggest section.
3. To save your changes, press **Enter (OK)**.

## Transcript Spell Check Options

Transcript Spell Check Options determine the Spell Check settings used when spell checking in Edit. You can select automatic Spell Check features, choose Wordlists, set the number of Suggestions and choose the language type. For example, you can add a job wordlist, choose the Wintertree Medical Wordlist, activate the option to have Spell Check ignore all capped words and single characters, display notification when Spell Check completes in a text field and set the number of suggested words to display at 10. Additional Transcript Spell Check options are available by selecting the [Advanced](#) button in the Transcript Spell Check Options dialog box.

Use [Dictionary Spell Check options](#) to set Spell Check parameters for spell checking the text portion of dictionary entries in Manage Dictionary. Dictionary Spell Check options are set independently from CATalyst BCS Transcript Spell Check options.

The priority of the wordlists are as follows: Ignore All (which is in memory only), Job, Case, Personal, Exclude List (if selected), optional "other" wordlists, main language wordlists provided by Wintertree, Wintertree medical (if selected), Stedman's medical (if selected), Wintertree legal (if selected) and Black's legal (if selected).

These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Access Transcript Spell Check Options:

- in Manage Jobs. Press **Alt + t, o, e, t** (**Tools/Options/Edit/Transcript Spell Check**).
- in CATalyst BCS. Press **Alt + t, o, t** (**Tools/Options/Transcript Spell Check**).

## Transcript Spell Check Options

To make a change, click an option. Depending on the field, check or uncheck the box or select a choice from the drop down list. When finished with all your changes, select **OK**.

### Language

Select which language set to use when running Spell Check. Selecting a language set for Spell Check affects the language set for the general WinterTree [Wordlist](#). Black's Law and Stedman's Medical wordlists are only available in English.

- **American English**
- **British English**
- **French** — When using French, Spell Check considers words beginning with a letter followed by an apostrophe, such as "c'est" to be misspelled and suggests a space following the apostrophe, "c' est." Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Italian** — When using Italian, Spell Check considers words beginning with a letter followed by an apostrophe, such as "c'est" to be misspelled and suggests a space following the apostrophe, "c' est." Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Spanish**
- **Brazilian Portuguese**

### Options

Check the boxes next to the features you want active when Spell Check runs.

**Pause after change**

Suspend Spell Check after an action is taken, such as Change or Ignore. You must press **Resume** to move to the next item. If you do not select this option, CATalyst BCS performs the action and scans to the next item.

**Autocorrect**

Automatically correct a word with the specified alternative contained in a selected [Wordlist](#). For example, Spell Check recognizes "teh" as misspelled and automatically replaces it with "the" because the entry in the selected Wordlist is: "teh" Autocorrect "the".

**Ignore Allcapped Words**

Do not stop on words or abbreviations that are all capitalized and not recognized by Spell Check.

**Ignore Mixed Case**

Do not stop on mixed case words that have more than one initial capped letter and are not recognized by Spell Check. For example, Spell Check does not stop on "CATalyst ", "McNeal", or "OZpc."

**Ignore Mixed Digits**

Do not stop on combinations of digits and numbers not recognized by Spell Check. For example, Spell Check does not stop on 12F, t3sting, or 500th.

**Report Repeated Words**

Stop on repeated words unless the words have been added to your Personal, Case or Job wordlist.

**Strip Possessives**

Spell check only the root word.

**Suggest Split Words**

Offer two separate words as a Suggestion for a single word that can legitimately be two words. For example, Spell Check stops on "someperson" and offers the Suggestion "some person".

**Ignore Single Characters**

Do not stop on individual characters. For example, do not have Spell Check stop on the X in "X marks the spot".

**Add Changes To Wordlist**

This option is not recommended for use in CATalyst BCS.

Add the highlighted word and its replacement to the job Wordlist as a Suggest, when the Change action is used. For example, Spell Check stops on the word "someperson". You select "some person" from the Suggestions list and the Change action. In the job's Wordlist, the following entry is added: "someperson" Suggest "some person".

**Check Punctuation**

Stop on multiple punctuation that is not recognized and suggest correct ending punctuation for Question and Answer paragraph styles. Ending punctuation includes question mark, period or dashes.

**Check Colloquy Punct.**

Not applicable in CATalyst BCS.

### Check Spacing

Stop on incorrect spacing following punctuation, abbreviations or between words. [Advanced Spell Check Options](#) affect how Spell Check handles spaces after a colon and an abbreviation.

### Check Fields

Not applicable in CATalyst BCS.

### Report Repeated Paragraphs

Stop on repeated paragraph styles. Spell Check suggests specific names from the Speaker List when repeated Colloquy is reported.

### Report Empty Pages

Stop on pages with no text. You can select to Ignore the empty page or click in the transcript and delete the New Page format symbol from Reveal Codes.

### Check for missing By Lines

Not applicable in CATalyst BCS.

### Report Empty Q/A/C Paragraph

Depending on your dictionary definitions this option may or may not apply to caption files. If you use Question, Answer and Colloquy paragraphs definitions while captioning and this option is selected, Spell Check will stop on any empty Question, Answer or Colloquy paragraphs. If you select Ignore All, Spell Check will not stop on other occurrences of empty Q/A paragraphs and will not stop on empty Colloquy occurrences with the same name. For example, if Spell Check stops on an empty <Colloquy>>>WILSON: and you select Ignore All, Spell Check will not stop on any remaining empty occurrences of <Colloquy>>>WILSON:

### Deselect All

Deselect all options. By using Deselect All, you can deselect all the options at once and then select the specific one you want to use. For example, you may want to use this feature when creating a macro to select a specific Spell Check Option. To run a macro for a specific Spell Check Option, first deselect all the other options.

### Additional Wordlists

Use the **Add** button to display the Open dialog box where you can locate and include other [Wordlists](#) to apply during Spell Check. Once added to the list, you must check the box next to each Wordlist you want to apply during Spell Check. Uncheck the box to inactivate the Wordlist but keep it in the list for later use. Use **Remove** to delete the Wordlist from the list. You can Add it again if necessary.

Wordlists are applied during Spell Check in a [priority](#) order. Additional Wordlists are applied before all other Wordlists except the Ignore All Wordlist which is a temporary Wordlist that is not viewable. Wordlists contained in the Additional Wordlists field are applied in display order. Use the **Move Up** and **Move Down** buttons to reorder the list.

### Match Common Word Processors



The Match Common Word Processors option uses an exclude list that contains all common words from the Wintertree American wordlist or Wintertree British wordlist that some commonly used spell checkers (i.e. word processor software) report as being misspelled. Although there are words in the Wintertree American wordlist or Wintertree British wordlist that commonly used spell checkers mark as misspelled, many of those same words may be recognized spellings in other spell checkers. By checking this option, you are setting CATalyst's spellchecker to stop on these words even though the built-in wordlist says these words are correct.

When you select the Match Common Word Processors option, the listed legal and medical wordlists are automatically deselected (to give you the most desired results). Deselecting the Match Common Word Processors option does not automatically reselect all the wordlists listed below. You will need to select each wordlist you want to use. All commonly used spell checkers may not have medical and legal terminology as a part of their wordlists. If all the medical and legal wordlist are deselected, you most likely will need to add some medical and legal words to your Personal Wordlist (with the Ignore attribute) so Spell Check doesn't stop on them. For example, if you select the Match Common Word Processors option and deselect the medical and legal words, you may have to add "Voir" (Voir Dire) to your Personal Wordlist so Spell Check doesn't stop on it. There may be medical words you will need to add also. If you select this option and continue to select all medical and legal wordlists, you may still find some words that commonly used spell checkers would consider misspelled. You can select all, some or none of the wordlists, it is your decision.

*This option is grayed out if American English or British English is not selected in the Language field.*

**Use Wintertree Medical Wordlist**

Check this box to use the Wintertree Medical Wordlist.

**Use Stedman's Medical Wordlist**

Check this box to use Stedman's Medical Wordlist.

**Use Wintertree Legal Wordlist**

Check this box to use the Wintertree Legal Wordlist.

**Use Black's Legal Wordlist**

Check this box to use Black's Legal Wordlist.

**Display Red Squiggle Under Misspelled Words**

Check this box to display a red squiggle underline on words that Spell Check considers misspelled. You can add the red squiggle underlined word to the Personal, Job, Case or Ignore All Wordlist. Selecting Ignore All prevents CATalyst BCS from stopping on any occurrence of the word in this job during this Edit session. If you exit or close the session and reopen the file, Spell Check stops on the text previously identified in the Ignore All. By default, this option is turned on.

**Spell Check While Defining**

Check this box to invoke Spell Check automatically when the spelling of text in the Global dialog box and inserting text. When you type in the Text field and then press Enter in the dialog box, Spell Check automatically checks the word or words for correct spelling. If Spell Checks detects a possible error, the Spell Check dialog box displays. The spell check while defining options affects the following dialog boxes: Global/Replace, Filling in a field, Change Header Text, Hidden Text - insert/modify, Insert Conflict/Text, Modify Header/Footer in Layout, Make Exhibit Index Entries, define from Vertical Notes and define from Brief It. This option is active by default. This option is active by default.

**Spell Check While Defining during Realtime**

Spell Check While Defining during Realtime automatically checks the spelling of text in the Global dialog box and inserting text and applies strictly while writing realtime. The Spell Check While Defining during Realtime is selected by default. If you don't want Spell Check to interrupt the define process while writing realtime, deselect the option. If you only want spell check while defining active while editing, select the Spell Check While Defining option and leave the Spell Check While Defining during Realtime option unselected. The spell check while defining options affects the following dialog boxes: Global/Replace, Filling in a field, Change Header Text, Hidden Text - insert/modify, Insert Conflict/Text, Modify Header/Footer in Layout, Make Exhibit Index Entries, define from Vertical Notes and define from Brief It. This option is active by default

### Scan While Spellcheck

Check this box to use the selected Scan options during Spell Check. Use the Scan Options feature to select the options.

### Scan Options

Set [Scan For Options](#) for Spell Check to recognize. Changes made here also reflect in the Scan For options accessed in Edit from Tools/Options/Scan For.

### Notify me when spellcheck completes in a text field

When the Spell Check while Defining option is Off and you manually spell check text in a field of a dialog box using Spell Check (Shift + F7), the No Spelling Errors dialog box displays.

### Maximum Number of Suggestions

Enter a number between 10 and 100 to determine the maximum number of alternative words that display in the Suggestions field. The smaller the number of suggestions, the more accurate the suggestions.

### Advanced

Display the [Advanced Spell Check Options](#) dialog box where you can make additional Spell Check settings.

### Advanced Spell Check Options

Additional Transcript Spell Check options are available by selecting the **Advanced** button in the [Transcript Spell Check Options](#) dialog box. Access Advanced Transcript Spell Check Options:

- in Manage Jobs. Press **Alt + t, o, e, t (Tools/Options/Edit/Transcript Spell Check)**. In the Transcript Spell Check dialog box, select **Advanced**.
- in CATalyst BCS. Press **Alt + t, o, t (Tools/Options/Transcript Spell Check)**. In the Transcript Spell Check dialog box, select **Advanced**.

### Advanced Spell Check Options

To make a change, click an option and select a choice from the drop down box. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Spell Check Options to their original CATalyst BCS default selection.

#### Expect two spaces after colon

Determine how Spell Check handles spaces after a colon. Select **Yes** to have Spell Check stop when there are less than two spaces following a colon. Select **No** to set Spell Check to not stop when one or two spaces follow a colon. The default is No.

#### Allow one or two spaces after an abbreviation

Determine how Spell Check handles spaces after abbreviations with periods. Select **Yes** to prevent Spell Check from stopping when one or two spaces follow an abbreviation with a period. Select **No** to have Spell Check stop when one space follows an abbreviation with a period. The default is Yes.

### Restart from top defaults to Yes

When Spell Check reaches the end of the file, you are prompted to continue Spell Check from the beginning of the document. Select **Yes** to set the cursor focus default to "Yes." Spell Check continues checking the document from the beginning. Select **No** to set the cursor focus default "No." Spell Check stops and the cursor focus remains at the end of the file. The default selection for this option is Yes.

### Default action in Spell Check dialog box

Set the default action for the cursor focus in the Spell Check dialog box. For example, when spell checking a transcript, you generally select the Ignore All action. Select Ignore All as the default action. When you press Enter in the Spell Check dialog box, CATalyst BCS invokes the Ignore All option. Choose one of the following: **Change**, **Global**, **Ignore**, **Ignore All**, or **Wordlist**. The default is Ignore.

### Spell Check contractions as separate words

Spell Check considers words that start with a letter followed by an apostrophe, such as c', l' or d' misspelled. For example, Spell Check considers "c'est" misspelled and suggests "c' est" with a space following the apostrophe. Select **Yes** to prevent Spell Check from considering these types of words misspelled when writing in languages such as French or Italian with the [Transcript Spell Check](#) Language option set for the respective language. The default is No.

### Personalized Spell Check punctuation characters

Specify nonstandard grammatical punctuation on which you want Spell Check to stop. For example, you may want to Spell Check to stop on a ^ (caret) or \* (asterisk) you use as a placeholder. Type the characters in the field without spaces.

## Warnings

The Warnings option allows you to select to display or hide messages when captioning and/or editing a caption file. These settings affect both regular CATalyst translation and CATalyst BCS captioning. Caption warning messages:

- Warn when ending realtime - an *Are you sure* message displays when selecting to stop realtime.
- Warn before resolving all chosen conflicts - an *Are you sure* message displays when using the Resolve All Chosen Conflicts feature.
- Warn about file deletion before merging files - a message displays advising the difference that the Merge command deletes the selected file.
- Warn when deleting entry from Query Translation dialog - an *Are your sure* message displays when selecting the Delete command in the Lookup Steno dialog box.
- Warn about outputting to the cloud - the Cloud is not available in CATalyst BCS.

## Set Warning Options

1. Press **Alt t, o, w** (**Tools/Options/Warnings**). The Warnings in Edit dialog box displays.
2. Check the box next to each of the warnings you want to display. Uncheck the box to turn the warnings off or when the warning dialog box displays, check the option: *I understand the consequences of my actions. Please stop asking.*
3. Press **Enter** (**OK**).

## Word Definition Settings

Word Definition Dictionary Settings allow you to confirm the version of Merriam-Webster dictionary being used, confirm the location of the Merriam-Webster wordlist and definition files and change the colors for the Word Definition dialog box. These settings affect both regular CATalyst translation and CATalyst BCS captioning.

Access Word Definition Options:

- in Manage Jobs. Press **Alt + t, o, e, w** (**Tools/Options/Edit/Word Definition**).
- in CATalyst BCS. Press **Alt + t, o, n** (**Tools/Options/Word Definition**).
- in CATalyst BCS. In the Word Definition dialog box, click the **Setup** icon.

## Word Definition Options


To make a change, select a choice from the drop down box or navigate to a folder using the Browse button. When finished with your selection, click **Apply**. When finished with all your changes, select **OK**.

### Dictionary Tab


#### Available Word Dictionaries

The default dictionary, Merriam-Webster Dictionary, comes with the CATalyst BCS software. The most current Merriam-Webster dictionary displays. Click the down arrow to display other available versions.

#### Words Path

Displays the current location for the Merriam-Webster wordlist file, MWWords.bin. The default location for this file is the same location where CATalyst BCS was loaded. To change the location, click  and navigate to the new location.

#### Definitions Path

Displays the current location for the Merriam-Webster definitions file, MWDef.bin. The default location for this file is the same location where CATalyst BCS was loaded. To change the location, click  and navigate to the new location.

### Colors tab

Using the options on the Color tab, modify the Background Color, Text Color, and Link Color in the Word Definition Dictionary dialog box. For each option, select a color from the drop down menu or create a customized color. To create your own color, consult your Windows documentation for more information.

## Application/Computer Options

Application/Computer Options allow you to set certain defaults for CATalyst BCS. Access Application/Computer Options in Manage Jobs. Press **Alt + t, o, a** (**Tools/Options/Application Computer Options**).

## Application/Computer Options

To make a change, click an option. Select a choice from the drop down list. When finished with your changes, select **OK**. The *Restore Default Settings* option returns all the Advanced Edit Options to their original Case CATalyst default selection.

## Start-up Settings

### Start-up Size

Start-up size determines the size and location of the Case CATalyst window when Case CATalyst opens. This setting affects all users on this computer. By default, Case CATalyst is set to open maximized.

### Last Known Size

Case CATalyst opens with the last customized size and position of the Case CATalyst window. It is necessary to manually resize and position the window. Do not use Windows Aero to resize the window.

It may be necessary to change the Windows settings for the Case CATalyst shortcut icon in order for the *Last Known Size* option to function properly. Some versions of Case CATalyst install with this setting set to *Maximized*. The shortcut setting must be set to *Normal window*. To modify the Case CATalyst shortcut setting, right click the Case CATalyst icon and select **Properties**. On the Shortcut tab, in the *Run* field, select **Normal window**.

### Maximized

The Case CATalyst window opens to the size of your screen.

### Full Screen

The Case CATalyst window opens with only the Menu bar and Full Screen toolbar displayed. The Function Bar and all other toolbars are not shown.

## Renew expiring e-Key license

Your e-Key, keyless access, requires reauthorization every 90 days. By default, reauthorization is set to automatically renew. Optionally, you can choose to manually reauthorize via renewal notification. This setting affects the current Case CATalyst/CATalyst BCS application.

### Without Asking

By default, this option is active to automatically reauthorize e-Key, keyless access, when the renewal date falls within 29 days. e-Key requires reauthorization every 90 days. When reauthorization successfully completes, a message displays indicating successful reauthorization. Close the message box by pressing **Enter**. The 90 days of reauthorization is added to the amount of authorized days currently remaining. Automatic reauthorization requires an Internet connection.

A reauthorization reminder message displays if automatic reauthorization is unavailable. For example, this may happen if you do not have Internet access at the time of automatic reauthorization.

### At User Direction Only

Display a reauthorization reminder message that requires you to [manually respond](#) to renew keyless access. Internet access is necessary to respond to the notification message for reauthorization. If you do not have an Internet connection, follow the instructions in *e-Key Activation* for [No Internet Access](#).

## Check for Updates

### Check for Updates Enabled

The Check for Updates Help menu item or the Check for Updates button in the About Case CATalyst dialog box allows all users in this application to check for Case CATalyst updates. Select **Yes** to have the Check for Updates menu item and the Check for Updates button in the About Case CATalyst dialog box active and to receive update reminder messages when you haven't checked for updates for three months. There are some situations where Network Administrators or Instructors, for example, control the Case CATalyst version being used and do not want individuals updating. Select **No** to disable automatic update check reminders and gray out the Check for Updates menu item and button in the About Case CATalyst dialog box. The default is Yes.

**Track Changes - this option is not available in captioning sessions or caption edit sessions**

### Editor ID

Designate a name to associate with changes and comments made to a transcript with the [Track Changes](#) feature. When this option is left blank, the current user name is used as the Editor ID. The entry in this field applies to all files for all users on the system. The default is blank. To fill in the Editor ID field, click in the blank field to the right of the option and type the name.

### Always Track Changes in Edit

The Always Track Changes in Edit option, when set to Yes, automatically sets the Track Changes option tab to be active when editing. If you are writing realtime and making editing changes in the file, realtime is active and track changes is not active. Once you stop translation (Ctrl + \ or File, Stop Translation) with this option set to Yes, the Track Changes feature is automatically active. This option may be ideal for a scopist who wants to track their changes in every file. If you manually turn Track Changes off in the file, it will remain off until you turn it back on or until you open the file in Edit again. The Always Track Changes in Edit option setting affects all Case CATalyst users on the current computer.


## Edit

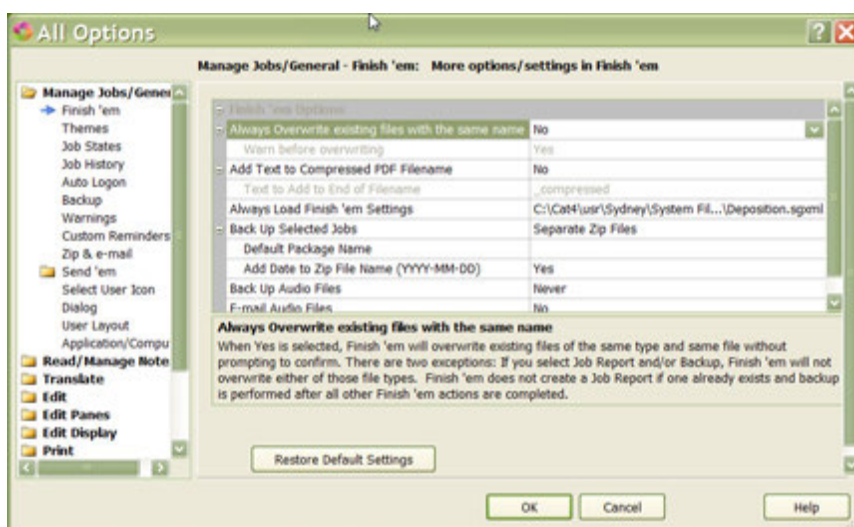
### Fast Save

Save settings works with the widest range of hardware configurations and in most situations the selection for this option should remain Yes. Yes is the default. In a rare situation, Stenograph Technical Support may recommend changing the option to No. The selection in this field works in conjunction with Auto Save and Auto Recover and has no effect on manual saves made with Ctrl + s (File/Save) or File/Save As.

## All Options

For easy access to the majority of CATalyst options in one location, the All Options menu item is available at the bottom of all Tools menus. CATalyst BCS options are available at the bottom of the list. The All Options dialog box displays options starting with Manage Jobs, then Read/Manage Jobs and continues with options for all the different CATalyst functions. There may be additional options available in the actual function. For example, if you select Print in the All Options dialog box, you can set the default printer. When you go to the Print dialog box to print a specific file, additional options are available there because they are specific to a particular print session.

An All Options icon  is available on the Standard toolbar. If you have not modified your Standard toolbar, the icon automatically is added to the Standard toolbar in each area of CATalyst (Manage Jobs, Edit, Dictionary, etc.) when you updated. 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. Select Add or Remove Buttons, Standard and click All Options. You will see the new All Options icon added to the end of the Standard Toolbar.



Keyboard map functions available in Edit, Dictionary and Caption keyboard maps



Open All Options Dialog


## Manage CATalyst BCS Dictionaries

The Manage Dictionary function allows you to create and maintain CATalyst BCS dictionaries. A dictionary is a file that contains steno outlines with text definitions. Dictionaries translate steno outlines into text during a captioning session. The following dictionaries are available in CATalyst BCS:

- [Case](#)
- [EZ Speakers](#)
- [Job](#)
- [Personal](#)
- [Power Define](#)
- [Realtime Commands](#)
- [Update Area](#)

You can insert, modify, delete, spell check, and print entries in a dictionary. [Guidelines](#) for Creating Dictionary Entries provides detailed information about working with dictionary entries.

To open Manage Dictionary, do **one** of the following:

- On the Function Bar, click Manage Dictionary .
- From the Menu Bar, select **Function/Manage Dictionary**.
- Press **Alt + u, d**.
- Press **Alt + f, o, d** (**File/Open/Dictionary**) and select the dictionary type

### Viewing Dictionary Entries

When you open a dictionary, information displays for each dictionary entry. The column headings identify the type of information. They include:

**Steno**

The steno portion of the dictionary entry.

**Text**

The text portion of the dictionary entry.

**Modified Date**

The last modification date for the dictionary entry.

**Usage Count**

The quantity of times the dictionary entry was used for translation in CATalyst BCS.

**Used Date**

The most recent date the dictionary entry was used during translation.

**Status Bar**

Located at the bottom of the Manage Dictionary screen, it provides information about the current display of entries. From left to right, this includes:

- indication the display is Full View, showing all the dictionary entries; or Filtered View, showing only those entries that meet the filtering criteria.
- the total number of entries currently displayed.
- the numeric location of the highlighted entry.
- indication the Num Lock on your keyboard is On or Off. When NUM displays, Num Lock is On.

The default size of the columns depends on the size of the entries. The date columns have first priority so that it expands to fit the complete date. The steno and text columns display based on remaining space. The size of the columns also depends on your Windows settings.

You can modify the column display including column width, sorting order, font size and what columns display. When you resize the columns, CATalyst BCS retains the values until you close the dictionary. Once you close the dictionary, the column sizing returns to the default settings.

## Guidelines for Creating Dictionary Entries

Use the following guidelines when inserting and modifying steno or text entries in the dictionary.

### Inserting and Modifying Steno

If you are inserting or modifying the steno portion of an entry, CATalyst BCS uses the [Steno Shortcut table](#) to help you type steno from the computer keyboard. For example, using the computer keyboard, you type "jan" in the Steno field of a dialog box. CATalyst BCS automatically converts the typed text into steno SKWRAPB unless you modified the Steno Shortcut table.

Use the following guidelines when inserting or modifying steno in the dictionary:

- Use either upper- or lowercase letters. The steno always displays in the Steno field as uppercase.
- Separate multiple steno strokes with a / (slash). For example, TKEUS/KET (diskette). Or select Yes to the [Dictionary Option, Break Steno Outlines Based on Key Order](#) to have CATalyst automatically insert a / (slash) between steno outlines.



- Use a – (hyphen) before the first letter to indicate a final or a right-hand stroke. For example, -RB (shall).
- Use punctuation keys to create the equivalent in a steno outline. For example, when you type "." (period), it displays as –FPLT, unless you modified your Steno Shortcut table.

## Inserting and Modifying Text

Use the following guidelines when inserting or modifying text in the dictionary:

- Type the text exactly how you want it to translate.
- Translation automatically creates a space before every word in the Edit file. Do not add spaces to the beginning or end of words.
- When defining punctuation, in which you need one space following it in the translation, do not add a space to the definition. For example, to define a period that translates with one space following it, define it as just the period (.).  
For more information, see [Creating Punctuation Definitions](#).
- When creating a conflict, a ^ (caret) must precede each conflict choice and a space must follow each caret. For example, to enter a conflict for the steno outline **THR** type:

**^ Spacebar there Spacebar ^ Spacebar their Spacebar ^ Spacebar they're**

Make sure there is not a space after the last word. When you create a dictionary entry for a conflict, CATalyst BCS adds a Conflict End format symbol immediately after the last word of the conflict.

- You can use format symbols in the Text field either by pressing **F4** and typing the shortcut key for the format symbol or selecting a format symbol from the Format Symbol list. Press **Alt + f** or click the FS (FS) icon to display the Format Symbol list. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol you want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.
- Insert the Conflict End format symbol at the end of a conflict to add text following a conflict which is not part of the conflict. For example:

<By Line>^ Atty1 ^ Atty2<Conflict End>:<Question>

- You can use Format Symbols in the Text field either by typing the shortcut key or selecting from the Format Symbol list.
- Auto Include entries must begin with @  
You may also want to use the Insert [Auto Includes...](#) feature from the Dictionary Edit menu.
- AccelerWriter (dictionary definitions that invoke a macro from the steno machine) must begin with &&  
You may also want to the [Insert AccelerWriters...](#) feature from the Dictionary Edit menu.
- Number Conversion, Number Trigger, Start Timer, and Stitch On translate commands are followed by text in square brackets. For example but not limited to:

{Number Conversion}[NNN-NN-NNNN]

{Start Timer}[1]

{Stitch On}[-]

## Adding Delete Stroke Entries to a Dictionary

CATalyst BCS does not have a preset delete stroke dictionary entry. Many captioners write an asterisk to delete the previous stroke. You can create dictionary entries for your delete stroke. Stenograph recommends adding your delete stroke entries to the Personal Dictionary. If you import a CATalyst BCS 3.x dictionary that contains a delete stroke entry, that delete stroke entry is already in your CATalyst BCS dictionary.

Steno outlines deleted by the delete stroke remain in the steno note file but are not used in translation.

### Define a Delete Stroke

1. At the Manage Jobs screen, highlight the dictionary to which you want to add the delete stroke and press **Enter**.

To add the delete stroke entry to your Personal Dictionary, double click the **System Files** case and then double click **Personal Dictionary**.

2. Once the dictionary opens, press **Ctrl + i (Edit/Insert)** to display the Insert dialog box.
3. Make the following entries:

#### Steno

Type the steno for the delete stroke. For example, typing \* (asterisk) results in a /\* entry.

#### Text

Press **Alt + f** to display the list of format symbols. From the list select **{Delete}**. If you have a separate multiple delete stroke, define that steno outline as {Delete}.

4. Click **OK**. Define any additional {Delete} strokes as necessary. For example, the number bar/asterisk combination.
5. When finished inserting entries, press **Esc (Cancel)** to exit the Insert dialog box.
6. Press **Ctrl + s (File/Save)** to save the new entries.
7. Press **Ctrl + F4 (File/Exit)** to exit the Manage Dictionary function.

## Personal Dictionary

The Personal Dictionary contains steno and text definitions specific to your writing style. CATalyst BCS requires that a dictionary named *Personal Dictionary* exists in the System Files case and automatically uses the Personal Dictionary for translation. You can import a Personal Dictionary into CATalyst BCS or create it from scratch. If you import your dictionary and do not want to name it Personal Dictionary, you can create a Personal Dictionary with one entry.

The Personal Dictionary is one of the most important files in your CATalyst BCS system and Stenograph recommends backing up your dictionary on a regular basis.

### Create a Personal Dictionary

1. Press **Alt + f, n, d (File/New/Dictionary)**. From the dictionary menu, select a dictionary type. You must be in a case to create a case dictionary. If a Personal, EZ Speakers or Power Define dictionary already exists in the user's System Files case, the choice to create the dictionary is not available.
2. In the Create New Document dialog box, type a name for the new dictionary and press **Alt + o (Open)**. The new dictionary displays.

3. Do **any** of the following:
  - Insert new dictionary entries.
  - Cut, copy, and paste dictionary entries from another dictionary.
  - Include a dictionary.
4. Press **Ctrl + s (File/Save)** when finished.
5. Press **Alt + f, c (File/Close)** to close the dictionary. If another dictionary is open, that dictionary displays. If no other dictionary is open, the Manage Dictionary function closes.

## Update Area

Case CATalyst, by default, places all new D-Defines into the Personal Dictionary. The Update Area is an optional holding area to store new [D-Defines](#) for review before moving the entries into the Personal Dictionary. In addition to other dictionaries selected for translation, you can use the Update Area to translate. To use the Update Area, select the [Dictionary Option](#), *D-Defines go to Update Area*. The Update Area is stored in the System Files case.

If you select to have your D-defines go to the Update Area, remember to review the Update Area entries and move desired entries into your Personal Dictionary. It is recommended that you make at least two backup copies of your Personal Dictionary and store in different locations in the event that your computer fails and you can't retrieve files. If you don't regularly review entries in your Update Area and move them to your Personal Dictionary and you don't back up your Update Area, you could lose hundreds of entries (in your Update Area) if your computer fails.

## Job Dictionary

A Job dictionary contains entries that are specific to a captioning session. These entries might include speaker names or technical terms that you do not want to place in your Personal or case dictionary. Each caption file has only one associated job dictionary which has the same name as the caption file. The steno and text definition of a J-Define goes into the associated job dictionary unless you select to define to a different job dictionary. If a caption file does not have an associated job dictionary, CATalyst BCS creates one.

You can use a job dictionary for translation in addition to using any other dictionary. You can also select multiple job dictionaries for translation in the Profile or during captioning. By default, the associated job dictionary has the highest priority during translation. When creating J-Defines during a captioning session, you can send the definitions to a different job dictionary by using the Other dictionary define or the Change Job Dictionary feature.

## Create a Job Dictionary

1. In Manage Jobs, select **Alt + f, n, d, j (File/New/Dictionary/Job)**. The Create New Document dialog box displays.
2. Type a name in the File name field and press **Enter (Open)**. The Manage Dictionary function opens with an empty dictionary.
3. Insert new entries using the following features: [Insert/Modify](#), Cut/Copy/Paste and Include. Dictionary function opens with an empty dictionary. Refer to the [Guidelines](#) for Creating Dictionary Entries.
4. When finished, press **Ctrl + s, (File/Save)**.

## Case Dictionary

A Case dictionary contains entries that are specific to related captioning sessions which are located in a case. These entries can be speaker names or technical terms that apply to the related captioning sessions which you do not want to place into your Personal or individual job dictionaries. Using a case dictionary can eliminate remembering to select multiple dictionaries for translation or the need for copying multiple job dictionaries so that all the entries apply to the next related session. You can use a case dictionary for translation in addition to using your Personal Dictionary.

Each case has only one associated case dictionary which has the same name as the case (casename\_Case.SGDCT). K-Define definitions go into the associated case dictionary. If a case does not have an associated case dictionary, CATalyst BCS creates one when you make the first K-define.

When you create a Case dictionary prior to translation in the Manage Dictionary function, CATalyst BCS automatically uses it when you write a captioning session in the same case. This eliminates the need to select the case dictionary for translation. For example, you create a case named HSN. You have all the guest celebrity names in the HSN case dictionary. Any time you have a captioning session for HSN; you select the case dictionary and do not need to select individual specific dictionaries that include the guest names.

When you create a case dictionary from Manage Jobs, you must be in the case for which you want the case dictionary.

### Create a Case Dictionary from Manage Jobs

1. Do **one** of the following:
  - Open an existing case for which you want to create a case dictionary. Double click the case.
  - Open a new case for which you want to create a case dictionary.
    - a. Press **Alt + f, n, c (File/New/Case)**. CATalyst BCS creates a new case with the default name. For example, if the case name is HSN, the case dictionary name is HSN.
    - b. In highlighted area, type a name for the case and press **Enter**.
    - c. Double click the case.
2. Press **Alt + f, n, d, c (File/New/Dictionary/Case)**. The Create New Document dialog box displays.
3. In the File name field, type a name for the dictionary and press **Enter (Open)**. The Manage Dictionary function opens with an empty dictionary.
4. Insert new entries using the following features: [Insert/Modify](#), Cut/Copy/Paste and [Include](#). Refer to the [Guidelines](#) for Creating Dictionary Entries.
5. When finished, press **Ctrl + s, (File/Save)**.

## Power Define Dictionary

The Power Define dictionary contains special definitions for use with the [Define](#) and [Scan Define](#) features, allowing you to make any global dictionary or replace definition from your writing machine during a captioning session. Stroking the steno outline for the translate command, Define or Scan Define, invokes the Power Define feature. This loads the Power Define dictionary and opens the Power Define dialog box where you can create dictionary definitions from your writing machine.

Command definitions contained in the Power Define dictionary provide the ability to move from field to field, select dictionaries, insert format symbols and set options in the Power Define dialog box. For example, to move from the *Steno* field to *Text* field in the Power Define dialog box, you stroke the steno outline for the [TAB] entry.

The Power Define dictionary becomes the highest priority in the dictionary list for captioning translation when the Power Define dialog box is open. When you stroke a steno outline with the cursor positioned in the *Text* field, CATalyst BCS searches the Power Define dictionary first. If no definition is found, it searches for a definition in other dictionaries according to dictionary priority. When CATalyst BCS finds a definition, the text of the definition displays in the *New Text* field. When you complete or abort the Power Define, the Power Define dictionary is removed from the dictionary priority.

The Power Define Dictionary is located in the System Files case. Stenograph recommends you review the entries in the Power Define dictionary and modify entries to match your writing style. You can add, modify, and delete entries in the Power Define dictionary the same as any other dictionary. You can also [Create EZ Speakers](#) from your writing machine and use the Power Define Dictionary commands to navigate the dialog box.

## Power Define Dictionary Definition Parameters

- If you add the alphabet to the Power Define dictionary, the letters automatically translate with no spaces between the letters when you finger spell a word. All letters in the *Text* portion of the definition must be surrounded by brackets, [ ] to translate without spaces. For example [a] or [N].
- If you add [DELETE] to the Power Define dictionary, the command moves the cursor back one space in the *Text* field, removing a single character at a time. Place the Delete command in another dictionary, such as your Personal Dictionary, to have it delete a stroke at a time. (This command is a part of the default Power Define dictionary.)
- Adding the [PASTE] command to your Power Define dictionary allows you use the copy, cut and paste features to enter steno and text. When you use the [Paste] command in the *Steno* field, the underlying steno for the text you are copying or cutting is pasted if the *Include Steno Copying/Cutting* option is On. This is the default. If this option is not set to include underlying steno, then no steno displays in this field when you paste the copy or cut text. You can change the default in [Advanced Edit Options](#)
- When you perform a command or make a typed entry from the keyboard in the Power Define dialog box, CATalyst BCS resets translation, removing the automatically inserted space before the next item translated.

## Power Define Dictionary Default Commands

Power Define	Steno Equivalent	Explanation
[F4]	TPO-RPLT	Displays the <i>enter a format symbol message</i> . You must stroke the steno outline for the format symbol shortcut key
[F4 LIST]	TPO-UR/HR-EUS	Displays the Format Symbol list. Use the Up/Down Arrows to move to the format symbol. Write the steno outline defined as [ENTER] to insert the format symbol into the <i>New Text</i> field.
[ABORT]	/PWO-RT	Cancels the Power Define dialog box and returns to the captioning screen. No steno or text is inserted.

[DOWN ARROW]	TKO-UPB	Moves the cursor down one name at a time in the dictionary and format symbol list. When using this command in the dictionary list, the dictionary number associated with the dictionary dynamically adjusts in the dictionary field. Functions the same as ↓ on the computer keyboard.
[UP ARROW]	-UP	Moves the cursor down one name at a time in the dictionary and format symbol list. When using this command in the dictionary list, the dictionary number associated with the dictionary dynamically adjusts in the dictionary field. Functions the same as ↑ on the computer keyboard.
[ENTER]	TPH-T	Same as pressing Enter on the computer keyboard, completes the action.
[SPACE]	SPA-EUS	Creates a space when you are defining more than one word.
[TAB]	TK-EF	Moves the cursor forward to the next field.
[SHIFT + TAB]	STK-EF	Moves the cursor back to the previous field.
[ACCEPTCONTINUE]	TPH-RT	Apply the definition and keep the Power Define dialog box open to continue defining.
[CAT SCRATCH]	K*S	Send the definition to the Cat Scratch dialog pane.
[PASTE]	PAEUS/PAEUS	If the cursor is in the Steno field and your Advanced Edit options are set to include steno when copying/cutting text, the underlying steno of the copied/cut text is pasted in the Steno field. If the cursor is in the Text field, the last copied or cut text is pasted into the Text field.
[DELETE]	*	If the cursor is in the Steno field, deletes the previous steno outline. If the cursor is in the Text field, deletes the previous character.
[SUSPEND]	SP*PB	Leaves the Power Define dialog box open and moves the cursor to the captioning session to allow you to continue writing. When you have time to return to the Power Define dialog box and continue with the Power Define, write the stroke to invoke the Power Define command.

## Realtime Commands Dictionary

CATalyst BCS software includes the realtime job dictionary, [Realtime Commands Dictionary](#), which contains predefined realtime and translation commands. The predefined commands consist of common number conversion, conflict resolution, mode control, translate commands and define strokes. You can add to, modify, and delete entries in the Realtime Commands Dictionary or copy the entries to the Personal, case, or job dictionary. If you choose to use the Realtime Commands Dictionary, Stenograph recommends that you review the entries and modify the steno outlines to reflect your writing style and theory. If you do not want to use the Realtime Commands Dictionary, you can delete it from the System Files case in your User.

CATalyst BCS automatically copies the Realtime Commands Dictionary when creating a new user if you selected the Copy Default Files option in the Create New User dialog box.

## EZ Speakers Dictionary

The EZ Speakers dictionary contains predefined speaker identification formatting entries with steno that can be used to quickly and easily create speaker identification definitions for a session. EZ Speakers dictionary entries use placeholders for speaker names and depending on the type of entry, for steno. The placeholder text is designated with an EZ Speaker field, such as [!EZ SPEAKER 00]. Using the [Create EZ Speakers](#) feature during a captioning session, you identify the speaker names and steno for each placeholder. CATalyst BCS then generates the speaker definitions in either a job or case dictionary. The actual EZ Speakers dictionary is not used during translation.

Although there are two types of EZ Speakers dictionary entries: Standard ID and Super ID, a Super ID is most often used when captioning. A Super ID allows you to put a placeholder in the Steno field and the Text field of the EZ Speaker dictionary entry. This allows you to create the steno for the speaker quickly during a captioning session.

For example, you have Mr. Redford and Ms. Wilson in the session. You write RED/RED to identify Mr. Redford and WEUL/WEUL to identify Ms. Wilson. A Super ID entry has a placeholder for the steno and a placeholder for the speaker name. When you create an EZ Speakers entry, you include all format symbols, punctuations, and font characteristics. This allows you to type only the name when using the Create EZ Speakers feature. For example, your Super ID entry might be one of the following:

!<Colloquy>>>[!EZ SPEAKER 00]:space

CATalyst BCS comes with two EZ Speakers dictionaries that focus on court and deposition work. If you primarily caption, delete the EZ Speaker dictionary named "EZ Speaker Dictionary." The dictionary, "EZ Speakers Dictionary Fields", contains speaker field entries. Modify this dictionary as necessary for captioning.

When you [create](#) EZ Speaker dictionary definitions that contain EZ Speaker fields and you use the Create EZ Speaker feature, CATalyst BCS generates the speaker definition in a job or case dictionary and inserts the field value, actual speaker name, into the job during translation. For example, the dictionary entry !>>[!EZ SPEAKER 00]: is placed in a job or case dictionary. When you identify SKWROEPBS/SKWROEPBS as the name Jones, it displays as >>Jones: in the job. CATalyst BCS also add the speaker name and number to the list on the [EZ Speakers tab](#) in the active Profile.

## CATalyst BCS Dictionary Edit

Once you have a dictionary open, the Manage Dictionary Edit menu allows you [insert new entries and/or modify existing entries](#) and [delete entries](#). You can [create Auto Include](#) and [AccelerWriter entries](#) using a simple dialog box. You can cut, copy and paste entries, [copy and move entries](#) to a specific dictionary, [search for entries](#) and [search and replace text](#) in dictionary entries.

## Insert and Modify Dictionary Entries

You can create or modify dictionary entries for a job, case, Power Define, EZ Speakers or your Personal Dictionary.

1. Press **Alt + f, o, d (File/Open/Dictionary)**.
2. From the dictionary menu, select the dictionary type. When you choose Case or Job, the Open Existing Document dialog box displays. Select the dictionary and press **Enter**.
3. Do **either** of the following:

### Insert an Entry

Press **Ctrl + i (Edit/Insert)** to create a new dictionary definition. The Insert Dictionary Entry dialog box displays with empty Steno and Text fields.

### Modify an Entry

Use Search (**Ctrl + f**) or cursor movements to find the entry you want to modify and then press **Ctrl + m (Edit/Modify)**. The Modify Dictionary Entry Dialog box displays with the current Steno and Text for the definition.

4. Make entries as necessary:

### Steno

Type new or modify existing steno outlines. Refer to the [Guidelines](#) for Creating Dictionary Entries as necessary.

### Text

Type new or modify existing text for the steno outlines, including any format symbols. When the option, Press F9 to add [extended characters](#).

Use the [Cap/Uncap](#) command, **Ctrl + F5**, to quickly cycle through the capping options for all the words in the Text field.

When [Spell Check While Defining](#) is not active, press **Shift + F7** to spell check the word in the Text Field.

### Insert Field

Display the Insert Field dialog box from which you can select a field to insert into the text portion of the definition. Typically fields are not used for captioning dictionary definitions.

### FS

Display the list of available format symbols. Double click the format symbol you want to use in the definition. You can insert a format symbol at any point in the text entry.

You can also use shortcut keys to insert a format symbol in the Text field. Place the cursor in the Text field, press **F4** and then press the appropriate letter or symbol.

### Endings

When you type a word in the Text field, CATalyst BCS analyzes word to see if a " G", " S" or " D" steno outline could be added to the word. If so, then CATalyst BCS activates the Endings button. The Global Endings dialog box displays. You can select any of the suggested definitions to add to your dictionary.

For example, you have REPT in the Steno field and type "represent" in the Text field. The following suggested entries display when you select Endings:



REPTD = represented

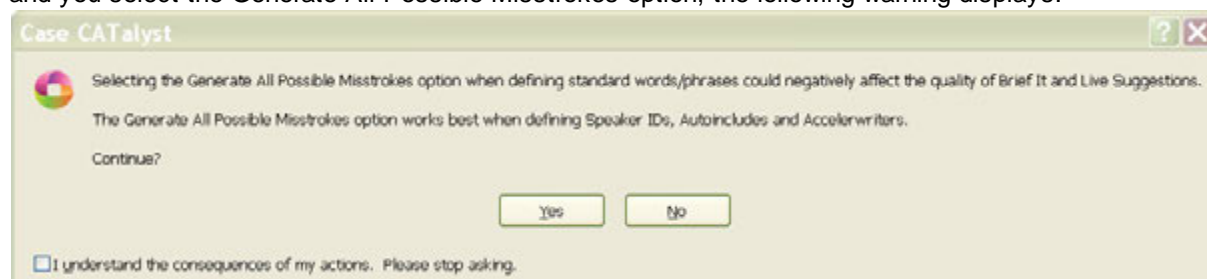
REPTS = represents

The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.

### Generate All Possible Misstrokes

Check this box to have CATalyst BCS generate definitions based on all the possible misstrokes of the original steno outline. CATalyst BCS generates a definition provided one does not already exist in the Personal Dictionary for any of the identified misstrokes. For example, you define /SROEUS as "voice" with Generate All Possible Misstrokes selected. CATalyst BCS also creates a dictionary definition for the following steno outlines as "voice": /SROUS, SROES, and /SROS. The steno outline, /SRAOEUS already exists in your Personal Dictionary as "vice", so CATalyst BCS does not generate /SRAOEUS as a misstroke.

If defining to the Personal Dictionary and/or inserting/modifying an entry in the Personal Dictionary and you select the Generate All Possible Misstrokes option, the following warning displays:



- Select **Yes** (Alt + y) to generate all possible misstrokes for the current steno outline.
- Select **No** (Alt + n) to return to the previous dialog box with the Generate All Possible Misstrokes option deselected.
- Select the *I understand the consequences of my actions. Please stop asking.* option to set the warning option to **No**. This displays because the [Dictionary Option Warn when inserting/modifying an entry and selecting All Possible Misstrokes](#) option is set to Yes, by default.



This option is not available when modifying dictionary entries from the Query Realtime Translations feature.

5. Press **Enter (OK)**. If an existing dictionary entry contains the exact steno outline as the new or modified entry, the Duplicate Entry dialog box displays. Review the steno and text, select an action and then press **Enter (OK)**.
6. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
7. Press **Ctrl + F4** to close the dictionary. If another dictionary is open, that dictionary displays. If no other dictionary is open, the Manage Dictionary function closes.

## Deleting Dictionary Entries

1. Press **Alt + f, o, d (File/Open/Dictionary)**.
2. From the dictionary menu, select the dictionary type. When you choose Case or Job, the Open Existing Document dialog box displays. Select the dictionary and press **Enter**.
3. Use Search (**Ctrl + f**) or cursor movements to find the entry you want to delete or use Filter (**Ctrl + y**) to view specific types of entries.

4. Do **one** of the following to select entries for deletion:

**Select one entry at a time**

Highlight the entry for selection.

**Select specific entries**


Press and hold **Ctrl** while you click the individual entries to highlight.

**Select a consecutive group of entries**

Click to highlight the first entry of the group. Locate the last entry to delete. Press and hold **Shift**, while you click the last entry to highlight all the entries in-between.

**Select all the entries**

Press **Ctrl + a** to highlight all the entries for selection.

5. Press **Delete** or click the Delete  icon to delete the selected entries. You can undo the delete by pressing **Ctrl + z (Undo)**. To undo multiple deletes, repeat Undo or use the Undo arrow key to display a list of most recent actions; highlight the actions to delete and click the left mouse button.
6. A confirmation message displays, if the Dictionary Option *Warn before deleting entries* is active. Press **Alt + y (Yes)** to continue or **Alt + n (No)** to cancel and retain the entries.  
  
To turn this option Off, check the box: *I understand the consequences of my actions. Please stop asking.*
7. Press **Ctrl + s (File/Save)** to save the dictionary when finished deleting entries.
8. Press **Alt + f, c** to close the dictionary. If another dictionary is open, that dictionary displays. If no other dictionary is open, the Manage Dictionary function closes.

## Insert Auto Include Entries

Auto Include definitions in your Personal, case or job dictionaries automatically bring [include](#) files into the job during translation. The text portion of an Auto Include dictionary entry begins with the "at" symbol, @, followed by the Include name. The @ symbol designates the entry as an Auto Include.

The Insert Auto Includes feature in Manage Dictionary is a wizard that allows you to quickly create an Auto Include definition. Browse to select the Include file. Case CATalyst creates the text portion of the Auto Include definition with the appropriate delineating character. You can also easily choose to bring in the page layout for the Include file.

## Create Auto Include Entry using the Wizard

1. Open the appropriate dictionary.
2. Press **Alt + e, n (Edit/Insert Auto Includes)**. The Insert Auto Include Entry dialog displays.
3. Make the following entries:

**Steno**

Insert the steno you write to bring in the include file during translation. Separate multiple strokes with a forward slash.

**Entry Text**

The text portion of the dictionary definition that identifies the include file. CATalyst BCS automatically fills in this field with the specified include file name. Select **Browse** to choose the include file you want to associate with the steno identified in the *Steno* field. You cannot type directly into this field.

### Browse

Display the Choose Include File dialog box where you can choose the include file you want to associate with the steno identified in the *Steno* field. Choose the file and then select **Open**. CATalyst BCS inserts the name of the file along with the @ symbol in the *Entry Text* field. The @ symbol precedes the entry to identify it as an Auto Include.

If the include file you want is in another user, first select that user and then choose the file name. If the include file is in a case, double click the case name and then choose the file name.

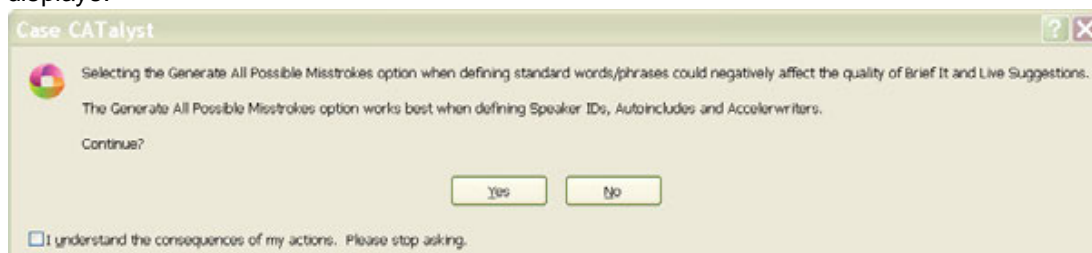
### Bring Page Layout

Check this box to bring in the associated layout for the file you are including. CATalyst BCS adds [Y] to the text portion of the definition to indicate the layout is brought in with the include file.

### Generate All Possible Misstrokes

Check this box to have CATalyst BCS generate additional auto include definitions based on all the possible misstrokes of the original steno outline. CATalyst BCS generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary.

If defining to the Personal Dictionary and/or inserting/modifying an entry in the Personal Dictionary and you select the Generate All Possible Misstrokes option, the following warning displays:



- Select **Yes** (Alt + y) to generate all possible misstrokes for the current steno outline.
  - Select **No** (Alt + n) to return to the previous dialog box with the Generate All Possible Misstrokes option deselected.
  - Select the *I understand the consequences of my actions. Please stop asking.* option to set the warning option to **No**. The is displays because the [Dictionary Option Warn when inserting/modifying an entry and selecting All Possible Misstrokes](#) option is set to Yes, by default.
4. Press **Enter** (OK).
  5. When finished creating Auto Includes, press **Esc** (Cancel).
  6. Press **Ctrl + s** (File/Save) to save the dictionary.

## Create Auto Include Entry Manually

1. Open the appropriate dictionary.
2. Press **Ctrl + i (Edit/Insert)** to display the Insert Dictionary Entry dialog box.
3. Make the following entries:

### **Steno**

Insert the steno you write to bring in the include file during translation. Separate multiple strokes with a forward slash.

### **Text**

Type **@** followed by the Include file name. Do not put a space between any characters in the definition. If, however, the file name contains spaces, you must type the name exactly the same, including any spaces.

If you also want to bring in the page layout for the Include file, type **[Y]** after the *file name*. For example: **@title[Y]**.

Use **one** of the following formats:

#### **@title**

The Include file is the current user name.

#### **@includes\title**

The Include file is in a case in the current user name. In this example, the case name is "includes".

#### **@<Kirsten>title**

The Include file is in another user name. In this example, the user name is "Kirsten".

#### **@<Kirsten>includes\title**

The Include file is in a case in another user name. In this example "Kirsten" is the other user and "includes" is the case name.

### **Generate All Possible Misstrokes**

Check this box to have CATalyst BCS generate additional auto include definitions based on all the possible misstrokes of the original steno outline. CATalyst BCS generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary.

4. Press **Enter (OK)**.
5. When finished creating Auto Includes, press **Ctrl + s (File/Save)** to save the dictionary.

## **Insert AccelerWriters**

An AccelerWriter is a [macro](#) invoked from the writing machine during realtime writing. For example, you may want to create an AccelerWriter that deletes to the last Question because of a false start or strike that response. When you write the steno outlines assigned to the macro, Case CATalyst performs the actions of the macro. When invoking an AccelerWriter and the cursor focus is in a dialog pane, Case CATalyst automatically sets the cursor focus to the transcript and performs the actions of the macro.

Creating an AccelerWriter is a two step process. In the first step, you create the [macro](#) that contains the commands you want to invoke. You can use an existing macro or create a new one. When creating new macros to be invoked from the writer, Stenograph recommends you create the macro while in a captioning session to see what actually takes place on the screen. In the second step, you create the dictionary definition to invoke the AccelerWriter. The text portion of an AccelerWriter dictionary entry begins with two ampersands (&&) followed by the macro name. The ampersands designate the entry as an AccelerWriter.

The Insert AccelerWriters feature in Manage Dictionary is a wizard that allows you to quickly create an AccelerWriter definition. Browse to select the macro and CATalyst automatically creates the text portion of the definition. Alternatively, you can manually type the entire definition using the Manage Dictionary, [Insert](#) feature. Case CATalyst also provides the option to [create the AccelerWriter definition](#) while in a captioning session immediately after creating the macro, eliminating the need to open the dictionary and create it.

Stenograph allows provides pre-made macros and possible dictionary definitions. Select the Help menu, Exceptional Extras and then Using Extras AccelerWriters.

## Create an AccelerWriter Definition using the Wizard

1. Open the appropriate dictionary.
2. Press **Alt + e, w** (**Edit/Insert AccelerWriters**). The Insert AccelerWriter Entry dialog displays.
3. Make the following entries:

### **Steno**

Insert the steno you write to invoke the AccelerWriter. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to use a two stroke outline, such as "end end", you could type -EPBD -- then type / or press the Spacebar to finish with the second stroke, EPBD. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter. It is recommended to use a one stroke entry to invoke an Accelerwriter.

### **Entry Text**

The text portion of the dictionary definition that calls the macro to run when you write the steno entered in the *Steno* field. CATalyst automatically fills in this field with the specified macro file name. Select **Browse** to choose the macro you want to associate with the steno identified in the *Steno* field. You cannot type directly into this field.

### **Browse**

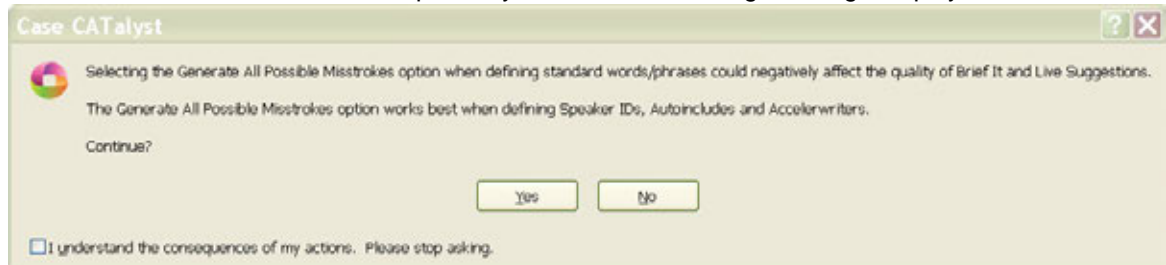
Display the Choose Macro File dialog box where the contents of the Macros case display. Choose the macro to run when you write the steno identified in the *Steno* field and then select **Open**. Case CATalyst inserts the name of the file in the *Entry Text* field. Two ampersands (&&) precede the entry to identify it as an AccelerWriter.

Macros are stored in the Macros case located in the System Files case. You cannot use a macro from another user.

### **Generate All Possible Misstrokes**

Check this box to generate additional AccelerWriter definitions based on all the possible misstrokes of the original steno outline. Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary.

When inserting or modifying entries in the Personal Dictionary and/or Update Area, if you select the Generate All Possible Misstrokes option, by default, the following message displays:

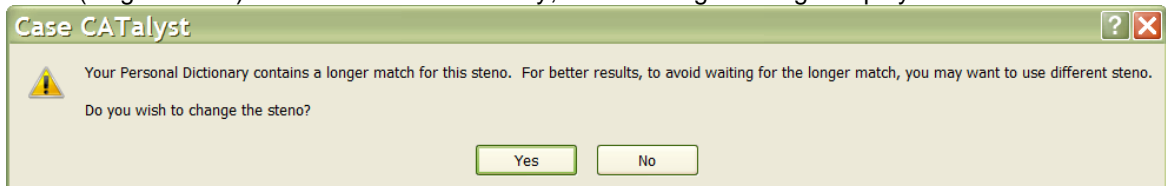


- Select **Yes** (Alt + y) to generate all possible misstrokes for the current steno outline.
- Select **No** (Alt + n) to return to the previous dialog box with the Generate All Possible Misstrokes option deselected.

To eliminate the General All Possible Misstrokes warning message from displaying, deselect the option in [Dictionary Options](#).

4. Press **Enter (OK)**.

If the steno you have inserted to invoke the macro has one or more entries that start with that same steno (longer match) in the Personal Dictionary, the following message displays:



If the steno you write for a macro has a longer match in the Personal Dictionary, the macro will be delayed until translation determines the next stroke. This will cause a delayed reaction for the macro and in some cases, depending on what the macro does, can cause an unwanted result. The warning is to let you know that you might want to select different steno for your AccelerWriter definition. For example, you want to create a dictionary entry to run a macro while writing realtime. You have already created the macro so you open your Personal Dictionary, select Edit and then select Insert AccelerWriter. You type the steno /E-P and select your RT-Punctuation macro and press Enter. The above message displays. Immediately you know that there is at least one Personal Dictionary entry that starts with /E-P and if you don't change the steno, then the macro will not run until translate knows you are not writing the longer match steno outline.

- Select **Yes** to return to the Insert AccelerWriters dialog box to change the steno outline.
- Select **No** to insert the entry into the current dictionary knowing that the Personal Dictionary contains at least one entry that starts with the same steno outline and that may delay the execution of the macro.

5. When finished creating AccelerWriters, press **Esc (Cancel)**.

6. Press **Ctrl + s (File/Save)** to save the dictionary. If you are in a captioning session, you can test the AccelerWriters by returning to the realtime file and writing the steno outline for the selected AccelerWriter.

## Resolve Conflict

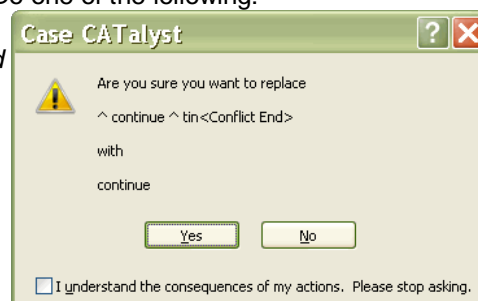
When reviewing and/or modifying a dictionary, you can eliminate a conflict in a dictionary entry by using one of the Resolve Conflict with Choice # - Dict. [Dictionary keyboard map](#) assignments. This feature can be useful if you are working to resolve conflicts and you want to eliminate the conflict in the entry by selecting one of the choices. For example, let's say you are starting with someone else's dictionary instead of building your own or you have imported an RTF/CRE dictionary from another CAT vendor, and that CAT vendor allows multiple exact steno entries with different text definitions in their dictionary. In that situation, CATalyst automatically creates a conflict when the dictionary is imported. Using the Resolve Conflict With Choice # - Dict. keyboard map assignment you can quickly resolve the conflict entries. You can [filter your dictionary](#) to display only Conflicts.

For another example, let's say a dictionary contains the following entry: TEUPB ^continue ^tin. TEUPB is the way you write 'continue' but not the word 'tin'. You position your cursor on the entry and press Ctrl + 1 (default keyboard assignment for Resolve Conflict with Choice 1 - Dict.) to select the first choice of the conflict.

To select a conflict choice in a dictionary entry, simply position your cursor on the dictionary entry and press the key assignment for the number of the conflict choice you want. No

To resolve a conflict in a dictionary entry:

1. Open the dictionary you want to modify.
2. Position your cursor on the dictionary entry that contains a conflict you want to resolve.
3. Press the keyboard assignment for the number of the conflict choice you want.  
The default dictionary keyboard map has the following assignments (unless there was another command already assigned to the following keyboard commands):  
Resolve Conflict with Choice 1 - Dict  
Resolve Conflict with Choice 2 - Dict  
Resolve Conflict with Choice 3 - Dict  
Resolve Conflict with Choice 4 - Dict  
Resolve Conflict with Choice 5 - Dict  
Resolve Conflict with Choice 6 - Dict  
Resolve Conflict with Choice 7 - Dict  
Resolve Conflict with Choice 8 - Dict  
Resolve Conflict with Choice 9 - Dict
4. The "Are you sure you want to replace message displays. Do one of the following:  
If you do not want to see the confirmation message each time you resolve a conflict, you can select the *I understand the consequences of my actions. Please stop asking.* option.
  - Select Yes to select the conflict choice to replace the conflict.
  - Select No to leave the conflict as is.



## Copy and Cut Dictionary Entries to Other Dictionaries

Use the Copy to Dictionary and Move to Dictionary features to select dictionary entries from one dictionary and add them to another dictionary without opening the destination dictionary. You can the select entries from the source dictionary, such as the job dictionary and place them into multiple dictionaries. For example, you want to put a few captioning session dictionary entries into multiple

dictionaries that are used for specific profiles or jobs. You open the source (dictionary that contains the entries you want to copy), select the dictionary entries you want to copy and then you can select several dictionaries (one at a time) to copy the entries. The destination dictionary must be closed when copying or moving dictionary entries via this method.

To merge the entire contents of one dictionary with another, use the [Include](#) feature.

## Copy or Move Entries

1. From anywhere in CATalyst BCS, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the source dictionary, which contains the entries you want to copy or move, and press **Enter**. Verify the dictionary name on the Title Bar.
3. Select entries to copy or move. Do **one** of the following:

### Select all the entries in the dictionary or Update Area

Press **Ctrl + a** to highlight all the entries in the update area or dictionary.

### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry to select. Press and hold **Shift**, while you click the last entry. All the entries in-between are highlighted.

### Select specific entries

Press and hold **Ctrl** while you click to highlight the individual entries to add.

4. Do **one** of the following:

### Copy the entries

Press **Alt + e, d (Edit/Copy to Dictionary)** to keep the entries in the source dictionary and copy them to the destination dictionary.

Or **right click** and select **Copy to Dictionary** to keep the entries in the source dictionary and copy them to the destination dictionary you select from the submenu.

### Cut and remove the entries.

Press **Alt + e, m (Edit/Move to Dictionary)** to remove the entries from the source dictionary and move them to the destination dictionary. Stenograph recommends removing (deleting) the entries if you are working with the Update Area.

Or **right click** and select **Move to Dictionary** and select the destination dictionary from the submenu.

5. Select one of the following dictionaries to place the entries. Depending on the dictionary you are copying or moving entries from, all destination dictionaries may not be available.

### Personal Dictionary

### Update Area

### Case Dictionary

### Other Dictionary

When selecting Other Dictionary, the Send To Other Dictionary dialog box displays. Select a dictionary and press **Enter (Open)**.



Depending on the Dictionary Options setting for the *How to treat entries with duplicate steno when Pasting* option, you may be prompted to take action if an entry conflicts.

- Keep Old Text (**Alt + o**) - the definition in the destination dictionary will be retained.
  - Keep New Text (**Alt + n**) - the definition in the source dictionary will overwrite the destination dictionary definition.
  - Create Conflict (**Alt + c**) - a conflict will be created between the source and destination dictionary definitions.
  - Keep Neither (**Alt + e**) - neither definition will be retained and the destination dictionary entry will be deleted.
6. CATalyst BCS automatically saves the new entries in the destination dictionary. Press **Ctrl + s**, (**File/Save**) to save the changes in the open (source) dictionary.

## Search

The Manage Dictionary Search feature allows you to look for a dictionary entry by steno, text, or entry type, such as a conflict, phrase, number of strokes, number, etc. When searching for steno or text, you can limit the search by specifying an exact match, begins with, ends with or contains.

Once a searched entry displays, you can repeat the Search for the same text/steno and search parameters without reentering the information by using Repeat Search Forward (F3) or Repeat Search Backward (Shift +F3).

## Search for a Dictionary Entry

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
4. Make entries as necessary:

### Search For

Select the method by which you want to search the dictionary.

#### Steno

Search by steno. In the field, type the steno for which you want to search. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to search for a two stroke steno outline, such as "end end", you could type EPBD -- then type / or press the Spacebar to finish with the second stroke, EPBD. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter.

#### Partial Stroke

Check this box to search for the specified steno regardless of whether or not it is part of a steno outline. For example, when Partial Stroke is selected, searching for –FPLT finds: -FPLT, FPLTD, FRPBLGTS, FRPBLTS, etc. Searching for –FPLT without the Partial Stroke option selected, displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. Case CATalyst searches all steno strokes for the letters indicated in the Steno field regardless of your selection in the Location field.

#### Text

Search by text. In the field, type the text for which you want to search. Include any format symbols or [extended characters](#) as necessary.

### **FS**

To add format symbols to your text search, select **FS** and double click the symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place the cursor in the Search For field, press **F4** and then press the appropriate letter or symbol.

### **Insert Field**

Display the [Insert Field](#) dialog box from which you can select a field to add to a text search.

### **Case Sensitive**

Search for the text in the Search For field as it is typed in upper and lower case. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

### **Whole Word**

Search only for the whole words that match the text typed in the Search For field.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "of" would result in Search finding "of", "officer", "coffee", "soft", etc.

### **Entry Type**

Search by entry type. Selecting an entry type filters the search so that only entries with the entry type selected display. Click the arrow to display a list of available entry types.

Select **one** Search For type:

#### **Conflict**

The first entry that contains a conflict end format symbol.

#### **Scan stop**

The first entry that contains a scan stop begin or end format symbols.

#### **Numbers**

The first entry that contains numbers.

#### **All Capped**

The first entry that contains all capped text.

#### **Contains capped**

The first entry that contains at least one capital letter.

#### **Phrase**

The first entry that contains two or more words separated by a space.

#### **Contains punctuation**

The first entry that contains punctuation.

#### **Contains format symbol**

The first entry that contains a format symbol.

**Used Entries**

The first entry used during translation.

**Unused Entries**

The first entry not used during translation. A "0" (zero) displays the Usage count column for an unused entry.

**Contains Field(s)**

The first entry that contains a field.

**Repeated Stroke Entries**

The first entry that contain repeated steno outlines, such as STPHAO/STPHAO and STPHAO/STPHAO/STKPWHR.

**Auto Includes**

The first entry that begin with @.

**AccelerWriter**

The first entry that begin with &&.

**Number Conversion**

The first entry that contain the {Number Conversion} translate command.

**Number Trigger**

The first entry that contain the {Number Trigger} translate command.

**Numerical Words**

The first entry that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

The first entry that contain a <Colloquy> format symbol and a colon.

**One Stroke**

All entries that contain only one steno outline.

**Two Strokes**

All entries that contain two steno outlines.

**Three Strokes**

All entries that contain three steno outlines.

**Four Strokes**

All entries that contain four steno outlines.

**Five Strokes**

All entries that contain five steno outlines.

**Six or more steno strokes**

All entries that contain at least six steno outlines.

**2 or more steno strokes**

All entries that contain at least two steno outlines.

**3 or more steno outlines**

The first entry that contain three or more steno outlines.

**Live Suggestions**

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification and then modify entry or entries back to what the entry or entries were before modification.

**Used Briefs**

Entries created by using a suggested brief in the Brief It pane.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification and then modify entry or entries back to what the entry or entries were before modification.

**Live Suggestions and Briefs**

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion and entries created by using a suggested brief in the Brief It pane.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification and then modify entry or entries back to what the entry or entries were before modification.

**Contains <Oops> symbols**

Entries that contain an [Oops](#) format symbol regardless of the category assignment. The Oops format symbol allows for 10 category (0 - 9) assignments. This filter will show all dictionary entries that contain the Oops format symbol.

**Location**

Select search parameters.

**Exact Match**

Search for entries that exactly match the steno or text entered in the Search For field.

**Begins With**

Search for entries that begin with the steno or text entered in the Search For field.

**Ends With**

Search for entries that end with the steno or text entered in the Search For field.

**Contains**

Search for entries that contain, anywhere in the entry, the steno or text entered in the Search For field.

**Direction**

Select where in the dictionary you want to search for the entries.

**Forward**

Search forward, from the cursor position to the end of the dictionary.

**Backward**

Search backward, from the cursor position to the beginning of the dictionary.

5. Press **Enter (OK)** to start the search. The Search dialog box closes and the dictionary window displays the entry. If Case CATalyst does not find a match for the selected steno or text search, a message displays.
6. To repeat the same search, press **F3 (Repeat Search Forward)** or **Shift + F3 (Repeat Search Backward)**.

**Search and Replace Text**

Search and Replace is a Manage Dictionary feature that allows you to search for and replace the text portion of a dictionary entry. For example, let's say you just attended a captioning boot camp and realized that your suffix definitions should use the Suffix format symbol instead of the Delete Space format symbol. So you want to find all the entries that begin with <Delete Space>, review the entry and either leave the <Delete Space> format symbol for that entry or replace it with the <Suffix> format symbol.

1. Press **Alt + f, o, d (File/Open/Dictionary)**.
2. From the dictionary menu, select the dictionary type. When you choose Case or Job, the Open Existing Document dialog box display. Select the dictionary and press **Enter**.
3. Press **Ctrl + r (Edit/Search and Replace)**. The Search and Replace dialog box displays.
4. Make entries as necessary.

**Search For**

Type the text for the search, including any format symbols.

You can add extended characters to the search. Place the cursor in the Search For field and press **F9**. The Insert Character dialog box displays. Double click a character to insert. CATalyst BCS inserts the character at the cursor location.

**FS**

You can add format symbols to your search. Select **FS** and double click the format symbol from the list to select it.

You can also use shortcut keys to insert a format symbol. Place the cursor in the Search For field, press **F4** and then press the appropriate letter or symbol.

**Insert Field**

Display the Insert Field dialog box from which you can select a field to add to the search.

**Case Sensitive**

Limit the search based on the upper and lower case letters of text typed in the Search For field. If you do not select Case Sensitive, the search replaces all words containing the indicated characters, regardless of the case typed into the field.

### Whole Word

Search only for the whole words that match the text typed in the Search For field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. **This is most likely to result in undesirable effects.** For example, replacing "of" would affect "of", "officer", "coffee", "soft", etc.

### Location

#### Exact Match

Search for entries that exactly match the text entered in the Search For field.

#### Begins With

Search for entries that begin with the text entered in the Search For field.

#### Ends With

Search for entries that end with the text entered in the Search For field.

#### Contains

Search for entries that contain, anywhere in the entry, the text entered in the *Search For* field.

### Direction

Select where in the dictionary you want to search and replace entries.

#### Forward

Search and replace forward, from the cursor position to the end of the dictionary. A confirmation message displays for each possible replacement.

#### Backward

Search and replace backward, from the cursor position to the beginning of the dictionary. A confirmation message displays for each possible replacement.

#### Replace All

Search and replace the entire dictionary without stopping to confirm each replacement. To display a confirmation message, select the Dictionary Option, *Warn Before Search and Replace*.

### Replace With

Type the replacement text for the entry in the *Search For* field. Add format symbols or fields if appropriate.

5. Press **Enter (OK)** to start the search and replace. A message displays if the search item has not match.
6. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
7. Press **Ctrl + F4** to close the dictionary. If another dictionary is open, that dictionary displays. If no other dictionary is open, the Manage Dictionary function closes.

## Search Dictionary Entries

Search in Manage Dictionary allows you to look for a dictionary entry by steno, text, or entry type, such as a conflict or phrase. You can limit the search by specifying an exact, initial, or ending character match.

Once a searched entry displays, you can repeat the Search for the same text and search parameters without reentering the information by using Repeat Search Forward (F3) or Repeat Search Backward (Shift +F3).

## Search for an Entry

1. Press **Alt + f, o, d (File/Open/Dictionary)**.
2. From the dictionary menu, select the dictionary type. When you choose Case or Job, the Open Existing Document dialog box display. Select the dictionary and press **Enter**.
3. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
4. Make entries as necessary:

### Search For

Select the method by which you want to search the dictionary.

#### Steno

Search by steno. In the field, type the steno for which you want to search. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.

#### Partial Stroke

Check this box to search for the specified steno regardless of whether or not it is part of a steno outline. For example, when Partial Stroke is selected, searching for –FPLT finds: -FPLT, -FPLTD, -FRPBLGTS, -FRPBLTS, etc. Searching for –FPLT without the Partial Stroke option selected, displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. CATalyst BCS searches all steno strokes for the letters indicated in the Steno field regardless of your selection in the Location field.

#### Text

Search by text. In the field, type the text for which you want to search.

You can add extended characters to the text. Place the cursor in the Text field and press **F9**. The Insert Character dialog box displays. Double click a character to insert. CATalyst BCS inserts the character at the cursor location.

#### FS

To add format symbols to your text search, select **FS** and double click the symbol from the list to select it.

You can also use shortcut keys to insert a format symbol in your text search. Place the cursor in the Search For field, press **F4** and then press the appropriate letter or symbol.

#### Case Sensitive

Search for the text in the Search For field as it occurs in upper and lower case. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

#### Whole Word

Search only for the whole words that match the text typed in the Search For field.

If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. For example, searching for "of" would result in Search finding "of", "officer", "coffee", "soft", etc.

### **Entry Type**

Search by entry type. Selecting an entry type filters the search so that only entries with the entry type selected display. Click the arrow to display a list of available entry types.

Select **one** Search For type:

#### **Conflict**

The first entry that contains a conflict end format symbol.

#### **Scan stop**

The first entry that contains a scan stop begin or end format symbols.

#### **Numbers**

The first entry that contains numbers.

#### **All Capped**

The first entry that contains all capped text.

#### **Contains capped**

The first entry that contains at least one capital letter.

#### **Phrase**

The first entry that contains two or more words separated by a space.

#### **Contains punctuation**

The first entry that contains punctuation.

#### **Contains format symbol**

The first entry that contains a format symbol.

#### **Unused Entries**

The first entry not used during translation. A "0" (zero) displays the Usage count column for an unused entry.

#### **Contains Fields**

The first entry that contains a field.

#### **Repeated Stroke Entries**

All entries that contain repeated steno outlines, such as STPHAO/STPHAO and STPHAO/STPHAO/STKPWHR.

#### **Auto Includes**

All entries that begin with @.

#### **AccelerWriter**

All entries that begin with &&.



**Number Conversion**

All entries that contain the {Number Conversion} translate command.

**Number Trigger**

All entries that contain the {Number Trigger} translate command.

**Numeral Words**

All entries that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

All entries that contain a <Colloquy> format symbol and a colon and all entries defined with the <By-line> format symbol.

**One stroke**

All one stroke entries.

**Two strokes**

All two stroke entries.

**Three strokes**

All three stroke entries.

**Four strokes**

All four stroke entries.

**Five strokes**

All five stroke entries.

**6 or more steno strokes**

All entries that contain six or more steno outlines.

**2 or more steno strokes**

All entries that contain two or more steno outlines.

**3 or more steno outlines**

All entries that contain three or more steno outlines.

**Live Suggestions**

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification.

**Used Briefs**

Entries created by using a suggested brief in the Brief It pane.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification.

### Live Suggestions and Briefs

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion and entries created by using a suggested brief in the Brief It pane.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification.

### Contains <Oops> symbols

Entries that contain an [Oops format symbol](#) regardless of the category assignment. The Oops format symbol allows for 10 category (0 - 9) assignments. Oops Category 10 is reserved for CATalyst inserted Oops format symbols. This filter will show all dictionary entries that contain the Oops format symbol.

### Location

Select search parameters.

#### Exact Match

Search for entries that exactly match the steno or text entered in the Search For field.

#### Begins With

Search for entries that begin with the steno or text entered in the Search For field.

#### Ends With

Search for entries that end with the steno or text entered in the Search For field.

#### Contains

Search for entries that contain, anywhere in the entry, the steno or text entered in the Search For field.

### Direction

Select where in the dictionary you want to search for the entries.

#### Forward

Search forward, from the cursor position to the end of the dictionary.

#### Backward

Search backward, from the cursor position to the beginning of the dictionary.

5. Press **Enter (OK)** to start the search. The Search dialog box closes and the dictionary window displays the entry. If CATalyst BCS does not find a match for the selected steno or text search, a message displays.
6. To repeat the same search, press **F3 (Repeat Search Forward)** or **Shift + F3 (Repeat Search Backward)**.

## CATalyst BCS Dictionary Tools

CATalyst BCS Dictionary Tools are features that allow you to create and modify different types of dictionary entries. For example, you can [create](#) a new dictionary entry, [modify](#) the text or steno portion of an entry, create an [Auto Include](#) or [AccelerWriter](#) entry, [spell check](#), create [Wordlists](#) and [include](#) other dictionaries.

## Keyboard Customization

While navigating in a dictionary, you can [customize your keyboard map](#) to assign specific commands to specific key combinations. Similar to your Edit keyboard map, you can have a [Dictionary keyboard map](#) that contains commands related to the dictionary. For example, when editing a dictionary the default command to insert an entry is **Ctrl + i**. You just want to press the letter **i** to insert an entry in a dictionary. You can modify your dictionary keyboard map and assign Insert Entry - Dict. function to the letter **i**. The dictionary keyboard map has no effect on your editing keyboard map.

You can also [change keyboard](#) maps while in the dictionary. Let's say you use the default dictionary keyboard map most of the time but when you want to review your dictionary to make it more efficient, you have a different dictionary keyboard map that makes navigation quicker. So you can easily switch between those two keyboard maps.

