Case CATalyst® Manual

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Welcome to Case CATalyst

Welcome to Case CATalyst. This exciting new version provides innovative and improved features that enhance the functionality of Case CATalyst.

The Case CATalyst on-line help contains comprehensive information about all the Case CATalyst functions and features, including steps on how to perform various tasks. You can learn about the steps required to perform basic transcript production of reading and translating notes, editing, and printing. Case CATalyst on-line help also includes detailed information regarding job and dictionary management, setting up your page layout, transcript indexing, importing and exporting files, and more.

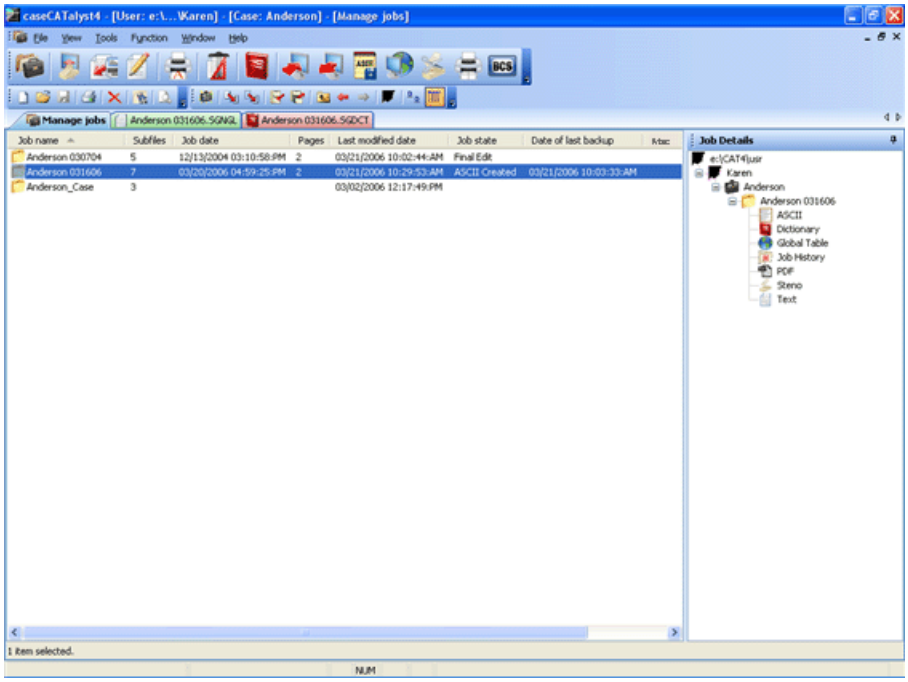
You can easily access information in the Case CATalyst on-line help through a table of contents, an index, or by topic search.

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Introduction

Understanding the Case CATalyst Screen

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.

Minimize the CATalyst window, which minimizes the entire CATalyst program and displays it as a button on the Window's task bar.

Maximize the CATalyst window, which displays the CATalyst program in full screen view. This button toggles with the Restore button.

Restore the CATalyst window to the previous manually set window dimensions. This button toggles with the Maximize button.

Exit the CATalyst program, which closes all open CATalyst functions, such as Edit along with any open jobs and Manage Dictionary along with any open dictionaries.

Menu Bar

Displays below the Title Bar. It lists the menus available in the current CATalyst function. The Menu Bar always displays. You cannot hide it.

When a file displays in the Work Area, the following buttons display on the right side of the Menu Bar. These buttons only affect the window for the open file.

Click on a button to:

Minimize the window for the open file. It displays as a Title bar on the lower left side of the screen.

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Restore the window for the open file 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 CATalyst function. For example, you have two jobs open in Edit. Clicking this button closes the open file and displays the second job in the Edit function. The CATalyst program remains open.

Function Bar

Displays below the Menu Bar. It contains icons for the most commonly used CATalyst functions. You can customize the Function bar, adding, moving and removing buttons.

Toolbars

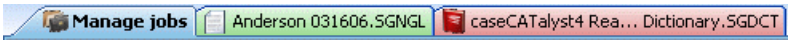
Toolbars contain icons for the most commonly used features in the current function. The icons available on the toolbar change for each function. You can customize your toolbars, adding, moving and removing buttons to suit your needs.

Tabs

Open files display as tabs below the Toolbars. The open file tabs are color coded to correspond with a particular file type or function that is open. For example, CATalyst indicates Manage Jobs is open with a light blue tab, Edit files with green tabs and open dictionaries with red tabs. An asterisk displays in the tab when unsaved changes exist in a file.



If a long file name does not fit on the tab, CATalyst displays the first and last portion of the name with dots in the middle.



CATalyst bolds the file name on the tab of the open file currently displayed on the screen.

Work Area

The center of the screen. Displays information based on the current CATalyst function. For example, in Manage Jobs, the work area contains job file information. 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 CATalyst program.

Status Bar

Displays at the bottom of the screen. It contains information based on the current CATalyst function. For example, in Edit, it displays the current section number, page number, transcript line number, cursor mode, and the position of the cursor in the text.

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.

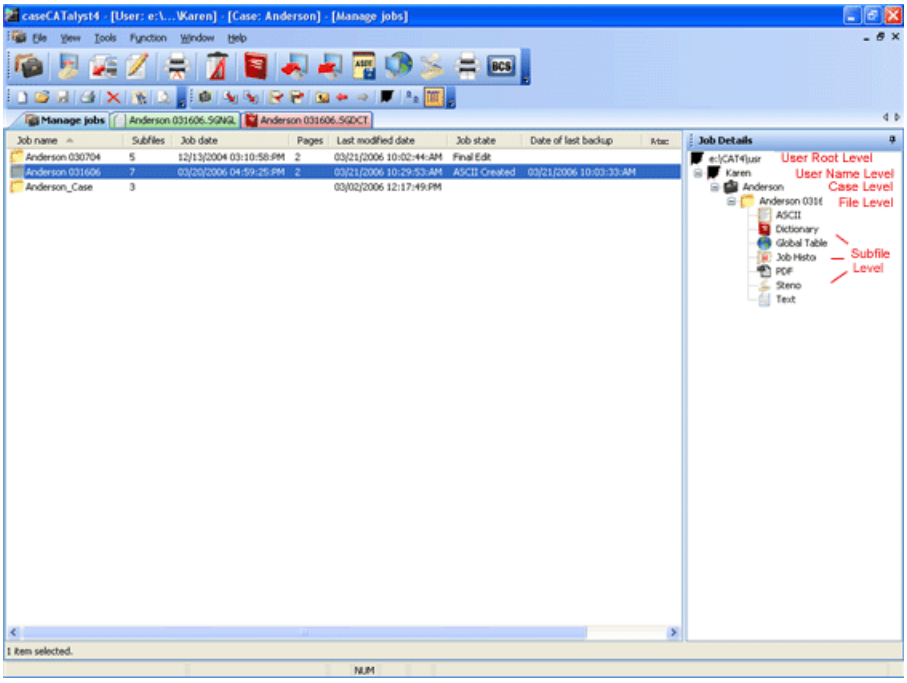
Case CATalyst File Structure

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

1. User Root Level
2. User Name Level
3. Case (optional)

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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 user names and is necessary for the CATalyst software to run. You cannot start 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 directory where all files for that user are stored. When you sign on with your user name, CATalyst automatically goes to your user directory and displays your files. If two users create different files with the same file name, the system distinguishes the file by the user directory in which it resides. The Title Bar at the top of the screen displays the current user directory.

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 subdirectory of your user name. The use of cases to organize your jobs is optional. You can create cases within cases. Read, translate or move files into cases to organize related information. You can create Case dictionaries and Case Wordlists which you can apply to all the jobs in a Case.

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

System Files Case

The System Files case contains required files for CATalyst, such as user settings, dialog settings,

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Personal Dictionary and Keyboard Maps. Many required files are contained in cases within the System Files case, such as the Index Templates case, Layouts case, Macros case, Save Translate Settings, etc.



Index Templates Case

The Index Templates case is located in the System Files case. The Index Templates case contains all CATalyst index templates. CATalyst requires you create, modify, and store index templates in the Index Templates case located in the System Files case.

Layouts Case

The Layouts case is located in the System Files case. All CATalyst layouts are automatically stored in the Layouts case.

Other Case CATalyst Cases

Examples of other Case CATalyst cases include AutoArchive, Job Reports Templates, Macros and Saved Translate Settings.

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 subfiles include:

	.txt	ASCII
	.wav	Audio
	.sgsav	Auto Recover
	.ZIP	Compressed Backup File
	.sgcpo	Compress Print Options
	.sgcdb	Conflict Database
	.sgdct	Dictionary - Personal, Case, or Job
	.ezk	EZKeys Table
	.sgezt	EZText Table
	.csv	Fill In Field List
	.sgglb	Global Table
	.sgpgb	Global Table - Personal
	.ini	History - Job or Case

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	.sgkbd	Keyboard Map
	.sgpgl	Layout
	.sgmac	Macro
	.pdf	PDF File
	.sgphn	Phonetic Table
	.rtf	RTF (Rich Text Format)
	.ini	Settings
	.sgstn	Steno Notes
	.sgsys	Steno Shortcut Table
	.sgngl	Text File
	.sgufd	User Definitions Table
	.tlx	Wordlist - Personal, Case or Job
	.cvpf	CaseView Preference File - CaseViewNet passwords and settings information
	.dra	Dragon Voice Data
	.sgvod	ViaVoice Voice Data
	.sgvcd	CATalyst Voice Command Dictionary
	.sgxry	Support file for Diamante, élan Mira A3/Stentura Fusion
		Unknown file types

A typical file can contain several subfiles. When you perform a specific function, CATalyst automatically creates a subfile. For example, when you Read in your steno notes, 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 Menus, Functions and Features

All 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 equivalent keyboard commands.

Depending on the CATalyst function, some features are 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.

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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

Some features are available from a short menu that displays when you single click the right mouse button. The available features vary depending on the CATalyst function.

Example

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

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.

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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.

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**).

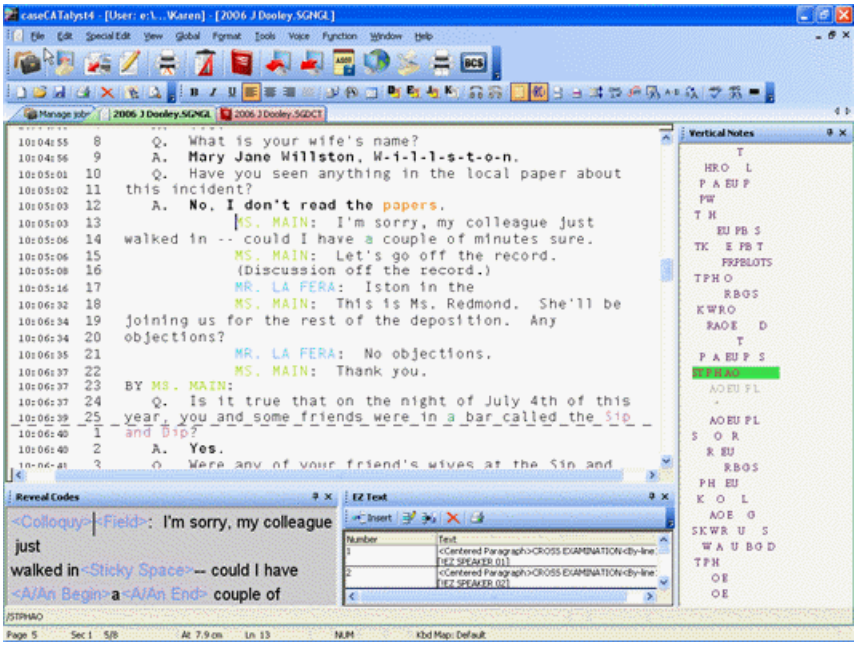
Action:

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

Modifying CATalyst Windows

Easily reposition a window by clicking the title bar and dragging it to the desired position. You can place windows vertically, horizontally or "store" as an auto hide tab along the edges of the CATalyst screen for quick access.