You can also customize the commands to invoke a format symbol. For example, let's say that you provide CART for a science class you are inserting the Subscript On/Off and Superscript On/Off format symbols in definitions all the time. It is hard for you to remember that F4Y/y is for Subscript and F4W/w is for Superscript. You can [modify the Format Symbol list](#) and make the commands easier for your to recognize. **Modifying and saving the Format Symbol list applies the changes to the Format Symbol in all CATalyst functions, not just the dictionary.**

## Change Keyboard Map

Change Keyboard Maps is a Dictionary feature that allows you to switch the [Keyboard Map](#), permitting you to use different keyboard commands while working in a dictionary. When you open a dictionary, the Dictionary Default keyboard map is active. The name of the active keyboard map displays on the Status bar at the bottom of the screen. You can [change](#) the default dictionary keyboard map to have a different keyboard map active when opening the Dictionary function.

To switch keyboard maps while working in the Dictionary function, press **Alt + t, y (Tools/Change Keyboard Map)**. The Keyboard Map submenu displays the keyboard maps available in your user name. From the Keyboard Map menu, select a keyboard map. The selection displays on the Status bar.

## Modify Format Symbols

The Format Symbols Options table contains Case CATalyst and CATalyst BCS translate commands and format symbols with default shortcut key assignments. The Display in BCS FS List column only displays if your e-Key license includes the optional Broadcast Captioning Suite. You can customize the shortcut assignments to meet your needs.

## Modify Entries

1. In a dictionary, press **Alt + t, y, o (Tools, Keyboard Customization, Format Symbol Options)**. The Format Symbols Options table displays.
2. Highlight the entry you want to modify and press **Ctrl + m (Edit/Modify)**. You can use the [Search](#) feature to quickly locate an entry in the table.
3. In the Modify dialog box, make necessary entries:

### F4 Shortcut

When a shortcut key assignment exists for the selected format symbol or translate command, it displays in the field. To change or assign a shortcut key assignment, click the down arrow and select a character from the list. If you select a shortcut key that is already assigned to another format symbol, Case CATalyst prompts you to reassign the key. Select Yes or No at the prompt.

To remove an assignment, select the "blank" option at the top of the drop down list.

### Reset to Default Value

Click this button to reset the selected format symbol shortcut key assignment to the default value. If the default is a capital letter, Case CATalyst restores it as a capital letter. The value in the table changes once you click OK.

### Display this format symbol when showing the Format Symbols list

Check this box to display the selected format symbol in the Case CATalyst Insert Format Symbol dialog box. Yes displays in the *Display in FS List* column when this option is active. This option affects the display of the format symbol in the list only. The shortcut key assignment works regardless of the display status.

### Display this format symbol when showing the Format Symbols list in BCS

Check this box to display the selected format symbol in the CATalyst BCS Insert Format Symbol dialog box. CATalyst BCS is optional captioning software. Yes displays in the Format Symbol Options, *Display in BCS FS List* column when this option is active. This option affects the display of the format symbol in the list only. The shortcut key assignment works regardless of the display status.

When the *Hide Caption-specific format symbols* option in [Advanced Edit Options](#) is set to Yes, it overrides the individual settings made for captioning format symbols in the Format Symbols Options table.

4. Press **Enter (OK)** to apply the changes and close the dialog box.
5. Press **Ctrl + s (File/Save)** to save the changes to the Format Symbols Options table. Changes are active in the Insert Format Symbol dialog box once you save the changes.

## Cycle Keyboard Maps

The Manage Dictionary Cycle Keyboard Maps feature allows you to switch the active [Keyboard Map](#), permitting you to use different keyboard commands. When you open Manage Dictionary, the Default keyboard map is active. You can modify the [Dictionary Options](#) to change which keyboard map is active when you open Manage Dictionary. The name of the active keyboard map displays on the Status bar at the bottom of the screen.

To change the active keyboard map while working in Manage Dictionary, press **Alt + t, k (Tools/Cycle Keyboard Maps)**. You can continue to press **Alt + t, k** to cycle through all the available keyboard maps in the Dictionary case located in your System Files case. The default assignment for \ (backslash) is Cycle Keyboard Maps - Dict. If you have not modified the keyboard map, pressing \ (backslash) also cycles through all the available Dictionary keyboard maps. Some users modify the keyboard maps to change the default assign for the \ (backslash) because the user may accidentally press the \ (backslash) and change their keyboard map without noticing right away.

## Create EZ Speakers Entries

Use Create EZ Speakers Entries to quickly identify speaker names. To use EZ Speakers definitions, you must identify the actual speaker names. Depending on the EZ Speakers entry, you may also need to identify the steno outlines. You can specify speaker names from Manage Dictionary or during a captioning session.

When you use EZ Speaker fields as recommended, CATalyst BCS places the EZ Speaker field into the definition of a job or case dictionary, inserts the speaker name into the job when written during captioning and adds the speaker to the [Speaker List](#). If the job is in a case, the default selection places the generated speaker definition into the case dictionary, although you can select any job dictionary.

## Identify EZ Speakers Names

1. Do **one** of the following to display the Create EZ Speakers Entries dialog box:

### Prior to a Captioning Session in Manage Dictionary

Open the selected case or job dictionary or create a new job dictionary. Press **Alt + t, e** (**Tools/Create EZ Speakers Entries**).

### During a Captioning Session

Press **Alt + t, z** (**Tools/Create EZ Speakers Entries**).

Write the steno outline defined as {EZ Speaker Define}. See instructions below on how to create EZ Speakers from your steno machine.

2. Make entries as necessary:

### Dictionary

#### Job Dictionary

Place the generated EZ Speakers definitions into the job dictionary. This is the default unless the job is in a case. This option is available when the job is in a case and you are identifying EZ Speakers during a CATalyst BCS session.

#### Case Dictionary

Place the generated EZ Speakers definitions into the case dictionary. This is the default if the job you are creating is currently in a case. This option is available when the job is in a case and you are identifying during a CATalyst BCS session.

#### Other Dictionary

Place the generated EZ Speakers definitions into a dictionary other than the case or job dictionary. All dictionaries that are included in the current Profile display in the drop down box. Select a dictionary from the list or use the Browse to select a dictionary from another location.



This option is available during a CATalyst BCS session.

#### Always default to Job Dictionary

When you are creating EZ Speakers generated definitions for a file within a case, you can change the dictionary default to the job dictionary. Select *Job Dictionary* and then check this box. If you select *Job Dictionary* and do not check this box, CATalyst BCS uses the job dictionary for this translation and then defaults back to *Case Dictionary* the next time you open the Create EZ Speakers dialog box. Select this feature if you use a case but always want your EZ Speaker IDs placed in a job dictionary.



This option is available during a CATalyst BCS session.

#### Currently selected dictionary

Displays the path and dictionary name where the EZ Speakers entries are generated.

### Text Token Number

Type the speaker number, **00 - 99**, for the EZ Speakers entry to which you want to add an actual speaker name.

### Steno

Do **one** of the following:

- If the speaker number you type contains a steno outline in the EZ Speakers dictionary, the Steno field is unavailable but displays steno associated with the token number. Continue to the Text field.
- If the speaker number you type does not contain a steno outline in the EZ Speaker dictionary, type the appropriate steno. The steno outlines you type in this field replace the ! (exclamation mark) in the EZ Speaker dictionary definition. For example, you write RED/RED for >>Redmond. The steno typed in the steno field represents the exclamation symbol. If the EZ Speakers entry contains an !, type RED/RED.

If there are two Exclamation marks in the EZ Speakers dictionary entry, type the steno outline once. Using the previous example, type RED.

### Text

Type the actual speaker name the way you want it to appear in the transcript. Include any format symbols or extended characters as necessary. Do not include format symbols or punctuation which are part of the EZ Speakers dictionary entry. For example, for Mr. Redford, type **Redford**. The <Colloquy> format symbol before the speaker name, <Caption: KeepCaseOn/Off> format symbol, the : (colon), and space following the colon are part of the EZ Speakers dictionary entry.

To add extended characters:

- a. Place the cursor in the New Text field and press **F9**. The Insert Character dialog box displays. To change the font, press **Alt + t**. The Font dialog box displays where you can modify the font characteristics. Changing the font may change the availability of characters.
- b. Double click a character in the Insert Character dialog box. CATalyst BCS inserts the character at the cursor location.

### FS

Display the list of available format symbols. Double click the format symbol you want to use in the definition. You can insert a format symbol at any point in the text entry. If you always add a format symbol to the speaker, you may want to add that format symbol to the EZ Speakers entry.

You can also use shortcut keys to insert a format symbol. Place the cursor in the Text field, press **F4** and then press the appropriate letter or symbol.

### Allcap Text

Check this box to display and save the entry in all upper case letters regardless of the case entered in the Text field.

### Include All Possible Misstrokes

Check this box to have CATalyst BCS generate definitions in the dictionary based on all the possible misstrokes for the EZ Speakers entry.

For example, you have the entry != <Colloquy>>>#00: in your EZ Speakers dictionary. You identify ! as A\*PBD/A\*PBD and the 00 as Anderson. CATalyst BCS builds the dictionary entry:  
A\*PBD/A\*PBD = Anderson:

When you check this option, CATalyst BCS also creates the following job dictionary entries, **provided a definition does not already exist in the Personal Dictionary for any of the identified misspelled words:**

APBD/A\*PBD = >>Anderson:

A\*BD/A\*PBD = >>Anderson:

A\*BD/A\*BD = >>Anderson:

### Entire File

Check this box to have the newly created EZ Speaker apply to the entire job. Uncheck this box to apply the newly created EZ Speaker only to the steno outlines written after the EZ Speaker is defined. By default, this option is checked.



This option is available during a CATalyst BCS session.

3. Repeat entering steno, text and token numbers until you define all your speakers.
4. Press **Alt + e (Close)** when finished.

### Create EZ Speakers from the steno machine

1. Write the steno outline defined in one of your dictionaries being used to translate as {EZ Speaker Define}. The default Realtime Commands Dictionary contains the definition for {EZ Speaker Define} using the steno SPEF/SPEF.  
Once the Create EZ Speakers Entries dialog box displays, you will write the steno outlines in your [Power Define dictionary](#) to navigate the dialog box.
2. In the Text Token Number field, write the steno defined as a digit for the speaker you want to created and then write the steno outline defined in your Power Define dictionary as [TAB].  
Depending on your EZ Speaker dictionary entries, the Steno field may be populated with your speaker steno. Go to Step 4.
3. In the Steno field, type the steno outline(s) you will write for the speaker and then write [TAB].
4. In the Text field, type the name of the speaker using dictionary definitions and/or fingerspelling.
5. Do any of the following:
  - To complete the EZ Speaker entry, write the steno outline defined in the Power Define dictionary as [ENTER]. The speaker is created and added to the appropriate dictionary, speaker list and [seating chart](#).
  - To change an option, write [TAB] to put the cursor focus on the option and then write the steno outline defined in the Power Define dictionary as [SPACE] to select or deselect an option.  
If you want to access the Insert Field function, press **Alt + i** on the computer keyboard or click the button with a mouse.
  - If you need to leave the Create EZ Speaker Entries dialog box open and return to writing realtime, write the steno outline defined as [SUSPEND] in the Power Define dictionary. The Create EZ Speaker Entries dialog box flashes, the cursor focus changes to the realtime text and leaves the Create EZ Speaker Entries dialog box open.  
You can write the Suspend command at any time the Create EZ Speaker Entries dialog box is open. To return to the Create EZ Speaker Entries dialog box, write the steno outline you wrote to open the Create EZ Speaker Entries dialog box.

- To cancel the creation of the current EZ Speaker and close the dialog box, write the steno outline defined in the Power Define dictionary as [ABORT].
- To close the dialog box, write [TAB] until your cursor focus is on the Close button and write the steno outline defined as [ENTER].

## Spell Check Dictionary

Enter topic text here.

## Create Dictionary Core List

Core List in Manage Dictionary allows you to create a list of unique case or job dictionary entries for the purpose of exchanging the terminology with another captioner. This is a way to share the terminology without sharing your steno outlines. CATalyst BCS searches the case or job dictionary for entries. An entry appears only once in the Core List, regardless of the number of occurrences in the dictionary.

CATalyst BCS names the core list using the file name followed by the text "Dict core list." For example, for the Captioning file HSN 012510, the core list created in Manage Dictionary is named, HSN 012510 Dict core list. The Core List is a .txt file and opens in Notepad or WordPad. If you filter the dictionary, CATalyst BCS creates a core list of only the filtered entries. You can save and print the file.

### Create a Core List

1. Press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select Case or Job. The Open Existing Document dialog box displays.
2. Select the case or job dictionary from which you want to create a core list and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Alt + t, c (Tools/Create Core List)**. Depending on the size of the file, the Core List displays in Notepad or WordPad.
4. Review the entries. You can cut, copy, paste, delete, and print the entries. Refer to your Windows documentation for additional information on using Notepad or WordPad.
5. To save the file, do **one** of the following:

#### Save

Press **Alt + f, s** to save the core list under the current user with the current file name as displayed in the Title bar. The core list is a text file and uses the file extension .txt

#### Save As

Press **Alt + f, a** to save the core list under a different name or in a different folder. The Save As dialog box displays. Make necessary entries.

## Make a Wordlist

Make Wordlist is a Manage Dictionary feature that automatically copies all the words in the open dictionary that Spell Check considers misspelled to the wordlist and assigns *Ignore* to them. If no wordlist exists, CATalyst BCS automatically creates a job or case wordlist. Make Wordlist only applies to case and job dictionaries.

For example, you may want to use Make Wordlist if you created a job dictionary with the Create EZ Speakers feature which did not Spell Check the speaker names during creation. Spell Check would not recognize the EZ Speakers names. Using Make Wordlist, CATalyst BCS copies those names to the job



wordlist with *Ignore* assigned to them. When you run Spell Check, CATalyst BCS does not stop on the speaker names which are already in the job or case wordlist.

## Macros - Dictionary

Enter topic text here.

### Record dictionary macro

The Macro Record feature allows you to record a series of commands in a dictionary and save them as a [macro](#). Macros are used to save time and effort for results that may take more than one keystroke to perform. For example, if you have some dictionary editing to do that requires the same commands each time, you might want to record a macro to save time and get the same results each time. Once the macro is recorded and named, you can assign a [keyboard command](#) to it so it can be invoked from your computer keyboard. Dictionary keyboard maps are different from an editing keyboard map and are stored in a case named Dictionary in your System Files case.

Recorded commands for an existing macro can be viewed or modified using the [Macro Editor](#). All macros are stored in the Macros case in your System Files folder. If you want to modify a key command in a keyboard map to invoke a dictionary macro, be sure to go to the Dictionary case in your Systems Files folder. The Macro Editor allows you to add and remove functions, text and key combinations without recording the entire macro again.



[Keyboard Map](#) Function: Record Macro

### Create and Assign Macro

1. Open a dictionary.
2. Position your cursor on a dictionary entry.
3. Press **Alt + t, m, r (Tools/Macro/Record)**. The RecordMacro toolbar displays at the top of the screen with Pause and Stop buttons.
4. Record the commands for the macro. Use the mouse and keyboard commands to select menus or icons, however, **in a dialog box, only keyboard commands are recorded**. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro.

When in a dialog box, click **Pause** on the RecordMacro toolbar to suspend the macro in order to type text, select a format symbol or other action. For example, you are recording a macro to modify the text of several dictionary entries. When the Modify Entry dialog box opens, click **Pause** and type the text. The typed text is not recorded as part of the macro. After you are finished typing the text, press **Enter** in the Include dialog box. The macro continues recording once you press Enter.

5. When finished, click **Stop** on the RecordMacro toolbar. The Save Macro dialog box displays.

If you attempted to record commands that are not recordable functions, the following error message displays: *The actions you took are not recordable. There are no actions that can be saved for a macro.* Press **Enter (OK)** to close the message.

6. In the *File name* field, type a name for the macro. Use the following options as necessary:

**Assign to key in keyboard map (Alt + a)**

Check this box to assign a key combination in your keyboard map to the macro after you save the macro. This allows you to invoke the macro from a keyboard command.

### **Define in dictionary to invoke macro from writer (Alt + f)**

Do not select this option, macros cannot be invoked from the writing machine while in a dictionary.

7. Press **Enter (Save)**. One of the following occurs:
  - The Save Macro dialog box closes if no additional options are selected.
  - The Open Keyboard Map dialog box displays if you selected to *Assign to key in keyboard map*. If the option, [Keyboard to open when assigning recorded macros](#), is active, the selected default Keyboard map opens. Make necessary entries to [assign a keyboard command](#) to the macro.
8. Test the macro. Do the following:
  - Playback the macro using the Playback Macro feature. Press **Alt + t, m, p (Tools, Macro, Playback Macro)** or click **Playback Macro** on the Macros toolbar. The Choose Macro dialog box displays. Select the macro just recorded and press **Enter (Open)**.
  - If you assigned the macro to a keyboard command, press the assigned keys.

### **Playback dictionary macro**

Enter topic text here.

### **Playback last dictionary macro**

Enter topic text here.

## **Dictionary Builder**

The Dictionary Builder feature is a Manage Dictionary feature that allows you to build dictionary entries using a writing machine or your computer (QWERTY) keyboard. Dictionary Builder displays a word or phrase from an ASCII (.txt) wordlist or a dictionary builder list created by Case Prep. You can define one or more steno outlines for each word or phrase. The ASCII file must have a .txt extension and each word or phrase in the wordlist must occur on a separate line. A Speak Word command/button is available so as you are building your dictionary with a Case Prep wordlist or a downloaded wordlist, you can hear the word's pronunciation and write what you hear. In addition to the Speak Word command/button, there is an Auto-Speak option that will automatically pronounce each word/phrase as you move through the list.

CATalyst BCS uses the [Dictionary Options](#) settings when encountering a conflict with steno that already exists in the same dictionary. If you are building a case or job dictionary and you enter steno that already exists in your Personal Dictionary, a *Personal Dictionary contains this steno* message displays in the Dictionary Builder dialog box. There is a *Replace spaces following titles* option located in Dictionary Options that will automatically replace a space following a title (i.e. Mr., Mrs., Dr., etc.) with a <Sticky Space> format symbol. For example, the text in the Word: field displays Dr. Kay. With the *Replace spaces following titles* option set to Yes, the space following Dr. is removed and replaced with a <Sticky Space> format symbol. Dr.<Sticky Space>Kay.

A Dictionary Builder case is located in the System Files case and is the default location for the lists of words created by [Case Prep](#). You can store lists of words in the Dictionary Builder case or use the Browse button to select your list from another location.

### **Use the Dictionary Builder**

1. From anywhere in CATalyst BCS, press **Alt + f, o, d (File/Open/Dictionary)**.

2. From the dictionary menu, select the type of dictionary. When you choose Case or Job, the Open Existing Document dialog box displays. Select the dictionary or type a new dictionary name and press **Enter**.
3. Press **Alt + t, b (Tools, Dictionary Builder)**. The Dictionary Builder Setup dialog box displays.
4. Make entries as necessary:

#### Writer

- **Stenograph Writer Serial/Bluetooth**  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion, Stentura Protégé, Stentura LX, Stentura, 200/400 SRT and SmartWriter. Bluetooth is a wireless serial connection and may not be available for all writers listed.
- **Stenograph Writer USB**  
This option includes Stenograph's Luminex, Diamante, Wave, élan Mira, élan Cybra, Stentura Fusion and Stentura Protégé.
- **Stenograph Writer WiFi**  
This option includes Stenograph's Luminex, Diamante and élan Mira A3.
- **StenoRam III, III+, Ultra**  
This option includes Xscribe's StenoRam III, III+ and Ultra with a serial connection.
- **FlashWriter**  
This includes ProCAT's Flash steno machine and any other steno writer that uses the Flash serial connection protocol.
- **Baron TX**  
This includes Baron Transcriptor X (TX) steno machine and any other steno writer that uses the BOLT serial connection protocol.
- **Keyboard input (no writer)** allows you to use your computer (QWERTY) keyboard to input steno and does not require a connected writer.

#### Comm Port

If you are connected to your writing machine via USB, no entry is required in this field. If you are not connecting your writer via USB, select the correct COM port to which your writing machine is attached to the computer. If you selected Keyboard input (no writer) option in the Writer field, this option is grayed out.

#### Wordlist

Do one of the following:

##### Start with a new wordlist

Select **Browse** to display the Open Dictionary Builder wordlist dialog box. Select a wordlist and press **Enter (Open)**.

##### Start at the beginning of a file

Select this option to start at the beginning of the wordlist last used.

##### Continue where I left off

Select this option to continue with a wordlist you already started, beginning at the point where you previously stopped.

5. Press **Enter. (OK)**.

6. Write a stroke on your writing machine to establish a connection. If you selected Keyboard input (no writer) no action is needed.
7. The Dictionary Builder dialog box displays. The word for which you are defining displays in the *Word* field. Do **one** of the following:
  - a. From your writing machine, stroke the steno outline for the word/phrase displayed. This option is only available if you selected a writer connection in the Setup dialog box. If you want to hear the word/phrase the default steno outline for the Speak Word command is **SPAO\*EBG**. You can customize the steno outlines used to invoke commands by clicking the Modify Steno Command button.
  - b. From your computer keyboard, type the steno outline for the word/phrase displayed. This option is only available if you selected Keyboard input (no writer) in the Setup dialog box. If you want to hear the word or phrase, press **Alt + k** which will speak the word/phrase only on demand and **Alt + u** will toggle the state of the Auto-Speak Word feature. When the Auto-Speak Word option is selected, each time you move to a new word/phrase the word/phrase will automatically be spoken.
  - c. Press **Alt + c** to toggle the capitalization of the word or phrase in the Word field.
  - d. Press **Alt + g** (if active) to define additional steno outlines with a suffix.

The Endings button is active when Case CATalyst analyzes the word and steno outline to determine if one or more suffixes (" -G", " -S" or " -D" steno) could be added to the word. Edit's [Plural Endings](#) Option setting also applies to the Endings feature. The Plural Endings option allows you to set the final S, final Z or both as keys you write to indicate a plural. You can choose any of the suggested definitions to add to your dictionary. For example, you have 'represent' in the Word field and REPT in the Steno field. The following suggested entries may display when you select Endings: REPTD = represented and REPTS = represents. The word "representing" is not suggested because the final "g" comes before the final "t" in the original steno outline.
  - e. You can press **Alt + w** to move your cursor to the Word: field and edit the text word or phrase if needed. For example, the word or phrase in the Word field is misspelled. Once you correct the spelling, you use the New Outline command to keep the modified word or phrase in the Word field to create additional steno outlines.

If you were modifying the entry in the Word field to add a <Sticky Space> format symbol following a title, there is a *Replace spaces following titles* option located in Dictionary Options. When this option is set to Yes and you are using Dictionary Builder, CATalyst BCS will automatically replace a space following a title (i.e. Dr., Mr., Mrs., etc.) with a <Sticky Space> format symbol. For example, the text in the Word: field displays Dr. Kay. With the *Replace spaces following titles* option set to Yes, the space following Dr. is removed and replaced with a <Sticky Space> format symbol. Dr.<Sticky Space>Kay.

The default setting for the *Replaces spaces following titles* option is No. If you want CATalyst BCS to replace spaces following titles with the <Sticky Space> format symbol, change the option to Yes. Dictionary Options can be accessed while in a dictionary by pressing **Alt + t, o, t** (Tools, Options, Dictionary Options) or from Manage Jobs by pressing **Alt + t, o, d, o** (Tools, Options, Dictionary Options, Options).

If there is an entry in your Personal Dictionary with the same steno outline, the *Personal Dictionary contains this steno* message displays. You can enter a different steno outline or if this dictionary has a [higher priority](#) than your Personal Dictionary when translating, this entry will take priority.

8. Use the following commands as necessary. Click the option or stroke the steno outline associated with the command. The associated steno for each command can be changed using the Modify Steno Commands option.

**Next Word**

Displays the next word in wordlist.

**Previous Word**

Displays the previous word in the wordlist.

**New Outline**

Allows you to stroke another steno outline for the same word.

**Delete**

Delete the previous stroke.

**Modify Steno Commands**

Display the Dictionary Builder Steno Command dialog box where you can change steno for any of the five Dictionary Builder commands. When finished making changes, press **Enter (OK)**. This button is not available if Keyboard input (no writer) was selected in the Setup dialog box.

9. When finished, select **Done**. The Dictionary Builder dialog box closes.



**Brief My Dictionary (BCS)**

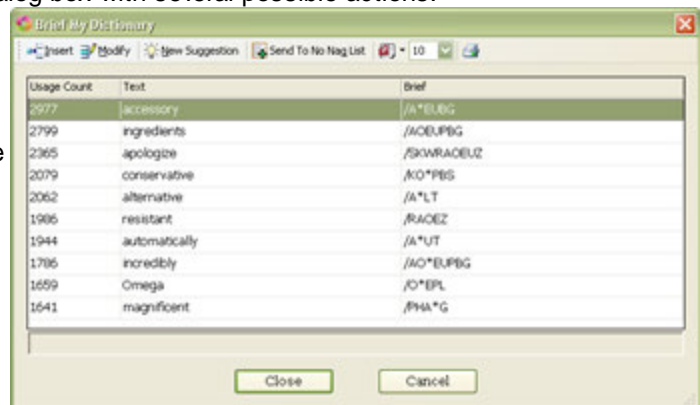
Many captioners love [Brief It](#) and how it helps them write shorter and faster. Brief It is a great productivity tool. When you think about it, you most likely still have multi-stroke words you are writing over and over again. How can you find them and get briefs for them without waiting for Brief It? For example, let's say that you want 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 simply open your Personal Dictionary, open the Brief My dictionary dialog box, select a few options and press Enter. CATalyst does the work for you. You will be presented with a list of words/phrases that meet the selected criteria and a list of brief suggestions.


**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 recently used multi-stroke steno outlines starting with two stroke entries.
  - b) 3 or more strokes will display the most recently used multi-stroke steno outlines starting with three stroke entries. 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 entry in the same dictionary (and 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 entry in the same dictionary (and 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:

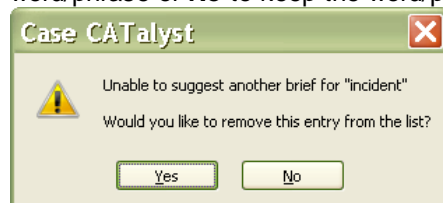



- Usage Count column displays the number of times the multi-stroke entry has been used.
  - Text column shows the word/phrase that meets the criteria specified.
  - Brief column displays a suggested brief.
9. Do **any** of the following:
  - a) Insert (  ) - adds the highlighted text and brief entry in the current dictionary. (**Alt + I** or **Ctrl + I**).  
**Note:** the entry or entries are added to the dictionary when you click Close which also closes the dialog box.
  - 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**).  
**Note:** the modified entry or entries are added to the dictionary when you click Close which also closes the dialog box.






- 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 following dialog box displays prompting if you want to remove the word/phrase from the list. 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 .

- f) 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 to 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.

## Options - Dict

Selecting Options from the Dictionary Tools menu give you access to [Themes...](#), [Dictionary Spell Check Options...](#), [Dictionary Options...](#) and [Application/Computer Options...](#)

### Dictionary Spell Check Options

Dictionary Spell Check Options determine the spell check parameters applied when spell checking dictionary entries. You can select automatic Spell Check features, choose Wordlists, set the number of Suggestions and choose the language type. For example, you can add a job wordlist, choose the Wintertree Medical Wordlist, activate the option to have Spell Check ignore all capped words and single characters, display notification when Spell Check completes in a text field and set the number of suggested words to display at 10.

Use CATalyst BCS [Transcript Spell Check options](#) to set Spell Check parameters for spell checking during a captioning session. Transcript Spell Check options are set independently from Dictionary Spell Check options.

The priority of the wordlists are as follows: Ignore All (which is in memory only), Job, Case, Personal, Exclude List (if selected), optional "other" wordlists, main language wordlists provided by Wintertree, Wintertree medical (if selected), Stedman's medical (if selected), Wintertree legal (if selected) and Black's legal (if selected).

Access Dictionary Spell Check Options:

- from Manage Jobs, press **Alt + t, o, d, s** (**Tools/Options/Dictionary/Dictionary Spell Check**).
- from Manage Dictionary, press **Alt + t, o, d** (**Tools/Options/Dictionary Spell Check**).

### Dictionary Spell Check Options

To make a change, click an option. Depending on the field, check or uncheck the box or select a choice from the drop down list. When finished with all your changes, select **OK**.

#### Language

Select which language set to use when running Spell Check. Selecting a language set for Spell Check affects the language set for the WinterTree Medical and Legal [Wordlists](#). Black's Law and Stedman's Medical wordlists are only available in English.

- **American English**
- **British English**
- **French** — When using French, Spell Check considers words beginning with a letter followed by an apostrophe, such as "c'est" to be misspelled and suggests a space following the apostrophe, "c' est." Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Italian** — When using Italian, Spell Check considers words beginning with a letter followed by an apostrophe, such as "c'est" to be misspelled and suggests a space following the apostrophe, "c' est." Change the [Advanced Spell Check](#) option, *Spell Check contractions as separate words* to prevent Spell Check from stopping on these words.
- **Spanish**
- **Brazilian Portuguese**

#### Options

Check the features you want active when Spell Check runs.

##### Autocorrect

Automatically correct a word with the specified alternative contained in an applied [wordlist](#). For example, Spell Check recognizes "teh" as misspelled and automatically replaces it with "the" because the entry in the applied wordlist is: "teh" Autocorrect "the".

##### Ignore Allcapped Words

Do not stop on words or abbreviations that are all capitalized and not recognized by Spell Check.

##### Ignore Mixed Case



Do not stop on mixed case words that have more than one initial capped letter and are not recognized by Spell Check. For example, Spell Check does not stop on "CATalyst ", "McNeal", or "OZpc."

**Ignore Mixed Digits**

Do not stop on combinations of digits and numbers not recognized by Spell Check. For example, Spell Check does not stop on 12F, t3sting, or 500th.

**Report Repeated Words**

Stop on repeated words unless the words have been added to your Personal, Case or Job wordlist.

**Split Hyphenated Words**

Spell check each hyphenated word as a separate word. For example, in "seff-employed" (self-employed), Spell Check stops only on "seff".

**Strip Possessives**

Spell check only the root word.

**Suggest Split Words**

Offer two separate words as a Suggestion for a single word that can legitimately be two words. For example, Spell Check stops on "someperson" and offers the Suggestion "some person".

**Ignore Single Characters**

Do not stop on individual characters. For example, do not have Spell Check stop on the X in "X marks the spot".

**Add Changes to Wordlist**

Add the highlighted word and its replacement to the Job wordlist as a Suggest, when using the Change option. For example, Spell Check stops on the word "someperson". You select "some person" from the Suggestions list. In the wordlist, the following entry occurs: "someperson" Suggest "some person". Spell Check continues to stop on every occurrence of the word in the dictionary.

**Deselect All**

Deselect all options. You may want to use this feature when creating a macro to select a specific Spell Check option. To run a macro for a specific Spell Check option you would first need to deselect all the other options. By using Deselect All, you can deselect all the options at once and then select the specific one you want to use.

**Additional Wordlists**

Use the **Add** button to display the Open dialog box where you can locate and include other [wordlists](#) to apply during Spell Check. Once added to the list, you must check the box next to each wordlist you want to apply during Spell Check. Uncheck the box to inactivate the wordlist but keep it in the list for later use. Use **Remove** to delete the wordlist from the list. You can Add it again if necessary.

Wordlists are applied during Spell Check in a [priority order](#). Additional wordlists are applied before all other wordlists except the Ignore All Wordlist which is a temporary wordlist that is not viewable. Wordlists contained in the Additional Wordlists field are applied in the order they occur. Use the **Move Up** and **Move Down** buttons to reorder the list.

**Match Common Word Processors**

The Match Common Word Processors option uses an exclude list that contains all common words from the Wintertree American wordlist or Wintertree British wordlist that some commonly used spell checkers (i.e. word processor software) report as being misspelled. Although there are words in the Wintertree American wordlist or Wintertree British wordlist that commonly used spell checkers mark as misspelled, many of those same words may be recognized spellings in other spell checkers. By checking this option, you are setting CATalyst's spellchecker to stop on these words even though the built-in wordlist says these words are correct.

When you select the Match Common Word Processors option, the listed legal and medical wordlists are automatically deselected (to give you the most desired results). Deselecting the Match Common Word Processors option does not automatically reselect all the wordlists listed below. You will need to select each wordlist you want to use. All commonly used spell checkers may not have medical and legal terminology as a part of their wordlists. If all the medical and legal wordlist are deselected, you most likely will need to add some medical and legal words to your Personal Wordlist (with the Ignore attribute) so Spell Check doesn't stop on them. For example, if you select the Match Common Word Processors option and deselect the medical and legal words, you may have to add "Voir" (Voir Dire) to your Personal Wordlist so Spell Check doesn't stop on it. There may be medical words you will need to add also. If you select this option and continue to select all medical and legal wordlists, you may still find some words that commonly used spell checkers would consider misspelled. You can select all, some or none of the wordlists, it is your decision.

*This option is grayed out if American English or British English is not selected in the Language field.*

### **Use Wintertree Medical Wordlist**

Check this box to use the Wintertree Medical Wordlist.

### **Use Stedman's Medical Wordlist**

Check this box to use Stedman's Medical Wordlist.

### **Use Wintertree Legal Wordlist**

Check this box to use the Wintertree Legal Wordlist.

### **Use Black's Legal Wordlist**

Check this box to use Black's Legal Wordlist.

### **Display Red Squiggle Under Misspelled Words**

This option does not apply to dictionary Spell Check.

### **Spell Check While Defining**

Check this box to invoke Spell Check when inserting and modifying entries.

### **Scan While Spell Check**

This option does not apply to dictionary Spell Check.

### **Scan Options**

This option does not apply to dictionary Spell Check.

### **Notify me when spellcheck completes in a text field**

When the Spell Check while Defining option is Off and you spell check a field using Spell Check (Shift + F7), the No Spelling Errors dialog box displays.


### **Maximum Number of Suggestions**

Enter a number between 10 and 100 to determine the maximum number of alternative words that display in the Suggestions field. The recommended setting is 10. This is the default.

## Dictionary Options

Dictionary Options allows you to customize whether your D-defines go directly to your Personal Dictionary or to the Update Area, what happens to conflicting entries when combining dictionaries, decide what warning messages you see and more. Settings in Dictionary Options affect all dictionaries in the user folder.

Access Dictionary Options:

- At Manage Jobs, press **Alt + t, o, d, o** (Tools, Options, Dictionary, Options).
- At Manage Jobs, press **Alt + t** and then select All Options. Navigate to the Dictionary section and select Options.
- In Manage Dictionary, press **Alt + t, o, t** (Tools, Options, Dictionary, Options).
- At Manage Dictionary, press **Alt + t** and then select **All Options**. Navigate to the Dictionary section and select **Options**.
- Click the All Options icon () on the toolbar and then navigate to the Dictionary section and select **Options**.

## Dictionary Options

Select your choice from the drop-down list on the right side of the option. When finished, to save and close the Dictionary Options dialog box, select **OK**.

### D-Defines go to the Update Area Yes/No

When making D-defines (entries defined to the Personal Dictionary), entries are placed in the Personal Dictionary and the newest entry is always used during translation. When you open your Personal Dictionary, based on your Dictionary Options (see below) you may be prompted to take action on any conflicting (entries with identical steno outline(s) and different text definition) entries. To have your D-defines go directly to the Personal Dictionary, select **No**. By default, D-defines made while editing go to the Personal Dictionary.

When D-defines go to the Update Area, the entries go to a holding dictionary that allows you to review, revise, delete entries before moving them to your Personal Dictionary. If you work with a scopist that creates dictionary definitions or you edit on multiple computers, you may want to select the D-Defines go to Update Area option. The scopist can send the Update Area along with the edited file or you can backup and restore the Update Area on your main computer. You can then review the entries and add the ones you want to your Personal Dictionary. To have your D-defines go to the Update Area, select **Yes**.

### How to treat entries with duplicate steno from D-defines Stop for Decision / Keep New Text / Keep Old Text / Create Conflict

When the *D-Defines go to the Update Area* option is set to No, select one of the options as the default action when D-defines conflict with entries in your Personal Dictionary. When a D-define is made while writing realtime or editing that is different than the existing Personal Dictionary entry, the entry goes into your Personal Dictionary and is automatically used until you open your dictionary. Once you open your dictionary, depending on your dictionary options, either the action that you selected is performed or you need to decide how to resolve the conflict. Select from the following options: Stop for Decision which allows you to select the action for each conflicting entry, or automatically have one of the following actions performed: Keep New Text, Keep Old Text or Create Conflict. If undecided, select Stop for Decision.

If *D-defines go to the Update Area* is set to Yes, this option is not available.

### Stop for Decision

Displays the Duplicate Entry dialog box for each conflicting steno outline along with the text definitions. Review the steno. and text and then select an action: **Keep New Text**, **Keep Old Text**, **Create Conflict** or **Keep Neither**. Keep Neither removes the original dictionary entry from the destination dictionary and does not include the new dictionary entry.

Selecting an action applies only to the duplicate entry displayed. If you want to apply the same action to all duplicate entries, check the box, *Apply this choice to the rest of the duplicate entries for this include*. When finished selecting your action, choose **OK**.

If you choose Cancel, Case CATalyst prompts you with a Yes/No option to confirm the cancellation. Selecting Yes cancels any action taken with the Include and closes the Duplicate Entry dialog box. Selecting No displays the Duplicate Entry dialog box.

### Keep New Text

Keep the text definition from the newest D-define and remove the old entry.

### Keep Old Text

Keep the text definition from the current Personal Dictionary entry and disregard the newest dictionary entry.

### Create Conflict

Keep both the original and new text to create a conflict in the entry.

## How to treat entries with duplicate steno when Including Stop for Decision / Keep New Text / Keep Old Text / Create Conflict

When using Manage Dictionary's Include feature to combine dictionaries, you need to decide how you want Case CATalyst to handle the included entries if some entries conflict (entries with identical steno outline(s) and different text definition) with entries in the destination dictionary. Select **one** of the following:

### Stop for Decision

Displays the Duplicate Entry dialog box for each conflicting steno outline along with the text definitions. Review the steno. and text and then select an action: **Keep New Text**, **Keep Old Text**, **Create Conflict** or **Keep Neither**. Keep Neither removes the original dictionary entry from the destination dictionary and does not include the new dictionary entry.

Selecting an action applies only to the duplicate entry displayed. If you want to apply the same action to all duplicate entries, check the box, *Apply this choice to the rest of the duplicate entries for this include*. When finished selecting your action, choose **OK**.

If you choose Cancel, Case CATalyst prompts you with a Yes/No option to confirm the cancellation. Selecting Yes cancels any action taken with the Include and closes the Duplicate Entry dialog box. Selecting No displays the Duplicate Entry dialog box.

### **Keep New Text**

Keep the text definition from the source and remove the old entry from the destination dictionary.

### **Keep Old Text**

Keep the text definition from the destination dictionary entry and disregard the source dictionary entry.

### **Create Conflict**

Keep both the original and new text to create a conflict in the entry.

## **What to do with source dictionary after Include   Stop for Decision / Delete Source Dictionary / Leave Source Dictionary**

The Source dictionary is the dictionary you select to bring entries into the current (destination) dictionary. You open the destination dictionary, select Include and then select the dictionary (source) you want to include into the currently opened dictionary. The default action is to Stop for Decision.

Depending on your dictionary options, if the *Warn before voiding undo ability when using Include* option (see below) is active, you will be prompted that if you continue you will not be able to undo changes that were done before the include. If you need to "undo changes" you can exit the dictionary without saving it. By default, this prompt is active.

Select **one** of the following:

### **Stop For Decision**

Displays the following message prompting you for a decision after including the entries: "Do you want to delete the source dictionary?" Select **Yes** to delete the source dictionary or **No** to retain the source dictionary after including. Stop For Decision is the default.

### **Delete Source Dictionary**

Automatically delete the source dictionary after including the entries in the destination dictionary.

### **Leave Source Dictionary**

Automatically retain the source dictionary after including the entries in the destination dictionary.

## **How to treat entries with duplicate steno when Pasting   Stop for Decision / Keep New Text / Keep Old Text / Create Conflict**

When using the cut, copy and paste commands in the Manage Dictionary function, you need to decide how you want Case CATalyst to handle the pasted entries if some entries conflict (entries with identical steno outline(s) and different text definition) with entries in the destination dictionary. Select **one** of the following:

### **Stop for Decision**

Displays the Duplicate Entry dialog box for each conflicting steno outline along with the text definitions. Review the text and select an action **Keep New Text**, **Keep Old Text**, **Create Conflict** or **Keep Neither**. When finished selecting your action, choose **OK**. No action occurs if you choose Cancel. Stop for Decision is the default. Keep Neither is an action available when you use Stop for Decision. Keep Neither removes the original dictionary entry from the destination dictionary and does not paste the new dictionary entry.

### **Keep New Text**

Keep the copied/cut text definition and remove the old entry from the destination dictionary.

### **Keep Old Text**

Retain the destination dictionary entry and disregard the copied/cut entry.

### **Create Conflict**

Keep both the original and new text to create a conflict in the entry.

### **Break steno outlines based on key order Yes/No**

Case CATalyst allows you to type text characters in the Steno field of a dialog box to generate steno characters. For example, you type JAIMS and Case CATalyst generates SKWRAEUPLS.

Select **Yes** to have Case CATalyst automatically add a / (forward slash) between steno strokes based on steno key order. For example, you type PATRIK. The result is /PAT/REUBG. You do not need to type the /. Select **No** to manually insert the slash between steno strokes to indicate multiple strokes.

### **Swap steno entered out of key order Yes/No**

Select **Yes** to have Case CATalyst automatically corrects typed steno in the Steno field of a dialog box. For example, you type READ. The steno order corrects to /RAED; TOAD corrects to TAOD.

Select **No** to not have Case CATalyst automatically correct incorrectly ordered steno keys. Case CATalyst does not generate the correct steno character or may generate the steno character as a "final" character instead of the intended "initial" character. Case CATalyst inserts / to separate strokes when it is clear a second stroke is written.

This field is only available if you select No in the *Break steno outlines based on key order* field.

### **Default Keyboard map**

Select the active [keyboard map](#) when using Manage Dictionary. Click the down arrow to display the list of available dictionaries. All dictionary keyboard maps located in the Dictionary case within your System Files case, are available for selection from the list. The Default keyboard map will be used until it is changed to another keyboard map. Only dictionary commands can be used in the dictionary keyboard map.

### **Warn before deleting entries**

Check this box to display a confirmation message when deleting dictionary entries. Each time you delete an entry, the message prompts you with a Yes/No option to continue the deletion. This is the default.

Uncheck this box to disable the confirmation message when deleting entries. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

### **Warn before Search and Replace Yes/No**

Search and Replace allows you to search for and replace the text portion of a dictionary entry. You can search and replace all entries forward, backward or all matching entries at one time.

Check this box to display a confirmation message when selecting the Replace All option. The message prompts you with a Yes/No choice option to continue the replace without stopping for a decision. This is the default.

Uncheck this box to disable the confirmation message when replacing. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box. The confirmation message displays only when you select Replace All. It does not display when you select Forward or Backward. Forward and Backward stop on every occurrence.

#### **Warn before voiding undo ability when using Include Yes/No**

The Include feature allows you to include the entire contents of another dictionary into the displayed dictionary. You cannot Undo the Include unless you exit the dictionary without saving. All unsaved changes made prior to the Include are lost.

Check this box to display a warning message when including a dictionary. The message prompts you with a Yes/No choice option to continue the Include. This is the default.

Uncheck this box to disable the warning message when you Include a dictionary. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

#### **Warn when inserting or modifying an entry in a filtered display Yes/No**

When you display dictionary entries in a filtered view, and then modify a filtered entry so that it no longer meets the filter criteria, the modified entry no longer displays in the filtered view.

Check this box to display a warning message when the modified entry does not meet the filter criteria. The message prompts you that the entry will not be displayed and press Enter to continue.

Uncheck this box to disable the warning message when modifying an entry in filtered view. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

#### **Warn when overwriting EZ Speakers Entries Yes/No**

Check this box to display a confirmation message when you create a duplicate speaker identification with an existing token number in the Create EZ Speaker Entries feature. The message prompts you with a Yes/No choice option to overwrite the existing entry.

Uncheck this box to disable the confirmation message when identifying speaker names. You can also deselect this message by checking the option, *I understand the consequences of my actions. Please stop asking.* in the message box.

#### **Warn twice before exiting without saving changes Yes/No**

If you have unsaved changes and you select to exit the dictionary, select Yes to have an Are you sure message display. Select No, if you do not want the extra warning dialog box. The default setting is Yes.

#### **Confirm Conflict Resolution Yes/No**

If a dictionary entry is a conflict and you eliminate the conflict by using one of the Resolve Conflict with Choice # - Dict commands, a confirmation message displays prompting you to confirm you want to replace the conflict (conflict displays) with the conflict choice (the conflict choice displays). To disable the confirmation message from displaying when you resolve a conflict, set this option to No. To change the setting, double click the Confirm Conflict Resolution option to toggle between Yes and No. The default setting is Yes.

**Print Steno in Crowded Format Yes/No**

Check this box to print the dictionary entries in crowded line format and reduce the number of pages needed to print the dictionary entries. Crowded line format prints the steno outlines using a forward slash to separate the strokes. The steno for the entry prints on a line. For example, /KA\*P /O\*PB.

Uncheck this box to print the dictionary entries so that the steno prints in paper tape format. For example:

K A \* P  
O\* PB

**Display steno in "paper tape" format Yes/No**

Select **Yes**, the default, to display the steno outlines for dictionary entries in paper tape format. Paper format displays steno outlines for a dictionary entry in a vertical display as it appears written on paper tape. For example, you have the dictionary entry "arrhythmia" which contains multiple steno outlines for the dictionary entry.

arrhythmia      A R  
                    R EU PBLG  
                    PH AO E  
                    K W RA

Select **No** to display the steno outlines in crowded format. This setting also affects the display of printed dictionary entries. Crowded format reduces the amount of space it takes to display the dictionary entry. In crowded steno format, multiple steno outlines for entries are separated by a slash on one or more lines. The same entry displays as:

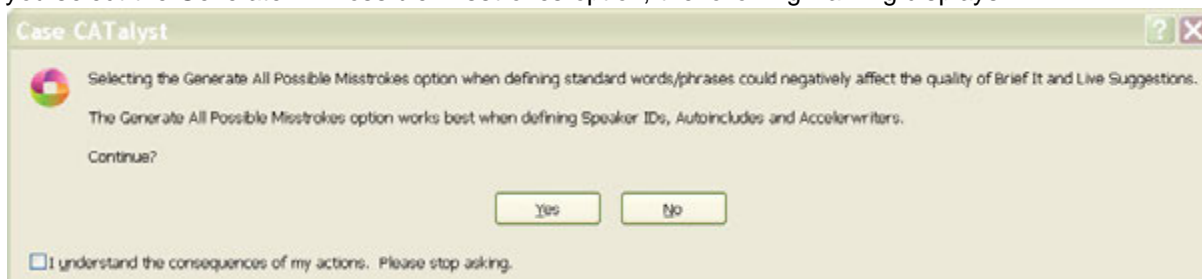
arrhythmia      AR/REUPBLG/PHAOE/KWRA

**Warn when inserting/modifying an entry and selecting All Possible Misstrokes Yes/No**

This option will display a warning message when inserting or modifying dictionary entries in your Personal Dictionary or Update Area (if used) when you have selected the Generate All Possible misstrokes option in the Insert/Modify dialog box. The Generate All Possible Misstrokes option can be a good option when creating additional definitions for speaker identifications, realtime commands, format symbols, Auto Includes, 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. This option is set to Yes as the default action. Change the option to No if you do not want to see this warning when inserting/modifying entries in the Personal Dictionary and Update Area.



If defining to the Personal Dictionary and/or inserting/modifying an entry in the Personal Dictionary and you select the Generate All Possible Misstrokes option, the following warning displays:



- Selecting **Yes** (Alt + y) will generate all possible misstrokes for the current steno outline.
- Selecting **No** (Alt + n) will return to the Insert or Modify dialog box with the Generate All Possible Misstrokes option deselected.
- Select the *I understand the consequences of my actions. Please stop asking.* option to set the warning option to **No**.

## Column Display Order

Customize the order in which you want the columns to display on the Manage Dictionary screen. Click in the Column Display Order: option and then click the Browse (...) button to display the Confirm Column Order dialog box. In the Choose column order section, highlight a column name and then use the arrow icons (↑ ↓) to position the order of the columns. When finished, click **OK** to save the changes.

To customize which columns display, double click the column name to toggle between Visible and Not Visible. The Text and Steno columns are inactive as those two columns will always display in a dictionary.

## Dictionary Verify Options

The [Dictionary Verify](#) feature, checks your dictionary for potential issues. In the Dictionary Verify reporter, you may see invalid modification date or invalid used date. There is nothing wrong with the dictionary entry, it is just the date information for specific entries is not correct. You can select to correct the issue by selecting the appropriate option listed below.

### Fix Invalid Modification Date

Double click the Fix Invalid Modification Date option to toggle between Yes and No. If set to Yes, Dictionary Verify will reset the dictionary entry date to today's date based on your computer's date.

### Fix Invalid Used Date

Double click the Fix Invalid Used Date option to toggle between Yes and No. If set to Yes, the *How to fix used date:* option is active.

### How to fix used date:

To select an option to fix the used date, click the down arrow. Select one of the following:

#### Set entry as unused

Reset the Usage Count flag to reflect the dictionary entry has never been used.

#### Set to Modification Date

Reset the Used date to match the modification date.


### Set to today's date

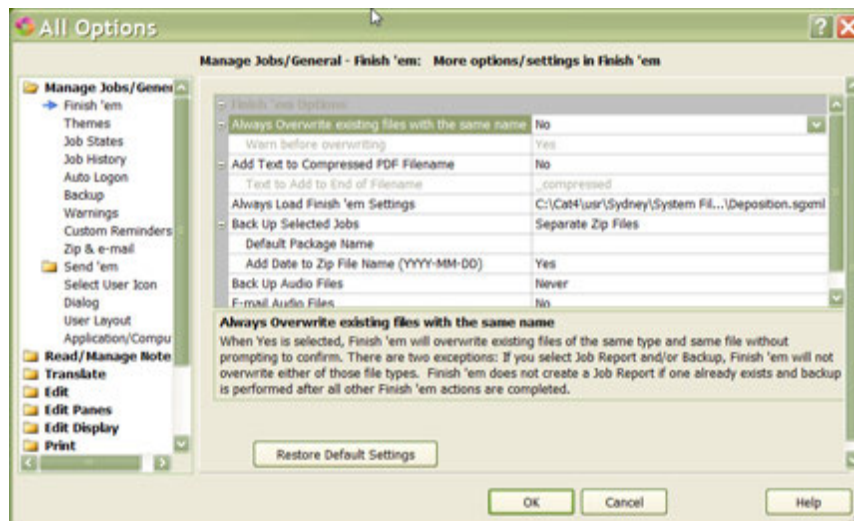
Reset the Used date to today's date based on your computer's date..

## All Options

For easy access to the majority of CATalyst BCS and CATalyst options in one location, the All Options menu item is available at the bottom of all Tools menus. The All Options dialog box displays options starting with Manage Jobs, then continues with options for all the different CATalyst functions with Captioning (BCS) listed last. There may be additional options available in the actual function. For example, if you select Print in the All Options dialog box, you can set the default printer. When you go to the Print dialog box to print a specific file, additional options are available there because they are specific to a particular print session.

The CATalyst BCS options include Realtime, Options, Preferences, Auto Recover and Set Cursor Context. While in a captioning session, there are additional options when selecting the Tools menu. The Realtime, Options and Preferences options are available while in a captioning session by selecting them from the Setup Menu.

An All Options icon  is available on the Standard toolbar. If you have not modified your Standard toolbar, the icon automatically is added to the Standard toolbar in each area of CATalyst (Manage Jobs, Edit, Dictionary, etc.) when you updated. 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. Select Add or Remove Buttons, Standard and click All Options. You will see the new All Options icon added to the end of the Standard Toolbar.



Keyboard map functions available in Edit, Dictionary and Caption keyboard maps



Open All Options Dialog

## Create AccelerWriters

An AccelerWriter is a [macro](#) invoked from the writing machine during realtime writing. For example, you may want to create an AccelerWriter that loads your credit file. When you write the steno outlines assigned to the macro, Case CATalyst performs the actions of the macro. When invoking an AccelerWriter and the cursor focus is in a dialog pane, Case CATalyst automatically sets the cursor focus to the transcript and performs the actions of the macro.

Creating an AccelerWriter involves recording the commands for the [macro](#) and then defining the steno outline in a dictionary to invoke the AccelerWriter. When creating new macros, Stenograph recommends you create the macro while in a practice BCS captioning session to make sure of your cursor position and to see what actually takes place on the screen. Once you record the commands for the macro, when you save the macro, you can also define the macro. If you already have recorded macros, you can open a dictionary and [manually create AccelerWriter](#) definitions to invoke the macro from your writing machine. The text portion of an AccelerWriter dictionary entry begins with two ampersands (&&) followed by the macro name. The ampersands designate the entry as an AccelerWriter.

The Insert AccelerWriters feature in Manage Dictionary is a wizard that allows you to quickly create an AccelerWriter definition. Browse to select the macro and Case CATalyst automatically creates the text portion of the definition. Alternatively, you can manually type the entire definition using the Manage Dictionary, Insert and typing the steno and the name of the macro file. Case CATalyst also provides the option to create the AccelerWriter definition from Edit immediately after creating the macro, eliminating the need to open the dictionary and create it.

## Record, save and define macro

1. In a practice BCS captioning session, position your cursor in the most logical position where you would want the commands of the macro performed. While in a captioning session, the cursor is usually at the end of the most recently written text.
2. Press **Alt + t, m, r (Tools/Macro/Record)**. The RecordMacro toolbar displays at the top of the screen with Pause and Stop buttons.
3. Record the commands for the macro. Use the mouse and keyboard commands to select menus or icons, however, in a dialog box, only keyboard commands are recorded. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro.

When in a dialog box, click **Pause** on the RecordMacro toolbar to suspend the macro in order to select a file or type text. For example, you are recording a macro to include a file and want to be able to select any file while using the macro. When the Include dialog box display, click **Pause** and select a file. File selection is not recorded as part of the macro. After selecting the file, press **Enter** in the Include dialog box. The macro continues recording once you press Enter.

4. When finished, click **Stop** on the RecordMacro toolbar. The Save Macro dialog box displays.

If you attempted to record commands that are not recordable functions, the following error message displays: *The actions you took are not recordable. There are no actions that can be saved for a macro.* Press **Enter (OK)** to close the message.

5. In the *File name* field, type a name for the macro. To create an AccelerWriter (macro invoked from the steno machine), place a check mark in front of the **Define in dictionary to invoke macro from writer** option.
6. Press **Enter (Save)**. The Insert AccelerWriter Entry dialog box displays if you selected the option, *Define in dictionary to invoke macro from writer* option. Fill in the following fields:

**Steno**

Insert the steno you write to invoke the AccelerWriter. Separate multiple strokes with a forward slash.

### Entry Text

The field automatically fills in with the assigned macro name. Two ampersands (&&) precede the name to identify the entry as an AccelerWriter.

### Generate All Possible Misstrokes

Check this box to generate additional dictionary definitions to invoke the macro based on all the possible misstrokes of the original steno outline. A misstroke definition is generated only if the misstroke does not conflict with an existing entry in the Personal Dictionary.

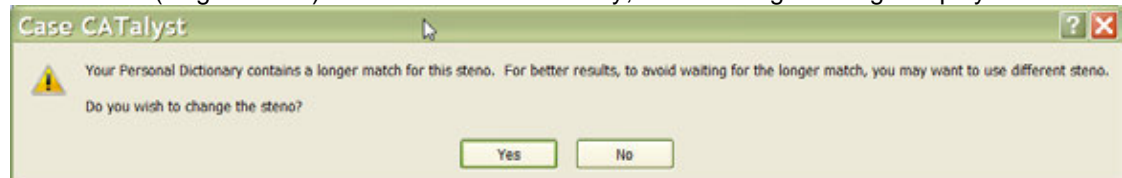
### Dictionary

Select one of the following dictionaries in which you want to place the AccelerWriter definition. The macro is stored in the Macros case located in the System Files case.

- Personal Dictionary
- Job Dictionary
- Update Area (if selected for use)
- Case Dictionary
- Other Dictionary—use Browse to locate a dictionary in a different location.

**Press Enter (OK)** to complete the definition.

If the steno you have inserted to invoke the macro has one or more entries that start with that same steno (longer match) in the Personal Dictionary, the following message display:



If the steno you write for a macro has a longer match in the Personal Dictionary, the macro will be delayed until translation determines the next stroke. This will cause a delayed reaction for the macro and in some cases, depending on what the macro does, can cause an unwanted result. The warning is to let you know that you might want to select different steno for your AccelerWriter definition.

Do **one** of the following:

- Select Yes to return to the Insert AccelerWriters dialog box to change the steno outline.
- Select No to insert the entry into the current dictionary knowing that the Personal Dictionary contains at least one entry that starts with the same steno outline and that may delay the execution of the macro. You receive the following message:

7. Test the macro. Do the following:

- Playback the macro using the Playback Macro feature. Press **Alt + t, m, p (Tools, Macro, Playback Macro)** or click **Playback Macro** on the Macros toolbar. The Choose Macro dialog box displays. Select the macro just recorded and press **Enter (Open)**.

- If you created an AccelerWriter definition, use the **Add/Remove Dictionaries** command to reload the dictionaries and then write the steno outlines for the AccelerWriter definition.
- If you assigned the macro to a keyboard command, press the assigned keys.

## Create an AccelerWriter Definition using the Wizard

1. Open the appropriate dictionary.
2. Press **Alt + e, w** (**Edit/Insert AccelerWriters**). The Insert AccelerWriter Entry dialog displays.
3. Make the following entries:

### Steno

Insert the steno you write to invoke the AccelerWriter. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to use a two stroke outline, such as "KR-T KR-T", you could type KR-T -- then type / or press the Spacebar to finish with the second stroke, KR-T. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter. It is recommended to use a one stroke entry to invoke an AccelerWriter.

### Entry Text

The text portion of the dictionary definition that calls the macro to run when you write the steno entered in the *Steno* field. Case CATalyst automatically fills in this field with the specified macro file name. Select **Browse** to choose the macro you want to associate with the steno identified in the *Steno* field. You cannot type directly into this field.

### Browse

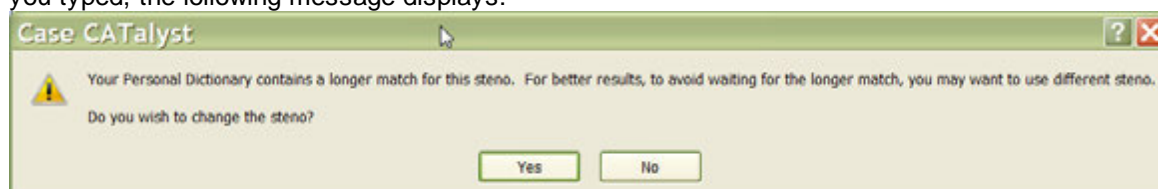
Display the Choose Macro File dialog box where the contents of the Macros case display. Choose the macro to run when you write the steno identified in the *Steno* field and then select **Open**. Case CATalyst inserts the name of the file in the *Entry Text* field. Two ampersands (&&) precede the entry to identify it as an AccelerWriter.

Macros are stored in the Macros case located in the System Files case. You cannot use a macro from another user.

### Generate All Possible Misstrokes

Check this box to generate additional AccelerWriter definitions based on all the possible misstrokes of the original steno outline. Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary.

4. Press **Enter (OK)**.  
If you opened your Personal Dictionary and there is a definition that has a longer match for the steno you typed, the following message displays:



Do **one** of the following:

Click Yes to return to the Insert AccelerWriter dialog box to change the steno outline.

Click No to insert the entry into your Personal Dictionary knowing that because there is an existing entry in the dictionary with a longer match to the steno, the macro will not take action until translate waits to see if the longest match is written.

5. When finished creating AccelerWriters, press **Esc (Cancel)**.
6. Press **Ctrl + s (File/Save)** to save the dictionary. If you are writing realtime, you can test the AccelerWriters by returning to the realtime file and writing the steno outline for the selected AccelerWriter.

## Create AccelerWriters manually

The [Insert AccelerWriters](#) feature in Manage Dictionary is a wizard that allows you to quickly Browse for the macro and automatically create the text portion of the AccelerWriter definition with the appropriate delineating characters. Alternatively, you can manually type the entire definition using the Manage Dictionary, Insert feature.

## Manually Create an AccelerWriter Definition

1. Open the appropriate dictionary.
2. Press **Alt + e, i (Edit/Insert)**. The Insert Dictionary Entry dialog displays.
3. Make the following entries:

### Steno

Insert the steno you write to invoke the AccelerWriter. You can type either a forward slash (/) or press the Spacebar to separate steno outlines. For example, to insert a two stroke outline, such as KR-T KR-T, you could type KR-T -- then type / or press the Spacebar to finish with the second stroke, KR-T. When typing steno that starts with a final stroke, place a – (hyphen) before the first letter. You may have the best results when using one steno outline to invoke an AccelerWriter. For more information about typing steno outlines in the Steno field, see the [Steno Shortcut Table](#).

### Text

Type two ampersands (&&) to indicate an AccelerWriter and then type the name of the macro.

The text portion of the dictionary entry must begin with two ampersands (&&). The name must be the same name as the macro; however, the name is not case sensitive. For example, you created a macro that inserts your credit file. You name the macro: *Insert My Credit File*. The dictionary entry can be any the following for the AccelerWriter:

&&insert my credit file

&&INSERT MY CREDIT FILE

&&Insert My Credit File

### Generate All Possible Misstrokes

Check this box to have Case CATalyst generate additional AccelerWriter definitions based on all the possible misstrokes of the original steno outline. Case CATalyst generates a definition provided the generated misstroke does not conflict with an existing entry in the Personal Dictionary.

4. Press **Enter (OK)**.
5. When finished creating AccelerWriters, press **Ctrl + s (File/Save)** to save the dictionary.

## Include Dictionaries

CATalyst BCS allows you to take all the entries from one dictionary and copy them into another dictionary. You can include a dictionary from Manage Dictionary or Manage Jobs. Manage Dictionary lets you open and view dictionary entries before including them. Using the Include feature, you bring in

the entire contents of a different dictionary into the displayed dictionary. You cannot Undo an included dictionary unless you exit the file without saving. Any other changes in the file not previously saved, are lost. Stenograph recommends that you save dictionary changes before using the Include feature.

Manage Jobs allows you to quickly move the all the entries from one dictionary into another by dragging and dropping the source dictionary file into the destination file. You cannot undo the move.

Certain Dictionary options affect included dictionaries:

- The option, *What to do with source dictionary after Include*, determines how CATalyst BCS handles the included (source) dictionary, deleting it, retaining it or displaying a decision box at the time of the include.
- The option, *How to treat entries with duplicate steno when Pasting*, determines how CATalyst BCS handles any steno outlines that may conflict with the entries in the destination dictionary.

## Include a Dictionary from Manage Dictionary

In Manage Dictionary, use the Include (**F9**) feature to bring in the entire contents of another dictionary into the currently open dictionary. You might use the Include feature to add your Update Area entries to your Personal Dictionary or to combine two caption session dictionaries. Once you have selected to include a dictionary, you cannot Undo an included dictionary, except to exit the file without saving. Stenograph recommends you save changes to the destination dictionary before using the Include command.

There are two [Dictionary Options](#) settings that affect including a dictionary into another dictionary. The first option is a setting as to how to treat entries with duplicate steno. In other words, the same steno outline exists in both the source and destination dictionary but with a different text definition. The second option determines what happens after the source dictionary is included into the destination dictionary. You may want to review these settings before including a dictionary.

### To include a dictionary from Manage Dictionary:

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary you want to open. Depending on your selection, the Open Existing Document dialog box displays.
2. If appropriate, the Open Existing Document dialog box displays. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **F9 (File/Include)**. The Include Dictionary dialog box displays.
4. Select a dictionary to include. The file highlighted for selection displays in the File name field. To select a dictionary from another user, first select the user from the Look in field of the Include Dictionary dialog box and then select the dictionary.
5. Press **Enter (OK)**. A warning message displays if the option, "Warn before voiding undo ability when using Include", is selected in Dictionary Options. Press **Alt + y (Yes)** to continue with the Include.
6. The entries are inserted into the dictionary. Depending on your Dictionary Options selections, you may be prompted that duplicated entries exist and your action is required.
  - Keep Old Text (**Alt + o**) - the definition in the destination dictionary will be retained.
  - Keep New Text (**Alt + n**) - the definition in the source dictionary will overwrite the destination dictionary definition.
  - Create Conflict (**Alt + c**) - a conflict will be created between the source and destination dictionary definitions.

- Keep Neither (**Alt + e**) - neither definition will be retained and the destination dictionary entry will be deleted.
- *Apply this choice to the rest of the duplicate entries for this include* - allows to select an above action and have all remaining duplicate entries be handled by the selected action. For example, let's say that you select Create Conflict as a duplicate entry action and then select the *Apply this choice to the rest of the duplicate entries for this include* option, all duplicate entries will be included as conflicts with the destination entries and you will no longer be prompted during this include.

Depending on your Dictionary Options, you may also be prompted to delete the source dictionary.

**Yes** - deletes the source dictionary.

**No** - retains the source dictionary with all entries retained.

7. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
8. Press **Ctrl + F4 (File/Close)** to close the dictionary. If another dictionary is open, that dictionary displays. If no other dictionary is open, the Manage Dictionary function closes.

### Include Dictionary in Manage Jobs

In Manage Jobs, drag and drop one dictionary on top of another dictionary to bring the entire contents of the first file into the second file. For example, you might drag your Update Area onto your Personal Dictionary or drag one job dictionary unto another job dictionary to combine them. Entries merged into the dictionary for a current job are immediately recognized for translation once the dictionary is saved. Once you combine the dictionaries in this manner, you cannot undo the change.

There are two [Dictionary Options](#) settings that affect including a dictionary into another dictionary. The first option is a setting as to how to treat entries with duplicate steno. In other words, the same steno outline exists in both the source and destination dictionary but with a different text definition. The second option determines what happens after the source dictionary is included into the destination dictionary. You may want to review these settings before including a dictionary.

1. In Manage Jobs, click and hold the left mouse button on the dictionary name (source) you want to include into another dictionary (destination).
2. Move the source dictionary over the destination dictionary, highlighting the destination dictionary.
3. Release the mouse button. A confirmation message displays prompting you that you want to include the source dictionary with the destination dictionary. Select **one** of the following:

#### **Yes**

Include the entries from the source dictionary into the destination dictionary. You cannot undo the include.

#### **No**

Cancel the include.

4. The entries are inserted into the dictionary. Depending on your Dictionary Options selections, you may be prompted that duplicated entries exist and your action is required.
  - Keep Old Text (**Alt + o**) - the definition in the destination dictionary will be retained.
  - Keep New Text (**Alt + n**) - the definition in the source dictionary will overwrite the destination dictionary definition.



- Create Conflict (**Alt + c**) - a conflict will be created between the source and destination dictionary definitions.
- Keep Neither (**Alt + e**) - neither definition will be retained and the destination dictionary entry will be deleted.
- *Apply this choice to the rest of the duplicate entries for this include* - allows to select an above action and have all remaining duplicate entries be handled by the selected action. For example, let's say that you select Create Conflict as a duplicate entry action and then select the *Apply this choice to the rest of the duplicate entries for this include* option, all duplicate entries will be included as conflicts with the destination entries and you will no longer be prompted during this include.

Depending on your Dictionary Options, you may also be prompted to delete the source dictionary.

**Yes** - deletes the source dictionary.

**No** - retains the source dictionary with all entries retained.

## Insert and Modify EZ Speaker Entries

EZ Speakers dictionary entries use placeholders for speaker names and, depending on the type of entry, for steno. The placeholder text is designated with an EZ Speaker field, such as [!EZ SPEAKER 00]. Using the [Create EZ Speakers](#) feature during a captioning session, you identify the speaker names and steno for each placeholder. CATalyst BCS then generates the speaker definitions in either a job or case dictionary. The actual EZ Speakers dictionary is not used during translation.

### Create, Modify or Delete Entries

1. Press **Alt + f, o, d, e** (**File/Open/Dictionary/EZ Speakers**).
2. The Open dialog box displays. Select the EZ Speakers dictionary you want to open and press **Enter** (**Open**).
3. In the EZ Speakers dictionary, do **any** of the following:

#### Insert a new Entry

Press **Ctrl + i** (**Edit/Insert**). The Insert Dictionary Entry dialog box displays with empty Steno and Text fields.

#### Modify an Entry

Use Search (**Ctrl + f**) or cursor movements to find the entry you want to modify and then press **Ctrl + m** (**Edit/Modify**). The Modify Dictionary Entry Dialog box displays with the current Steno and Text for the definition.

#### Delete an Entry

Move your cursor to the entry you want to delete and press **Del** or **Delete**. A warning message displays. Select **Yes** to confirm the deletion. No further steps are necessary.

4. Make entries as necessary:

#### Steno

Type new or modify existing steno outlines.

### Standard ID

Use a Standard ID entry when you write the same steno outline for a speaker identification on every job and then define the steno with the appropriate speaker's name for each job. Type the steno outline you always write to indicate the speaker. For example, you always write EUFPLT/EUFPLT to indicate the first speaker or the Plaintiff's attorney. Type EUFPLT/EUFPLT in the *Steno* field. You must create a separate definition for each speaker.

### Super ID

Use a Super ID when you write different steno outlines to identify each speaker for every session. For example, you have Mr. Redford and Ms. Wilson in the session. You write RED/RED to identify Mr. Redford and WEUL/WEUL to identify Ms. Wilson. A Super ID uses the exclamation mark as a placeholder, to represent the variable steno outline entry. Type an ! (exclamation mark) in the *Steno* field.

### Text

Type new or modify existing text for the steno outline. Include all format symbols, punctuations, and font characteristics as necessary. To add extended characters to the definition, place the cursor in the Text field and press **F9**. The Insert Character dialog box displays. Double click a character to insert. CATalyst BCS inserts the character at the cursor location. Use the Insert Field button to insert an EZ Speaker field if appropriate.

#### Example

If you are creating a Standard ID, your text entry may look like the following:

<Colloquy>>>[!EZ SPEAKER 01]:space

If you are creating a Super ID, your text entry may look like the following:

<Colloquy>>>[!EZ SPEAKER 00]:space

### Insert Field

Display the Insert Field dialog box. Select an EZ Speaker field to insert into the text portion of the definition and click **OK**. If the [EZ SPEAKER 01], [EZ SPEAKER 02], etc. fields do not exist, select **New Field** to create the necessary field.

### FS

Display the list of available format symbols. To always display the format symbol list, check the box, Always Show Format Symbols. Double click the format symbol you want to use in the definition. You can insert a format symbol at any point in the text entry.

You can also use shortcut keys to insert a format symbol in the Text field. Place the cursor in the Text field, press **F4** and then press the appropriate letter or symbol.

### Endings

This option is not applicable when inserting or modifying EZ Speaker entries in the EZ Speakers dictionary.

### Generate All Possible Misstrokes

This option is not usually applicable when inserting or modifying EZ Speaker entries in the EZ Speakers dictionary. This option is available when creating EZ Speakers using the [Create EZ Speakers](#) feature.

5. Press **Enter (OK)**. If an exact entry exists, CATalyst BCS prompts you with a message that the entry already exists.
6. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
7. Press **Ctrl + F4** to close the dictionary.

## Modify Dictionary Columns

To modify the way columns display information in Manage Dictionary, do any of the following:

### Change the column display order

From the Tools menu, select Dictionary Options. The Dictionary Options dialog box displays. In the Column Display Order section, check the box next to the columns you want to display.

To move a column to a different position, highlight the column name. Use the arrow button to the right to position the column into the desired location. Moving the position up in the list moves the column to the left in the display. Moving the position down in the list moves the column to the right in the display.

### Change the sorting column and sorting order

Click the column heading by which you want to sort dictionary information. A triangle to the right of the column heading identifies the column used for sorting. Click the column heading until the triangle points up for ascending order or down for descending order.

For example, if you want dictionary entries sorted by Modified Date in descending order, click the Modified Date column heading. Click again, if necessary, to have the triangle point down.

Text	Steno	Modified Date	Usage Count	Used Date
elbow	EW E L	10-12-04	0	
elevate	S RA EU T	10-19-04	0	
elm	E L P L	10-19-04	0	
Elmer	P H E R	10-14-04	0	
elects	HR E B QTS	10-20-04	0	

### Change the column width

Place the cursor on the line dividing the column headings and hold the left mouse button down. The cursor becomes a double headed arrow. Move the line left or right to the desired position. Release the button.

When you exit the Manage Dictionary function, the column widths return to the default settings.

### Change the font in the columns

Press **Alt + v, f (View/Font)** to display the Font menu and select an area to change. When the Font dialog box displays, make changes as necessary and press **Enter (OK)**. You can modify the following areas as indicated:

#### Column Headers

Affects the font for all the column headings.

### Steno

Affects the font in the Steno column for all dictionary entries.

### Text

Affects the font in the Text column for all dictionary entries.

### Other

Affects the font in the Modified Date, Used Date, and Usage columns.

## Print Dictionary Entries

You can print the entries in your dictionary. The current sorting order displayed on the Manage Dictionary screen determines the print output. Set the [sorting order](#) before printing.

To print the dictionary entries in crowded line format and save the number of pages needed to print the dictionary, select the [dictionary option](#), Print Steno in Crowded Format.

## Print Entries

1. Press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the dictionary type. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Do one of the following:

### Print Selected Entries

Mark the entries you want to print and press **Ctrl + p**. In the Print dialog box, choose **Selection** for the Print range.

### Print All Entries

Press **Ctrl + p (File/Print)**. The [Print](#) dialog box displays.

4. Confirm the printer settings and press **Enter (OK)**.

## Select All

Select All is a feature in Manage Dictionary that allows you to highlight all the entries in the dictionary or Wordlist for a subsequent action.

## Spell Check Dictionary Entries

The Manage Dictionary Spell Check feature checks the spelling of the text portion of entries in an open dictionary and an entry when you are inserting or modifying dictionary entries. Several dictionary Spell Check [options](#) allow you to customize Spell Check to your writing style. For example, you can select to automatically check for errors such as punctuation, spacing, hyphenation and identify [wordlists](#) which contain words CATalyst BCS should ignore during Spell Check. To use Spell Check when inserting or modifying dictionary entries, you must select the dictionary Spell Check option, Spell Check While Defining. Dictionary Spell Check options apply only to spell checking in Manage Dictionary.

Complete the following steps to [Spell Check](#) the text portion of all the entries in the open dictionary. Some features, specific to spell checking in a transcript, are unavailable while using Spell Check in Manage Dictionary.

1. From anywhere in Case CATalyst or CATalyst BCS, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Do one of the following:

### **Spell Check the Dictionary**

Press **Shift + F7 (Tools/Spell Check)**. The Spell Check dialog box displays when an entry contains a word or words that Spell Check identifies as misspelled. The Spell Check feature begins checking from the cursor location forward.

### **Spell Check While Inserting/Modifying Dictionary Entries**

- a. Verify that the Dictionary Spell Check [option](#), Spell Check While Defining is selected. If the option is not active, you can press Shift + F7 with your cursor in the Text Field to check the word.
  - b. Press **Ctrl + i (Edit/Insert)** or **Ctrl + m (Edit/Modify)** to open the Insert/Modify dialog box and make entries. If you misspell the text portion of any entries you add or modify, the Spell Check dialog box displays.
4. The following information displays in the Spell Check dialog box:

#### **Steno**

The steno associated with the text identified as misspelled.

#### **Text**

The word identified as misspelled.

#### **Change To**

CATalyst BCS automatically displays an alternative word. You can select a word from the Suggestions list or type a different word in the Change To field and click Suggest. When words display in the Suggestions field, CATalyst BCS highlights the closest match to the typed change.

#### **Suggestions**

Alternative words to the suggestion in the Change To field. Click a word to select it.

5. Use the following actions as necessary:

#### **Change**

Change the Text to the word in the Change To field for this occurrence only. Do **any** of the following:

- Accept the suggestion in the Change To field.
- Select a word from the Suggestions list to display in the Change To field.
- Type a word in the Change To field.

#### **Ignore**

Leave the word Spell Check suggested as misspelled for this entry. If Spell Check encounters this word again in this session, Spell Check stops.

#### **Global**

Not available in Manage Dictionary. Use the Manage Dictionary [Search and Replace](#) feature to make a changes to a dictionary entry.

### Ignore All

Leave the word Spell Check suggested as misspelled or repeated for all occurrences during this session. If you exit the dictionary and run Spell Check again in this dictionary, Spell Check stops on words for which you selected Ignore All.

### Wordlist P, K, J

Add the word directly to one of the wordlists. Although the Add to Wordlist dialog box does not display, the word is added to the designated wordlist. Select **one** of the following:

#### P

Press **Alt + p** to add the word to your Personal Wordlist.

#### K

Press **Alt + k** to add the word to the case wordlist. This option is not available when spell checking the Personal Dictionary or the current dictionary is not in a case.

#### J

Press **Alt + j** to add the word to the job wordlist. This option is not available when spell checking the Personal Dictionary.

### Delete


Delete the repeated word in this dictionary entry.

### Wordlist

Add the word to your Personal, case or job Wordlist. Select an action for the word and select a wordlist. If necessary, the [Add to Wordlist](#) dialog box displays where you can select to automatically ignore the word, correct the word or suggest a specific word.

Only the Personal Wordlist is available when spell checking a Personal Dictionary.

### Definition

Check the definition of the word in the Change To field. The Merriam-Webster Dictionary dialog box displays. When connected to the Internet, click the Definition Search  icon to connect to [www.onelook.com](http://www.onelook.com) where you can view additional definitions and information. Press **Esc** to return to the Spell Check dialog box.

### Suggest

Type a different word in the Change To field and click Suggest to show other suggestions.

### Options

Determine how you want Spell Check to look at words. The Spell Check Options dialog box displays where you can set Dictionary Spell Check [options](#) such as setting the number of suggested words to display or selecting additional Wordlists.

6. Do one of the following:
  - When spell checking the dictionary, do one of the following:
    - Spell Check finishes and displays a completion message. Press **Enter (OK)**.
    - Spell Check is still running and you want to stop it. Press **Esc (Cancel)**.

- Spell Check reaches the end of the file and a message displays indicating that Spell Check has reached the end of the dictionary. Select **Yes** to move to the beginning of the dictionary and continue spell checking the beginning of the job. Select **No** to end Spell Check.

This message displays at the end of the file when you start Spell Check at any point in the job besides the beginning.

- When inserting and modifying dictionary entries, do one of the following:
  - The Insert or Modify Dictionary Entry dialog box displays. Continue inserting or modifying dictionary entries or press **Esc (Cancel)** to close the dialog box.
  - If an existing dictionary entry contains the exact steno outline as the new or modified entry, the Duplicate Entry dialog box displays. Review the steno and text, select an action and then press **Enter (OK)**.

## CATalyst BCS Dict View Menu



The CATalyst BCS Dictionary View menu allows access to the [Dictionary Filter](#), [Dictionary Unfilter](#), [Dictionary Show](#) and [Dictionary Font](#) features. The View menu can be displayed in a dictionary by pressing **Alt + v** while the dictionary is open.

### Dictionary Filter

The Manage Dictionary Filter feature allows you to display only dictionary entries based on a specific criteria such as specific text, specific steno outline(s) or a specific type of dictionary entry. For example, let's say you have been captioning for over a year now and you would like to look at all the unused entries in your dictionary. You want to make your dictionary as efficient as possible. You can [filter your dictionary](#) to display all the entries that have not been used since starting CATalyst BCS. You can then decide whether you want to keep them in your dictionary, move them to another dictionary or delete them.

You can also filter a filtered display of the dictionary. There may be times when you filter the display of a dictionary that you want to narrow the display even further. You can now filter within a filtered dictionary. For example, let's say you filter your dictionary for "All Capped" entry type. You select Filter, Entry Type and then All Capped. Some of the results are KRAO\*EU= CIA, KR-FPLT = C, EUFPLT = I, A-FPLT = A, TP-FPLT = F, PW-FPLT = B, AO\*EUFPLT = I, TPWAO\*EU = FBI, etc.

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

**Filtering a dictionary's view is only a display only function.** Once you select the Unfilter (**Alt + v, u**) command or click the Unfilter icon () , the display returns to the full view of the dictionary. Filter does not remove entries from the dictionary. To filter the dictionary display, press **Ctrl + y** or select View, Filter. You can also click the Filter () icon.

### Filter Entries

1. Press **Alt + f, o, d (File/Open/Dictionary)**.

2. From the dictionary menu, select the dictionary type. When you choose Case or Job, the Open Existing Document dialog box display. Select the dictionary and press **Enter**.
3. Press **Ctrl + y** (**View/Filter** or **Alt + v, u**). The Filter dialog box displays.
4. Make entries as necessary:

### Filter On

Select the method by which you want to filter the dictionary.

#### Steno

Filter by steno. In the field, type the steno for which you want to filter. Separate multiple strokes with a forward slash. When starting with a final stroke, place a – (hyphen) before the first letter.


#### Partial Stroke

Check this box to filter on the specified steno regardless of whether or not it is part of a steno outline. For example, when Partial Stroke is selected to filter on –FPLT, CATalyst BCS finds: -FPLT, FPLTD, FRPBLGTS, FRPBLTS, etc. Filtering on –FPLT without the Partial Stroke option selected, displays entries with –FPLT as a separate outline, such as: -FPLT, -FPLT/-FPLT, etc. CATalyst BCS searches all steno strokes for the letters indicated in the Steno field regardless of your selection in the Location field.

#### Text

Filter by text. In the field, type the text on which you want to filter. Use any of the following options to narrow the scope of the filter. To include [extended characters](#), press **F9**.

#### FS (Alt + f)

To Filter with a format symbol, press F4 and the format symbol shortcut key or display the format symbol list by clicking the FS () icon or pressing **Alt + f**. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.

#### Case Sensitive

Limit the Filter based on the upper and lower case letters of text typed in the field. If you do not select Case Sensitive, the filter finds all words containing the indicated characters, regardless of the case typed into the Filter On field.

#### Whole Word

Filter only the whole words that match the text typed in the Filter On field. If you do not select Whole Word, the Filter finds the word both as it stands alone and as part of another word. For example, filtering on the word "of" without selecting Whole Word, would include the words "of", "officer", "coffee", "soft", etc. in the filter.

#### Entry Type

Filter on an entry type. Click the arrow to display a list of available entry types.

Select **one** Filter type:

#### Conflict



All entries that contain a conflict end format symbol.

**Scan stop**

All entries that contain scan stop begin or end format symbol.

**Numbers**

All entries that contain numbers.

**All Capped**

All entries that contain all capped text.

**Contains capped**

All entries that contain at least one capital letter.

**Phrase**

All entries that contain two or more words separated by a space.

**Contains punctuation**

All entries that contain punctuation.

**Contains format symbol**

All entries that contain a format symbol.

**Used Entries**

All entries used for translation since loading the dictionary on CATalyst BCS.

**Unused Entries**

All entries that have not been used for translation since loading the dictionary on CATalyst BCS.

**Contains Fields**

All entries that contain fields.

**Repeated Stroke Entries**

All entries that contain repeated steno outlines, such as STPHAO/STPHAO and STPHAO/STPHAO/STKPWHR.

**Auto Includes**

All entries that begin with @.

**AccelerWriter**

All entries that begin with &&.

**Number Conversion**

All entries that contain the {Number Conversion} translate command.

**Number Trigger**

All entries that contain the {Number Trigger} translate command.

**Numeral Words**

All entries that contain a word number including hundred, thousand, million, etc.

**Speaker Entries**

All entries that contain a <Colloquy> format symbol and a colon and all entries defined with the <By-line> format symbol.

**One stroke**

All one stroke entries.

**Two strokes**

All two stroke entries.

**Three strokes**

All three stroke entries.

**Four strokes**

All four stroke entries.

**Five strokes**

All five stroke entries.

**6 or more steno strokes**

All entries that contain six or more steno outlines.

**2 or more steno strokes**

All entries that contain two or more steno outlines.

**3 or more steno outlines**

All entries that contain three or more steno outlines.

**Live Suggestions**

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion.

The invisible identification on these entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with this invisible identification.

**Used Briefs**

Entries created by using a suggested brief in the Brief It pane.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification .

**Live Suggestions and Briefs**

Entries created by using a Define With LS1 - LS5 command on a Live Suggestion and entries created by using a suggested brief in the Brief It pane.

The invisible identification on the entries stay with the entries unless the entries are copied or moved to another dictionary, you export and import a dictionary back into Case CATalyst or you modify an entry or entries with the invisible identification.

**Contains <Oops> symbols**

Entries that contain an [Oops](#) format symbol regardless of the category assignment. The Oops format symbol allows for 10 category (0 - 9) assignments. This filter will show all dictionary entries that contain the Oops format symbol.

### Location

Select the Filter On parameters.

#### Exact Match

Entries that exactly match the steno or text entered in the Filter On field.

#### Begins With

Entries that begin with the steno or text entered in the Filter On field.

#### Ends With

Entries that end with the steno or text entered in the Filter On field.

#### Contains

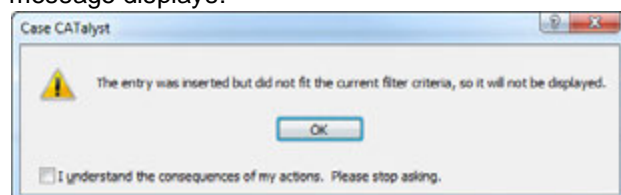
Entries that contain, anywhere in the entry, the steno or text entered in the Filter On field.

#### Range

Text entries that fall within the specified range. Enter the beginning text you want to display in the From field. Enter the ending text in the Thru field. All entries between this range display. For example, to Filter all the words that begin with the letter "a", select Text and then select Range. In the From field type **a** and in the Thru field type **az**.

5. Press **Enter (OK)** to filter the dictionary. The Filter dialog box closes and the dictionary window displays the filtered entries. If Show Status Bar is active, the number of entries matching the Filter criteria displays in the lower left corner (X filtered entries of X dictionary entries). When there is no match for the selected steno or text filter, a message displays.

If you insert or modify a dictionary entry that does not match the current Filter criteria, the following message displays:



Press **Enter** to dismiss the message or press **Alt + u** to select the I understand the consequences of my actions. Please stop asking. This option disables the 'doesn't fit filter criteria' message box until the [Dictionary Option](#) *Warn before inserting or modifying an entry in a filtered display* is set to Yes.

6. Do **any** of the following:
  - To return the dictionary display to Full View, press **Alt + v, u** (**View/Unfilter** or click the Unfilter (🔍) icon ).
  - To filter the current filtered entries, press **Ctrl + y** or press **Alt + v, i** (**View, Filter**). Follow the instructions in Step 5. Click the **Filter Within Filter** button or press **Alt + w** to filter for entries only in the filtered display.  
**Note:** If you select the Filter button, instead of Filter Within Filter button, you are starting a new filter.

- To close the dictionary and return the display to all dictionary entries, press **Alt + f, x** or **Ctrl + F4**. You will be prompted if there are unsaved changes. Select whether to save the changes or not.

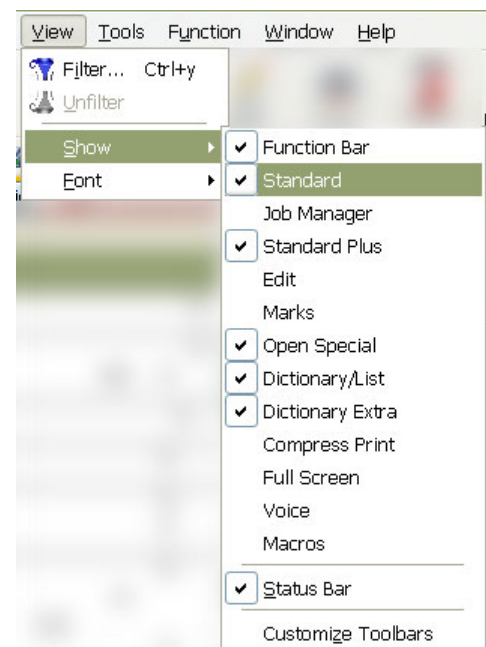
## Dictionary Unfilter

When you [filter](#) your dictionary, it is only filtering the dictionary to show the items you requested. Once you have filtered the display of your dictionary, you can return to the full view of your dictionary by pressing **Alt + v, u** or by clicking the Unfilter (🗑️) icon. Also, if you close your dictionary the next time you open it, all dictionary entries display.

## Dictionary Show

The Show option displays all the available toolbars and allows you to customize what toolbars display in the Manage

Dictionary feature. To show a specific toolbar, press **Alt + v, s** and confirm there is a check mark in front of the menu item. To hide a specific toolbar, press **Alt + v, s** and remove the check mark in front of the menu item.



## Dictionary Font

You can change the display font for the dictionary column headers, text portion of the definition, steno portion of the definition and modified date, used date and usage column text information. Press **Alt + v, f** (**View/Font**) to display the Font menu and select an area to change. When the Font dialog box displays, make changes as necessary and press **Enter (OK)**. Changing the font assignments in one dictionary changes them for all dictionaries in the current user. You can modify the following areas as indicated:

### Column Headers

Affects the font for all the column headings.

### Steno

Affects the font in the Steno column for all dictionary entries.

### Text

Affects the font in the Text column for all dictionary entries.

**Other**

Affects the font in the Modified Date, Used Date, and Usage columns.

1. From anywhere in Case CATalyst, press **Alt + f, o, d (File/Open/Dictionary)**. From the dictionary menu, select Personal, Case, Job, EZ Speakers, Power Define or Update Area, if selected for use. The Open Existing Document dialog box displays.
2. Select the dictionary for which you want to set font attributes and press **Enter**. Verify the dictionary name on the Title Bar.
3. Press **Alt + v, f (View/Font)**.
4. From the submenu, select one of the following for which to set the font attributes.
  - **Column Headers** - change the font style for all the column headers.
  - **Steno** - change the font style for the steno in the Steno column.
  - **Text** - change the font style for the text in the Text column.
  - **Other** - change the font style for the text in the Modified Date, Usage Count and Used Date columns.
5. In the Font dialog box, make necessary entries:

**Font**

Select a font type.

**Font Style**

Select a font style:

- **Regular**—no style attributes
- **Italics**—applies italics to the selected font
- **Bold**—applies bold to the selected font
- **Bold Italic**—applies italics and bold to the selected font.

**Font Size**

Select a font size. Size is in points.

**Sample**

A sample of how text displays in the job with the selected font settings.

**Script**

Select the language in which the characters display. Although a variety of languages are displayed, Western is the only supported language.

6. Press **Enter (OK)** to save the settings.

## CATalyst BCS Lists & Tables

Several lists and tables provide integrated functionality of various CATalyst BCS features. Keyboard Maps, for example, allow customization of key combinations used to invoke captioning sessions/edit commands. For example, in the default captioning keyboard map (System Files\Captioning\Default), pressing F7 suspends the captions and pressing Ctrl + 1 will send one line at a time.

## CATalyst BCS Lists & Tables

- [Format Symbols Options Table](#)
- [Global Table](#)
- [Keyboard Maps](#)
- [NumberConversion.ini File](#)
- [Phonetic Table](#)
- [Prefixsuffixrules File](#)
- [User Definitions Table](#)

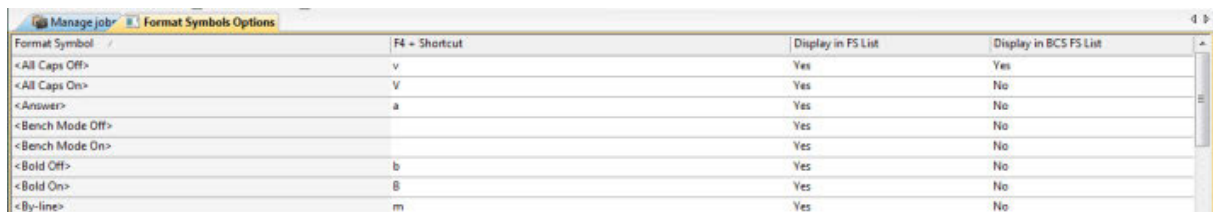
### Format Symbols Options Table

The Format Symbols Options table contains CATalyst BCS translate commands and [CATalyst BCS format symbols](#) along with the default shortcut key assignments. Shortcut keys allow you to insert a format symbol or translate command by invoking a key combination of F4 plus the key associated with the command. For example the default "F4 t" inserts a Tab or the default "F4 X" inserts a {Suffix} translate command in a definition. Not all format symbols and translate commands have a default shortcut key assignment.

You can customize the shortcut key assignments, add new assignments and manage the display of format symbols in the Format Symbols list to suit your writing style. For example, you may want to assign shortcut keys to the commonly used <Caption:> format symbols. The *Display in BCS FS List* column only displays if your e-Key includes the optional Broadcast Captioning Suite option.

The Format Symbol Options table is sortable by column in ascending or descending order. To sort, click on a column heading. The arrow in the column heading indicates when the sort in the selected column is in ascending or descending order. You can also [search](#), [print](#) the entire table and [print a reference sheet](#).

To open the Format Symbols Options table, press **Alt + f, o, i, o** (**File/Open/List/Table/Format Symbols Options**).



Format Symbol	F4 + Shortcut	Display in FS List	Display in BCS FS List
<All Caps Off>	v	Yes	Yes
<All Caps On>	V	Yes	No
<Answer>	a	Yes	No
<Bench Mode Off>		Yes	No
<Bench Mode On>		Yes	No
<Bold Off>	b	Yes	No
<Bold On>	B	Yes	No
<By-line>	m	Yes	No

### Modify Format Symbol Options Table Entries

The Format Symbols Options table contains CATalyst BCS translate commands and format symbols with default shortcut key assignments. You can customize the shortcut assignments to meet your needs.

#### Modify Entries

1. Press **Alt + f, o, i, o** (**File/Open/List/Table/Format Symbols Options**). The Format Symbols Options table displays.
2. Highlight the entry you want to modify and press **Ctrl + m** (**Edit/Modify**). You can use the [Search](#) feature to quickly locate an entry in the table.

3. In the Modify dialog box, make necessary entries:

#### F4 Shortcut

When a shortcut key assignment exists for the selected format symbol or translate command, it displays in the field. To change or assign a shortcut key assignment, click the down arrow and select a character from the list. If you select a shortcut key that is already assigned to another format symbol, CATalyst BCS prompts you to reassign the key. Select Yes or No at the prompt. To remove an assignment, select the "blank" option at the top of the drop down list.

#### Reset to Default Value

Reset the selected format symbol shortcut key assignment to the default value. If the default is a capital letter, CATalyst BCS restores it as a capital letter. The value in the table changes once you click OK.

#### Display this format symbol when showing the Format Symbols list

Display the format symbol in the Case CATalyst Insert Format Symbol dialog box. The shortcut key assignment for the format symbol works regardless of the display status. The word "Yes" displays in the Format Symbol Options table indicating the format symbol is selected to display.

#### Display this format symbol when showing the Format Symbols list in BCS

Display the format symbol in the CATalyst BCS Insert Format Symbol dialog box. The shortcut key assignment for the format symbol works regardless of the display status. The word "Yes" displays in the Format Symbol Options table indicating the format symbol is selected to display.




If the *Hide Caption-specific format symbols* option in [Advanced Edit Options](#) is set to Yes, it overrides the individual settings made for captioning format symbols in the Format Symbols Options table.

4. Press **Enter (OK)** to apply the changes and close the dialog box.
5. Press **Ctrl + s (File/Save)** to save the changes to the Format Symbols Options table. Changes are active in the Insert Format Symbol dialog box once you save the changes.

## Change Format Symbols Options Table Fonts

The font type and size for the body and heading text in the Format Symbol Options table are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u (File, Open, List/Table, Format Symbols Options)**.
2. Do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.

4. Closing the Format Symbols Options table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Search Format Symbol Options Table

Search allows you to locate a format symbol or translate command in the Format Symbol Options table. You can search forward or backward for a whole word, part of a word, or multiple words. Once a searched entry displays, you can repeat the search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

### Search the Table

1. Press **Alt + f, o, i, o** (**File/Open/List/Table/Format Symbols Option**). The Format Symbols Options displays.
2. Press **Ctrl + f** (**Edit/Search**). The Search dialog box displays.
3. Select the method by which you want to search the Personal Globals table.

#### Specific Text

Search by specific text. In the *Search* field, type the text you want to find.

#### Entry Type

Customize the search by entry type. CATalyst BCS searches all the columns for entries that contain the selected entry type. Click the down arrow to select an entry type from the list:

##### Numbers

The first entry that contains numbers.

##### All Capped

The first entry that contains all capped text.

##### Contains capped

The first entry that contains at least one capital letter.

##### Phrase

The first entry that contains two or more words separated by a space.

##### Contains punctuation

The first entry that contains punctuation.

##### Numerical Words

The first entry that contain a word number including hundred, thousand, million, etc.

4. Use the remaining fields as necessary:

#### Case Sensitive

Check this box to limit the search based on the upper and lower case letters of text typed in the *Search* field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This option is unavailable when searching by *Entry Type*.

#### Whole Word



Search only for the words that match the text typed in the *Search* field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This option is unavailable when searching by *Entry Type*.

### Location

Select search parameters. This option is unavailable when searching by *Entry Type*.

#### Exact Match

Search for entries that exactly match the text entered in the *Search* field.

#### Begins With

Search for entries that begin with the text entered in the *Search* field.

#### Ends With

Search for entries that end with the text entered in the *Search* field.

#### Contains

Search for entries that contain, anywhere in the entry, the text entered in the *Search* field.

### Direction

Select **one**:

#### Forward

Search forward, from the cursor position to the end of the file.

#### Backward

Search backward, from the cursor position to the beginning of the file.

5. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
6. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

## Print Format Symbol Reference Sheet

The format symbols and shortcut keys in the Format Symbol Options table are printable as a reference sheet. You can print the reference sheet in format symbol or shortcut key sort order.

### Print a Reference Sheet

1. Press **Alt + f, o, i, o (File/Open/List/Table/Format Symbols Options)**. The Format Symbols Options table displays.
2. Select File/Print Reference Sheet and choose a sort order from the submenu.

## Keyboard Maps

A keyboard map (.sgkbd) contains keyboard commands with associated History window or Dictionary functions, respectively. The keyboard map entries determine the action or function that occurs as a result of pressing a key or combination of keys on the keyboard. For example, when the Default keyboard map is active in the History window, pressing the right arrow moves the cursor to the right one word at a time; Ctrl + right arrow moves the cursor to the right one character at a time; pressing F5 clears the caption video.

The History window and Manage Dictionary have independent customizable keyboard maps. You can create new keyboard maps and/or modify existing ones by [modifying](#) the keyboard map entries. Keyboard functions available for assignment differ in the History window and Manage Dictionary. Certain keys and key combinations are unavailable for assignment to a keyboard function because they are used by CATalyst BCS. For example, the F4 key, used to insert format symbols and F10 key, used to place the cursor focus on the menu bar, are not available. Although the F4 key is not available for reassignment, you can assign any key to act as the F4 key by assigning the key to the F4-Key function. Certain key combinations for the following keys are also unavailable: F1, F6, Esc, and Tab. These keys are available to use in the following key combination assignments: F1 + Ctrl, F1 + Shift and F1 + Ctrl+Shift; F6 + Shift, Esc + Shift and Tab + Shift. In addition to assigning a keyboard function, you can create and assign a [macro](#) to a keyboard command. Only one keyboard function or macro can be assigned to a key or key combination.

The History window opens, by default, with the [Default](#) keyboard map active. You can create and use multiple keyboard maps but only one is active at a time. By default, Keyboard maps for the History window are stored in the Captioning case. The [Default Keyboard Map](#) option allows you to specify the active keyboard map for the History window and for a caption file while editing. The Default keyboard map and other customized maps for the History window are located in the Captioning case. The Default keyboard map is not initially visible. It becomes visible in the System Files case once you open and save it with the name, **Default**. You can open the Default keyboard map by double clicking the name at the bottom of the History Window. Other keyboard maps can reside in any other location on the computer.

The Personal Command Summary Card feature is available from the View menu when in a keyboard map and also available from the Help menu in any function where you may select any keyboard map. The Personal Command Summary Card always displays the current keyboard map assignments. In other words, if you make changes to your keyboard map at a later date, you simply select Personal Command Summary Card to see the latest version of your keyboard map. If your e-Key license includes the BCS option, in addition to Basic, Intermediate and Advanced command summary card versions, the BCS Basic and BCS Advanced versions are available.

Manage Dictionary opens, by default, with the Manage Dictionary [Default](#) keyboard map active. Keyboard maps for Manage Dictionary must be stored in the Dictionary case located in the System Files case. The Dictionary case is created once you open and save a keyboard map while in a dictionary. Opening the Dictionary keyboard map for the first time and saving it automatically creates the Default keyboard map in the Dictionary Case. To change the opening active keyboard map in Manage Dictionary, change the setting in [Dictionary Options](#).

The name of the active keyboard map displays on the Status bar at the bottom the screen. Click the name to display a list of available keyboards. You can easily switch the active keyboard map by selecting another keyboard from the list. The [Cycle Keyboard Map](#), also allows you to easily switch the active keyboard map.

A keyboard map displays the following information:

**Key**

The key or key combination available for assignment.

**Function**

The action that occurs when the associated key or key combination is pressed.




**Macro Filename**

The macro location and name assigned to the Play Macro function and associated key.

## Change Keyboard Map Fonts

The font type and size for the body and heading text in the Keyboard Maps are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u** (**File, Open, List/Table, Keyboard Maps**). In the Open Existing Document dialog box, select a Keyboard Map.
2. When the keyboard map displays, do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the Keyboard Map saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Create and Modify Keyboard Maps

Create new or customize an existing [keyboard maps](#) in the History window and Manage Dictionary to better fit your writing and captioning style. You may want to create or modify keyboard map entries to perform keyboard functions not currently assigned to a key or key combination, modify a keyboard assignment to a key combination that is easier to remember or to invoke a [macro](#).

### Keyboard Maps in the History Window

Refer to [History Window Keyboard Map Functions](#) for a list of default available keyboard functions available for assignment, including, Upper ANSI and extended ASCII characters available for assignment in any keyboard map. The list identifies the default keyboard assignments for the History window. By default, Keyboard maps for the History window are stored in the Captioning case.

### Keyboard Maps in Manage Dictionary

The Dictionary Default keyboard map is accessible to view and modify after you open it for the first time and save it. The Dictionary case, that stores Dictionary keyboard maps, is created the first time you save the Dictionary Default keyboard map. To access the Dictionary Default keyboard map for the first time and create the Dictionary Case, open a dictionary. Double click **Default** on the Status bar at the bottom of the screen. After the keyboard map opens, close it. When prompted to save the file, select **Yes** to automatically save the keyboard map with the filename, "Default." Keyboard maps for Manage Dictionary must be stored in the Dictionary case located in the System Files case.

Refer to [Dictionary Keyboard Map Functions](#) for a list of default Dictionary keyboard functions available for assignment.



The Insert key does not have a command assigned to it. The Insert key normally is assigned to toggle between Insert and Overstrike. If you want the Insert key to toggle between Insert and Overstrike, assign the Insert Overstrike Toggle command to the Insert key.

You may notice that some keys have the capability for four assignments. You can assign an action to the key itself, the key plus Shift, the key plus Ctrl and the key plus Ctrl + Shift. In other cases, you may only be able to assign an action to the key and possibly the key plus shift. Windows reserves some key combinations that are not to be reassigned.

## Manage Keyboard Maps

1. Open the desired keyboard map type:

### History Window Keyboard Maps

#### Open an Active Keyboard Map

Double click the keyboard name in the Status bar at the bottom of the History window.

#### Open Existing Keyboard Map

Press **Alt + f, o, i, k** (**File/Open/List-Table/Keyboard Map**). The Open Existing Document dialog box displays. Select an existing keyboard map and press **Enter (Open)**.

To open the History window default keyboard map, type the name **Default** in the *File name* field. Once initially accessed, it is available for selection in the Manage Jobs, Systems Files case.

#### Create New Keyboard Map

Press **Alt + f, n, i, k** (**File/New/List-Table/Keyboard Map**). The Create New Document dialog box displays. Type a name in the *File name* field and press **Enter (Open)**.

### Dictionary Keyboard Maps

#### Open the Active Keyboard Map

Double click the keyboard name in the Status bar at the bottom of the Dictionary screen.

#### Open Existing Keyboard Map

Press **Alt + f, o, i, k** (**File/Open/List-Table/Keyboard Map**). The Open Existing Document dialog box displays. Double click the Dictionary case, located in the System Files case. Type an existing name in the File name field and press **Enter (Open)**.

To access the Dictionary Default keyboard map, it is necessary to initially open and save the Dictionary Default keyboard map from an open dictionary. Open a dictionary and double click **Default** on the Status bar at the bottom of the screen. Save the keyboard map as "Default" or rename it.

#### Create New Keyboard Map

Press **Alt + f, n, i, k** (**File/New/List-Table/Keyboard Map**). The Create New Document dialog box displays. Double click the Dictionary case, located in the System Files case. Type a name in the File name field and press **Enter (Open)**.

New Dictionary keyboard maps display with default keyboard command assignments. Dictionary keyboard maps must be stored in the Dictionary case located in the System Files case. If the Dictionary case is not available, create it by opening a dictionary and double clicking **Default** on the Status bar at the bottom of the screen. When the Default keyboard map opens, save or rename it. The Dictionary case is created when you save the keyboard map.

2. Do one of the following:

- Press **Ctrl + i (Edit/Insert)** to add a new key assignment.
  - Double click the key or key combination to modify.
  - Highlight the key or key combination to modify and press **Enter** or **Ctrl + m (Alt + Edit/Modify)**.
3. The Assign Key to Function dialog box displays. Make necessary entries:

### Currently Assigned to

The keyboard function presently assigned to the key or key combination identified in the *Key* field.

### Key

The Key field contains a list of keyboard keys. The options below the Key field indicate if the key is used alone or in conjunction with Ctrl, Shift, or Ctrl and Shift. The selected radio button designates the active key combination. You can assign a different keyboard function to each of the key combinations. For example, in the Default keyboard map, n alone displays the letter "n". **Ctrl + n** displays the View Vertical Notes feature. **Shift + n** displays a capital letter "N".

Select a key for assignment from the drop down list and then click the radio button next to **one** of the following: **Key Only**, **Ctrl + Key**, **Shift + Key**, **Ctrl + Shift + Key**. The keyboard function presently assigned for the selected key combination displays in the Currently Assigned to field. If no keyboard function is assigned, the field is blank.

When you assign a single key to invoke a command, consider assigning Shift plus the same key to the same command. This helps to prevent the possibility of invoking the capped version of a keyboard command when the Caps Lock is on.

### Restore Default Assignment

Restore the default keyboard function assignment for the identified in the *Key* field. This only restores the default assignment for the current key.

### Filter by Category

Click a category to display only the keyboard functions for the selected category in the Functions list. For example, you want to locate *Move to next red squiggle*, which is a Spell Check keyboard function. Select the *Category*, Spell Check to display a list of only the available Spell Check keyboard functions. Select **All** to display all the keyboard map functions available for assignment.

### Functions

To change the keyboard function for the key in the *Key* field, highlight the desired keyboard function from the list. Recorded Macros display alphabetically at the end of end of the list in the Macros section.

### Search

Display the Find dialog box to search for a specific keyboard function.

### Search Functions List

1. Type a keyboard function name or portion of a name in the *Search for* field. To limit the search to a particular category, first select the category in the *Filter by Category* field and then select **Search**.
2. Select the direction to search.
3. Press **Enter (OK)**. To repeat the search, press **F3** to search forward or **Shift + F3** to search backward. If you limited the search by category for the desired keyboard function

and it does not display in the list, the incorrect category was selected. For example, you select to filter by Punctuation for *Move Word Left*. This keyboard function is a Cursor action so Search does not locate it in the Punctuation category.

### Use Windows Default

Use the Windows default keyboard assignment if your Windows Regional Language setting is set to a language other than English. For example, if French is selected as your Windows Regional and Language and the key assignment in the keyboard map is set to Windows default, the keyboard action follows the Windows default French language keyboard.

4. Press **Enter (Assign)**. The entry displays in the keyboard map list.

If you modify an entry with an existing assignment, a message prompts you to continue. Choose **Yes** to replace the existing assignment with the new keyboard function. Choose **No** to retain the existing assignment.

5. Press **Ctrl + s (File/Save)** to save the change to the keyboard map.
6. Press **Ctrl + F4**, to close the keyboard map when finished.

## Delete Keyboard Map Assignment

To delete a keyboard map assignment:

1. Open the keyboard map which contains the key assignment you want to delete. Do either of the following:
  - Press **Alt + f, o, i, k (File/Open/List/Table/Keyboard Map)**. The Open Existing Document dialog box displays. If you are opening a Dictionary keyboard map, double click the Dictionary Case. Type the keyboard map name in the *File name* field and press **Enter (Open)**. The selected keyboard map displays.
  - Open the active keyboard map from the History window for an History window keyboard map or Manage Dictionary for a Manage Dictionary keyboard map. Double click the keyboard name in the Status bar at the bottom of the History window. The keyboard map displays.
2. Highlight the assignment you want to delete and press **Delete (Edit/Delete)**. The following message displays: "Are you sure you want to delete this assignment?" Press **Yes** to delete the entry.
3. Press **Ctrl + s (File/Save)** to save the change to the keyboard map.
4. Press **Ctrl + F4**, to close the keyboard map. If you opened the active keyboard map from the History window, the History window displays. If you opened the active keyboard map from Manage Dictionary, the dictionary displays.

## Filter Keyboard Map Entries

The Filter feature allows you to limit the display of the keyboard map entries to specific keys, keyboard function or macro filename. You can further customize the filtered display using additional criteria. Filter does not remove entries from the keyboard map. All entries display when you apply the Unfilter feature. A filtered display is [searchable](#).

## Filter Keyboard Functions

1. Press **Ctrl + y (View/Filter)**. The Filter dialog box displays.
2. Make necessary entries:

## Filter

### Key

Filter on a specific key. Type the key in the field. To filter on a specific type of key, check the option, **Entry Type**, and select a type from the drop down list.

### Macro Filename

Filter on a specific macro. Type all or part of the macro name in the field.

### Function

Filter on a specific keyboard function. Type all or part of the keyboard function name in the field. To filter on a specific keyboard function category, check the option, **Entry Type**, and select a type from the drop down list.

### Entry Type

Filter on keys or keyboard functions by entry type. Select an entry type from the drop down list. This option is available when filtering by *Key* or by *Function*.

### Case Sensitive

Filter on keyboard functions identified in the field, as it is typed in upper and lower case. If you do not select Case Sensitive, the filter includes all words containing the indicated characters, regardless of the case typed into the field.

### Whole Word

Filter only on whole words that match the text typed in the *Search* field. When Whole Word is not selected, the search finds the word both as it stands alone and as part of another word.

## Location

Select the filter parameter:

### Exact Match

Filter on keyboard functions that match the text in the field exactly as it is entered.

### Begins With

Filter on keyboard functions that begin with the text entered in the field.

### Ends With

Filter on keyboard functions that end with the text entered in the field.

### Contains

Filter on keyboard functions that contain, anywhere in the entry, the text entered in the field.

3. Press **Enter (OK)**. The Filter dialog box closes and the screen displays the filtered entries. If no entry matches the filter criteria, a message displays.

If you search within a filtered display, the search is limited to the filtered entries. If your search cannot locate the entry, unfilter the display or filter by different criteria.

4. Press **Alt + v, u (View/Unfilter)** to redisplay all the entries. If you close the keyboard map in a filtered display, all entries display when you open it.

## Personal Command Summary Cards

The Personal Command Summary Card feature displays your selected keyboard map assignments in a basic, intermediate or advanced command card version. For example, let's say that you have made many changes to the Default keyboard map. You can create a Command Summary Card (reference sheet) based on your own keyboard map assignments. You open your keyboard map, select View, then Personal Command Summary Card. Select the command summary version you want to view. The keyboard command summary card opens in your default browser. You can view the command summary card on the screen and/or select to Print Preview in your browser and then print it (landscape format is best).

The Personal Command Summary Card feature is available from the View menu when in a keyboard map and also available from the Help menu in any function where you may select any keyboard map. The Personal Command Summary Card always displays the current keyboard map assignments. In other words, if you make changes to your keyboard map at a later date, you simply select Personal Command Summary Card to see the latest version of your keyboard map.

If your e-Key license includes the BCS option, in addition to Basic, Intermediate and Advanced command summary card versions, the BCS Basic and BCS Advanced versions are available.

1. To view or print a personalized command summary card, do one of the following:
  - Open your keyboard map, select View and then Personal Command Summary Card.
  - From anywhere in Case CATalyst, select Help, Personal Command Summary Card.
2. Select Basic, Intermediate or Advanced.

If you selected Personal Command Summary Card from the help menu and you are not in a keyboard map, the Choose Keyboard Table dialog box displays. Select any keyboard map.
3. Your Personal Command Summary Card displays in your Internet browser.
  - You can display your Personal Command Summary Card while editing.
  - You can print your Personal Command Summary Card by selecting the Print Preview feature in your browser, confirm Landscape orientation and then click Print.
  - You can save your Personal Command Summary Card to an html file type which will always open in your default internet browser or a specific browser when using the Windows' Open With feature.
4. To close the Personal Command Summary Card display, press Ctrl + F4 or click the X in the upper right hand corner.

## Keyboard Map Functions - Dictionary

You can create a new keyboard map or [modify](#) the entries of an existing Manage Dictionary keyboard map to change the functionality of the keyboard commands while managing dictionary entries. The following table lists all the keyboard functions available for assignment in a Manage Dictionary keyboard map.



Case CATalyst contains a Manage Dictionary Default keyboard map with default keyboard command assignments. The Dictionary Default keyboard map is accessible to view and modify after you open it for the first time and save it. The Dictionary case is created the first time you save the Dictionary Default keyboard map. To access the Dictionary Default keyboard map for the first time and create the Dictionary Case, open a dictionary. Double click **Default** on the Status bar at the bottom of the screen. After the keyboard map opens, close it. When prompted to save the file, select **Yes** to automatically save the keyboard map with the filename, "Default." Keyboard maps for Manage Dictionary must be stored in the Dictionary case located in the System Files case. A keyboard map has the .sgkbd extension.



The Ctrl + Shift + 0 (zero) key combination is reserved for Windows and if assigned to a function or macro in a CATalyst keyboard, nothing will happen when trying to use it.

## Available Keyboard Assignments

Function	Default Keyboard Command	Action
Change Column Header Font - Dict.	F12	Display the Font dialog box to change the font style for the column headings.
Change Other Font - Dict.		Display the Font dialog box to change the font style for the text in the Modified Date, Usage Count and Used Date columns.
Change Steno Font - Dict.		Display the Font dialog box to change the font style for the steno in the Steno column.
Change Text Font - Dict.		Display the Font dialog box to change the font style for the text in the Text column.
Close File - Dict.		Close the current file and display a Save Changes dialog box if there are unsaved changes to the file.
Copy - Dict.	c + Ctrl Insert + Ctrl	Copy the selected entries from the current dictionary and place them on the clipboard.
Copy to Case Dictionary - Dict.		Copy the selected dictionary entries and paste into a selected Case Dictionary without opening the dictionary.

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
Copy to Other Dictionary - Dict.		Copy the selected dictionary entries and paste into a selected dictionary without opening the dictionary.
Copy to Personal Dictionary - Dict.		Copy the selected dictionary entries and paste into your Personal Dictionary without opening the dictionary.
Copy to Update Area - Dict.		Copy the selected dictionary entries and paste into Update Area without opening the Update Area.
Create Core List - Dict.		Create a list of unique case or job dictionary entries.
Create EZ Speakers Entries - Dict.		Display the Create EZ Speakers dialog box to identify names for EZ Speaker definitions in a job or case dictionary.
Cut - Dict.	x + Ctrl Delete + Ctrl Delete + Shift	Remove the selected dictionary entries from current dictionary and place them on the clipboard.
Cycle Keyboard Maps - Dict.	\	Change the current keyboard map to the next available keyboard map.
Delete Entry - Dict.	Delete	Delete the highlighted entries.
Dictionary Builder - Dict.		Display the Dictionary Builder Setup dialog box.
Dictionary Options - Dict.		Display the Dictionary Options dialog box.
Dictionary Spellcheck Options - Dict.		Display the Dictionary Spell Check Options dialog box.
Document End - Dict.	End + Ctrl	Move the cursor to the end of the file.

Function	Default Keyboard Command	Action
Document Home - Dict.	Home + Ctrl	Move the cursor to the beginning of the file.
Export to Stenograph Writer		Opens the Export to Stenograph Writer dialog box with the current dictionary selected.
Export to RTF-CRE - Dict.		Display the Save As dialog box with File Type set to RTF.
Filter - Dict.	y + Ctrl	Display the Filter dialog box.
Include Dictionary - Dict.	F9	Display the Include dialog box.
Insert AccelerWriters - Dict.		Display the Insert AccelerWriter Entry dialog box.
Insert Auto Includes - Dict.		Display the Auto Include Entry dialog box.
Insert Entry - Dict.	Insert i + Ctrl	Display the Insert Dictionary Entry dialog box.
Line Down - Dict.	Down	Move the cursor and highlight the next dictionary entry.
Line End - Dict.	End	Move the cursor to the end of the field when a dialog box is open
Line Home - Dict.	Home	Move the cursor to the beginning of the field when a dialog box is open.
Line Up - Dict.	Up	Move the cursor and highlight the previous dictionary entry.
Make Wordlist - Dict.		Automatically copy all the words in the current dictionary, that Spell Check thinks are misspelled, to the wordlist and assign <i>Ignore</i> to them.

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
Modify Entry - Dict.	Enter Enter + Shift m + Ctrl	Display the Modify Dictionary Entry dialog box.
Move to Case Dictionary - Dict.		Remove the selected dictionary entries from the current dictionary and place them into a selected Case Dictionary without opening the dictionary.
Move to Other Dictionary - Dict.		Remove the selected dictionary entries from the current dictionary and place them into another dictionary without opening the dictionary.
Move to Personal Dictionary - Dict.		Remove the selected dictionary entries from the current dictionary and place them into your Personal Dictionary without opening the dictionary.
Move to Update Area - Dict.		Remove the selected dictionary entries from the current dictionary and place them into the Update Area without opening the Update Area.
New Caption File		Display the Create New File dialog box with the default file type set to "Caption Files (*.sgcap)."
New Case Dictionary		Display the Create New File dialog box with the default file type set to "Dictionary Files (*.sgdct)."
New Case Wordlist		Display the Create New File dialog box with the default file type set to "Wordlist Files (*.tlx)."
New EZ Speakers		Open a new EZ Speakers dictionary if one does not exist or open an existing EZ Speakers dictionary.
New EZ Text Table		Open a blank EZ Text table if one does not exist or open the existing EZ Text table.

Function	Default Keyboard Command	Action
New File	n + Ctrl	Display the Create New File dialog box with the default file type set to "Transcript Files (*.sgnfl)."
New Fill In Field List		Open a blank Fill-In-Field List if one does not exist or open the existing Fill-In-Field List.
New Job Dictionary		Open the Create New File dialog box with the default file type set to "Dictionary Files (*.sgdct)."
New Job Wordlist		Display the Create New File dialog box with the default file type set to "Wordlist Files (*.tlx)."
New Keyboard Map		Display the Create New File dialog box with the default file type set to "keyboard Table (*.sgkbd)."
New Layout		Display the Create New File dialog box with the default file type set to "Layout Files (*.sgpgl)."
New Notes File		Display the Create New File dialog box with the default file type set to "Notes Files (*.sgstn)."
New Personal Dictionary		Open a blank Personal Dictionary if one does not exist or open the existing Personal Dictionary.
New Personal Wordlist		Open a blank Personal Wordlist if one does not exist or open the existing Personal Wordlist.
New Phonetic Table		Open a blank Phonetic Table if one does not exist or open the existing Phonetic Table.
New Power Define		Open a blank Power Define Dictionary if one does not exist or open the existing Power Define Dictionary.

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
New Read Notes		Display the Read Setup dialog box to read steno notes, unless the Read option to not display the Read Setup dialog box is active.
New Steno Shortcut Table		Open a blank Steno Shortcut Table if one does not exist or open the existing Steno Shortcut Table.
New Text File		Display the Create New File dialog box with the default file type set to Transcript Files (*.sgnfl)."
Open BCS Number Conversion File		Display the BCS Number Conversion file.
Open Caption File		Display the Open Existing Document dialog box with the file type set to "Caption Files (*.sgdct)."
Open Case Dictionary	k + Ctrl	Display the Open Existing Document dialog box with the file type set to "Dictionary Files (*.sgdct)."
Open Case Wordlist		Display the Open Existing Document dialog box with the file type set to "Wordlist Files (*.tlx)."
Open EZ Speakers	e + EZ Speakers	Display the Open Existing dialog box with the default file type set to "EZ Speakers Dictionaries."
Open EZ Text Table		Display the Open Existing dialog box with the default file type set to EZ Text Files (*.sgezt)."
Open EZKeys File		Display the Open Existing dialog box with the default file type set to "EZKeys (*.ezk)."
Open File	o + Ctrl	Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*.sgnfl)."

Function	Default Keyboard Command	Action
Open Fill In Field List		Open the existing Fill-In-Field List for the current user or create a new one if no Fill-In-Field List exists.
Open Job Dictionary	o + j	Display the Open Existing Document dialog box with the default file type set to "Dictionary Files (*.sgngl)."
Open Job Voice Dictionary		Display the Open Existing Document dialog box with the default file type set to "Voice Command Files (*.sgvcd)."
Open Job Wordlist		Display the Open Existing Document dialog box with the default file type set to "Wordlist Files (*.tlx)."
Open Keyboard Map		Display the Open Existing Document dialog box with the default file type set to "Keyboard Table (*.sgkbd)."
Open Layout		Display the Open Existing Document dialog box with the default file type set to "Layout Files (*.sgpgl)."
Open Macro		Display the Open Existing Document dialog box with the default file type set to "Macro Files (*.sgmac)."
Open Notes File		Display the Open Existing Document dialog box with the default file type set to Notes.
Open Number Conversion File		Open the Number Conversion file stored in the System Files case.
Open Personal Dictionary	d + Ctrl	Open the Personal Dictionary for the current user or create a new one if no Personal Dictionary exists.

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
Open Personal Voice Dictionary		Open the Personal Voice Dictionary for the current user or create a blank one if no Personal Voice Dictionary exists.
Open Personal Wordlist		Open the Personal Wordlist for the current user or create a blank one if no Personal Wordlist exists.
Open Phonetic Table		Open the Phonetic Table for the current user or create a blank one if no Phonetic Table exists.
Open Power Define	w + Ctrl	Open the Power Define Dictionary for the current user or create a blank one if no Power Define Dictionary exists.
Open Steno Shortcut Table		Open the Steno Shortcut Table for the current user or create a blank one if no Steno Shortcut Table exists.
Open Text File		Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*.sgnfl)."
Open Update Area	u + Ctrl	Open the Update Area for the current user or create a new one if no Update Area exists.
Page Down - Dict.	Page Down	Move one screen page down in the dictionary.
Page Up - Dict.	Page Up	Move one screen page up in the dictionary.
Paste - Dict.	v + Ctrl Insert + Shift	Paste the text most recently copied or cut into the available field in the dictionary dialog box.
Play Last Macro - Dict.		Invoke the last played macro.
Play Macro - Dict.		Display the Choose Macro dialog box in the keyboard map file to select a macro to assign to the current key combination.



Function	Default Keyboard Command	Action
Print File - Dict.	p + Ctrl	Displays the Print dialog box.
Print Setup - Dict.		Display the Print Setup dialog box.
Record Macro - Dict.		Display the RecordMacro toolbar to record all subsequent keyboard commands and mouse clicks until Stop is selected.
Redo - Dict.	z + Ctrl + Shift	Restore the most recent consecutive changes or actions in the current dictionary.
Repeat Search Backward	F3 + Shift	Search backward in the dictionary for the last searched text, steno or entry type.
Repeat Search Forward	F3	Search forward in the dictionary for the last searched text, steno or entry type.
Resolve Conflict with Choice 1	Ctrl + 1	Select the first choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 2	Ctrl + 2	Select the second choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 3	Ctrl + 3	Select the third choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 4	Ctrl + 4	Select the fourth choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 5	Ctrl + 5	Select the fifth choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 6	Ctrl + 6	Select the sixth choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 7	Ctrl + 7	Select the seventh choice of the conflict in a dictionary entry.

<b>Function</b>	<b>Default Keyboard Command</b>	<b>Action</b>
Resolve Conflict with Choice 8	Ctrl + 8	Select the eighth choice of the conflict in a dictionary entry.
Resolve Conflict with Choice 9	Ctrl + 9	Select the ninth choice of the conflict in a dictionary entry.
Save File - Dict	s + Ctrl	Save the dictionary.
Save File As - Dict.		Display the Save As dialog box to save the dictionary using a different name.
Scroll left - Dict.	Left	Moves the display to the left when the entire dictionary is not displayed.
Scroll right - Dict.	Right	Moves the display to the right when the entire dictionary is not displayed.
Search - Dict.	f + Ctrl	Display the Search dialog box to search for text, steno or timestamps in the dictionary.
Search and Replace - Dict.	r + Ctrl	Display the Search and Replace dialog box to search for and replace the specified text and replace it with new text either selectively or for all the occurrences in the dictionary.
Select All - Dict.	a + Ctrl	Highlight all the entries in the dictionary.
Select Document End - Dict.	End + Ctrl + Shift	Highlight the entries from the current location to the end of the dictionary.
Select Document Home - Dict.	Home + Ctrl	Highlight the entries from the current location to the beginning of the dictionary.
Select Line Down - Dict.	Down + Shift	Highlight the entry from the current location forward in the dictionary, one entry at a time.
Select Line Up - Dict.	Up + Shift	Highlight the entry from the current location backward in the dictionary, one entry at a time.

Function	Default Keyboard Command	Action
Select Page Down - Dict.	Page Down + Shift Page Down + Ctrl	Highlight entries from the current location forward in the dictionary one screen at a time.
Select Page Up - Dict.	Page Up + Shift Page Up + Ctrl	Highlight entries from the current location backward in the dictionary one screen at a time.
Send to Cat Scratch Pane - Dict.		Send the current dictionary entries' steno and text to the Cat Scratch pane's steno & text section.
Spellcheck - Dict.	F7 F7 + Ctrl F7 + Shift	Spell check the text portion of the dictionary entries.
Undo	z + Ctrl	Reverse the most recent consecutive changes or actions in the current dictionary.
Unfilter		Removes the currently applied filter and displays the entire dictionary.
Windows Default		Apply the current Windows Default setting to the key combination based on the selected Windows language set.

## Keyboard Map Functions - History Window

You can [create](#) a new keyboard map or modify the entries of an existing keyboard map to change the functionality of the keyboard commands during a captioning session. The following table lists all the functions available for assignment in a CATalyst BCS keyboard map. It includes available keyboard, Upper ANSI and extended ASCII characters.

CATalyst BCS contains a Default keyboard map with default keyboard command assignments. Keyboard assignments for functions listed in the Functions list are indicated in the following table. The words "Windows Default" appear where the default assignment is affected by the selected Windows language set. For example, default Windows keyboard commands appropriate for the English language are only active when the English language setting is selected in Windows Region and Language options. When French is selected the keyboard commands appropriate for French are active.

Function	Default Keyboard Command	Action
[none]		Remove the key assignment with nothing assigned to the key.
' Apostrophe or ' Smart Single Quote	'	Type an apostrophe.  You can cycle the single quote between applying it to the current word, the previous punctuation or before the previous punctuation. Simply press the same key to cycle through the punctuation positions.
- Hyphen	Insert Hyphen	Type a hyphen.
! Exclamation mark (Smart)	1 + Shift	Type an exclamation mark.
" Quotation mark or " Smart Quote	' + Shift	Type a quote mark  .You can cycle the quote between applying it to the current word, the previous punctuation or before the previous punctuation. Simply press the same key to cycle through the punctuation positions.
# Pound sign	Windows Default	Type a hash or pound sign.
\$ Dollar sign	Windows Default	Type a dollar sign.
% Percent sign	Windows Default	Type a percent sign.
& Ampersand	Windows Default	Type an ampersand symbol.
( Open parenthesis or ( Smart Parenthesis	9 + Shift	Type an open parenthesis.  You can cycle the parenthesis between open or closed when applying it to the current word, the previous punctuation or before the previous punctuation. Simply press the same key to cycle through the punctuation positions.
) Closed parenthesis	0 + Shift	Type a closed parenthesis.
* Asterisk	Windows Default	Type an asterisk.
, Comma (Smart)	,f	Type a smart comma which glues to the previous word and replaces any existing punctuation.
. Period (Smart)	.	Type a smart period which glues to the previous word and replaces any existing punctuation.
/ Forward slash	Windows Default	Type the character assigned to the currently selected Windows keyboard map.

Function	Default Keyboard Command	Action
: Colon (Smart)	; + Shift	Type a smart colon which glues to the previous word and replaces any existing punctuation.
; Semi-colon (Smart)	;	Type a smart semi-comma which glues to the previous word and replaces any existing punctuation.
? Question (Smart)	/ + Shift	Type a smart question mark (interrog) which glues to the previous word and replaces any existing punctuation.
@ At-sign/Commercial At	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
\ Backslash	Change Keyboard Mode	Change to the next keyboard map if one is available. No character is typed.
] Right square bracket	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
^ Circumflex/Caret	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
_ Underscore	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
` Grave accent	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
{ Left curly bracket	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Pipe/More/Vertical line	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
} Right curly bracket	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
~ Tilde	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
+ Plus/addition sign	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
< Less than sign	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
= Equals sign	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
> Greater than sign	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
0	Windows Default	Type the character assigned to the currently selected Windows keyboard map.

Function	Default Keyboard Command	Action
1	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
2	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
3	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
4	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
5	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
6	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
7	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
8	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
9	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
a	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
A	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Add Last Brief to No Nag		Send the last brief in the Brief It pane to the No Nag List located in the System Files case.
Add or Remove Translation Dictionaries	a + Ctrl	Display the Add or Remove Translation Dictionaries dialog box during captioning.
Add Other Globals		Display the Add Other Globals dialog box.
Add Selection to Phrase List		Add the highlighted phrase to the Concordance Index Phrase list.
Add To Case Wordlist		Add the word to the Case Wordlist for use with Spell Check.
Add To Ignore All Wordlist		Add the word to the Ignore All Wordlist for use with Spell Check.
Add To Job Wordlist		Add the word to the Job Wordlist for use with Spell Check.
Add To Personal Wordlist		Add the word to the Personal Wordlist for use with Spell Check.
Allcap select text		Change the selected text to all capital letters.

Function	Default Keyboard Command	Action
Append File		Display the Append dialog box for selection of a text file to add to the end of the current file.
Apply All Globals Backward		Apply all globals in the Global Table backward in the History file.
Apply New Layout		Display the Select Layout to Apply dialog box to apply a new layout to the current file.
Apply All Globals Backward		Applies all globals in the Global Table from the current location in the transcript to the beginning of the transcript.
Apply Personal Globals		Apply Personal Globals table entries to the current transcript.
Automatic Number Conversion		Apply an automatic number conversion rule based on the Number Conversion file entries.
b	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
B	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Backspace Word	Backspace + Ctrl	Delete the previous word.
Break to File	b + Ctrl	Display the Break dialog box to type a new name for a file that will contain the text from the current cursor location to the end of the file or the selected text.
Brief It - Filter Live Suggestions		Applies a filter to the Brief It pane to show <a href="#">Live Suggestions</a> only.
Brief It - Filter Personal Only		Applies a filter to the Brief It pane to show Personal Briefs only.
Brief it - Filter Reminders Only		Applies a filter to the Brief It pane to show Reminders only.
Brief It - Filter Suggestions Only		Applies a filter to the Brief It pane to show Suggestions only.
Brief It - Filter Used Only		Applies a filter to the Brief It pane to show Used briefs only.
Brief It - Unfilter		Removes any filter on the Brief It pane to show all briefs in the pane.
Brief It: J-Define Current		Make a job dictionary entry on the last suggested global when using the Brief It feature.
Brief It: New Suggestion for Current		Reject the current brief and suggest a new one when using the Brief It feature.

Function	Default Keyboard Command	Action
Brief It: Reject Current		Reject the current brief when using the Brief It feature.
c	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
C	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Cap/Uncap	F5 + Ctrl	Cycle the case of an individual or highlighted word between initial cap, all caps and lower case.
Caption: Add Stories		Display the Import Captions dialog box to add stories to the Story Queue.
Caption: AutoFeed: Decrease Speed		Reduce the words per minute setting at which the script file is being sent.
Caption: AutoFeed: Increase Speed		Increase the words per minute setting at which the script file is being sent.
Caption: AutoFeed: Start/Stop		Toggle the start and stop of AutoFeed when the script is sent automatically.
Caption: Auto Feed: Toggle Repeat		Alternate between sending the script file once and sending the script file again from the beginning once the file is sent.
Caption: Block Existing F3		Activate the Block Mode.
Caption: Clear Stories		Remove all the stories from the story queue.
Caption: Clear Video	F5	Remove the captions from the Caption Preview window and the output screen.
Caption: Insert Baseline		Insert Baseline format symbol.
Caption: Insert Block		Insert Block format symbol.
Caption: Insert Chars Per Line		Insert Chars format symbol.
Caption: Insert Clear		Insert Clear format symbol.
Caption: Insert Color		Insert Color format symbol.
Caption: Insert column		Insert a number for the left column indent.
Caption: Insert EOC		Insert EOC (end of caption) format symbol.
Caption: Insert Flash		Insert Flash format symbol.
Caption: Insert KeepCaseNext		Insert KeepCaseNext format symbol.



Function	Default Keyboard Command	Action
Caption: Insert KeepCaseOff		Insert KeepCaseOff format symbol.
Caption: Insert KeepCaseOn		Insert KeepCaseOn format symbol.
Caption: Insert Musical Note		Insert Musical Note format symbol.
Caption: Insert Pass		Insert Pass format symbol.
Caption: Insert Position		Insert Position format symbol.
Caption: Insert Roll up Rows		Insert Roll up Rows format symbol.
Caption: Insert Scatter		Insert Scatter format symbol.
Caption: Insert Story Slug Off		Insert Story Slug Off format symbol.
Caption: Insert Story Slug On		Insert Story Slug On format symbol.
Caption: Insert Transparent Space		Insert Transparent Space format symbol.
Caption: Insert Warning Off		Insert Warning Off format symbol.
Caption: Insert Warning On		Insert Warning On format symbol.
Caption: Load Selection I (L) + Ctrl + Shift As Story		Save the selected text as a story and place it in the story queue of the current captioning session.
Caption: Move To Next Story	Keypad + m + Ctrl	Move to the next story in the story queue.
Caption: Move To Previous Story	Keypad - m + Ctrl + Shift	Move to the previous story in the story queue.
Caption: NIK 0	Keypad 0	Invoke the action assigned to the NIK 0 file.
Caption: NIK 1	Keypad 1	Invoke the action assigned to the NIK 1 file.
Caption: NIK 2	Keypad 2	Invoke the action assigned to the NIK 2 file.
Caption: NIK 3	Keypad 3	Invoke the action assigned to the NIK 3 file.
Caption: NIK 4	Keypad 4	Invoke the action assigned to the NIK 4 file.
Caption: NIK 5	Keypad 5	Invoke the action assigned to the NIK 5 file.
Caption: NIK 6	Keypad 6	Invoke the action assigned to the NIK 6 file.

Function	Default Keyboard Command	Action
Caption: NIK 7	Keypad 7	Invoke the action assigned to the NIK 7 file.
Caption: NIK 8	Keypad 8	Invoke the action assigned to the NIK 8 file.
Caption: NIK 9	Keypad 9	Invoke the action assigned to the NIK 9 file.
Caption: Pass Existing	F2	Activate Pass Mode.
Caption: Reset Encoder		Reset the encoder.
Caption: Retain Script Case		Retain the current case when sending the Script file to the encoder.
Caption: Save Script Window As		Save the text in the Script window as a caption file (.sgcap).
Caption: Send 1 Line	1 + Ctrl	Send the next line of pre-scripted text to the encoder.
Caption: Send 2 Lines	2 + Ctrl	Send the next two lines of pre-scripted text to the encoder.
Caption: Send 3 Lines		Send the next three lines of pre-scripted text to the encoder.
Caption: Send 4 Lines		Send the next four lines of pre-scripted text to the encoder.
Caption: Send Line From Cursor	c + Ctrl + Shift	Send the next line of pre-scripted text that follows the cursor to the encoder.
Caption: Send to End of Caption	e + Ctrl + Shift	Send the pre-scripted text to the end of the caption to the encoder.
Caption: Setup Colors		Display the Captions Color dialog box to change the color for specific elements in the History window.
Caption: Setup Connections		Display the Modem dialog box to dial a specific modem, hang up the current modem or modify modem information in the current Profile.
Caption: Setup Contacts		Display the Contacts Profile tab to temporarily or permanently modify the Contact information for the current Profile and apply the changes to the current captioning session.
Caption: Setup Dictionaries		Display the Dictionaries Profile tab to temporarily or permanently modify the Dictionary settings for the current Profile and apply the changes to the current captioning session.

Function	Default Keyboard Command	Action
Caption: Setup EZ Speakers		Display the EZ Speaker Profile tab to temporarily or permanently modify the EZ Speakers for the current Profile and apply the changes to the current captioning session.
Caption: Setup EZ Text		Display the EZ Text Profile tab to temporarily or permanently modify the EZ Text settings for the current Profile and apply the changes to the current captioning session.
Caption: Setup Multiple Outputs		Display the Multiple Outputs Profile tab to temporarily or permanently modify the Multiple Output settings for the current Profile and apply the changes to the current captioning session.
Caption: Setup Numeric Island Keys		Display the Numeric Island Keys dialog box to create or modify NIK files.
Caption: Setup Options		Display the Caption Translate Options dialog box to temporarily or permanently modify captioning options for the current Profile and apply the changes to the current captioning session.
Caption: Setup Preferences		Display the Preferences Profile tab to make changes to certain CATalyst BCS captioning options.
Caption: Setup Profiles		Display the Manage Profiles dialog box to create, modify or switch a profile.
Caption: Setup Realtime		Display the Realtime Profile tab to temporarily or permanently modify Realtime settings for the current Profile and apply the changes to the current captioning session.
Caption: Setup Story Queue		Display the Arrange Stories dialog box to rearrange the stories in the Story Queue
Caption: Show Terminal Window		Display the terminal window to use advanced feature to configure the modem and encoder.
Caption: Simultaneous ASCII Output		Display the Create Simultaneous ASCII dialog box to create an ASCII file of the text from current CATalyst BCS session being sent to the encoder.
Caption: Simultaneous SCC Output		Display the Create Simultaneous SCC dialog box to create an SCC file of the text from current CATalyst BCS session being sent to the encoder.

Function	Default Keyboard Command	Action
Caption: Simultaneous SMPTE-TT		Display the Create Simultaneous SMPTE-TT dialog box to create an SMPTE-TT file of the text from current CATalyst BCS session being sent to the encoder.
Caption: Skip Line	F12 + Shift	Move the cursor to the next line of pre-scripted text identifying the current send line.
Caption: Style		Display the Caption Styles dialog box to temporarily or permanently change the caption style for the current Profile and apply the changes to the current captioning session.
Caption: Suspend	F7	Activate the Suspend Mode.
Caption: Toggle display all caps		Toggle the display of all capital letters in the History window. Also affects the output of RTF and ASCII.
Caption: Set YouTube Delay		Set the delay of text for the YouTube Live session. Based on the YouTube live streaming partner it may be necessary to adjust this setting.
Change Job Dictionary		Display the Change Job Dictionary dialog box.
Change Keyboard Mode	\	Change the current keyboard map to the next available keyboard map.
Choose Conflict 1		Select the first choice of the conflict.
Choose Conflict 2		Select the second choice of the conflict.
Choose Conflict 3		Select the third choice of the conflict.
Choose Conflict 4		Select the fourth choice of the conflict.
Choose Conflict 5		Select the fifth choice of the conflict.
Choose Conflict 6		Select the sixth choice of the conflict.
Choose Conflict 7		Select the seventh choice of the conflict.
Choose Conflict 8		Select the eighth choice of the conflict.
Choose Conflict 9		Select the ninth choice of the conflict.
Choose Selected Conflict		Confirm the EZ Choice selected conflict.
Close File		Close the current file and display a Save Changes dialog box if there are unsaved changes to the file.
Connect Realtime Writer		Establish connection with the writing machine.

Function	Default Keyboard Command	Action
Continue Spellcheck		Start Spell Check from the current cursor location.
Copy	c + Ctrl	Make a copy of the word or words and place them on the clipboard.
Create EZ Speakers		Display the Create EZ Speakers dialog box during captioning.
Cut	x + Ctrl	Remove the word or words from the current location and place them on the clipboard.
Cycle (Reverse) Open Edit Files	` + Ctrl + Shift	Cycle through the open transcripts in reverse order.
Cycle Contraction		Cycle through available contractions.
Cycle Homophones		Cycle through available homophones. The customizable Homophones file is available in the System Files case.
Cycle Open Edit Files	` + Control	Cycle through the open transcripts.
Cycle Paragraph Style		Cycle through different paragraph styles.
Cycle Possession		Cycle through the available possession punctuation possibilities based on the current word.
Cycle through zoom settings		Cycle through the zoom options to affect the transcript display.
Cycle through zoom settings (Reverse)		Cycle through the zoom options in reverse order to affect the transcript display.
d	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
D	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
D-Define	d + Ctrl	Display the Global D- Define dialog box.
Decrease Audio Playback Speed		Incrementally decrease the playback speed of the associated audio.
Default Keyboard	\ + Ctrl + Shift	Switch the current keyboard map to the Default keyboard map.
Define Live Suggestion 1		Define the current untranslate and possibly surrounding steno/text first <a href="#">Live Suggestion</a> listed in the Brief It pane to either your Job or Case dictionary.

Function	Default Keyboard Command	Action
Define Live Suggestion 2		Define the current untranslate and possibly surrounding steno/text second Live Suggestion listed in the Brief It pane to either your Job or Case dictionary.
Define Live Suggestion 3		Define the current untranslate and possibly surrounding steno/text third Live Suggestion listed in the Brief It pane to either your Job or Case dictionary.
Define Live Suggestion 4		Define the current untranslate and possibly surrounding steno/text fourth Live Suggestion listed in the Brief It pane to either your Job or Case dictionary.
Define Live Suggestion 5		Define the current untranslate and possibly surrounding steno/text fifth Live Suggestion listed in the Brief It pane to either your Job or Case dictionary.
Definition Search		Place the word or phrase into the Search field of the web site designated in the <a href="#">Advanced Caption's</a> Definition Search option when connected to the Internet.
Delete Backward	Backspace	Delete one character to the left of the cursor.
Delete Forward	Delete	Delete one character to the right of the cursor.
Delete Word	Delete + Ctrl	Delete the word to the right of the cursor.
Disconnect Realtime Writer	w + Ctrl + Shift	Stop realtime translation from being sent to the encoder.
e	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
E	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
E-Define	e + Ctrl	Display the Global E-define dialog box.
Export Captions To ASCII		Display the Save ASCII dialog box to create an ASCII file of the text in the History window or caption edit file.
Export Captions to SCC		Display the Save SCC dialog box to create an SCC file of the text in the History window or caption edit file.
Export Captions to SMPTE-TT		Display the Save SMPTE-TT dialog box to create an SMPTE-TT file of the text in the History window or caption edit file.

Function	Default Keyboard Command	Action
Export to RTF-CRE		Display the Save As dialog box with File Type set to "RTF Files (.rtf)."
EZ Sync at Cursor		Play the audio file and when the audio is playing at the same time as the text that displays in the transcript, use the EZ Sync at Cursor command. The command synchronizes an audio file at the current cursor location when an audio file other than the originally recorded audio file has been associated with the current transcript. Synchronize the audio playback of an associated audio file at the current cursor position.
EZ Text Entry 0		Insert the text assigned to EZ Text entry 0 (10).
EZ Text Entry 1		Insert the text assigned to EZ Text entry 1.
EZ Text Entry 2		Insert the text assigned to EZ Text entry 2.
EZ Text Entry 3		Insert the text assigned to EZ Text entry 3.
EZ Text Entry 4		Insert the text assigned to EZ Text entry 4.
EZ Text Entry 5		Insert the text assigned to EZ Text entry 5.
EZ Text Entry 6		Insert the text assigned to EZ Text entry 6.
EZ Text Entry 7		Insert the text assigned to EZ Text entry 7.
EZ Text Entry 8		Insert the text assigned to EZ Text entry 8.
EZ Text Entry 9		Insert the text assigned to EZ Text entry 9..
EZ Text Entry Shift 0		Insert the text assigned to EZ Text entry 0 (20).
EZ Text Entry Shift 1		Insert the text assigned to EZ Text entry 11.
EZ Text Entry Shift 2		Insert the text assigned to EZ Text entry 12.
EZ Text Entry Shift 3		Insert the text assigned to EZ Text entry 13.
EZ Text Entry Shift 4		Insert the text assigned to EZ Text entry 14.
EZ Text Entry Shift 5		Insert the text assigned to EZ Text entry 15.
EZ Text Entry Shift 6		Insert the text assigned to EZ Text entry 16.
EZ Text Entry Shift 7		Insert the text assigned to EZ Text entry 17.
EZ Text Entry Shift 8		Insert the text assigned to EZ Text entry 18.
EZ Text Entry Shift 9		Insert the text assigned to EZ Text entry 19.
f	Windows Default	Type character assigned to the currently selected Windows keyboard map.

Function	Default Keyboard Command	Action
F	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
F4-Key		Invokes the Format Symbol command and then you can type the character for the particular format symbol. Works in the same manner as pressing F4 followed by format symbol character. Is active while editing in the text.
Follow Realtime		Toggle the cursor between following realtime and the last editing location.
Force Lower Next		Insert the Force Lower Next format symbol.
g	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
G	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Global Table	y + Ctrl	Display the Global Table dialog box.
Go to Page/Line	g + Ctrl	Display the Go To dialog box.
h	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
H	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Help		Display the CATalyst BCS Help function.
i	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
I	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Include File	F9	Display the Include dialog box.
Increase Audio Playback Speed		Incrementally increase the playback speed of the associated audio.
Initial cap selected text		Initial cap each word of the selected text.
Insert Cap Next		Insert the Cap Next format symbol to initial cap the next character.
Insert Centered Paragraph		Insert the Centered Paragraph format symbol to format the text based on the Centered Paragraph style.
Insert Colloquy		Insert the Colloquy format symbol to format the text based on the Colloquy paragraph style.
Insert Conflict Dialog	i + Ctrl	Display the Insert Conflict/Text dialog box.



Function	Default Keyboard Command	Action
Insert Conflict End		Insert the Conflict End format symbol to indicate the end of a conflict.
Insert Continuation Paragraph	Enter	Insert the Continuation Paragraph format symbol to indent the text based on the values set for the current paragraph style.
Insert Default Paragraph		Insert the Default Paragraph format symbol to format the text based on the Default Paragraph style.
Insert Delete Space		Insert a Delete Space format symbol to remove a computer generated space.
Insert Extended Character		Display the Insert Character dialog box.
Insert Format Symbol Dialog		Display the Insert Format Symbol dialog box.
Insert Hidden Text		Display the Hidden Text dialog box.
Insert Hyphen	-	Type a hyphen.
Insert New Line	Enter + Shift	Insert the New Line format symbol moving the following text to the left margin of the current paragraph style.
Insert New Line Paragraph		Insert the New Line Paragraph format symbol to format the text based on the New Line Paragraph style.
Insert New Page		Insert the New Page format symbol to force the following text to a new page.
Insert Oops		Insert an <a href="#">Oops</a> format symbol (invisible format symbol in the history file or caption file) with an Oops category designation (0 - 9).
Insert Parenthetical		Insert the Parenthetical format symbol to format the following text based on the Parenthetical paragraph style.
Insert Reporter's Dash		Insert a double dash at the end of the current word.
Insert Right Margin Release		Insert the Right Margin Release format symbol allowing text to exceed the right margin setting.
Insert Scanstop Begin		Insert the Scanstop Begin format symbol.
Insert Scanstop End		Insert the Scanstop End format symbol.
Insert Single Space Paragraph		Insert the Single Space Paragraph format symbol to format the text based on the Single Space Paragraph style.

Function	Default Keyboard Command	Action
Insert Speaker		Display the Insert Speaker dialog box.
Insert Sticky Space		Insert a Sticky Space format symbol to keep the following text with the previous text.
Insert Tab	Tab	Insert the Tab format symbol.
Insert Uncap Next		Insert the Uncap Next format symbol to remove the initial capitalization of the following word.
Insert User-Defined Paragraph		Display the Set User Defined dialog box.
Internet Search		Place the highlighted word or phrase into the Search field of the selected search engine site when connected to the Internet.
j	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
J	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
J-Define	j + Ctrl	Display the Global – J-Define dialog box.
Join current paragraph to previous		Join the current paragraph where your cursor is positioned to the previous paragraph and remove the current paragraph's format symbol (if appropriate).
k	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
K	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
K-Define	k + Ctrl	Display the Global – K-Define dialog box.
l	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
L	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Load Window Positions		Display the Load Window Positions dialog box to select a saved window positions file to load.
Lock Window Positions		Prevent the CATalyst BCS dialog panes from being rearranged.
m	Windows Default	Types the character assigned to the currently selected Windows keyboard map.
M	Windows Default	Type the character assigned to the currently selected Windows keyboard map.

Function	Default Keyboard Command	Action
Mark Start		Invoke the Mark Start command to highlight the following text by moving the cursor, using Search or using the Go To command.
Mark Stop		Invoke the Mark Stop command to stop highlighting text.
Merge File	m + Ctrl	Display the Merge dialog box to remove the contents of one file and place the contents in the current file.
Mistran Minder		Invoke the Mistran Minder feature. Mistran Minder searches the entire document for words/phrases in the Mistran Minder List and displays the results in the Search Results pane.
Move Document Bottom	End + Ctrl	Move the cursor to the end of the file.
Move Document Top	Home + Ctrl	Move the cursor to the beginning of the file.
Move Down	Down Arrow	Move the cursor down one line.
Move Down Word Begin		Move the cursor down one line and position it at the beginning of the closest word.
Move Left	Left Arrow + Ctrl	Move the cursor to the left one character at a time.
Move Left Word Begin		Move the cursor to the beginning of the word that is left of the cursor.
Move Line Begin	Home	Move the cursor to the beginning of the current line.
Move Line End	End	Move the cursor to the end of the current line.
Move Page Down	Page Down + Ctrl	Move the cursor to the first line of the next page.
Move Page Up	Page Up + Ctrl	Move the cursor to the first line of the previous page.
Move Right	Right Arrow + Ctrl	Moves the cursor to the right one character at a time.
Move Screen Bottom	Down + Ctrl	Move the cursor to third line from the bottom of the screen.
Move Screen Page Down	Down Arrow + Ctrl; Page Down	Move the cursor down in the file approximately a screen page.
Move Screen Page Up	Up Arrow + Ctrl; Page Up	Move the cursor up in the file approximately a screen page.

Function	Default Keyboard Command	Action
Move Screen Top	Up + Ctrl	Move the cursor to the first line displayed at the top of the screen.
Move to Beginning of Current Word		Move the cursor to the beginning of the current word.
Move to End of Current Word		Move the cursor to the end of the current word.
Move Up	Up Arrow	Move the cursor up to the previous line.
Move Up Word Begin		Move the cursor up to the previous line and position the cursor at the beginning of the closest word.
Move Word End		Move the cursor to the end of each word to the right.
Move Word Left	Left Arrow	Move the cursor to the end of each word to the left.
Move Word Right	Right Arrow	Move the cursor to the beginning of each word to the right.
n	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
N	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
New Caption File		Display the Create New File dialog box with the default file type set to a "Caption Files (*.sgcap)."
New Case Dictionary		Display the Create New File dialog box with the default file type set to "Dictionary Files (*.sgdct)."
New Case Fill In Field List		Create a Case Fill in Field List for the current case.
New Case Wordlist		Display the Create New File dialog box with the default file type set to "Wordlist Files (*.tlx)."
New EZ Speakers		Open a new EZ Speakers dictionary if one does not exist or open an existing EZ Speakers dictionary.
New EZ Text Table		Open a blank EZ Text table if one does not exist or open the existing EZ Text table.
New File		Display the Create New File dialog box with the default file type set to "Transcript Files (*.sgnfl)."

Function	Default Keyboard Command	Action
New Job Dictionary		Opens the Create New File dialog box with the default file type set to "Dictionary Files (*.sgdct)."
New Job Wordlist		Display the Create New File dialog box with the default file type set to "Wordlist Files (*.tlx)."
New Keyboard Map		Display the Create New File dialog box with the default file type set to "Keyboard Table (*.sgkbd)."
New Layout		Display the Create New File dialog box with the default file type set to "Layout Files (*.sgpgl)."
New Personal Dictionary		Open a blank Personal Dictionary if one does not exist or open the existing Personal Dictionary.
New Personal Wordlist		Open a blank Personal Wordlist if one does not exist or open the existing Personal Wordlist.
New Phonetic Table		Open a blank Phonetic Table if one does not exist or open the existing Phonetic Table.
New Power Define		Open a blank Power Define Dictionary if one does not exist or open the existing Power Define Dictionary.
New Steno Shortcut Table		Open a blank Steno Shortcut Table if one does not exist or open the existing Steno Shortcut Table.
New Text File		Display the Create New File dialog box with the default file type set to "Transcript Files (*.sgnfl)."
Next Search	F3	Repeat the current search pattern forward in the file.
Next Search Result		Moves the cursor to the next search result.
Number Conversion	u + Ctrl	Display the Number Conversion dialog box when the cursor is immediately before numbers or highlighted (marked) numbers.
o	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
O	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Open BCS Number Conversion File		Display the BCS Number Conversion file.

Function	Default Keyboard Command	Action
Open Caption File		Display the Open Existing Document dialog box with the file type set to "Caption Files (*.sgcap)."
Open Case Dictionary		Display the Open Existing Document dialog box with the file type set to "Dictionary Files (*.sgdct)."
Open Case Fill In Field List		Open the Case Fill In Field List.
Open Case Wordlist		Display the Open Existing Document dialog box with the file type set to "Wordlist Files (*.tlx)."
Open Current Case Dictionary		Open the current Case dictionary.
Open Current Job Dictionary		Open the job dictionary of the same name as the current transcript.
Open EZ Speakers		Display the Open dialog box with the default file type set to "EZ Speaker Dictionaries."
Open EZ Text Table		Display the Open dialog box with the default file type set to "EZ Text Files (*.sgezt)."
Open EZKeys		Open the last EZKeys file used.
Open EZKeys File		Display the Open dialog box with the default file type set to "EZKeys (*.ezk)."
Open File	o + Ctrl	Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*.sgnpl)."
Open Job Dictionary		Display the Open Existing Document dialog box with the file type set to "Dictionary Files (*.sgdct)."
Open Job Voice Dictionary		Display the Open Existing Document dialog box with the default file type set to "Voice Command Files (*.sgvcd)."
Open Job Wordlist		Display the Open Existing Document dialog box with the default file type set to "Wordlist Files (*.tlx)."
Open Keyboard Map		Display the Open Existing Document dialog box with the default file type set to "Keyboard Table (*.sgkbd)."
Open Layout		Display the Open Existing Document dialog box with the default file type set to "Layout Files (*.sgpgl)."

Function	Default Keyboard Command	Action
Open Macro		Display the Open Existing Document dialog box with the default file type set to "Macro Files (*.sgmac)."
Open Mistran Minder List		Opens the Mistran Minder List located in the System Files case.
Open Number Conversion File		Open the Number Conversion file.
Open Personal Dictionary		Open the Personal Dictionary for the current user or create a new one if no Personal Dictionary exists.
Open Personal Globals File		Open the Personal Globals file located in the System Files case.
Open Personal Voice Dictionary		Open the Personal Voice dictionary for the current user or create a new one if no Personal Voice Dictionary exists.
Open Personal Wordlist		Open the Personal Wordlist for the current user or create a new one if no Personal Wordlist exists.
Open Phonetic Table		Open the Phonetic Table for the current user or create a new one if no Phonetic Table exists.
Open Power Define		Open the Power Define Dictionary for the current user or create a new one if no Power Define Dictionary exists.
Open Steno Shortcut Table		Open the Steno Shortcut Table for the current user or create a new one if no Steno Shortcut Table exists.
Open System Files Case		Display the Open Existing Document dialog box with the default file type set to "All."
Open Text File		Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*.sgngl)."
Open Update Area		Open the Update Area for the current user.
Other Dictionary Define	o + Ctrl + Shift	Display the Global – Other Dictionary dialog box.
p	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
P	Windows Default	Type the character assigned to the currently selected Windows keyboard map.