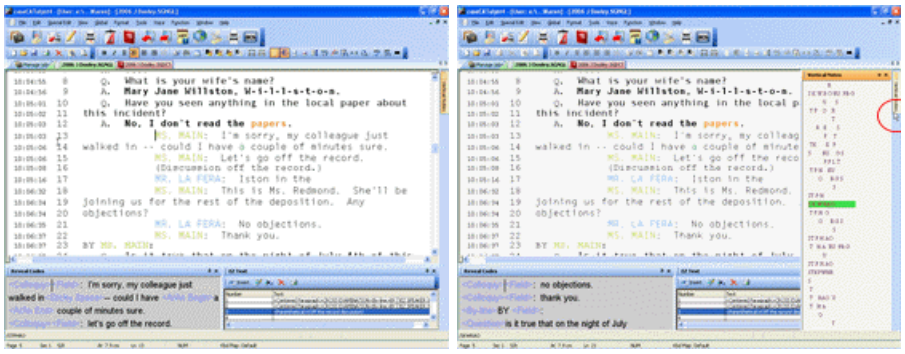
To display a window not currently showing, from the View menu, select Show and then choose the desired window. The window displays in a default fixed position. To Hide a window, click the X in the title bar or deselect it from the View/Show menu.



Auto Hide Window

A tab within the CATalyst screen indicates the window is in auto hide mode. Positioning the cursor on a tab temporarily displays the window. Moving the cursor from the window, auto hides the window,

redisplaying the tab. The push pin on the title bar of a window is horizontal when the window is in auto hide mode.



Fixed Position Window

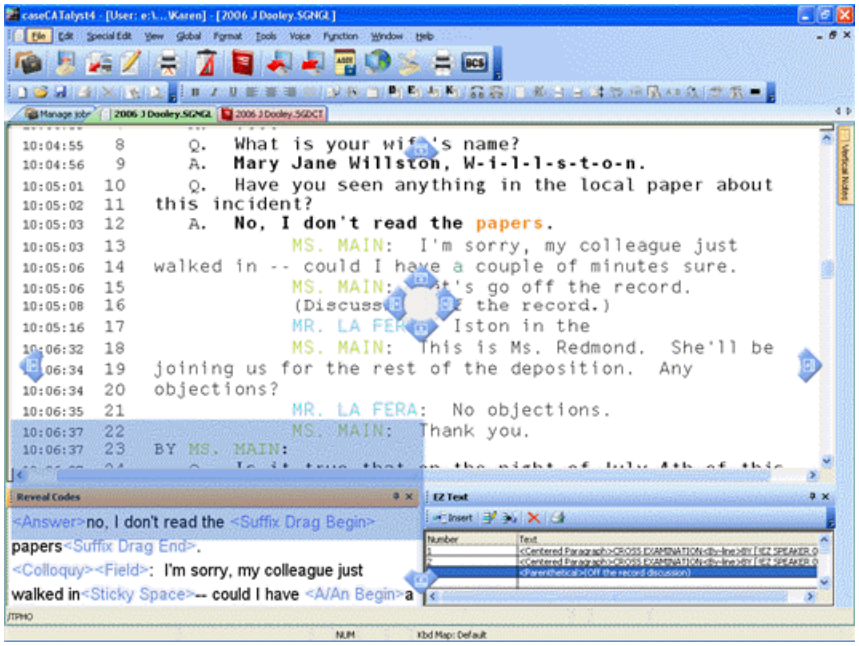
The Title bar of a window with a vertical push pin indicates the window is in a fixed or "docked" position. Clicking the push pin, so that it is vertical, locks the window into its current position.

When you move a fixed position window to another location on the screen, placement icons display on the screen.

There are two types of placement icons:



A single arrow icon displays on each side of the screen and a four arrow diamond shape icon displays in the window closest to the area where you want to place window you are moving.



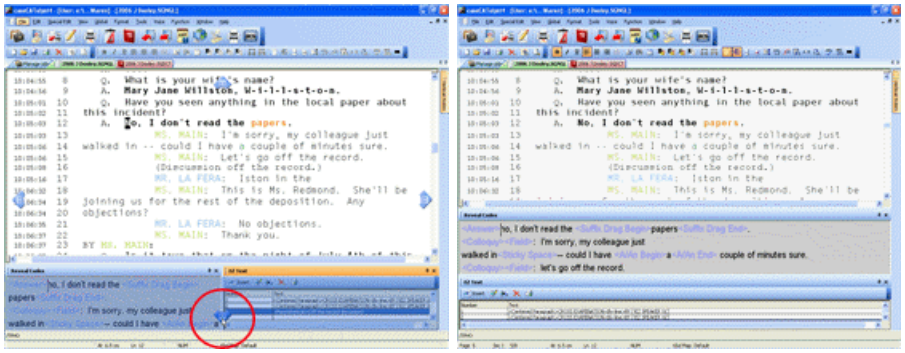
Placement Icons

Single Arrow

Positioning the cursor on a single arrow while moving a window, places the window along a side, top or bottom of the CATalyst screen. As shown in the following example, positioning the cursor on the bottom

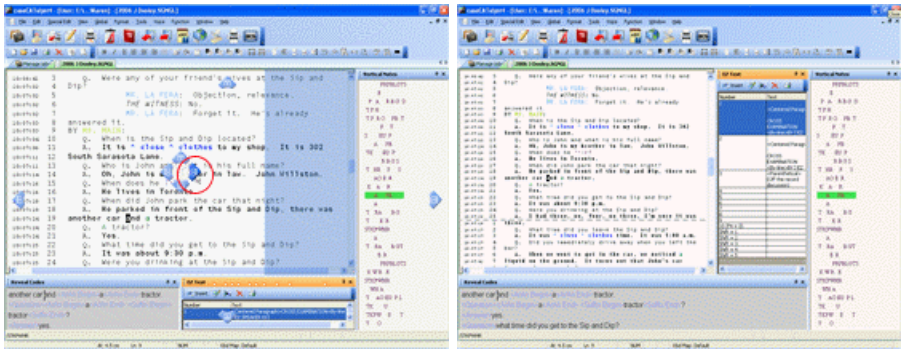
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single arrow icon, places the window horizontally on the bottom of the screen. If another window already displays in the selected position, CATalyst places the moved window along the edge of the screen.

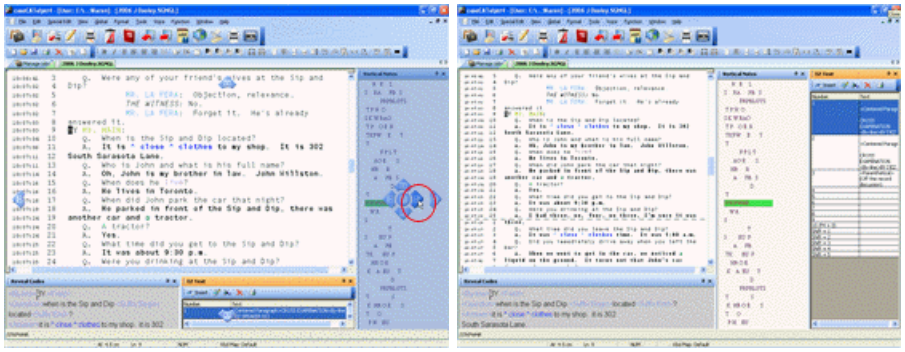


Four Arrow Diamond

Positioning the cursor on an arrow within the diamond, places the moved window next to the existing window.

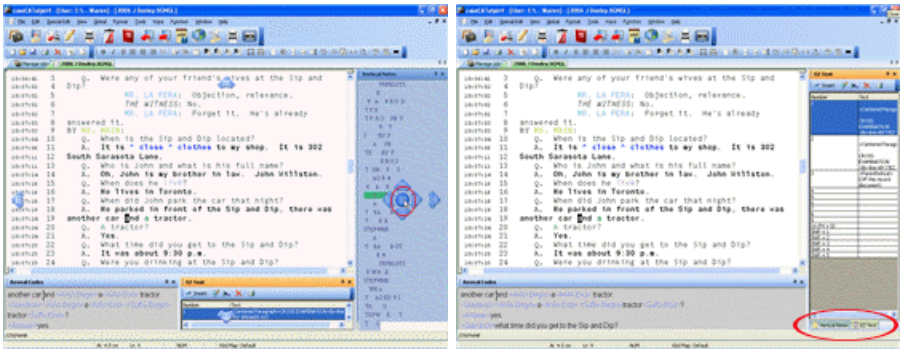


Positioning the cursor on an arrow of the diamond within an existing window, places the moved window next to the existing window along the edge of the screen.



Positioning the cursor in the center of the diamond while moving a window, places the window in the same position of the existing window and adds tabs, allowing you to toggle the display between the windows. You can place multiple windows in one location.

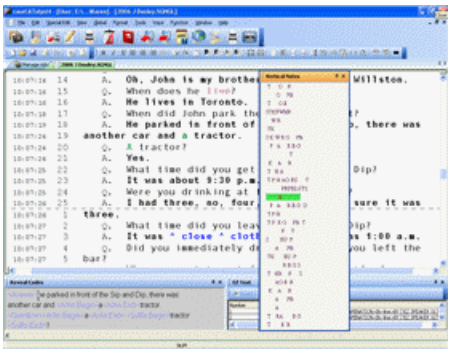
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To separate an individual window from a shared window position, double click the tab for that window. The selected window displays in the CATalyst screen where you can move it to a new location or close it. To separate all the tabbed windows, double click the title bar of the open window.

Floating Window

You can position a floating window anywhere within the CATalyst screen. Double clicking the Title bar when the window is floating, places it in a fixed position.