Function	Default Keyboard Command	Action
Paste	v + Ctrl	Paste the most recently copied or cut text into the transcript at the current cursor location.
Pause Audio		Pause the recording of audio during captioning.
Play Audio	F9 + Shift	Play the audio associated with the cursor location.
Play Last Macro		Invoke the last played macro.
Play Macro		Display the Choose Macro dialog box in the keyboard map to select a macro for assignment to the current key combination.
Plural Word Endings Option		Display the Plural Word Ending Options dialog box to designate how to use the final S, Z or both when writing plural endings in steno.
Previous Search Results		Moves the cursor to the previous search result.
Print Current Page	p + Ctrl + Shift	Send the current page to the printer with the last used print options.
Print File	p + Ctrl	Display the Print dialog box.
Print Preview		Change the display to print preview.
q	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Q	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Query Realtime Translations	q + Ctrl + Shift	Display the Lookup dialog box with the dictionary name and definition for the current steno outline or outlines.
QuickFix Prefix		Display the QuickFix dialog box to select a prefix.
QuickFix Suffix		Display the QuickFix dialog box to select a suffix.
Quick Suggest		The <a href="#">Quick Suggest</a> dialog box displays when the cursor is positioned on an untranslate, Drag/Drop or Suffix Drag translation or word(s).
r	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
R	Windows Default	Type the character assigned to the currently selected Windows keyboard map.



Function	Default Keyboard Command	Action
Record Macro		Display the RecordMacro toolbar to record all subsequent keyboard commands and mouse clicks until Stop is selected.
Redo	z + Ctrl + Shift	Restore the most recent consecutive changes or actions in the current file.
Replace	r + Ctrl	Display the Replace dialog box to replace the text for this single occurrence.
Replace with Live Suggestion 1		Replace the current untranslate and possibly surrounding steno/text with the first Live Suggestion displays in the Brief It pane.
Replace with Live Suggestion 2		Replace the current untranslate and possibly surrounding steno/text with the second Live Suggestion displays in the Brief It pane.
Replace with Live Suggestion 3		Replace the current untranslate and possibly surrounding steno/text with the three Live Suggestion displays in the Brief It pane.
Replace with Live Suggestion 4		Replace the current untranslate and possibly surrounding steno/text with the fourth Live Suggestion displays in the Brief It pane.
Replace with Live Suggestion 5		Replace the current untranslate and possibly surrounding steno/text with the fifth Live Suggestion displays in the Brief It pane.
Remove Suffix		Removes the <a href="#">shortest suffix</a> from the current word.
Reset Window Positions		Reset the CATalyst BCS dialog panes to the default display and positions.
Resolve All Chosen Conflicts		Confirm the selected conflict for all EZ Choice and AutoChoice conflicts.
Restore Steno	F2 + Shift; F2 + Ctrl	Revert the translated text to the original steno outline.
Resume Audio		Resume recording of audio during captioning.
Resume Spellcheck	F7 + Ctrl + Shift	Resume spell check when the cursor focus is not in the Spell Check dialog box.
Reveal Codes	r + Ctrl + Shift	Toggle the display of the Reveal Codes dialog pane.
s	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
S	Windows Default	Type the character assigned to the currently selected Windows keyboard map.

Function	Default Keyboard Command	Action
Save File	s + Ctrl	Save the file.
Save File As		Display the Save As dialog box to allow you to save the text file as another name.
Save Selected Text As		Display the Save Copy As dialog box to allow you to type a file name for the selected (highlighted) text.
Save Window Positions		Save the positions of the CATalyst BCS dialog panes.
Scan Backward	F8 + Shift	Scan backward through the file using the current Scan For options.
Scan Backward for Conflicts		Scan backward in the file for a previous Conflict.
Scan Backward for Drag/Drop		Scan backward in the file for a previous Drag/Drop Begin format symbol.
Scan Backward for Hidden Text		Scan backward in the file for a previous Hidden Text.
Scan Backward for Oops		Scan backward in the file for a previous Oops format symbol.
Scan Backward for Prefix/Suffix		Scan backward in the file for a previous Prefix or Suffix Begin format symbol.
Scan Backward for Scan Stops		Scan backward in the file for a previous Scan Stop Begin format symbol.
Scan Backward for Suffix Drag		Scan backward in the file for a previous Suffix Drag Begin format symbol.
Scan Backward for Untranslates		Scan backward in the file for a previous Untranslate.
Scan for Conflicts		Scan forward in the file for the next Conflict.
Scan for Drag/Drop		Scan forward in the file for the next Drag/Drop Begin format symbol.
Scan for Hidden Text		Scan forward in the file for the next Hidden Text.
Scan for Oops		Scan forward in the file for the next Oops format symbol.
Scan For Options		Display the Scan For Options dialog box to specify the items on which to scan.
Scan for Prefix/Suffix		Scan forward in the file for the next Prefix or Suffix Begin format symbol.
Scan for Scan Stops		Scan forward in the file for the next Scan Stop Begin format symbol.

Function	Default Keyboard Command	Action
Scan For Suffix Drag		Scan forward in the file for the next Suffix Drag Begin format symbol.
Scan for Untranslates		Scan forward in the file for the next untranslate.
Scan Forward	F8	Scan forward through the file using the current Scan For options.
Scroll Text Backwards	a + Ctrl + Shift	Automatically move the cursor backward in the file line by line using the designated time increment.
Scroll Text Forward	a + Ctrl	Automatically move the cursor forward in the file line by line at the designated time increment.
Scroll Text With Audio	F9 + Ctrl + Shift	Automatically move the cursor line to line and play the associated audio, if available, at the designated time increment.
Search	f + Ctrl	Display the Search dialog box to search for text, steno or timestamps.
Search and Replace		Display the Search and Replace dialog box to search for the specified text and replace it either selectively or replace it all with new text.
Search Next Hidden Text		Search forward in the transcript for the previous Hidden Text entry and displays the Hidden Text dialog box with entries when found.
Search Next Paragraph		Search forward in the file for the next paragraph style.
Search Next Punctuation		Search forward in the file for the next punctuation.
Search Next Sentence Ending Punctuation		Search forward in the file for the next sentence ending punctuation.
Search Prev Sentence Ending Punctuation		Search backward in the file the previous sentence ending punctuation.
Search Previous	F3 + Shift	Search backward in the file for the last searched text, steno or timestamps.
Search Previous Hidden Text		Search backward in the transcript for the previous Hidden Text entry and displays the Hidden Text dialog box with entries when found.
Search Previous Paragraph		Search backward in the file for the previous paragraph style.
Search Previous Punctuation		Search backward in the file for the previous punctuation.

Function	Default Keyboard Command	Action
Select Document Bottom	End + Ctrl + Shift	Highlight (mark) text from the cursor location forward in the file through the end of the transcript.
Select Document Top	Home + Ctrl + Shift	Highlight (mark) text from the cursor location backward in the file to the beginning of the transcript.
Select Down	Down Arrow + Shift	Highlight (mark) text from the cursor location forward line by line.
Select Down Word Begin		Highlight (mark) text from the cursor location forward through the file line by line the cursor positioned before a word.
Select Left	Left Arrow + Ctrl + Shift	Highlight (mark) the character to the left of the cursor location.
Select Line End	End + Shift	Highlight (mark) text from the cursor location to the end of the line.
Select Line Home	Home + Shift	Highlight (mark) text from the cursor location to the beginning of the line.
Select Macro to Play		Display the Choose Macro dialog box to select a macro to play.
Select Page Down	Page Down + Ctrl + Shift	Highlight (mark) text from the cursor location forward through the end of the current page.
Select Page Up	Page Up + Ctrl + Shift	Highlight (mark) text from the cursor location backward to the beginning of the current page.
Select Right	Right Arrow + Ctrl + Shift	Highlight (mark) the character to the right of the cursor location.
Select Screen Bottom	Down Arrow + Ctrl + Shift	Highlight (mark) text from the cursor location forward to the end of the screen display.
Select Screen Page Down	Page Down + Shift	Highlight (mark) text from the cursor location forward to end of screen display that represents a page.
Select Screen Page Up	Page Up + Shift	Highlight (mark) text from the cursor location backward to the beginning of the screen display that represents a page.
Select Screen Top	Up Arrow + Ctrl + Shift	Highlight (mark) text from the cursor location backward to the beginning of the screen display.
Select Up	Up Arrow + Shift	Highlight (mark) text from the cursor location backward to the beginning of the file.

Function	Default Keyboard Command	Action
Select Up Word Begin		Highlight (mark) text from the cursor location backward to the beginning of the file with the cursor positioned before a word.
Select Whole Transcript		Highlight (mark) all the text in the entire transcript.
Select Word Left	] + Ctrl; Left Arrow + Shift	Highlight (mark) one word at a time to the left of the cursor.
Select Word Right	[ + Ctrl; Right Arrow + Shift	Highlight (mark) one word at a time to the right of the cursor.
Send Last Brief to Cat Scratch		Send the last brief in the Brief It pane to the Cat Scratch pane.
Send Selected Brief to Cat Scratch		Send the selected brief in the Brief It pane to the Steno/Text section of the Cat Scratch pane.
Send Steno & Text to Cat Scratch Pane		Send the highlighted steno/text in the transcript to the Steno/Text section of the Cat Scratch pane.
Send To Cat Scratch Pane		Send the highlighted text in the transcript to the Text section of the Cat Scratch pane.
Send to Mistran Minder List		Send the word or highlighted text to the Mistran Minder List located in the System Files case.
Send to Case Mistran Minder List		Send the word or highlighted text to the Case Mistran Minder List. The caption file must be in a case.
Send to Job Mistran Minder List		Send the word or highlighted text to the Job Mistran Minder List.
Set Active Window		Display the Set Active Window dialog box to select the dialog pane for the cursor focus.
Set Audio Delay		Display the Set Audio Delay dialog box to adjust the synchronization between the cursor location in the job and the playback of the audio file.
Set Cursor Context		Display the Set Cursor Context dialog box to select a resting cursor position for arrowing and scrolling through the file.
Set Cursor Size		Display the Set Cursor Size dialog box to change the size of the cursor on the screen.
Set Focus To Edit		Place the cursor focus in the transcript.

Function	Default Keyboard Command	Action
Set Normal Audio Speed		Reset the audio playback speed to the default setting when the Audio Playback Speed dialog box is displayed.
Smart Colon	; + Shift	Attach a colon to the end of the previous word, add two spaces, and caps the next word.
Smart Comma	,	Attach a comma to the end of the previous word and add a space.
Smart Exclamation	1 + Shift	Attach an exclamation mark to the end of the previous word, add two spaces and cap the next word.
Smart Period	.	Attach a period to the end of the previous word, add two spaces and cap the next word.
Smart Question	/ + Shift	Attach a question mark to the end of the previous word, add two spaces and cap the next word.
Smart Remove Punctuation		Remove the punctuation at the end of the previous word, remove a space and uncap the next word. Applies to colon, period, exclamation mark, question mark, and semi-colon.
Smart Semicolon	;	Attach a semi-colon (;) to the end of the previous word and add a space.
Space	Space; Space + Shift	Insert a space into the transcript.
Spellcheck	F7 + Shift	Begin spellchecking the file based on the selected wordlists and spell check options.
Spelling Lookup	F7 + Ctrl	Display the Spelling Lookup dialog box with the selected word in the Text field.
Split Compound Word		Invoke the Split Compound Word command to separate a compound word into two words.
Split Compound Word - Exclude		Sends the split words to the Compound Wordlist with the exclude attribute.
Split Compound Word - Set Preferred		Sends the split words to the Compound Wordlist with the suggest attribute.
Stitch	- + Ctrl	Cycle through the stitch options for the current word or highlighted (marked) words.
Stop Audio	F9 + Ctrl	Stop the playback of the associated audio.
Stop Translation	\ + Ctrl	Stop realtime translation and stop the connection from the writing machine.
Suggest a Brief		Brief It suggests a conflict-free brief for the highlighted or typed words.

Function	Default Keyboard Command	Action
Surround With Comma		Insert a comma before and after the word or highlighted (marked) words.
Surround With Dash	= + Ctrl	Insert a dash before and after the word or highlighted (marked) words.
Surround With Double Quote		Insert a double quote before and after the word or highlighted (marked) words.
Surround With Parentheses		Insert an open parenthesis before and a closed parenthesis after the word or highlighted (marked) words.
Surround With Single Quote		Insert a single quote before and after the word or highlighted (marked) words.
t	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
T	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Text List Brief it		Open the Open dialog box to select a text file in order to generate briefs from the selected text file.
Text to Dict Define		Open the Add Dictionary Definition define dialog box.
Toggle All Punctuation	, + Ctrl	Cycle through a series of punctuation symbols for the first punctuation on the same transcript line as the cursor: period, question mark, comma, colon, semi colon, exclamation mark, dashes and no punctuation
Toggle Apply E-Define To Typed Text		Toggle the state of the Advanced Global option, Apply E-define to Typed Text.
Toggle Follow Realtime		Toggle Follow Realtime between the cursor following realtime and the last editing location.
Toggle in-line reveal codes		Toggle the display of Reveal Codes.
Toggle Insert/Overstrike Insert		Toggle between the Insert and Overstrike modes.
Toggle Paragraph Ending Punctuation	. + Ctrl + Shift	Cycle through ending paragraph options for the current paragraph: period, question mark, exclamation mark, dashes, and no punctuation.
Toggle Reporter's Area		Toggle the display of the Reporter's Area during captioning.

Function	Default Keyboard Command	Action
Toggle Sentence Ending Punctuation	. + Ctrl	Cycle through a series of punctuation symbols for the sentence ending punctuation on the same transcript line as the cursor: period, question mark, dash and exclamation mark,
Transcript Brief It		Invoke the Transcript Brief It feature which creates briefs for the current transcript.
Transcript Spellcheck Options		Open the Transcript Spell Check Options dialog box.
u	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
U	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Uncap selected text		Remove the capitalization for all words of the selected text.
Undo	z + Ctrl	Reverse the most recent consecutive changes or actions in the current file.
Undo Global	u + Ctrl + Shift	Reverse the global action throughout the History file of current editing session and remove the definition from the designated dictionary.
Undo Global Once		Reverse the global action for the current word only.
Undo Last Global	u + Ctrl + Shift	Reverse the last global action throughout the current editing session of the file.
Unmark		Remove the highlighting (marking) from text.
V		
View/Edit Homophones		Opens the Homophones Editor dialog box where you can easily add new homophones and/or edit/delete existing homophones.
á	Upper ANSI a acute	Alt + 0225
Á	Upper ANSI A acute	Alt + 0193
â	Upper ANSI a circumflex	Alt + 0226
Â	Upper ANSI A circumflex	Alt + 0194
ä	Upper ANSI a diaeresis	Alt + 0228
Ä	Upper ANSI A diaeresis	Alt + 0196
à	Upper ANSI a grave	Alt + 0224



Function	Default Keyboard Command	Action
À Upper ANSI A grave	Alt + 0192	
å Upper ANSI a ring	Alt + 0229	
Ä Upper ANSI A ring	Alt + 0197	
ã Upper ANSI a tilde	Alt + 0227	
Ã Upper ANSI A tilde	Alt + 0195	
´ Upper ANSI acute	Alt + 0180	
Ǽ Upper ANSI ae ligature	Alt + 0230	
Æ Upper ANSI AE ligature	Alt + 0198	
„ Upper ANSI baseline double quote	Alt + 0132	
, Upper ANSI baseline single quote	Alt + 0130	
¡ Upper ANSI broken bar	Alt + 0166	
ç Upper ANSI c cedilla	Alt + 0231	
Ç Upper ANSI C cedilla	Alt + 0199	
¸ Upper ANSI cedilla	Alt + 0184	
¢ Upper ANSI cents	Alt + 0162	
^ Upper ANSI circumflex	Alt + 0136	
” Upper ANSI close double quote	Alt + 0148	
’ Upper ANSI close single quote	Alt + 0146	
© Upper ANSI copyright	Alt + 0169	
† Upper ANSI dagger	Alt + 0134	
° Upper ANSI degrees	Alt + 0176	
“ Upper ANSI diaeresis	Alt + 0168	
÷ Upper ANSI divide symbol	Alt + 0247	
‡ Upper ANSI double dagger	Alt + 0135	
é Upper ANSI e acute	Alt + 0233	
É Upper ANSI E acute	Alt + 0201	

Function	Default Keyboard Command	Action
ê Upper ANSI e circumflex	Alt + 0234	
Ê Upper ANSI E circumflex	Alt + 0202	
ë Upper ANSI e diaeresis	Alt + 0235	
Ë Upper ANSI E diaeresis	Alt + 0203	
è Upper ANSI e grave	Alt + 0232	
È Upper ANSI E grave	Alt + 0200	
… Upper ANSI ellipsis	Alt + 0133	
— Upper ANSI em dash	Alt + 0151	
– Upper ANSI en dash	Alt + 0150	
€ Upper ANSI euro sign	Alt + 0128	
<sup>a</sup> Upper ANSI feminine ordinal	Alt + 0170	
f Upper ANSI florin	Alt + 0131	
ß Upper ANSI German sharp s	Alt + 0223	
í Upper ANSI i acute	Alt + 0237	
Í Upper ANSI I acute	Alt + 0205	
î Upper ANSI i circumflex	Alt + 0238	
Î Upper ANSI I circumflex	Alt + 0206	
ï Upper ANSI i diaeresis	Alt + 0239	
Ï Upper ANSI I diaeresis	Alt + 0207	
ì Upper ANSI i grave	Alt + 0236	
Ì Upper ANSI I grave	Alt + 0204	
ð Upper ANSI Icelandic eth	Alt + 0240	
Ð Upper ANSI Icelandic Eth Capital	Alt + 0208	
þ Upper ANSI Icelandic thorn	Alt + 0254	
Þ Upper ANSI Icelandic Thorn Capital	Alt + 0222	

Function	Default Keyboard Command	Action
¤ Upper ANSI international monetary symbol	Alt + 0164	
• Upper ANSI large bullet	Alt + 0149	
« Upper ANSI left double guillemet	Alt + 0171	
‹ Upper ANSI left single guillemet	Alt + 0139	
ˆ Upper ANSI macron	Alt + 0175	
º Upper ANSI masculine ordinal	Alt + 0186	
µ Upper ANSI micro symbol	Alt + 0181	
× Upper ANSI multiply symbol	Alt + 0215	
ñ Upper ANSI n tilde	Alt + 0241	
Ñ Upper ANSI N tilde	Alt + 0209	
Upper ANSI non-breaking space	Alt + 0160	
¬ Upper ANSI not	Alt + 0172	
ó Upper ANSI o acute	Alt + 0243	
Ó Upper ANSI O acute	Alt + 0211	
ô Upper ANSI o circumflex	Alt + 0244	
Ô Upper ANSI O circumflex	Alt + 0212	
ö Upper ANSI o diaeresis	Alt + 0246	
Ö Upper ANSI O diaeresis	Alt + 0214	
ò Upper ANSI o grave	Alt + 0242	
Ò Upper ANSI O grave	Alt + 0210	
õ Upper ANSI o tilde	Alt + 0245	
Õ Upper ANSI O tilde	Alt + 0213	
ø Upper ANSI o with oblique stroke	Alt + 0248	

Function	Default Keyboard Command	Action
Ø Upper ANSI O with oblique stroke	Alt + 0216	
œ Upper ANSI oe ligature	Alt + 0156	
Œ Upper ANSI OE_ligature	Alt + 0140	
¼ Upper ANSI one-fourth	Alt + 0188	
½ Upper ANSI one-half	Alt + 0189	
" Upper ANSI open double quote	Alt + 0147	
‘ Upper ANSI open single quote	Alt + 0145	
¶ Upper ANSI paragraph symbol	Alt + 0182	
‰ Upper ANSI per mille	Alt + 0137	
± Upper ANSI plus or minus	Alt + 0177	
£ Upper ANSI pounds	Alt + 0163	
® Upper ANSI registered trademark	Alt + 0174	
» Upper ANSI right double guillemet	Alt + 0187	
› Upper ANSI right single guillemet	Alt + 0155	
š Upper ANSI s caron	Alt + 0154	
Š Upper ANSI S_caron	Alt + 0138	
§ Upper ANSI section symbol	Alt + 0167	
• Upper ANSI small bullet	Alt + 0183	
Upper ANSI soft hyphen	Alt + 0173	
¡ Upper ANSI Spanish inverted exclamation mark	Alt + 0161	
¿ Upper ANSI Spanish inverted question mark	Alt + 0191	

Function	Default Keyboard Command	Action
<sup>1</sup>	Upper ANSI superscript Alt + 0185	
<sup>2</sup>	Upper ANSI superscript Alt + 0178	
<sup>3</sup>	Upper ANSI superscript Alt + 0179	
<sup>3/4</sup>	Upper ANSI three-fourths Alt + 0190	
~	Upper ANSI tilde Alt + 0152	
ú	Upper ANSI u acute Alt + 0250	
Ú	Upper ANSI U acute Alt + 0218	
û	Upper ANSI u circumflex Alt + 0251	
Û	Upper ANSI U circumflex Alt + 0219	
ü	Upper ANSI u diaeresis Alt + 0252	
Ü	Upper ANSI U diaeresis Alt + 0220	
ù	Upper ANSI u grave Alt + 0249	
Ù	Upper ANSI U grave Alt + 0217	
™	Upper ANSI unregistered trademark Alt + 0153	
	Upper ANSI unused 0129	
	Upper ANSI unused 0141	
	Upper ANSI unused 0143	
	Upper ANSI unused 0144	
	Upper ANSI unused 0157	
ý	Upper ANSI y acute Alt + 0253	
Ý	Upper ANSI Y acute Alt + 0221	
ÿ	Upper ANSI y diaeresis Alt + 0255	
Ÿ	Upper ANSI Y diaeresis Alt + 0159	

Function	Default Keyboard Command	Action
¥ Upper ANSI yen	Alt + 0165	
Ž Upper ANSI z caron	Alt + 0158	
Ž Upper ANSI Z_caron	Alt + 0142	
v	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
V	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
View Brief It Pane		Toggle the display of the Brief It dialog pane.
View Case Dictionary		Open the Case dictionary, if available, to the specified word or phrase. When the word or phrase is not found the Case dictionary opens to the first entry.
View Cat Scratch Pane		Displays the Cat Scratch pane.
View Full Screen		Hide the Function bar and all the toolbars except for the Full Screen toolbar.
View Hotspots Pane		Displays the Hotspots pane.
View Job Dictionary		Open the Job dictionary, if available, to the specified word or phrase. When the word or phrase is not found, the Job dictionary opens to the first entry.
View Other Dictionary		Display the Open Existing Document dialog box to select a job dictionary.
View Personal Dictionary	i + Ctrl + Shift	Open the Personal Dictionary to the specified word or phrase. When the word or phrase is not found the Personal dictionary opens to the first entry.
View Search Results		Displays the Search Results pane.
View Speaker List		Displays the Speaker List pane.
View translation status		Toggle the display of the Translation Status dialog box.
View Vertical Notes	n + Ctrl	Toggle the display of the Vertical Notes dialog pane.
Voice: Correct Words		Display the Dragon Spell dialog box to type a word that is not in your vocabulary and insert it into the job.
Voice: Pause Dictation		Temporarily stop dictation mode.
Voice: Play Voice Audio		Play the voice audio associated with the text.

Function	Default Keyboard Command	Action
Voice: Play Voice Audio With Scroll Text		Play the voice audio while the cursor automatically moves from line to line in the transcript.
Voice: Resume Dictation		Start dictation mode.
Voice: Stop Voice Audio		Stop the playback of the voice audio.
Voice: Toggle Voice and Room Audio		Toggle between playing the voice audio and the room audio associated with the same text.
w	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
W	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Windows Default		Apply the current Windows Default setting to the key combination.
Word Definition Dictionary		Display the Merriam Webster Dictionary dialog box with the definition for the selected word.
Word Swap	w + Ctrl	Reverse the position of two words.
x	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
X	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
y	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Y	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
z	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Z	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Zoom 100%		Display the transcript text at 100%.
Zoom 150%		Display the transcript text at 150%.
Zoom 200%		Display the transcript text at 200%.
Zoom 400%		Display the transcript text at 400%.
Zoom 50%		Display the transcript text at 50%.
Zoom 75%		Display the transcript text at 75%.

Function	Default Keyboard Command	Action
Zoom Fit Page		Maximize the display of text to show the page elements in largest font available to fit the screen.
Zoom Fit Text		Maximize the display of text in the largest font available to fit the screen.
[ Left Square Bracket	[	Insert a left square bracket into the transcript.

## Modify Keyboard Map Columns

You can resize the column widths and reorder the columns in the keyboard map.

### Resize a Column

Place the cursor on the line dividing the column headings and hold the mouse button down. The cursor becomes a double headed arrow. Move the line left or right to the desired position and release the button.

### Reorder Columns

Place the cursor on a column heading and hold the mouse button down. Move the cursor to a new location. Red arrows indicate the new position. Release the mouse button.

## Search Keyboard Map

The Search feature in a keyboard map allows you to locate keyboard functions by text or entry type, such as Cursor movement, Global or Edit. You can limit the search by specifying an exact, initial, or ending character match. Once a search result displays, repeat the Search with the same search parameters without reentering the information by using Repeat Search Forward (F3) or Repeat Search Backward (Shift +F3). You can use the [Filter](#) feature to limit the display of the keyboard map to a specific key, macro or keyboard function. A filtered display is searchable.

## Search for Keyboard Functions

1. From within a keyboard map, press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
2. Make necessary entries:

### Search

#### Text

Type the text for the keyboard command or function on which you are searching.

#### Entry Type

Search by entry type. Select an entry type from the drop down list to search entries categorized by the selected entry type.

#### Case Sensitive



Search for the text in the *Search* field as it is typed in upper and lower case. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. Depending on your search criteria, this option may not be available.

**Whole Word**

Search only for whole words that match the text typed in the *Search* field. When Whole Word is not selected, the search finds the word both as it stands alone and as part of another word. Depending on your search criteria, this option may not be available.

**Location**

Select the search parameter. Depending on your search criteria, this option may not be available.

**Exact Match**

Search for entries that match the text, exactly as it is entered, in the *Search* field.

**Begins With**

Search for entries that begin with the text entered in the *Search* field.

**Ends With**

Search for entries that end with the text entered in the *Search* field.

**Contains**

Search for entries that contain, anywhere in the entry, the text entered in the *Search* field.

**Direction**

Select the direction of the search:

**Forward**

Search forward, from the cursor position to the end of the keyboard map.

**Backward**

Search backward, from the cursor position to the beginning of the keyboard map.

3. Press **Enter (OK)** to search the keyboard functions. The Search dialog box closes and the Search highlights the first entry that meets the search criteria. If no entry matches the search criteria, a message displays. To repeat the search using the same criteria, press **F3** to search forward or **Shift + F3** to search backward.

If you search for a keyboard function within a filtered display, the search is limited to the filtered keyboard functions. If your search cannot locate the desired keyboard function, try [unfiltering](#) the display or filter by different criteria.

## Set Keyboard Map Options

To set Keyboard Map options:

1. From the Keyboard Map table, press **Alt + t, o (Tools/Options)**. The Options dialog box displays.
2. Make an entry as necessary:

**Warn before restoring default key assignment.**

Check this box to display a warning message when you restore a default key assignment in the Assign Key to Function dialog box.

Uncheck this box to disable the warning message. You can also turn this warning off from the confirmation dialog box by checking the option: *I understand the consequences of my actions. Please stop asking.*

3. Press **Enter (OK)**.

## NumberConversion.ini File

The NumberConversion.ini file contains formatting rules based on "keyword" word and number combinations that are used by the [Automatic Number Conversion](#) feature to convert numbers and words into specific formats. There is one NumberConversion.ini file per user that affects a captioning session. It is located in the Captioning case which is in the System Files case. If you also use regular translation for jobs other than captioning, there is a Numberconversion file located in the System Files case that affect regular translate jobs. If you need number conversion formats specifically to a case, you can create a [Case Numberconversion file](#).

Depending on the keyword, there may be multiple rules available depending on how you want the numbers converted. When you select a keyword, select a rule, then the comment section displays information as to how the number will convert. For example, each of the months of the year are keywords and there are four rule options available. Let's say the person says, "I participated in a protest march one day during that week." You most likely would not want "march one" to change to March 1st in a situation like that so you would apply the {Match\_Case} rule to the month of March and probably May. A number conversion will only occur when CATalyst encounters numbers following "March" and "May" and not when "may" and "march" are followed by numbers.

### Example

The keyword "dollars" is associated with the number conversion rule for {MONEY}. This rule looks to the left of the keyword and inserts the dollar symbol when preceded by numbers and removes the word "dollars." When Automatic Number Conversion is active and you write "50 dollars," the result is "\$50."

### Example

The keyword "avenue" is associated with the number conversion rule for {ADDRESS}. This rule looks to the left of the keyword and caps up to two words when preceded by numbers. When Automatic Number Conversion is active and you write "1234 red pine avenue", the result is "1234 Red Pine Avenue."

### Example

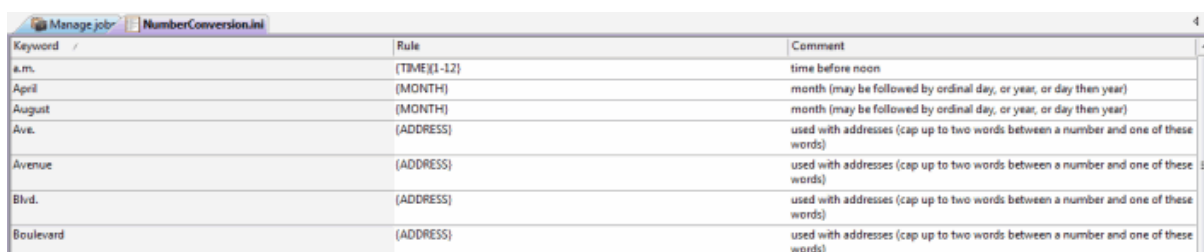
The keywords "a.m." and "p.m." are associated with the number conversion rule for {TIME}. This rule dictates that a 3 or 4 digit number appears with a colon before the last two digits. When Automatic Number Conversion is active and you write eleven forty-five a.m., the rule for a.m. applies after translation, resulting in 11:45 a.m. If you write "315 a.m.," it converts to "3:15 a.m."

To open the NumberConversion.ini file, do one of the following:

- Press **Alt + f, o, i, n (File, Open. List/Table, Number Conversion)**.
- On the Caption Option, Options tab, click **numberconversion...** you will be prompted with the following message: *To view this file, the Translate dialog box needs to close. Apply changes and continue?* The default is set to Yes. If you press **Enter** or click Yes, any changes will be saved and the Broadcast Captioning Translate dialog box will automatically close and the numberconversion file will open.

## BCS NumberConversion.ini File Overview

When you open the NumberConversion.ini file, the contents display in three columns: Keyword, Rule and Comment. The Keyword column indicates the keyword that you write; the rule column indicates the type of automatic number conversion instruction; and the Comment column briefly describes the function of the rule. You can sort the entries in ascending or descending order by clicking the desired column heading.



Keyword	Rule	Comment
a.m.	(TIME){1-12}	time before noon
April	(MONTH)	month (may be followed by ordinal day, or year, or day then year)
August	(MONTH)	month (may be followed by ordinal day, or year, or day then year)
Ave.	(ADDRESS)	used with addresses (cap up to two words between a number and one of these words)
Avenue	(ADDRESS)	used with addresses (cap up to two words between a number and one of these words)
Blvd.	(ADDRESS)	used with addresses (cap up to two words between a number and one of these words)
Boulevard	(ADDRESS)	used with addresses (cap up to two words between a number and one of these words)

Depending on your number writing style or theory, you may want to [modify](#) the NumberConversion.ini file to maximize the benefits of the Automatic Number Conversion feature. The NumberConversion.ini file comes with a default set of keyword entries. You can add, delete or modify entries to customize the file.

Keywords have a maximum length of 63 characters. If you create an entry for an existing keyword a message displays. When a duplicate keyword entry exists that can convert a number two different ways, the number conversion applies the last entry in the list. For example, you have the word "highway" listed as a keyword for {ADDRESS} rule. You also have the word "highway" listed as a keyword for {DIGITAFTER}{CAPWITHNUM} rule. You write "1234 rough old highway" The words "rough" and "old" are not capped because this uses the first format in the list. If you write "highway 66", highway is initial capped because it is the last entry. The result is Highway 66.



[Keyboard Map](#) Function: Open BCS Number Conversion

## Modify the NumberConversion.ini File

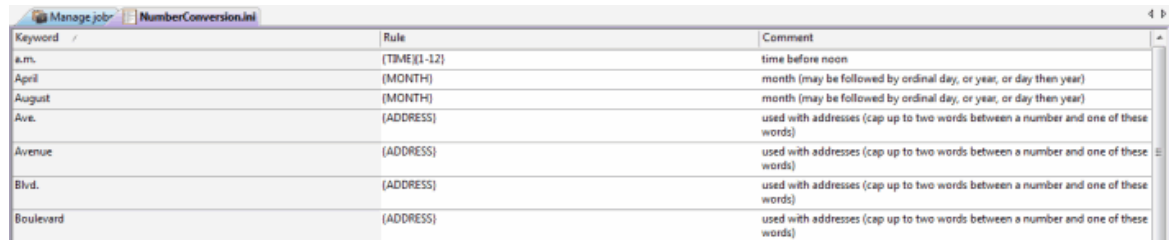
The BCS NumberConversion.ini file is located in the Captioning case in your System Files case and contains keywords and rules when writing numbers and text that should be formatted a specific way. For example, let's say you have Automatic Number Conversion feature selected and you write "3 hundred thousand fifty two dollars." Automatic Number Conversion would convert that to "\$300,052".

Add, modify or remove entries from the NumberConversion.ini file.

## Add or Modify an Entry

- To open the NumberConversion.ini file, do one of the following:
  - Press **Alt + f, o, i, n** (**File, Open, List/Table, Number Conversion**).
  - On the Caption Options, Options tab, click **numberconversion...** you will be prompted with the following message: *To view this file, the Translate dialog box needs to close. Apply changes and continue?* The default is set to Yes. If you press **Enter** or click Yes, any changes will be saved and the Broadcast Captioning Translate dialog box will automatically close and the numberconversion file will open.

The NumberConversion.ini contains three columns. The Keyword column lists the keyword for the automatic number conversion. This word has a maximum length of 63 characters. The Rule column is the instruction for the keyword. The Comment column is a brief description of what is going to be the result of this entry.



Keyword	Rule	Comment
a.m.	(TIME)(1-12)	time before noon
April	(MONTH)	month (may be followed by ordinal day, or year, or day then year)
August	(MONTH)	month (may be followed by ordinal day, or year, or day then year)
Ave.	(ADDRESS)	used with addresses (cap up to two words between a number and one of these words)
Avenue	(ADDRESS)	used with addresses (cap up to two words between a number and one of these words)
Blvd.	(ADDRESS)	used with addresses (cap up to two words between a number and one of these words)
Boulevard	(ADDRESS)	used with addresses (cap up to two words between a number and one of these words)

2. Do one of the following:
  - Add Entry — Press **Ctrl + i (Edit/Insert)**. The Insert Entry dialog box displays.
  - Modify Entry — Highlight the entry to modify and press **Ctrl + m (Edit/Modify)**. The Modify Entry dialog box displays.
3. Make entries as necessary:

### Keyword

Type the word you want to associate to the rule. If you create a duplicate keyword entry, a message displays indicating a duplicate entry.

### Rule

Highlight the rule to associate with the keyword. Available options applicable to the rule display in the Options field.

### Options

Options applicable to the Rule selected display in this field. Highlight an option to select it.

### Money Symbol

This field displays when you select the {MONEY} rule. Depending on the Options selected, the following fields are available. Select one:

- Dollars [\$] — Select this option to include a dollar sign in the money conversion.
- Cents [¢] — Select this option to include a cents sign in the money conversion.
- Other — Select this option to include a customized symbol in the money conversion. Type a money symbol in the [ ] field that will display before the numbers. If you select the {MONEY} {MONEYSUFFIX} rule, then up to three characters that appear between the brackets in Other will display after the number with a space in between. For example, you select {MONEYSUFFIX} and Other and USD in the brackets. When you write "fifty dollars," automatic number conversion converts it to 50 USD.

### Description

A sample and brief description of how the selected rule with the selected option is applied.



### Personal Comments

Entry in this field is optional. Type any comments you want to note about your entry.

4. Press **Enter (OK)**.

5. **Ctrl + s (File/Save)** to save the file.
6. Press **Alt + f, x (File/Exit)** to exit the NumberConversion.ini file.


## Remove an Entry



1. To open the NumberConversion.ini file, do one of the following:
  - Press **Alt + f, o, i, n (File/Open/List Table/Number Conversion)**.
  - On the Caption Options, Options tab, click **numberconversion...** you will be prompted with the following message: *To view this file, the Translate dialog box needs to close. Apply changes and continue?* The default is set to Yes. If you press **Enter** or click Yes, any changes will be saved and the Broadcast Captioning Translate dialog box will automatically close and the numberconversion file will open.
2. Do one of the following:
  - To disable the number conversion keyword but leave it in the Numberconversion file in case you change your mind, highlight the entry and press **Ctrl + m**. The Modify Entry dialog box displays. In the Keyword field, type two forward slashes (//) in front of the keyword. For example, if the keyword is "drive," it will now look like "//drive." (without the quotes.) This allows the entry to remain the in the numberconversion file but is not active.
  - Highlight the entry you want to remove from the file and press **Delete** or click the Delete  icon.
3. Press **Enter (OK)**.
4. **Ctrl + s (File/Save)** to save the file.
5. Press **Alt + f, x (File/Exit)** to exit the NumberConversion.ini file.
  - To disable the number conversion keyword but leave it in the Numberconversion file in case you change your mind, highlight the entry and press **Ctrl + m**. The Modify Entry dialog box displays. In the Keyword field, type two forward slashes (//) in front of the keyword. For example, if the keyword is "drive," it will now look like "//drive." (without the quotes.) This allows the entry to remain the in the numberconversion file but is not active.
  - Highlight the entry you want to remove from the file and press **Delete** or click the Delete  icon.

## Change NumberConversion.ini Fonts

The font type and size for the body and heading text in the NumberConversion.ini file are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u (File, Open, List/Table, NumberConversion)**. The NumberConversion (.ini) table displays.
2. Do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.

3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the NumberConversion file saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Filter NumberConversion.ini File

The Filter feature allows you to limit the display of the NumberConversion.ini entries to specific Keyword, Rule or Comment. You can further customize the filtered display using additional criteria. Filter does not remove entries from the NumberConversion.ini file. All entries display when you apply the Unfilter feature. A filtered display is [searchable](#).

### Filter Entries

1. Press **Ctrl + y (View/Filter)**. The Filter dialog box displays.
2. Make necessary entries:

#### Filter

##### Keyword

Filter on a specific word or words in the *Keyword* field. Type the text in the field. To filter on a specific type of *Key word*, check the option, **Entry Type**, and select a type from the drop down list.

##### Rule

Filter on a specific rule. Type the text.

##### Comment

Filter on specific text in the *Comment* field. Type the text. To filter on a specific type of Comment, check the option, **Entry Type**, and select a type from the drop down list.

##### Entry Type

Filter on text by entry type. Select an entry type from the drop down list. This option is available when filtering by *Keyword* or by *Comment*.

##### Case Sensitive

Filter on the text identified in the field, as it is typed in upper and lower case. If you do not select Case Sensitive, the filter includes all words containing the indicated characters, regardless of the case typed into the field.

##### Whole Word

Filter only on whole words that match the text typed in the field. When Whole Word is not selected, the search finds the word both as it stands alone and as part of another word.

#### Location

Select the filter parameter:

##### Exact Match

Filter on text that matches the text in the field exactly as it is entered.

**Begins With**

Filter on text that begins with the text entered in the field.

**Ends With**

Filter on text that ends with the text entered in the field.

**Contains**

Filter on text that contains, anywhere in the entry, the text entered in the field.

3. Press **Enter (OK)**. The Filter dialog box closes and the screen displays the filtered entries. If no entry matches the filter criteria, a message displays.

If you search within a filtered display, the search is limited to the filtered entries. If your search cannot locate the desired entry, unfilter the display or filter by different criteria.

4. Press **Alt + v, u (View/Unfilter)** to redisplay all the entries. If you close the NumberConversion.ini file in a filtered display, all entries display when you open the file.

## Search NumberConversion.ini File

Search allows you to locate a word or words in the NumberConversion.ini File. You can locate information in the Keyword, Rule and Alternate Suggestions columns, searching forward or backward for a whole word, part of a word or a phrase. Once a searched entry displays, you can repeat the Search by using Repeat Search Forward or Repeat Search Backward.

## Search Entries

1. To open the NumberConversion.ini file, do one of the following:
  - Press **Alt f, o, i, n (File/Open/List Table/Number Conversion)**.
  - On the Caption Options, Options tab, click **numberconversion**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.
2. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
3. Make necessary entries:

**Search**

Type the text you want to locate in the field. Use the remaining options, as necessary.

**Entry Type**

Check this box to limit the search to include one of the following criteria. From the drop down list in the Search field, select one of the following criteria:

- Numbers — The first entry that contains numbers.
- All Capped — The first entry that contains all capped text.
- Contains capped — The first entry that contains at least one capital letter.
- Phrase — The first entry that contains two or more words separated by a space.
- Contains punctuation — The first entry that contains punctuation.
- Numeral Words — The first entry that contains number words.

### **Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This field is unavailable when you select to search by Entry Type.

### **Whole Word**

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This field is unavailable when you select to search by Entry Type.

### **Location**

Limit the search to include one of the following criteria. These fields are unavailable when you select to search by Entry Type.

#### **Exact Match**

Search for entries that exactly match the text entered in the Search field.

#### **Begins With**

Search for entries that begin with the text entered in the Search field.

#### **Ends With**

Search for entries that end with the text entered in the Search field.

#### **Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

### **Direction**

Select one of the following:

#### **Forward**

Search forward from the cursor position to the end of the table.

#### **Backward**

Search backward from the cursor position to the beginning of the table.

4. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
5. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

## **Search and Replace in NumberConversion.ini**

Search and Replace allows you to search for and replace words in the Keyword or Comments column of a NumberConversion.ini entry. You can search forward or backward. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

### **Search and Replace Entries**

1. To open the NumberConversion.ini file, do one of the following:



- Press **Alt f, o, i, n (File/Open/List Table/Number Conversion)**.
  - On the Caption Options, Options tab, click **numberconversion**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.
2. Press **Alt + e, e (Edit/Search and Replace)**. The Search and Replace dialog box displays.
  3. Make necessary entries:

### **Search**

Type the text you want to locate in the field. Use the remaining options, as necessary.

#### **Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

#### **Whole Word**

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word.

### **Location**

#### **Exact Match**

Search for entries that exactly match the text entered in the Search field.

#### **Begins With**

Search for entries that begin with the text entered in the Search field.

#### **Ends With**

Search for entries that end with the text entered in the Search field.

#### **Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

### **Direction**

Select one of the following:

#### **Forward**

Search forward from the cursor position to the end of the table. A confirmation message displays for each possible replacement.

#### **Backward**

Search backward from the cursor position to the beginning of the table. A confirmation message displays for each possible replacement.

### **Replace With**

Type the replacement text for the entry in the Search field.

4. Press **Enter (OK)** to start the search.
5. When a match is found, the Confirm dialog box displays with the Original word and the Replacement word. Select one of the following:

**Yes**

Apply the replacement to this occurrence and search for any other occurrence.

**Yes To All**

Apply the replacement to all occurrences of the Original word.

**Goto Next**

Do not apply the replacement to this occurrence and search for any other occurrence.

**Done**

Do not apply the replacement to any occurrences and close the Confirm dialog box.

## Phonetic Table

The Phonetic Table contains steno outlines and phonetic text equivalents. When the Advanced Caption Option, [Phonetic untranslates display as words](#) is set to **No** and you select the [Phonetic Translation](#) option or use the [Toggle Phonetic Mode](#) during realtime, steno outlines normally displayed as untranslates translate phonetically based on the text equivalent entry in the Phonetic Table.

Each user has a Phonetic Table located in the System Files case. The default Phonetic Table contains 60 text equivalent entries in all capital letters. You can change the entries to use lower case. Stenograph recommends you review entries in the Phonetic Table and modify them according to your writing style. The Phonetic Table is not accessible in CATalyst BCS during an active session.

### Example

The caption session includes the name Jaymes. If no dictionary entry for the steno SKWRAEUPLZ exists, the steno outline displays as an untranslate. Using the Phonetic Table, each steno combination matches to the text equivalent. The result displays as JAIMZ instead of SKWRAEUPLZ, as shown:

SKWR = J

A = A

EU = I

PL = M

-Z = Z

When the Advanced Caption Option, [Phonetic untranslates display as words](#) is set to **Yes**, CATalyst BCS use a phonetic algorithmic logic to determine the intended pronunciation. The Phonetic Table is not used.

Phonetically translated words appear in the selected untranslate color. If your [Scan For Options](#) are set to stop on untranslates, then **F8 (Scan)** and **Shift + F8 (Scan Backward)** stop on phonetically translated words.

1. From anywhere in CATalyst BCS, press **Alt + f, o, i, p (File/Open/List/Table/Phonetic Table)**. The Phonetic Table displays.
2. Do **any** of the following:

### Insert an Entry

Press **Ctrl + i (Edit/Insert)**. The Insert Entry dialog box displays with empty Steno and Text fields.

### Modify an Entry

Highlight the entry you want to modify. Press **Ctrl + m (Edit/Modify)**. The Modify Entry Dialog box displays with the steno and text.

### Delete an Entry

Highlight the entry and press **Delete**. A confirmation message displays. Press **Enter**.

3. Make entries as necessary:

#### Steno

Type new or modify existing steno outlines. Type a - (hyphen) before the steno outline to indicate final steno (right bank). If you want to stay consistent with the default entries, type the text in capital letters. The *Steno is invalid.* message displays if no steno characters are in the Steno field when inserted or modified.

#### Text




Type a new or modify the existing text equivalent or phonetic sound for the steno outline. The text characters are limited to 11 characters. Although more than 11 characters can be typed in the Text field, when the entry is inserted or modified, the *Text is too long.* message displays. The Text field also cannot include spaces. If the Text field contains at least one space, the *No spaces allowed.* message displays when the entry is inserted or modified. The user will need to adjust the Text field characters to eliminate the messages.

4. Press **Enter (OK)**. To exit the Insert dialog box, press **Esc (Cancel)**.
5. Press **Ctrl + s (File/Save)** to save the changes.

## Change Phonetic Table Font

The font type and size for the body and heading text in the Phonetic Table are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u (File, Open, List/Table, Phonetic Table)**.
2. When the phonetic table displays, do either of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the Phonetic Table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## User Definitions Table

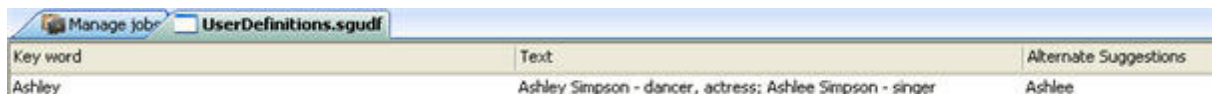
The User Definitions table, UserDefinitions.sgudf, works in conjunction with Spell Check allowing you to [add](#) a word with comments, definitions or alternate word Suggestions accessible from the Spell Check or Spelling Lookup dialog boxes. There is one User Definitions Table per user. It is stored in the User's System Files case.

When you add a word to the User Definitions table and add the same word to a Wordlist set to Suggest, Spell Check stops on the word which displays with a Red Squiggle. Alternate words set in the User Definitions table display in the Spell check Suggestions list. Clicking the User Def button, you can view the comment or definition for the word.

If the word from the User Definitions table is spelled correctly or in a wordlist and the Suggest attribute is not set for that word in a wordlist, Spell Check does not stop on the word. Use the Spelling Lookup feature to access any alternate suggestions. Clicking the User Def button displays the customized definition if one exists.

### Example

Using the User Definitions Table, add a word to a wordlist and create a comment. For example, you come across the name "Ashley" and want to add an alternate spelling and comment to the wordlist identifying the different spellings of celebrity Ashley. In the User Definitions Table you add the word "Ashley," with "Ashley Simpson, dancer; actress"; Ashlee Simpson, singer" as the comment and "Ashlee" as the alternate spelling, as shown below:

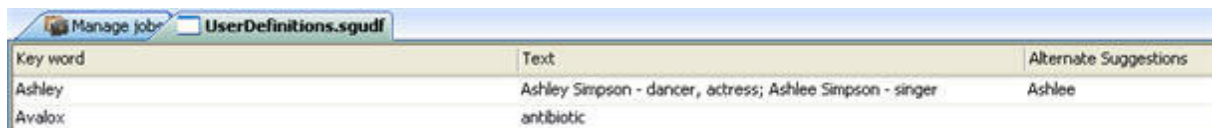


Key word	Text	Alternate Suggestions
Ashley	Ashley Simpson - dancer, actress; Ashlee Simpson - singer	Ashlee

You then add the word "Ashley" to your Personal or Job Wordlist and set it to Suggest the word "Ashlee." When Spell Check stops on the occurrence of Ashley in the job, it suggests "Ashlee." Click the User Def button in the Spell Check dialog box to view the comment associated with Ashley and determine the correct spelling for the person mentioned in the job.

### Example

The User Definitions Table can also be used to add a customized definition for a word in the Personal or Job wordlist. The customized definition might be for a word a definition is not available or an existing definition for which you need additional clarification. For example, the word Avalox occurs in several medical depositions. You add the word "Avalox" with the definition "antibiotic" to help identify the correct word as shown below.



Key word	Text	Alternate Suggestions
Ashley	Ashley Simpson - dancer, actress; Ashlee Simpson - singer	Ashlee
Avalox	antibiotic	

The word "Avalox" is spelled correctly. It is not in a wordlist and Spell Check does not stop on it. Invoke Spelling Lookup and click on the User Def button to access the definition.

You can [change the font type and/or font size in the User Definitions Table](#) to make it more readable.

## Add/Modify User Definitions

You can add, modify and delete entries from the User Definitions table. There is one User Definitions Table per user. It is stored in the User's System Files case.

## Add or Modify Entries

1. From CATalyst BCS, press **Alt + f, o, i, u** (**File/Open/List Table/User Definitions Table**). The UserDefinitions.sgudf. file displays.
2. Do one of the following:
  - Press **Ctrl + i** (**Edit/Insert**) to add a new user definition. The Insert User Definition dialog box displays.
  - Highlight an entry to modify. If necessary, use [Search](#) to help locate the entry. Press **Ctrl + m** (**Edit/Modify**). The Modify User Definition dialog box displays.
3. Make necessary entries:

**Keyword**

Type the word to which you want to add a definition or comment.

**Definition**

Type the text that displays when you press the User Definitions button during Spell Check or Spelling Lookup.

**Alternates**

Add, modify or delete alternate words for the Keyword. These words display in the Spell Check dialog box as Suggestions.

**New**

Type a word in the blank field that displays. To modify a word, double click on it and type the change.

**Delete**

Delete a word from the list. Highlight a word and click the **Delete** icon.

**Move Up**


Move the word up in the Suggestion list. Highlight the name and click the **Move Up** icon.

**Move Down**

Move the word down in the Suggestion list. Highlight the name and click the **Move Down** icon.

4. Press **Enter** (**OK**) to add the word to the User Definitions table.
5. Press **Ctrl + s** (**File/Save**) to save the changes to the User Definitions table.
6. Press **Ctrl + F4**, to close the User Definitions table.

**Delete an Entry**




1. Press **Alt + f, o, i, u** (**File/Open/List Table/User Definitions Table**). The UserDefinitions.sgudf table displays.
2. Highlight an entry to delete. If necessary, use [Search](#) to help locate the entry. Click the **Delete**  icon. A message displays prompting you to confirm the deletion.
3. Press **Enter** (**OK**) to delete the entry.

4. Press **Ctrl + s (File/Save)** to save the changes to the User Definitions table.
5. Press **Ctrl + F4**, to close the User Definitions table.

## Change User Definitions Table Fonts

The font type and size for the body and heading text in the User Definitions table are customizable. The font type and size applies equally to the body and heading text.

### Modify the Font:

1. Press **Alt + f, o, i, u (File, Open, List Table, User Definitions Table)**. The UserDefinitions (.sgudf) table displays.
2. Do any of the following:
  - If the Dictionary/List Toolbar (  ) is displaying, go to Step 3.
  - If the Dictionary/List Toolbar is not displaying, right click a toolbar and select Dictionary/List Toolbar.
3. Do any of the following:
  - Click the Font style icon (  ) to change the font type.
  - Click the Font size icon (  ) to change the font size.
4. Closing the User Definitions Table saves the font change information. If you have made other changes, you will be prompted to save your changes.

## Filter User Definitions Table

The Filter feature allows you to limit the display of the User Definitions Table entries to specific Keyword, Text or Alternate Suggestion. You can further customize the filtered display using additional criteria. Filter does not remove entries from the User Definitions Table. All entries display when you select the Unfilter feature. A filtered display is [searchable](#).

### Filter Entries

1. From CATalyst BCS, press **Ctrl + y (View/Filter)**. The Filter dialog box displays.
2. Make necessary entries:

#### Filter

##### Key word

Filter on a specific word or words in the *Key word* field. Type the text in the field. To filter on a specific type of *Key word*, check the option, **Entry Type**, and select a type from the drop down list.

##### Text

Filter on specific text the *Text* field. Type the text. To filter on a specific type of *Text*, check the option, **Entry Type**, and select a type from the drop down list.

##### Alternate Suggestion

Filter on specific text in the *Alternate Suggestion* field. Type the text. To filter on a specific type of *Alternate Suggestion*, check the option, **Entry Type**, and select a type from the drop down list.

**Entry Type**

Filter the display by entry type. Select an entry type from the drop down list.

**Case Sensitive**

Filter on the text identified in the field, as it is typed in upper and lower case. If you do not select Case Sensitive, the filter includes all words containing the indicated characters, regardless of the case typed into the field.

**Whole Word**

Filter only on whole words that match the text typed in the field. When Whole Word is not selected, the search finds the word both as it stands alone and as part of another word.

**Location**

Select the filter parameter. This option is unavailable when filtering by *Entry Type*.

**Exact Match**

Filter on text that matches the text in the field exactly as it is entered.

**Begins With**

Filter on text that begins with the text entered in the field.

**Ends With**

Filter on text that ends with the text entered in the field.

**Contains**

Filter on text that contains, anywhere in the entry, the text entered in the field.

3. Press **Enter (OK)**. The Filter dialog box closes and the screen displays the filtered entries. If no entry matches the filter criteria, a message displays.

If you search within a filtered display, the search is limited to the filtered entries. If your search cannot locate the desired entry, unfilter the display or filter by different criteria.

4. To return the display to a full view with all the entries, press **Alt + v, u (View/Unfilter)**.

**Search User Definitions Table**

Search allows you to locate a word or words in the User Definitions table. You can locate information in the Keyword, Text and Alternate Suggestions columns, searching forward or backward for a whole word, part of a word or a phrase. Once a searched entry displays, you can repeat the Search by using Repeat Search Forward or Repeat Search Backward.

**Search Entries**

1. From CATalyst BCS, press **Alt + f, o, i, u (File/Open/List Table/User Definitions Table)**. The UserDefinitions.sgudf. file displays.
2. Press **Ctrl + f (Edit/Search)**. The Search dialog box displays.
3. Select the method by which you want to search the User Definitions table.

## Search

Type the text you want to locate in the field. Use the remaining options, as necessary.

### Entry Type

Check this box to search by entry type. Case CATalyst searches all the columns for entries that contain the selected entry type. Click the down arrow to select an entry type from the list:

#### Numbers

The first entry that contains numbers.

#### All Capped

The first entry that contains all capped text.

#### Contains capped

The first entry that contains at least one capital letter.

#### Phrase

The first entry that contains two or more words separated by a space.

#### Contains punctuation

The first entry that contains punctuation.

#### Numerical Words

The first entry that contain a word number including hundred, thousand, million, etc.

4. Use the remaining field as necessary:

#### Case Sensitive

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This option is unavailable when searching by *Entry Type*.

#### Whole Word

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This option is unavailable when searching by *Entry Type*.

## Location

Limit the search to include one of the following criteria. This option is unavailable when searching by *Entry Type*.

#### Exact Match

Search for entries that exactly match the text entered in the Search field.

#### Begins With

Search for entries that begin with the text entered in the Search field.

#### Ends With



Search for entries that end with the text entered in the Search field.

### **Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

### **Direction**

Select one of the following:

#### **Forward**

Search forward from the cursor position to the end of the table.

#### **Backward**

Search backward from the cursor position to the beginning of the table.

5. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
6. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

## **Search and Replace User Definitions**

Search and Replace allows you to search for and replace the Keyword in a User Definitions entry. You can search forward or backward. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

## **Search and Replace Keywords**

1. From CATalyst BCS, press **Alt + f, o, i, u (File/Open/List Table/User Definitions Table)**. The UserDefinitions.sgudf. file displays.
2. Press **Alt + e, e (Edit/Search and Replace)**. The Search and Replace dialog box displays.
3. Make necessary entries:

### **Search**

Type the text you want to locate in the field. Use the remaining options, as necessary.

#### **Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

#### **Whole Word**

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word.

### **Location**

#### **Exact Match**

Search for entries that exactly match the text entered in the Search field.

#### **Begins With**

Search for entries that begin with the text entered in the Search field.

**Ends With**

Search for entries that end with the text entered in the Search field.

**Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

**Direction**

Select one of the following:

**Forward**

Search forward from the cursor position to the end of the table. A confirmation message displays for each possible replacement.

**Backward**

Search backward from the cursor position to the beginning of the table. A confirmation message displays for each possible replacement.

**Replace With**

Type the replacement text for the entry in the Search field.

4. Press **Enter (OK)** to start the search.
5. When a match is found, the Confirm dialog box displays with the Original word and the Replacement word. Select one of the following:

**Yes**

Apply the replacement to this occurrence and search for any other occurrence.

**Yes To All**

Apply the replacement to all occurrences of the Original word.

**Goto Next**

Do not apply the replacement to this occurrence and search for any other occurrence.

**Done**

Do not apply the replacement to any occurrences and close the Confirm dialog box.

## CATalyst VP

CATalyst® VP allows you to transcribe proceedings through dictation. Using Case CATalyst along with Dragon Naturally Speaking or IBM ViaVoice software, you can perform voice translation through a microphone or mask. You must be using Case CATalyst version 7.0 or higher with the voice option included on your e-Key license. The voice software, Dragon NaturallySpeaking® Version 8.10.000.279 SP1 or higher or IBM ViaVoice Version 10 must be installed on the same computer as your Case CATalyst system for the voice feature to function properly.

The success of voice translation depends on training the voice engine to recognize your speech patterns and voice. You must initially "train" the software to recognize your voice using the Dragon or ViaVoice training feature. As you use CATalyst VP, you can continue to train Dragon or ViaVoice, improving your recognition accuracy.

During voice translation, CATalyst VP uses the Dragon or ViaVoice vocabulary to match words with what it hears. CATalyst VP also uses the Personal VoiceCommands dictionary along with any other voice job dictionaries to format text such as Q, A, Colloquy, predefine speakers, etc. The voice dictionaries may also contain entries for Auto Includes, number conversion, translation commands and macros invoked by your voice, called AccelerWriters. CATalyst VP allows you to record the room noise with AudioSync while separately recording your voice.

The Dragon NaturallySpeaking Help provides information specific to Dragon features while ViaVoice Help provides information specific to ViaVoice. The Case CATalyst Help provides information specific to CATalyst VP functions and features as well as all other Case CATalyst functions. This includes steps on how to perform various tasks and how to use CATalyst VP features such as translate options, editing tools, customizing the Personal VoiceCommands dictionary and other voice job dictionaries, job management and more. Detailed help for voice translation can be found in the CATalyst VP section of the Case CATalyst Help. The word "voice" precedes all keywords when searching voice translation help topics. The general help section contains documentation for all other Case CATalyst features.

## CATalyst VP Hardware Guidelines

The following hardware guidelines reflect the recommended requirements to run CATalyst VP:

<b>Operating System</b>	Windows 10 (32-bit or 64-bit)
	Windows® 8 (32-bit or 64-bit)
	Windows 7 (32-bit or 64-bit).
	<b>Important:</b> Microsoft ended Windows Vista support as of April 2017. CATalyst VP is no longer supported when running Windows Vista.
<b>Processor</b>	Windows 7/Windows 8/Windows 10 - Pentium processor speed of 2GHZ or higher. A Pentium D, Core 2 Duo, i3, i5, i7 or AMD equivalent processor is strongly recommended.
<b>System Memory</b>	At least 4GB of RAM is recommended but please contact Stenograph's Technical Support Department for the optimal performance hardware recommendations.
<b>Hard Drive</b>	40 GB HD with at least 20 GB free minimum. 80 GB highly recommended.

<b>Monitor</b>	SVGA 1024 X 768 or higher.
<b>Graphics Processor</b>	<b>Windows 7:</b> DirectX 9-capable video card offering Windows Vista drivers with a minimum of 256MB of VRAM.
<b>Optical Drive</b>	DVD drive or multi-layer DVD burner.
<b>Ports</b>	Serial port for CaseView® II output or a USB port with a USB to Serial converter.
<b>Speech Recognition Engine</b>	<b>Windows 7:</b> Dragon Naturally Speaking® 10.01 or higher.
<b>Audio</b>	A Windows compatible sound card capable of recording audio at 8KHz, 16-bit and an external microphone with its own power source.
<b>Internet Access</b>	Microsoft® Internet Explorer 8 or higher.

## Getting Started

To begin voice translation, complete the following steps. For details on each step, refer to the appropriate CATalyst VP, Getting Started topic or click the associated link.

1. Do one of the following:

### Dragon Naturally Speaking

Perform the [initial setup](#) to install, train and [set options](#) in the Dragon Naturally Speaking software using the Dragon installation instructions. You must have Dragon Naturally Speaking Version 8.10.000.279 SP1 or above installed on the same computer as your Case CATalyst system for the voice feature to function properly. If you are recording room noise using Case AudioSync, be sure to accurately [configure](#) the audio input sources for AudioSync and Dragon.

### ViaVoice

Perform the [initial setup](#) to install, train and [set options](#) in the ViaVoice software using the ViaVoice installation instructions. You must have ViaVoice 10.0 installed on the same computer as your Case CATalyst system for voice translation to function properly. If you are recording room noise using Case AudioSync, be sure to accurately [configure](#) the audio input sources for AudioSync and ViaVoice.

2. Install Case CATalyst and [create](#) a user name in Case CATalyst, if you did not create one during the Case CATalyst installation process.
3. Download the default sample VoiceCommands dictionary from Stenograph's web site ([www.stenograph.com](http://www.stenograph.com)), select Support and then Solution Center. Then copy the files to the System Files case of your Case CATalyst user. You must have a Personal VoiceCommands dictionary in the System Files case of your user to run CATalyst VP.
4. Review the [Introduction](#) section in the Case CATalyst Help to familiarize yourself with the Case CATalyst screens, menus, common features, system files, system messages and how to [modify](#) Case CATalyst windows.

5. Create or modify a page [Layout](#) in Case CATalyst. Layout refers to how the transcript page looks when using Page View in Edit, during translation and when it is printed. It includes parameters such as, paper size, margins, transcript lines per page, transcript box lines, and header and footers.
6. Make necessary command entries in your CATalyst VP Personal [VoiceCommands](#) dictionary. Entries in the Personal VoiceCommands dictionary provide instructions to CATalyst VP for invoking commands and inserting text into the job file as you speak.

## CATalyst VP Initial Setup

To use CATalyst VP, it is necessary to install the Dragon/ViaVoice software, correctly connect the microphone and headphones, perform the initial voice recognition training and set Dragon/ViaVoice options. Follow the instructions in the Dragon NaturallySpeaking or ViaVoice User's Guide as necessary to complete the following steps:

1. Do one of the following:

### **Dragon Naturally Speaking**

Install the Dragon NaturallySpeaking Software using the Dragon installation instructions. You must have Dragon Naturally Speaking Version 8.10.000.279 SP1 or above installed on the same computer as your Case CATalyst system for voice translation to function properly. Dragon Naturally Speaking Version 9 and above is Windows Vista Compatible.

**Important:** Microsoft ended Windows Vista support as of April 2017. CATalyst VP is no longer be supported when running Windows Vista.

### **ViaVoice**

Install the ViaVoice software using the ViaVoice installation instructions. You must have ViaVoice 10.0 installed on the same computer as your Case CATalyst system for voice translation to function properly.

To use CATalyst VP, it is necessary to properly install and train the ViaVoice software. Follow the instructions in the ViaVoice User's Guide.

2. Open Dragon NaturallySpeaking or ViaVoice.
3. Follow the instructions to connect the microphone and headphone to your computer.

If you are recording room noise using Case AudioSync, you may need to change your AudioSync settings on the Case CATalyst Realtime tab. By default, AudioSync uses the Windows settings. ViaVoice also uses the Windows default. ViaVoice users will need to select an alternative port for AudioSync to prevent a port usage conflict. Dragon users may want to connect the microphone for mask input using an alternative input source such as a USB connection, an Andrea audio device or the computer's Line In jack. You may want to use an Andrea adapter to boost the recording.
4. Follow the Dragon/ViaVoice instructions to create a Dragon/ViaVoice user.
5. Follow the Dragon/ViaVoice instructions to perform the audio test.
6. Conduct the initial voice recognition training in Dragon/ViaVoice. The success of voice translation is dependent on training the voice engine to recognize your voice. The more training you perform in the voice engine, the better the translation results in CATalyst VP.
7. Set [Dragon](#) or [ViaVoice](#) options.

## Set Dragon Options

To prepare Dragon for use with CATalyst VP, you must select the recognition mode for translation and set options on the Dragon Options tabs. If necessary, see the Dragon NaturallySpeaking User's Guide for additional information.

Set the following Dragon options:

### Recognition Mode

Select the recognition mode from the Words menu. Consider the following recommendations:

- CATalyst VP has an Automatic Number Conversion feature to instantly format common number formats such as dollars, dollars and cents, time, exhibit numbers and more. Dragon also has a number conversion feature, Numbers Mode. You must choose only one: **either** CATalyst VP Automatic Number Conversion or Dragon Numbers Mode. If both the CATalyst VP Automatic Number Conversion feature and Dragon Numbers Mode are active at the same time, undesirable number conversion results occur.

CATalyst VP generally converts numbers as words instead of digits. If you choose to use the CATalyst VP Automatic Number Conversion to format numbers, ensure your Automatic Number Conversion settings deliver your expected results. Carefully review the [Automatic Number Conversion](#) feature and other number translate options used in conjunction with Automatic Number Conversion: [With Thousands Separator](#), [Display 10 and Under as Words](#) and [Otherwise display as Digits](#).

- Do not use Command mode.

### Options

From the Dragon Tools menu, select **Options**. The Options dialog box displays. The following settings are recommended for each tab:

#### Correction

Turn off all options.

#### Commands

Turn off all options.

#### View

The DragonBar does not automatically display and should not be open when working in CATalyst VP.

For viewing when Case CATalyst is not open, use the default Mode selection, **Docked to Top**. You can choose the options *Show message* and *Show extras* if desired. Turn off all remaining options.

#### Hot Keys

Use default selections. The Dragon Hot keys default entries do not conflict with the CATalyst VP default keyboard assignments.

#### Text-to-speech

Use default selections.

#### Miscellaneous

Use default selections. The following is active:

## **Use Active Accessibility for menu and dialog control**

### **Formatting**

When using the CATalyst VP Automatic Number Conversion feature to format numbers, select the Dragon option, **Do not automatically format text**.

### **Data**

Use the default selection unless a change is indicated for the option:

#### **Store corrections in archive**

This stores voice correction data used when you run the Acoustic Optimizer for enhanced voice recognition accuracy.

#### **Disk space reserved for playback 40 MB**

Set the reserved disk space to a minimum of 300 MB. If you experience audio difficulties, it may be necessary to increase the disk space to as much as 1000 MB.

#### **Save recorded dictation with document – Ask me**

#### **Automatically back up user files every 5 saves.**

If you notice a slow down in your computer system, increase the time in between the automatic backups. Set the option to save every 15 saves or higher.

## **Set ViaVoice Options**

To prepare ViaVoice for use with CATalyst VP, set the following ViaVoice options. From the ViaVoice menu, select **User Options/ViaVoice Options**. The ViaVoice Options dialog box displays.

Set options on the tabs as follows:

### **At Startup**

CATalyst VP automatically turns the microphone On when you begin translation. Turn off all options and click **Apply**.

### **Voice**

In the Recognition field, select **Automatic performance** and click **Apply**.

### **Dictation**

Turn off all options. The Source and Target fields do not apply to CATalyst VP and can remain as currently selected. When finished, click **Apply**.

### **Direct Dictation**

Turn off all options and click **Apply**.

### **Correction**

Use the default settings for the two fields, Maximum number of alternate words and Text search direction from cursor. Uncheck the option, Check spelling of added words and click **Apply**.

### **Command Sets**

Turn off all options and click **Apply**.

### Text-To-Speech

Use default settings.

### Formatting

No action is necessary on this tab. These options do not apply when using CATalyst VP. CATalyst VP automatically converts ordinal word numbers to digit ordinals. If you do not want to convert ordinal word numbers to digits, you can [modify](#) your UserSettings.sgxml file.

### Formatting 2

No action is necessary on this tab. CATalyst VP uses [number conversion](#) formats in the [NumberConversion.ini](#) and the [VoiceCommands](#) dictionary to convert numbers which are written as numerals, words or a combination of numerals and words during translation.

## Copy the Voice Files

CATalyst VP comes with several sample files including two sample [VoiceCommands](#) dictionaries. All sample files are available for download from the Stenograph web site ([www.stenograph.com](http://www.stenograph.com)). Select Support and then Solution Center. The Sample Voice Files folder contains the following files. Your Windows settings determines if the display of file extensions is hidden or display. It is not necessary to display the file extensions.

- Sample1 VoiceCommands.sgvcd
- Sample2 VoiceCommands.sgvcd
- UserLayout.sgcui
- VP Keyboard.sgkbd
- Sample Voice Files Document.PDF

The Sample Voice Files Document.PDF contains detailed information about the VP Keyboard and the Sample1 and Sample2 VoiceCommands Dictionaries. You may want to copy this file to a location on your computer for easy reference.

## Copy Voice Files

1. Download the Sample Voice Files from Stenograph's web site ([www.stenograph.com](http://www.stenograph.com)), select Support and then Solution Center.
2. Using Windows conventions, copy any of the voice files to the System Files case in your user name. For example: CAT4\Karen\System Files.

If you choose to use a sample VoiceCommands dictionary, it must be [renamed](#), **Personal VoiceCommands** after copying it to your computer. CATalyst VP can only recognize the Personal VoiceCommands dictionary by this name. There can only be one Personal VoiceCommands dictionary per user.

If desired, copy the *Sample Voice Files Document.pdf* file to any location on your computer.

3. Remove the Case CATalyst Installation DVD from your computer.



## Configure Audio Settings

During voice translation, Dragon/ViaVoice records your voice as you speak into the mask. Dragon records your dictation in the voice file with a .DRA file extension using the audio settings set in Dragon. ViaVoice records your dictation in the voice file with a .SGVOD file extension. If you are also recording room noise through Case CATalyst, AudioSync records the audio file with a standard .WAV file extension. Your Case CATalyst e-Key must include the AudioSync option in order to use AudioSync.

When you install Dragon and create a new user, Dragon prompts you to select a dictation source for the mask input. If you are not using AudioSync, select the appropriate audio source for your microphone. If necessary, you can later change the dictation source or create multiple dictation sources. See the Dragon NaturallySpeaking User's Guide for information on changing or adding dictation sources.

ViaVoice uses the Windows settings for your dictation. ViaVoice users recording room noise must select another input source for AudioSync. The input source in Case CATalyst is set in the Voice [Realtime Options](#). See the ViaVoice User's Guide for information on changing or adding dictation sources.

When you are recording room noise using AudioSync and your voice engine, it is recommended that you use the computer's microphone jack for AudioSync input and use another input source such as a USB, Andrea adapter or the Line In jack on your computer for your dictation microphone. With AudioSync connected to the computer's microphone jack, audio settings for the room noise are controlled through Windows.

When using AudioSync, test your microphone recording and playback setup for room noise along with your voice input. When the input is configured as recommended, test the room noise through Windows following the instructions in [AudioSync Microphone Set Up and Test](#) help topic. Test the voice dictation input following the instructions in the Dragon NaturallySpeaking/ViaVoice User's Guide. If you do not properly set up the audio setting for both room noise and dictation source, you may end up with two recordings of your voice file instead of one voice audio file and room noise audio file.

If you have different types of jobs where you have only dictation recording and other jobs where you also record the room noise, it is recommended that you create different users for each type of job. This allows you to easily open the appropriate user with the correct audio settings instead of switching settings for different job types.

Once you begin recording room noise with AudioSync, do not change the clock time on your computer. Also, be sure you do not have any operating system setting that could automatically update your clock during the recording of room noise. Changing the clock time once audio recording begins can affect the playback of the recording.

## AudioSync Microphone Set Up and Test

Before using AudioSync, set up and test your microphone to ensure clear recording and playback sound. Your CATalyst VP e-Key license must include the AudioSync option in order to use AudioSync's recording feature.

**IMPORTANT:** When synchronizing with a videographer, adjust the clock time on your computer, if necessary, **before** starting the realtime file. Do NOT change the clock time on your computer at any time during a realtime session or have any operating system setting that automatically updates your clock. Changing the clock time once realtime begins affects the playback of the audio recording.

## Set Up the Microphone

1. Plug the microphone into the correct port. Computers generally have different ports for sound input and output. Some notebook computers have a combined sound input and output port.

You may need an adapter to connect a microphone to a combined port. Some microphones connect via a USB port, instead of the 3.5mm jack. Refer to the documentation for your microphone for additional connection information.

If you are using ViaVoice, plug the microphone for AudioSync into the port designated in the CATalyst VP Realtime Options.

You can identify the most common ports by the following symbols:



Headphones



Line in (Sound coming in from an external hardware device other than a microphone.)



Microphone



Combined Input/Output




USB

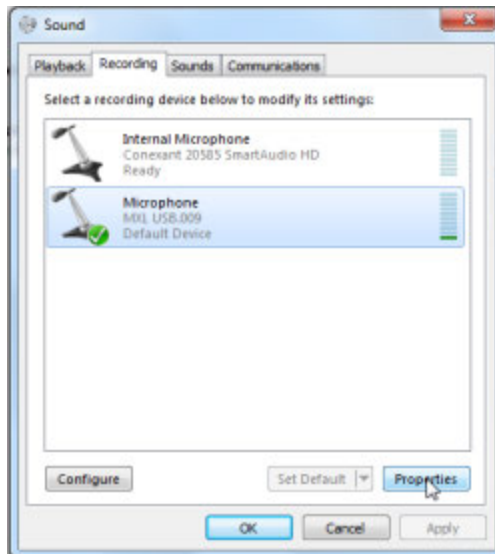
- 
2. If your microphone is battery-powered, you may need to turn it on. You may want to use an Andrea adapter with your microphone to boost the recording.

## Adjust Recording and Playback Volume

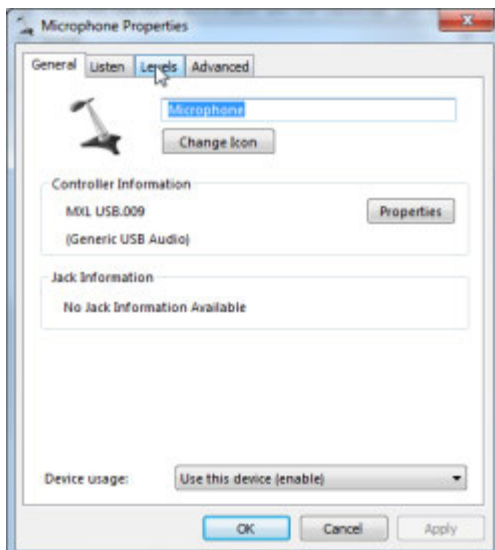
Different types of sounds can play at different volume levels on your computer. Sounds attached to events such as starting or closing Windows, the playback of an audio CD, and the sounds recorded by a microphone may all play back at different volume levels. The volume levels depend on your sound card sound level settings.

### Windows 7

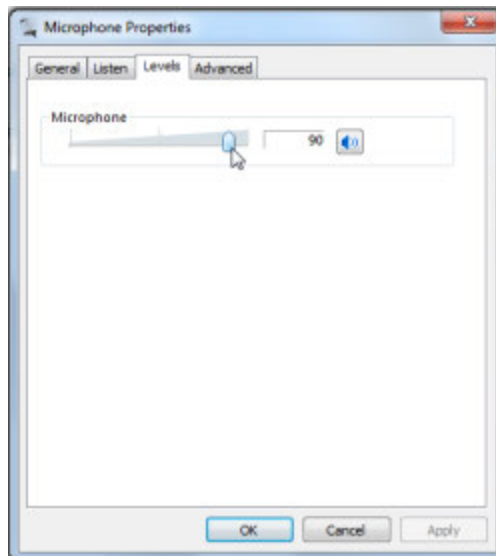
1. Right click the volume control  icon on the Windows taskbar and select **Recording Devices**. The Sound dialog box displays
2. On the **Recording** tab, click the microphone you are using for room sound and then click **Properties**. Only one microphone may displays.



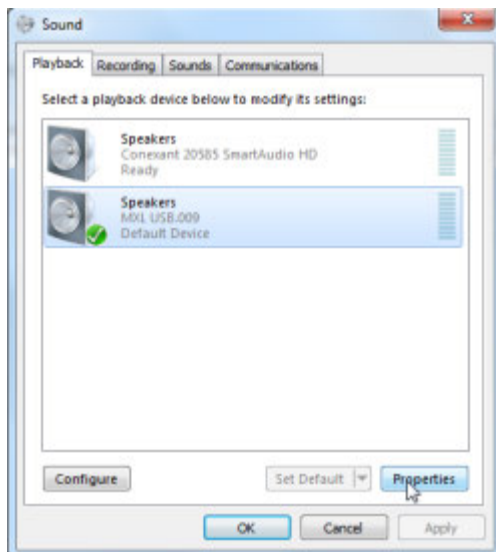
3. The Microphone Properties dialog box displays. Click the **Levels** tab.