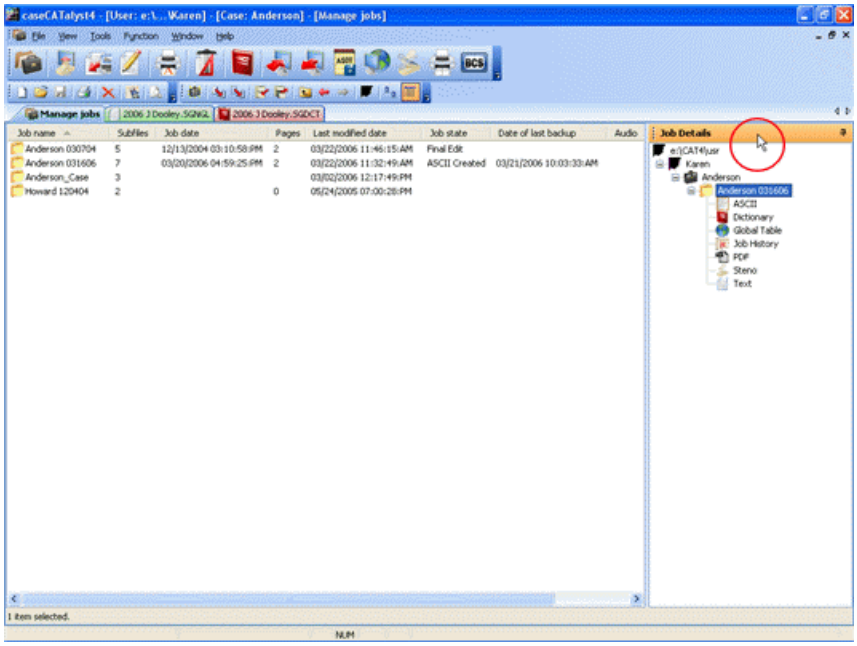


Repositioning a Window

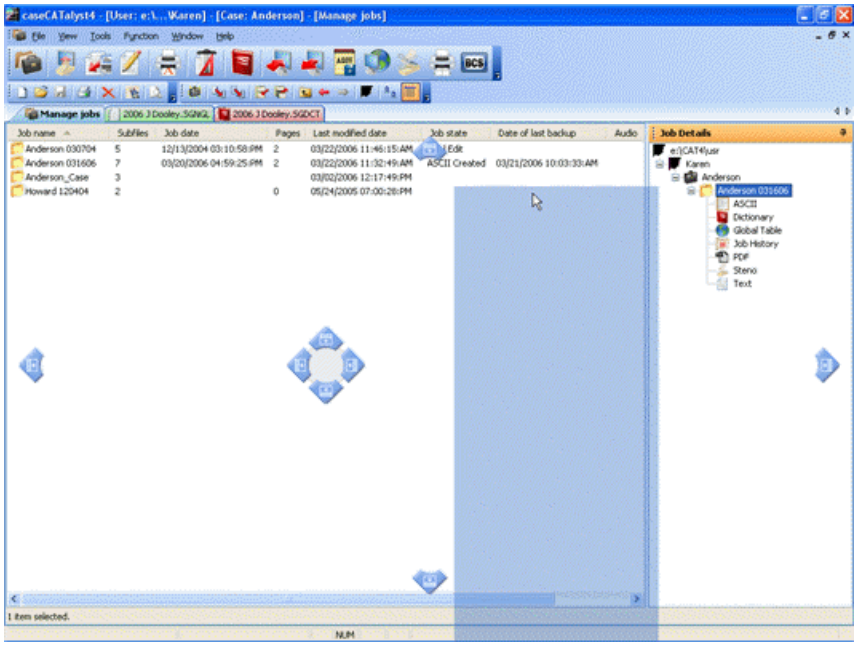
In the following example, the Job Details window moves from its current vertical position in the right side of the screen to a new position horizontally placed at the bottom of the screen.

1. Place your cursor on the title bar of the Job Details window. Press and hold the left mouse button.

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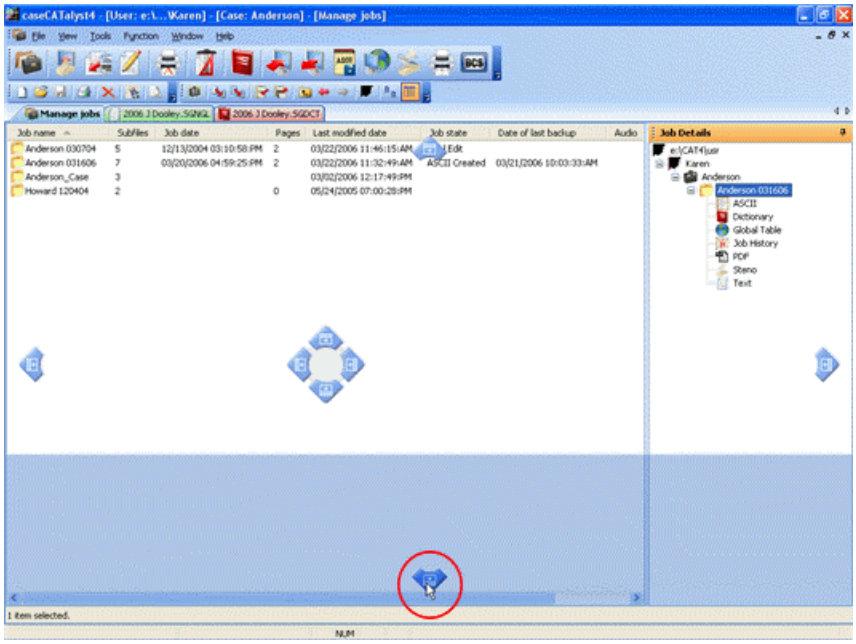


2. Drag the window towards the bottom of the screen. The window, retaining the original size and shape, becomes transparent and the placement icons display on the screen.

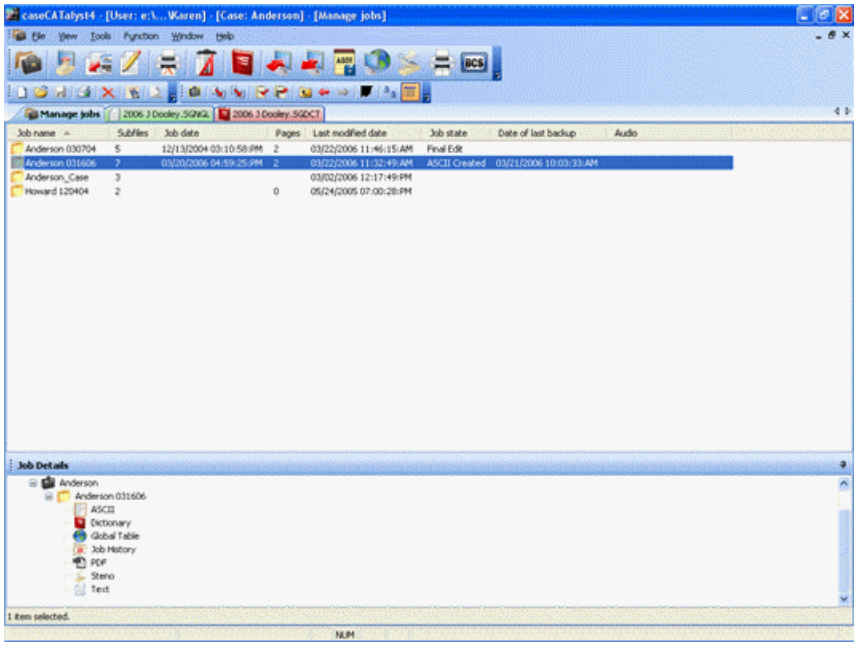


3. To position the window horizontally at the bottom of the screen, continue to move the window until the cursor points to the bottom single arrow icon. The window you are moving takes on the size and shape that fits in the selected placement location.

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4. Release the mouse button. The window you are moving is now positioned in the new location.



Menu Organization

The Menu bar lists the menus available in the current CATalyst function. Some menus display in all the CATalyst functions. These menus contain common menu features and display whether or not a file is open in that function. The common menus are:

- **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.
- **Functions**—lists all the available CATalyst functions.

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- **Window** —lists the open windows in CATalyst and provides options to change how these windows display.
- **Help** —provides access to various types of help information for CATalyst.

Menu features, specific to a function, may also be listed in the common menus or display only when a file is open or closed.

The Menu Bar displays additional menus specific to a function. These menus display only in that function. For example, Special Edit is a menu containing menu features only available in the Edit function. The Special Edit menu does not display in other CATalyst functions.

System Files

System files are files and cases, which are vital to the operation of your software. For example, the User Settings file, your Personal Dictionary, and the Layouts case 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.

Messages and Prompts

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

- Prompts and dialog boxes
- Status messages
- Error messages

Prompts and Dialog Boxes

Prompts request information or action. 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. For example, if you are backing up a file and do not have a disk in the drive, CATalyst displays the message *Cannot read drive a:* You can:

- Make sure the drive door is closed and that the diskette is formatted.
- Select **OK** (**Enter**), put a diskette in the drive, and try the function again.

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Common Features

File Menu

New

New (Alt + f, n) 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. For example, when you select Text File from the New menu, a new text file opens in the Edit function, or when you select Layout from the New menu, the sample text file with the Page Layout dialog box opens in the Layout function. There are two exceptions:

- 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 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 directory level. To create a file in a location other than the CAT4 users level, use **Browse**.

 **Back**

Return to the previous directory viewed.

 **Up One Level**

Move one directory 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, 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.

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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 CATalyst function.

Browse

Search for a different directory.

Cancel

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

Open

Open (Alt + f, o) allows you to open an existing file. Depending on the current CATalyst function:

- the file opens in the appropriate 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 CATalyst function; 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**).

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 directory level. To locate a file in a location other than the CAT4 users level, use **Browse**.

 **Back**

Return to the previous directory viewed.

 **Up One Level**

Move one directory 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**

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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 CATalyst function.

Browse

Search for a different directory.

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.

It is highly recommended to Save often while editing a job. CATalyst has an Auto Recover feature that writes the job to a temporary file on the hard drive during editing, in case you exit the job abnormally. **However, Stenograph recommends you manually save the file on a regular basis.**

You can continue working while CATalyst saves a file to the hard drive. If you use EZKeys, you can make the Save command a part of your EZKeys' series commands.

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 directory, or drive. The original file is left intact and a copy of the file with the new file name is created.

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Use the following fields and options as necessary.

Save in

Defaults to the current user. Use the drop down button to display the current directory level.

 **Go To Last Folder Visited**

Return to the previous folder viewed.

 **Up One Level**

Move one directory 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 redisplays 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 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, 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.

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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. 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 any where in 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 CATalyst. In certain functions, such as Edit and Page Layout, CATalyst first prompts you to save any unsaved changes before exiting.

Edit Menu

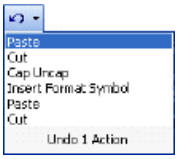
Undo

Undo (Ctrl + z) is a feature that 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 (Ctrl + Shift + z) is a feature that allows you to restore the most recent changes or actions in the current file. Only consecutive actions are restorable. 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.

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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.

Copy/Cut/Paste

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 (Ctrl + v) feature, 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 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 CATalyst automatically prompt you with a Yes/No option to include the underlying steno.

View Menu

Show

The Show feature presents a selection of toolbar and show 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 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 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 Default Toolbars

Toolbars are shown with the CATalyst default icons.