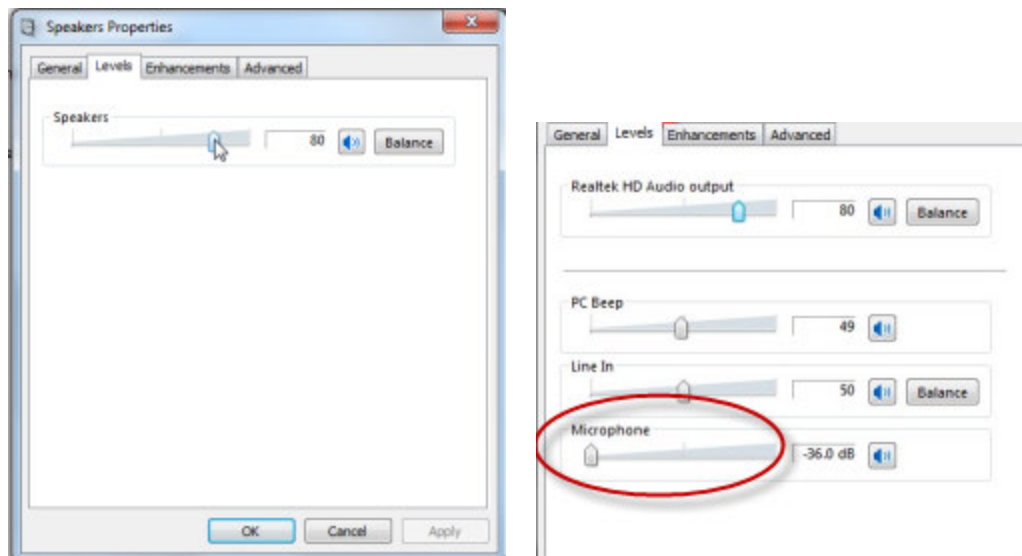
4. On the Levels tab, use the mouse to drag the Microphone level to approximately **90** percent.



5. Click **OK** to save the change. The Sound dialog box displays.
6. Click the **Playback** tab.
7. On the Playback tab, click the speakers you are using for playback and then click **Properties**.



8. The Speaker Properties dialog box displays. Click **Levels**.
9. On the Levels tab, use the mouse to drag the Speaker output level to approximately **80** percent. If a microphone volume control also displays on the tab, ensure that it is first set completely to the left before adjusting the volume output level for the speakers. This ensures the speaker setting is configured correctly.



10. Click **OK** to save the change. The Sound dialog box displays.

11. In the Sound dialog box, click **OK**.

12. Test the recording and playback levels.

**Important:** Microsoft ended Windows Vista support as of April 2017. Case CATalyst is no longer supported when running Windows Vista.

## Test the Recording and Playback Levels

### Windows 7 and Windows Vista

1. From the Windows Start Menu select **All Programs/Accessories/Sound Recorder**. The Sound Recorder dialog box displays.
2. Click **Start Recording**. Say a few words to test the microphone, standing at different distances and then click **Stop Recording**. The Save As dialog box displays.
3. Name the test audio file and save it to a convenient location, such as the Desktop.
4. Close the Sound Recorder.
5. Using Windows Explorer, navigate to the test audio file.
6. Double click the file to playback the recording. The file plays in the default selected media player.

## Downloading Sample Voice Command files

Sample Voice Command files are available for download from the Stenograph Solution Center. The Sample Voice Commands files contain detailed information about the VP Keyboard, UserLayout, Sample 1 and 2 VoiceCommands.sgvc (sample Voicecommand dictionaries) that are contained in the Sample Voice Commands.zip file. All of these are sample files that can be restored to the appropriate location in a user name and then can be modified to conform to the specific user. Or these files can be referenced and the user can create their own files. There are two sample voicecommands dictionaries, one with basic samples and more extensive entries.

### Downloading the Sample Files from Stenograph's Solution Center

1. You need to have an Internet connection. In Case CATalyst, press **Alt + h** (Help), **s** (Support Help Desk).
2. At the Stenograph Solution Center, locate the Search section in the upper left hand side and type: **sample voice command** and press **Enter**. The Sample Voice Commands.zip file should begin downloading to your Downloads folder and you should see the following message.

#### Downloading...

Your download should begin shortly. If you are experiencing problems with the download please use [this](#) link.

If the download doesn't automatically begin (look in the lower left-hand corner of the screen to see if it says "downloading," then click the link in the message on the Solution Center screen.

Once the download is complete, you can exit/close the Solution Center.

3. In Case CATalyst press, **Ctrl + r** (Restore). Navigate to your Downloads folder and select the *Sample Voice Commands.zip* file and restore the files to your user.

## Sample Voice Commands information

This topic contains information about the VP Keyboard, UserLayout, Sample 1 and 2 VoiceCommands.sgvc (sample Voicecommand dictionaries) that are available for [download from the Stenograph Solution Center](#). While in Case CATalyst you can click Help, Support Center to download the Sample Voice Commands.zip file or open your browser and go to [www.stenograph.com](http://www.stenograph.com), Support and then Tech Support and click Solution Center. All of the sample files can be restored to the appropriate location in a user name and then can be modified to conform to the specific user. Or these files can be referenced and the user can create their own files. There are two sample voicecommands dictionaries, one with basic samples and more extensive entries.

### VP Keyboard.sgkbd

The VP Keyboard contains specific key assignments for controlling the audio (both voice and room noise) associated with voice produced transcripts. Most of the VP Keyboard assignments are the same as the CATalyst default keyboard assignments except the following keys have been reassigned:

Key	Function
Ctrl + a	Voice: Play Voice Audio
Ctrl + Shift + a	Voice: Play Voice Audio with Scroll Text
Ctrl + d	Voice: Pause Dictation

Ctrl + Shift + d	Voice: Resume Dictation
Ctrl + Shift + e	Voice: Correct Words
Ctrl + l (L)	Voice: Toggle Voice and Room Audio
Ctrl + Shift + l	Voice: Stop Voice Audio
Ctrl + n	Pause Audio
Ctrl + Shift + n	Resume Audio

You can copy this file to the System Files case in the appropriate user name if you want to use it. You can also modify this keyboard and/or rename it if you want. You can also set your options so this keyboard is automatically used when starting voice translation or editing.

### **Userlayout.sgcul**

The Userlayout.sgcul is a file that controls the placement of toolbars and what icons display on the Function Bar and Toolbars and the placement of dialog panes. You can copy this file to the System Files case in the appropriate user name if you want to use it. CATalyst should be closed when copying the file.

### **Sample 1 VoiceCommands.SGVCD and Sample 2 VoiceCommands.SGVCD**

The sample VoiceCommands.SGVCD files can be customized based on your voice style or can serve as a sample if you want to create your own VoiceCommands.ini file.

The Sample VoiceCommands dictionaries contains entries that control format, speaker identification, invoke translation commands, bring in include files (i.e. title page, parentheticals, etc.), convert numbers and invoke macros (AccelerWriters). One Personal VoiceCommands.sgvcf file can exist in the System Files case and if so, it will automatically be used when starting a voice translation. To use one of these files as your Personal VoiceCommands dictionary, simply copy one of the samples VoiceCommands.SGVCD to the System Files case in your CATalyst user directory and rename it to Personal VoiceCommands.sgvcf. For example, the user name is Penny. The most common path for the Penny user is: c:\CAT4\usr\Penny\System Files. You select the sample voicecommands file and copy it to the System Files case in the Penny user. You can then rename it to be Personal VoiceCommands to use it as your Personal voicecommands dictionary. Although you can only have one Personal VoiceCommands.sgvcf file per user in the System Files case, you can use additional voice dictionaries to help translate.

VoiceCommands dictionaries load into memory while translating. You can open a dictionary during translation, make and save changes and then use the Add/Remove Dictionaries function to have those changes take effect in the realtime file.

The Sample VoiceCommands.sgvcf files contain two parts to an entry. The Voice Text (what the voice engine hears) and the Case CATalyst Text (what CATalyst should do with what the voice engine hears).

### **Sample 1 VoiceCommands.sgvcf file:**

Voice Text	Case CATalyst Text	Explanation
------------	--------------------	-------------

Queco	<Question>	When the voice engine hears “queco,” CATalyst will format it as a Question bank.
Aeco	<Answer>	When the voice engine hears “aeco,” CATalyst will format it as an Answer bank.
Qmac	<Question>	When the voice engine hears “qmac,” CATalyst will format it as a Question bank.
Amac	<Answer>	When the voice engine hears “amac,” CATalyst will format it as an Answer bank.
iz	{Suffix}'s	When the voice engine hears “iz” CATalyst adds apostrophe s ('s) to the current word.
speeone	<Colloquy> [!EZ SPEAKER 01]:	When the voice engine hears “speeone,” CATalyst will format it as Colloquy with EZ Speaker Field 01. If EZ Speaker 01 field has been filled in, the actual speaker name will display.
Byspeeone	<By-line>BY [!EZ SPEAKER 01]: <Question>	When the voice engine hears “byspeeone,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 01 field and then a question bank on the following line.
speethree	<Colloquy> [!EZ SPEAKER 03]:	When the voice engine hears “speethree,” CATalyst will format it as Colloquy with EZ Speaker field 03. If EZ Speaker 03 field has been filled in, the actual speaker name will display.
byspeethree	<By-line>BY [!EZ SPEAKER 03]: <Question>	When the voice engine hears “byspeethree,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 03 field and then a question bank on the following line.
Social Security	Social Security{Number Trigger} [NNN-NN-NNNN]	This entry will result in a properly formatted number conversion if nine consecutive numbers follow the words social security. The nine consecutive numbers can be within three paragraphs of the words “Social Security.”
s	{Suffix}'s	When the voice engine hears “s” CATalyst adds apostrophe s ('s) to the current word.



new page	<New Page>	When the voice engine hears the words “new page,” CATalyst will insert a new page format symbol which will place any following text on the new page.
Tighttight	@includes\title.sgngl[y]	When the voice engine hears the words “tight tight,” CATalyst will automatically locate the file named “title” (in the “includes” case) insert it into the transcript and retain the page layout of the title page. The [y] indicates to bring the page layout. The title include file is not included in the sample files.
z	{Suffix}'s	When the voice engine hears “z” CATalyst adds apostrophe s ('s) to the current word.
zipmar	@includes\exhibit marked.sgngl	When the voice engine hears the word “zipmar,” CATalyst will automatically locate the file named “exhibit marked” (in the “includes” case) and insert it into the transcript. The exhibit marked include file is not included in the sample files.
paz paz	{Pause Audio}	When the voice engine hears “paz paz,” CATalyst will temporarily suspend the recording of the “room noise” (AudioSync).
zoom zoom	{Resume Audio}	When the voice engine hears “zoom zoom,” CATalyst will automatically start the recording for the “room noise” audio.
backque	&&readback question.sgmacc	When the voice engine hears “backque,” CATalyst will invoke the macro named ‘readback question.’ Macros are stored in the Macros case which is located in the System Files case.

**Sample 2 VoiceCommands.sgvcd file:**

Voice Text	Case CATalyst Text	Explanation
A cap	{Glue}-A	When the voice engine hears “A cap,” CATalyst will format it as A- as long as there is another {Glue} format symbol following.
aeco	<Answer>	When the voice engine hears “aeco,” CATalyst will format it as an Answer bank

B cap	{Glue}-B	When the voice engine hears “B cap,” CATalyst will format it as B- as long as there is another {Glue} format symbol following.
benben	{Toggle Bench Mode}	Bench Mode suspends the text being sent to other computers receiving the realtime feed. This command toggles between turning Bench Mode On and Off.
byspeeeight	<By-line>BY [!EZ SPEAKER 08]: <Question>	When the voice engine hears “byspeeeight,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 08 field and then a Question bank on the following line.
byspeefive	<By-line>BY [!EZ SPEAKER 05]: <Question>	When the voice engine hears “byspeefive,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 05 field and then a Question bank on the following line.
byspeefour	<By-line>BY [!EZ SPEAKER 04]: <Question>	When the voice engine hears “byspeefour,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 04 field and then a Question bank on the following line.
byspeenine	<By-line>BY [!EZ SPEAKER 09]: <Question>	When the voice engine hears “byspeenine,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 09 field and then a Question bank on the following line.
byspeeone	<By-line>BY [!EZ SPEAKER 01]: <Question>	When the voice engine hears “byspeeone,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 013 field and then a Question bank on the following line.

byspeeseven	<By-line>BY [!EZ SPEAKER 07]: <Question>	When the voice engine hears “byspeeseven,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 07 field and then a Question bank on the following line.
byspeesix	<By-line>BY [!EZ SPEAKER 06]: <Question>	When the voice engine hears “byspeesix,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 06 field and then a Question bank on the following line.
byspeeten	<By-line>BY [!EZ SPEAKER 10]: <Question>	When the voice engine hears “byspeeten,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 10 field and then a Question bank on the following line.
byspeethree	<By-line>BY [!EZ SPEAKER 03]: <Question>	When the voice engine hears “byspeethree,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 03 field and then a Question bank on the following line.
byspeetwo	<By-line>BY [!EZ SPEAKER 02]: <Question>	When the voice engine hears “byspeetwo,” CATalyst will format it as a <By-line> paragraph style followed by the word “BY” followed by the EZ Speaker 02 field and then a Question bank on the following line.
C cap	{Glue}-C	When the voice engine hears “C cap,” CATalyst will format it as C- as long as there is another {Glue} format symbol following.
capfour	{Cap Previous 4 Words}	When the voice engine hears “capfour,” CATalyst will initial cap the previous four words.

capone	{Cap Previous 1 Word}	When the voice engine hears "capone," CATalyst will initial cap the previous word.
capthree	{Cap Previous 3 Words}	When the voice engine hears "capthree," CATalyst will initial cap the previous three words.
captwo	{Cap Previous 2 Words}	When the voice engine hears "captwo," CATalyst will initial cap the previous two words.
certsign	@Includes\Cert Sign	When the voice engine hears the words "certsign," CATalyst will automatically locate the file named "Cert Sign" (in the "includes" case) and insert it into the transcript. The Cert Sign include file is not included in the sample files.
certwaive	@Includes\Cert Waive	When the voice engine hears the words "certwaive," CATalyst will automatically locate the file named "Cert Waive" (in the "includes" case) and insert it into the transcript. The Cert Waive include file is not included in the sample files.
clearclearA	&&Delete to last A	CATalyst invokes a macro that deletes all text written after the last Answer symbol and positions the cursor following the A. The Delete to last A macro is not included with this file.
clearclearclear	&&Clear Screen	CATalyst invokes a macro that pushes the existing text off the realtime screen. The Clear Screen macro is not included.
clearclearQ	&&Delete to last Q	CATalyst invokes a macro that deletes all text written after the last Question symbol and positions the cursor following the Q. The Delete to last Q macro is not included.
clerkclerk	<Colloquy>THE CLERK:	When the voice engine hears "clerkclerk," CATalyst will format it as Colloquy with THE CLERK followed by a colon and space.

concon1	{Resolve Conflict, Choice 1}	When the voice engine hears "concon1," CATalyst will select the first choice in the previous conflict.
concon2	{Resolve Conflict, Choice 2}	When the voice engine hears "concon2," CATalyst will select the second choice in the previous conflict.
concon3	{Resolve Conflict, Choice 3}	When the voice engine hears "concon3," CATalyst will select the third choice in the previous conflict.
courtcourt	<Colloquy>THE COURT:	When the voice engine hears "courtcourt," CATalyst will format it as Colloquy with THE COURT followed by a colon and space.
dash	<Sticky Space>--	CATalyst inserts a Sticky Space format symbol followed by a dash (--) to keep the previous word with the dash if the line should wrap.
date1	{Number Conversion}[nN/Nx/nn]	When the voice engine hears "date1," CATalyst searches back for previously written numbers, which fit the conversion criteria, and converts the series of numbers to a date separated by slashes. This entry was designed for one digit month dates month.
date2	{Number Conversion}[NN/nn/Nn]	When the voice engine hears "date2," CATalyst searches back for the previously written numbers, which fit the conversion criteria, and converts the series of numbers to a date separated by slashes. This entry is designed for two digit month dates.
Disusso	<Parenthetical>(WHEREUPON, a discussion was had off the record which was not reported.)	CATalyst inserts the formatted parenthetical.
DX1	<Parenthetical>(WHEREUPON, Defendant Exhibit Number 1 was marked for identification.)	CATalyst inserts the formatted parenthetical.

DX2	<Parenthetical>(WHEREUPON, Defendant Exhibit Number 2 was marked for identification.)	CATalyst inserts the formatted parenthetical.
DX3	<Parenthetical>(WHEREUPON, Defendant Exhibit Number 3 was marked for identification.)	CATalyst inserts the formatted parenthetical.
DX4	<Parenthetical>(WHEREUPON, Defendant Exhibit Number 4 was marked for identification.)	CATalyst inserts the formatted parenthetical.
DX5	<Parenthetical>(WHEREUPON, Defendant Exhibit Number 5 was marked for identification.)	CATalyst inserts the formatted parenthetical.
Endo	<Parenthetical>(The proceeding recessed at [!Static Time – 12 Hour])	CATalyst inserts the formatted parenthetical and fills in the time field with the current computer time.
I cap	{Glue}-I	When the voice engine hears “I cap,” CATalyst will format it as I- as long as there is another {Glue} format symbol following.
iz	{Suffix}'s	When the voice engine hears “iz” CATalyst adds apostrophe s ('s) to the current word.
know it isn't	^ no, it isn't ^ know it isn't<Conflict End>	CATalyst inserts the conflict for selection.
L cap	{Glue}-L	When the voice engine hears “L cap,” CATalyst will format it as L- as long as there is another {Glue} format symbol following.
markmark	@Includes\Exhibit	When the voice engine hears the words “markmark,” CATalyst will automatically locate the file named “Exhibit” (in the “includes’ case) and insert it into the transcript. The Exhibit include file is not included in the sample files.
no, it isn't	^ no, it isn't ^ know it isn't<Conflict End>	CATalyst inserts the conflict for selection.

nocall	<Answer>I don't recall<Question>	CATalyst inserts an Answer format symbol followed by the text "I don't recall" followed by a Question format symbol.
noco	<Answer>No<Question>	CATalyst inserts an Answer format symbol followed by the text "No" followed by a Question format symbol.
nodnod	(Moving head up and down.)	Inserts the text without any specific formatting.
nomem	<Answer>I don't remember<Question>	CATalyst inserts an Answer format symbol followed by the text "I don't remember" followed by a Question format symbol.
nomum	<Answer>No, ma'am<Question>	CATalyst inserts an Answer format symbol followed by the text "No, ma'am" followed by a Question format symbol.
nossir	<Answer>No, sir<Question>	CATalyst inserts an Answer format symbol followed by the text "No, sir" followed by a Question format symbol.
O cap	{Glue}-O	When the voice engine hears "O cap," CATalyst will format it as O- as long as there is another {Glue} format symbol following.
offoff	<Parenthetical>(Discussion off the record.)	CATalyst inserts the formatted parenthetical.
pierco	.	Inserts a period with a space which results in two spaces following the period and initially caps the first letter of the following word.
pren	(	Inserts an open parenthesis.
prenpren	)	Inserts a closed parenthesis.
PX1	<Parenthetical>(WHEREUPON, Plaintiff Exhibit Number 1 was marked for identification.)	CATalyst inserts the formatted parenthetical.

PX2	<Parenthetical>(WHEREUPON, Plaintiff Exhibit Number 2 was marked for identification.)	CATalyst inserts the formatted parenthetical.
PX13	<Parenthetical>(WHEREUPON, Plaintiff Exhibit Number 3 was marked for identification.)	CATalyst inserts the formatted parenthetical.
PX4	<Parenthetical>(WHEREUPON, Plaintiff Exhibit Number 4 was marked for identification.)	CATalyst inserts the formatted parenthetical.
PX5	<Parenthetical>(WHEREUPON, Plaintiff Exhibit Number 5 was marked for identification.)	CATalyst inserts the formatted parenthetical.
queco	<Question>	Inserts a Question format symbol based on the current page layout.
quex	?	Inserts a question mark followed by a space which results in two spaces following the question mark and initial caps the following word.
quote	"<Delete Space>	Inserts an opening quote and deletes the space following the open quote.
quotequote	<Delete Space>"	Inserts a closing quote and deletes the space before the closing quote.
R cap	{Glue}-R	When the voice engine hears "R cap," CATalyst will format it as R- as long as there is another {Glue} format symbol following.
readread	<Parenthetical>(Requested portion was read.)	CATalyst inserts the formatted parenthetical.
recesso	<Parenthetical>(Recess taken.)	CATalyst inserts the formatted parenthetical.
repeato	<Answer>Could you repeat the question? <Question>	Inserts an Answer format symbol followed by the words "Could you repeat the question?" followed by a Question format symbol.
reprep	&&Replace exhibit number	Invokes the Replace exhibit number macro. The Replace exhibit number macro is not included in the sample files.



s	{Suffix}'s	When the voice engine hears “s” CATalyst will apply the rules of spelling and apostrophe s ('s) to the current word.
shakeshake	(Moving head side to side.)	Inserts the appropriate text surrounded by parenthesis.
Social Security	Social Security{Number Trigger}[NNN-NN-NNNN]	Formats a series of numbers following the words “Social Security” which fit the conversion criteria into the appropriate social security number format.
speeeight	<Colloquy> [!EZ SPEAKER 08]:	When the voice engine hears “speeeight,” CATalyst will format it as Colloquy with EZ Speaker field 08. If EZ Speaker 08 field has been filled in, the actual speaker name will display.
speefive	<Colloquy> [!EZ SPEAKER 05]:	When the voice engine hears “speefive,” CATalyst will format it as Colloquy with EZ Speaker field 05. If EZ Speaker 05 field has been filled in, the actual speaker name will display.
speefour	<Colloquy> [!EZ SPEAKER 04]:	When the voice engine hears “speefour,” CATalyst will format it as Colloquy with EZ Speaker field 04. If EZ Speaker 04 field has been filled in, the actual speaker name will display.
speenine	<Colloquy> [!EZ SPEAKER 09]:	When the voice engine hears “speenine,” CATalyst will format it as Colloquy with EZ Speaker field 09. If EZ Speaker 09 field has been filled in, the actual speaker name will display.
speeone	<Colloquy> [!EZ SPEAKER 01]:	When the voice engine hears “speeone,” CATalyst will format it as Colloquy with EZ Speaker field 01. If EZ Speaker 01 field has been filled in, the actual speaker name will display.

speeseven	<Colloquy> [!EZ SPEAKER 07]:	When the voice engine hears “speeseven,” CATalyst will format it as Colloquy with EZ Speaker field 07. If EZ Speaker 07 field has been filled in, the actual speaker name will display.
speesix	<Colloquy> [!EZ SPEAKER 06]:	When the voice engine hears “speesix,” CATalyst will format it as Colloquy with EZ Speaker field 06. If EZ Speaker 06 field has been filled in, the actual speaker name will display.
speeten	<Colloquy> [!EZ SPEAKER 10]:	When the voice engine hears “speeten,” CATalyst will format it as Colloquy with EZ Speaker field 10. If EZ Speaker 10 field has been filled in, the actual speaker name will display.
speethree	<Colloquy> [!EZ SPEAKER 03]:	When the voice engine hears “speethree,” CATalyst will format it as Colloquy with EZ Speaker field 03. If EZ Speaker 03 field has been filled in, the actual speaker name will display.
speetwo	<Colloquy> [!EZ SPEAKER 02]:	When the voice engine hears “speetwo,” CATalyst will format it as Colloquy with EZ Speaker field 02. If EZ Speaker 02 field has been filled in, the actual speaker name will display.
starto	<Parenthetical>(The proceeding began at [!Static Time – 12 Hour])	Inserts the appropriate parenthetical and fills in the static time field with the current computer time.
startstart	@Includes\StartStart	When the voice engine hears the words “startstart,” CATalyst will automatically locate the file named “StartStart” (in the “includes’ case) and insert it into the transcript. The StartStart include file is not included in the sample files.
stopstop	<Parenthetical>(Deposition concluded at [!Static Time – 12 Hour])	CATalyst inserts the formatted parenthetical and fills in the time field with the current computer time.

sumesume	{Resume Audio}	When the voice engine hears “sumesume,” CATalyst will automatically start the recording for the “room noise” audio.
swearswear	<Centered Paragraph>[!Witness],<New Line Paragraph><Uncap Next>having been duly sworn, testified as follows:	Inserts the text with the appropriate formatting.
swornco	@Includes\Sworn	When the voice engine hears the words “swornco,” CATalyst will automatically locate the file named “Sworn” (in the “includes” case) and insert it into the transcript. The Sworn include file is not included in the sample files.
tax ID	tax ID{Number Trigger}[NN-NNNNNNN]	Formats the following nine digit/number words to the appropriate tax ID format.
timetime	{Number Conversion}[*Time00]	CATalyst searches back for a one, two, three or four digit numbers and converts the series of numbers to a time format. If CATalyst finds one or two numbers, two zeros will be added to the number(s) in a time format.
tighttight	@Includes\title.sgngl[y]	When the voice engine hears the words “tighttight,” CATalyst will automatically locate the file named “title” (in the “includes” case) and insert it into the transcript. The [y] indicates to bring the page layout. The title include file is not included in the sample files.
whatwit	(Inaudible.)	When the voice engine hears the words “whatwit,” CATalyst inserts the text without any formatting.
witbooboo	(Crying.)	When the voice engine hears the words “witbooboo,” CATalyst inserts the text without any formatting.
witca	(Indicating.)	When the voice engine hears the words “witca,” CATalyst inserts the text without any formatting.

withaha	(Laughing.)	When the voice engine hears the words “withaha,” CATalyst inserts the text without any formatting.
witmo	(Motioning.)	When the voice engine hears the words “witmo,” CATalyst inserts the text without any formatting.
witnod	(Witness nods head.)	When the voice engine hears the words “witnod,” CATalyst inserts the text without any formatting.
witshake	(Witness shakes head.)	When the voice engine hears the words “witshake,” CATalyst inserts the text without any formatting.
witwit	<Colloquy>THE WITNESS:	When the voice engine hears “witwit,” CATalyst will format it as Colloquy with THE WITNESS followed by a colon and space.
yeahco	<Answer>Yes<Question>	When the voice engine hears the word “yeahco,” CATalyst inserts an Answer followed by the word “Yes” followed by a Question.
yessir	<Answer>Yes, sir<Question>	When the voice engine hears the word “yessir,” CATalyst inserts an Answer followed by the words “Yes, sir” followed by a Question.
yessum	<Answer>Yes, ma’am<Question>	When the voice engine hears the word “yessum,” CATalyst inserts an Answer followed by the words “Yes, ma’am” followed by a Question.
zipzip	{Number Conversion}[NNNNn-nnnn]	When the voice engine hears the word “zipzip,” CATalyst looks backward in the file for last four to nine numbers (or word numbers) in a series formats the number accordingly (five numbers followed by a hyphen with four numbers).
z	{Suffix}'s	When the voice engine hears “z” CATalyst adds apostrophe s ('s) to the current word.

## Basic Transcript Production

Basic transcript production includes editing the translated text file, printing the edited text when complete and backing up and managing your vocabulary file. The CATalyst VP, Basic Transcript Production topics includes instruction on the basic steps to read and manage steno notes, translate and edit your notes, delivery, and file and dictionary management.

You can [download sample voice files](#) to assist you in getting started with basic CATalyst VP features and transcript production. The Sample Voice Command files are available for download from Stenograph's Solution Center (Help, Support Help Desk) or [www.stenograph.com](http://www.stenograph.com). The sample files are also available when downloading the latest version of Case CATalyst with IVTs (Integrated Training Videos) and copying the files in the Sample Voice Files folder located in the CAT4 folder. You can use these sample files, making any necessary individualized modifications.

The sample files contained in the [Sample Voice Files](#) folder include: UserLayout.sgcul, Sample 1 VoiceCommands.sgvc and Sample 2 VoiceCommands.sgvc and VP Keyboard.sgkbd. The Sample Voice Files Document, in PDF format, provides information about the files and how to use them.

## Copy Sample Voice Files

To use the files, download them from Stenograph's web site ([www.stenograph.com](http://www.stenograph.com)), select Support and then Solution Center to the appropriate location on your computer in Case CATalyst.

1. Once the files are downloaded, double click the folder, **Sample Voice Files**.
2. Using Windows conventions, copy each file you are using to the specified Case CATalyst location:
  - UserLayout.sgcul - System Files case.
  - Sample 1 VoiceCommands.sgvc - Copy to the System Files case. A sample voice dictionary can be renamed, Personal VoiceCommands.sgvc, for use with CATalyst VP only. CATalyst VP automatically uses this dictionary during voice translation. The dictionary name must be, Personal VoiceCommands.sgvc and reside in the System Files case for CATalyst VP to use it automatically. You can also create a new voice dictionary with the name, Personal VoiceCommands.sgvc.
  - Sample 2 VoiceCommands.sgvc - Copy to the System Files case. This sample voice dictionary can be renamed, Personal VoiceCommands.sgvc, for use with CATalyst VP only. CATalyst VP automatically uses this dictionary during voice translation. This dictionary must be named, Personal VoiceCommands.sgvc and reside in the System Files case for CATalyst VP to use it automatically. You can also create a new voice dictionary with the name, Personal VoiceCommands.sgvc.
  - VP Keyboard.sgkbd - Copy to the System Files case. Keyboard maps must reside in the System Files case.
  - Sample Voice Files Document.pdf - this document provides information and use regarding the contents of the Sample VoiceCommands dictionaries.

## Step 1: Translating

The first step to starting voice translation is to connect your mask and microphone for room noise, then open the Translate & Edit function. The [Translate and Edit](#) function uses the Dragon/ViaVoice vocabulary to translate words into text. CATalyst VP voice commands dictionaries format text and invoke commands. The Translate [options](#) allow you to customize certain features for each translation activity to meet your particular dictation style and job needs. Once translation starts, you can begin editing.

## Begin Translation

1. Open Case CATalyst.
2. Connect your mask for dictation and microphone for room noise to the appropriate ports on the computer.
3. Press **Alt + u, t (Function/Translate & Edit)**. The Translate dialog box displays.
4. In the Steno Source field, select **Voice**.
5. Select **Options** to display the Case CATalyst Translate Options dialog box where you can set necessary Translate [options](#).

The first time you translate, you must set up your translate options or the following message displays: "The first time you translate you must set up your options. Please either walk through this Wizard, or go back and click the Options button."

The Translate Wizard successively displays each tab. If you do not need to set options for a particular tab, click Next. You can also manually access each of the translate options.

6. In the File field, type a name for the job and press **Enter (OK)** to begin Translate.
7. The CATalyst VP Edit screens displays. The Start Dictation dialog box displays with following message: *This could take a moment...please wait.*
8. CATalyst VP opens Edit with the voice dictation microphone On. The microphone icon displays in the SysTray at the bottom of your Windows screen. Using the Voice translation toolbar you can view and control the status of the voice microphone. To display the Voice translation toolbar, select **View/Show/Voice**.
9. As you speak, the Dragon/ViaVoice voice box displays what Dragon/ViaVoice hears. CATalyst VP then displays the translated text on the Edit screen, formatted according to the applied [Layout](#). Once translation starts, you can begin editing the file.

## Step 2: Editing

The Edit function contains several features to help you make necessary corrections when editing a job. Use the following basic editing commands to make changes to your job. Because editing involves typing, it is often easier and faster to press a keyboard command than click a toolbar button. Editing instructions focus on using the keyboard.

## Using Mark Commands

A Mark command selects text for the purpose of performing another command, such as defining, deleting or searching for text. Use any of the following commands to Mark text.

- **Shift** + any basic cursor movement, such as left or right arrow
- **Ctrl** + [
- Click and hold the left mouse button + drag the mouse the text you want to mark
- **Click** + **hold Shift** + click at the end of the text
- Select **Special Edit/Mark Start** and use a key command such as the Search, Go To and Down Arrow to Mark text. When finished marking text, select Special Edit/Mark End

To unmark selected text click the mouse once anywhere on the screen, except when using the Mark Start command. To unmark any selected text when using the Mark Start command, press **Alt + s, k (Special Edit/Unmark)**.

## Inserting Text

Type directly on the screen to insert text, format symbols format symbols, and punctuation. When typing, the cursor pushes the text to the right as you type if you are in Insert mode. When you are in Overwrite mode, the text you type overwrites the existing text. The default cursor mode in Edit is Insert. OVR displays in the Status bar at the bottom of the screen when you are in Overwrite mode. To change the Insert/Overwrite mode, press the Insert key.

## Replacing Text

The [Replace](#) command allows you to replace text for a single occurrence, listen to what Dragon/ViaVoice heard and train words to update your voice translation file. When using Replace and the [Intuitive Replace](#) option is active, CATalyst VP remembers all the replacements and suggests a word in the New Text field.

## Replacing Text Globally

Using the [E-Define](#) (Ctrl + e) command you can replace text applying the change throughout the job, listen to what Dragon/ViaVoice heard and train words to update your voice translation file. E-Defines are placed into a Global Table which you can use for future translations.

## Search

The [Search](#) (Ctrl + f) command allows you to locate specific text in your transcript. When searching for text, you can look for forward or backward in the file for whole, partial or multiple words. Search looks for the specified text within fields, hidden text and any header/footer text changed with format symbols in Edit. If Search finds text in hidden text or header/footer text, the Reveal Codes dialog pane displays with the header/footer or hidden text line highlighted.

Once a searched entry for text displays, you can repeat the search for the same text and search parameters without reentering the information by using Repeat Search Forward (F3) or Repeat Search Backward (Shift F3).

## Deleting Text

Delete text using any of the following:

- Position your cursor immediately after the character or word you want to delete. Press **Backspace** to delete one character at a time.
- Position your cursor immediately before the word you want to delete. Press **Ctrl + Delete** to delete the word. You can continue to delete successive words.
- Mark text and then press **Delete**. CATalyst VP deletes only the highlighted text. If you mark a single word, CATalyst VP deletes only the word and does not delete any adjoining spaces.

## Step 3: Delivery

Delivery includes printing your completed transcript. The [Print](#) function displays the Print dialog box where you can send the current file or selected portions of the file to the printer or to create a [PDF](#).

Delivery can also include exporting an [ASCII](#) or [RTF/CRE](#) file of the completed text. ASCII is an acronym for American Standard Code for Information Interchange. In all ASCII files, formatting attributes such as bold, underline, italics, subscript and superscript text are removed. You can create the ASCII file on disk or on a hard drive.

RTF is an acronym for Rich Text Format. CRE is an acronym for Court Reporter Extension. RTF/CRE is universal file formats that retain much of the original file formatting and text attributes.

### Print a Job

1. Press **Alt + u, p (Function/Print)**.
2. In the [Print](#) dialog box, select the job you want to print, output type, printer and print range.
3. Press **Enter (Print)** to begin printing.

### Create an ASCII or RTF/CRE

1. Press **Alt + u, x (Function/Export)**.
2. In the Export dialog box, select the **ASCII** or the **RTF/CRE** tab.
3. Set any necessary options. Select **Options** to display export options.
4. Select the job from which you want to create the ASCII.

## Step 4: Dragon File Management

Backing up is the most important aspect of managing your Dragon data and CATalyst VP job files. Regular backups of your most currently trained Dragon vocabulary file and other critical Dragon and Case CATalyst files provide access to additional copies, safeguarding your work. As a standard procedure, you should keep backup copies of:

- Dragon vocabulary and user data file
- CATalyst VP transcript files, including all subfiles
- CATalyst VP voice commands dictionaries
- Other Case CATalyst System files such as, Include files, Index Templates, Keyboard Maps and Layouts

### Dragon User Backup

Your Dragon User file contains important data which is critical to maintaining and enhancing your vocabulary and voice recognition accuracy. The Manage Users feature in Dragon enables you to backup your vocabulary and user file data, creating an additional copy of this information. The default backup location is the individual user folder. To specify a different backup location, refer to the Dragon User's Guide.

Using the Dragon Restore feature, you can retrieve your backup files if necessary. It is recommended that you use only the Dragon Backup and Restore features. **Currently Windows System Restore feature does not work correctly with Dragon. If used, it will corrupt your Dragon user files.**

It is also recommended that you store a copy of your files in another location. Using the Export feature in Manage Users, you can store your Dragon files to another drive or memory stick for safeguarding or file transfer purposes.

#### Dragon Backup

To backup Dragon user files from CATalyst VP:



1. Right click the microphone icon in the SysTray at the bottom of your screen. Select **File/Manage Users**. The Dragon Manage Users dialog box displays. If necessary, select the appropriate user.
2. In the Manage Users dialog box, select **Advanced**.
3. From the Advanced menu, select **Backup**. Dragon backs up the user files to the default folder. The default folder is where you originally installed Dragon.

To change the folder where backup and user files are stored, refer to the Dragon Naturally Speaking User's Guide and Dragon Help for information.

### Dragon Export

To export Dragon user files from CATalyst VP:

1. Right click the microphone icon in the SysTray at the bottom of your screen. Select **File/Manage Users**. The Dragon Manage Users dialog box displays. If necessary, select the appropriate user.
2. In the Manage Users dialog box, select **Advanced**.
3. From the Advanced menu, select **Export**. The Browse For Folder dialog box displays.
4. Select an export location and press **Enter (OK)**.

## CATalyst VP Job File Backup

The [Manage Jobs](#) function enables you to back up your jobs, creating an additional copy of your work which you can use for storage, transferring files to another system or safeguarding your files.

The [Backup](#) function compresses a copy of the selected files and saves them to a specified name with a .ZIP extension. You can also transfer backed up jobs to external media such as thumb drive, another Case CATalyst system, or send them electronically.

As a standard procedure, you should keep backup copies of your transcript files including subfiles such as text (.sgn) files, Dragon Voice Data (.dra) files and audio (wav), if using AudioSync. It is strongly recommended that you backup your System Files case which contains the Index templates, Keyboard Maps, Layouts and the voice commands dictionaries. You should also keep backup copies of your Include files.

To back up files:

1. From Manage Jobs, press **Ctrl + b (Tools/Backup)**.
2. In the Save in field, select the location to store the backup.
3. If necessary, set [backup options](#). Press **Options** to display the Backup Options dialog box. Make changes and press **Enter (OK)** when finished.
4. Press **Enter (Save)**.

## Step 4: ViaVoice File Management

Backing up is the most important aspect of managing your ViaVoice data and CATalyst VP job files. Regular backups of your most currently trained ViaVoice speech files and Case CATalyst files provide access to additional copies, safeguarding your work. As a standard procedure, you should keep backup copies of:

- ViaVoice User data files

- CATalyst VP transcript files, including all subfiles
- CATalyst VP voice commands dictionaries
- Other Case CATalyst System files such as, Include files, Index Templates, Keyboard Maps and Layouts

### ViaVoice User Backup

Your ViaVoice User data contains important speech files which are critical to maintaining and enhancing your vocabulary and voice recognition accuracy. The ViaVoice Backup User feature enables you to backup your user data. When ViaVoice backs up the file, it places it in a compressed (.zip) file for storage. Using the ViaVoice Restore User feature, you can retrieve your backup files if necessary. It is recommended that you use only the ViaVoice Backup and Restore features. **Windows System Restore feature may not work correctly with ViaVoice. If used, it may corrupt your ViaVoice user files.**

In addition to storing a backup file on your computer, you want to store a copy of your files in another location in case you are not able to access your computer or computer files.

### ViaVoice User Data Backup

To backup your ViaVoice user data file in ViaVoice:

1. From the ViaVoice Menu, select **User Options/ViaVoice Options**. The ViaVoice Options dialog box displays.
2. Select the **User** tab.
3. In the User Name field, be sure your user name displays.
4. Click **Backup User**. The Backup for user dialog box displays.
5. In the Backup description field, type a name for the backup. ViaVoice creates an informational (.ini) file for the backup in which this information is stored.
6. In the Back up to field, use the Browse button to select a location. The VoiceModel Backup dialog box displays. Navigate to the location where you want to store the backup.
7. In the File name field, type a name for the backup and click **Save**. ViaVoice uses this file name to create a folder in which to store the backup file.
8. In the Backup to user dialog box, click **Backup**. ViaVoice displays a confirmation message when the backup is complete.
9. In the ViaVoice Options dialog box, click **OK**. For additional information about backing up and restoring your ViaVoice user data files, see the ViaVoice Help or your ViaVoice user guide.

### CATalyst VP Job File Backup

The [Manage Jobs](#) function enables you to back up your jobs, creating an additional copy of your work which you can use for storage, transferring files to another system or safeguarding your files.

The [Backup](#) function compresses a copy of the selected files and saves them to a specified name with a .ZIP extension. You can also transfer backed up jobs to external media such as a thumb drive, another Case CATalyst system, or send them electronically.

As a standard procedure, you should keep backup copies of your transcript files including subfiles such as text (.sgnfl) files, ViaVoice Voice Data (.sgvod) files and audio (.wav), if using AudioSync. It is strongly recommended that you backup your System Files case which contains the Index templates, Keyboard Maps, Layouts and the voice command dictionaries. You should also keep backup copies of your Include files.

To back up files:

1. From Manage Jobs, press **Ctrl + b (Tools/Backup)**.
2. In the Save in field, select the location to store the backup.
3. If necessary, set [backup options](#). Press **Options** to display the Backup Options dialog box. Make changes and press **Enter (OK)** when finished.
4. Press **Enter (Save)**.

## Step 5: Run Dragon Acoustic Optimizer

The Dragon Acoustic Optimizer, stores correction and training data in an archive. When you run the Acoustic Optimizer, Dragon incorporates the acoustic data into your user file for improved voice recognition accuracy. You must have the Dragon option, *Store corrections in archive* selected to use the Acoustic Optimizer.

Run the Acoustic Optimizer to integrate corrections made during dictation and after reading stories and training Dragon. Dragon stores correction and training data in an archive. When you make corrections during Edit to train Dragon and update the voice engine, CATalyst VP prompts you to save the changes when you exit the file. When you select to save the changes, CATalyst VP updates the voice engine, remembering the corrections in the voice data file. When you run the Acoustic Optimizer, Dragon incorporates the voice data into your vocabulary file for improved voice recognition accuracy. Dragon Natural Speaking suggests that you run the Acoustic Optimizer on files where corrections are complete. If you run the Optimizer on files that contain partial corrections, Dragon may interpret mistranslates that are not corrected as valid translations for future translations.

Running the Acoustic Optimizer may take considerable time but increases the accuracy of voice translation. The Acoustic Optimizer requires a significant amount of computer resources to run. It is recommended that you use the Acoustic Optimizer when you are not using your computer for other tasks.

You can run the Acoustic Optimizer from Dragon or right click on the microphone icon in the SysTray and select **Tools/Accuracy Center/Run the Acoustic Optimizer**. See the Dragon User's Guide for detailed information about using the Acoustic Optimizer before selecting to run it.

## Dragon V9.0

In Dragon V9.0, the Acoustic Optimizer has been renamed to the Acoustic and Language Optimizer. The Language Model, an additional feature in V9.0, stores statistical data used to predict words when dictating. When you run the Language Model Optimizer, Dragon incorporates data from the .DRA files into the Language Model for improved voice recognition. You can run the Language Model Optimizer along with the Acoustic Optimizer.

To run the Acoustic and Language Model Optimizer from Dragon or right click on the microphone icon in the SysTray and select **Tools/Accuracy Center/Run the Acoustic and Language Model Optimizer**. In the Acoustic and Language Model Optimizer dialog box, check the box, **Run Acoustic Optimization**. Check the box, **Run Language Model Optimization**, to run the Language Model Optimizer. See the Dragon User's Guide for detailed information about using the Acoustic and Language Model Optimizer before selecting to run it.

## Step 5: ViaVoice Analyze My Documents & Vocabulary Manager

CATalyst VP automatically creates the Analyze case and stores the audio (.wav) and a text (.txt) file of the dictation for each job. You can use the ViaVoice Analyze My Documents feature to analyze the text files for word usage and context to improve your voice translation accuracy. You can then use the ViaVoice Vocabulary Manager to help you manage your Personal vocabulary. Using the Vocabulary Manager, you can add and delete words in your Personal vocabulary as well as train words. The Vocabulary Manager displays all the words you add to your vocabulary. See the ViaVoice Help or user guide for additional information about using Analyze My Documents and the Vocabulary Manager.

## Step 6: Run Dragon Vocabulary Optimizer

CATalyst VP automatically creates the Analyze case and stores the audio (.wav) and a text (.txt) file of the dictation for each job. It is important to analyze your word usage and context of the text files to improve voice translation accuracy. It is suggested that you run the option, *Add words from your documents to the vocabulary* from Accuracy Center and select the documents in the Analyze Case.

Run the *Add words from your documents to the vocabulary* option from Dragon or right click on the microphone icon in the SysTray and select **Tools/Accuracy Center/Add words from your documents to the vocabulary**. See the Dragon User's Guide for detailed information about using the *Add words from your documents to the vocabulary* option.

## Voice Command Dictionaries

CATalyst VP allows you to create and maintain multiple Case CATalyst voice command dictionaries. During voice translation, CATalyst VP uses the Dragon or ViaVoice vocabulary to match words with what it hears. Case CATalyst voice command dictionaries contain entries that provide instructions to CATalyst VP on how to translate text, format text and invoke commands in the job file as you speak.

Each entry consists of two parts, Voice Text and CATalyst Text. Voice Text is what you speak. This is what the voice engine hears. CATalyst text is the instruction to CATalyst VP. For example, you speak "queco" which is defined as a question, <Question>. CATalyst VP translates the word as a Question paragraph style based on the format in your [layout](#) setting. Voice dictionaries can also contain entries for translation commands, Auto Includes, and AccelerWriters, macros invoked by your voice. For example, you define "zipmar" as an auto include for your exhibit marked parenthetical phrase. In a job, you speak "zipmar" and CATalyst VP brings your exhibit marked parenthetical into the transcript.

There are two types of voice dictionaries, a Personal VoiceCommands dictionary and job voice dictionaries. If a Personal VoiceCommands dictionary exists, it is automatically used with voice translation and loads into memory while translating. If a Personal VoiceCommands dictionary does not exist, you can create a new one by [opening](#) Personal VoiceCommands dictionary and inserting new entries. You can also use one of the sample VoiceCommands dictionaries, available on Stenograph's web site ([www.stenograph.com](http://www.stenograph.com)) select Support and then Solution Center. You can then modify it to match your dictation style and theory. When you [copy](#) a sample VoiceCommands dictionary from the downloaded voice files to your user's System Files case, you must change the name to **Personal VoiceCommands**. CATalyst VP can only recognize the Personal VoiceCommands dictionary by this name. Only one Personal VoiceCommands dictionary can exist in the System's Files case.

Job voice dictionaries are additional VoiceCommands dictionaries used in translation that contain specific formatting and command instructions you may not want to place in your Personal VoiceCommands dictionary. These dictionaries might contain entries that include speaker names or technical terms for specific jobs. You can create an unlimited number of additional job dictionaries.

All CATalyst VP voice command dictionaries have the .sgvcd file extension.



[Keyboard Map](#) Function: Open Job Voice Dictionary

Open Personal Voice Dictionary

## File - New - Job Voice Command

The Job Voice command feature allows you to create a voice command dictionary for a specific job or job type such as medical, construction, etc. You can have multiple Job Voice Command dictionaries in your user. This option is only available if you have the CATalyst VP option on your e-key license.

To create a new Job Voice Commands dictionary file:

1. Press **Alt + f, n, j** (File, New, Job Voice Command).
2. In the Create New Document dialog box, with the Files of field defaulting to Voice Command Files (\*.sgvcd). Type the name of the job voice commands dictionary in the File name field and press **Enter** (Open). A blank job voice command dictionary displays. You can [insert or paste entries](#).
3. When finished, save and close the job voice commands dictionary.

## Modify Voice Commands Dictionary

Voice command entries can include instructions to CATalyst VP on how to translate text, format text or invoke commands in the job file as you speak. You can create new entries and modify existing ones for your Personal VoiceCommands dictionary and other job VoiceCommands dictionaries. Refer to the [Sample Voice Commands Dictionary Entries](#) as necessary.

You can add or modify Voice Command entries to a Voice Command dictionary that immediately apply during Edit only when making an E-Define or Replace in the job. Select the, [Update Voice Commands](#), option in the E-Define or Replace dialog box. When you add an entry to a Voice Commands dictionary using this feature in realtime, the dictionary refreshes and the entry is available for translation when spoken again in the job.

## Create or Modify Voice Command Entries

1. Press **Alt + f, o, v** (File/Open/Voice Commands).
2. From the Voice Commands menu, select a voice commands dictionary type:

### Personal

The Personal VoiceCommands dictionary displays.

### Job

The Open Existing Document dialog box displays. Select a dictionary and press **Enter**.

3. Do **either** of the following:

### Insert an Entry

Press **Ctrl + i** (**Edit/Insert**). The Modify/Insert Voice Command dialog box displays with empty Voice Text and CATalyst Text fields.

### Modify an Entry

Use Search (**Ctrl + f**) or cursor movements to find the entry you want to modify and then press **Ctrl + m (Edit/Modify)**. The Modify/Insert Voice Command dialog box displays with the current Voice Text and CATalyst Text entries.

4. Make necessary entries:

#### Voice Text

Type new or modify existing voice text. This is the command you speak and what the voice engine hears.

#### CATalyst Text

Type new or modify existing CATalyst text. This is the instruction given to Case CATalyst. Include any format symbols or extended characters.

#### Insert Field

Display the Insert Field dialog box from which you can select [fields](#) to insert into the text portion of the definition.

#### FS

Display the list of available [format symbols](#). Double click the format symbol you want to use in the definition. You can insert a format symbol at any point in the text entry. You can also use shortcut keys to insert a format symbol in the Text field. Place the cursor in the Text field, press **F4** and then press the appropriate letter or symbol.

#### F9

With the cursor in the CATalyst Text field, press **F9** to display the Insert Character dialog box where you can select an extended character to insert.

#### Insert AccelerWriter

Display the Auto AccelerWriter dialog box where you can create an [AccelerWriter](#). Click **Browse** to display the Choose Macro File dialog box and select a macro file. Your selection displays in the *Entry Text* field of the Auto AccelerWriter dialog box.

#### Insert AutoInclude

Display the Auto Include dialog box where you can an [Auto Include](#). Click **Browse** to display the Choose Include File dialog box to select an Include file. Your selection displays in the *Entry Text* field of the Auto Include dialog box.

It is necessary to create the include files before using auto include commands. An "Include File Not Found" message displays during translation if you invoke an auto include command without an associated include file.

5. Press **Enter (OK)**. If an existing dictionary entry contains the exact voice command as another entry, the following message displays, "This insertion will cause a duplicate value for the voice text." Click **OK**. The Modify/Insert Voice Commands dialog box displays. Type new voice text and press **Enter** or press **Cancel** to close the dialog box.
6. Press **Ctrl + s (File/Save)** to save the dictionary when finished.
7. Press **Ctrl + F4** to close the voice commands dictionary. If another voice commands dictionary is open, the contents of the contents displays. If no other dictionary is open, the Voice Commands function closes.



[Keyboard Map](#) Function: Open Job Voice Dictionary

Open Personal Voice Dictionary

## Copy, Cut, Paste Dictionary Entries

The Copy feature copies the selected voice command dictionary entries leaving them in the original dictionary and places a copy on the Windows clipboard. The Cut feature removes selected entries from the original dictionary and places them on the Windows clipboard. The Paste feature inserts copied or cut dictionary entries from the Windows clipboard into another dictionary. There is no limit to the amount times you can paste the entries, however, only the last set of copied or cut dictionary entries remain on the clipboard.

### Copy, Cut and Paste Dictionary Entries

1. Open the source dictionary which contains the entries you want to copy or move. Press **Alt + f, o, d** (**File/Open/Dictionary**). From the dictionary menu, select the type of dictionary. The Open Existing Document dialog box displays.
2. Select the source dictionary and press **Enter**. Verify the dictionary name on the Title Bar.
3. Use Windows conventions to highlight the dictionary entries for copying or cutting:

#### Select an individual entry

Click to highlight the entry.

#### Select all the entries in the update area or dictionary

Press **Ctrl + a** to highlight all the entries in the update area or dictionary.

#### Select a consecutive group of entries

Click to highlight the first entry of the group. Locate the last entry to select. Press and hold **Shift**, while you click the last entry. All the entries in-between are highlighted.

#### Select specific entries

Press and hold **Ctrl** while you click to highlight the individual entries to add.

4. Press **Ctrl + c** (**Edit/Copy**) to copy the selected entries or **Ctrl + x** (**Edit/Cut**) to move the selected entries.
5. Open the destination dictionary.
6. Press **Ctrl + v** (**Edit/Paste**) to insert the dictionary entries into the destination dictionary. If an entry conflicts, a message displays with the entry conflicts and prompts you to replace (Yes) or cancel (No) the Paste.
7. Press **Ctrl + s** (**File/Save**) to save the changes to the destination dictionary.
8. In the source dictionary, press **Ctrl + s** (**File/Save**) to save the changes.

## Sample Voice Commands Entries

The following examples include some of the type of voice commands dictionary entries that you might use in your Personal VoiceCommands and job voice commands dictionaries.

### **Question Paragraph**

To create an entry that formats a Question paragraph, make an entry similar to the following:

Voice Text	CATalyst Text
queco	<Question>

When you say "queco" CATalyst VP translates the words as a Question paragraph style based on the format in your layout setting. If Dragon/ViaVoice hears "q co" instead of "queco", you would need to train Dragon/ViaVoice that "q co" is "queco." You can train Dragon/ViaVoice during a job when using the Replace command. Do not add an "q co" entry to your Personal VoiceCommands or a job voice commands dictionary.

### **Answer Paragraph**

To create an entry that formats an Answer paragraph, make an entry similar to the following:

Voice Text	CATalyst Text
aeco	<Answer>

When you say "aeco", CATalyst VP formats an Answer paragraph style using the settings in your current layout. If Dragon/ViaVoice hears "a co" instead of "aeco", you would need to train Dragon/ViaVoice that "a co" is "aeco." You can train Dragon/ViaVoice during a job when using the Replace command. Do not add an "a co" entry to your Personal VoiceCommands or a job voice commands dictionary.

### **Colloquy With EZ Speakers**

To create an entry that formats a Colloquy paragraph with an EZ Speakers field, make an entry similar to the following:

Voice Text	CATalyst Text
speethree	<Colloquy>[!EZ SPEAKER 03]

When you say "speethree" CATalyst VP translates it as Colloquy followed by the EZ Speaker 03 field. If you use the Speaker List prior to translation, the speaker name displays in place of the field.

### **AccelerWriter**

To create an entry that automatically invokes a macro, make a entry similar to the following:

Voice Text	CATalyst Text
clearclearA	&&Delete to last A

You created a macro, "Delete to last A," that deletes the text from the current cursor location to the previous Answer. When you say "clearcleara" CATalyst VP invokes the macro. All the text between the current cursor location to the previous Answer symbol is deleted.

### **Auto Include**



To create an entry that automatically copies a file into the transcript, make an entry similar to the following:

Voice Text	CATalyst Text
zipmar	@includes\exhibit marked.sgngl.

When you say "zipmar" CATalyst VP includes your exhibit marked parenthetical file at the cursor position in the job.



It is necessary to create the include files before using auto include commands. An "Include File Not Found" message displays during translation if you invoke an auto include command without an associated include file.

## Using the Delete Command

Use the {Delete} command in your Personal VoiceCommands dictionary to delete the previous word or words that Dragon or Via Voice has translated as one item. In most situations, speaking the delete command removes one word, however, it is possible the delete command may remove two words or a short phrase. No pause is required between speaking the word for one delete command and another delete command.

## Accelerwriters for Voice Dictionary Entries

An AccelerWriter is a [macro](#), invoked using a voice command during the proceedings. You must first create the macro during edit or translation, save it and name it before creating an AccelerWriter entry in a voice commands dictionary. For example, you want to suspend recording the room noise and the dictation at the same time. While editing, you create a macro that includes the Pause Audio and Pause Dictation commands, naming it "pause audio recordings." You then create a voice commands dictionary entry inserting "paumac" as the Voice Text and selecting the pause audio macro, "&&pause audio recordings," to display as the CATalyst Text. The next time you want to suspend recording the room noise and your dictation, you speak "paumac" to invoke the macro.

### Create An AccelerWriter

1. Create the [macro](#).
2. Open the desired voice commands dictionary.
3. Do one of the following to display the Auto AccelerWriter dialog box:
  - From the Modify/Insert Voice Command dialog box, click **Insert AccelerWriter**.
  - Press **Alt +e, w** (**Edit/Insert AccelerWriters**).
4. Click **Browse** to display the Choose Macro File dialog box. By default, the Macros case opens. Macros are stored in the Macros case located in the System Files case. You can only select a macro from your user name.
5. Select a macro and click **Open**. The Modify/Insert Voice dialog box displays. CATalyst VP automatically fills in the *CATalyst Text* field with the selected macro file name. Two ampersands (&&) precede the selected macro name to identify it as an AccelerWriter. You cannot type directly into this field.
6. In the *Voice Text* field, type the text for the command spoken to invoke the AccelerWriter.
7. Click **OK** to insert the definition into the dictionary.

8. When finished creating AccelerWriters, press **Esc (Cancel)**.
9. Press **Ctrl + s (File/Save)** to save the dictionary. If you are writing realtime, you can test the AccelerWriters by returning to the realtime file and writing the steno outline for the selected AccelerWriter.

## Fields in Voice Dictionary Entries

[Fields](#) are placeholders for information that changes in a job, such as page numbers, appearance data, witness names and dates and times. A field is surrounded by square brackets with an exclamation mark immediately following the open square bracket, such as [!JUDGE].

The most common field used in a voice commands dictionary entry is an EZ Speaker field, [!EZ SPEAKER 01]. EZ Speaker fields, when used in combination with the Speaker List allow you identify speaker names before translation and easily insert them during translation and while editing.

You can combine fields with [format symbols](#). For example, you can combine an EZ Speaker field with a Colloquy or By Line format symbol, such as:

Voice Text	CATalyst Text
speeone	<Colloquy>[!EZ SPEAKER 01]:space
byspeethree	BY <Colloquy>[!EZ SPEAKER 03]:<Question>

(press the Spacebar where "space" is indicated)

### Example

To create an entry that notes time when the proceedings end or a recess is taken, make an entry similar to the following using the Static Time field:

Voice Text	CATalyst Text
endo	<Parenthetical>(The proceedings ended at [!StaticTime – 12 Hour].)

When you say “endo,” CATalyst VP formats a Parenthetical paragraph style according to layout being used and inserts the text and time field, filling in the time field with the current time on your computer.

## EZ Speakers in Voice Dictionary Entries

EZ Speaker entries in a voice commands dictionary work in conjunction with the [Speaker List](#) to automate the insertion of speaker names into the job during translation. When you identify the speaker names using the Speaker List in the Translate dialog box, CATalyst VP replaces the field in the EZ Speaker entry with the actual speaker name during translation.

EZ Speaker entries are created using EZ Speaker fields, format symbols and text. The Speaker fields function as placeholders for speaker names in the EZ Speakers entries. The format symbols determine how the speaker name displays in the job according the applied Layout. You can create up to 99 different speaker names. The color associated with the speaker name in the Speaker List applies during translation.

### Example

Voice Text	CATalyst Text
speeone	<Colloquy>[!EZ SPEAKER 01]
speethree	<Colloquy>[!EZ SPEAKER 03]

Before translating, you type MR. KLINGER in the Speaker List for number 01 and MS. MILLER for 03. When you say, "speeone" during realtime, CATalyst VP inserts MR. KLINGER, formatted as a Colloquy paragraph style, into the job. When you say, "speethree" CATalyst VP inserts MS. MILLER as a Colloquy style paragraph.

## Format Symbols in Voice Dictionary Entries

[Format symbols](#) are codes or commands that help you format text during translation and edit. For example, you can create a voice commands dictionary entry using a format symbol to format text as an Answer. Format symbols are surrounded by angle < > brackets. CATalyst VP has an extensive list of Format Symbols to provide for flexible formatting in a transcript. The following is a list of commonly used format symbols in a voice commands dictionary entry:

<Answer>  
 <Question>  
 <By-line>  
 <Colloquy>  
 <Parenthetical>  
 <Continuation Paragraph>  
 <New Line Paragraph>  
 <New Page>

### Example

Format a Question paragraph style. In the Voice Text field type the word you speak. In the CATalyst Text field, insert the <Question> format symbol.

Voice Text	CATalyst Text
new page	<New Page>

Using the example, when you say "new page" CATalyst VP create a new page.

## Macros

A macro is a recorded series of keystrokes, mouse clicks and associated keyboard commands. A filename assigned to the macro allows for playback. Playing back a macro performs the series of recorded commands which reduces the amount of keystrokes required to perform a task or process.

Macros are recordable in Edit and Manage Dictionary. It is possible to begin the recording or playback of a macro in one of the functions and have it continue in the other function. For example, you can begin a macro in Edit and continue the macro within a dictionary. You may want to use a separate naming convention for macros created for Manage Dictionary that identifies them from other macros. For example, "dict - modify entry."

When recording a macro, you can use the mouse and keyboard commands to select menus or icons, however, within a dialog box, only keyboard commands are recorded, such as Alt + a (Cap) in a Global Define dialog box. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro. Once a dialog box opens, you can Pause recording the macro to select a file name or option using the mouse. When you close the dialog box, by pressing Enter or an Alt key combination, the macro continues to record and you can return to using mouse clicks. When the macro plays back, it pauses once the dialog box is open, allowing you to select the file or option and then continues once you press Enter. For example, you want to record a macro to Include a file and choose a file while using the macro. When the Include dialog box display, click Pause and select a file. File selection is not recorded as part of the macro. After selecting the file, press Enter in the Include dialog box. The macro continues recording once you press Enter.

You can playback a macro by selecting it from a list, pressing a user assigned keyboard command or writing a steno stroke on your writing machine during realtime. To quickly invoke a macro, you can assign it to a [keyboard command](#) or [AccelerWriter](#) dictionary definition. Keyboard command assignments and AccelerWriter definitions can be made immediately after saving the macro or at a later time. Stenograph recommends you set up a realtime session when creating a macro for an AccelerWriter definition to assure the macro works as intended.

Macro files have a .sgmac extension and are stored in a Macros case within the System Files case. You can quickly view the list of existing macros by pressing, **Alt + f, o, m (File/Open/Macros)**. Recorded commands for an existing macro can be viewed or modified using the [Macro Editor](#). You can add and remove functions, text and key combinations allowing you to make changes without re-recording the entire macro. Manage Dictionary functions end with - Dict." when viewing them in the Macro Editor or a Keyboard Maps.

The Macro feature contains a submenu of features that include Record, Playback and Playback Last Macro. You can [create a toolbar](#) from the submenu to float or dock it like any other toolbar.



[Keyboard Map](#) Function: Record Macro

Play Macro

Play Last Macro

### Record Macro

The Macro Record feature allows you to record a series of commands and save them as a [macro](#). Once the macro is recorded and named, you can assign a [keyboard command](#) or define an [AccelerWriter](#) to the macro as desired. Stenograph recommends creating a macro for an AccelerWriter dictionary definition during setup for the realtime session to ensure the macro works in realtime as intended.

Recorded commands for an existing macro can be viewed or modified using the [Macro Editor](#). This allows you to add and remove functions, text and key combinations without recording the entire macro again.



[Keyboard Map](#) Function: Record Macro

## Create and Assign Macro

1. Place your cursor in the most logical position where you would want the commands of the macro performed.
2. Press **Alt + t, m, r (Tools/Macro/Record)**. The RecordMacro toolbar displays at the top of the screen with Pause and Stop buttons.
3. Record the commands for the macro. Use the mouse and keyboard commands to select menus or icons, however, in a dialog box, only keyboard commands are recorded. Mouse clicks within a dialog box are not recognized and are not recorded as part of the macro.

When in a dialog box, click **Pause** on the RecordMacro toolbar to suspend the macro in order to select a file or type text. For example, you are recording a macro to include a file and want to be able to select any file while using the macro. When the Include dialog box display, click **Pause** and select a file. File selection is not recorded as part of the macro. After selecting the file, press **Enter** in the Include dialog box. The macro continues recording once you press Enter.

4. When finished, click **Stop** on the RecordMacro toolbar. The Save Macro dialog box displays.

If you attempted to record commands that are not recordable functions, the following error message displays: *The actions you took are not recordable. There are no actions that can be saved for a macro.* Press **Enter (OK)** to close the message.

5. In the *File name* field, type a name for the macro. Select the option, *Assign to key in keyboard map (Alt + a)*, to assign a key combination in your keyboard map to the macro after saving it.

To define the macro as an AccelerWriter, you must first complete creating the macro and save it. Defining an AccelerWriter is done from within a voice commands dictionary.

6. Press **Enter (Save)**. One of the following occurs:
  - The Save Macro dialog box closes if *Assign to key in keyboard map* is not selected.
  - The Open Keyboard Map dialog box displays if you selected to *Assign to key in keyboard map*. If the option, [Keyboard to open when assigning recorded macros](#), is active, the selected default Keyboard map opens. Make necessary entries to [assign a keyboard command](#) to the macro.
7. Test the macro. Do the following:
  - Playback the macro using the Playback Macro feature. Press **Alt + t, m, p (Tools, Macro, Playback Macro)** or click **Playback Macro** on the Macros toolbar. The Choose Macro dialog box displays. Select the macro just recorded and press **Enter (Open)**.
  - If you created an AccelerWriter definition, use the **Add/Remove Dictionaries** command to reload the dictionaries and then write the steno outlines for the AccelerWriter definition.
  - If you assigned the macro to a keyboard command, press the assigned keys.

## Assign to key in keyboard map

When you select the option, *Assign to key in keyboard map*, in the Save Macro dialog box, you can immediately assign a key combination to invoke the macro. One of the following occurs after you press Enter (Save) in the Save Macro dialog box:

- The Open Keyboard Map dialog box displays. Select a keyboard map to open and press **Enter**. Macros are stored in a Macros case within the System Files case. The Keyboard map displays.
- If the Advanced Edit option, [Keyboard to open when assigning recorded macros](#), is active, the selected default Keyboard map opens with the recorded macro highlighted in the *Functions* list of the Assign Key to Function dialog box.

## Assign to Key in Keyboard Map Macro

Make necessary entries in the Assign Key to Function dialog box. The newly created macro displays highlighted in the Functions field under the MACROS section. When finished, press **Enter (Assign)**. The entry displays in the Keyboard Map list and the keyboard map closes.

### Currently Assigned to

The keyboard function presently assigned to the key or key combination identified in the Key field.

### Key

The Key field contains a list of keyboard keys. The options below the Key field indicate if the key is used alone or in conjunction with Ctrl, Shift, or Ctrl and Shift. The selected radio button designates the active key combination. You can assign a different keyboard function to each of the key combinations. For example, in the Default keyboard map, n alone displays the letter "n". **Ctrl + n** displays the View Vertical Notes feature. **Shift + n** displays a capital letter "N".

Select a key for assignment from the drop down list and then click the radio button next to one of the following: Key Only, Ctrl + Key, Shift + Key, Ctrl + Shift + Key. The keyboard function presently assigned for the selected key combination displays in the Currently Assigned to field. If no keyboard function is assigned, the field is blank.

When you assign a single key to invoke a command, consider assigning Shift plus the same key to the same command. This helps to prevent the possibility of invoking the capped version of a keyboard command when the Caps Lock is on.

### Restore Default Assignment

Restore the default keyboard function assignment for the identified in the Key field. This only restores the default assignment for the current key.

### Filter by Category

Click a category to display only the keyboard functions for the selected category in the Functions list. For example, you want to locate Move to next red squiggle, which is a Spell Check keyboard function. Select the Category, Spell Check to display a list of only the available Spell Check keyboard functions. Select All to display all the keyboard map functions available for assignment.

### Functions

To change the keyboard function for the key in the Key field, highlight the desired keyboard function from the list. Recorded Macros display alphabetically at the end of end of the list in the MACROS section.

When you assign a key combination immediately after creating the macro, the newly created macro displays highlighted in the MACROS section.

### Search

Display the Find dialog box to search for a specific keyboard function.

#### Find Search Functions List

1. Type a keyboard function name or portion of a name in the *Search for* field. To limit the search to a particular category, first select the category in the Filter by Category field and then select Search.
2. Select the direction to search.
3. Press **Enter (OK)**. To repeat the search, press **F3** to search forward or **Shift + F3** to search

backward. If you limited the search by category for the desired keyboard function and it does not display in the list, the incorrect category was selected. For example, you select to filter by Punctuation for Move Word Left. This keyboard function is a Cursor action so Search does not locate it in the Punctuation category.

### Use Windows Default

Use the Windows default keyboard assignment if your Windows Regional Language setting is set to a language other than English. For example, if French is selected as your Windows Regional and Language and the key assignment in the Keyboard Map is set to Windows default, the keyboard action follows the Windows default French language keyboard.

## Define in dictionary to invoke macro from writer

An AccelerWriter is a [macro](#), invoked using a voice command during the proceedings. You must first create the macro during edit or translation, save it and name it before creating an AccelerWriter entry in a voice commands dictionary. For example, you want to suspend recording the room noise and the dictation at the same time. While editing, you create a macro that includes the Pause Audio and Pause Dictation commands, naming it "pause audio recordings." You then create a voice commands dictionary entry inserting "paumac" as the *Voice Text* and selecting the pause audio macro, "&&pause audio recordings," to display as the *CATalyst Text*. The next time you want to suspend recording the room noise and your dictation, you speak "paumac" to invoke the macro.

## Define AccelerWriter for Macro

Make necessary entries in the Assign Key to Function dialog box. When finished, press **Enter (OK)** to add the entry to the selected dictionary.

1. Create the macro.
2. Open the desired voice commands dictionary.
3. Do one of the following to display the Auto AccelerWriter dialog box:
  - Press **Alt + e, w (Edit/Insert AccelerWriter)**.
  - From the Modify/Insert Voice Command dialog box, click **Insert AccelerWriter**.
4. Click **Browse** to display the Choose Macro File dialog box. By default, the Macros case opens. Macros are stored in the Macros case located in the System Files case. You can only select a macro from your user name.
5. Select a macro and click **Open**. The *Entry Text* field automatically fills in with the assigned macro name. Two ampersands (&&) precede the name to identify the entry as an AccelerWriter. You cannot type in the *Entry Text* field.
6. Press **OK** in the Auto AccelerWriter dialog box. The Modify/Insert Voice Command dialog box displays. CATalyst VP automatically fills in the *CATalyst Text* field with the selected macro file name.
7. In the *Voice Text* field, type the text for the command spoken to invoke the AccelerWriter.
8. Click **OK** to insert the definition into the dictionary.
9. When finished creating AccelerWriters, press **Esc (Cancel)** to close the Insert AccelerWriter dialog box.
10. Press **Ctrl + s (File/Save)** to save the dictionary.

11. Test the AccelerWriter in a current voice translation. Do the following:

- Press **Ctrl + F4 (File/Exit)** to close the open dictionary.
- Press **Alt + t, d (Tools/Add/Remove Dictionaries)** to reload the dictionary.
- Speak the command for the selected AccelerWriter.

## CATalyst VP Translate Commands

Translate commands invoke a specific action while translating a job. For example, you can create a voice commands dictionary entry that converts a number to a specific number format or an entry that pauses the room audio recording. Translate Commands are surrounded by brace { } brackets. CATalyst VP has an extensive list of Translate Commands to provide for flexible formatting during a job. The following is a list of commonly used translate commands in a voice commands dictionary entry.

{Pause Audio}

{Resume Audio}

{Number Trigger}

{Number Conversion}

## Voice Translate Command Dictionary Entries

### *Example*

A {Pause Audio} entry may be:

Voice Text	CATalyst Text
paupau	{Pause Audio}

When you say "paupau," CATalyst VP suspends the room noise audio recording. To resume the room noise audio recording, create a voice commands dictionary entry defined as {Resume Audio}.

### *Example*

A {Number Trigger} entry for a Social Security Number may be:

Voice Text	CATalyst Text
social security number	Social Security Number[NNN-NN-NNNN]

When you say "social security number," CATalyst VP looks forward in the transcript for a nine consecutive numbers. If nine consecutive numbers are found within approximately three paragraphs, CATalyst VP converts the numbers to the Social Security Number format indicated in the Number Trigger entry, NNN-NN-NNNN, using all digits.

## Auto Include

In CATalyst VP, standard pages and parenthetical are referred to as Include files or "Includes." Include files contain pages or sections of text that you use time after time in your jobs, such as title pages, certificate pages, an indication of taking a recess, or going off the record. You can insert a copy these pages manually into the file or use the Auto Include feature to automatically insert a copy.



To use the Auto Include feature first create the [include](#) file and then create an Auto Include entry in your voice commands dictionary for each file you want to insert. During the job, speak the designated command for the file selected for insertion. CATalyst VP inserts a copy of the file at the point in the job you speak the command. For example, you have an Include file called CERT that contains your Certificate Page. You use the Certificate Page at the end of every job. You create the Auto Include entry with the Voice Text as certmac and the CATalyst Text as @CERT. At the end of your job, you speak "certmac." CATalyst VP inserts the CERT file.

## Create an Auto Include Entry

1. [Create](#) the include file.
2. Open the desired voice commands dictionary.
3. Do one of the following to display the Auto Include dialog box:
  - From the Modify/Insert Voice Command dialog box, click **Insert Auto Includes**.
  - Press **Alt + e, a** (**Edit/Insert Auto Include**).
4. Click **Browse** to display the Choose Include File dialog box.
5. Select an Include file and click **Open**. The Modify/Insert Voice dialog box displays. CATalyst VP automatically fills in the *CATalyst Text* field with the selected include file name. The @ sign precedes the entry to identify it as an include file. Depending on the location of the selected include file, the *CATalyst Text* field displays the Auto Include in one of the following formats. You cannot type directly into this field.

### @title

The Include file is the current user name.

### @includes\title

The Include file is in a case in the current user name. In this example, the case name is "includes".

### @<Kirsten>title

The Include file is in another user name. In this example, the user name is "Kirsten".

### @<Kirsten>includes\title

The Include file is in a case in another user name. In this example "Kirsten" is the other user and "includes" is the case name.

6. To bring in the page layout for the selected Include file, check the option *Bring Layout*. The layout only applies to the Include file and does not affect the rest of the job.
7. In the *Voice Text* field, type the text for the command spoken to invoke the Auto Include.
8. Click **OK** to insert the entry into the dictionary.
9. When finished creating the Auto Include, press **Esc** (**Cancel**).
10. Press **Ctrl + s** (**File/Save**) to save the dictionary.

## Pause Audio

To pause the AudioSync recording of room noise during proceedings, [create](#) a voice commands dictionary entry with the translate command, {Pause Audio}. When AudioSync is paused, the Audio Pulse meter on the Translate & Edit Status Bar turns gray.



[Keyboard Map](#) Function: Pause Audio

## Resume Audio

To resume the AudioSync recording of room noise during proceedings, [create](#) a voice commands dictionary entry using the translate command, {Resume Audio}.



[Keyboard Map](#) Function: Resume Audio

## Number Conversion

Use the Number Conversion translate command in a voice commands dictionary to indicate a specific format for a number when you speak the Number Conversion command. A [Number Conversion](#) voice commands dictionary entry works backward in the file during translation and only affects numbers which meet the Number Conversion format criteria.

Number Conversion formats allow you to convert numbers, which are dictated as numerals, words or a combination of numerals and words, during translation. For example, you can create an entry to convert "fifty nine" to "59". Using the Number options in [Input Translate Options](#), you can select how you have CATalyst VP process the word "and", commas, periods, word numbers and spaces between numbers. For example, you select to have CATalyst VP process "and" when converting numbers to dollars. One hundred and 50 dollars converts to \$150.

The Number Conversion is invoked by speaking the designated word for the command after a number is spoken. For example, you have a Number Conversion voice commands dictionary entry for phone number. A phone number is given during the proceedings and you speak the seven digit phone number. You then speak the word "telmac" which you have identified as the telephone Number Conversion command. CATalyst VP formats the digits as a telephone number.

When creating a Number Conversion entry, the Number Conversion command is designated by { } brackets. It must be placed within brackets to perform the intended function. The number format immediately follows the Number Conversion command and must be placed between square brackets [ ]. The number format contains letters which function as placeholder for the actual digits.

### Examples

A Number Conversion entry to convert a number to a date format using periods may be:

Voice Text	CATalyst Text
dateco	{Number Conversion}[nN.nN.nN.]

A Number Conversion entry for a telephone number may be:

Voice Text	CATalyst Text
telmac	{Number Conversion}[NNN-NNNN]
telmac	{Number Conversion}[n-nnn-NNN-NNNN]



The [Automatic Number Conversion](#) feature in CATalyst is a translate option that also converts numbers and words to a specific format during translation. The number conversion is based on keywords in the NumberConversion.ini file. Automatic Number Conversion does not use a voice commands dictionary.

## Create a Number Conversion Entry

1. Open the desired voice commands dictionary.
2. Press **Ctrl + i (Edit/Insert)**. The Modify/Insert Voice Command dialog box displays with empty *Voice Text* and *CATalyst Text* fields.
3. In the *Voice Text* field, type the phrase you speak to invoke the Number Conversion.
4. In the *CATalyst Text* field, type the phrase you want to associate with the Number Conversion. For example, telephone number.
5. Press **Alt + f (FS)** to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{Number Conversion}** and press **Enter** to insert the highlighted translate command into the *CATalyst Text* field. You must select the Number Conversion command from the list. Number Conversion does not work if you type it in the field.
7. In the *CATalyst Text* field, type the number format. For example, telephone number {Number Conversion}[nnn-NNN-NNNN].

See [Number Conversion/Number Trigger Formats](#) to assist you in establishing number formats.

8. Press **Enter (OK)** to insert the definition into the dictionary.
9. When finished creating voice command entries, press **Esc (Cancel)**.
10. Press **Ctrl + s (File/Save)** to save the dictionary.

## Number Trigger

Use the Number Trigger translate command in a voice commands dictionary to indicate a specific number format when the number follows a designated phrase such as "social security number" or "what time". Number Trigger works forward from where you speak and only affects numbers which meet the Number Trigger format criteria.

Number Trigger formats allow you to convert numbers, which are dictated as numerals, words or a combination of numerals and words, during translation. For example, you can create an entry to convert "fifty nine" to "59". Using the Number options in [Input Translate Options](#), you can select how you have CATalyst VP process the word "and", commas, periods, word numbers and spaces between numbers. For example, you select to have CATalyst VP process "and" when converting numbers to dollars. One hundred and 50 dollars converts to \$150.

The Number Trigger is invoked when you speak the designated word for the Number Trigger command before a number and remain active for three paragraphs. This eliminates the step of speaking a designated word to convert numbers. When a phrase, such as, "social security number" is spoken and it is followed, within the next three paragraphs, by the specific number of digits or words that match the number format, that number converts. For example,

- Q. What is your Social Security Number?  
 A. Could you repeat the question?  
 Q. What is your Social Security Number?  
 A. 111111111 (converts to) 111-11-1111.

When creating a Number Trigger entry, the Number Trigger command is designated by { } brackets and follows the word or phrase associated with the Number Trigger command. It must be placed within brackets to perform the intended function. The number format immediately follows the Number Trigger command and must be placed between square brackets [ ]. The number format contains letters which function as placeholder for the actual digits. If you do not want to apply the Number Trigger to the next number, create an entry to turn off the Number Trigger by placing empty square brackets after the Number Trigger command, {Number Trigger}[] . [Number format guidelines](#) can help you in establishing number formats.