Function Bar

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Standard



Job Manager



Standard Plus



Edit



Marks



Open Special



Dictionary/List



Dictionary Extra



Compress Print



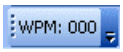
Full Screen



Voice



Words Per Minute



Macro



Show Options

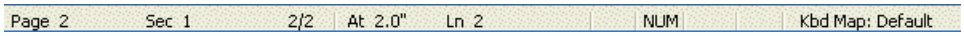
Status Bar

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.



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Stationary Status Bar



Timers

Display or hide the Timers On/Off dialog box.

Translate Statistics

Display or hide the Translation Status dialog box.

Reporter's Area

Display or hide the Reporter's Area on the Edit screen during realtime writing.

Bench Text

Display or hide text written in Bench Mode during a realtime session.

Timestamps

Display or hide the Show Timestamps dialog box on the Edit screen.

Timestamps in Vertical Notes

Display or hide the Timestamps in the Vertical Notes.

Audio Indicators

Display the Audio Indicators in Normal View.

Double Space in Normal View

Display 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

Display or hide subfiles on the Manage Job screen.

Customize Toolbars

Display, hide and customize CATalyst toolbars.

Customize Toolbars

Customize Toolbars allows you to add, move or remove icons on CATalyst toolbars. You can remove unused icons, rearrange the display order on the toolbar or modify the icon appearance and style. CATalyst remembers the new settings for current user until changed.

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.

To customize the CATalyst 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

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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 the toolbars icons. Highlight the toolbar name in the list and select **Reset**. Resetting restores all the default icons in their default appearance to the selected toolbar. A confirmation message displays. Select **OK** to reset the toolbar.

Commands

Select a Category on the left and then drag an icon from the list of commands on the right 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.

Do any of the following:

Add an icon to the Toolbar

Using the left mouse button, click the desired icon and continue to hold the button. Move the cursor to the desired location on the toolbar and release the button.

Remove an icon from the Toolbar

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

Relocate an icon on the Toolbar

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

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

Record the 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. CATalyst prompts to with a confirmation message.

Large icons (all toolbars)

Increase the size of icons on all toolbars.

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Function Bar Toolbar large icons

Increase the size of icons on the Function Bar only.

Show Text under Function Bar Toolbar

Display text for each icon function on the Function Bar.

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

Modify Icon Appearance

The Customize Toolbars feature allows you to modify the appearance 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 toolbar must be visible on the screen in order to make modifications to the toolbar icons.

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

Restore the icon to the default. This option is only available for an icon that has been modified from it's 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

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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

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**.

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.

Function Menu

Manage Jobs

Manage Jobs (Alt + u, j) opens or displays the Manage Jobs function where you view all the files for the current user and you can select files to open, copy, move, delete, and backup. When you start CATalyst, it opens in the Manage Jobs function.

Read Notes

Read Notes (Alt + u, r) opens or displays the Read Notes function and displays the Read Setup dialog box. Use Read Notes to transfer steno notes from your writing machine via diskette or RAM to the hard drive of your computer.

Translate & Edit

Translate & Edit (Alt + u, t) opens or displays the Translate & Edit function. Use Translate and Edit to translate 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 CATalyst starts translating either during regular translation or realtime writing, you can begin editing the text.

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Edit

Edit (Alt + u, e) opens or displays the Edit function. Use Edit to open a translated job or to create a new text file. When an Edit file is open, pressing Alt + u, e (Function/Edit) displays the open file.

Print

Print (Alt + u, p) opens or displays the Print function and displays the Print dialog box where you can select and print a job in draft or final copy.

Layout

Layout (Alt + u, L) opens or displays the Layout function. Use the Layout to create new or modify existing page formats. The Sample Text file reflects the applied changes to the layout settings.

Manage Dictionary

Manage Dictionary (Alt + u, d) opens or displays the Manage Dictionary function. Use Manage Dictionary to modify, create, include, delete, copy, cut, and paste entries in your Personal, case, or job dictionaries.

Import

Import (Alt + u, i) opens or displays the Import function. If the Import function is not open, the Import dialog box displays. Use Import to convert CATalyst 3.x files and RTF/CRE files into CATalyst files.

Export

Export (Alt + u, x) opens or displays the Export function. Use Export to convert CATalyst files into RTF/CRE format for use with another CAT system or to create an ASCII file.

Compress Print

Compress Print (Alt + u, c) opens or displays the Compress Print function. Use Compress Print to print multiple pages of a transcript on a single sheet of paper. Compress Print uses CATalyst text files and allows all your formatting, such as underlining, bolding or italics, in the text file to apply in Compress Print.

Manage Notes

Manage Note (Alt + u, n) opens or displays the Manage Notes function. Use Manage Notes to break 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 (Alt + u, w) displays an open Wordlist or displays the Open Existing Document dialog box where you can select a Wordlist to open. A Wordlist contains words you decide CATalyst should ignore as a misspelling during Spell Check. There are three types of Wordlists: Personal, Case, and Job.

Broadcase Captioning Suite

Broadcast Captioning Suite (Alt + u + b) opens the Broadcast Captioning Suite (BCS) displaying the Broadcast Captioning Translate dialog box. BCS is an optional program designed for steno caption

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providers, integrating live display and scripted program features. For additional purchasing information, contact Stenograph Sales Department, 1-800-323-4247 or 1-847-803-1400.

EZKeys

EZKeys (Alt + u, k) activates the EZKeys function and displays the EZKeys toolbar. An EZKey is a series of keystrokes, commands, or both that you can invoke with one key. EZKeys can shorten steps, keeping your hands on the "home row" of the keyboard.

Window Menu

Cascade

Cascade (Alt + w, c) displays the open 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

Tile (Alt + w, t) displays the open 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.

Open Jobs

In the lower part of the Window menu, job files and functions currently open in CATalyst display. A reference number is assigned to each job or function. A check mark indicates the job or function that is active or has the cursor focus. To switch between open jobs and functions, select the job or function from the Window menu or press **Alt + w** and then the reference number. You can also use **Ctrl + Tab** to switch between open functions in CATalyst.

Help Menu

Case CATalyst Help

Case CATalyst Help (F1) displays the Case CATalyst on-line help. The CATalyst Help function contains comprehensive information about the CATalyst functions and features, including steps on how to perform various tasks such as reading notes, translating notes, editing, and managing job and dictionaries.

For information about installing and configuring Case CATalyst, see the *Case CATalyst Installation and Configuration Guid*e.

Support Help Desk

Use Support Help Desk (Alt + h, s) to connect to the Stenograph on-line Technical Support internet site. The Support Help Desk contains information on Stenograph software, writing machines and a limited amount of information on operating systems.

Case CATalyst Manual

Manual (Alt + h, m) opens or displays the CATalyst manual in .PDF format. To display the manual requires that you have Adobe Acrobat Reader installed on your computer.

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View Readme

Displays the most recent Case CATalyst Readme file. The Readme file contains information on the most recent updates and changes to Case CATalyst.

Basic Skills CBT

Basic Skills CBT (Alt + h, c) opens the Case CATalyst Computer Based Training (CBT) module. This step by step training tutorial includes topics which cover the basic steps necessary to produce a transcript, conduct dictionary and file maintenance, modify page layout settings, and create include files.

Stenograph Home Page

Stenograph Home Page (Alt + h, p) opens or displays your Internet Web Browser to the Stenograph Home page, www.stenograph.com. The Stenograph Web site provides, for example, updated product information and on-line shopping, access to Stenograph's customer newsletter, Word for Word, details about current workshops, on-line help desk support, and the opportunity to sign up for on-line courses.

Security Device Info

Security Device Info (Alt + h, d) displays the serial number of your security device and its currently programmed options. From Security Device Info, you can also reprogram your security device, if necessary.

Stenograph strongly recommends that you insure your Case CATalyst security device. Check with your insurance carrier to see if your homeowner's insurance policy covers your security device. Some insurance companies do not include computers or computer accessories in the homeowner's coverage. You can refer to the NCRA or Stenograph web site for names of insurance companies that insure computers and writing machines.

Activate CaseViewNet

CaseViewNet is an optional program that allows realtime output using a secured wireless or serial cable connection between Case CATalyst and CaseViewNet Client receive systems. Activate CaseViewNet displays the CaseViewNet Call-in Number dialog box which generates the number you call-in to Stenograph in order to secure your CaseViewNet activation. In order to activate the CaseViewNet output option, you must have a current support contract and a subscription to CaseViewNet. For additional information, contact the Stenograph Sales Department at 1-800-323-4247, press 1; or 1 - 847-803-1400.

Use the following options as necessary:

Check Status

Displays a dialog box that provides information regarding the activation status of CaseViewNet activation on your computer.

Finished

Close the CaseViewNet Call-in Number dialog box.

About Case CATalyst

About Case CATalyst (Alt + h, a) displays the About Case CATalyst dialog box which contains the following information: Case CATalyst software version, copyright information, the current user root information, and operation system information. When speaking with a technical support representative, they may ask about this information.

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Getting Started

Getting Started Overview

In order to begin translating and editing in CATalyst, you need to create a user name, if you did not create one during the installation process, install your Personal Dictionary, and select a page layout. These tasks are all performed from within the CATalyst software.

The first time you start CATalyst, you use the user name typed during installation of the CATalyst software. If you did not type a name during installation, CATalyst creates the user name "Your User Name". Once you create your own user name, you can use it to sign onto CATalyst.

To start CATalyst:

1. Do **one** of the following:
   - Double-click the 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 CATalyst sign on screen displays.
3. Select the name you entered during installation or select **Your User Name** and press **Enter**. CATalyst opens the Manage Jobs function in the user name you select.
4. Import or restore your dictionary into CATalyst.
5. From the Help menu, select **Basic Skills CBT** for a computer based training module designed to help you learn about Case CATalyst.

Creating a User Name

Before using 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 in CATalyst. Once you create your user name, you can customize certain user options including those for reading notes, general dialog box appearance, Spell Check features, and user icon selection.

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** (**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.

   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

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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 CATalyst 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 directory. You can use almost any type of graphic.

You can change your 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 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 **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.

   Select **one** of the following:

   Close files

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

   New session

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

   If you have CATalyst set to automatically Logon, the new session uses the Auto Logon settings and starts in the designated User.
4. Check the Title Bar to verify the change of user names.

Importing a Dictionary

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

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

If you want to convert your files from CATalyst 3.x, you must import the CATalyst 3.x files. If Catalyst 3.x and CATalyst are on the same computer, you can import directly from the hard drive. If the 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 CATalyst. See the loading instructions included with your converted Stenograph dictionary.

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

   If you are importing a CATalyst 3.x personal dictionary, the file name is PERDICT$.DCT. If the CATalyst 3.x dictionary is not on the same computer system as CATalyst, you must first backup and then unzip the dictionary on the CATalyst system.
4. Press **Enter** (**OK**). The import completes. If you are importing a 3.x personal dictionary or the dictionary already exists in 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 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

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, etc.

You can review, modify and use the default layouts provided with CATalyst, create your own 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.

To view or modify a Layout:

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.

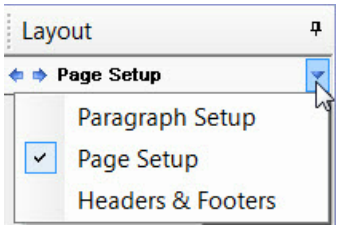
   The Layout dialog pane on the right displays layout setting on three screens, Paragraph Setup, Page Layout and Headers and Footers. Paragraph Setup includes left and right margins, ending

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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

About Transcript Production

Basic transcript production includes: reading the steno notes you transcribed, translating the steno notes, editing the translated text file, printing the edited text when complete, updating your dictionary, and backing up your files. Stenograph provides a variety of tools to assist you in learning the steps to produce a transcript in Case CATalyst . They include:

- Case CATalyst on-line help Basic Transcript Production section. The topics include an overview of the basic steps to read and manage steno, translate and edit, delivery, and file and dictionary management. The Case CATalyst on-line help provides detailed information for each of these topics.
- Case CATalyst Computer Based Training (CBT) module. This step by step training tutorial includes topics which cover all the basic steps to produce a transcript, conduct dictionary and file maintenance, modify page layout settings, and create include files. For more information on the CATalystCBT, see the *Case CATalyst Installation and Configuration Guide*.
- Case CATalyst manual Getting Started chapter. This chapter contains introductory information, such as creating a user name, importing a dictionary, and understanding layouts, to help you begin using Case CATalyst.

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.

   You can set the Auto Logon option in Manage Jobs to by-pass the User level screen if you are the only user on the system.

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Step 2: Reading Steno Notes

The first step to produce a transcript is to read the notes from your diskette or steno machine onto your computer. The Read Notes function in CATalyst enables you to copy your steno note files from a diskette, or from a steno machine via diskette, RAM, or direct cable, to the hard drive on your computer.

To read notes:

1. Press **Alt + u, r** (**Function/Read Notes**).
2. At the Read Setup dialog box, select the correct options and press **Enter** (**OK**).
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

The second step to produce a transcript is to translate the steno notes you have read onto your computer. The Translate and Edit function when used with voice translation matches steno outlines in the note file to entries in the Personal Dictionary, update area, 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. Once translation starts, you can begin editing.

To translate:

1. Press **Alt + u, t** (**Function/Translate & Edit**).
2. At the Translate dialog box, select the steno note file you want to translate and select additional dictionaries if necessary.
3. Press **Enter** (**OK**) to begin Translate. If this is the first time you are translating a file, 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 or, 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 chosen to have

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one, and the global table. By default, CATalyst sends D-Defines to the Update Areas. 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.

To begin editing:

1. Press **Alt + u, e** (**Function/Edit**).
2. Select the file you want to Edit and press **Enter** (**Open**).

Step 5: Delivery

Delivery includes printing your completed transcript. The Print function in CATalyst displays the Print dialog box where you can send the current file or selected portions of the file to the printer.

Delivery also includes 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 disk or on a hard drive.

To 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 printer
   - range
3. Press **Enter** (**Print**) to begin printing.

To create an ASCII file:

1. Press **Alt + u, x** (**Function/Export**).
2. In the Export dialog box, select the **ASCII** tab.
3. Select the job from which you want to create the ASCII.
4. Press **Enter** (**Export**) to create the ASC file.

Step 6: Job Management

Backing up is the most important aspect of managing your jobs. The Manage Jobs function in 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.

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 disk, another CATalyst system, or send CATalyst files electronically.

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

To back up files:

1. Press **Ctrl + b** (**Tools/Backup**).

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2. Select the files you want to backup 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 CATalyst dictionaries. You can insert, modify, and delete entries in your:

- Personal Dictionary
- Case Dictionaries
- Job Dictionaries
- Update Area

You can also Spell Check and print dictionary entries. Follow Stenograph's guidelines to help you successfully maintain your dictionary entries.

To 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.

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Read and Manage Notes

Reading Notes

About Read Notes

Read Notes is a function in CATalyst that enables you to copy your steno note files. Depending on your writing machine, you can copy steno notes to the hard drive on your computer from a diskette, optical drive, a steno machine via diskette, CompactFlash or SD Card, from RAM when connected to your computer by cable, or via modem. The following steno machines are compatible with CATalyst:

- Stentura®
- Diamante™
- élan Mira®
- Stentura Fusion®
- Stentura Protégé®
- élan Cybra®
- 200/400 SRT (Use Stentura option to Read notes)
- SmartWriter®
- StenoRAM III, III+, Ultra, and Vision (Use StenoRAM option to Read notes)
- Flash Writer
- Baron TX (Transcriptorä 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.

To Read notes, do **one** of the following:

- On the Function Bar, click the Read Notes  icon.
- From the Menu Bar, select **File/Read** or **Function/Read Notes**.
- Press **Alt** + **u**, **r**.

Read Options

Read Options allow you to set options necessary for reading steno notes into your CATalyst system. They include:

- Identifying the steno machine on which the steno notes are created.
- Selecting the method by which you read the notes, such as modem, USB cable or Compact Flash.
- Setting the associated options for the method chosen.
- Accessing Advanced Read Options.

Read Steno Notes to 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.

Refer to the following topics for specific Read options:

- Read from Baron TX for instructions on reading notes from the Baron TX.

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- Read from élan Mira CompactFlash/Backup Card for instructions on reading notes from the élan Mira CompactFlash or Backup SD card.
- Read from Diamante

To read notes:

1. Prepare to read notes using one of the following methods:

   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.

   Modem

   Make the appropriate connections to have the CATalyst system connected to a phone jack via a modem cable and the steno machine connected to a phone jack in the remote location via a modem cable.

2. Press **Alt + u, r** (**Function/Read Notes**). The Read Setup dialog box displays.
3. Make necessary entries in the Read Setup fields.
4. 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.

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5. In the *Destination* section, select **Read Notes**.
6. Select the steno note file 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.
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 user or directory 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

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Name field. 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 Steno 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 élan Mira, 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. CATalyst uses the steno note creation date and time to name the PDF files. When combining several steno note files into one PDF, 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.

Refer to the Read from Baron TX topic for instructions on reading notes from the Baron TX. Refer to the Read from élan Mira CompactFlash/Backup SD Card topic for instructions on reading notes from the élan Mira CompactFlash or Backup SD card. Reading notes from a CompactFlash or Backup SD card is only available with the élan Mira.

To read notes:

1. Do one of the following:

Reading by serial cable

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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 by 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 by diskette

Insert the diskette into the diskette drive of your computer.

Reading by 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.

Reading by modem

Make the appropriate connections to have the CATalyst system connected to a phone jack via a modem cable and the steno machine connected to a phone jack in the remote location via a modem cable.

2. Press **Alt + u, r** (**Function/Read Notes**). The Read Setup dialog box displays.
3. Make necessary entries in the Read Setup fields.
4. 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 machine is turned Off and On.

   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.

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:

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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 redisplays. CATalyst stores the PDF files in the My Documents folder on your computer, unless you have changed the destination location.

Read Baron TX Steno Notes

To read notes from a Baron TX:

1. Be sure you connect your steno machine to the computer with a TX realtime cable and the steno 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

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

Port

Select the appropriate COM port on the CATalyst system for the realtime cable connection to the steno 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 redisplays 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

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you to Append, Overwrite, or Cancel.

Read élan Mira Compact Flash/Backup SD Card

Depending on your élan Mira, the steno machiine 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.

To read notes from a CompactFlash or Backup SD card:

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 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 S*troke 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 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.
6. Press **Enter** (**OK**). The Read [File Selection] dialog box displays.

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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.
   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 redisplays. 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.

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Read Diamante Backup SD Card

In the event the Diamante steno machine is not operable and you cannot retrieve files from the Diamante Data SD card, you can retrieve files from the Backup SD card in Case CATalyst. The Diamante uses the Backup SD card to store steno notes, timestamps and audio, if available.

To read notes from the Backup SD card:

1. Turn the 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 Diamante 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, 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 Diamante.
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: *xxx*Backup.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 **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 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.
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.

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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.
   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 redisplays. 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.

Managing Notes

About 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

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note files. For example, it may be necessary to copy a portion of a note file to another note file 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.

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 be printed to paper or PDF. 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.

To open Manage Notes, do **one** of the following:

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

Manage Notes Options

Manage Notes Options allow you to set options that apply when working with steno notes. They include:

- Select to include or remove timestamps when printing steno notes.
- Set the number of columns for printing steno notes to paper or PDF.

Copy and Cut Steno Notes

To copy or cut a steno note file on the hard drive of your computer, use the following steps:

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:

   Select a different location in the same file

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a. Move to the location in the steno note file where you want to copy the steno notes.

b. Press **Ctrl + v** (**Edit/Paste**). 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**). 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**). 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.

Defining Steno in Manage 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 define.
4. If you are defining a single stroke, it is not necessary to mark the steno. 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.

   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.

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FS

Displays the list of available format symbols. You can insert a format symbol at any point in the text entry. Double click the desired format symbol or use the 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. When the Format Symbol list always displays, you can access it by pressing **Alt + y**.

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.

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

Searching for Steno Strokes

To locate a particular steno stroke in the note file:

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

Search For

Type the steno stroke or strokes you want to find.

Direction

Select one of the following:

Forward

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

Backward

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

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

To repeat the search for the same steno strokes, press F3 (Edit/Search Forward) to search forward in the file or press **Shift + F3** (**Edit/Search Backward**) to search backward.

Repeat Search Forward/Backward

Repeat Search Forward and Repeat Search Backward allow you to search the 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 by a specified number of steno folds. You 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

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paper notes.

To move by folds in Manage Notes:

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:

   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 CATalyst to consider as one fold. The default setting is 55 strokes.

   Direction

   Select one of the following:

   Forward

   Move the cursor forward in the note file.

   Backward

   Move the cursor backward in the note file.
3. Press **Enter** (**OK**) when finished.

Scan For Tapemarks

Scan For Tapemarks (F8) is a Manage Notes feature that allows you to locate electronic tape marks, also referred to as hotspots or stenomarks. 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 **(** and in the Text field type the text you want to display in the transcript.

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**).

Scan Backward For Tapemarks

Scan Backward For Tapemarks (Shift + F8) is a Manage Notes feature that allows you to move backward in the note file to locate electronic tape marks, also referred to as hotspots or stenomarks.

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.

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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 (and in the Text field type the text you want to display in the transcript.

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**).

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Layout

About Layout

The 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. 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.

CATalyst comes with two 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 and 9 pitch, is similar to the NCRA recommendations for transcripts.
- Layout Sample 2, 25 lines and 10 pitch, is similar to an official transcript.

When you open the Layout function or choose to modify a layout from Edit, a window displays on the right side of the 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.

The window contains three panes used to setup layout values. 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 dialog box 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.

If the window for layout values does not display on your screen, the display view may be too small. Maximize the CATalyst BCS screen or manually enlarge the display by clicking and dragging the side of the Layout window.

To open the Layout function with sample text:

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

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System Files case.

3. Press **Enter** (**Open**). 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

To create a new layout or modify an existing page layout:

1. From anywhere in 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). 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.