### Example

You have a Number Trigger voice commands dictionary entry for Social Security Number with the format, {NNN-NN-NNNN}. Notice that the "trigger" phrase is placed before the Number Trigger command. When you speak "Social Security Number" in the question, "What is your social security number?" CATalyst VP looks for the next nine consecutive digits. When the answer is given with 9 numbers, CATalyst VP automatically converts the nine digit number to the designated social security format.

Voice Text	CATalyst Text
social security number	Social Security Number{Number Trigger}[NNN-NN-NNNN]

A Number Trigger entry for a time phrase may be:

Voice Text	CATalyst Text
what time	{Number Trigger}[nN:ON]



The [Automatic Number Conversion](#) feature in CATalyst is a translate option that also converts numbers and words to a specific format during translation. The number conversion is based on keywords in the NumberConversion.ini file. Automatic Number Conversion does not use a voice commands dictionary.

## Create a Number Trigger Entry

1. Open the desired voice commands dictionary.
2. Press **Ctrl + i (Edit/Insert)**. The Modify/Insert Voice Command dialog box displays with empty Voice Text and CATalyst Text fields.
3. In the *Voice Text* field, type the phrase you speak to invoke the Number Trigger.
4. In the *CATalyst Text* field, type the phrase you want to associate with the Number Trigger. For example, social security number.
5. Press **Alt + f (FS)** to display the list of format symbols.
6. Use the Up and Down Arrow keys to locate **{Number Trigger}** and press **Enter** to insert the highlighted translate command into the *CATalyst Text* field. You must select the Number Trigger command from the list. Number Trigger does not work if you type it in the field.
7. In the *CATalyst Text* field, type the number format. For example, Social Security Number{Number Trigger}[NNN-NN-NNNN].  
See [Number Conversion/Number Trigger Formats](#) to assist you in establishing number formats.
8. Press **Enter (OK)** to insert the definition into the dictionary.
9. When finished creating voice command entries, press **Esc (Cancel)**.

10. Press **Ctrl + s (File/Save)** to save the dictionary.

## Number Format Guidelines

Number conversion formats allow you to convert numbers, which are dictated as numerals, words or a combination of numerals and words, during translation. The [Number Conversion](#) and [Number Trigger](#) translate commands are surrounded by brackets in a voice commands dictionary entry; {Number Conversion} and {Number Trigger}. They are immediately followed by a specific number format placed in square brackets [ ]. The number format contain letters which function as placeholders for the actual digits.

Create Number Conversion and Number Trigger voice commands dictionary entries using number format placeholders letters as described below. Use the examples as necessary to assist you in creating the entry.

## Number Format Placeholder Letters

### N (upper case)

Use an N whenever the number is mandatory. For example, the Number Trigger telephone format in the United States is {Number Trigger}[n-**n**nn-NNN-NNNN]. Currently, all telephone numbers have a minimum of seven digits: three digits followed by a hyphen followed by four digits. When an attorney or witness states a valid telephone number, they will always state at least seven digits. The capital letter N represents these mandatory numbers. In this example, the mandatory numbers are the seven digits of the telephone number.

### n (lower case)

Use an n whenever the number is optional and when the punctuation to the right of that number requires removal if the number is not used. For example, in the U.S. telephone Number Trigger format, {Number Trigger}[n-**n**nn-NNN-NNNN], an attorney or witness may or may not state the three-digit area code when they state a telephone number. When they do include the area code with the seven-digit phone number, there usually is punctuation between the area code and phone number. If no area code is given, no punctuation should appear to the left of the phone number. The lower case n represents an optional number that does not retain punctuation. In this example, the optional numbers are the single digit access code and the three digits for the area code.

### X or x (upper or lower case)

The X or x is used whenever the number is optional but the punctuation is mandatory. For example, the {Number Conversion}[\$**n**nn,nnn,nn**X**.0N] format is a dollar conversion that indicates cents. An attorney or witness states "It was between fifty cents and one seventy-five". You want those numbers to convert to \$.50 and \$1.75, whether or not the speaker states a dollar amount, which requires a decimal point to the left of the second digit. The X or x represents an optional number that retains punctuation to the right of the X or x, whether or not a number is written for that space.

### 0 (zero)

Use the 0 whenever a number is optional and the number 1 through 9 replaces it and is retained if there is an N to the right of the zero. For example, in the dollar conversion format, {Number Conversion}[\$**n**nn,nnn,nn**X**.0N], if the attorney or witness states "It was five cents. No, it was two twenty-five. The result is \$.05 and \$2.25.

### \_ (underscore)

An \_ (underscore) works the same as the 0 except it inserts a blank space instead of a zero.

**\ (backslash)**

Use the \ (backslash) whenever you want an "n", "0" (zero), or "x" to literally print in the converted number. For example, {Number Conversion}[\NnnNNN] results in N123.

**Number Conversion/Number Trigger Examples**

Description	Number Format
Date with 1-digit month (1/29/66)	{Number Conversion}[nN/Nx/NN] what date{Number Trigger}[nN/Nx/NN]
Date with 2-digit month (11/10/64).	{Number Conversion}[NN/nn/Nn] what date{Number Trigger}[NN/nn/Nn]
Dollars with commas.	{Number Conversion}[\$nnn,nnn,nnn,nnN] how much{Number Trigger}[\$nnn,nnn,nnn,nnN]
Dollars and cents with commas.	{Number Conversion}[\$nnn,nnn,nnn,nnX.ON] how much {Number Trigger}[\$nnn,nnn,nnn,nnX.ON]
Numbers with hyphens.	{Number Conversion}[nn-nn-nN-nN] driver's license number{Number Trigger}[nn-nn-nN-nN]
Telephone number with area code in parentheses.	{Number Conversion}[X (XXn) NNN-NNNN] telephone number{Number Trigger}[X (XXn) NNN-NNNN]
Social security number	{Number Conversion}[NNN-NN-NNNN] social security number{Number Trigger}[NNN-NN-NNNN]

**CATalyst VP Translation**

CATalyst VP automatically incorporates the Dragon NaturallySpeaking/ViaVoice program when you start voice translation making it unnecessary to open Dragon/ViaVoice manually. During translation, the CATalyst VP Translate and Edit function matches vocabulary entries from Dragon NaturallySpeaking/ViaVoice with the words you dictate through the microphone attached to your CATalyst VP system. The translated words display on your computer screen. The Translate and Edit function also matches entries in the CATalyst VP voice commands dictionaries with voice commands used to perform designated tasks such as line formatting, including a file or invoking a macro. In addition to CATalyst VP, you can output realtime voice data to CaseView, another litigation system or Speche. Once translation begins, you can edit the file.

The [translate options](#) allow you to customize certain features for each translation activity to meet your particular dictation style and job needs. You can also identify speaker names in the Speaker List to use in conjunction with [EZ Speaker](#) entries in your voice commands dictionaries. During translation, CATalyst VP can automatically display the speaker name designated in the [Speaker List](#). This is a quick way to translate speaker names and manage them throughout the job.

During translation, the cursor focus must be on the Edit screen. If the cursor focus is in a another window or a dialog box, such as the [Timers](#) dialog box, when you speak, Dragon/ViaVoice is not able to hear your voice and no recording takes place. Be sure to verify your cursor focus when speaking.

By default, the CATalyst VP Dragon Faster Drop option for Dragon NaturallySpeaking users is turned On. This option improves the drop down speed for text which is the time it takes for text to display on the computer screen after you speak. If you do not find this a benefit to your voice translation, you can disable this feature by [changing a setting](#) in your UserSettings file.

While the majority of your voice translation training should be completed in Dragon/ViaVoice, CATalyst VP allows you to update the voice engine from Edit. For Dragon users, it is important to run the Acoustic Optimizer feature after editing to continually improve voice recognition accuracy.

## Starting CATalyst VP Translation

1. Start Case CATalyst.
2. Press **Ctrl + t** (**Functions/Translate & Edit**). The Translate dialog box displays.
3. Make entries in the following fields:

### Saved Translate Options

Saved Translate Options allows you to save your translate options to a file which you can use for future translations. Settings saved include: translate options, layout selection, steno source, output and global tables. Before translating, you load the settings file you want and CATalyst VP loads the translate settings from the file. For example, you can create a file to remember settings for different types of work, such as CART, court and depositions making it faster and easier to change settings making it faster and easier to change settings.

CATalyst VP also remembers the settings used for the last translation and stores them in the LastUsedSettings.ini file located in the Saved Translation Settings folder within the System Files case.

### Load Settings

Select this option to load a different set of Translate options for translation. The Saved Translation Settings dialog box displays where you can select a file to use. Choose the file and press **Enter (Open)** to load the settings.

If you choose a Settings file in which the selected layout for that settings file is no longer available, CATalyst VP uses the layout from the Lastusedsettings.ini file.

### Save Settings

Save the current Translate settings. The Save Translation Settings dialog box displays. Type a name in the File name field and press **Enter (Save)**. CATalyst VP saves the file in the Saved Translation Settings folder within the System Files case.

### Always Load Last Used

Check this box to always translate with the last settings file used. You may want to select this option to save setup time if you do one type of job most of the time.

### Steno Source

Select **Voice**.

### Layout File

Select the page layout you want to apply to this job.

### Job

A list of existing cases and jobs for the current user.

### **Show All Jobs**

Display all job files and subfile types for the current user.

### **File**

Type a new file name or select an existing job from job file window. To display files within a case in the job file window, double click the case.

### **Output To**

 Output To Options:

#### **None**

You are not outputting the realtime data.

#### **CaseView**

You are sending realtime to a CaseView receive system or CaseView compatible receive system.

#### **ASCII/ANSI**

You are sending realtime to an ASCII/ANSI file.

#### **Speche**

Not currently available.

#### **Caption**

You are sending realtime to a captioning encoder.

#### **Other Devices**

Not currently available.

#### **StenoKeys**

Not currently available.

#### **Multiple Outputs**

You are sending the realtime data to multiple outputs. When you select this option, the Output Choices dialog box displays. Check the box next to the output choices you want to use.

### **Record Audio**

Check this option if you are recording room noise. You must also initially set the [Audio](#) options in the Realtime tab.

### **Remember Setting**

Check the appropriate box to have CATalyst VP remember the Output To setting or the Record Audio setting.

### **Additional Dictionaries**

Check the box next to any [Global Table](#) you want to use for translation. For voice translation, only E-Defines apply.

#### **Show All Global Tables**

Check this box to display global tables in the Additional Dictionaries field.



**Show All Users**

Check this box to display all CATalyst VP users. You can select a global table from any user. When you select to display all users, CATalyst VP deselects any currently selected global tables and displays a warning message. Select **OK** to continue or **Cancel** to redisplay the current user.

**Dragon Naturally Speaking 8**

Select this option when using Dragon Naturally Speaking for voice translation.

**ViaVoice for Windows 10**

Select this option when using ViaVoice for Windows 10 for voice translation.

**Create EZ Speakers**

Not applicable to CATalyst VP.

**Speaker List**

Use [Speaker List](#) to identify speaker names for translation to use in conjunction with EZ Speaker entries in voice commands dictionaries. You can also insert speaker names into the transcript from the Speaker List while editing a job.

**Options**

Display the Case CATalyst Translate Options dialog box. On the [Realtime](#) tab, select the voice engine you use for voice translation and the audio settings if you are recording room noise. Set any other necessary options for voice translation and output options to CaseView, ASCII/ANSI and Caption. When finished press **Enter (OK)**.

**Define Fields**

Define [fields](#) prior to translation which you want to use for this job during Edit. You can also use field values from previous jobs if this is a continuation job. Field values cannot exceed 1024 typed characters.

4. Press **Enter (OK)** to begin translation. If you selected an existing job name, CATalyst VP prompts you to Append the newly translated text to the existing job; Overwrite the existing file and subfiles which include the audio file (.wav); or Cancel to choose a different job name.
5. When translation begins, the following messages displays: **This could take a moment. Please wait...**
6. When the message box closes, begin dictating. The small Dragon box displays your translation before displaying the text on the Edit screen. You can reposition the box. When CATalyst VP opens the realtime screen for translation, the dictation microphone is On. Use features from the Voice menu to pause and resume dictation and play and stop room noise. You may want to display the Voice toolbar; select **View/Show/Voice**.
7. To stop realtime press **Ctrl + \** (backslash) (**File/Stop Translation**). Depending on your Edit options, a warning message may display. Select **Yes** to end realtime. You can remain in the Edit function when realtime ends.
8. To close the file, press **Alt + f, c** (**File/Close**). If you made editing changes, CATalyst VP prompts you to save them. If you made changes to update the voice engine, you are prompted to save the changes. Press **Enter (Yes)** to retain the changes. If you select No, changes are not saved.
9. It is recommended that Dragon users run the [Acoustic Optimizer](#). It is important to run the Acoustic Optimizer after editing to continually improve voice recognition accuracy.

## Using the Speaker List for Translation

The Speaker List allows you to identify speaker names to use in conjunction with [EZ Speaker](#) fields. When you create an EZ Speaker entry in a voice commands dictionary, you assign a number to the EZ Speaker field. Before beginning translation, you can identify a name and color with the same speaker number using the Speaker List in the Translate dialog box. During realtime, CATalyst VP inserts the name into the job in the assigned color. CATalyst VP also formats the paragraph according to the format symbols contained in the EZ Speaker entry and the format of the applied Layout.

### Speaker List Settings

#### Allcap Text

Check this box to type the speaker name in all capital letters. Caps Lock does not affect case when you check this box. Uncheck this box to type the Speaker Name in upper and lower case letters.

#### Show All

Check this box to display all the available speaker lines with associated token numbers. Uncheck this option to only display token numbers with assigned speaker names.

#### Name

Speaker names. Click the title bar to display the names in ascending or descending alphabetical order.

#### Number

The speaker number associated with the speaker name. Click the title bar to display the speaker numbers in ascending or descending order.

#### Fill in Speaker

Modify an existing speaker name. Highlight a field and select **Fill in Speaker**. Type the speaker name in the field and press **Enter**.

#### New Speaker

Type a new speaker name. The Select EZ Speaker dialog box displays with the next sequential number. Use the displayed number in the Enter Value field or type a new number and press **Enter (OK)**. Valid numbers are 1 - 99. A new speaker name field displays with the assigned number. Type the name in the field and press **Enter**.

#### Change Color

Change the speaker name color. Highlight the field and select **Change Color**. The [Color](#) dialog box displays. Select a color and press **Enter (OK)**.

#### OK

Accept the changes and close the Speaker List dialog box.

#### Cancel

Close the Speaker List dialog box without making any changes.

#### Help

Display the Case CATalyst Help.

## Dragon Drop Down Text Delay

The CATalyst VP *Dragon-Guess-Delay-ms* option for Dragon NaturallySpeaking users is set to 750 milliseconds by default. This option controls the drop down delay. The drop down delay is the time CATalyst VP waits, in milliseconds, to display text on the computer screen after you speak. In most situations, this option affects captioners using CATalyst BCS.

If necessary, you can modify the number of milliseconds by changing a setting in your UserSettings. A higher number increases the delay before the text in the Dragon result box drops onto the computer screen, but may also increase accuracy. A lower number decreases the delay but may also decrease the accuracy or cause CATalyst VP to delete and resend the accurate text.

This setting has no effect on numbers. Numbers are held until the entire number plus a few words are received.

### Adjust Drop Down Text Delay

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type: **Dragon-Guess-Delay-ms** and press **Enter**. CATalyst VP locates the option.
6. Click the **Edit** icon.
7. Type the desired number of milliseconds in the field and click **OK**. To restore the default setting, click **Default**.
8. Press **Alt + s (Save)** to save the setting and close the dialog box.

## Dragon Drop Down Text Speed

The CATalyst VP *Dragon Faster Drop* option for Dragon NaturallySpeaking users is turned On by default. This option improves the drop down speed for text. The drop down speed is the time it takes for text to display on the computer screen after you speak. If you do not find this a benefit, you can disable this feature by changing a setting in your UserSettings:

### Adjust Drop Down Text Speed

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type: **Dragon-Faster-Drop** and press **Enter**. CATalyst VP locates the option.
6. Click the **Edit** icon. The Confirm Edit warning displays.
7. If you are certain, you want to disable the option, click **Yes**.
8. Type the number, **0**, in the field and click **OK**. To restore the default setting and turn the setting On, click **Default**.
9. Press **Alt + s (Save)** to save the setting and close the dialog box.

## CATalyst VP Translate Options

Translate options are a group of settings that affect how CATalyst VP translates the words you speak into text. The following tabs in the Translate Options dialog box are applicable to voice translation: Input, Realtime, Output to CaseView, Output to ASCII/ANSI and Output to Caption.

The first time you translate, you must set up your translate options. If you do not set your options before translating, the following message displays and initiates the Translate Wizard: "The first time you translate you must set up your options. Please either walk through this Wizard, or go back and click the Options button." The Translate Wizard successively displays each of the translate options tabs for you to set your options. If you do not need to set options for a particular tab, click Next. Not all tabs contain features applicable to voice translation.

Option settings remain until you change them. You can change the translate options each time you translate a file by selecting Options in the Translate dialog box.

### Access Translate Options

1. Press **Ctrl + t (Functions/Translate & Edit)**. The Translate dialog box displays.
2. Select **Options**. The Case CATalyst Translate Options dialog box displays.
3. Review the options for the [Input](#) and [Realtime](#) tabs in the Translate Options dialog box. Select a feature by checking the box next to it. Uncheck the box to deselect the feature.
4. If you are outputting to another system, review the Output to [CaseView](#), Output to [ASCII/ANSI](#) and Output to [Caption](#) tabs as necessary. Not all features are applicable to voice translation.
5. Press **Alt + a (Apply)**. CATalyst VP saves the setting for the current user. Once you select Apply, the settings remain until you change them, even if you choose Cancel to exit the Translate function.
6. Press **Enter (OK)** to return to the Translate dialog box.

## CATalyst VP Realtime Options

Set options on the Case CATalyst Translate Options Realtime tab to record the room noise using AudioSync. To use the AudioSync feature, your e-Key license must include the AudioSync option.

To verify your e-Key license includes the AudioSync option, press **Alt + h, b (About Case CATalyst)** In the programmed Options section, AudioSync displays when your e-Key license has the AudioSync option.

### Realtime Options

#### Audio

In addition to setting the following Audio options, you must check the Record Audio [option](#) on the Translate dialog box.

**IMPORTANT:** Do NOT change the clock time on your computer at any time during the realtime session or have any operating system setting that automatically updates your clock. Changing the clock time once translation begins affects the playback of the recording.

#### Record To

When using AudioSync, select the folder where you want to write the audio room noise for the file. The default is the current user folder. If necessary, use **Browse** to select another location such as a network or external drive.

**Compression Type**

When using AudioSync, select **one** of the following to indicate the compression rate:

**14 MB/Hr**

This is the default setting. Recording at 14 MB per hour produces a higher quality recording but takes up more hard drive space.

**6 Mb/Hr**

It is strongly recommended that you test the writing and recording ability of your computer to handle this setting due to the system resources required. This setting takes up less hard drive space but requires more computer resources.

**Audio Input (Advanced)**

By default, AudioSync uses the Windows default to control the room noise audio [settings](#) for the microphone connected to the Microphone port. If you have an audio feed already using the Windows default setting, it may be necessary to change the input location to use a different audio recording device. For example, you can change AudioSync from the Microphone port to the Line In port. Use the drop down box to select an alternate recording input device.

ViaVoice uses the microphone port for recording your dictation. It is necessary to select an alternative location for the AudioSync room noise.

**Auto Pause Audio**

Not applicable to voice translation. Deselect this option to ensure voice translation functions properly.

You can create a [AccelerWriter](#) voice command or keyboard assignment in a [keyboard map](#) to pause and resume the room noise audio recording.

**After Seconds**

Not applicable when Auto Pause Audio is not active. Verify the Auto Pause Audio option is deselected.

**Hold Strokes**

This option does not apply to voice translation. Be sure this option is deselected to ensure voice translation functions properly.

**Voice Engine**

Select the voice engine you use for voice translation. You must have the software for the selected voice engine installed on your computer.

**Dragon Naturally Speaking 8**

Select this option when using Dragon Naturally Speaking Version 8.10 or higher for voice translation.

**ViaVoice for Windows 10**

Select this option when using ViaVoice for Windows 10 for voice translation.

## Ordinal Number Conversion in ViaVoice

When using ViaVoice with CATalyst VP, ordinal word numbers convert to digit ordinals. For example, if you speak "eighty ninth" CATalyst VP converts the words to 89th. Case CATalyst automatically places the ORDINAL\_CONVERSION\_DETECTED entry into your Personal Voice Dictionary, if it does not already exist, when you start ViaVoice. This entry is used to manage ordinal number conversion. The Ordinal Number Conversion only applies when using ViaVoice as the voice engine.

If you prefer not to have CATalyst VP convert ordinal word numbers to digits, you can modify your UserSettings.sgxml file to change the default to not convert the ordinal numbers. The ORDINAL\_CONVERSION\_DETECTED entry remains in your Personal Voice Dictionary but has no effect on ordinal numbers.

## Prevent Ordinal Word Number Conversion to Digits

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type: **ViaVoice-Auto-Ordinal** and press **Enter**. CATalyst VP locates the option.
6. Click the **Edit** icon.
7. Type the number, **0**, in the field and click **OK**. To restore the default setting, click **Default**.
8. Press **Alt + s (Save)** to save the setting and close the dialog box.

## Input Options

A limited selection of options on the Case CATalyst Translate Options Input tab apply to voice translation. Click the associated link for additional information.

Additional Input translate options are located in the general Case CATalyst Help, Translate & Edit section. Some of these topics may reference creating dictionary definitions, however, when creating voice commands dictionary entries, follow the formats to [create and modify voice command dictionary entries](#) outlined for CATalyst VP.

[Capitalize All Text](#)

Translate the text in all capital letters.

[Colloquy + A =](#)

Automatically change an Answer format symbol following Colloquy to Colloquy followed by THE WITNESS:<space>.

[Colloquy + Q=Auto By Line](#)

Automatically insert a By Line before the next Question when a question is dictated immediately following Colloquy. The By line paragraph style is controlled by your layout settings.

[Parenthetical + Q = Auto By Line](#)

Automatically formats a Question as a By line when following a parenthetical format symbol. The By line paragraph style is controlled by your layout settings.

[Automatic Number Conversion](#)

Automatically convert numbers based on the keywords and conversion rules in the NumberConversion.ini file.

[With Thousands Separators](#)

Convert digit and words numbers with commas when the numbers are followed by a measurement keyword

[Display 10 and Under as Words](#)

Translate numbers 1 through 10 as words when no keyword or number conversion rule controls a conversion.

[Otherwise Display as Digits](#)

Forces all numbers to automatically display as digits when no keyword or number conversion rule controls a conversion.

[Timers](#)

Track the amount of time a speaker or group of speakers talks during a job.

## Capitalize All Text

Capitalize All Text is a Translate option. When active, CATalyst VP translates the realtime text in all capital letters. When selected, the entire transcript is created in all capital letters and cannot be changed without re-translating or retyping. If you select an Output option, such as CaseView, all capital letters are sent to the receive system.

To display and edit in all capital letters, insert the All Caps On format symbol at the beginning of the Edit file. Delete the All Caps On format symbol prior to printing.

## Colloquy + A =

Colloquy + A = is a Translate option. When active, CATalyst VP automatically changes an Answer format symbol that follows a colloquy or colloquy and parenthetical format symbol, to a Colloquy format symbol followed by text you specify in the Text field.

If you check this option, you can change the text in the field. The default is THE WITNESS:space. Check the Bold box to have the text translate in bold letters.

### **Example**

MR. JONES: Tell your client to answer the question.

A. I told you, I don't remember.

### **When Colloquy + A option is active:**

MR. JONES: Tell your client to answer the question.

THE WITNESS: I told you, I don't remember.

## Colloquy + Q = Auto By Line

Colloquy + Q = Auto By Line is a Translate option. When active, CATalyst VP automatically formats a question as a By line when following colloquy or colloquy and parenthetical format symbols. Using a By line entry in a voice commands dictionary, you dictate an initial By line. Then when you have a colloquy designation and proceeding return to Q & A, CATalyst VP automatically formats the By line using the most recent By line name. The By line paragraph style is controlled by your layout settings.

Common By line entries for a voice commands dictionary:

<By Line>Q. (By<EZ Speaker 01>)

<By Line>By <EZ Speaker 01>: Q.

Some transcript layouts require more than one By Line format; By line text follows an examination, while other By line text returns to testimony following Colloquy. Use the examples provided later in this topic, "Using Different By Line Formats With Colloquy + Q" to help you create voice commands dictionary entries for using two different By line format.

You must dictate an initial By line definition in the transcript for the Auto By Line feature to work correctly. The By line entry must use a By Line format symbol. Only a By line format symbol is recognized by CATalyst VP as a By line. You must also include a colon ( : ), closed parenthesis ( ) ) or Q included at the end of the By line definition for Auto By Line to work correctly. Only a Parenthetical paragraph style can occur between the colloquy and the Q without affecting the performance of Colloquy+ Q = Auto By Line. For example, Colloquy + Q= Auto By Line does not work if you substitute <New Line Paragraph><Tab><Tab> for a Parenthetical paragraph style.

When using a single By line format with this feature, the By line automatically uses the same name as the previous By line provided no "examination" occurs in between the information. CATalyst VP inserts THE ATTORNEY: surrounded by Scanstop format symbols at the By Line paragraph setting when a previous By line does not exist.

## Using a Single By Line Format with Colloquy + Q = Auto By Line

In this example, a By line entry in a voice commands dictionary is <By line>BY [!EZ SPEAKER 01]:<Question>. While dictating, there is colloquy followed by question:

BY MS. TAYLOR:

Q. Where were you last night?

MR. JONES: Objection.

THE COURT: Overruled.

Q.

**The result is:**

BY MS. TAYLOR:

Q. Where were you last night?

MR. JONES: Objection.

THE COURT: Overruled.

BY MS. TAYLOR:

Q.

**Definition Guidelines**



To achieve the above results in the previous example, create By line entries with EZ Speakers fields in a voice commands dictionary using the following sample entry:

voicecommand =<By-line>BY [!EZ SPEAKER 01] space

## Using Different By Line Formats with Colloquy + Q = Auto By Line

In this example, a specific format for the first occurrence of a By line following an Examination and a different By line format following Colloquy requires two different By line voice commands dictionary entries. The By line following the Colloquy contains the By Line format symbol. Writing an initial By Line definition is necessary for the Colloquy + Q = Auto By Line feature to recognize the name in subsequent occurrences.

### EXAMINATION

BY MS. RICHARDSON:

Q. What is your relationship with...

MR. ARNOLD: Objection.

THE COURT: Sustained.

Q. (By Ms. Richardson) Do you have a relationship...

### Definition Guidelines

To achieve the above results, create By line entries with EZ Speakers in a voice commands dictionary using the following examples as format guidelines. When using two different By line formats with the Auto By Line feature, define the By line following the Examination with a <New Line Paragraph> format symbol. This formats the text as necessary and allows the By Line format symbol to be used for the By Line following Colloquy. The New Line Paragraph format symbol is not recognized as a By line.

Depending on your By Line requirements, you may want set the By Line margin setting to the same margin settings for your Question [paragraph](#) style. In the Symbol field type a Q and a period, if appropriate. In the Ending Punctuation field, type a ? (question mark).

voicecommand=<Centered Paragraph>EXAMINATION<New Line Paragraph>BY [!EZ SPEAKER 01]:<Question>

voicecommand=<By-line>(BY [!EZ SPEAKER 01]) space<Cap Next>

## Parenthetical + Q = Auto By Line

Parenthetical + Q = Auto By Line is a Translate option. When active, CATalyst VP automatically formats a Question as a By line when following a parenthetical format symbol. When you write a parenthetical paragraph style and the proceedings return to Q & A, CATalyst VP automatically formats the By line using the name in the last By line. The By Line paragraph style is controlled by your layout settings. Common By line formats include:

<By Line>By Attorney name

<Question>

<By Line>Q. (By Attorney Name)

<By Line>By Attorney Name: Q.

An example of the use of a Parenthetical paragraph style would be:

<Parenthetical>(Discussion off the record.)

The Parenthetical + Q = Auto By Line option is similar to the Colloquy + Q = Auto By Line option. The [Colloquy + Q = Auto By Line](#) contains additional details on formatting By Lines.

## Automatic Number Conversion

Automatic Number Conversion is a Translate option that converts numbers and words to a specific format as indicated in the [NumberConversion.ini file](#). The CATalyst VP NumberConversion.ini file contains formatting rules based on keywords. You can view and modify the entries in the NumberConversion.ini file, customizing it to meet your needs.

### Example

You speak, "one thousand twenty three dollars". The keyword in the NumberConversion.ini file is "dollars." The formatting rule for dollars converts words to digits and places a dollar sign in front of the number. When Dragon/ViaVoice hears the word keyword "dollars," CATalyst VP converts the number, resulting in \$1,023. The word "dollars" is removed from the transcript.

### Example

You speak 123 sunshine lane. The keyword in the NumberConversion.ini file is "lane." The formatting rule for lane instructs CATalyst VP to cap up to two words in between the number and the word lane. The result is 123 Sunshine Lane.

Depending on the settings in the NumberConversion.ini file, Automatic Number Conversion converts dates to numbers or ordinal numbers and inserts a comma when appropriate. For example, saying July two 2005 converts to July 2nd, 2005.

There are no entries in a voice commands dictionary to control the Automatic Number Conversion feature. If you require a number conversion format Automatic Number Conversion cannot accommodate, you can create specific voice commands dictionary entries containing Number Conversion or Number Trigger translate commands to use in conjunction with the Automatic number Conversion feature. You can also use the translate option, [Display 10 and Under as Words](#) in conjunction with Automatic Number Conversion. Display 10 and Under as Words is only available when Automatic Number Conversion is active. When selected, CATalyst VP converts digits 1 through 10 to words when no other number conversion keywords or rules apply.

To use the Automatic Number Conversion feature in CATalyst VP, select the Automatic Number Conversion option in the Input tab of the Translate Options dialog box. Dragon users must turn off the number conversion feature in Dragon in order to use the Automatic Number Conversion feature in CATalyst VP. In Dragon, select Tools/Options/Formatting and check the box, Do not automatically format text. You can use either the CATalyst VP or Dragon number conversion feature but you cannot have both active at the same time. If both are active, undesirable number conversion results occur.



You can also manually use Automatic Number Conversion in Edit.

The [Automatic Number Conversion](#) feature uses the NumberConversion.ini file to convert numbers and words into specific formats. The NumberConversion.ini file contains formatting rules based on word and number combinations.

To open the NumberConversion.ini file, do one of the following:

- Press **Alt f, o, i, n** (**File/Open/List Table/Number Conversion**).
- On the Case CATalyst Translate Options Input tab, click **numberconversion**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.

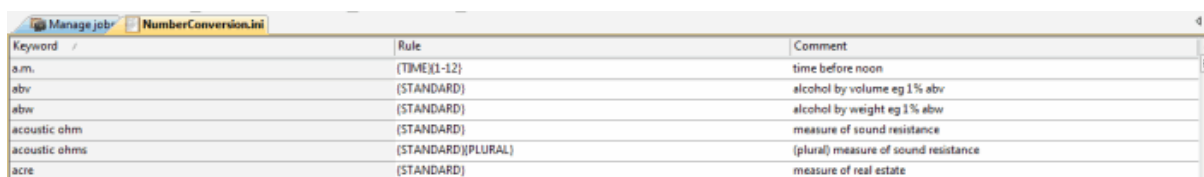
### Example

The keyword "avenue" is associated with the number conversion rule for {ADDRESS}. This rule looks to the left of the keyword and caps up to two words when preceded by numbers. When Automatic Number Conversion is active and you speak "1234 red pine avenue", the result is "1234 Red Pine Avenue."

### Example

The keywords "a.m." and "p.m." are associated with the number conversion rule for {TIME}. This rule dictates that a 3 or 4 digit number appears with a colon before the last two digits. When Automatic Number Conversion is active and you speak eleven forty-five a.m., the rule for a.m. applies after translation, resulting in 11:45 a.m. If you speak "315 a.m.," it converts to "3:15 a.m."

When you open the NumberConversion.ini file, the contents display in three columns: Keyword, Rule and Comment. The Keyword column indicates the keyword that you speak; the rule column indicates the type of automatic number conversion instruction; and the Comment column briefly describes the function of the rule. You can sort the entries in ascending or descending order by clicking the desired column heading.



Keyword	Rule	Comment
a.m.	(TIME)(1-12)	time before noon
abv	(STANDARD)	alcohol by volume eg 1% abv
abw	(STANDARD)	alcohol by weight eg 1% abw
acoustic ohm	(STANDARD)	measure of sound resistance
acoustic ohms	(STANDARD)(PLURAL)	(plural) measure of sound resistance
acre	(STANDARD)	measure of real estate

Depending on your number writing style or theory, you may want to [modify](#) the NumberConversion.ini file to maximize the benefits of the Automatic Number Conversion feature. The NumberConversion.ini file comes with a default set of keyword entries. You can add, delete or modify entries to customize the file.

Keywords have a maximum length of 63 characters. If you create an entry for an existing keyword a message displays. When a duplicate keyword entry exists that can convert a number two different ways, the number conversion applies the last entry in the list. For example, you have the word "highway" listed as a keyword for {ADDRESS} rule. You also have the word "highway" listed as a keyword for {DIGITAFTER}{CAPWITHNUM} rule. You speak "1234 rough old highway" The words "rough" and "old" are not capped because this uses the first format in the list. If you speak "highway 66", highway is initial capped because it is the last entry. The result is Highway 66.



There is one NumberConversion.ini file per person. It is located in the System Files case.

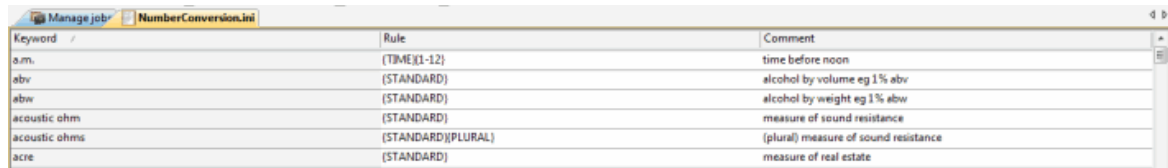
The NumberConversion.ini file is located in your System Files case and contains keywords and rules when writing numbers and text that should be formatted a specific way. For example, let's say you have Automatic Number Conversion feature selected and you write "3 hundred thousand fifty two dollars." Automatic Number Conversion would convert that to "\$300,052".

Add, modify or remove entries from the NumberConversion.ini file.

## Add or Modify an Entry

- To open the NumberConversion.ini file, do one of the following:
  - Press **Alt + f, o, i, n** (**File, Open, List/Table, Number Conversion**).
  - On the Case CATalyst Translate Options Input tab, click **numberconversion...** *To view this file, the Translate dialog box needs to close. Apply changes and continue?* The default is set to Yes. If you press **Enter** or click Yes, any changes will be saved and the Translate Input dialog box will automatically close and the numberconversion file will open.

- The NumberConversion.ini contains three columns. The Keyword column lists the keyword for the automatic number conversion. This word has a maximum length of 63 characters. The Rule column is the instruction for the keyword. The Comment column is a brief description of what is going to be the result of this entry.



Keyword	Rule	Comment
a.m.	(TIME)(1-12)	time before noon
abv	(STANDARD)	alcohol by volume eg 1% abv
abw	(STANDARD)	alcohol by weight eg 1% abw
acoustic ohm	(STANDARD)	measure of sound resistance
acoustic ohms	(STANDARD)(PLURAL)	(plural) measure of sound resistance
acre	(STANDARD)	measure of real estate

- Do one of the following:
  - Add Entry — Press **Ctrl + i (Edit/Insert)**. The Insert Entry dialog box displays.
  - Modify Entry — Highlight the entry to modify and press **Ctrl + m (Edit/Modify)**. The Modify Entry dialog box displays.
- Make entries as necessary:

### Keyword

Type the word you want to associate to the rule. If you create a duplicate keyword entry, a message displays indicating a duplicate entry.

### Rule

Highlight the rule to associate with the keyword. Available options applicable to the rule display in the Options field.

### Options

Options applicable to the Rule selected display in this field. Highlight an option to select it.

### Money Symbol

This field displays when you select the {MONEY} rule. Depending on the Options selected, the following fields are available. Select one:

- Dollars [\$] — Select this option to include a dollar sign in the money conversion.
- Cents [¢] — Select this option to include a cents sign in the money conversion.
- Other — Select this option to include a customized symbol in the money conversion. Type a money symbol in the field.

### Description

A sample and brief description of how the selected rule with the selected option is applied.


### Personal Comments

Entry in this field is optional. Type any comments you want to note about your entry.

- Press **Enter (OK)**.
- Ctrl + s (File/Save)** to save the file.
- Press **Alt + f, x (File/Exit)** to exit the NumberConversion.ini file.

## Remove an Entry

- To open the NumberConversion.ini file, do one of the following:

- Press **Alt f, o, i, n** (**File/Open/List Table/Number Conversion**).
  - On the Case CATalyst Translate Options Input tab, click **numberconversion...** *To view this file, the Translate dialog box needs to close. Apply changes and continue?* The default is set to Yes. If you press **Enter** or click Yes, any changes will be saved and the Translate Input dialog box will automatically close and the numberconversion file will open.
2. Highlight the entry to disable and press Delete or click the Delete  icon.
  3. Press **Enter (OK)**.
  4. **Ctrl + s** (**File/Save**) to save the file.
  5. Press **Alt + f, x** (**File/Exit**) to exit the NumberConversion.ini file.

Search allows you to locate a word or words in the NumberConversion.ini File. You can locate information in the Keyword, Rule and Alternate Suggestions columns, searching forward or backward for a whole word, part of a word or a phrase. Once a searched entry displays, you can repeat the Search by using Repeat Search Forward or Repeat Search Backward.

To search:

1. To open the NumberConversion.ini file, do one of the following:
  - Press **Alt f, o, i, n** (**File/Open/List Table/Number Conversion**).
  - On the Case CATalyst Translate Options Input tab, click **numberconversion**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.
2. Press **Ctrl + f** (**Edit/Search**). The Search dialog box displays.
3. Make necessary entries:

### Search

Type the text you want to locate in the field. Use the remaining options, as necessary.

#### Entry Type

Check this box to limit the search to include one of the following criteria. From the drop down list in the Search field, select one of the following criteria:

- Numbers — The first entry that contains numbers.
- All Capped — The first entry that contains all capped text.
- Contains capped — The first entry that contains at least one capital letter.
- Phrase — The first entry that contains two or more words separated by a space.
- Contains punctuation — The first entry that contains punctuation.
- Numeral Words — The first entry that contains number words.

#### Case Sensitive

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field. This field is unavailable when you select to search by Entry Type.

#### Whole Word

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word. This field is unavailable when you select to search by Entry Type.

#### Location

Limit the search to include one of the following criteria. These fields are unavailable when you select to search by Entry Type.

##### Exact Match

Search for entries that exactly match the text entered in the Search field.

##### Begins With

Search for entries that begin with the text entered in the Search field.

##### Ends With

Search for entries that end with the text entered in the Search field.

##### Contains

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

#### Direction

Select one of the following:

##### Forward

Search forward from the cursor position to the end of the table.

##### Backward

Search backward from the cursor position to the beginning of the table.

4. Press **Enter (OK)** to start the search. If no match is found for the search item, a message displays.
5. To repeat the same search, press **F3 (Edit/Repeat Search Forward)** or **Shift + F3 (Edit/Repeat Search Backward)**.

Search and Replace allows you to search for and replace words in the Keyword or Comments column of a NumberConversion.ini entry. You can search forward or backward. Once a searched entry displays, you can repeat Search for the same text and search parameters by using Repeat Search Forward or Repeat Search Backward.

To search and replace:

1. To open the NumberConversion.ini file, do one of the following:
  - Press **Alt f, o, i, n (File/Open/List Table/Number Conversion)**.
  - On the Case CATalyst Translate Options Input tab, click **numberconversion**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.
2. Press **Alt + e, e (Edit/Search and Replace)**. The Search and Replace dialog box displays.
3. Make necessary entries:

#### Search

Type the text you want to locate in the field. Use the remaining options, as necessary.

**Case Sensitive**

Check this box to limit the search based on the upper and lower case letters of text typed in the Search field. If you do not select Case Sensitive, the search finds all words containing the indicated characters, regardless of the case typed into the field.

**Whole Word**

Search only for the words that match the text typed in the Search field. If you do not select Whole Word, the search finds the word both as it stands alone and as part of another word.

**Location****Exact Match**

Search for entries that exactly match the text entered in the Search field.

**Begins With**

Search for entries that begin with the text entered in the Search field.

**Ends With**

Search for entries that end with the text entered in the Search field.

**Contains**

Search for entries that contain, anywhere in the entry, the text entered in the Search field.

**Direction**

Select one of the following:

**Forward**

Search forward from the cursor position to the end of the table. A confirmation message displays for each possible replacement.

**Backward**

Search backward from the cursor position to the beginning of the table. A confirmation message displays for each possible replacement.

**Replace With**

Type the replacement text for the entry in the Search field.

4. Press **Enter (OK)** to start the search.
5. When a match is found, the Confirm dialog box displays with the Original word and the Replacement word. Select one of the following:

**Yes**

Apply the replacement to this occurrence and search for any other occurrence.

**Yes To All**

Apply the replacement to all occurrences of the Original word.

**Goto Next**

Do not apply the replacement to this occurrence and search for any other occurrence.

## Done

Do not apply the replacement to any occurrences and close the Confirm dialog box.

## Display 10 and Under as Words

Display 10 and Under as Words is a Translate option that is available when [Automatic Number Conversion](#) is active. When selected, CATalyst VP convert digits 1 through 10 to words when no other number conversion keywords or rules apply. For example, if you write "4 boxes", the result is "four boxes". This option only affects numbers 1 through 10 and does not apply to zero.

Keywords in the NumberConversion.ini file take priority over this option. For example, the word "mile" is in the NumberConversion.ini file as a unit of measure. You speak, "There was a three mile backup." The result is "There was a "3-mile backup."

## NumberConversion

The NumberConversion option on the Case CATalyst Translate Options Input tab opens the [NumberConversion.ini](#) file. When you click **numberconversion**, CATalyst VP prompts you with a message to close the Translate box, saving any changes. Select **Yes** to continue and open the NumberConversion.ini file. The *numberconversion* option is not available when CATalyst VP cannot locate a NumberConversion.ini file in the System Files case for the current user.

## Otherwise Display as Digits

Otherwise Display as Digits is a Translate option. When active, CATalyst VP forces all word numbers, which are not controlled by a another number conversion keyword or rule, to automatically display as digits without commas. For example, "There were three thousand of them." translates as "There were 3000 of them."

CATalyst VP applies Otherwise Display as Digits when Automatic Number Conversion is active and there is no matching keyword entry in the NumberConversion.ini file. Keywords in the [NumberConversion.ini](#) file take priority over this option.

To select Otherwise Display as Digits, first select the *Automatic Number Conversion* option in the Translate option dialog box.

## With Thousands Separators

With Thousands Separator is a Translate option that is available when [Automatic Number Conversion](#) is active. When selected, CATalyst VP converts digit and word numbers with commas when the numbers are followed by a measurement keyword. For example, one thousand miles converts to 1,000 miles. The word "miles" is a measurement keyword.

If Otherwise Display as Digits is also selected when With Thousands Separator is selected, numbers over a thousand and not followed by a keyword convert to digits with commas. For example, "one thousand parking tickets" converts to "1,000 parking tickets".

If With Thousands Separator is selected, Otherwise Display as Digits is not selected and the *(new) Digits With words convert With commas Up To=* option in the UserSettings.sgxml file is set to thousands or millions, then CATalyst VP converts digits followed by word numbers such as thousands and millions to numbers with commas. For example, 3 thousand 4 hundred people attended the concert would convert to 3,400. Conversion takes place without a keyword. If word numbers are written followed by word numbers, they do not convert. For example, three thousand four hundred people attended the concert would not convert.



## Don't Convert Word Numbers

*Don't Convert Word Numbers* is a Translate option that is available when the [Automatic Number Conversion](#) option is active. If you identify a sound that is a number for when it is a "word number" and a different sound for a number that is a "digit number," then selecting the *Don't Convert Word Numbers* option allows you to say word numbers along with a number conversion keyword and have no number conversion take place. This is a great option if you want to say a word number along with a number conversion keyword and retain the word number. For example, if you say two dollars, it remains *two dollars*. Or if you say two million three hundred thousand dollars, no number conversion takes place. However, if you say words defined as digits and a number conversion keyword, you can still have the number conversion take place. For example, 2 dollars (number conversion keyword), it converts to \$2. If you write 2 million 3 hundred thousand dollars (number conversion keyword), it converts to \$2,300,000.00.

When this option is selected, if you say a word number and a number conversion keyword that would normally insert a hyphen between two words, there will be no hyphenation between the word number and the keyword when this option is selected. For example, you say two barrel shotgun, no hyphen would be placed between "two" and "barrel" when "barrel" is a keyword in the Numberconversion file. If you say 2 barrel shotgun, the conversion is 2-barrel shotgun.

### To select or deselect the Don't Convert Word Numbers Option:

- From Manage Jobs, press **Alt + t, o, t** (Tools, Options, Translate) and then press **Alt + p** (Options button). In the Automatic Number Conversion section on the Input tab, select or deselect the Don't Convert Word Numbers option.
- From the Translate dialog box, press **Alt + p** (Options button). In the Automatic Number Conversion section on the Input tab, select or deselect the Don't Convert Word Numbers option.

## Timers

Timers is a Translate option that allows you to track the amount of time a particular speaker talks during a job. Some jurisdictions limit the time allotted for an expert witness testimony and require the court reporter to track the time. You can also create [Timer groups](#) to track the time for a group of speakers. For example, there is one plaintiff attorney and two attorneys for the defendant. You can track the individual time for each defense attorney and the total time for both of them.

Create entries in a voice commands dictionary to start and stop Timers. A {Start Timer} entry in a voice commands dictionary is necessary to start each individual Timer. Only one Timer can be active at a time. The Timer for a speaker stops when you start the Timer for another speaker or use the {Stop All Timers} command. The {Start Timer} and {Stop All Timers} translate commands must exist in a voice commands dictionary in the current user.

You may want to include the Timer commands as part of a speaker entry. The Timer information automatically changes when you change the speaker. For example, you speak the command for Speaker 1 which includes {Timer 1}. After awhile you speak the command for Speaker 2 which includes {Timer 2}. CATalyst VP automatically suspends tracking time for Speaker 1 and starts tracking time for Speaker 2. When you are finished with the job, stop the Timers with the command for a {Stop All Timers} entry.

CATalyst VP displays Timer 1, Timer 2, etc in the Timer dialog box to indicate which Timer is active. Using [Timer Options](#), you can assign specific names to each Timer so the speaker's name displays in the Timer dialog box instead of Timer 1, Timer 2, etc. For example, you change the name of Timer 1 to Plaintiff Attorney and Timer 2 to Defendant Attorney. When you dictate the command for Timer 1, the Timer information displays in the Timer dialog box as Plaintiff Attorney. Timer 2 displays as Defendant Attorney. You can also assign specific names to each Timer group.

Timer and [Timer group](#) names are job specific. You can, however, select a Timer and Timer group to act as a default for all jobs. CATalyst VP saves and displays all Timer information in the Job History file, on the Translation tab, for each job.

You can display the Timer dialog box containing Timer information by selecting Timers in Translate Options when writing realtime or View/Show/Timers in Edit.

Inserting [Timer fields](#) into the transcript or Include file allows you to view the cumulative time for each speaker. If you also use Timer Groups, you can insert a TimerGroup field to view the cumulative time for the group of speakers in their specified Timer Group.

Timer Information allows you to set up Timer names, [Timer groups](#), and automatically display the Timer dialog box when [Timers](#) are active. You can also designate a separate text color for each Timer name and Timer group.

Timer information is job specific. You can, however, designate a Timers and Timer groups to act as a default for all jobs.

To set Timer options:

1. In Edit, press Alt + t, o, m (Tools/Options/Timer Information). The Timer Options dialog box displays.
2. Make necessary entries:

### **Available Timers**

The list of Timers identified for this job.

### **New Timer**

Add a new Timer to the Available Timers list. New Timers use a default name of Timer followed by a sequentially assigned number. You can rename the Timer. The Timer retains its assigned number although it is no longer visible when you rename it.

### **Delete Timer**

Remove a Timer from the Available Timers list. Highlight the Timer and then select Delete Timer.

### **Rename**

Highlight a Timer and then select Rename. A rectangular box displays around the Timer name. Type a new name and then press **Enter**. CATalyst VP uses the assigned name unless you change it.

### **Set as Default**

Have the Timers always default to the currently assigned names, until changed.

### **Groups**

Create [Timer groups](#) to have CATalyst VP track total time for multiple individuals. You can continue to track time for each individual within the group.

### **LED Color**

Choose a text color for the highlighted Timer name.

### **Display timers window when a timer is started**

Check this box to have the Timers window open when you start a Timer.

3. Press **Enter (OK)** when finished.

Some jurisdictions require the reporter to keep track of the time for each testimony. Using the CATalyst VP [Timer](#) feature you can track time for each speaker. The Translate command {Start Timer} is used to create a Start Timer entry for each individual speaker. The {Stop All Timers} command is used to create one Timer entry to stop all the Timers. The Timer for one speaker stops when you dictate a command for another Timer entry or when you dictate a command to Stop All Timers.

You can add the Timer translate command to a speaker entry so that when you dictate to change the speaker, the Timer information automatically changes. For example, you might create the following entry

Voice Text	CATalyst Text
speeone	<Colloquy>[!EZ SPEAKER 01]: {Start Timer}[1]
speetwo	<Colloquy>[!EZ SPEAKER 02]: {Start Timer}[2]

When you say "speeone" Timer 1 starts. When you say "speetwo" CATalyst VP automatically suspends the tracking of time for Timer 1 and starts tracking time for Timer 2. When you finish using Timers, you dictate the command for the entry to Stop All Timers.

To create a Start Timer and Stop Timer entry:

1. Open the desired voice commands dictionary.
2. Press **Ctrl + i (Edit/Insert)**. The Modify/Insert Voice Command dialog box displays with empty Voice Text and CATalyst Text fields.
3. In the *Voice Text* field, type the phrase you speak to invoke the Start or Stop Timer.
4. In the *CATalyst Text* field, type the phrase you want to associate with the Timer command.
5. Do either of the following:

#### Start Timer

- a. Press **Alt + f (FS)** to display the list of format symbols.
- b. Use the Up and Down Arrow keys to locate **{Start Timer}** and press **Enter** to insert the highlighted command into the *CATalyst Text* field.
- c. After {Start Timer} type **[** (left bracket) followed by the Timer number, and then type **]** (right bracket). For example: {Start Timer}[1].
- d. Type additional text, insert format symbols and fields as necessary. For example, you may want to add the <Colloquy> format symbol or type a speaker name.

#### Stop Timer

- a. Press **Alt + f (FS)** to display the list of format symbols.
  - b. Use the Up and Down Arrow keys to locate **{Start Timer}** and press **Enter** to insert the highlighted command into the *CATalyst Text* field.
6. Press **Enter (OK)** to insert the definition into the dictionary.
  7. When finished creating voice command entries, press **Esc (Cancel)**.
  8. Press **Ctrl + s (File/Save)** to save the dictionary.

## Output Options

Output options allow you to determine settings for realtime output to another format such as ASCII/ANSI or CaseViewNet. The output location can be another location on your system, a remote location or both. Output to:

- [ASCII/ANSI](#) format.
- An encoder for [Captioning](#).
- [CaseViewNet and CaseView II](#).

## Output to ASCII/ANSI

You can send the realtime output in ASCII/ANSI format to another location on your system, to a remote location or both. You might use this feature if you are sending to a third-party software package. This type of output is often used for financial reporting.

In addition to setting the following Output to ASCII/ANSI options, you must select ASCII/ANSI in the [Output To](#) field in the Translate dialog box. To have CATalyst VP remember the output destination, check the accompanying box, Remember Setting.

## ASCII/ANSI Options

To access the ASCII/ANSI options, from the Translate dialog box select Options and then select the Output to ASCII/ANSI tab.

### Connection

#### Output over comm port

Check this box to send the realtime output to another computer or remote location. Uncheck this box to send realtime data only to your computer.

#### Comm Port

Select the appropriate COM port on the CATalyst VP computer for the cable connection between the CATalyst VP system and the receive system. For more information on COM or serial ports, refer to the user guide for your computer.

#### Direct (Cable)

Select this option when you connect the CATalyst VP system and the receive system with a realtime cable.

#### Modem

Select this option when you connect the CATalyst VP system to the receive system remotely over the phone lines. The CATalyst VP system is connected to a phone jack via a modem cable. The receive system is connected to a phone jack in the remote location via a modem cable.

#### Call

Have the CATalyst VP system call the receive system remotely. Enter the phone number in the *Number* field.

#### Answer

Have the receive system call the CATalyst VP system.

#### Number

When you select *Call*, type the telephone number for the location of the receive system. If applicable, include any numbers required to access an outside telephone line. Insert commas between numbers to have the system pause a second before dialing the next number. This allows the system to receive a dial tone before sending the next number. For example, if you need to dial 9 to reach an outside line and 1 to reach a different area code, the number would resemble the following: 9, 1, 123-456-7890.

### Wrap Lines at margin

This option will automatically wrap lines (new line inserted) based on the file's margins. If you want the ASCII/ANSI output file lines to only wrap (new line inserted) when there is a new paragraph, deselect this option. When outputting to a remote display via StreamText, best results may be achieved by deselecting this option. This option is selected by default.

### Output to file

Check this box to send the ASCII/ANSI realtime output to a file which you can store or send electronically. Use the **Browse** button to display the ASCII Output Filename dialog box, where you can name and select a destination location for the file. Once selected, the location path displays in the field.

## Options

### Hold Strokes

This option does not apply to voice translation. Be sure this option is deselected to ensure voice translation functions properly.

## Output to Caption

Output to Caption allows you to send text directly to an encoder for realtime captioning as you speak. All text is sent to the encoder. The use of pre-scripted text is not compatible with this feature.

Special [captioning realtime commands](#) allow you to control certain captioning functions, such as setting the encoder on or off-line, setting the number of characters per line and the number of caption lines. You create entries in a voice commands dictionary with captioning format symbols to control these commands. It is necessary to define a stroke as <Caption: Block> and use that stroke to begin the realtime session.

All captions are sent in roll-up mode. The first line displayed on the screen rolls off the screen as the next line of text written displays at the bottom. For example, you set the number of lines to display as 3 so that three lines of text always display on the caption screen. When you write the fourth line, the first line rolls off the screen to make room for the fourth line on the caption display.

Generally, captions are displayed in all caps. If you select the ALL CAPS options and a word requires lower case characters, use the <Caption: KeepCaseNext>, <Caption: KeepCaseOn> and <Caption: KeepCaseOff> format symbols. For example, in order to keep the "c" in lower case in the name McLaughlin, use the <Caption: KeepCaseNext> format symbol, M<Caption: KeepCaseNext>Laughlin. The translated result is McLAUGHLIN. In another example, in order to keep CATalyst VP in the same case, use: <KeepCaseOn>CATalyst<KeepCaseOff> VP

In addition to setting the following Output to Caption options, you must select Caption in the [Output To](#) field in the Translate dialog box. To have CATalyst VP remember the output destination, check the accompanying box, Remember Setting.

## Caption Options

To access the Caption options, from the Translate dialog box select Options and then select the Output to Caption tab.

## Connection

### Output over comm port

Check this box to send the realtime data over the COM port to an encoder. Designate the COM port by making an entry in the *Comm Port* field.

Uncheck this box to view the Closed Caption Preview Window while writing but not sending realtime data to an encoder. You may want to do this to practice.

### Comm Port

Select the appropriate COM port on the CATalyst VP system for the encoder cable connection to the computer. For more information on COM or serial ports, refer to the user guide for your computer.

### Direct (Cable)

Select this option when you directly connect the CATalyst VP system to the encoder with a realtime cable. For more information on the connecting the encoder, see the user's guide for your encoder.

### Modem

Select this option when you are writing to an encoder remotely over the phone lines. The CATalyst VP system is connected to a phone jack via a modem cable. The encoder is connected to a phone jack in the remote location via a modem cable. For more information on connecting the encoder, see the user's guide for your encoder.

### Call

Select this option if the CATalyst VP system is calling the encoder remotely. Enter the phone number in the *Number* field below.

### Answer

Select this option if the encoder is calling the CATalyst VP system.

### Number

When you select *Call*, type the telephone number for the location of the receive system. If applicable, include any numbers required to access an outside telephone line. Insert commas between numbers to have the system pause a second before dialing the next number. This allows the system to receive a dial tone before sending the next number. For example, if you need to dial 9 to reach an outside line and 1 to reach a different area code, the number would resemble the following: 9, 1, 123-456-7890.

## Hold Strokes

This option does not apply to voice translation. Be sure this option is deselected to ensure voice translation functions properly. If this option is selected with an entry in the *Strokes of Held for seconds* fields, the last word spoken does not display. Use the Caption Flush command to force the last word to display.

## Encoder Options

### Encoder Model

Select an encoder from the drop down list. The most common model of encoders are listed. If the model of encoder you are using is not listed, try selecting the EEG Compatible option.

## Captioning Options

The following captioning options can also be set or modified during a session by using captioning realtime commands in a voice commands dictionary.

### Number of Lines

Select the number of captioning rows to display. Choose a number between **2** and **4**.

### Characters Per Line

Select the number of characters on each caption line. Choose a number between **16** and **32**.

### Baseline

Select the line where the bottom line of the captions is placed. Choose a number between **1** and **15**. For example, if you select line 4 and you are using 4 caption lines, the bottom line of the caption displays on line 4.

To place the captions on the top of the screen, select line 3 or 4 depending on the number of caption lines. To place the captions on the bottom of the screen, select line 15.

### Indent

Indicate the number of spaces to indent all caption lines. Choose one of the following numbers: **0, 4, 8, 12, or 16**.

### Language

When using the Subtitle Encoder NEWFOR encoder model, select the language in which you want the subtitles to display.

The *Language* field is only available when using Subtitle Encoder NEWFOR.

### Teletext

When using encoder model, Subtitle Encoder NEWFOR, type the teletext page to which you are writing. Verify the correct language selection in the *Language* field.

The *Teletext* field is only available when using Subtitle Encoder NEWFOR.

## Translate Options

During captioning, the only translate option that applies to voice translation is All Caps. Selecting this option, takes priority over the same options set on another Translate Options tab.

### ALL CAPS

Display the realtime text in all capital letters.

## Output to CaseView

While reporting you can send the realtime text to one or more CaseView receive computers. CaseView provides participants online instant access to current and past testimony, allowing them to read, scroll back, search, and mark text for later reference. For detailed information about CaseView setup and connections, refer to the CaseView documentation.

In addition to setting the following Output to CaseView options, you must select CaseView in the [Output To](#) field in the Translate dialog box. To have CATalyst VP remember the output destination, check the accompanying box, Remember Setting.

## CaseView Options

To access the CaseView options, from the Translate dialog box select Options and then select the **Output to CaseView** tab.

### Connection

#### Output over comm port

Check this box to send the realtime data over the COM port. Designate the COM port by making an entry in the *Comm Port* field. Uncheck this box if you are using the SamePC option and sending only to your computer.

#### Comm Port

Select the appropriate COM port on the CATalyst VP computer for the cable connection between the CATalyst VP system and the receive system. For more information on COM or serial ports, refer to the user guide for your computer.

#### Direct (Cable)

Select this option when you connect the CATalyst VP system and the receive system with a realtime cable. Use this option when you connect the CATalyst VP system to a Multi-Line Block or Digital Sharing device for multiple CaseView receive systems.

#### Modem

Select this option when you connect the CATalyst VP system to the receive system remotely over the phone lines. The CATalyst VP system is connected to a phone jack via a modem cable. The receive system is connected to a phone jack in the remote location via a modem cable.

#### Call

Have the CATalyst VP system call the receive system remotely. Enter the phone number in the *Number* field below.

#### Answer

Have the receive system call the CATalyst VP system.

#### Number

When you select *Call*, type the telephone number for the location of the receive system. If applicable, include any numbers required to access an outside telephone line. Insert commas between numbers to have the system pause a second before dialing the next number. This allows the system to receive a dial tone before sending the next number. For example, if you need to dial 9 to reach an outside line and 1 to reach a different area code, the number would resemble the following: 9, 1, 123-456-7890.

### Options

#### CaseView II Same PC

Check this box to display CaseView on the same PC as CATalyst VP. You must have CaseView V1.02i to use this feature.

#### Save CaseView File

Check this box to allow the CaseView receive systems to save the realtime text, notes, and marked text. This option only affects CaseView receive systems and does not apply to other receive systems.



Uncheck this box to have the CaseView receive systems save only notes and marked text.

**Password Protection**

Check this box to restrict the receive system's ability to save the realtime text only when they enter a password. You must also select the *Save CaseView File* option to use this feature.

The password for this realtime session displays in the Translate Statistics box. Password Protection only applies when sending to CaseView receive systems and does not apply to other receive systems.

**Time Stamps**

Choose **one** of the following options to determine how the receive system displays timestamps. If you are using the CaseView synchronization feature, you must send timestamps to the receive system.

**None**

Do not send timestamps.

**Clock**

Send timestamps in actual time format.

**Elapsed**

Send timestamps in elapsed format: starting 00 hours, 00 minutes, 00 seconds

**Max Marked Lines**

Type a number to determine how many lines can be marked on the CaseView receive system. A password is not required to be able to mark lines.

**Starting Page Number**

Check this box and type a page number to change the starting page number for realtime text on the receive system. If you are appending the realtime text to an existing job, CATalyst VP creates a new section and applies the new page number to the realtime text.

**TCP/IP or Internet Connection**

Send the CaseView feed to a specified TCP/IP address and port. CaseView software cannot currently receive input via TCP/IP and requires a serial to TCP/IP converter. Stenograph is evaluating changes to the CaseView receive software.

**UserSettings End Replacement options**


The Dragon-Allow-End-Replacement-BCS and Dragon-Allow-End-Replacement-Translate options are available when using Dragon NaturallySpeaking software with CATalyst VP. The settings control whether regular translate and/or BCS makes corrections at the end the of drop-down text when Dragon has made a change.

By default, the Dragon-Allow-End-Replacement-BCS option is turned off which means if you are using Dragon for voice captioning and Dragon makes a change at the end of the drop-down text, BCS will not delete the ending of the text and correct it.

By default, the Dragon-Allow-End-Replacement-Translate option is turned on which means if you are using Dragon for voice translation and Dragon makes a change at the end of the drop-down text, CATalyst will delete the ending of the text make the correction.

In order to modify either of these option's action, you will need to modify your UserSettings file which is located in your System files case.


### To modify your UserSettings file:

1. Be sure you are in your User name.
2. From Manage Jobs, open the System Files case and double click the **UserSettings.sgxml** file.  
Or, you can click the System Files case icon () on the Open Special toolbar. In the Open Existing Document dialog box, your cursor defaults to the File Name field. Type **usersettings** and press **Enter**.
3. The Settings Manager dialog box displays.
4. Click in the dialog box (to set the cursor focus) and press **Ctrl + f**. The Find dialog box displays.
5. Type **Dragon-Allow** and press **Enter** to move to the Voice-Tran-Settings section. '
6. Do any of the following:
  - To change the action of the Dragon-Allow-End-Replacement-BCS option to make it active in BCS, click the **Edit** button on the right, replace the -1 with a **1**, press **Enter** and then click **OK**.
  - To change the action of the Dragon-Allow-End-Replacement-Translate option to make it inactive during translate, click the **Edit** button on the right, replace the -1 with **0**, **Enter** and then click **OK**.
7. Press **Alt + s** (Save) to save the settings and close the dialog box.
8. Start the appropriate function and test the changes.


## Pause and Resume Dictation

You can temporarily turn the dictation microphone off to stop dictating by pausing it using Pause Dictation. You can start dictating again using the Resume Dictation feature. You can create a voice command to pause the dictation, however, you cannot use a voice command to turn the microphone on.

### Pause Dictation

- Use a voice command to pause dictation.
- Press **Alt + i, p** (Voice/Pause Dictation).
- If the Voice toolbar is showing, click the Microphone Off  icon.
- Press an assigned key combination to invoke the Voice:Pause Dictation command.

### Resume Dictation

- Press **Alt + i, r** (Voice/Resume Dictation).
- If the Voice toolbar is showing, click the Microphone On  icon.
- Press an assigned combination to invoke the Voice:Resume Dictation command.



[Keyboard Map](#) Function: Voice: Pause Dictation

## Correct Words

Correct Words is a Voice feature that allows you to add words to the vocabulary file or correct words or phrases not recognized by the voice engine. To invoke the correct words feature, press **Alt + i, c** (**Voice/Correct Words**).

## Dragon

Dragon displays the Dragon Spell dialog box where you can spell a word that is not in your vocabulary and insert it into the job. The word is added to your active vocabulary unless it contains a number. The Spell dialog box also provides you with up to 9 selections from which you can "choose" instead of spelling. See the Dragon NaturallySpeaking User's Guide for more information about spelling while you dictate.

Stenograph recommends that you use the Replace or E-Define dialog box to correct and train words during translation. The Replace and E-Define dialog box allows you to expand and collapse the selected text to include the appropriate text for correction and training.

## ViaVoice

ViaVoice displays the Global - [Replace](#) dialog box where you can correct and train the word or phrase.



[Keyboard Map](#) Function: Voice: Correct Words

## Play Voice Audio

You can playback the voice dictation for the current word, highlighted selection or text or more extensive amounts of text by using Play Voice Audio With Scroll Text.

## Play Voice Audio

Play Voice Audio plays back the recorded voice dictation for the current word or the highlighted selection of text. To playback recorded voice dictation, press **Alt + i, a** (**Voice/Play Voice Audio**). To stop the play back, press **Alt + i, v** (**Voice/Stop Voice Audio**).

## Play Voice Audio With Scroll Text

Play Audio with Scroll Text combines the [Scroll Text](#) feature with the Play Voice Audio feature, allowing CATalyst VP to scroll through the text using the synchronized playback of the voice audio track.

To play voice audio with scrolling text, press **Alt + i, x** (**Voice/Play Audio with Scroll Text**). The cursor begins to move and the voice audio plays back. To stop the play back, press **Alt + i, v** (**Voice/Stop Voice Audio**).



[Keyboard Map](#) Function: Voice: Play Voice Audio  
Voice: Play Voice Audio With Scroll Text  
Voice: Resume Voice Audio  
Voice: Stop Voice Audio  
Voice: Toggle Voice and [Room Audio](#)

## Play Room Noise Audio

The Play Audio feature plays the synchronized AudioSync audio file for the room noise. The audio file synchronizes with the text while dictating. You can position your cursor anywhere in the file and playback the audio file from the cursor location. Once you invoke the Play Audio command, the audio file plays until you invoke the Stop Audio command. If the [option](#), *Stop audio when dialog opens*, is active, the audio pauses when a dialog box opens and automatically resumes when the dialog box closes. You can playback the audio during realtime without pausing AudioSync. For volume control during audio playback, refer to your Windows documentation.

Playback speed is adjustable on the Audio Playback Speed toolbar. You can also assign keyboard commands to increase and decrease the audio playback speed using the Increase Audio Playback Speed and Decrease Audio Playback Speed assignments in a [keyboard map](#).

Dead air may result when there is a pause in the conversation or proceedings. It may be noticeable when a longer silence occurs without the pausing the audio, either automatically or manually. Use the *Skip Quiet Audio* option in the Audio Playback Speed dialog to adjust the amount of dead air that plays back.

If you re-translate a file with audio, CATalyst VP retains the audio synchronization. The synchronization may not be as accurate as the original translation.

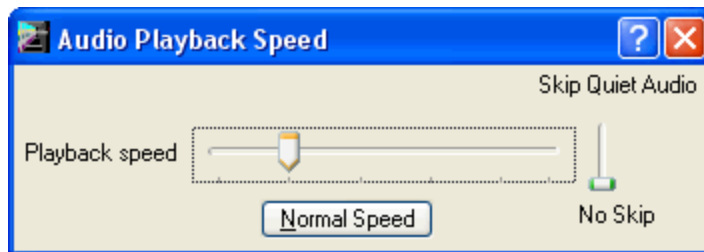


[Keyboard Map](#) Function: Play Audio  
Pause Audio  
Increase Audio Playback Speed  
Decrease Audio Playback Speed  
Stop Audio  
Voice: Toggle Voice and Room Audio

## Play Audio

To start the playback of the synchronized audio file:

1. Move the cursor to the location in the job where you want to begin the playback.
2. Press **Shift + F9** (**Tools/Audio/Play Audio**). The Audio Playback Speed toolbar displays.



### Horizontal Bar


Use the mouse cursor to adjust the play back speed. Moving the indicator to the left slows the speed; to the right increases the speed. You can also create key assignments to increase and decrease the audio playback speed using the Increase Audio Playback Speed and Decrease Audio Playback Speed commands in a [keyboard map](#).

### Skip Quiet Audio

Use the mouse cursor to determine the level of noise that is considered dead air during playback. This does not affect volume level. Move the indicator up to indicate a lot of background noise is considered silence. You might use a higher vertical setting when a lot of background noise occurs during the recording but no one was speaking. Move the indicator down when little background noise occurs during the recording. **If you feel the audio is "skipping" during playback, adjust vertical bar lower.**

### Normal Speed

Reset the audio playback speed to the original speed setting. A "Set Normal Audio Speed" keyboard function is available in the keyboard map.

- When finished press **Ctrl + F9 (Tools/Stop Audio)** or, if the Edit toolbar is showing, click the Stop Audio  icon to stop the audio playback.

## Play Audio Messages

The following messages may display when you invoke Play Audio:

### "No Audio information available for this text"

This usually results from pausing and never resuming the audio recording during realtime writing. It can also result from deleting the underlying steno for that portion of the text using Steno Delete command.

### "no Audio"

There is no associated Audio subfile for the current job. This is not a realtime job, you re-translated the job, or you did not use AudioSync in this realtime job.

### Audio File Path dialog box displays

Play Audio will first look for the audio file in the location where the audio was recorded and if found, will automatically play the audio. If the audio file in the transcript file information doesn't match the current transcript name but there is an audio file with the correct name in the same folder as the current job, CATalyst VP will automatically link the audio and start audio playback. If still not found, CATalyst VP will look for an audio file with the same name as the job in the same user folder and then automatically link the audio file and start audio playback. If the audio file still cannot be located, the Choose Audio File dialog box displays allowing you to select the audio file and link it to the transcript and begin audio playback.

If prompted, click the Browse button to search for and select the audio file or type the path for the new location or new name of the Audio subfile and press **Enter** to begin the playback.

### Toggle Voice and Room Audio

Toggle Voice and Room Audio feature allows you alternately play the voice audio and room audio associated with the same text. Selecting Toggle Voice and Room Audio initially plays the voice audio. Selecting the feature again, plays the room noise. You can assign the keyboard command, Voice: Toggle Voice and Room Audio, to activate this feature.

To toggle voice and room audio, press **Voice/Toggle Voice and Room Audio**.

### CATalyst VP Editing Tools

Editing tools consists of CATalyst VP features that assist you in making changes to translated or typed text. Some Editing tools, such as Speaker List are available prior to translation, allowing you to make changes that take affect during the translation process which help to reduce editing time.

### E-Defines

E-Defines allows you to globally change text so that all occurrences of the word or words apply throughout the job. An E-Define (Ctrl + e) globally changes words from the point in the job you create the global through to the end of the job or throughout the entire file, depending on the option selected. It also puts the change into the Global Table which you can use for future translations.

While making an E-Define, you can playback the voice recording for the selected text to listen to what Dragon/ViaVoice heard. If your initial selection did not include all the appropriate text for the E-Define, you can expand and collapse the selection of words to choose the correction text. If necessary, use the Train Words option to train words, updating your voice data file. For Dragon users, it is important to later run the Acoustic and Language Model Optimizer after training words for optimal translation accuracy.

To create a case sensitive E-Define, select the Case Sensitive option so that the E-Define is applied to words that match the case of the word in the Old Text field. If you do not select this option, CATalyst VP changes all occurrences of the word in the Old Text field regardless of case. For example, to change Mark to Marc throughout the job without changing the word "mark", you could select the Case Sensitive option and type "Marc".

CATalyst VP interprets words which are automatically initial caps, such as the first word following a Q or A symbol, as lower case words. CATalyst VP only recognizes the word as initial capped when it is typed initial cap, it is initial cap in a voice commands dictionary entry and when it is initial capped as the result of a Cap Previous command or Cap Next command.

When the [Apply E-Defines to Typed Text](#) option is active, E-defines apply to Include files, appended files, Auto Include files and Realtime data. It does not affect restored text, such as using Undo or number converted text.

## Create an E-Define

1. If necessary, pause dictation and AudioSync.
2. Place the cursor immediately before the word, on the word, or mark the text you want to define.
3. Press **Ctrl + e (E-Define)**. The Global – E-Define dialog box displays.
4. Make necessary entries. When finished defining, press **Enter (OK)** to apply the definition. If you choose the option, *Update Voice Commands*, you are prompted to update your Voice Commands dictionary with the new entry.

### Old Text

The selected text to global.

### Steno

Not applicable to voice translation.

### Mark/Unmark Left

Press **Alt + [** (left bracket) to expand or **Alt + ]** (right bracket) to deselect the marking to the left.

### Mark/Unmark Right

Press **Alt + Right Arrow** or **Ctrl + g** to expand or **Alt + Left Arrow** to deselect the marking to the right.

### New Text

Do any of the following:

- Type the new text, including any format symbols. Press **F9** to add [extended characters](#).
- Copy the old text to the New Text field by pressing **F6**.
- Cycle through the last ten typed replacement words by pressing **Ctrl + r** with the cursor in the New Text field; or **Ctrl + Shift + r** to cycle backwards through the selection.

If [Spell Check While Defining](#) is active, CATalyst VP automatically spell checks the text. When the option, Spell Check While Defining is not active, press Shift + F7 to spell check the text in the New Text Field.

### FS

E-Defines you want to add to your voice engine which format text, should be added to a voice commands dictionary. For example, if you dictate "a mac" to format an Answer, add the entry, a mac=<Answer> to a voice commands dictionary.

In the E Define dialog box, you want to replace a translation that should translate as "a mac." For example, if Dragon/Via Voice translates "amac" you would use the E-Define dialog box to replace "amac" with "a mac" resulting in CATalyst VP formatting it as an Answer.

If the Update Voice Engine option is not selected, you can add format symbols to the text. FS displays the list of available format symbols. To always display the format symbol list, check the box, Always Show Format Symbols. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry.

You can also use shortcut keys to insert a format symbol. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

### Insert Field

E-Defines you want to add to your voice engine which contain fields in the text should be added to a voice commands dictionary. For example, you dictate "speethree" to format Colloquy with the EZ Speaker 03 field. The voice commands dictionary entry would be: speethree=<Colloquy[!EZ SPEAKER 03]:.

In the E-Define dialog box, you want to replace a translation that should translate as "speethree" For example, if Dragon/Via Voice translates "speed three," then you would use the E-Define dialog box to replace "speed three" with speethree" resulting in CATalyst VP formatting it in Colloquy with [!EZ SPEAKER 03]: when you complete the global.

If the Update Voice Engine option is not selected, you can add fields to the text. Insert Field displays the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### Cap

Copy the text in the Old Text field to the New Text field and cycle through three Cap/Uncap options for the text in the New Text field:

- Capitalize the first letter in a word or phrase, except for words in the NoCapWords list
- Capitalize all the letters in a word or phrase
- Uncap the letters in a word or phrase

### Conflict

This option is available when a conflict is part of the Old Text. When you select Conflict, CATalyst VP copies the text from the Old Text field to the New Text field, automatically choosing the first conflict. If you select Conflict a second time, CATalyst VP chooses the second conflict. If additional conflict choices exist, select Conflict until the desired choice displays in the New Text field. When more than one conflict exists in the Old Text field, your selection applies to all the conflicts.

### Suggest

Not applicable to voice translation.

### Endings

Not applicable to voice translation.

### Spaces

When two or more words display in the Old Text field, Spaces copies the text to the New Text field and toggles the placement of a [<Sticky Space>](#) format symbol between words, removes the spaces between words and returns to the original state. Spaces is also available when you type two or more words in the New Text field.

### S-t-i-t-c-h

Copy the text in the Old Text field to the New Text field and places hyphens between each letter. Stitch is also available when you type words in the New Text field. If there is one word, the letters are hyphenated. If there are two or more words, the words are hyphenated. For example step-by-step. To undo a stitch, select this feature again.

### Open with Suggestions



Not applicable to voice translation.

**Global Type**

Displays the type of global selected. Only Replace and E-Define is available. All other global types are not applicable to voice translation.

**Pick Other Dictionary**

Not applicable to voice translation.

**Entire File**

Check this box to apply the global change forward and backward throughout the job.

**Case Sensitive**

Check this box for CATalyst VP to change any occurrence of the word in the Old Text field only when it matches the same upper and lower case letters as the text in the New Text field. Uncheck this box, to change all occurrences of the word in the Old Text field regardless of the case.

**Selective**

Check this box to have Case CATalyst mark the global as [Selective](#) and identify it in the Global Table. CATalyst VP stops on the first occurrence affected by the global change. You can choose to apply the change to this occurrence, all occurrences, to the current Section only, skip the occurrence and go to the next occurrence or take no action and return to Edit.

CATalyst VP marks the global as Selective and identifies it in the Global Table. A Selective global used during realtime does not apply to new realtime text. If you select to apply the change to all occurrences or use the Add Other Globals command to apply the global, CATalyst VP no longer considers the global Selective. If you use the [Entire Section](#) option, the global remains selective. Use the Global Table [option](#), *Exclude Selective Globals*, to prevent selective globals from being added when copying and pasting global table entries or using the Add Other Globals command.

Actions in the Selective Confirmation dialog box:

**Original**

The existing text or steno you are replacing.

**Steno**

The marked steno if making a D-Define, J-Define or K-Define.

**Replacement**

The new text replacing the original text or steno.

**Type of Define**

E-define

**Yes**

Change the occurrence and move to the next occurrence.

**Yes To All**

Change all the occurrences from the cursor position forward in the file. Once you select Yes To All, the global is no longer considered selective.

**Entire Section**

Applies the selective global to all occurrences in the current section. The global remains selective in the Global Table.

**Goto Next**

Do not change this occurrence and move to the next occurrence.