3. Make necessary changes. 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.

4. Press **Ctrl + s** (**File/Save**) to save the file. Layouts are stored in the Layout case located in the System files case.

5. Press **Ctrl + F4** (**File/Close**) to close and exit Layout.

Modify an Existing Layout

1. From anywhere in 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.

   To select a layout from another user, in the Look in field choose the user directory and then select the layout.

3. Make necessary changes. 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.

4. 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**).

5. Press **Ctrl + F4** (**File/Close**) to close and exit Layout.

Print Layout Settings

Using the Print Layout Settings feature in the Layout function, you can print all the values for a layout. CATalyst prints the Transcript Layout Detail Report which lists the current values for Paragraph Styles,

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Page Setup and Headers & Footers.

To print a report:

1. From anywhere in 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 directory, and then select the layout.
3. Press **Alt + o, p** (**Format/Print Layout Settings**). The Print dialog box displays.
4. Press **Enter** (**OK**) to print the report.

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.

To set 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

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)

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- 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

This setting determines how far down 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 have a specified number of characters print in one inch/centimeter. Enter a value in the Characters Per Inch/cm field.

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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 Monospace, 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.

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

Timestamps

Timestamps are automatically generated when writing realtime. They are printed on either the far right or left edge of the page. To print timestamps for every job, select a setting in the Frequency field.

Position

Determines the horizontal position of the timestamps on the page. 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.

To change the setting, type a number in the field.

Separator

The symbol that separates the hours, minutes and seconds. The most common symbol used is the : (colon).

To change the symbol, type a new symbol.

Frequency

Determines 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

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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 on the page the box line prints. 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.

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Paragraph Setup

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 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, CATalyst formats it based on the above information.

Paragraph styles in CATalyst eliminate the need for Secondary Margin format symbols previously used in 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 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 CATalyst software, you can define up to 32 other paragraph styles to use in formatting your job.

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.

To set 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

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.

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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

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. You can create up to 32 User Defined Paragraph Styles. Enter a description for the paragraph style in the field below. The description displays in dictionary definitions and when using Reveal Codes. These settings apply when using the <User Defined Paragraph> format symbol.

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 CATalyst 3.x.

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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 CATalyst 3.x.

Continuation

Determines 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, CATalyst automatically creates a new paragraph and indents it according to the setting entered in this field.

Line Spacing

Select how the transcript lines for this paragraph style are spaced, Double or Single. Most transcripts are double spaced.

Alignment

Determine how you want the body of the paragraph to display 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
- Justified

  CATalyst may create additional spaces between words to justify the lines between the margins.

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 as you want it to appear 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, 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 retranslate.

Symbol Font

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Set the font and font style, size, and effect for the symbol. Select Symbol Font to display the Font dialog box.

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, CATalyst stops on this paragraph style.

Paragraph is Numbered

Check this box to number paragraphs for the selected paragraph style. Select **Details** to set Paragraph Number Optionss. 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

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 Paragraph Numbered Options to their original 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 select **OK** or **Apply**. CATalyst prompts you to select the paragraph styles. Click each paragraph style to which you want to apply the values. When making paragraph changes from Edit, CATalyst first prompts you to select the scope of the change in the file.

Header & Footers

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

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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.

You can insert fields in header/footer lines. You can also associate an image with a header or footer line. Image Properties allows you to adjust the size and horizontal placement of images on the line.

To create or modify headers/footers, 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 an graphic with a header or footer. The Open File dialog box displays from which you can select a graphic.

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.

A PDF file is not a graphic file and cannot be opened or inserted as an image.

Image Properties

Image Properties allows you to modify the size and placement of an 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. 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.

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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

CATalyst places the first running header on transcript line one. When you select a second running header, CATalyst places it on the second transcript line.

Insert a Header/Footer Image

When you insert an image into a header or footer, CATalyst associates the graphic with the selected header line. Once inserted, you can place the image anywhere on the page using the Image Properties option.

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.

Insert a header/footer image from Layout or from Edit, using Modify Job Layout.

 A PDF file is not a graphic file and cannot be opened or inserted as an image.

To insert an image:

1. Do one of the following:
   - In Edit, select **Alt o, l** (**Format/Modify Layout**). CATalyst opens the applied layout.
   - Open the Layout function, press **Alt + u, l** (**Function/Layout**). The Open Existing Document dialog box displays. Select a layout and press **Enter** (**Open**). CATalyst opens the selected layout.
2. Select **Headers & Footers**.
3. In the Header Selection field, choose a header line to associate with the image.
4. Select **Image**. The Open File dialog box displays.

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5. Make necessary entries:

   Look in

   The current directory. 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.

6. Press **Enter** (**OK**). The Image Placement and Size dialog box displays. Make necessary entries. You can place the image anywhere on the page. If you do not set placement values before inserting the image, CATalyst places the image in the upper left corner of the page.
7. Press **Enter** (**OK**) to accept the changes in the Image Placement dialog box.
8. In the Page Layout dialog 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.

   If 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. Select **one** of the following and press **Enter** (**OK**).

   - Entire Document
   - Only this page
   - From this Page to the Next Layout Change
   - From this Page to the End of this Section
   - From this Page to the End of the Document

Modify Header/Footer Image Properties

The Image Placement and Size dialog box displays when you initially insert an image into a header or footer and when you select Image Properties. You can place the image anywhere on the page. If you do not set placement values before inserting the image, CATalyst places the image in the upper left corner of the page.

To modify an existing image in a header or footer:

1. Do one of the following:
   - In Edit, select **Alt o, l** (**Format/Modify Job Layout**). CATalyst opens the applied layout.
   - Open the Layout function, press **Alt + u, l** (**Function/Layout**). The Open Existing Document dialog box displays. Select a layout and press **Enter** (**Open**). CATalyst opens the selected layout.
2. Select **Headers & Footers**.
3. In the Header Selection field, select the header line that contains the image you want to modify.

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4. Select **Image Properties**. The Image Placement and Size dialog box displays.
5. 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, 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, 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.
6. Press **Enter** (**OK**) to accept the changes in the Image Placement and Size dialog box.
7. In the Page Layout dialog box, 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. Select **one** of the following and press **Enter** (**OK**).

   - Entire Document
   - Only this page
   - From this Page to the Next Layout Change
   - From this Page to the End of this Section

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- From this Page to the End of the Document

Remove a Header/Footer Image

To remove an image from a header or footer line:

1. Do one of the following:
   - In Edit, select **Alt o, l** (**Format/Modify Job Layout**). CATalyst opens the applied layout.
   - Open the Layout function, press **Alt + u, l** (**Function/Layout**). The Open Existing Document dialog box displays. Select a layout and press **Enter** (**Open**). CATalyst opens the selected layout.
2. Select **Headers & Footers**.
3. In the Header Selection field, select the header line that contains the image you want to delete.
4. Click **Remove Image**.
5. In the Page Layout dialog box, press **Enter** (**OK**) accept the change. If you do not want to remove the image, press **Esc** (**Cancel**).

   If you remove an image in Edit, the Apply this change to dialog box displays, prompting you to select the scope of the change. Select **one** of the following and press **Enter** (**OK**).

   - Entire Document
   - Only this page
   - From this Page to the Next Layout Change
   - From this Page to the End of this Section
   - From this Page to the End of the Document

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Manage Jobs

About Manage Jobs

The Manage Jobs function displays all the files in the current user name. Most of your file maintenance is done through Manage Jobs. Use Manage Jobs to:

- View the contents of your user directory 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.

To display the Manage Jobs screen, do **one** of the following:

- On the Function bar, click the **Manage Jobs**  icon.
- From the Menu Bar, select **Function/Manage Jobs**.
- Press **Alt + u, j**.


If you are running Widows Vista, you can disable the default "beep" that may occur when clicking a file in Manage Jobs. In the folder where Case CATalyst is located, double click the file "VistaBeepOff.reg." This makes a change in the computer registry to turn off the beep in Manage Jobs.

About Job Files

A job usually corresponds to a single transcript. 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.

You can double click on certain subfiles to open the subfile in the associated CATalyst function or feature. Right clicking on subfiles displays a menu from which you can choose to perform additional actions for the subfile. For example, double clicking on a steno note subfile 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.

The following list is a sample of subfiles that have double click functionality. Not all subfiles have double click functionality. To view a list of all subfiles, see the Case CATalyst File Structure topic.

	ASCII	.txt or .asc	Double click to open Notepad or WordPad.
	Dictionary	.sgdct	Double click to open Manage Dictionary.
	EZKeys	.ezk	Double click to start EZKeys.

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	Case or Job History	.ini	Double click to open the Job History dialog box.
	Keyboard Map	.sgkbd	Double click to open the Keyboard map.
	Phonetic Table	.sgphn	Double click to open the Phonetic Table.
	RTF File	.rtf	Double click to open the RTF file in the associated Windows program.
	Steno Notes	.sgstn	Double click to open the Translate function. Right click; select Open to open Manage Notes.
	Steno Shortcut Table	.sgsys	Double click to open the Steno Shortcut table.
	System Files	.ini	Double click to open Notepad or WordPad.
	Text	.sgngl	Double click to open Edit. Right click; select Print to open the Print function.
	Wordlist	.tlx	Double click to open the Wordlist
	Backup	.ZIP	Double click to open the Restore feature.

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's directory, you must change to that user.

You can:

- 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**) to automatically invoke the associated function.
- Highlight the file and then select the appropriate feature from the Toolbar or drop-down menu.
- Highlight multiple files and then select the appropriate feature from the Toolbar or drop-down menu. 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.

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All the files

Press **Ctrl + a**.

- Select a feature from the Toolbar or drop-down menu and then select the file.

File

Compress & e-mail

The Compress & e-mail feature allows you to send transcript files in Compress Print format. CATalyst creates a PDF file of the compress print pages and then zips each file individually. Before sending the files, you select the compress print configuration and build a concordance index, if necessary. To open a zipped file, use the CATalyst Restore feature or an unzipping program. Typically Compress & e-mail is used to send a client a compressed print file.

To zip and e-mail files in Compress Print format:

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 Zip and 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 ⊞ 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.

   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. Only text files are available for Compress Print.

   Compress Configuration

   Select a compressed print configuration from the drop down list to determine how the compressed transcript appears on the sheet.

   Build Concordance Index (if needed)

   Check this box if you want to include a concordance index and one does not already exist for the job. The Concordance index is a list of every word in the transcript listed by page and line number.
3. Press **Enter** (**OK**). The E-mail Attachment Status box display as CATalyst creates the compress print file in PDF format. When finished, CATalyst displays the Zip Name dialog box.
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, 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.

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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

Check this box to keep the CATalyst file name for the zip name. When compressing and e-mailing multiple files, CATalyst automatically assigns the zip file names without prompting you for each name in the *Zip Name* field.

5. CATalyst compresses the selected files.

   If you use Microsoft Outlook or Outlook Express, the Choose Profile dialog box displays after CATalyst zips the files. Do **one** of the following:

   - If you only have one Profile, press **Enter** (**OK**).
   - If you have multiple Profiles on your computer select the e-mail program you want to use from the drop down list and press **Enter** (**OK**).

     To have 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. CATalyst opens a new e-mail message with the selected files attached. Complete and send the e-mail message. CATalyst stores the zipped file in the Temp folder until the e-mail is sent. Once sent, CATalyst deletes the zipped files.

   To retrieve the zipped file, use the CATalyst Restore feature or an unzipping program. For more information about e-mailing, refer to the documentation for your e-mail program.

Create a Case

When you create a new case, CATalyst places it in the current user directory. You can also create a case within a case by first opening the case in which you want to create the new one. CATalyst places the new case within the open case and it displays along with the subfiles.

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.

To create a new case:

1. In Manage Jobs, navigate to the directory 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. CATalyst highlights and labels the file, New Case.
3. Type the Case name in the highlighted label area.
4. Press **Enter** or click a blank area on the screen.

Field Manager

Field Manager

The Field Manager feature allows you to view all the User Defined fields for the current user in one list. 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.

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To open the Field Manager:

1. From Manage Jobs, highlight the the job, case history subfile or the System Files_case .ini file 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**). 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 are only listed in this job. Field values for the field set to Job are stored in Job History (.ini) file for that job.

   Case

   When the User Defined field scope is set to Case, the field values are display for all jobs in that Case. and cases. 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.ini.

   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.ini.

   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/Import Field Manager 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 could export the .ini file for the Job into the Case .ini file.

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When importing a Field Manage list, 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, 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.

Export a Field Manager List

1. From Manage Jobs, highlight the source job history (.ini) file for which you want to export the Field Manager list and press **Alt + f, f** (**File/Field Manager**). The Field List display in alphabetical order on a new tab.
2. Press **Alt + f, e** (**File/Export Fields**). The Export Field As dialog box displays.
3. Type a unique name in the File name field and press **Enter** (**Save**).

Import a Field Manager List

1. From Manage Jobs, highlight the destination job history (.ini) file for which you want to import the Field Manager list 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 directory, use the drop down button in the Look in field to display the directory levels. To locate a file in a location other than the CAT4 users level, use **Browse**.
4. Press **Enter** (**Open**).

History

About Job History

CATalyst tracks and stores certain information about a job from the time you create it until it you delete it. 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 is useful when tracking job status, tracking your productivity progress, and when you are working with a scopist.

There are eight tabs available in the Job History dialog box: Summary, Notes, Read, Translation, Edit, Print, ASCII/Export Backup 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.

To view a job history subfile:

1. In Manage Jobs, highlight the text file, the Job History subfile, or the jobs .ini file.
2. From the menu bar, select **File/History** (**Alt + f, h**). If the History function is not available, you did not select a job. The History dialog box displays.
3. 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.
4. Press **Esc** (**Close**) when finished.

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Job History Summary Data

The data contained on the Summary tab in the Job History dialog box includes the following information about the specified job:

Job Information

Current State

The current status of the job in the production process. CATalyst bases this information on system and user input, such as Scan Edit, Final Print, and Export.

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 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 notes diskette. You can change this date by typing a new date and time in the field.

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 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.

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

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displays. When an RTF/CRE file is created, Dictionary, Text, and Notes display.

Backup History

The dates and times of the backups created. Backup History also includes the name of the user who created the backup.

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. 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 data contained on the Notes tab in the Job History dialog box includes the following information about the specified job:

New Note

Enter a new note. 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

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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 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.

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Job History Translation Data

The data contained on the Translation tab in the Job History dialog box 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 or Writer.

Strokes Translated

Total Strokes

The number of steno strokes in the file.

Untranslates

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 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 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. CATalyst 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 Used in Last Translation dialog box which lists the translate options used in the most recent translation.

Timers

Displays the Timers dialog box which only 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.

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a. 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**.

b. Right click the mouse and select **Copy**.

Job History Broadcast Captioning Data

The data contained on the Broadcast Captioning tab in the Job History dialog box 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.

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.

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Quick Tran

Quick Tran allows you to start realtime translation bypassing any dialog box entries. 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, CATalyst assigns the file name using the 2 digit year, month and day followed by the hour, minute and seconds. For example: 080813_140905 was created August 13, 2008 at 2:09:05 p.m.

If you select Quick Tran while in an active realtime file, 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.** 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.

To use Quick Tran:

- Press **Alt + f, q** (**File/Quick Tran**).
- Assign a keyboard command or macro to invoke Quick Tran from Translate & Edit.

Keyboard Map Function: Quick Tran

Refresh

The Refresh (F5) feature in Manage Jobs refreshes the display to include any changes you made to the screen.

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 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**).

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 pre-selects these files. Then, when sending a job, the identified files are automatically included in the zip file with the selected job.

The first time you use Send ‘em e-mail, 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 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.

To use Send 'em e-mail:

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:

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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
- Wordlist (Personal + Case)
- Job/Case Dictionaries — includes any job and case dictionaries that were used to translate the job. 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 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**). 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.

User Root Directories

User Root Directories is a Manage Job feature that allows you to add or remove user root directories. A user root directory is the first hierarchical level in the CATalyst file structure that contains user names and files. When you install the CATalyst software with the default selections, CATalyst creates the user root, C:\CAT4\USR.

CATalyst requires at least one User Root directory exists. You cannot access the CATalyst software without a user root. If you attempt to start CATalyst without a user root, an error message displays, prompting you to create one.

To add or remove a User Root Directory:

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 directory path. For example, C:\cat4\USR.

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The Up One Level icon is grayed out at this level.

2. Press **Alt + f, e** (**File/User Root Directories**). The User Root Directories dialog box displays.
3. In the User Root Directories dialog box, use the following fields and options:

Directories

Lists the directories and files on your computer system. Browse for an existing directory and select a new location for a user root. As you open directories, the selection displays in the Chosen Directory field.

Chosen Directory

The selected directory for the new user root. This name displays in the User Root Directories field when you choose Add. Do **one** of the following to select a directory:

- Browse for and select a directory from the list in the Directories field to display in this field.
- Type the path for an existing directory.
- Type a path and a new directory name. The message: "The directory *X:\name of directory* does not exist. Would you like to create it?" Press **Enter** (**Yes**) to create the new user root.

User Root Directories

The current user root directories on your computer system.

Add/Remove

Do **one** of the following:

Add

Add the new user root directory displayed in the Chosen Directory field to the User Root Directories list.

Remove

Remove an existing user root directory from the User Root Directories list. Highlight a user root directory in the User Root Directories field and then press **Alt + r** (**Remove**).

Suggest to remove inaccessible user roots

Check this box to have CATalyst suggest to remove user roots that exist in CATalyst but are not currently accessible. Leave this box blank if you do not want 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.

Zip & e-mail

The Zip & e-mail feature allows you to send zipped files of 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 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, CATalyst prompts you to select the files to send and then opens a new e-mail message with the files attached. CATalyst stores the zipped file in the Temp folder until the e-mail is sent. Once sent, CATalyst deletes the zipped files. To retrieve the zipped file, use the CATalyst Restore feature or an unzipping program. For more information about e-mailing, refer to the documentation for your e-mail program.

To zip and e-mail jobs in full page format:

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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. 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 CATalyst zips the files. Do **one** of the following:
   - If you only have one Profile, press **Enter** (**OK**).
   - If you have multiple Profiles on your computer, select the e-mail program you want to use from the drop down list and press **Enter** (**OK**).

     To have 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.
4. CATalyst opens a new e-mail message with the selected files attached. Complete and send the e-mail message.

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View

Detailed List View

Detailed List View, the default, in Manage Jobs displays the 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. When you select Show subfiles, the subfiles for each job display in a list below the job name.

If a note exists in the Job History file of a transcript, a note pad icon displays in Manage Jobs in the Misc column. A musical note displays in the Misc. column when AudioSync is used during translation. If AudioSync was 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 your jobs and subfiles in Detailed List View:

1. From Manage Jobs, select **View/Detailed List View** (**Alt + v, d**). The feature is active when a black dot displays next to it.
2. 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 jobs and files as pictures. Icon view divided the Manage Jobs screen into two sections. The top section displays all the job and settings files. The bottom section, displays all the subfiles of the highlighted job in a tree view display.

To view jobs in Icon View, from the View menu, select **Icon View** (**Alt + v, i**). The feature is active when a black dot displays next to the menu option.

Modify Columns in Manage Jobs

Jobs display in column format on the Manage Jobs screen when you select Detailed List View. Use the Visible Columns feature to modify the column format in the following ways:

- choose which columns display
- determine the order of the column display from left to right
- adjust the width of the columns

If desired, you can also set the sort priority and column widths directly from the Manage Jobs screen using the mouse.

You must be in Detailed List view to display and modify columns. Certain column headings change depending on whether you select to Show Subfiles or to hide the subfiles.

To modify columns:

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

   Column types are visible when a check mark displays next to the name. To have a column display, check the box next to a column heading. To remove the column from view, uncheck the box next to the column heading. You can also highlight a column heading and use the **Show** (**Alt + s**) and **Hide** (**Alt + h**) buttons.

2. Do any of the following

   Select Columns to Show

   File name

   The name of the file. This column displays only when Show Subfiles is On. You cannot hide this

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column.

Job Name

The name of the job. This column only displays when Show Subfiles is Off. You cannot hide this file.

Job date

The date and time you read the file onto the computer or create it.

Last modified date

The last date and time there was a saved change to the file.

File type

Indicates if the file is a Case, Settings, Steno, Text, Wordlist, etc. This column only displays when Show Subfiles is On.

Subfiles

Indicates the number of subfiles, if any, for the job. This column only displays when Show Subfiles is Off.

Job state

Status of the job.

Date of last backup

The last backup date of the file.

Pages

The number of pages in the job.

File size (in bytes)

The size of the file in bytes. This column only displays when Show Subfiles is On.

Job size (in bytes)

The size of the job in bytes. This column only displays when Show Subfiles is Off.

Folio_definitions

The number of folios in a job.

Audio

Indicates if an audio file is associated with this job.

Change the display order of the columns from left to right

Highlight the column heading and use the **Move Up** or **Move Down** buttons. 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.

You can also change the display order from the Manage Jobs screen. Click a column heading and hold the left mouse button. Move the heading left or right to the desired position and release the mouse button.

Adjust column widths

Highlight the column heading you want to adjust. In the *The selected column should be _ pixels wide* field, use the arrows to increase or decrease the pixel size, or type a new number.

Default

Restore the column display on the Manage Jobs screen to the original CATalyst default values.

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3. Press **Enter** (**OK**) to apply the changes.

Sort By

Sort By is a Manage Jobs feature that allows you to select how you want to sort jobs 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.

To set sorting priority using Sort By:

1. From the Manage Jobs screen, press **Alt + v, b** (**View/Sort By**). The Sort By menu displays.
2. Click one of the sorting options to select it. A black dot indicates your selection. The menu closes.
3. From the Sort By menu, click **Ascending** to select to sort by ascending or descending order. A check mark next to Ascending indicates ascending order. No check mark indicates descending order.

Sorting Column Data

You can set the sort priority of files in CATalyst in ascending or descending order from the Manage Jobs screen using the mouse and clicking a column heading. You can also change the order in which columns display from left to right by dragging the column with the mouse.