**Done**

Do not make any more changes and cancel the command. The cursor remains in the current position.

**Playback**

Play the voice audio for the selection in the Old Text field. This audio is what Dragon/Via Voice heard when you dictated the words that display in the Old Text field.

**Train Words**

Display the Train Words dialog box where you can train Dragon/ViaVoice on the words in the Old Text field. Select **Go**, speak the word into the mask and then select **Done**. When finished, select **Cancel** to close the Train Words dialog box and return to the Global dialog box.

**Update Voice Engine**

Check this box to update the voice data file with the word you trained in the Old Text field. Dragon integrates this information into your vocabulary file when you run the Vocabulary Optimizer. ViaVoice automatically integrates this information into your vocabulary file (.sgvod).

**Update Voice Commands**

Add entries to a Voice Commands dictionary. The [Modify/Insert Voice Command](#) dialog box displays after you press **Enter (OK)** to apply the E-Define. When you add an entry to a Voice Commands dictionary using this feature in realtime, the dictionary refreshes and the entry is available for translation when spoken again in the job.

**Learn as phrase**

Check this box to train two or more words that display in the New Text field as a phrase. This feature is active when the Update Voice Engine option is selected and only applies to ViaVoice.

**Playback when dialog opens**

Automatically playback the voice audio for the selected word or phrase in the Old Text field when the Global define dialog box opens.

**Generate All Possible Misstrokes**

Not applicable to voice translation.

## Replace

The Replace command allows you to replace text for a single occurrence. You can also playback the voice recording for the selected text to listen to what Dragon/ViaVoice heard. If your initial selection did not include all the appropriate text for the Replace, you can expand and collapse the selection of words to choose the correct text. If necessary, use the Train Words option to train words to update your voice data file. For Dragon users, it is important to later run the Acoustic and Language Model Optimizer, after training words, for optimal translation accuracy.

When [Intuitive Replace](#) is active, CATalyst VP suggests a word in the New Text field based on previous replacements. When you replace a word not previously replaced and you place your cursor in the New Text field, the most recently replaced word displays. You can toggle through the last 10 replacements by pressing Ctrl + r.

## Replace Text

1. If necessary, pause dictation and AudioSync.

2. Position the cursor immediately before the word you want to replace. To replace more than one word, first Mark the text.
3. Press **Ctrl + r (Replace)**. The Global – Replace dialog box displays.
4. Make necessary entries. When finished, press **Enter (OK)** to replace the text.

### Old Text

The text selected for replacement.

### Steno

Not applicable.

### Mark/Unmark Left

Press **Alt + [** (left bracket) to expand or **Alt + ]** (right bracket) to deselect the marking to the left.

### Mark/Unmark Right

Press **Alt + Right Arrow** or **Ctrl + g** to expand or **Alt + Left Arrow** to deselect the marking to the right.

### New Text

Do one of the following:


- Type the new text, including any format symbols. Press **F9** to add [extended characters](#).
- Copy the old text to the New Text field by pressing **F6**.
- Select a previous replacement. Cycle through the last ten typed replacement words by pressing **Ctrl + r** with the cursor in the New Text field; or **Ctrl + Shift + r** to cycle backwards through the selection.

If [Spell Check While Defining](#) is active, CATalyst VP automatically spell checks the text. When the option, Spell Check While Defining is not active, press Shift + F7 to spell check the text in the New Text Field.

### FS (Alt + f)

Replacements or globals you want to add to your voice engine that format text should be added to a voice commands dictionary. For example, if you dictate "a mac" to format an Answer add the entry, a mac=<Answer>, to a voice commands dictionary.

In the Replace dialog box, you want to replace a translation that should translate as "a mac." For example, if Dragon/ViaVoice translates "amac" you would use the Replace dialog box to replace "amac" with "a mac" resulting in CATalyst VP formatting it as an Answer.

If the Update Voice Engine option is not selected, you can add format symbols to the text. Clicking the FS () or pressing **Alt + f** icon displays the list of available format symbols. To insert a format symbol from the list, press the first letter of the format symbol (if multiple format symbols start with the same letter you can continue to press the first letter until the format symbol want is highlighted) and press **Enter**, double click the desired format symbol or use the up/down arrow keys to move to the format symbol you want to insert and press **Enter**. You can insert a format symbol at any point in the text entry. You can also use shortcut keys to insert a format symbol. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

To always display the format symbol list, check the box, Always Show Format Symbols. Double click the format symbol you want to use in the definition. You can insert a format symbol at any point in the text entry.

### Insert Field

Replacements or globals that you want to add to your voice engine which contain fields in the text should be added to voice commands dictionary. For example, you dictate "speethree" to format Colloquy with the EZ Speaker 03 field. Add the entry, speethree=<Colloquy[!EZ SPEAKER 03]: to a voice commands dictionary. In the Replace dialog box, you want to replace a translation that should translate as "speethree" For example, if Dragon translates "speed three," then you would use the Replace dialog box to replace "speed three" with speethree" resulting in CATalyst VP formatting it in Colloquy with [!EZ SPEAKER 03]:

If the Update Voice Engine option is not selected, you can add fields to the text. Insert Field displays the [Insert Field](#) dialog box from which you can select a field to insert into the text portion of the definition.

### Cap

Copy the text in the Old Text field to the New Text field and cycle through three Cap/Uncap options:

- Capitalize the first letter in a word or phrase, except for words in the NoCapWords list
- Capitalize all the letters in a word or phrase
- Uncap the letters in a word or phrase

### Conflict

This option is available when a conflict is part of the Old Text. When you select Conflict, CATalyst VP copies the text from the Old Text field to the New Text field, automatically choosing the first conflict. If you select Conflict a second time, CATalyst VP chooses the second conflict. If additional conflict choices exist, select Conflict until the desired choice displays in the New Text field. When more than one conflict exists in the Old Text field, your selection applies to all the conflicts.

### Suggest

Not applicable to voice translation.

### Endings

Not applicable to voice translation.

### Spaces

When two or more words display in the Old Text field, copies the text to the New Text field and places a [<Sticky Space>](#) format symbol between the words. Spaces is also available when you type two or more words in the New Text field.

### Stitch

Copy the text in the Old Text field to the New Text field and places hyphens between each letter. Stitch is also available when you type words in the New Text field. If there is one word, the letters are hyphenated. If there are two or more words, the words are hyphenated. For example step-by-step. To undo a stitch, select this feature again.

### Open with Suggestions

Not applicable to voice translation.

### Global Type

Displays the type of global selected. Only Replace and E-Define is available. All other global types are not applicable to voice translation.

**Entire File**

Not applicable to Replace.

**Case Sensitive**

Not applicable to Replace.

**Selective**

Not applicable to Replace.

**Playback**

Play the voice audio for the selection in Old Text field. This audio is what Dragon/ViaVoice heard when you dictated the words that display in the Old Text field.

**Train Words**

Display the Train Words dialog box where you can train Dragon/ViaVoice on the words in the Old Text field. Select **Go**, speak the word or words into the mask and then select **Done**. When finished, select **Cancel** to close the Train Words dialog box and return to the Global dialog box.

**Update Voice Engine**

Check this box to update the voice data file with the words you trained in the Old Text field. Dragon integrates this information into your vocabulary file when you run the Vocabulary Optimizer. ViaVoice automatically integrates this information into your vocabulary file (.sgvod).

**Update Voice Commands**

Add entries to a Voice Commands dictionary. The [Modify/Insert Voice Command](#) dialog box displays after you press **Enter (OK)** to apply the E-Define. When you add an entry to a Voice Commands dictionary using this feature in realtime, the dictionary refreshes and the entry is available for translation when spoken again in the job.

**Learn as phrase**

Check this box to train two or more words that display in the New Text field as a phrase. This feature is active when the Update Voice Engine option is selected and only applies to ViaVoice.

**Generate All Possible Misstrokes**

Not applicable to voice translation.

## Update Voice Commands During Edit

The *Update Voice Commands* option, available when making an E-Define or Replace, allows you to update a Voice Commands dictionary while editing. When you select the *Update Voice Commands* option, the Modify/Insert Voice Command dialog box displays after you press **Enter (OK)** in either the Global - E-Define or Global - Replace dialog box. When you add an entry to a Voice Commands dictionary using this feature in realtime, the dictionary refreshes and the entry is available for translation when spoken again in the job.

You can always [modify](#) entries in a Voice Commands dictionary prior to beginning a job. Open the desired dictionary and use the Insert and Modify features. If you open and modify a Voice Commands dictionary during Edit, the changes apply to the next translation.

## Modify/Insert Dialog Box

Make necessary entries. Press **Enter (OK)** when finish.

If an existing dictionary entry contains the exact voice command as the new entry, the following message displays when you press Enter (OK), *This insertion will cause a duplicate value for the voice text.* Click **OK** to close the message to display the Modify/Insert Voice Commands dialog box. Type new voice text and press **Enter** or click **Cancel** to close the dialog box without making any changes.

### Voice Text

Type new or modify existing voice text. This is the command you speak and what the voice engine hears.

### CATalyst Text

Type new or modify existing CATalyst text. This is the instruction given to Case CATalyst. Include any format symbols or extended characters.

### Insert Field

Display the Insert Field dialog box from which you can select [fields](#) to insert into the text portion of the definition.

### FS

Display the list of available [format symbols](#). Double click the format symbol you want to use in the definition. You can insert a format symbol at any point in the text entry. You can also use shortcut keys to insert a format symbol in the Text field. Place the cursor in the Text field, press **F4** and then press the appropriate letter or symbol.

### F9

With the cursor in the *CATalyst Text* field, press **F9** to display the Insert Character dialog box where you can select an extended character to insert.

### Insert AccelerWriter

Display the Auto AccelerWriter dialog box where you can create an [AccelerWriter](#). Click **Browse** to display the Choose Macro File dialog box and select a macro file. Your selection displays in the *Entry Text* field of the Auto AccelerWriter dialog box.

### Insert AutoInclude

Display the Auto Include dialog box where you can select an [Auto Include](#). Click **Browse** to select an Include file. Your selection displays in the *Entry Text* field of the Auto Include dialog box.

It is necessary to create Include files before using Auto Include commands. An "Include File Not Found" message displays during translation if you invoke an Auto Include command without an associated include file.

### Voice Commands

Do one of the following:

#### Active Voice Commands Dictionary

Insert the entry into a voice commands dictionary used for translation in the realtime job, click the down arrow to select from the list.

#### Other Voice Commands Dictionary

Insert the entry into a voice commands dictionary currently not in use for translation. Click the **Browse** button and navigate to the location of the dictionary. Select the dictionary and click **Open**.

## Speaker List

The Speaker List contains speakers created using the [Create EZ Speakers](#) feature, typed speaker names entered before translating in the [Translate Speaker List](#) and Common Speakers added in [Field Options](#). The Speaker List pane in Edit allows you to insert speaker names or other fields directly into the job. For example, you may need to insert the speaker name for a dropped steno outline or misidentified speaker. Speaker fields from the Fill In Field List or [Field List Groups](#) used to identify speakers, can be added to the Speaker List. In addition to using EZ Speaker fields and Speaker fields from the Fill In Field List, you can add predefined fields such as the Seal Date field or a user define field such as Location. Speaker names and Speaker # fields display in the Speaker section of the Speaker List. All other fields display in the Fields section.

The Speaker section of the Speaker List displays the speaker name along with the speaker number, if applicable. Speakers from the Speaker section insert into the transcript as Colloquy, unless the cursor location is immediately before or after a Question, then CATalyst VP inserts it as a By Line. To specify the By Line format, use the [By Line Options](#). The speaker name displays in the job with the color assigned to it in the Speaker List. You can add and modify speaker entries in the Speaker List.

The Field section of the Speaker List displays the field value in the Name column and the empty field name in the Number column. Fields from the Field section insert into the transcript as text without formatting. Fields can be added to the list using the [Settings](#) option in the Speaker List dialog pane. Other Field options can also be accessed through the Settings option.

Insert a speaker name or field into the job by double clicking the entry or highlighting the entry and clicking the Insert button. To insert a speaker name into the transcript without opening the Speaker List, use the [Insert Speaker](#) command.

Using the speaker names from the Speaker List, you can create a graphical [Seating Chart](#), viewable in the MiniViewer at the top of the Speaker List dialog pane or on the computer screen. Speakers display in their assigned colors. When viewing the Seating Chart on the screen, the speaker indicator includes the speaker name, speaker number and, if applicable, the associated steno.

The Speaker List works in conjunction with Spell Check during Edit. For example, you have a repeated speaker in colloquy. Spell Check displays speaker names from the Speaker List in the Suggestions field and allows you to change to another speaker name in that job.

The Speaker List works in conjunction with Spell Check during Edit. For example, you have a repeated speaker in colloquy. Spell Check displays speaker names from the Speaker List in the Suggestions field and allows you to change to another speaker name in that job.

To access the Speaker List pane in Edit, press **Alt + v, e, k (View/Panes/Speaker List)**.



[Keyboard Map](#) Functions: Insert Field

Seating Chart: Show MiniViewer

Seating Chart: Hide MiniViewer

Seating Chart: Show All Speakers

Seating Chart: Hide All Speakers

Seating Chart: Toggle AutoHide Feature

## Speaker List Pane Features

### Name

In the Speaker section, the defined speaker name or the name of the speaker field. In the Field section, the value of the field or the empty field name. Click the title bar to display the names in ascending or descending alphabetical order.

### Number

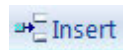
In the Speaker section the speaker number associated with the speaker name. In the Field section, the empty field. Click the title bar to display the numbers in ascending or descending order.

### Steno

Type the steno, if any, you want to associate with the speaker. You can retain the association by checking the box in the Locked field. If you have your speaker identifications defined in a dictionary, most likely your Personal Dictionary, and you always want them to display in the speaker list, type the associated steno and select the Locked column. Instead of using the Create EZ Speakers feature, you will simply fill in the field in the transcript or Speaker List.

### Locked

Check this box to retain the association of the steno entered in the Steno field with the speaker number. If you have your speaker identifications defined in a dictionary, most likely your Personal Dictionary, and you always want them to display in the speaker list, type the associated steno in the Steno field and select the Locked column. Instead of using the Create EZ Speakers feature, you will simply fill in the field in the transcript or Speaker List.



### Insert

Insert the highlighted speaker name or field into the transcript. You can also double click an entry to insert it into the transcript. Speaker fields either insert as Colloquy or Byline depending on cursor location.



### New Speaker

Create a new speaker name. The Select EZ Speaker dialog box displays with the next sequential speaker number. Use the displayed number in the Enter Value field or type a new number and press **Enter (OK)**. Valid numbers are **1 - 99**. A new speaker name field displays with the assigned speaker number. Type the name in the field and press **Enter**.



### Fill in Speaker

Modify an existing speaker or user defined field name. Highlight an entry and select **Fill in Speaker**. When you modify a speaker name, type the change and press **Enter**. When you modify a user defined field, the [Fill in Field](#) dialog box displays. Make necessary entries and select **OK**.



### Change Color

Change the speaker name color. Highlight the field and select **Change Color**. Select a color from the color palette. The More Colors options displays the [Color](#) dialog box for additional and custom colors.

You can also change the field color assignment. Highlight a field and select **Change Color** to select a color from the color palette. The change affects the user color for all fields.



**Delete**

Delete an existing speaker name entry. Highlight the entry and press **Delete** or click the Delete icon. To remove a field from the list, click the Settings icon to uncheck the field from the list in the Choose Speaker List Fields dialog box.

**Filter**

Select this option to display all the available speakers with associated speaker numbers. Deselect this option to only display speaker numbers with assigned speaker names.

**Allcap Text**

Select this option to enter the speaker name in all capital letters. Deselect this option to enter the Speaker Name in upper and lower case letters.

**Show/Hide Seating Chart MiniViewer**

Select this option to display the [Seating Chart](#) MiniViewer above the speaker list in the Speaker List dialog pane. The MiniViewer shows the placements of the Seating Chart speakers. Deselect this option to hide the MiniViewer. You can still display the Seating Chart speakers.

**Show/Hide Seating Chart Speakers**

Select this option to display [Seating Chart](#) speakers on the screen. Deselect this option to automatically hide the Seating Chart speakers. This is the default. When you move your cursor over the MiniViewer, the Seating Chart speakers display on the screen for a few seconds and then automatically hide. You can [change](#) the number of seconds the Seating Chart displays before it automatically hides or have the Seating Chart continuously display.

**Settings**

Display the Speaker List / Seating Chart Options dialog box where you can choose additional fields to add to the Speaker List. Click the option, *Add fields to Speaker List* and check the box next to the fields you want to add to the Speaker List. Click **OK** when finished. You can modify the name of new user defined fields. [Field Options](#) are also accessible from the Choose Speaker List Field dialog box.

**Help**

Display the Case CATalyst Help.

## Insert Speaker

Insert Speaker allows you to insert a speaker name from the Speaker List without opening the Speaker List dialog pane. CATalyst VP inserts the speaker name into the job as Colloquy unless the speaker name is inserted directly before or after a Question when it displays as a By Line. To customize the By Line format, use the [By Line Options](#).

### Insert a Speaker

1. Press **Alt + e, i, s (Edit/Insert/Speaker)**. The Select EZ Speaker dialog box displays.

2. In the *Enter Value* field, type the token number associated with the speaker name you want to insert and press **Enter (OK)**.
3. The speaker name displays in the associated color in Colloquy format.

### Insert Speaker from Speaker List

1. Open the Speaker List. Press **Alt + v, e, k (View/Panes/Speaker List)**.
2. Double click the entry or highlight the entry and click the **Insert** button.

### By Line Options

By Line Options allow you to set the line format for the By Line when inserting a speaker name from the [Speaker List](#) while editing whether during realtime or after translation is complete. A By Line format automatically applies when inserting a speaker name immediately before or after a <Question> format symbol.

To set the By Line format:

1. Press **Alt + t, o, L (Tools/Options/By Line Options)**. The By Line Options dialog box displays.
2. Select one of the following:

#### Before Q

Place the Speaker By Line before the Question. Formatting of the By Line is controlled by the Layout. The results are:

<By-line>BY SPEAKER NAME:

Q

Use format symbols as necessary. Select **FS** to display the list of available [format symbols](#) and shortcut keys from which you can select a format symbol to insert into the By Line format. Double click the format symbol you want to use or place your cursor in the field and type the shortcut key to insert a format symbol. Check the box, Always Show Format Symbols, to keep the format list open.

#### After Q

Place the By Line after the Question on the same line as the Q. When After Q is selected, the Format section allows you to customize the appears of the By Line following the Q. The default setting is:

Q. By (SPEAKER NAME:)space space

To modify the By Line, make necessary entries in the Before and After fields. CATalyst VP assumes the Q and [!EZ SPEAKER ##] field in the format. For example, you want format the By Line as: Q (BY SPEAKER NAME:). In the Before field, type: **(BY**. In the After field, type: **:)** followed by the appropriate spacing.


To format the By Line as: Q BY SPEAKER NAME: In the Before field, remove the **(** and in the After field remove the **)**.

Use format symbols as necessary. Select **FS** to display the list of available [format symbols](#) and shortcut keys from which you can select a format symbol to insert into the By Line format. Double click the format symbol you want to use or place your cursor in the field and type the shortcut key to insert a format symbol. Check the box, Always Show Format Symbols, to keep the format list open.


3. Press **Enter (OK)** to accept the entries.

## Seating Chart

The Seating Chart feature allows you to create a graphical Seating Chart of speakers from the Speaker List, placing speaker information on the computer screen in a position relative to where the speakers are sitting during the proceedings. The Seating Chart is viewable on the computer screen and in the MiniViewer located above the [Speaker List](#) in the Speaker List dialog pane.

The Seating Chart MiniViewer, by default, displays when you open the Seating Chart. The Show/Hide Seating Chart MiniViewer  icon toggles the display of the MiniViewer. By default, the MiniViewer displays when the Speaker List opens. Add speakers to the Seating Chart by displaying the MiniViewer and dragging a speaker from the Speaker List onto the MiniViewer or right clicking the speaker and selecting Add to Seating Chart. Speaker items in the MiniViewer and the computer screen display in the assigned speaker color. Speaker items on the computer screen display in a default height and width that can be modified or temporarily changed by clicking and dragging the edges. Each speaker item on the computer screen, by default, shows the speaker name on the top line, the speaker number and, if applicable, the associated steno on the second line. To reposition a speaker item, click and drag the speaker item on the computer screen to a different location. Moving a speaker item on the computer screen changes the position of the speaker item in the MiniViewer.

You can remove individual or all speaker items from the Seating Chart by right clicking and selecting the desired option. Once a speaker item is removed, it is necessary to add the speaker item again if you want to redisplay it in the Seating Chart. If you remove all the speakers items from the Seating Chart and want to redisplay them, it is necessary to add each speaker item individually.

The Seating Chart speaker items display on the computer screen when you click the Show/Hide Seating Chart Speakers  icon or when you position your cursor over the MiniViewer. When the Seating Chart displays, the Show/Hide Seating Chart Speakers icon is highlighted. By default, the Seating Chart is set to AutoHide after displaying for 3 seconds. You can change the display time or disable the AutoHide feature to continuously display the speakers items. Changing the Seating Chart options or using the Seating Chart: Toggle AutoHide Feature key combination, you can toggle between enabling and disabling the AutoHide feature. When you display the Seating Chart speaker items while the AutoHide feature is disabled, the speaker items remain on the computer screen until you enable AutoHide. CATalyst VP remembers the last display state of the Seating Chart.

You can modify the Seating Chart options to automatically populate the Seating Chart with speakers when you start a new job. You can set the scope of the Seating Chart to display for a job, case or user. When you set the Seating Chart scope, you can choose speakers to populate the seating chart. In the current job, when you write the steno for the selected speaker, the Speaker List is populated. For example, the case you are working on has ten attorneys. You determine the Seating Chart arrangement and set the scope to Case. The Seating Chart arrangement is remembered for all jobs in that case. Settings apply to new jobs or cases and do not affect the current job or previous jobs or cases.


[Seating Chart options](#) allow you to customize the actions and display of the Seating Chart and speaker items, such as modifying the Seating Chart display time, Seating Chart scope, speaker item transparency or changing the text layout for the speaker items.



[Keyboard Map](#) Functions: Seating Chart: Show MiniViewer  
Seating Chart: Hide MiniViewer  
Seating Chart: Show All Speakers  
Seating Chart: Hide All Speakers

## Seating Chart: Toggle AutoHide Feature

### Create a Seating Chart

1. Press **Alt + v, k (View/Speaker List)** to display the Speaker List dialog pane.
2. Do one of the following to add speakers to the Seating Chart:
  - Right click a speaker name in the Speaker List and select **Add to Seating Chart**. The speaker name displays in the middle of the computer screen. Click the Seating Chart speaker item and drag it to the desired position on the screen.
  - Click the Show/Hide Seating Chart MiniViewer  icon to display the MiniViewer if it is not displayed. Click a speaker name and drag it to the desired position in the MiniViewer. The speaker item displays on the computer screen in the same position as the MiniViewer.
3. Do any of the following:

#### Reposition a seating chart speaker

Click and drag the Seating Chart speaker item to the correct position.

#### Change the size of the seating chart speaker

Click the edge or corner of a Seating Chart speaker item and drag to the desired size. The change only applies to the selected Seating Chart speaker. There is a default minimum and maximum size. You can [change](#) the default.

#### Remove a speaker from the seating chart

Position the cursor on the Seating Chart speaker item, right click and select **Remove from Seating Chart**. To remove all the speakers from the Seating Chart, select **Remove All from Seating Chart**.

#### Toggle the display of the seating chart items

Click Show/Hide Seating Chart Speakers  icon to toggle the display of the Seating Chart on the computer screen.


#### Toggle the display of the MiniViewer

Click the Show/Hide MiniViewer  icon.

#### Toggle the Auto Hide Feature

Invoke the Toggle AutoHide feature command. You must have [assigned](#) the Toggle AutoHide Feature command to a keyboard map function.

### Speaker List/Seating Chart Options

Speaker List and Seating Chart options determine certain customized settings that control Seating Chart actions and display. Access Speaker List / Seating Chart Options from the Speaker List dialog pane. In Edit, open the Speaker List. Press **Alt + v, k (View/Speaker List)**. In the Speaker List dialog pane, click the Settings  icon.

### Speaker List/Seating Chart Options

Use the following fields to customize Speaker List and Seating Chart settings:

### **Add fields to Speaker List**

Display the Select Fields for Speaker List dialog box. Choose fields to display in the Speaker List that do not usually display. The Speaker List is most commonly populated using the Create EZ Speaker feature and the selection of common speakers.

### **Show MiniViewer**

Select **Show** to automatically display the Seating Chart MiniViewer in the Speaker List dialog pane. Select **Hide** to manually open the Seating Chart MiniViewer Speaker.

### **Show Common Speakers**

Select **Yes** to display Common Speakers, such as THE WITNESS or the THE COURT, in the Speaker List. Select **No** to hide the Common Speakers. The default is No.

### **Default Seating Chart/Scope**

Automatically display selected speakers in the Seating Chart when you start a new job. You can set the scope of the Seating Chart to display for a job, case or user. Settings apply to speakers selected for new jobs or cases and do not affect the current job or previous jobs or cases. Highlight the option, click the drop-down arrow, select the scope and click the Edit button to select the specific speakers you want in the Seating Chart in future jobs.

When the Default seating chart is set to Case, the seating chart information is saved in the *nameofcase\_case* settings file. When the Default seating chart is set to User, the seating chart information is saved in the *UserSettings* file located in your System Files case.

### **Sticky Windows**

Select **Yes** to easily align speaker items with each other or along the monitor borders using your mouse. Speaker items remain independent allowing you to reposition them individually. The default setting is No.

### **Speaker Item Transition**

Select how the speaker items change from visible to hidden and hidden to visible. Choose one:

#### **Fade**

Speaker items show on the screen and fade from the screen in their designated locations.

#### **Zoom**

Speaker items move on and off the screen in a zooming motion between the MiniViewer and their designated location.

### **Speaker Item Transparency**

Select **Yes** to have the speaker items display at a specified level of transparency when they do not have cursor focus. When you click a speaker item, the speaker item displays as a solid image until you remove the cursor focus. Set the transparency level in the *Transparency Setting* field. Select **No** to have the speaker items always display as a solid image.

#### **Transparency Setting**

When the *Speaker Item Transparency* option is active, use the slider bar to set the transparency level. A low setting increases the transparency and a high setting decreases the transparency.

### **Speaker Item Layout**

Determine the layout for the speaker items on the screen. Layouts determine the text arrangement of the speaker name, speaker number, if available, and steno for the speaker items. Choose one:

- Layout 1 – Name on the top, steno on the bottom, number on bottom left.
- Layout 2 – Steno on the top, name on the bottom, number on bottom left.
- Layout 3 – Name on the top, steno on the bottom, large number on left.
- Layout 4 – Steno on the top, name on the bottom, large number on left.
- Layout 5 – Name on the top, steno on the bottom, no speaker number.
- Layout 6 – Steno on the top, name on the bottom, no speaker number.

### Auto Hide Speakers Items


Select Yes to automatically hide the speaker items when they do not have cursor focus. Select No to continuously display the speaker items on the screen. Using the Seating Chart: Toggle AutoHide Feature command, you can toggle between enabling and disabling the AutoHide feature. You can create a [keyboard assignment](#) for the command.

### Auto Hide Close Delay

Use the slider bar to determine the number of milliseconds the speaker items display before automatically hiding when they no longer have cursor focus. This option is only available when the *Auto Hide Speakers Items* option is set to Yes.

### Auto Hide Show Delay

Use the slider bar to determine the number of milliseconds the speaker items wait before displaying

when you hover the cursor over the MiniViewer or click, , Show/Hide Seating Chart Speakers. This option is only available when the *Auto Hide Speakers Items* option is set to Yes.

### Speaker Item Size

The current width and height of the speaker items. Make entries in the *Width* and *Height* fields to customize the default size of new speaker items. If there are current speaker items that you want to reflect the default settings, remove all speakers from the Seating Chart and then add them to the Seating Chart.

To temporarily customize the size of current speaker items, click and drag the sides while displayed on the screen. Manually resizing one speaker item does not affect the other speaker items on the screen.

## Save the Voice File as a .WAV File

You can have CATalyst VP automatically make a copy of the Dragon or ViaVoice voice file and save it as .wav file. The Dragon .DRA file is the voice file that contains your mask dictation and can only be heard by Dragon users. The .SGVOD file is the ViaVoice data file that contains your mask dictation. It can only be heard by ViaVoice users. A .wav file is a more common audio format accessible through Windows. You may want to create .wav files if you are using a scopist who needs to listen to the voice file.

CATalyst VP places the voice .wav file in the Analyze case. This separates the dictation file from an AudioSync .wav file, which is a recording of the room noise.

## Save the Voice File as a .wav File

1. Be sure you are in your User name.

2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.sgxml** file. The UserSettings.sgxml file displays in Notepad or WordPad.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type **Always Save Wav File** and press **Enter**. CATalyst VP locates the option.
6. Click the **Edit** icon.
7. Type the number **1** in the field and click **OK**. To restore the default setting, click **Default**.
8. Press **Alt + s (Save)** to save the setting and close the dialog box.

# Index

## - @ -

@ definition 563

## - \_ -

\_Review 1310

## - A -

A/An resolution 360

A\_An Resolution 360

### About

ASCII 1118

backing up jobs 176

brief it 440

captioning 479

compress print 984

edit 554

export 1117

EZ Text table 1150

Fill-In-Field List 1154

format symbols 796

global definitions 745

global table 762, 1173

import 1117

index templates 1006

inserting steno/text in dictionary 1039

job history 157

keyboard maps 1184

manage dictionary 1031

manage jobs 291

managing notes 118

modifying steno/text in dictionary 1039

number formats 398

PDF files 968

phonetic table 1293

prefixsuffixrules.ini file 1295

Print 955

realtime writing 419

reveal codes 685

RTF/CRE 1119

spell check 941

split screen in realtime 525

steno shortcut table 1297

transcript indexing 1003

translate and edit 345

translate commands 381

translate options 235

user definition table 1299

UserSettings file 235

wordlists 946

about CATalyst 93

about globals

case 745

dictionary 745

job 745

personal 745

text 745

above current character 844

accelerators 90

accelerwriter 882

accelerwriters 1699

create dictionary entries 1055

create using wizard 1053

cursor position after macro 1056

cursor position after running accelerwriter 1056

define for macro 884

insert 1053

set cursor for vertical movement 1056

access options 319, 1690

accessing menus

click 57

shortcut keys 57

account 321

achrive 223

action when using delete command in macro 1057

add 402

add commands 887, 1089

add dictionaries during realtime 464

add dictionary entry 782, 1202, 1605, 1783

add ending 410

add file to file 567, 571

add hidden notes 608

add hyphens 642

add image

bmp 609

jpeg 609

tiff 609

add multiple files 572

add no nag entries 464



- 
- Add other globals 759
  - add prefix 268, 924
  - add spaces 642
  - add suffix 268, 923
  - add symbol 403
  - add text that doesn't show 608
  - add to list 1153
  - add to mistran 896
  - add to transcript
    - conflict 596
    - hidden text 596
    - speakers 596
    - text 596
  - add to wordlist 947
  - Add/Remove Dictionaries 464
  - address book 546
  - adjust layout 129
  - adjust table column 623
  - adjust table width 623
  - adjust timer information 931
  - advanced edit option 819
  - advanced translate 235, 348
  - after titles 842
  - all cap words 646
  - All Caps On/Off format symbol 801
  - all in one 214
  - all options 319, 1690, 1742
  - all word index 858
  - All word list
    - exclude list 865
    - exclude words 865
  - allow duplicate cells 1003, 1025
  - Alpha LED Sign - modified 475
  - alpha sort 827
  - Alphabetical 174, 195
  - alter 554
  - Alternate User Settings
    - load 566
    - save 566
    - use 379
  - Alternate UserLayout 303
  - althernate user settings 235, 348
  - ANSI characters 1202
  - ANSI characters in keyboard maps 1185
  - Answer 562, 608, 662
  - Answer format symbol 802
  - Appearance 615
  - Append 572
  - Apply All Globals Backwards 760
  - Apply e-defines to typed text 254, 915
  - apply fields 867
  - apply global to section 779
  - apply globals
    - section 1603
  - apply globals to section 1603
  - Apply New Layout 791
  - apply xtra global table 761
  - archive 102, 176, 177
    - ASCII 181
    - jobs 181
    - transcripts 181
  - archive message 177
  - archive not created by Case CATalyst 1316
  - archive steno 156
  - archive steno notes 110
  - arrange
    - show 77
  - ASCII 83, 102, 158, 205, 1118
    - ASCII advanced export options 311
    - ASCII export options 308
    - characters in keyboard maps 1185
    - Export to ASCII Format 1133
    - extended ASCII characters 466
    - Import ASCII Files 1119
    - list of ASCII characters 1202
    - Realtime output to ASCII/ANSI 473
    - Set Lines Per Page for ASCII Output 1135
    - symbols 466
  - assign macros to toolbar 885
  - Associate Audio File 850
  - Asterisk 1040
  - asterisk delete 1917
  - at symbol 563
  - Attachment
    - remove autolink exhibit 855
  - Attachment Point format symbol 803
  - attachment points 852
  - Attachments 803
    - about 852
    - autolink alias options 855
    - autolink exhibit 853
    - manually link exhibit 854
  - Attorney 308, 1165
  - attorney information 626
  - attorney names 373, 605
  - attorney's computer 485
-

- Audio 430
    - associate wav file 850
    - ez sync 851
    - mic test 525
    - microphone test 525
    - playback 847
    - resume audio 404
    - scroll with text 849
    - set audio delay 850, 925
    - set scroll text speed 940
    - setup audio 525
    - synchronization 850, 925
  - audio play before the cursor 850, 925
  - audio playback 850
    - too fast 1312
    - too slow 1312
  - Audio warning 235, 348
  - AudioSync
    - pause audio 401
    - playback 847
    - resume audio 404
  - audit log 1325
  - Auto Archive 245
  - Auto by line 354, 366, 370
  - auto conflict 374
  - auto correct 761
  - auto include 1050
    - translate command 384
  - auto includes 1699
  - auto log in 541
  - auto login 541
  - Auto Logon Case CATalyst 176
  - auto quote 380
  - Auto Recover
    - copy of file 242
    - options 243, 898
    - save 242
  - Auto Save
    - about 242
    - option 243, 898
  - autoarchive 242, 1312
    - case 243, 898
    - option 243, 898
  - Auto-Conflict 360
  - Autocorrect
    - add entries to personal global table 1293
    - during spell check 259, 932
  - AutoInclude
    - create using wizard 1050
    - insert entry 1050
  - autoincludes 1699
  - Autolink
    - about 852
    - alias options 855
    - automatically link exhibit 853
    - manual link exhibit 854
    - remove exhibit 855
  - automatic 1368, 1909
  - automatic backup 320
  - Automatic Number Conversion 235, 348, 365, 634
    - Automatic Number Conversion in Edit 634
    - display 10 and under as words 361
    - don't convert word numbers 361
    - filter numberconversion.ini entries 1281
    - modify numberconversion.ini entries 1279
    - No Auto Convert 831
    - numberconversion.ini file 1278
    - optimal conversion 348
    - otherwise display as digits 364
    - search and replace numberconversion.ini entries 1284
    - search numberconversion.ini entries 1283
  - automatic numbers 361
  - automatically fill job start 661
  - automatically login 176
  - automatically match text 855
  - automatically set job end time 661
- B -**
- back 176, 233
  - back up user
    - entire files 220
    - user 220
  - background 523
  - backup 102, 205, 220, 223, 325
    - about backing up job files 176
    - about zip files 177
    - files 175
    - jobs 181
    - message 177
    - transcripts 181
    - user 175
    - zip options 294
  - backup card
    - diamante Backup SD card 115

- 
- backup card
    - luminex Backup SD card 115
  - backup data 158
  - backup indicators 326
  - backup settings 321
  - backup space 320
  - backup status indicators 343
  - Basic Cursor Movements 556
  - basic steps 100
  - batch print notes 983
  - BCS 254, 915, 1917
  - BCS A/An Resolution 1365
  - BCS About
    - accelerwriters 1743
    - audio recording 1648
    - Broadcast Captioning Suite 1320
    - caption preferences 1418, 1508
    - format symbols 1611
    - global definitions 1575
    - global table 1586
    - including a dictionary 1746
    - layout 1609
    - macros 1651
    - manage dictionary 1691
    - news 1456
    - page format 1609
    - phonetic table 1830
    - profiles 1430
    - script files 1456
    - stories 1456
    - user definition table 1832
  - BCS AccelerWriters 1746
    - about 1743
    - create 1743
    - define for macro 1653
  - BCS Add to mistran minder
    - send text to mistran minder 1645
  - BCS Adding a Connection 1452
  - BCS Adding Delete and Captioning Strokes to Dictionaries 1324
  - BCS Adding Delete Stroke Entries to a Dictionary 1694
  - BCS Advanced Caption Options
    - automatically resolve 1399
  - BCS Advanced Translate options 1399
  - BCS Append
    - join 1482
    - put together 1482
  - BCS application/computer options 1688
  - BCS Arranging Stories in the Story Queue 1457
  - BCS ASCII
    - ASCII 1469
    - text 1469
  - BCS Audio 1397, 1650
    - about 1648
    - adjust dead air time 1648
    - adjust playback speed 1648
    - play with scroll text 1650
    - playback 1648
    - realtime options 1505
    - recording 1648
    - set audio delay 1650
    - stop audio 1650
    - synchronization 1650
  - BCS Auto Archive 1671
  - BCS Auto Include 1702
  - BCS Auto recover
    - about 1668
    - autoarchive case 1671
    - options 1670
  - BCS Auto Save
    - about 1668
    - options 1670
  - BCS AutoArchive
    - about 1668, 1671
    - auto recover options 1670
  - BCS Auto-Conflict 1365
  - BCS AutoFeed
    - auto send 1566
    - automated 1566
    - send script 1566
    - send stoies 1566
  - BCS Automatic Number Conversion 1366
    - history window 1509
    - use separators 1399
  - BCS Backup computer
    - option 1673
    - setup 1673
  - BCS Baseline 1612
    - line 15 1495
    - line 3 1495
  - BCS Block 1612
  - BCS Block Existing Cap
    - prevent 1497
    - stop commercials 1497
  - BCS Break
-

- BCS Break
  - separate 1481
  - split 1481
- BCS break block 1481
- BCS Brief It
  - about 1368
  - briefs 1550
  - briefs with numbers 1383
  - briefs.txt 1381
  - Briefs.txt file 1383
  - clear 1383
  - CommonWords.txt 1382
  - CommonWords.txt file 1383
  - create briefs from text list 1606
  - create personal briefs 1381
  - dictionary 1550
  - exclude common words 1382
  - filter 1383
  - keyboard commands 1383
  - live suggestion 1550
  - making j-defines 1377
  - max words per brief 1383
  - modify include/exclude entries 1379
  - one stroke suggestions 1383
  - ont/size 1383
  - options 1371, 1383
  - Options table 1383
  - personal briefs 1368, 1550
  - phonetic steno 1383
  - realtime aids 1371, 1550
  - recycle 1383
  - reject 1383
  - reminder briefs 1368
  - reminders 1550
  - send used briefs to cat scratch 1383
  - settings 1371
  - suggest a brief 1604
  - suggest new 1383
  - suggested briefs 1368
  - suggestions 1550
  - text list 1606
  - transcript 1608
  - write twice to define 1383
- BCS Cap Next 1615
- BCS Cap/Uncap
  - command 1519
  - modify list 1519
- BCS caption 1628, 1629
  - connection 1437
  - output 1437
- BCS caption commands 1495
- BCS caption edit panes 1667
- BCS Caption Heads-Up List
  - heads up 1354
- BCS Caption period 1402
- BCS Caption Preview 1336
- BCS caption session 1348, 1351, 1354
- BCS Caption Styles
  - profile 1439
  - setup menu 1503
- BCS Caption Translate options
  - A/An resolution 1365
  - add missing comma after {Month} 1399
  - advanced 1399
  - analyze numbers in a series 1399
  - auto conflict 1365
  - auto resolve EZ Choice/Second Choice 1399
  - automatic number conversion 1366
  - BCS Caption Translate options 1387, 1389
  - brief it 1368
  - convert digits with words with commas 1399
  - display 10 and under as words 1367
  - ez choice 1389
  - ez link 1390
  - hold strokes 1390
  - ignore "and" 1391
  - ignore commas 1391
  - ignore periods 1391
  - ignore word numbers 1391
  - intelligently punctuate quoted words 1392
  - number conversion 1367
  - number trigger conversion 1399
  - otherwise display as digits 1368
  - phonetic translation 1392
  - remove single empty paragraph 1392
  - replace Q&A with >> 1392
  - second choice 1393
  - smart quotes 1393
  - squish defined numbers 1394
  - suffix drag 1394
  - summary 1360
  - translate statistics 1396
  - translation delay 1395
  - TrueStroke drag/drop 1396
  - use update area 1396
  - with thousands separators 1367

- 
- BCS Caption Translate Options Summary 1360
  - BCS Caption Windows 1338
  - bcs captioning 1397, 1572
    - credit files 1452
    - new connections 1452
  - BCS Captioning steps
    - Step 1 Opening a CATalyst BCS Session 1326
    - Step 10 Exporting to ASCII & RTF/CRE 1333
    - Step 11 Close and Save the Caption File 1333
    - Step 2 Adding Script Files 1327
    - Step 3 Connecting to the Encoder 1327
    - Step 4 Using Basic Captioning Commands 1327
    - Step 5 Defining Untranslates 1328
    - Step 6 Query Realtime 1329
    - Step 7 Disconnecting the Writer 1331
    - Step 8 Editing the File 1331
    - Step 9 Spell Check the File 1333
  - BCS CARTView 1438
  - BCS Case Dictionary 1696
  - bcs case mistran minder 1645
  - BCS case prep 1348, 1351
  - BCS Cat Scratch
    - about 1553
    - briefs 1553
    - dialog pane features 1553
    - options 1553
    - search 1553
    - send to cat scratch pane 1494
    - steno 1553
    - text 1553
  - BCS CATalyst BCS File Structure 1343
  - BCS Centered Paragraph 1616
  - BCS change 1517, 1628, 1629, 1720
  - BCS Change dictionary keyboard map 1719
  - BCS change font
    - size 1763, 1767, 1825, 1834
    - type 1763, 1767, 1825, 1834
  - BCS Changing Users 1322
  - BCS Chars 1612
  - BCS Clear 1612
  - BCS Clear Video 1499
  - BCS Cloning a Profile 1431
  - BCS Close 1466
  - BCS close caption 1397
  - BCS Colloquy 1617
  - BCS Color
    - colors setup menu 1500
    - edit colors 1500
    - format symbol 1612
  - BCS Column 1612
  - BCS combine dictionaries 1747, 1748
  - BCS CommonWords list 1382
  - BCS Compound words 1522
  - BCS conditional line break 1616
  - BCS Conflicts 1399
    - auto conflict translate option 1365
    - confirm all conflicts 1525
    - conflict end format symbol 1617
    - ez choice 1389
    - insert conflict 1486
    - resolve all chosen 1525
    - second choice 1393
  - BCS Connctions
    - add 1452
  - BCS Connect Writer
    - connect 1509
    - establish connection 1509
  - BCS Connections
    - profile 1434
    - setup menu 1502
  - BCS Contact Info
    - profile contact info 1451
    - setup menu 1505
  - BCS Contact tab 1452
  - BCS Continuation Paragraph 1618
  - BCS Copy and Cut Dictionary Entries to Other Dictionaries 1707
  - BCS Copy/Cut 1484
  - BCS Copying NIK Files 1325
  - BCS Copying Previously Created Script Files 1325
  - BCS Core list
    - create dictionary 1724
  - BCS Create
    - accelerwriters 1743
    - Credit File 1453
    - dictionary core list 1724
    - ez speakers entries 1629, 1720
    - macros 1652
    - Profile 1325
    - Script File From a CATalyst Text File 1462
    - Script File From a Steno Machine 1460
    - Script File From the History File After Captioning 1461
    - Script File from the History File During Captioning 1460
-

- BCS Create
  - Script File in a CATalyst BCS Caption File 1459
  - Script File in an ASCII Editor 1462
  - User Name 1321
  - Wordlist 1641
- BCS create core list 1646
- BCS Credit file 1453
- BCS Customize
  - history window number conversion list 1510
  - toolbars 1567
- BCS cycle 1628, 1629, 1720
  - punctuation 1517
- BCS Cycle Apostrophe 1512
- BCS Cycle Contraction
  - swap contraction 1524
  - switch contraction 1524
- BCS Cycle Homophones
  - command 1524
  - modify list 1524
  - swap 1524
  - switch homophones 1524
- BCS Cycle Possession 1512
- BCS D-Define 1576
- BCS Default Paragraph 1618
- BCS Defining 1602
  - apply selective global by occurrence 1602
  - from vertical notes 1530
  - make global define 1578
  - selective globals 1602
  - text to dictionary 1605
  - view steno notes 1530
- BCS Definition Search 1484
- BCS Delete Space 1619
- BCS Deleting Dictionary Entries 1701
- BCS Dialog Panes 1338
- BCS Dictionaries
  - add block stroke 1324
  - add clear stroke 1324
  - add delete stroke 1324
  - add flush stroke 1324
  - add pass stroke 1324
  - import 1322
  - modify during captioning 1502
  - profile 1433
  - setup menu 1502
- BCS Dictionary
  - about 1691
  - about including a dictionary 1746
  - add delete stroke 1694
  - add/remove while captioning 1627
  - builder 1726
  - case dictionaries 1696
  - change job dictionary 1628
  - change keyboard map 1719
  - columns 1735
  - combine 1735
  - combine dictionaries 1746
  - copy and cut entries 1707
  - create accelerwriters 1743
  - create auto include entries manually 1702
  - create auto include entries using wizard 1702
  - create core list 1724
  - create ez speaker entries 1629, 1720, 1749
  - delete entries 1701
  - delete keyboard map assignment 1770
  - ez speakers dictionaries 1699
  - font 1735
  - guidelines to create entries 1692
  - include 1735
  - include dictionary 1747
  - include entries iin manage jobs 1748
  - insert and modify entries 1700
  - job dictionaries 1695
  - make wordlist 1724
  - merge 1735
  - modify columns 1751
  - modify ez speaker entries 1749
  - number conversion entries 1405
  - number conversion formats 1408
  - number tirgger definitions 1406
  - number trigger formats 1408
  - options 1735
  - personal 1694
  - power define 1696
  - print entries 1752
  - relatime commands 1699
  - search and replace text in entry 1713
  - search for entry 1714
  - spell check entries 1752
  - spell check options 1731
  - update area 1695, 1735
  - using caption period translate command 1402
- BCS Dictionary Builder List 1351
- BCS dictionary conflicts 1707
- BCS dictionary entries 1760

- 
- BCS dictionary font 1760
  - BCS dictionary icons 1760
  - BCS Dictionary Info 1560
  - BCS dictionary toolbar 1760
  - BCS dictionary tools 1718
  - BCS dictionary view 1760
  - BCS Disconnect Writer 1509
  - BCS Display
    - BCS windows 1563
    - captioning windows 1563
    - cursor 1560
    - cursor context 1561
    - cursor size 1561
    - in all capital letters 1677
    - load window positions 1562
    - lock window position 1562
    - reset window position 1563
    - save window positions 1562
    - status bar 1563
    - toolbars 1563
    - up to date History 1563
    - vertical noes 1560
  - BCS Display 10 and Under as Words 1367
  - BCS Drag and drop file 1748
  - BCS Drag/Drop Analysis 1387, 1388
  - BCS Dragon Drop Down Text Delay 1895
  - BCS E-Define 1577
  - BCS Edit
    - Set Audio Delay 1650
  - BCS edit commands
    - caption files 1484
  - BCS eliminate conflicts 1707
  - BCS Encoder commands 1452
  - BCS Endings 1578
  - BCS entry type 1714
  - BCS EOC 1612
  - BCS Exclude Caps 1389
  - BCS export caption files 1469
  - BCS Export to SCC
    - internet 1471
    - video 1471
    - web 1471
  - BCS Export to SMPTE-TT
    - internet 1472
    - video 1472
    - web 1472
  - BCS EZ Choice
    - automatically resolve 1399
    - translate option 1389
  - BCS EZ Link 1390
  - BCS EZ Speaker
    - define 1404
    - identify 1404
  - BCS EZ Speakers
    - about ez speaker dictionary 1699
    - create 1629, 1720
    - identifying speakers 1504
    - insert speaker 1487
    - profile 1447
    - speaker identifications 1504
  - BCS EZ Text
    - profile 1444
    - setup menu 1504
  - BCS file management 1463
  - BCS file new
    - caption 1452
  - BCS Filter
    - global table entries 1595
    - hotspots entries 1549
  - BCS Flash 1612
  - BCS Flush 1612
  - BCS Follow Realtime
    - toggle follow realtime 1647
  - BCS Force Next Lower 1620
  - BCS format 1609
  - BCS Format symbols
    - about 1611
    - baseline 1612
    - block 1612
    - cap next 1615
    - centered paragraph 1616
    - change shortcut key assignment 1762
    - chars 1612
    - clear 1612
    - colloquy 1617
    - color 1612
    - column 1612
    - conflict end 1617
    - continuation paragraph 1618
    - default paragraph 1618
    - delete space 1619
    - eoc 1612
    - flash 1612
    - flush 1612
    - force next lower 1620
    - invisible 1542
-

**BCS Format symbols**

- keepcase off/on 1612
- keepcasenext 1612
- modify format symbol shortcut keys 1762
- modify format symbol table fonts 1763
- musical note 1612
- new line 1620
- new line paragraph 1621
- new page 1621
- nik 1612
- no auto convert 1622
- oops 1542, 1622
- options table 1629, 1762
- parenthetical 1623
- pass 1612
- position 1612
- print reference sheet 1765
- rollup rows 1612
- scanstop begin/end 1624
- scatter 1612
- search format symbols table 1764
- send line 1612
- skip line 1612
- sticky space 1625
- story slug on/off 1612
- tab 1625
- transparent space 1612
- uncap next 1626
- user defined paragraph 1626

**BCS Full Screen 1528****BCS Generate all possible misstrokes 1578****BCS Global 1600**

- about global definitions 1575
- about the global table 1586
- add other globals 1584
- apply globals backwards 1585
- case define 1576
- create a definition 1578
- d-define 1576
- e-define 1577
- endings 1578
- generate all possible misstrokes 1578
- j-define 1576
- job dictionary defines 1576
- k-define 1576
- other dictionary define 1577
- previous text 1585
- quick add to personal global table 1578

- reverse global 1608

- selective 1578

- selective globals 1602

- suggest 1578, 1586

- text 1577

- text to dict define 1605

- undo global 1608

- undo global once 1608

- undo last global 1608

- use other global table 1584

**BCS Global suggest 1385, 1586****BCS Global table**

- about 1586

- delete globals 1589

- filter 1595

- font selection 1588

- manage entries 1589

- modify 1529

- modify global text 1589

- options 1588

- print entries 1589

- search 1593

- undo 1529

- undo globals 1589

- view 1529

**BCS Globals 1575**

- options 1674

- search 1593

**BCS Go To**

- move 1484

**BCS Google 1437****BCS Guidelines for Creating Dictionary Entries 1692****BCS Hidden Text**

- search next/previous 1527

**BCS History Window 1336****BCS Hold Strokes 1390****BCS Homophones**

- about 1524

- list 1524

**BCS hot keys 1720****BCS Hotspots**

- about 1542

- dialog pane 1542

- filter entries 1549

- oops format symbol 1544

- options 1544

- search entries 1547



- 
- BCS Hotspots
    - search for 1542
  - BCS hyperkeys
    - off 1628, 1629, 1719
    - on 1628, 1629, 1719
  - BCS Hyphenating words 1515
  - BCS Ignore and 1391
  - BCS Ignore Commas 1391
  - BCS Ignore Periods 1391
  - BCS Ignore Word Numbers 1391
  - BCS Importing a Dictionary 1322
  - BCS Include
    - include dictionaries in Manage Jobs 1748
    - text 1480
  - BCS Including a Dictionary from Manage Dictionary 1747
  - BCS Including a Dictionary from Manage Jobs 1748
  - BCS Insert
    - add 1485
    - Conflict/Text 1486
    - Extended Characters 1487
    - Format Symbols 1485
    - Hidden Text/Comment 1485
    - Speaker 1487
    - type 1485
  - BCS Insert and Modify Dictionary Entries 1700
  - BCS Insert and Modify EZ Speakers Dictionary Entries 1749
  - BCS Intelligently Punctuate Quoted Words 1392
  - BCS Internet Search 1488
  - BCS Internet Search Option 1488
  - BCS Intuitive Replace 1678
  - BCS J-Define 1576
  - BCS Job dictionary
    - about 1695
    - add/remove while captioning 1627
    - change 1628
  - BCS Job History Data 165
  - bcs job mistran minder 1645
  - BCS K-Define 1576
  - BCS KeepCaseNext 1612
  - BCS KeepCaseOff/On 1612
  - BCS key maps 1720
  - BCS Keyboard 1719
  - BCS Keyboard Map
    - about 1765
    - add/create keyboard assignment 1767
    - assign macro keyboard command 1655
    - change 1628
    - change font 1767
    - cycle 1629
    - delete assignment 1770
    - dictionary default assignments 1772
    - filter entries 1770
    - history window default assignments 1783
    - modify columns 1820
    - modify keyboard assignment 1767
    - search entries 1820
    - set options 1821
    - smart punctuation 1512
  - BCS keyboard maps 1720
  - BCS Layout
    - about 1609
    - apply new 1610
    - save as 1611
  - BCS Line Width
    - characters 1495
    - line length 1495
  - BCS lists & tables 1761
  - BCS live 1437
  - BCS Live Suggestions 1600
    - define 1385
    - options 1386
    - realtime aids 1386
    - replace 1385
    - resolve 1385
    - settings 1386
    - untranslate 1385
  - BCS Load Script Files to the Story Queue 1457
  - BCS Load Selection as Story 1468
  - BCS Load Window Positions 1562
  - BCS Lock Window Positions 1562
  - BCS Log
    - audit log 1452
  - BCS macros 1746
    - about 1651
    - add function commands to existing macro 1662
    - add key commands to macro 1664
    - add text to existing macro 1666
    - assign keyboard command 1655
    - define accelerwriter 1653
    - editing 1659
    - macro editor 1659
    - playback 1657
    - record 1652
    - toolbar 1651
-

- BCS macros toolbar 1657
- BCS Make Wordlist 1724
- BCS Managing Job Files in CATalyst BCS 1347
- BCS Mark Start/End/Unmark
  - highlight 1525
  - remove highlighting 1525
  - unhighlight 1525
- BCS Merge
  - join 1483
  - make one 1483
- BCS Mistran Minder 1644, 1645
- BCS mistranslate 1560, 1645
- BCS Modify
  - macros 1659
- BCS Modify Columns in Manage Dictionary 1751
- BCS modify global
  - caption edit 1593
  - caption session 1593
  - change text 1593
  - Manage Jobs 1593
  - translate 1593
- BCS Modifying a Profile 1431
- BCS Multiple outputs
  - multiple connections 1504
  - profile 1432, 1448
  - set connection values 1432
  - setup menu 1504
  - start a connection 1454
- BCS Musical Note 1612
- BCS New
  - captioning 1463
  - session 1463
- BCS New Line 1620
- BCS New Line Paragraph 1621
- BCS New Page 1621
- BCS NIK 1612
  - about NIK files 1440
  - Cheetah NIK 1503
  - copy existing NIK files 1325
  - set values 1442
  - setup menu 1503
  - toolbar icons for nik assignment 1444
- BCS No Auto Convert 1622
- BCS Number conversion
  - about automatic number conversion 1366
  - automatic in history window 1509
  - change NumberConversion.ini fonts 1825
  - convert digits with words with commas 1399
  - customize list for history window 1510
  - definition guidelines 1407
  - digits to ordinal words 1410
  - digits to words 1410
  - display 10 and under as words 1367
  - editing caption file 1509
  - filter entries in NumberConversion.ini file 1826
  - formats 1408
  - history window 1510
  - ignore "and" 1391
  - ignore Commas 1391
  - ignore Periods 1391
  - ignore Word Numbers 1391
  - modify the NumberConversion.ini file 1823
  - number conversion definitions 1405
  - number conversion translate command 1405
  - number to ordinal digits 1410
  - number trigger translate command 1406
  - numberconversion.ini file 1822
  - open numberconversion.ini from translate 1367
  - optimal conversion recommendations 1360
  - otherwise display as digits 1368
  - roman numerals 1410
  - search and replace entries in NumberConversion.ini file 1828
  - search in NumberConversion.ini file 1827
  - time 1410
  - with thousands separator 1367
- BCS Number trigger 1399
  - definition guidelines 1407
  - digits to ordinal words 1410
  - digits to words 1410
  - formats 1408
  - number to ordinal digits 1410
  - number trigger definitions 1406
  - roman numerals 1410
  - time 1410
- BCS Oops 1542, 1622
- BCS Open
  - existing caption 1464
  - existing session 1464
- BCS options 1627
- BCS Options 1666
  - advanced spell check 1686
  - audio delay 1650
  - auto archive 1668
  - auto recover 1668
  - auto save 1668

- 
- BCS Options 1666
    - backup computer 1673
    - change default keyboard map 1765
    - display in all caps 1677
    - global 1674
    - include steno with cut/copied text 1484
    - intuitive replace 1678
    - plural endings 1679
    - retain script case 1680
    - scan for 1680
    - set audio delay 1680
    - set internet search engine 1488
    - spell check 1682
    - warnings 1687
    - word definition settings 1688
  - BCS Ordinal 1410
  - BCS Other Dictionary Define
    - subject define 1577
    - terminology define 1577
  - BCS Otherwise Display as Digits 1368
  - BCS output
    - cart 1438
  - BCS Output commands 1452
  - BCS panes 1666
    - dialog panes 1530
    - windows 1530
  - BCS parenthesis
    - brackets 1393
  - BCS Parenthetical 1623
  - BCS Pass 1612
  - BCS Pass Existing Cap
    - allow 1497
    - show commercials 1497
  - BCS Paste 1488
  - BCS personal briefs 1382
    - about 1368
    - create 1381
    - list 1381
  - BCS personal command summary card 1772
  - BCS Personal Dictionary 1694
  - BCS phonetic
    - delete 1830
    - insert 1830
    - modify 1830
  - BCS Phonetic translation
    - phonetic table 1830
    - toggle phonetic mode 1418
    - translate option 1392
    - untranslates display as words option 1399
  - BCS Play Audio
    - adjust dead air time 1648
    - adjust playback speed 1648
    - audio message 1648
    - playback 1648
    - stop 1650
    - with scroll text 1650
  - BCS Playback
    - macro 1657
  - BCS Plural Endings Options 1679
  - BCS Position 1612
  - BCS Postion 1496
  - BCS Power Define
    - change default dictionary 1399
    - steno machine 1412
    - suspend 1412
    - writing machine 1412
  - BCS Power Define Dictionary 1696
  - BCS Preferences
    - about 1418, 1508
    - display 1428
    - general 1419
    - script 1429
    - simultaneous ASCII 1422
    - startup window positions 1428
    - warnings 1427
  - BCS Prefix
    - add prefix 1520
    - quickfix 1520
  - BCS prefix/suffix 1520, 1521
  - BCS prepare for caption 1354
  - BCS prepare for session 1351
  - BCS preparing for a session
    - caption 1348
    - captioning 1348
  - BCS Preparing to Use CATalyst BCS 1320
  - BCS Print Dictionary Entries 1752
  - BCS Profile 1452
  - BCS Profiles
    - about 1430
    - caption styles 1439
    - change 1499
    - clone 1431
    - connections 1434
    - contact info 1451
    - create 1325
    - create new 1499
-

**BCS Profiles**

- create with wizard 1325
- dictionaries 1433
- ez speakers 1447
- ez text 1444
- modify 1431, 1499
- modify caption style during captioning 1503
- modify contacts during captioning 1505
- modify dictionaries during captioning 1502
- modify ez text during captioning 1504
- modify modem settings during captioning 1502
- modify multiple outputs during captioning 1504
- modify NIK during captioning 1503
- multiple outputs 1448
- NIK files 1440
- realtime 1505
- set multiple connection values 1432
- setup menu 1499
- switch 1499

**BCS Punctuation**

- search next/previous punctuation 1528
- search next/previous sentence ending 1527
- Smart Punctuation 1512
- Smart Remove Punctuation 1515
- surround text 1517
- Toggle Punctuation 1517

**BCS Query Realtime 1329****BCS Query Realtime Translation 1560****BCS Quick fix prefix 1520****BCS Quick Fix suffix 1521****BCS Quick Suggest 1600**

- Caption Edit 1600

**BCS QuickFix**

- add suffix 1521
- prefix 1520
- suffix 1521

**BCS Realtime**

- commands dictionary 1699
- definition exchange 1585
- global exchange 1585
- not scrolling 1647
- options 1505
- query 1329
- stuck 1647
- window 1336

**BCS realtime writer**

- steno machine 1397

**BCS Redo 1488****BCS Regular expression**

- characters for formulas 1491
- default list 1490
- using in edit 1490

**BCS Remove Single Empty Paragraph 1392****BCS Replace 1598****BCS Replace Q&A With >> 1392****BCS Reset Window Position 1563****BCS Resolve All Chosen Conflicts 1525, 1687****BCS resolve dictionary conflicts 1707****BCS Restore Steno 1520****BCS Retain Script Case 1680****BCS Reveal Codes**

- format symbols 1563
- formatting 1563

**BCS Rollup Rows 1612****BCS Roll-up Rows**

- 3 lines 1495
- caption style 1495

**BCS rotate 1720****BCS RTF**

- rich text format 1473
- RTF/CRE 1473
- Word 1473

**BCS Save**

- auto archive 1668
- auto save 1668
- autoarchive 1670
- jobs with auto recover 1668, 1670
- remember save as location 1466
- save 1466
- save as 1466
- save window postions 1562

**BCS Save Script Window As 1467****BCS Scan**

- backward for multiple items 1526
- backward for single item 1527
- forward for multiple items 1526
- forward for single item 1526

**BCS Scan For Options 1680****BCS Scanstop Begin/End 1624****BCS Scatter 1612****BCS Script files**

- about 1456
- copy existing 1325
- create from a catalyst text file 1462
- create from a history file after captioning 1461
- create from a steno machine 1460

- 
- BCS Script files
    - create from history file during captioning 1460
    - create in an ascii editor 1462
    - create in bcs caption file 1459
    - format symbols 1458
    - load 1457
    - save script window 1467
    - script preferences 1429
    - window 1336
  - BCS Search
    - definition 1484
    - dictionary 1714
    - global table 1593
    - internet 1488
    - internet options 1488
    - misstrokes 1559
    - mistran minders 1559
    - mistranslates 1559
    - next/previous hidden text 1527
    - next/previous paragraph 1528
    - next/previous punctuation 1528
    - next/previous search results 1528
    - next/previous sentence ending punctuation 1527
    - search and replace text 1493
    - search and replace text in manage dictionary 1713
    - search results dialog pane 1559
    - text during captioning 1489
  - BCS Seating Chart
    - about 1536
    - change autohide time 1538
    - customize speaker item text 1538
    - options 1538
    - speaker list 1533
    - speakers 1538
    - using 1536
  - BCS SecondChoice 1393
  - BCS Select All 1752
  - BCS Selective globals 1602
  - BCS Send Line 1612
  - BCS series of commands 1746
  - BCS Session Information Window 1336
  - BCS Set Active Window 1456
  - BCS Set Audio Delay 1680
  - BCS Set Cursor Context 1561
  - BCS Set Cursor Size 1561
  - BCS Set Multiple Output Connection Values 1432
  - BCS Setting NIK Assignment Values 1442
  - BCS Settings
    - audio delay 1650
  - BCS setup commands 1499
  - BCS Show Translate Statistics
    - conflicts 1571
    - translate percentage 1571
    - untranslates 1571
  - BCS Simultaneous ASCII Output
    - ASCII/ANSI 1475
    - text file 1475
  - BCS Simultaneous SCC
    - captions 1424
    - internet 1424
    - video 1424
    - web 1424
  - BCS Simultaneous SCC Output
    - caption 1477
    - internet 1477
    - video 1477
    - web 1477
    - youtube 1477
  - BCS Simultaneous SMPTE-TT
    - caption 1425
    - video 1425
    - web 1425
    - youtube 1425
  - BCS Simultaneous SMPTE-TT Output
    - caption 1478
    - internet 1478
    - video 1478
    - web 1478
    - youtube 1478
  - BCS Skip Line 1612
  - BCS Smart punctuation 1512
  - BCS Smart quotes 1393
  - BCS Smart Remove Punctuation 1515
  - BCS speaker 1617
  - BCS Speaker List
    - about 1533
    - add fields 1538
    - create names for speaker list 1629, 1720
    - insert speaker 1487
    - options 1538
    - seating chart 1536
  - BCS special edit commands 1509
  - BCS special search 1527
  - BCS Spell Check
-

- BCS Spell Check
  - about 1632
  - activate automatic features 1682
  - add wordlist entries during spell check 1638
  - advanced options 1686
  - auto correct 1682
  - dictionary spell check options 1731
  - display red squiggle 1682
  - options 1682
  - select transcript options 1682
  - select wordlists 1682
  - set number of suggestions 1682
  - spelling lookup 1636
  - using 1633
  - while defining 1635, 1682
  - word definition 1572
  - wordlists 1637
- BCS Spell Check Dictionary Entries 1752
- BCS Spelling Lookup 1636
- BCS Split Compound Word
  - exclude a suggestion 1522
  - set suggestion order 1522
  - using 1522
- BCS Squished Defined Numbers 1394
- BCS Starting a CATalyst BCS Captioning Session 1326
- BCS Starting a Multiple Outputs Connection 1454
- BCS Status Window 1336
- BCS steno machine 1629, 1720
- BCS steno shortcut table 1298
- BCS Steno X-ray2 1533
- BCS StenoKeys
  - caption 1437
  - chat 1437
  - internet 1437
  - text window 1437
- BCS Sticky Space 1625
- BCS Stitch
  - about 1515
  - customize characters 1515
- BCS Stitch On/Off 1417
- BCS Stitch On/Off [web] attribute 1417
- BCS Stop Translation
  - end realtime 1480
  - stop captioning session 1480
- BCS Story Queue 1336
  - scripts 1501
- BCS Story slug 1468
- BCS Story Slug Off/On 1612
- BCS Suffix
  - prefixsuffixrules 1522
  - quickfix 1521
  - remove 1522
- BCS Suffix Drag
  - about 1394
  - options 1395
- BCS Suggest 1578
- BCS Suspend Cap Output
  - suspend output 1497
  - temporarily prevent 1497
- BCS Swapping words 1520
- BCS switch 1720
- BCS switch keyboard maps 1629
- BCS Switch profiles 1499
- BCS Tab 1625
- BCS Terminal Window 1497
- BCS Text to dict define 1605
- BCS toggle 1628, 1629, 1720
  - Punctuation 1517
- BCS Toolbar
  - macro 1651
- BCS Toolbars
  - customize 1567
  - move 1563
  - show 1563
- BCS tools 1627
- BCS Translate commands
  - [web] attribute 1417
  - caption period 1402
  - prefix number 1411
  - stitch on/off 1417
- BCS Translate options 1360
- BCS Translate statistics 1396, 1563
- BCS Translation Delay 1395
- BCS translation information 1560
- BCS Transparent Space 1612
- BCS TrueStroke
  - about 1533
  - drag/drop translate option 1396
- BCS Uncap Next 1626
- BCS Undo
  - reverse 1494
  - turn back 1494
- BCS Undo Global 1608
- BCS Untranslates 1328
- BCS Untranslate 1600

- 
- BCS Update Area 1695
  - BCS Up-To-Date History 1563
  - BCS Use Update Area 1396
  - BCS User Defined Paragraph 1626
  - BCS User definitions table
    - about 1832
    - add entry 1832
    - change table fonts 1834
    - delete entry 1832
    - filter entries 1834
    - modify entry 1832
    - search and replace entry 1837
    - search for entry 1835
  - BCS User tables
    - keyboard maps 1765
    - nuber conversion 1822
    - phonetic 1830
    - user definition table 1832, 1834, 1835, 1837
  - BCS Vertical Notes
    - about 1530
    - make dictionary defines 1530
    - TrueStroke data 1533
  - BCS vertical notes font
    - size 1560
    - style 1560
  - BCS video 1437
  - BCS View
    - macro commands 1659
  - BCS view commands 1528
  - BCS voice translation
    - Dragon 1397
    - ViaVoice 1397
  - BCS Warnings 1687
  - BCS Window position
    - load 1560
    - lock 1560
    - reset 1560
    - save 1560
  - BCS Windows
    - about 1336
  - BCS With Thousands Separator 1367
  - BCS Wizard
    - create new profile 1325
  - BCS Word Definition 1572
  - BCS Word definition settings 1688
  - BCS Word Swap 1520
  - BCS Wordlists
    - about 1637
    - add to 1638
    - add to during spell check 1638
    - apply 1639
    - apply priorities during spell check 1639
    - create 1641
    - cut and copy entries 1640
    - delete entries 1641
    - insert entries 1642
    - merge entries 1642
    - modify entries 1642
    - set options 1643
  - BCS Words Per Minute 1572
  - BCS writing machine 1629, 1720
  - BCS you tube
    - delay 1437
  - BCS YouTube 1437
    - caption video 1496
  - BCS Zoom
    - decrease 1574
    - increase 1574
  - before number 403
  - beginning of file 556
  - beginning of line 556
  - below current character 843
  - Bench Mode 738
  - Bench Mode On/Off format symbol 803
  - billing information 201
  - birdcage formatting 614
  - blank field 599, 1154
  - block
    - left 559
    - right 559
    - word left 559
    - word right 559
  - block bottom 556, 1202
  - block file 554
  - block files 265, 919, 1702
  - block page down 556, 1202
  - block page up 556
  - block top 556
  - Bold On/Off format symbol 804
  - bookmark and go back 625
  - bookmark and return 625
  - bookmark cursor 623
  - bookmark swap 624, 625
  - bookmarks in pdf 835, 973, 974
  - Borders in compress print 989
  - bottom of job 556, 1202
-

- box 132
- Break 568
  - file 564
- break apart 1522
- Brief case
  - color 198
  - different 198
- brief dictionary entries 1101, 1729
- Brief It 269, 448, 463, 464, 595, 596, 907
  - brief details 717
  - briefs.txt 457
  - color coding 717
  - CommonWords.txt 459
  - create briefs from text list 781
  - create briefs from transcript 784
  - create personal briefs 457
  - dialog pane features 717
  - exclude common words 459
  - keyboard commands 460
  - making j-defines 454
  - modify include/exclude entries 456
  - pane 443
  - personal briefs 458
  - shorter stroke 780
  - suggest a brief 780
  - taking action on a brief 717
  - text list 781
  - toolbar 443
  - transcript 784
  - using in realtime 717
- brief it options 269, 440, 448, 471, 907
- brief it pane 454
  - clear briefs 462
  - menu 462
  - mouse click 462
  - right click 462
- brief it search 453, 1380
- brief my dictionary 1073, 1101, 1729
- brief suggestion 453
- brief suggestions 1380
- brief to cat scratch 594, 595, 596
- briefcase 156
- briefs 1371, 1377, 1383
- browser 485, 502, 1136
- browser edition 233
- browser link 233
- build dictionary
  - case prep list 1098
  - text list 1098
- build index 820, 872, 1025
  - about 872
  - about master index 877
  - delete 880
  - error messages 874
  - index template guidelines 1020
  - index template wizard 1008
  - template options 1015
- build index errors 879
- Build Master Index
  - index volume description 880
  - template options 1015
- butting in 637, 1202
- by date 174
- by line 1080
  - colloquy + Q = auto by line 366
  - format symbol 804
  - options 926
  - parenthetical + Q = auto by line 370
  - search next missing 664
  - speaker format 804
  - speaker list format 926

## - C -

- calendar call 149, 536, 578
- Cancel active dialog 385
- cannot find file 1312
- can't add globals 1313
- can't connect 505
- can't connect realtime 437
- can't define 1314
- can't find 1312
- can't find file 245, 1312
- can't find transcript 1312
- can't get in to global table 1313
- can't move file 1317
- can't open 1317
- can't output to cloud 507
- can't restore 1316
- can't reverse global 1314
- can't save macro 1311
- can't translate 1315
- can't undo global 1314
- Cap/Uncap 646
- Capitalize
  - cap next format symbol 805



- 
- Capitalize
    - cap previous 1 - 9 words 384
    - capitalize all text 365
    - capitalize letters and words 646
    - uncap next format symbol 845
    - uncapitalize letters and words 646
  - capitalize all words 646
  - caption 83, 1481, 1520, 1521, 1719
  - caption file 1603
  - caption preparation 1354
  - caption warnings 1687
  - captioning 1714
    - about 479
    - options 479
    - output to 479
    - realtime 479
    - realtime commands 483
    - sending to encoder 484
  - captioning invisible mark 1622
  - captioning session preparation 1348
  - CART 466, 490, 519, 520, 523, 1334
    - BCS hard of hearing 1438
  - CART window 473, 683, 684
  - CARTView 466, 490, 683, 684, 1334
    - hard of hearing 519
  - CARTView window
    - monitor 524
    - screen 524
  - case 1031, 1286
    - create 156
    - create dictionary 1032
    - rename 218
  - Case CATalyst
    - automatic update 316, 1114
    - edit ver 5.x files in ver 4.x 866
    - file structure 52
    - file types 52
    - files and subfile levels 52
    - help 85
    - manual 85
    - opening window size 316, 1114
    - realtime command 1033
    - realtime dictionary 1033
    - translate commands 1033
    - user root 52
    - version compatibility 866
  - Case CATalyst 3.0 305
  - case catalyst options per computer 938
  - Case color 198
  - case dictionary 748, 1032
  - case insensitive 826
  - case number conversion 1286
  - case numberconversion 1286
  - case prep 157, 183, 195, 1726
    - dictionary builder list 186
    - heads-up list 189
  - case prep information 161
  - case preparation 186
  - caseCATalyst4 realtime dictionary 1033
  - caseprepexcludelist 1348, 1354
  - caseprepexcludelist.txt 186, 189, 196, 1351
  - cases 102, 148, 326
  - CaseView 233
    - view options 667
  - CaseView II
    - com port settings 490
    - manage passwords during realtime 667
    - output options 490
    - password protection 490
    - same PC 490
    - sending 513
    - set marked lines 490
    - set page number 490
  - caseview troubleshooting 497
  - CaseViewNet 157, 233, 420, 502, 504, 505, 506
    - about 492
    - activation 492, 493
    - anti-virus/firwall settings 497
    - block user 669
    - certificate 492
    - change user save rights 669
    - client WiFi connection methods 494
    - compare serial/WiFi connections 510
    - connected users 669
    - disable 497
    - expiration 492
    - export 1139
    - log user off 669
    - lost connection 498
    - lost connetion 513
    - manage connected users 669
    - manage passwords during realtime 667
    - network 497
    - no realtime data via serial cable 512
    - notify user connection 675
    - notify user disconnection 675
-

- CaseViewNet 157, 233, 420, 502, 504, 505, 506
  - notify user rights change 675
  - output options 486
  - prevent WiFi lost connection 498
  - security settings 486
  - sending 493
  - serial connect com port settings 486
  - serial connection lost 513
  - server does not display 497
  - server startup error 497
  - set notification options 486
  - set password 486
  - start serial connection 507
  - start session 493
  - view connected users 669
  - view user connection details 669
  - WiFi lost connection 498
- CaseViewNet Browser Link 233
- CaseViewNet Certificate
  - error message 499
  - invalid 499
  - something wrong 499
- caseviewnet cloud 159
- caseviewnet connected
  - cloud 733
  - network 733
- CaseViewNet connected users pane 669
- Cat Scratch 595, 596
  - about 721
  - dialog pane 721
  - options 721
  - search 721
- CATalyst 304
- CATalyst 3.0 304
- catalyst fields
  - ptx compatible 1147
- CATalyst version 93
- CATalyst VP Hardware Guidelines 1839
- categories 832
- Cell 615
- cellular data 320, 325, 326
- cellular data usage 338
- Center 562
- Center line edit 557, 682
- Centered Paragraph format symbol 805
- cert page 577
- change 554, 647, 648, 716, 794, 857, 1073
  - color 1035
  - concordance index properties 863
  - ez speaker 1035
  - header/footer text 787
  - layout in Edit 791
  - page number 792
  - paragraph number 792
  - search for layout change 663
  - speaker 1035
- change current settings 566
- change dictionaries on the fly 464
- change dictionary display fonts
  - other 1072
  - steno 1072
  - text 1072
- change due date 196
- change font 175, 1755
  - size 458, 1152, 1155, 1171, 1281, 1289, 1294, 1299, 1301, 1382, 1830, 1831
  - type 458, 1152, 1155, 1171, 1281, 1289, 1294, 1299, 1301, 1382, 1830, 1831
- change font style 1301
- change footer 146, 789, 812
- change format 634
- change header 812
  - apply until layout change 146, 789
  - next layout change 146, 789
  - scope 146, 789
  - wrong header 146, 789
- change info 666, 728
- change keyboards 1719
- change name 218, 340
- change number format 362
- change password 326
- change punctuation 637
- change suffix 268, 923
- change text 101, 561
- change time 839, 1202
- change timer time 931
- change timestamps 839, 1202
- change user 97
- change user icon 293
- change user picture 293
- change users 1317
- change view 734
- change words
  - add suffix 645
  - capping options 645
  - remove suffix 645

- 
- change words
    - word swamp 645
  - Change writer turn 580
  - changes 87
  - characters 466
  - characters per inch 127, 129
  - characters per line 127, 129
    - assistant 129
  - check for updates 91
  - Cheetah 1121
  - clean up 101
  - clear 386, 1037
  - clear all speakers 701, 1540
  - clear briefs 460
    - unused 443
  - clear speakers 1541
  - client 543
  - Clipboard 716
  - Close 67
  - closing paren 380
  - Cloud 223, 320, 329, 334, 490, 502, 504, 505
    - pause 325
    - running 325
  - Cloud Backup 83, 102, 325, 326, 328, 329, 333, 334, 338, 343
    - change 332
    - icons 341
    - indicator 341
    - notifications 341
    - password 332
    - reset 332
    - status 341
  - cloud backup name 340
  - cloud code 420
  - cloud computer 340
  - cloud condition 341
  - cloud output 1312
  - cloud storage 341
  - codec 430
  - Colloquy 562
    - colloquy + A 365
    - colloquy + Q = auto by line 366
    - format symbol 806
    - search for next/previous Q/A/C 662
  - color 314, 897, 1035, 1103, 1667
  - Colors 523
    - font color format symbol 810
  - column
    - display 172
    - modify manage jobs columns 172
  - Columns 171, 280
    - insert into table 616
    - insert table 615
    - modify display for fill-in-field list 1157
    - modify display in Fill In Fields dialog 1157
    - modify display in Insert Field dialog 1157
    - modify in Manage Dictionary 1042
    - restore manage jobs defaults 175
    - sort in manage jobs 174
  - COM port 91
  - com ports 1310
  - combine 1154, 1156, 1161
  - combine ascii 1133
  - combine files 571
  - combine paragraphs 794
  - combine personal brief lists 458
  - combine tables 617
  - combine wordlist 953
  - command cards 85
  - Command Summary 86, 87
  - commands 86, 472, 1073
  - comments 161
  - common menus
    - file 67
    - functions 67
    - help 67
    - tools 67
  - common mistranslates 896
  - Common speakers 266, 920
  - commonwords 1348, 1354
  - commonwords.txt 186, 189, 196, 1351
  - compare
    - dictionaries 183
    - files to dictionaries 186
    - text files 183
    - transcripts 183
  - compatible dictionary 1043
  - compound word modification 652
  - compound word priority 652
  - Compound words 650
  - compress 1317
  - Compress & e-mail 151
  - Compress print 998
    - about 984
    - back up options 1001
    - borders 989
-

- Compress print 998
  - cover page 990
  - create new configuration 985, 986
  - create sheet headers/footers 995
  - delete configuration 985
  - document 990
  - e-mail jobs 151
  - fonts 992
  - headers 993
  - import configuration 985
  - margins 996
  - miscellaneous 998
  - modify configuration 985, 987
  - modify headers/footers 996
  - notes 998
  - options 989
  - pages 999
  - preview configuration 988
  - print 1001
  - print settings 990
  - set default printer 964
  - set number to text spacing 998
  - sheets 999
- compressed files 176
- computer keyboard 460
- computer name 326
- computer settings for CATalyst 938
- Concordance Index 858
  - add first/last index word to header/footer 865
  - appearance 863
  - delete 864
  - index properties 863
  - modify 863
  - phrase list 866
  - print 864
  - properties 863
- concordance index options 858
- condense 151, 205, 984, 986, 987, 988, 989, 990, 992, 995, 996, 1001, 1317
- condensed 984, 986, 987, 988, 989
- condensed print 985
- confidential 648, 738, 837, 1133
- Confirm
  - drag 378
  - drop 378
  - translation 368, 378
- Confirm suffix 375
- Conflict 360
  - Conflict End 806
  - EZ Choice 372
  - Resolve All Chosen Conflicts 658
  - Scan To and Resolve Conflicts 558
- Conflict End format symbol 806
- conflict resolution 360, 374
- conflicts 1731
- connected information 549
- connected user 549
- connected user pane
  - connected 670
  - disconnected 670
  - save rights 670
- connected users 667
- connection 1431
- connection alerts 675
- connection conflict 1427
- connection stats 159
- connections 505
- Contact Information 1165
- Continuation Paragraph format symbol 807
- contracted words 274, 912
- Contractions
  - cycle 652
  - expansion and contraction rules 274, 912
- convert 1139, 1141, 1143
  - field to text 866
  - index field to text 866
  - number formats 634
  - numbers in edit 634
  - user .ini files to .sgxml 44
- convert certain fields 867
- convert fields 867
- convert files 304
- convert number 348
- convert numbers 361, 394, 398, 1278, 1405
- copy 103, 201, 716, 1058, 1156, 1161, 1287
  - copy/move warning 301
  - dictionary entries 1059
  - files 199
  - job files 199
  - keep case structure warning 301
  - subfiles 199
  - table rows 619
  - tables 620
  - text in edit 583
  - to dictionary 1059
  - transcripts 199

- 
- copy 103, 201, 716, 1058, 1156, 1161, 1287
    - wordlist entries 950
  - copy and move 1047
  - copy file status information 201
  - copy layout 131
  - copy notes from writer 100
  - copy profile 1431
  - copy steno from writer 276
  - copy steno notes to catalyst 100
  - copy writer files 104
  - Core list
    - create dictionary 1085
    - create in edit 869
  - cover up 648
  - cpi 127, 129, 132
  - CPL 127, 129
  - crash 1308
  - Create
    - AccelerWriter 1053
    - ASCII files 1133
    - block file 575
    - case dictionary 1032
    - core list in edit 869
    - dictionary core list 1085
    - dictionary entry 1047
    - EZ Speaker names 1074
    - include file 575
    - index template 1007, 1008
    - job dictionary 1035
    - merge files 575
    - new wordlist 951
    - paragraph formatting defines 562
    - pdf 969
    - personal dictionary 1036
    - power define 386
    - punctuation definitions 563
    - RTF/CRE files 1138
    - standard file 575
    - tables 615
    - wordlist automatically 1085
  - Create a macro 882
  - create auto include definition 1050
  - create definition
    - create conflict 749
    - destination 749
    - suggestions 749
  - create dictionary 1726
  - create dictionary entries
    - keyboard 1098
    - writer 1098
  - create dictionary macro 1087
  - Create EZ Speaker
    - realtime 390
    - steno machine 390
    - writing machine 390
  - create ez speakers 438
  - Create global definitions 562
  - create heads up list 189
  - create index page 872
  - create list 1153
  - create new notes
    - steno files 118
  - create new user 95
  - create pdf 102
  - create text file 554
  - create user 95
  - create wordlist 947
  - create work unit 435, 579
  - criteria 1755
  - crowded line 1046
  - Current Display Measurements 314
  - Current page 961
  - currently using 506
  - Cursor 57
    - Disable insert/overwrite modes 1185
    - Set Cursor Context 682
    - Set Cursor Size 681
    - set for vertical movement 1056
  - cursor focus 555
  - cursor move to untranslates 557
  - cursor move with realtime text 414
  - Cursor movement 557
  - cursor position 557, 678
  - Cursor Positioning in Edit 557
  - cursor stuck 414, 468, 1312
  - custom definition 1299
  - custom setting 857
  - Customize
    - Edit's number conversion list 635
    - icons 77
    - manage jobs 172
    - manage jobs columns 172
    - reminders 315
    - right click 77
    - toolbars 77
  - customize compound word 652
-

- customize dialog panes 897
- customize display 1041
- customize format symbol shortcut keys 870
- customize index template 881
- customize scan command 924
- customized command card 87
- cut 1287
  - dictionary entries 1059
  - table rows 619
  - text in edit 583
  - wordlist entries 950
- cvn 233
- cvnet license 93
- cycle 634, 716, 857, 1073, 1202, 1512, 1518, 1524
  - apostrophe 637
  - contraction 652
  - ending punctuation 636
  - homophones 653
  - keyboard map in edit 857
  - paragraph style 794
  - possession 636, 637
  - punctuation 636, 644
- cycle follow realtime 468, 1647
- cycle parenthesis 645
- cycle position of parenthesis 645
- cycle position of quote 645
- cycle position of single quote 645
- cycle quote 645
- cycle single quote 645
- cycling 794

## **- D -**

- Daktronics Venus 475
- Dash 598
- dash A 637
- dash colloquy 637
- dash Q 637
- data plan 338
- D-Define 746
- d-defines 379, 1103, 1731
- Default columns 175
- default keyboard map 857
- Default Paragraph format symbol 808
- define 776, 782, 1377, 1575
  - J-Define 748
  - no steno 747
  - punctuation 563

- text 747
- define a field 626
- define fields 418
- define from writer 386
- define live suggesetion 472
- define steno 101, 556, 562
  - case 745
  - dictionary 745
  - job 745
  - personal 745
  - text 745
- define suggestion 460
- Define translate command 386
- Defining 747, 748
  - apply selective global by occurrence 778
  - D-Define 746
  - from vertical notes 686
  - K-Define 748
  - Other Define 749
  - remove comma during translation 414
  - Replace 774
  - selective globals 778
  - text without steno 782
  - type steno for define 782
  - untranslates 557
- defining briefs 454
- defining speakers from writing machine 438
- definitions go to realtime file 529
- Definition lookup 742
- definitions go to writer 529
- delay output 433
- delete 175, 1917
  - columns 621
  - Concordance Index 864
  - current section 793
  - delete columns and rows 621
  - delete from job 621
  - Delete Repeated Q/A/C 371
  - delete stroke in dictionary 1040
  - delete warning messages 285, 1107
  - dictionary entries 1049
  - files 334
  - fill-in-field list entries 1159
  - index 880
  - job files 203
  - remove 562
  - rows 621
  - space format symbol 809

- 
- delete 175, 1917
    - steno shortcut entry 1297
    - table 621
    - text in edit 562
    - translate command 390
    - user 204
    - word 562
    - wordlist entries 951
  - delete command in accelerwriter 1057
  - delete command in macro 1057
  - delete commands 887, 1089
  - Delete empty table 1015
  - Delete Space format symbol 809
  - delete speaker 1541
  - delete speaker names 1540
  - delete text 556
  - deleting 1699
  - deselect 326, 328
  - detailed list view 201
  - device driver 91, 1310
  - device manager 91
  - Dialog box
    - change font style 292
    - remember placement 292
    - set font size 292
    - set transparency 292
  - dialog pane options 897
  - dialog panes
    - brief it 684
    - cat scratch 684
    - clipboard 684
    - connected users 684
    - ez text 684
    - hidden text 684
    - hotspots 684
    - reveal codes 684
    - search results 684
    - select cursor focus 555
    - set active window 555
    - track changes 684
    - vertical notes 684
  - dialog settings 292, 316, 1114
  - dictionaries 304, 305
  - dictionaries used to translate 163
  - dictionary 83, 95, 149, 425, 1707
    - add delete stroke entry 1040
    - assign job 856
    - case 1032
    - change job 856
    - check for errors 204
    - column display 281
    - columns 1041
    - combine 1044
    - copy to 1059
    - create core List 1085
    - create dictionary keyboard maps 1185
    - create entries 1047
    - create PDF 982
    - cut and copy entries 1059
    - cut/copy/paste entries 1058
    - d-defines 281, 1104
    - delete entries 1049
    - delete keyboard map assignment 1188
    - Diamante 1128
    - dictionary lookup 945
    - display dictionary definition 676
    - élan via disk 1128
    - EZ Speakers 1034
    - filter 1755
    - font 1755
    - fusion via disk 1128
    - guidelines for inserting/modifying entries 1039
    - hide columns 1042
    - identify EZ Speakers names 1074
    - include 1044, 1103
    - include entries in Manage Jobs 1045
    - information 676
    - insert AccelerWriters 1053
    - insert entries 1047
    - job 1035
    - join 1044
    - list errors 281, 1104
    - lookup 945
    - Luminex 1128
    - manage entries 1031
    - merge 1103
    - merging entries 1059
    - merging update area 1059
    - modify columns 1042
    - modify dictionary keyboard maps 1185
    - modify entries 1047
    - move to 1059
    - paste 1044, 1103
    - personal 1036
    - power define 1037
    - query realtime translations 676
-

- dictionary 83, 95, 149, 425, 1707
  - realtime dictionary 1033
  - set priority for translation 417
  - settings 1103
  - share job terminology 1085
  - show 1755
  - show columns 1042
  - spell check entries 1082
  - spell check options 281, 1104
  - spelling 945
  - Spelling Lookup 945
  - swap job 856
  - switch job 856
  - update area 1039
  - verify 204
  - view 1755
  - view dictionary entry in Edit 676
  - view steno outline during realtime 676
  - view steno outline used in translation 676
- dictionary builder 1073
- dictionary builder list 183
- dictionary edit menu 1047
- dictionary editing 103, 1699
- dictionary entries 121, 551
- Dictionary export
  - diamante 1043
  - Luminex 1043
- dictionary filter 1760
- dictionary guidelines 1692
- dictionary on writer 1043
- dictionary options 1073, 1731
- dictionary settings 1731
- dictionary spell check 1731
- dictionary verify 281
- dictionary view menu 1066
- dictionary warnings 1731
- different settings 171
- different speakers 701
- digital Signature 967
- digits 364, 365
- disconnect auto link 855
- display 148, 171, 172, 175, 314, 666, 897, 1103, 1667, 1755, 1760
  - cascade 84
  - change cursor size 681
  - change font on screen 679
  - change reveal codes font 680
  - change vertical notes font 680
  - customize 74
  - Fit Page 743
  - Fit Text 743
  - select measurement format 314
  - set cursor context 682
  - tile 84
  - track changes and comments 744
  - window 84
- Display 10 and Under as Words 363
  - no auto convert 831
- display all entries 1760
- display columns 1071
- display due jobs 196
- display entire dictionary 1071
- display fonts 678
- display information 1041
- display manage jobs 175
- display pane options 897
- display properties 679, 733, 734, 735, 737
- disregard words 196
- divide 617
- Document 794, 990
- dog sheet 201
- don't backup 326, 328
- don't convert words 365
- don't show 684
- Double space 737
- download 329, 1850
- downloads 91
- Draft 955
- Drag and drop file 1045
- drag ending 375
- Drag/Drop Analysis
  - drag/drop translate option 368
  - specify drag/drop characters 369
  - TrueStroke data 689
  - TrueStroke translate option 378
- dragging window 524
- drop-down corrections 1917
- dual monitors 524
- Due date
  - automatically assign 299
  - change 196
  - search due jobs 230
- due jobs 102
- duplicate 199



**- E -**

- Eclipse 304
  - dictionary 307
  - import 307
  - steno 307
  - text 307
- E-Define 747
- e-define from steno machine 411
- e-define from writer 411
- e-define on the fly 411
- E-defines 1292
- Edit 83, 101, 241
  - change 72
  - cycle keyboard maps 857
  - Fill In Timestamps 914
  - fix words 1518
  - insert 72
  - Intuitive replace 921
  - replace 72
  - search 72
  - set active window 555
  - Set Words Per Folio 926
  - word definition options 267, 937
- edit and realtime window 525
- edit dictionary 1031
- edit dictionary entries 1065
- edit macro 887, 890, 1089, 1093
- edit messages 937
- Edit number conversion 635
- edit options
  - advanced 248, 900
  - settings 248, 900
- edit time 160
- edit timer informaton 931
- edit usersettings 635
- edit warnings 1687
- editing commands 86, 583
- editing shortcut 882
- editor 549
- ekey 45, 48
- E-Key
  - activation 45
  - automatic reauthorization 316, 1114
  - reauthorize 48
  - renewal 48
  - security device failure msg 45
- élan Mira 113
- electronic copy 968
- electronic exhibit 853, 854
- Electronic information display 475
- electronic signature 577, 967
- electronic transcript 969
- eliminate conflicts 1057
- email 154, 871
- E-mail 154, 205
  - backup files 231
  - compress files 150
  - pre-set files 153
  - send 'em zip options 297
  - zip options 295
- e-mail definitions 408
- encoder none 1427
- encrypting pdf 969
- End Realtime 505
- end replacement 1917
- end tracking time 409
- endings 372, 774, 776, 922, 1377, 1390, 1394, 1530, 1575, 1598, 1605, 1679, 1700
- equal margins 967
- Error log 879, 1018
- Error messages
  - Cannot Access Global Table 1313
  - Cannot Add Global to Global Table 1313
  - Cannot Move Selected File 1317
  - Cannot Open Compress Print Configuration 1317
  - Cannot Save Global Table 1313
  - Cannot Save Macro 1311
  - cannot start caseview 514
  - Cannot Undo Global 1314
  - exception 3 1308
  - No User Root Found 1308
  - No User Root on a Network 1309
  - Open Files When Changing Users 1317
  - Select Existing File to Translate 1315
  - Selected File Contains Text and Steno 1315
  - Selected Text Has No Associated Steno 1314
  - Selected Text Has Steno Not Selected 1314
  - Stop Realtime Warning 1311
  - Unable to Locate Personal Dictionary 1316
- etran 648, 1143, 1147, 1348, 1354
- e-tran 648, 1147, 1348, 1354
- ex speakers 426
- examinations 824, 835, 974

- Excel 201
  - exception 3 1312
  - Exception 3 Error 1308
  - excerpt 118
  - excerpts 118
  - exchange files 304
  - exclude 328
  - Exclude List 865
  - exclude steno characters 456
  - exclude steno outlines 1379
  - exclude words 196
  - excluding folder 326
  - exhibits 827, 835, 974
  - export 83, 102, 158, 308, 311, 1117, 1138, 1139, 1550
    - ASCII 1125, 1133
    - CaseViewNet 1125
    - Diamante 1126, 1127
    - Dictionary 1125
    - élan 1126
    - fusion 1126
    - HTML 1125
    - LiveNote 1131
    - Luminex 1126, 1127
    - PTF 1125, 1131
    - PTX 1125
    - RTF/CRE 1125
    - Stentura 1130
    - TextMap 1125, 1141
    - USB 1126
  - export briefs to CSV file
    - comma separated value 459
  - export bries to excel 459
  - export dictionary to RTF/CRE 1043
  - export to csv 717
  - extra 89
  - extras 90
  - EZ Choice
    - about 372
  - ez keys 881, 884, 1085, 1088
  - EZ Link
    - about 372
    - exclude caps 371
  - EZ Speaker list 702
  - ez speaker tokens 1079
  - EZ Speakers 373, 1031
    - about 1034
    - dictionary 1034
    - insert/modify dictionary entries 1077
    - using # dictionary entries 1079
    - using speaker fields in definitions 1080
  - ez speakers dictionary 1032
  - EZ Speakers from steno machine
    - Create 438
  - EZ Sync 850, 851
  - EZ Sync at Cursor 850
  - EZ Text 1152
    - dialog pane in Edit 692
    - modify 1150
    - resize table columns 1150
  - ez text table
    - insert include 870
    - insert text 870
    - pre-made strings of text 870
  - EZKeys 884, 1275
- F -**
- factory defaults 175
  - feature options 897
  - field 406
  - field list group
    - appearance page information 606
    - attorney informaiton 606
    - firm information 606
  - field list groups 600
  - field scope 166
  - Fields 373, 1165
    - attorney sort option 266, 920
    - common speakers 266, 920
    - convert index field to text 866
    - convert to text 866
    - create 599
    - define fields for translation 418
    - delete 166
    - edit 166
    - export 166
    - field manager 166
    - fill in 599
    - fill-in-field list 1154
    - insert 599
    - modify 166
    - remove from list 599
    - scan and fill in fields 658
    - share fill-in-field list with other users 1154, 1161
    - time format 266, 920

- 
- Fields 373, 1165
    - use field values from other jobs 665
  - fields in transcript 605
  - FIF List 1165
  - File
    - extensions 328
    - new 149
    - New dictionary 1031
    - open 149
    - types 328
  - file contains text and steno 1315
  - file conversion 44
  - File explorer 91
  - file information 157
  - file layout 99
  - file manager 91
  - file names 172
  - File structure
    - understanding the screen 50
  - files 148, 1850
    - add another file 573
    - append 567
    - break 568
    - insert block file 573
    - insert file 573
    - insert parenthetical 573
    - merge 571
  - files open 1317
  - Files with \_Review 1310
  - fill in a blank field 626
  - fill in blanks 658, 1202
  - Fill In Field List 1165
  - fill in job end time 661
  - fill in speaker 1541
  - Fill in Timestamps 914
  - Fill-In-Field List
    - about 1154
    - create case fill-in-field list 1156
    - delete entries 1159
    - filter entries 1161
    - include entrires 1156
    - insert entries 1159
    - modify columns 1157
    - modify entries 1159
    - modify fonts 1155
    - search for and replace entries 1161
    - search for entries 1161
    - share with other users 1154, 1161
  - filter 707, 1709, 1755
    - dictionary 1067
    - display 1067
    - entry type 1067
    - global table entries 770, 1181
  - filter dictionary 1755
  - filter entries 103
  - filter filtered display 1067
  - filter in a filter 1067, 1755
  - filter in filter 1755
  - filter within filter 1755
  - Final 955
  - finalize 214, 554
  - find 1709
    - definitions 225
    - steno 225
    - text 225
  - find across files 225
  - find and replace text 591
  - find brief 453
  - find briefs 1380
  - find common misstrokes 895
  - find cursor position 584
  - find file 170
  - fine 1061
  - fingerspell 391
  - finish em 214
  - finish 'em 102, 214
  - firm information 626
  - firm job report 201
  - fix 634, 644, 647, 648, 652, 653, 794, 1512, 1518, 1524
  - fix display 734
  - fix imported file 793
  - fix numbers 634
  - fix previous 404
  - fix suffix 268, 923
  - fix typing errors 761
  - fix view 734
  - fix word endings 922
  - fixed line 1484
  - fixes 87
  - folder 172
  - Folio
    - count 682
    - set words per folio 926
  - follow realtime 414, 1312
  - font 523
-

- Font Size format symbol 810
- Fonts
  - change for edit viewing 679
  - change global table steno 763, 1174
  - change global table text 763, 1174
  - compress print 992
  - display font feature 679
  - font color format symbol 810
  - font dialog box 786
  - heading in Manage Jobs 175
  - restore default in Manage Jobs 175
  - text in Manage Jobs 175
  - vertical notes 680
- force live suggestion 781
- force next lower 811
- force work unit 435, 579
- forgot
  - password 333
  - reset 333
- Format 99, 127, 132, 992
  - print 126, 132
  - transcript 126
- format columns 614
- format commands
  - add header 785
  - adjust text 785
  - apply new layout 785
  - modify layout 785
- Format fonts
  - surround text with font 786
- format symbol keys 870
- Format symbols
  - about 796
  - All Caps On/Off 801
  - Answer 802
  - attachment 797
  - Attachment point 803
  - Bench Mode On/Off 803
  - Bold On/Off 804
  - By Line 804
  - Cap Next 805
  - captioning 483
  - Centered Paragraph 805
  - change shortcut key assignment 1169
  - Colloquy 806
  - Conflict End 806
  - Continuation Paragraph 807
  - Default Paragraph 808
  - Delete Space 809
  - font 797
  - font color 810
  - font size 810
  - header 812
  - Index Cell 813
  - Index End Sort 815
  - Index Heading On/Off 815
  - index initial cap cell 816
  - Index Item 817
  - Index Line 817
  - Index On/Off 817
  - Index Page 818
  - Index Placeholder Text # 819
  - Index Position 820
  - Index Section 821
  - index template 813
  - index volume information 828
  - indexing 797
  - Italics On/Off 829
  - Line Numbers Off/On 829
  - modify format symbol shortcut keys 1170
  - modify format symbol table fonts 1171
  - New Line 830
  - New Line Paragraph 830
  - New Page 831
  - no auto convert 831
  - no punctuation 830
  - oops 832
  - options table 1169
  - orphan control 833
  - paragraph type 797
  - Parenthetical 834
  - pause time 835
  - print reference sheet 1173
  - Question 837
  - redaction on/off 837
  - remove space 809
  - repeated paragraph type 807
  - Reset Time 839
  - resume time 840
  - Right Margin Release 839
  - Scanstop Begin/End 840
  - search format symbols table 1171
  - Set Time 841
  - shortcut keys 797
  - Single Space On/Off 842
  - spacing 797

Format symbols  
 speaker format 806  
 standard paragraph 808  
 Sticky Space 842  
 Strikeout On/Off 842  
 Subscript On/Off 843  
 Superscript On/Off 844  
 Tab 844  
 Uncap Next 845  
 Underline On/Off 846  
 User Defined Paragraph 846  
 format text 608  
 Forward 216  
 free up space 334  
 full 505  
 full justification  
 print 967  
 print preview 967  
 Full Screen 733

## - G -

gather indexed text 1021  
 get notes from writer 107  
 Getting started 88, 95, 97, 100, 101  
 editing 101  
 global 101, 556, 745, 748, 1575  
 add globals from another table 759  
 apply 779  
 apply all backwards 760  
 creating definitions 562  
 define 779  
 different dictionary 749  
 personal 1287  
 selective globals 778  
 suggest 761  
 undo global 784  
 undo global once 784  
 undo last global 784  
 global dialog box 634  
 global dialog box spell check 944  
 Global table  
 about 762, 1173  
 about personal globals 1287  
 add autocorrect entries to personal global table 1293  
 add e-defines to personal global table 1292  
 add other globals 759

delete globals 765, 1176  
 filter entries 770, 1181  
 font selection 763, 1174  
 insert/modify personal globals 1287  
 modify 762, 1173  
 modify global text 765, 1176  
 open 762, 1173  
 options 763, 1174  
 print entries 765, 1176  
 search entries 769, 1179  
 search personal globals 1289  
 undo 762, 1173  
 undo global 784  
 undo globals 765, 1176  
 global table entries  
 d-defines 683  
 e-defines 683  
 j-defines 683  
 k-defines 683  
 modify 683  
 undo 683  
 global table won't save 1313  
 globals exchange 529  
 go to cursor 624  
 google search 586, 1488  
 Greek symbols 466  
 green dots 343  
 guides 85

## - H -

header and footer setup 142  
 Headers and footers  
 change in edit 787  
 create in compress print 995  
 header format symbol 812  
 headers in compress print 993  
 modify in compress print 996  
 modify layout 142  
 search for next header 662  
 heads up list 183, 189  
 Heads-Up List 189  
 Help 85  
 hidden format symbols 832  
 Hidden Text  
 dialog pane 703  
 display 703  
 search next/previous 662

- Hidden Text
  - view 703
  - view all in job 703
- hide 648, 684
- hide text 738, 837
- highlight all 231
- Highlight text 556, 559
- highlighting 557
- highllight 749
- history 149, 157, 1647
- History For 570
- hold strokes 433, 737
- Homophones
  - about 653
  - add 654
  - cycle 654
  - list 653
  - modify 654
- host 155, 543, 545
- Hotspots
  - about 707
  - dialog pane 707
  - empty fields 707
  - format symbol 832
  - oops 707, 832
  - untranslates 707
- how to change reporters 582
- how to get started 89
- how to produce 100
- how to use PDF bookmarks 976
- HTML
  - Export to HTML Format 1136
- hyperkeys 857, 1073
  - off 857
  - on 857
- hyperlink 871
- hyperlinks 835, 871, 974
- Hyphenating words 642
- | -
- Icon view 172
- icons 717
  - hide 74
  - move 74
- iCVNet 490, 502, 504, 505
- ideas for what is wrong 1308
- identify 779
- identify common misstrokes 895
- identifying speakers 438
- ignore 942
- Ignore "and" 373
- ignore all 942
- Ignore Commas 373
- Ignore Periods 374
- ignore steno 392
- Ignore Word Numbers 374
- ignore words 196
- Image
  - image properties in edit 794
- immediately start realtime 149, 536, 578
- Import 83, 304, 305, 306, 1117
  - ASCII files 1119
  - Case CATalyst 3.0 files 1120
  - cheetah dictionary 1121
  - files 95
  - Premier Power files 1122
  - RTF/CRE files 1123
  - stentura dictionary 1124
- import dictionary 97
- import files 97
  - dictionaries 304
  - steno notes 304
- include 577, 1161, 1707
  - fill-in-field list entries 1156
  - fill-in-fields list 1154
  - include dictionary in Manage Jobs 1045
  - remember bring layout setting 265, 919
  - set default folder 265, 919
- include file 554
- include personal briefs 458
- include steno outlines 1379
- including folder 326
- increase size 1301
- index 1025
  - about transcript indexing 1003
  - category guidelines 1021
  - create index template manually 1007
  - create index template using wizard 1008
  - delete concordance 864
  - features 1003
  - format symbols 1003
  - index template options 1015
  - master index volume description 880
  - modify index template 1017
  - print concordance 864

- 
- index 1025
    - sort exhibits alpha 823
    - terminology 1003
    - tools 1003
  - index error log 874
  - Index format symbols 821
    - Index Allcap Cell 813
    - Index Cell 813
    - index cell guidelines 1023
    - Index End Sort 815
    - index heading & index category rules 1021
    - Index Heading On/Off 815
    - index initial cap cell 816
    - Index Item 817
    - index item guidelines 1026
    - index line guidelines 1027
    - Index Line 817
    - Index On/Off 817
    - index on/off guidelines 1020, 1021
    - Index Page 818
    - index page guidelines 1027
    - Index Placeholder Text # 819
    - Index Position 820
    - Index Section 821
    - index section guidelines 1028
    - Index Sort - Alpha Case Sensitive 822
    - Index sort - Alpha Word Override 824
    - Index Sort - Numeric 825
    - index sort Alpha - Exhibit 823
    - index sort guidelines 1029
    - index template 815
    - index volume information 828
    - sort index guidelines 1029
  - index formatting 614
  - Index log 879
  - index multiple transcripts 828
  - index page 872
  - index page reference 584
  - index placement 820
  - index sort 828, 1029
    - Sort Index - Alpha Case Insensitive 821
  - index sub sort 826, 827, 828
  - index template 554, 824, 872, 1025
    - about templates 1006
    - cell format symbol 813
    - cells 1019
    - columns 1019
    - correcting errors 1018
    - create manually 1007
    - create using wizard 1008
    - error log 1018
    - format symbols 1019
    - modify 1017
    - options 1015
    - tables 1019
    - wizard 1008
  - index template error 874
  - index template errors 879
  - index template examples 976
  - index template sort 824, 827, 828
  - index template sorting 826
  - index template wizard 881
  - index templates 826, 828, 1029
  - indexing 90
  - indexing error messages 874
  - information bar 735
  - initial cap
    - off 392
    - on 392
  - initial cap words 646
  - Insert
    - AccelerWriter manually 1055
    - ASCII and ANSI characters 1185
    - columns and rows 616
    - dash 598
    - electronic signature 142
    - extended characters 610
    - EZ Speakers dictionary defines 1077
    - fill-in-field list entries 1159
    - image 142
    - insert speaker 613
    - keyboard map assignment 1185
    - speaker 613
    - speaker field 613
    - Speaker List 613
    - special character 610
    - steno shortcut table entry 1298
    - symbols 610
    - symbols into the transcript 1185
    - text in Edit 561
    - wordlist entry 952
  - insert accelerwriter 1047
  - insert autoinclude
    - auto include 1047
  - insert autoincludes 1050
  - insert bookmark 623
-

- insert date/time 314
- insert header 812
- Insert Oops FS
  - phonetic untranslates display as words 1399
  - power define default dictionary 1399
- insert speaker 1541
- inserting 1699
- inserting fields in transcript 605
- instructional material 90
- instructions 1850
- Integrated video training 88
- International
  - document language 312
  - layout 314
  - menu language 314
  - steno keyboard format 313
- international date 314
- international options 312
- internet 320, 502, 1136
- internet connection 1312
- Internet Search 586
- Interrupted Q/A/C
  - Interrupt Q/A/C 637
  - Interrupt QAC 637
  - Interrupted QAC 637
- Intuitive replace 254, 915
  - feature 921
- invisible marker 832
- invite 552
- invite scopist 155
- invoke macros 884
- invoke macros from toolbar 885
- ipad 490, 502
- Italics On/Off format symbol 829
- IVT 88, 89
- IVTs 89
- 
- J -**
- 
- J-Define 748
- Job 1031
- job commands 1873
- job details 149, 172
- Job dictionary 748, 1032, 1035, 1044
  - assign 856
  - change in edit 856
  - make wordlist 1085
  - reassign 856
  - swap 856
  - switch 856
- job dictionaries 160
- job end time
  - field 405
- job end time field 661
- Job files 955
  - delete 203
  - move 216
  - rename 218
  - restore files 219
  - search 224
  - search contents 225
- Job history 158
  - auto set job due date 299
  - BCS job history data 165
  - change job date 157
  - creation date 157
  - due date 157
  - history for 570
  - job status state 157
  - options 299
  - print data 162
  - print information 162
  - read data 163
  - search due jobs option 299
  - set job icon colors 299
  - show color for due job 299
  - summary data 157
  - translation data 163
  - use 299
- job information 160, 605
- Job manager warnings 301
- Job report 201
- job sheet 201
- job start time 406
- job start time field 661
- Job state
  - change 197
  - customize 302
  - options 302
- job status
  - current 197
- jobs 150
- join 1044, 1156, 1161
- join files 567
- join multiple files 572
- join paragraph 1202



join paragraph 1202  
     combine 794  
     join 794  
     previous 794  
 join tables 617  
 justify 967  
 justify margins 967

## - K -

K-Define  
     case 748  
 keep titles and names together 842  
 Keep together 833  
 key maps 1719  
 keyboard  
     Brazil (Portuguese) 313  
     change 1202  
     commands 1202  
     Continental (French) 313  
     Czech 313  
     English/standard Stentura 313  
     functions 1202  
     German 313  
     Grandjean (French) 313  
     Italian 313  
     Spanish 313  
     Turkish 313  
 keyboard customization 1073  
 keyboard map 1073, 1719  
     about 1184  
     assign macro keyboard command 884  
     CATalyst Dictionary assignments 1191  
     CATalyst Edit assignments 1202  
     change font 1185  
     change font size 1185  
     change in edit 857  
     create 1185  
     delete assignment 1188  
     filter 1189  
     modify 1185  
     modify columns 1273  
     search 1273  
     set options 1274  
     smart punctuation 638  
 keyboard maps 1073, 1275

## - L -

Language  
     change steno keyboard 313  
     document display 312  
 last conflict 737  
 last edit command 381, 1647  
 last edit point 381, 1647  
 last saved file 170  
 latest version 91  
 layout 132, 425, 986, 987  
     alternate user 303  
     apply new in Edit 791  
     change header/footer text 787  
     flush right 787  
     indent 787  
     margin information 796  
     margins 787  
     modify current paragraph in Edit 787  
     modify job layout in edit 789  
     page information 796  
     print settings report 796  
     save as in Edit 792  
     Search Next/Previous Layout Change 663  
     view in edit 684  
     view layout information 684  
 layout settings 132, 136  
     print 132  
 layout specs  
     print 132  
 lecture 1334  
 LexisNexis 1141  
 limit display of entries 1067  
 Line Numbers Off/On format symbol 829  
 link 233  
 links in pdf 835, 973, 974  
 list 195  
 list errors 259, 263, 932, 941, 942, 1632, 1633  
 list errors 1333  
 list jobs 174  
 list of saved files 170  
 list options 702  
 live suggestion 1607  
     change 403  
     customize 471  
     mistranslates 471  
     options 471

- live suggestion 1607
  - replace 403
  - replacement 403
  - settings 471
  - untranslates 471
- Live Suggestions 269, 392, 448, 776, 907, 1371, 1383
  - define 390
  - mistranslates 469
  - realtime 469
  - suggestion 472
  - translate 472
  - untranslate 472
  - untranslates 469
- LiveNote 1125
- Load
  - translate settings 345
- load alternate 235, 348
- load dictionary 97
- load different settings 566
- locate 1061
  - definition 1709
- locate file 1312
- locate next 662, 663, 665, 1527, 1528, 1783
- locate previous 662, 663, 1527, 1528
- log in 100
- log out 553
- login 95, 100, 175
- Logon 176
- loss connection 1427
- lost file 245, 1312
- lower case 826
- lower case next 811
- lower case words 646
- Luminex 1319
- Luminex II 1319
- 
- M -**
- 
- macro for repeated actions 1087
- Macro Toolbar 882, 1086
  - macros 885
- Macros 85, 90, 529
  - about 881, 1085
  - add function commands to existing macro 890, 1093
  - add key commands to macro 892, 1095
  - add text to existing macro 894, 1097
  - assign keyboard command 884
  - define accelerwriter 884
  - editing 887, 1089
  - macro editor 887, 1089
  - playback 882, 884, 1086, 1088
  - record 882, 1086
  - toolbar 882, 1086
- make copies 177
- make copy 199
- make corrections 554
- make index entries 611
- make index template wizard 881
- make multiple exhibit entries 611
- make new section 792
- make range of exhibits 611
- make text changes 554
- make two tables one 617
- Manage dictionary 1031, 1047
  - add delete stroke entry 1040
  - create core list 1085
  - delete entries 1049
  - dictionary options 285, 1107
  - export 1043
  - guideline to insert/modify entries 1039
  - include 1043
  - include dictionary in Manage Jobs 1045
  - insert/modify EZ Speakers entries 1077
  - print 1043
  - save 1043
  - save as 1043
  - select all dictionary entries 1066
  - share job terminology 1085
  - spell check dictionary entries 1082
- Manage Jobs 148, 1316, 1317
  - delete job files 203
  - Save and Load Alternate User Settings 171
  - set theme 314, 897, 1103, 1667
- manage jobs dots 343
- Manage Jobs file information 201
- manage jobs move 1317
- manage jobs restore 1316
- Manage Notes 118
  - options 280
- manual 85, 86
- manual live suggestion 781, 1607
- margins 99
- Mark 559, 657
- mark cursor position 623

- 
- mark cursor position 623
  - mark spot 625
  - mark steno text 749
  - mark text 556
  - marking 557
  - master writer turns 582
  - match common 259, 932, 1682, 1731
  - match headings 824
  - match steno to dictionary 101
  - merge 1707
  - Message 504, 505
  - message warnings 937
  - metered network 320, 338
  - Metric display 314
  - mifi 338
  - mini 984, 985, 986, 987, 988, 989, 990, 992, 995, 996, 1001, 1317
  - Miscellaneous 998
  - misspelled
    - previous 585
  - Misspelled word
    - next 584
  - Misspelling
    - next 584
    - previous 585
  - Mistran Minder
    - about 896
    - mistranminder 1152
  - Mistran Minder List 896
    - mistranminder 1153
  - mistrans 1153
  - mistranslates 1152
  - mistranslation 472
  - mistrokes 1153
  - modes 163
  - Modify 1171
    - advanced read options 279
    - change layout 789
    - columns for fill-in-field list 1157
    - EZ Speakers dictionary defines 1077
    - EZ Text entries 1150
    - fill-in-field list entries 1159
    - font 1185
    - index template 1017
    - job layout 789
    - job layout in edit 789
    - prefixsuffixrules.ini file 1295
    - size 1185
    - steno shortcut table 1298
    - user settings 318
    - wordlist entry 952
  - Modify color 198
  - modify compound words 652
  - modify display 1382
    - font 458, 1152, 1299
    - size 1294
    - type 1152, 1294
  - modify display font 1831
  - modify font
    - size 1289
    - type 1289
  - modify format symbols 1719
  - modify global
    - change 768
    - edit 768
    - Manage Jobs 768
    - realtime 768
  - modify layout 129
    - new name 131
    - save as 131
  - modify macro 894, 1097
  - modify macro commands 890, 892, 1093, 1095
  - modify paragraph 787
  - modify usersettings 635
  - modifying 1699
  - Month and Year 400
  - Move 103
    - copy/move warning 301
    - keep case structure warning 301
    - tables 620
    - text in edit 583
    - Wordlist entries 950
  - move cursor in transcript 584
  - move cursor to conflicts 558
  - move in edit
    - line 584
    - page 584
  - move next 216
  - move to untranslates 557
  - move up 233
  - Multi-File Append 567, 572
  - multiple actions 205
  - multiple captioners 580
  - multiple exhibits 611
  - multiple files 156
  - multiple reporters 580
-

multiple transcript index 877  
multiple versions 245  
musical note 519  
my user 176

## **- N -**

name on cert page 967  
need help 1308  
Network 168, 201, 1309  
New 67  
    fill in field 1156  
    job voice 1873  
    voice dictionary 1873  
new computer 220  
new file 554  
new host 545  
New Line format symbol 830  
New Line Paragraph 562  
New Line Paragraph format symbol 830  
New Page format symbol 831  
new suggestion 460  
new text file 554  
no associated steno 1314  
No Auto Convert 831  
no caseviewnet server 497  
no dictionary troubleshooting 1316  
no dots 343  
No ending punctuation 393  
no nag entries 464  
No Nag List 463  
no personal dictionary 1316  
no steno to define 1314  
No User Root on a Network 1309  
NoNag 463  
Normal view 733  
not available 553  
notes 161  
Notes in compress print 998  
notifications 667  
number 828  
number conversion 354, 1286, 1368, 1909  
    automatic in Edit 634  
    create number conversion definitions 394, 395  
    customize Edit's number conversion formats 635  
    Date 397  
    digits to words 397, 400

display 10 & under as words 363  
filter numberconversion.ini entries 1281  
Ignore "and" 373  
ignore commas 373  
ignore periods 374  
ignore word numbers 374  
modify numberconversion.ini entries 1279  
number conversion in edit 634  
number conversion translate command 394  
number formats 398  
number formatting guidelines 397  
number trigger translate command 395  
numberconversion.ini file 1278  
open numberconversion.ini from translate 362  
optimal conversion 348  
ordinal 397, 400  
ordinal digits 400  
roman numerals 397, 400  
search and replace numberconversion.ini entries 1284  
search numberconversion.ini entries 1283  
time 397, 400  
    with thousands separator 363  
number conversion formats 529  
number conversion strokes 362  
Number trigger 395  
    Ignore "and" 373  
    Ignore Commas 373  
    Ignore Periods 374  
    Ignore Word Numbers 374  
    number formats 398  
    number formatting guidelines 397  
    optimal conversion 348  
numberconversion 1286  
NumberConversion.ini file  
    about 1278  
    add entries 1279  
    delete entries 1279  
    disable entries 1279  
    filter entries 1281  
    modify entries 1279  
    modify table fonts 1281  
    search and replace entries 1284  
    search entries 1283  
numbered paragraphs 136  
numbers 1368, 1909  
numbers in briefs 269, 448, 907  
numbers in dictionary 348

numeric 828

## - O -

odd spellings 1682, 1731  
 offline 553  
 omit 326  
 on the fly 438  
 one dialog options 319, 1690  
 one stroke parens 1393  
 online help 86  
 online training 88  
 oops 1755  
 oops format symbol categories 707  
 open 67  
 open dictionary 676, 1329  
 open text 1464  
 options 101, 214, 241, 443, 471, 1550  
   advanced read 279  
   ASCII advanced export 311  
   ASCII export 308  
   backup 294  
   by line 926  
   compress print 989  
   confirm cancel during read 280  
   dictionary 285, 1107  
   field 266, 920  
   index template options 1015  
   keyboard map 1274  
   manage notes 280  
   next missing by line 926  
   orphan control 922  
   plural endings 922  
   print 964  
   read 234  
   Read and Save default button 279  
   select user icon 293  
   set words per folio 926  
   spell check 234  
   spell check advanced 263  
   steno note pdf default location 279  
   steno note pdf option 279  
   translate 234, 235  
   usersettings file 235  
   word definition 267, 937  
   wordlist 953  
 organize files 102  
 Orphan Control 833

Orphan Control Options 922  
 Other Dictionary Define 749  
 other user files 97  
 Otherwise Display as Digits 364  
 output 159  
 output comparison 510  
 output error 507  
 output options 426  
 output realtime 473  
 output settings 425  
 output text 419  
 Output To  
   ANSI 473  
   ASCII 473  
   ASCII/ANSI 473  
   CARTView 473  
   CaseViewNet 473  
   encoder 473  
   Other Devices 475  
   Speche 473, 478  
   StenoKeys 473, 515  
   steps to send to StenoKeys 518  
 output to CaseView 1312  
   CaseViewNet 502  
   LiveNote 502  
 overstrike 561

## - P -

Page break 831  
 Page layout 99, 126  
   Modify Job Layout 789  
   search for job layout change 663  
 page number 735  
 Page numbering 792  
 page numbers 99  
 Page view 733  
 Pagination 792  
 pane  
   floating 59  
   moving 59  
   pinning 59  
 panes 50  
 paper tape 1046  
 Paragraph  
   A 136  
   continuation 136  
   Cycle Paragraph Style 794

- Paragraph
  - indent 136
  - paragraph styles 136
  - punctuation 136
  - Q 136
  - Remove All Paragraph Deltas 793
  - search next/previous 663
- paren match 380
- parenthetical 1169, 1171, 1484
- Parenthetical + Q = Auto By Line 370
- Parenthetical format symbol 834
- partial translation 472
- participant 543
- password 233, 667
- passwords 233, 667
- paste 716, 1058, 1287
  - insert copied text 586
  - table rows 619
  - text in Edit 586
- pause timestamps 835
- PDF 102, 871
  - archive notes 279
  - pdf/a compliant option 969
  - Print a Dictionary to PDF 982
  - print steno notes to PDF 983
  - Print Text to PDF File 969
- PDF bookmark 973
- pdf bookmark format symbols 835, 974
- PDF bookmark pane 973
- PDF bookmark text 835, 974
- PDF bookmarked text 973
- PDF bookmarks 976
- pdf format symbols 835, 974
- Personal 1031
- personal briefs 457, 458
- Personal Command 87
- personal dictionary 281, 1032, 1036, 1044
- Personal globals
  - about 1287
  - add autocorrect entries from wordlist 1293
  - add e-defines from other global tables 1292
  - apply to translated text 761
  - change font in table 1289
  - filter table entries 1291
  - insert/modify entries 1287
  - search table 1289
  - table 1287
- personalize brief it 456
- personalize CATalyst 897
- personalize compound word 652
- personalize format symbol shortcut keys 870
- phonetic table 1294, 1831
- Phonetic translation
  - phonetic table 1293
  - translate option 374
- phonetically 374
- photograph 794
- Phrase List 866
- PKC info 93
- placeholder 1622
- placeholders 418
- Play Audio
  - associate audio file 850
  - audio messages 847
  - ez sync 851
  - playback 847
  - stop 849
  - with scroll text 849
- play audio while scrolling 849
- play last macro 1726
- play macro 884, 1726
- play previous macro 1726
- Playback
  - macro 884, 1088
- playback macro 1726
- Plural Endings Options 922
- port conflict 1427
- portable document 968
- possession 1518
- possessive 1518
- Power define 1031
  - about 386
  - create 386
  - dictionary 1037
  - Scan Define 404
- power text define dialog 411
- pre-define steno 121
- preferences 234, 1427
- prefix 268, 372, 924
  - Prefix Number translate command 403
  - Prefix translate command 402
  - quickfix 647
- prefix/suffix 647, 648, 1295
- Prefixsuffixrules.ini
  - about 1295
  - modify the file 1295

- 
- pre-made dictionary 529
  - premade index templates 1006
  - pre-made realtime commands 529
  - pre-made strings of text 870
  - Premier Power 304
  - Premier Power import
    - dictionaries 306
    - steno notes 306
    - text 306
    - transcript 306
    - vertical notes 306
  - prep 195
  - prep work 183
  - prepare for job 183
  - presentations 683
  - press release 1133
  - prevent cellular 338
  - Preview a file 961
  - previous place 176
  - Print 67, 205, 955
    - cancel 966
    - compressed print settings 990
    - compressed transcript 1001
    - concordance index 864
    - concordance index phrase list 866
    - current page 961
    - dictionary entries 955
    - duplex 955
    - exclude list 865
    - file 955
    - keyboard map 955
    - layout settings 796
    - non-transcript files 955
    - options 964
    - paper path wizard 955
    - pause 966
    - preview non-transcript files 961
    - preview transcript files 961
    - print setup 963
    - steno notes 955
    - steno notes to PDF 983
    - table borders/gridlines 618
    - tables 955
    - to pdf 955, 968
    - transcript files 955
    - wordlists 955
  - print bookmarked PDF 973
  - print dictionary 1046
  - print notes to PDF 110
  - print options 955
  - print steno 156
  - print steno notes 124
    - batch 983
    - multiple 983
    - PDF 983
  - Print to PDF 871, 955
  - print transcript 102
  - printed steno notes 110
  - problem words 1152
  - producing a transcript 100
  - projector 520
  - proofread 101, 554
  - proofreader 540
  - PTX
    - e-tran 1143
    - e-transcript bundle viewer 1143
    - e-transcript viewer 1143
    - themes 1143
  - PTX fields
    - export to PTX 1147
  - Punctuation
    - Guidelines for Creating Dictionary Entries 1039
    - search next/previous 663
    - search next/previous sentence ending 663
    - Smart Punctuation 638
    - Smart Remove Punctuation 641
    - surround text 643
    - surround with dashes 643
    - Toggle Punctuation 644
  - put field in transcript
    - field list groups 600
    - fields 600
    - predefined fields 600
    - seal date 600
    - user defined fields 600
- Q -**
- Query realtime translations 676
  - Question 562, 608, 662
  - Question format symbol 837
  - Quick Fix
    - suffix 648
  - Quick Fix prefix 647
  - quick suggest 776
  - Quick Tran 149, 536, 578
-

QuickFix  
    prefix 647  
    suffix 648  
QuickFix Your View  
    Display 734  
    View 734  
Quotes 380

## **- R -**

range 1133  
raw 1133  
read 83, 280  
    confirm cancel warning 280  
read block 1702  
read details 163  
read notes 100, 104, 276  
    élan Mira Backup SD card 113  
    élan Mira CompactFlash 113  
    history 163  
    options 105, 276  
read notes setup 105, 276  
read steno notes 104, 110  
    Baron TX 112  
    diamante 115  
    Infinity 112  
    luminex 115  
    ProCAT 112  
    Xscribe 112  
reading steno 107  
reading steno notes 107  
Readme 87  
RealLegal 1125, 1143  
RealTeam 83, 155, 426, 545, 546, 553  
    accept invitation 543  
    activate 541  
    client 546  
    connect 546  
    contacts 546  
    defines 551  
    edit 540  
    globals 551  
    host 546  
    icons 552  
    invite 546  
    login 541  
    one who invites 543  
    participant 546

    practice 540  
    realtime 539  
    reporter 543  
    scopist 543  
    set up 539  
    sign in 541  
    test 540  
    toolbar 552  
    translate dialog option 546  
realteam connected  
    status 733  
RealTeam invite 546  
realteam ready 552  
Realtime 90, 149, 159, 536, 578  
    capitalize all text 365  
    captioning format symbols 483  
    change writer turn 580  
    connection 549  
    contacts 549  
    create power define 386  
    dictionary 1033  
    hold strokes 433  
    not scrolling 468  
    output to ASCII/ANSI 473  
    output to Other Devices 475  
    output to Speche 478  
    remote editing 537  
    remote scoping 537  
    scopist editing 537  
    send to CaseView II 513  
    send to CaseViewNet 493  
    send to CaseViewNet via serial cable 507  
    sending to an encoder 484  
    set cursor for vertical movement 1056  
    simultaneous edit 537  
    stop translation 573  
    translate commands 381  
    troubleshoot the connection 437  
    view words per minute written 741  
realtime aid option 1383  
realtime aid options 471  
realtime command 392  
realtime commands 86, 87  
    dictionary 529  
realtime connection 437  
realtime edit 529  
realtime editing 541  
realtime globals go to writer 529



- 
- realtime not scrolling 414
  - realtime output 426
  - realtime screen 738
  - realtime text define 411
  - realtime untranslate suggestions 469
  - realtime viewer
    - ipad 485
    - view instantly 485
  - realtime writing 381
  - Recently saved files 243, 898
  - record audio 420, 426, 430, 847
  - record macro 882
  - recording 430
  - recover 1312
  - recycle briefs 460
  - red line 584
    - previous 585
  - Red Squiggle
    - next 584
    - previous 585
  - Redact
    - about 648
    - format symbols 837
    - text in edit 648
  - redacted 1133
  - Refresh 169
  - regular expression 1489
    - characters for formulas 589
    - default list 227, 588
    - using to search 588
  - reject suggestion 460
  - release info 93
  - reload 169
  - relocate 216
  - remember settings 254, 915
  - reminder briefs 440
  - reminder dictionary entries in cat scratch pane 460
  - Reminders 315
  - remote display 473
  - remove 334, 793, 1058, 1701
    - concordance index 864
  - remove filter 1071, 1760
  - remove index 880
  - remove sorting 1760
  - remove speaker names 1540
  - remove speakers 701, 702
  - remove suffix 268, 923
    - prefixsuffixrules 647
  - shave 647
  - remove user name 204
  - rename computer 340
  - replace 551, 647, 774, 776, 1598
  - replace mistranslates 556
  - replace name 218
  - Replace text 101, 556, 561
  - reporter 540
  - reporter suite 83
  - Reporter's Area 738
  - Reporter's dash 643
  - request live suggestion 1607
  - Reset the View
    - Default 735
    - Page View 735
    - View 735
  - reset time 1202
  - reset timestamps 1202
  - Resize
    - EZ Text table columns 1150
  - Resolve All Chosen Conflicts 658
  - Resolve Conflict Choice 1 - 9 404
  - resolve conflicts 556, 558, 1057
  - restore 329, 1156, 1161
    - files 175
    - user 175
  - restore user
    - all files 221
    - files 221
  - restore user(s) 221
  - retrieve 329
  - retrieve files 219
  - return to cursor bookmark 624
  - return to cursor position 623
  - return to default 175
  - Reveal codes
    - about 685
    - change font 680
    - change format symbol color 680
    - dialog pane 685
    - set cursor focus 685
  - reverse tran 647, 1202, 1520
  - Review added to file name 1310
  - review briefs in excel 459
  - review dictionary 1755
  - Review files 1310
  - revise 554
  - rich text format 304, 305
-

- right click 443, 702, 1541
  - commas 746
  - number conversion 746
  - quotes 746
- right click menu
  - about 57
  - define 756
  - global 756
  - send to wordlist 756
  - sent to mistran minder 756
  - spelling lookup 756
- right flush 1202
- Right Margin Release format symbol 839
- Row 616
- RTF/CRE 304, 1119
  - export 1138
  - export options 311
  - import 305, 1123
- Ruler markers 733
- rules 402
- run last macro 1726
- run macro 884, 1088, 1726
- run previous macro 1726
- run updater 91, 938
- running header 142
- rush 434

## **- S -**

- sample files 1850
- sample index templates 1006
- sample pdf bookmarks 976
- sample voice 1850
- save 67, 1850
  - alternate user settings 566
  - as RTF/CRE 1138
  - ASCII 1133
  - HTML 1136
  - options 280
  - save layout in Edit 792
  - translate settings 345
- save as different name 565
- save changes 570
- save copy of file 565
- Save Layout As 792
  - new name 131
- save to new name 565
- save translate settings 425
- saved files 170
- Scan
  - backward for multiple items 658
  - backward for single item 660
  - conflicts 658
  - fields 658
  - forward for multiple items 658
  - forward for single item 659
  - scan to and define fields 658
  - scan to and define untranslates 557
  - scan to and resolve conflicts 558
  - scanstops 658
  - untranslates 658
- scan back 404
- scan options 924
- scan to conflicts 556
- scanable 840
- scanned pdf 794
- Scanstop Begin/End format symbol 840
- Scope 789
- scopist 540, 545, 549, 761
- scopist edit 434
- scopist files 219
- scopist list 546
- scopist realtime 155
- screen prompts 64
- script
  - pre-made text 1334
  - send line 1334
- scroll realtime 1312
- Scroll Text
  - backward 940
  - forward 940
  - set text speed 940
- search 175, 1047, 1699, 1709
  - customize 586
  - definition of word 585
  - definitions 1061
  - dialog pane 727
  - due jobs 230
  - entries 1061
  - entry type 1061
  - fill-in-field list entries 1161
  - for global entries 769, 1179
  - internet 586
  - internet definitions 585
  - job that are due 230
  - list results 727

- 
- search 175, 1047, 1699, 1709
    - next missing by line 664
    - next missing by line options 926
    - next/previous header/footer 662
    - next/previous hidden text 662
    - next/previous layout change 663
    - next/previous paragraph 663
    - next/previous punctuation 663
    - next/previous Q/A/C 662
    - next/previous search result 665
    - next/previous sentence ending punctuation 663
    - regular expression 588
    - regular expressions 587
    - results 727
    - specific timestamps 587
    - steno outlines 587
    - wildcard search in edit 588
    - wildcard text 587
    - word definition on internet 585
    - words or phrases 587
  - search and replace 747, 1047, 1699
  - search and replace dictionary entry text 1065
  - search brief it 453, 1380
  - search dictionary 1031
  - search dictionary entry text 1065
  - search entries 103
  - search file contents 102
  - search for specific items
    - by line 661
    - header 661
    - hidden text 661
    - layout change 661
    - punctuation 661
  - Search Next/Previous Q/A/C 662
  - search possible misstrokes 895
  - search text and replace 591
  - search user 225
  - Seating Chart 415
    - about 697
    - change autohide time 699
    - customize speaker item text 699
    - options 699
    - speaker list 694
    - using 697
  - section
    - current 779
  - sections 1133
    - create 792
    - delete 793
    - remove 793
  - security 332
  - see 74, 735
  - see dictionary 1071
  - see realtime 1312
  - select 201, 546
    - case 148
    - files 148
    - jobs 148
  - Select All
    - manage dictionary 1066
    - manage jobs 231
  - select conflict 374, 404, 1057
  - select dictionary 749
  - select prefix 268, 924
  - select scan items 924
  - select text 559
  - selected options 163
  - selective 779
  - Selective globals 778
  - self study guides 89
  - send 154
  - send brief 460
  - send briefs to cat scratch 593
  - send dictionary entries to cat scratch pane 1060
  - Send 'em Backup
    - using 231
    - zip options 297, 298
  - Send 'em e-mail 153
    - zip options 297
  - send e-mail 155
  - send last brief to cat scratch 596
  - send steno 276
  - send steno and text to cat scratch 594, 595, 596
  - send text and steno 594, 595, 596
  - send text to cat scratch 593
  - Send to CaseView II 513
  - Send to CaseViewNet 493
  - send to cat scratch 593
  - send to cat scratch pane 593
  - send to mistran 896
  - send to scopist 435, 579
  - sensitivity 316, 1114
  - Sent work unit display 738
  - separate 1522
  - separate block 564, 568
  - separate window 520, 523
-

- serial cable troubleshooting 512
- serial connection 1310
- series of commands 882
- Session Code 502, 504, 506
- session code error 506
- session names 1724
- session preparation 1351
- set active window 555
- set colors
  - bench text 678
  - conflicts 678
  - globals 678
  - untranslates 678
- set edit preferences 248, 900
- set job end time 405
- set job start 661
- set job start time 406
- set job status 570
- set screen colors 678
- set time 841
- Set Time format symbol 841
- set up new computer 221
- settings 214, 234, 235, 241, 326, 443, 471, 1550
  - cursor context 682
  - cursor size 681
  - scroll text speed 940
- setup cloud 321
- sgnsl 149
- sgstn 149
- shading 738
- share a realtime file 537
- share briefs 458, 459
- share dictionaries 156
- share fields 166
- share files 153
- share realtime 155
- shared defines 551
- sharing screen 524
- shortcut commands 881, 1085
- shorter strokes 1101, 1729
- show 74, 735, 1755
  - audio indicators 737
  - double space 737
  - manage jobs columns 172
  - manage jobs hidden columns 172
  - timers 737
  - timestamps 739
  - timestamps in vertical notes 739
  - toolbars 74
  - translation status 740
  - words per minute 741
- show dictionary columns 1071
- Show Global Tables 762, 1173
- show window 683
- sign in 95
- sign on 100
- sign out 553
- signature 577
- signing pdf 969
- simultaneous edit 539
- simultaneous edit 155, 541
- Single space format symbol 842
- Single Space On/Off format symbol 842
- single spacing 608
- slop strokes 1153
- smart brackets 1393
- smart parens 380, 1393
- smart parenthesis 1393
- Smart punctuation
  - about 638
  - commands 638
  - customize automatic spacing 638
  - defaults 638
- Smart quotes 380
- Smart Remove Punctuation 641
- solution center 86, 91
- sort 74, 1755
  - alpha word override 824
  - index by alpha case insensitive 821
  - index by alpha case sensitive 822
  - index exhibit alpha 823
- sort criteria 1071
- sort index items 826, 827, 828
- Sort indexed information
  - index numerically 825
- sound 430
- speaker 1487, 1533, 1931, 1933
- speaker format 373
- speaker identification 438
- speaker ids 1035
- Speaker List 702
  - about 694
  - add fields 699
  - by line options 926
  - dialog pane 694
  - in edit 694

- Speaker List 702
  - in translation 415
  - options 699
  - seating chart 697
- speaker pane 1541
- speakers 415, 1447
- Speche 478
- special character 466, 1487, 1783
- special number formats 1286
- specific entries 1755
- specific line 584
- specific page 584
- Spell Check 584, 585
  - about 941
  - add entries to wordlist 947, 948
  - automatically correct spelling 1287
  - defining 945
  - dictionary entries 1082
  - global 945
  - make wordlist 1085
  - options 942
  - realtime 945
  - spelling lookup 945
  - transcript 942
  - using wordlists 946
  - while defining 944
- spell check dictionary 1731
- spell check options 259, 932, 944
- Split
  - file 568
  - table 617
- Split compound word
  - exclude a suggestion 650
  - set suggestion order 650
  - using 650
- split file 564
- split notes 118
- split screen 468, 525
- split steno file 118
- Squish Defined Numbers 375
- standard files 265, 919, 1702
- standard page 554
- Standard pages 1007
- start audio 404
- start edit with keyboard map 857
- start in my user name 176
- start timestamps 840
- start work unit 435, 579
- start work units
  - after realtime 436
  - create work units 436
  - start work units 436
- static date 314
- stationary status bar
  - CAP 555
  - cursor location 555
  - NUM 555
  - OVR 555
  - page numbers 555
  - section information 555
- status 197, 549, 552
- status bar 735
- status messages
  - warnings 64
- sten notes
  - folds of paper 123
  - move by folds 123
- steno 149, 305
- steno hotspot 124
- Steno keyboard 313
- steno machine 884, 1653, 1883
- steno note file
  - copy 104
  - cut 104
  - define 104
  - excerpt 104
- steno note options
  - columns 119
  - print 119
- steno notes 105, 276, 304
  - copy 120
  - cut 120
  - define 121
  - excerpts 120
  - mark 124
  - pdf 124
  - print 124
  - print to PDF 983
  - repeat search 123, 1066
  - same steno 123, 1066
  - search again 123, 1066
  - split 120
  - tapemarks 124
  - writer file 124
- steno notes file
  - find steno 122

- steno notes file
    - search 122
  - steno notes to pdf 156
  - steno outlines 737
  - steno shortcut table 1299
    - about 1297
    - delete an entry 1297
    - insert entry 1298
    - modify entries 1298
  - steno stroke 392
  - Steno X-ray2 378, 689
  - Stenograph PDF Printer 871
  - stenograph web page 91
  - StenoKeys
    - create definition 516
    - definition guidelines 516
    - delete definitions 516
    - modifier and command keys 516
    - practice 515
    - using translate option 518
    - word process 515
  - Stentura 1124
    - dictionary 306
    - writing machine 306
  - Sticky space format symbol 842
  - Stitch 391
    - [web] attribute 408
    - Stitch in Edit 642
    - Stitch On/Off translate command 408
  - stop audio playback 849
  - Stop display 738
  - stop realtime 505
  - stop realtime warning 1311
  - stop reminding 463
  - stop showing brief 463
  - stop timer 409
  - Stop Translation 573
  - storage 177, 223
    - space 320
  - streaming 502
  - StreamText 473
  - strike through 842
  - Strikeout On/Off format symbol 842
  - student version
    - features 65
    - limits 65
    - restrictions 65
  - study guide 89
  - study guides 90
  - Subscript On/Off format symbol 843
  - suffix 372, 1390, 1394, 1530, 1575, 1578, 1598, 1605, 1679, 1700
    - exclude caps 371
    - Prefixsuffixrules.ini 650
    - quickfix 648
    - remove 650
    - Suffix translate command 410
  - Suffix Drag
    - about 375
    - add suffix letters 375
    - details 375
    - options 376
    - tuckable letter 375
  - suggest a brief 780
  - suggest a live suggestion 781
  - suggest briefs 269, 448, 907
  - Suggest global 761
  - suggested briefs 440
  - suggested words 390
  - suggestions 469, 1371, 1383
  - Superscript On/Off format symbol 844
  - Support Help Desk 86
  - Support info files 1308
  - surround dashes 643
  - surround parenthesis 643
  - surround quotes 643
  - surround single quotes 643
  - Surround with Dashes 643
  - Swapping words 647
  - switch 1035
  - switch prefix 268, 924
  - switch reporters 582
  - switch user 97
  - sync audio 430
  - sync audio playback with current cursor position 850
  - synchronize audio playback 850
  - sys tray 341
- T -**
- Tab format symbol 844
  - table properties
    - cell margins 620
    - dot leader 620
  - Tables

- 
- Tables
    - copy 620
    - cut, copy, paste rows 619
    - EZ Text 1150
    - fill-in-fields list 1154
    - force row/cell text to next page 618
    - format symbols 1169
    - insert columns and rows 616
    - keyboard map 1184
    - modify rows 622
    - numberconversion.ini 1278
    - personal global 1287
    - phonetic 1293
    - prefixsuffixrules.ini 1295
    - print 955
    - print borders/gridlines 618
    - properties 618
    - span across pages 618
    - split 617
    - steno shortcut 1297
    - swap table rows 622
    - user definition 1299
  - tables in CATalyst 614
  - tabs 50
  - technical support 86
  - test realteam 539
  - Texas timers 406
  - text 149, 305, 554
  - text mode 561, 1486
  - TextMap 1348, 1354
    - export 1141
  - Theme 314, 897, 1103, 1667
  - themes... 314, 897, 1103, 1667
  - time tracker 927
  - timecodes 1202
  - timekeeper 927
  - timekeeper fields 607
  - timekeeper report 378, 607, 735, 1202
  - Timer fields 607
  - timer groups 927
  - timer options 927
  - timerkeeper report 163, 1910
  - Timers 406
    - display time 607
    - show in Edit 737
    - show timers translate option 378
    - Stop All Timers 409
    - track time 607
  - Timestamps 840
    - Fill in Timestamps 914
    - Print timestamps 964
    - Reset Time 839
    - Show Timestamps in Edit 739
    - Show Timestamps in Vertical Notes 739
  - toggle 643, 648, 652, 653, 716, 794, 857, 1073, 1202, 1512, 1518, 1524
    - Auto Conflict Resolution 413
    - Bench Mode 413
    - Phonetic Mode 414
    - Punctuation 636, 644
  - Toggle Bench Mode 738
  - toggle case 1578
  - toggle follow realtime 468, 1647
  - toggle keyboard map 857
  - toggle note bar 686, 1202, 1530, 1783
  - toggle punctuation 637
  - Toolbar 717
    - macro 882, 1086
  - touch screen 316, 1114
  - touchscreen 316, 1114
  - Track changes
    - dialog pane 728
    - filter 728
    - search for 728
    - turn on 666
    - view all 728
    - view changes 744
  - track time 378
    - proceeding 406, 927
    - speakers 927
    - witness 406
  - Training 85
  - training files 88
  - Training user 89
  - training videos 85
  - tran ends 235, 348
  - tran starts 235, 348
  - transcript
    - create conflict 598
    - type text 598
  - transcript box 132
  - transcript format 126
  - transcript index 872, 1003
  - transcript index errors 874
  - transcript item color 678
  - transcript layout 126
-

- transcript look 127
  - transcript notes 593
  - transcript production 100
  - transcripts 304, 305
  - transfer 545
  - transfer notes 100
  - transfer steno 104
  - transfer to user 545
  - transfer user 220
  - transfer writer audio 115
  - transfer writer notes
    - steno 104
  - transferring writer files 107
  - transition from ezkeys 1275
  - translate 83, 149, 1315, 1917
  - Translate and Edit
    - Set Dictionary Priorities for Translation 417
    - stop realtime 573
    - Stop Translation 573
  - translate command 392
  - Translate commands
    - Auto Include 384
    - cancel active dialog 385
    - Cap Previous 1 - 9 Words 384
    - Delete 390
    - Glue 391
    - no ending punctuation 393
    - Number Conversion 394
    - Number Trigger 395
    - Pause Audio 401
    - prefix 402
    - Prefix Number 403
    - Resolve Conflict Choice 1 - 9 404
    - suffix 410
    - Toggle Auto Conflict Resolution 413
    - Toggle Bench Mode 413
    - Toggle Phonetic Mode 414
  - translate notes 101, 345
  - Translate options 235, 345
    - Capitalize All Text 365
    - Colloquy + A = 365
    - Colloquy + Q = auto by line 366
    - Delete Repeated Q/A/C 371
    - display 10 & under as words 363
    - drag/drop analysis 368
    - exclude caps 371
    - EZ Choice 372
    - input 354
    - numberconversion.ini 1278
    - output 354
    - Output to Caption 479
    - Output to Other Devices 475
    - Output to Speche 478
    - parenthetical + Q = auto by line 370
    - realtime 354
    - settings 354
    - Squish Defined Numbers 375
    - Translate Statistics 378
    - Use Update Area 379
    - with thousands separator 363
  - translate output 420
  - translate settings 235, 348
  - Translate Statistics 378
  - translating dictionaries 464
  - translation suggestions 469
  - translcript look 132
  - Trans-Lux Data Wall II 475
  - Triggers 395
  - trouble connecting 437
  - troubleshoot 1308, 1309, 1311, 1312, 1313, 1314, 1315, 1316, 1317
  - troubleshoot cloud connection 1312
  - troubleshoot globals 1313
  - troubleshooting 1308, 1315
  - TrueStroke
    - about 689
  - TrueView 124
  - try realteam 539
  - turbocat 305
  - turn line numbers off 829
  - turn line numbers on 829
  - two monitors 524
  - type over 561
  - type text 561, 1486
  - typos 1287
- U -**
- Uncap Next format symbol 845
  - uncap words 646
  - Underline On/Off format symbol 846
  - undo
    - globals 765, 1176
  - undo global 683, 763, 1174
  - unfilter 1755, 1760
  - unglobal 1586, 1608



- 
- unique list of text definitions 1724
  - unique words in transcript 858
  - Unmark 657
  - Up one level 233
  - up to date 1647
  - update area 281, 1044
    - about 1039
    - translate option 379
  - update software 91
  - upgrading 44
  - upload 325
  - url 871
  - USB export 1043
  - Use Alternate User Settings for Edit 379
  - use update area for translation 354
  - use xtra global table 761
  - User 100
    - delete 204
    - list of names 233
    - select user icon 293
  - User Defined Paragraph format symbol 846
  - User definitions table
    - about 1299
    - add entry 1300
    - bigger font 1301
    - change table fonts 1301
    - delete entry 1300
    - different font 1301
    - filter entries 1302
    - modify entry 1300
    - search and replace entry 1305
    - search for entry 1303
  - User files 91, 221
  - user guide 86
  - User interface 314
  - user location 168
  - user messed up 1308
  - user name 95
  - User root
    - error messages 1309
    - folders 168
  - user settings 171
  - User tables 1154
    - EZ Text 1150
    - format symbols 1169
    - keyboard map 1184
    - numberconversion.ini 1278
    - personal global 1287
    - phonetic 1293
    - prefixsuffixrules.ini 1295
    - steno shortcut 1297
    - user definition 1299
  - UserSettings file 235
- V -**
- vCard 1165
  - verify options 1735
  - versioned files 245
  - Vertical notes
    - about 686
    - defining 686
    - dialog pane 686
    - set cursor focus to screen 686
    - Vertical Notes Font 680
    - view TrueStroke data 689
  - ViaVoice
    - install and train software 1841
  - View 172, 520, 666, 735
    - change text display in Edit 733
    - dictionary entries in Edit 676
    - EZ Text in edit 692
    - file names 171
    - icons 171
    - jobs in icon view 172
    - layout information 684
    - normal view 733
    - page view 733
    - reveal codes 685
    - TrueStroke data 689
    - vertical notes in Edit 686
    - zoom text display 743
  - view all 1071
  - View CaseView Options 667, 669, 675
    - connected users pane 507
    - notifications 507
  - view entries 1760
  - view macro commands 887, 1089
  - view settings 379
  - viewer 520
  - virtual scratch pad 593
  - Voice 1850
    - ordinal number conversion Via Voice 1898
  - Voice About 1839
  - Voice About the VoiceCommands.ini File 1872
  - Voice About Voice Translation 1890
-

- Voice Accelerwriters
  - about 1877
  - create 1877
- Voice Analyze Case 1872
- Voice ASCII/ANSI 1912
- Voice Audio
  - play room audio 1920
  - play voice audio 1919
  - play voice with scroll text 1919
  - stop room audio 1920
  - stop voice audio playback 1919
  - toggle voice and room audio 1922
- Voice AudioSync 1920
  - Configure Audio Settings 1845
  - Microphone Set Up and Test 1845
  - realtime options 1896
- Voice AutoInclude 1884
- Voice Automatic Number Conversion 1902
- Voice Backup CATalyst Dragon files 1868
- Voice Backup CATalyst ViaVoice files 1869
- Voice Backup Dragon files 1868
- Voice Backup ViaVoice User data 1869
- Voice Begin Translation 1891
- Voice Capitalize All Text 1899
- Voice Captioning 1913
- Voice CaseView 1915
- Voice Colloquy 1900
- Voice Colloquy + A 1899
- voice commands 1850
- Voice Commands Dictionary 1884
- Voice Conduct audio test 1841
- Voice Copy voice files 1844
- Voice copy voice sample dictionary 1844
- Voice Correct Words 1919
- Voice Create Dragon user 1841
- Voice Create EZ Speaker Entries 1878
- Voice Creating a Timer Entry 1911
- Voice Delete Command 1877
- Voice Delete text 1866
- Voice Delivery 1867
- Voice dictionary
  - using translate commands 1884
- Voice Display 10 and Under as Words 1908
- Voice Dragon Acoustic & Language Model Optimizer 1871
- Voice Dragon Acoustic Optimizer 1871
- Voice Dragon Drop Down Text Delay 1895
- Voice Dragon Faster Drop 1895
- Voice Dragon Language Model Optimizer 1871
- Voice Dragon Options 1842
- Voice Drop Down Text Speed 1895
- Voice E-Defines
  - about 1922
  - create 1922
- Voice Editing 1866
- Voice Fields in an Entry 1878
- Voice File management Dragon 1868
- Voice File management ViaVoice 1869
- voice files 1850
- Voice Format Sybmols in Voice Dictionary Entries 1879
- Voice Getting Started 1840
- Voice Insert text 1866
- Voice Install and Train Dragon Software 1841
- Voice Install ViaVoice 1841
- Voice Macros
  - about 1879
  - assign keyboard command 1881
  - define accelerwriter 1883
  - record 1880
- Voice Mark text 1866
- Voice Modify Voice Command Dictionary 1873
- Voice Number conversion
  - automatic 1902
  - display 10 and under as words 1908
  - modify numberconversion.ini file 1903
  - number format guidelines 1889
  - numberconversion.ini file 1902
  - ordinal number conversion Via Voice 1898
  - otherwise display as digits 1908
  - search and replace in numberconversion.ini file 1906
  - search numberconversion.ini file 1905
  - using number conversion formats 1886
  - using number trigger formats 1887
  - with thousands seperator 1908
- Voice Number Formats in Voice Dictionary Entries 1886, 1887, 1889
- Voice Number Trigger 1887
- Voice Optomize Dragon Vocabulary 1872
- Voice Optomize Vocabulary 1872
- Voice Otherwise Display as Digits 1908
- Voice Output to ASCII/ANSI 1912
- Voice Output to Caption 1913
- Voice Output to CaseView 1915
- Voice Parenthetical + Q 1901

Voice Pause Audio 1885  
 Voice Pause Dictation 1918  
 Voice Pause Recording Room Noise 1885  
 Voice Printing 1867  
 Voice Realtime Options 1896  
 Voice Record Audio option 1891  
 Voice Replace 1926  
 Voice Resume Audio 1886  
 Voice Resume Dictation 1918  
 Voice Resume Recording Room Noise 1886  
 Voice Run Dragon Acoustic Optimizer 1871  
 Voice Sample Voice Command Entries 1876  
 Voice Save as .WAV File 1938  
 Voice Seating Chart  
     create 1935  
     options 1936  
 Voice Select text 1866  
 Voice Set Dragon Options 1842  
 Voice Set ViaVoice Options 1843  
 Voice Speaker List  
     dialog pane features 1931  
     insert speaker 1933  
     seating chart 1935  
     seating chart options 1936  
     set by line format 1934  
 Voice Starting Voice Translation 1891  
 Voice Timer Information 1910  
 Voice Timers 1909  
 Voice Train Dragon 1841  
 Voice Translate Commands  
     autoinclude 1884  
 Voice Translate Commands in Voice Dictionary  
 Entries 1884  
 Voice Translate Options 1896, 1898  
 Voice Translating 1865  
 Voice Translation 1839  
 Voice Using EZ Speakers with Voice Translation  
 1894  
 Voice ViaVoice Analyze My Documents 1872  
 Voice ViaVoice Vocabulary Manager 1872  
 Voice Voice Commands Dictionary 1872  
     about 1872  
     accelerwriter 1877  
     creating EZ Speaker entries 1878  
     modify dictionary 1873  
     number format commands guidelines 1889  
     sample entries 1876  
     update while editing 1929

    using fields 1878  
     using format symbols 1879  
     using number conversion command 1886  
     using number trigger command 1887  
     using the Delete command 1877  
 Voice With Thousands Separator 1908  
 voice writer 1839  
 voice writer hardware 1839  
 Volume description 880  
 volume index 877  
 volume information 828  
 VP 1850

## - W -

warn 1427  
 warning when translating 1315  
 Warnings  
     manage custom reminders 315  
     read confirm cancel 280  
 warnings for edit items 937  
 Watermark 955, 964  
 web definitions 408  
 website 871  
 what are fields 600  
 what do I do 1308  
 wifi vs serial output 510  
 wildcard 1493  
 wildcard character 727, 1489, 1493  
 wildcard characters 224  
 wildcard text 224, 727, 1489  
 wildcard text search 591  
 windows 91  
 With Thousands Separator 363  
 witness header 142  
 Wizard  
     insert Auto Include 1050  
     paper path 955  
     translate 345  
 word 304  
 Word count 682  
 word definition 742, 1688  
     Options 267, 937  
 word ending 410  
 word endings 774, 922, 1377, 1390, 1394, 1530,  
 1575, 1578, 1598, 1605, 1679, 1700  
 word numbers 365, 1368, 1909  
 Word Swap 647

### Wordlist

- case 946
- create 947
- job 946
- new 947
- personal 946

### Wordlists 259, 932

- add entries during Spell Check 948
- add entries to wordlist 947
- apply 949
- compound 650
- create new 951
- cut and copy entries 950
- deleting entries 951
- insert/modify entries 952
- keep new 953
- keep old 953
- make wordlist 1085
- merge entries 953
- options 953
- prioritize 949
- priority during spell check 949
- remove 949
- set 949

### words 364

### Words per minute 741

### Work Unit 738

### Work Unit Area 738

### Work Unit shading 738

### Work Units 426, 572

- setup 434

### write file

- options 105, 276

### writer 884, 1653, 1883

### writer backup card 113

### writer files 104, 112

### writer j-defines go to realtime 529

### writer notes 100

### writer software 1319

### writer update 1319

### wrong speakers 701, 1540

- special global table 756

- use 773

## - Y -

- yellow dots 343

## - Z -

- Zip 177, 231

- Backup zip options 294

- send 'em backup options 298

- zip & e-mail options 295

## - X -

### xtra global table

- apply 773

- create 773

- scopist 756