Use the Visible Columns feature to add or remove columns from the display in Manage Jobs. You can also use the Visible Columns feature to set the sort priority and adjust column widths.

Change the sorting column and sorting order

Click the column heading by which you want to sort jobs. 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 or down for descending order.

For example, if you want to sort jobs by Job date in descending order, click the Job date column heading. Click again, if necessary, to have the triangle point down.

Change the column display order from left to right

Place the cursor on the column heading you want to move. Click and hold the mouse button. Move the heading left or right to the desired position. Release the button.

Change the column width

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.

Tools

Auto Logon

The Auto Logon feature allows you to logon to your user automatically when you start CATalyst.

To select or deselect 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, a** (**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 CATalyst with user: (current user name).

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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 directories you displayed.

To use the Back, do **one** of the following:

- From Manage Jobs, press **Alt + t, k** (**Tools/Back**).
- From the Manage Jobs toolbar, click  .

Backup

About Backup

Use the Backup feature to store jobs, transfer jobs to another CATalyst system, or send CATalyst files electronically. The Backup feature compresses selected files and saves them to a specified name with a .ZIP extension. You can specify a file name for the backup file in Backup Options. Each time you backup a file, CATalyst records the backup date in the job history file. As a standard procedure, you should keep backup copies of:

- Personal Dictionary (at least two copies)
- Completed Jobs
- EZKeys Table
- Include Files
- Keyboard Maps
- Layout
- Macros
- System files such as Conflict database, Index templates, Phonetic table, Power Define dictionary, and Wordlists.

 CATalyst allows you to backup open files in Edit.

About Compressed Backup (.ZIP) Files

The CATalyst Backup function compresses files as they are written to the destination drive using Info-ZIP group compression (a PKZIP® compatible compression routine). On average, the files are compressed up to 80%. Files are uncompressed when you use the Restore function in CATalyst, or any PKUNZIP compatible application.

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 separately, 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 062501 for the date the backup was created. You can also use a default backup name, which can be changed. To change the default backup name see

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Backing Up Job Files.

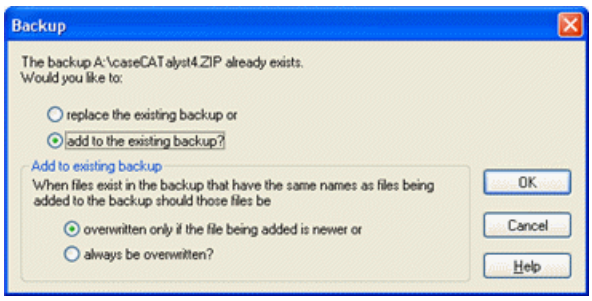
Once you back up a .ZIP file to a disk, you can continue to add to that backup package until it spans multiple disks. Once the backup package spans to more than one disk, you can no longer add any backup files to the same package name.

It is important that you do not use the last backup disk in the backup package for any other backups or purpose. This last backup disk contains critical information about file location. If this disk is used, all the information is lost and the original backup package cannot be restored.

Backup Messages

The following backup message may display when you backup your files.

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, it should be the only file selected for backup. You can name this file, 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 jobs selected for backup to the existing backup name. When you add to the backup name, you must also select one of the add options. The option affects all the existing jobs of the same name. CATalyst does not prompt you to overwrite each individual file. Choose **one**:

Overwrite only if the file being added is newer

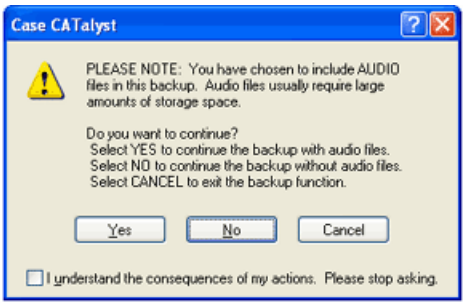
Only replace the existing jobs with the currently selected job of the same name if the currently selected job has a more current date.

Always be overwritten

Automatically replace the existing jobs with the currently selected jobs of the same name.

Message

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Action

You are backing up at least one file that has an associated audio (.wav) file. Wave files generally take a large amount of storage space. CATalyst gives you the option to do one of the following:

Yes

Backup up the files including the audio (.wav).

No

Backup up the files, but do not include the audio.

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 disk, and there is not enough disk space to store the all the files. 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 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:

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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 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

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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 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. The default is the current user drive or the A: drive if there is a diskette in the A drive. Files for the current directory display in the window below this field. To select a different location, click the arrow button to browse. Use any of the other icon tools as needed:

 Return to last folder

 Up one directory level

 Create new folder

 Change view menu

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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, CATalyst opens the folder instead of saving the file. Include the .zip extension in the file name to have 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**). Backup messages may display in certain situations, such as when an existing file name is used, a diskette is full, you are including an audio file (.wav) or you are attempting to back up to an existing multi-disk backup. Follow the backup message instructions as necessary.
4. The Manage Jobs window redisplays when the back up is complete.

Copy Job Files

The Copy command makes a copy of the existing file so that it exists in two locations.

To copy CATalyst files:

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 System files, such as the Personal Dictionary, to a different user directory.

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 (.sgngl) automatically selects the associated job history subfile (*filename*.ini). You can uncheck the associated job history subfile if you do not want to copy it along with the text subfile.

The lower left hand corner of the dialog box displays the total number of subfiles selected to copy.

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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 you uncheck the Show subfiles feature. 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 directory and case for the copied files. The default directory is the current user. To select a different user directory 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 same path. 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 directory. With Keep case structure selected, CATalyst creates a case name Arbitrations with the file named Larson 040402 in the other reporter's directory. If you do not select Keep case structure, only the file Larson 040402 copies to the reporter's directory.

Job name

Rename a single file you are copying. Type a new file name.

Browse

Select a destination location not displayed, such as a disk in the A: drive. Copying a file to diskette is not the same as backing up the file.

3. Press **Enter** (**OK**). If the same subfiles already exist in the destination directory, the Confirm File Replace dialog box prompts you to replace the existing files or cancel.
4. The Manage jobs window redisplays when the copy is complete.

Copy List View to Clipboard

When Manage Jobs display in Detailed List View, you can mark one or more jobs to copy the view information to the Windows clipboard. You can then paste the information into other programs, such as Microsoft Excel for tracking and billing. CATalyst copies information from the columns currently selected to Show.

To copy Detailed List View information:

1. In Manage Jobs, highlight the files to copy,
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

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requirements.

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 your create a job template, you can use the Create Job Report feature to generate a job report, having CATalyst fill in the fields for the current transcript.

The job report is saved as a 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, 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. 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 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**). 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 CATalyst job report template and modify the information. If you have an existing 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 the last used template path. 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, CATalyst prompts you with a message after you select OK

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to create and print 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.

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, 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 an sends them to the Windows Recycle bin. If you selected the Use Litter Box option, then CATalyst sends the deleted file to the CATalyst Litter Box.

To delete 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 warning displays to confirm the delete. Press **Alt + y** (**Yes**) to continue the delete or **Alt + n** to cancel the delete.

   If you attempt to delete a file that is currently in use, a message displays informing you the file cannot be deleted.

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4. The Manage jobs window redisplays when the delete is complete.

Delete User

Delete User is a Manage Jobs feature that removes the selected user name and all jobs in the user name from the hard drive. The Delete User command is only available at the User level. You must be logged off the user you want to delete.

To delete a user:

1. Press **Alt + t, s** (**Tools/Users Level**). The Users Level displays.
2. Click the user you want to delete and press **Alt +t, e** (**Tools/Delete User**). 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 directory, the Confirm Multiple File Delete dialog box displays.
5. Press **Enter** (**Yes**). 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. The Dictionary Verify information is stored in a text file named *dictionaryname*_Verify.txt.

If you receive an "invalid entries" message due to mismatched dates, you can correct the problem using Dictionary Verify Options. After selecting verify options, run Dictionary Verify on the dictionary again. Be sure the dictionary is closed before running Dictionary Verify.

To verify a dictionary:

1. In Manage Jobs, highlight the dictionary to verify.
2. Press **Alt + t, v** (**Tools/Dictionary Verify**). 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 Verify 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 CATalyst printing and exporting finalizing actions at one time. You can select transcript, dictionary and steno note files to print to PDF and export to RTF/CRE and ASCII. For example, you can select to print a transcript and steno notes to PDF with digital signature, export the job dictionary and steno notes to RTF/CRE and export the transcript to ASCII all at one time.

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.

To use Finish 'em:

1. From Manage Jobs, press **Alt + t**, **f** (**Tools/Finish 'em**). The Finish 'em dialog box displays.

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2. Select the files to finalize in Finish 'em:

   Show subfiles

   Check this box to display subfiles with their file type extension in the window. Uncheck this box to display a separate window below with a list of subfile types.

   Finish 'em jobs from

   Check the box next to each case or file to include in Finish 'em. 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 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.

   Subfile types to finish 'em in each job

   This box displays when the Show subfiles feature is not selected. Check the box next to each subfile type you want to include in Finish 'em. To select all subfile types, check the All subfile type box. Subfile selection affects all the jobs in the Finish 'em file selection.

3. Select the printing and exporting options on the right side of the dialog box. Highlight a field to set the value. Where applicable, click the down arrow to display the drop down list. An explanation of the field displays in the lower right corner of the dialog box. Click the +/- box to expand or collapse a list as necessary.

   Print to PDF

   Notes

   Select **Yes** to print the steno notes to PDF. Steno notes 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 include timestamps change the settings in Manage Notes Options.

   Transcript

   Select **Yes** in each of the Final and Draft fields to print the transcript to PDF. You can set Final and Draft printing separately. Current Print settings for Final apply to the Final print. Current Print settings for Draft apply to the Draft print.

   Compressed

   Select **Yes** to print the transcript in compressed print format. The *Configuration* field displays. Select a compressed print configuration from the list available in the current user.

   Job Report

   Select **Yes** to create a job report for the transcript. The *Template* field displays. Use the Browse … button to select a job report template. If the create job report option has previously been selected, 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. CATalyst does not create a job report of a job report.

   Draft

   Select **Yes** to print the job report using Draft printer options.

   Final

   Select **Yes** to print the job report using Final printer options.

   Sign/Encrypt PDF

   Select **Yes** to digitally sign a PDF document. The PDF Output Options dialog box displays. Set PDF signing and encryption options, if necessary, for sending a digital signature. Entries made here affect the PDF options settings for all CATalyst PDF printing. Press **Enter** (**OK**) when finished.

   This option is not accessible if a digital signature is not available on your computer.

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PDF Properties

- **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 copied. Uncheck this box to restrict copying.

PDF Save Location

Select the location to which you want to print the PDF file. Choose one of the following:

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 directory. 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.

Export to RTF/CRE

Transcript

Select **Yes** to export the selected transcripts in RTF/CRE format. 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. 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. 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 directory. To change the location, click the browse button ... and navigate to the desired directory.

Export to ASCII

Transcript

Select **Yes** to export the transcript file to ASCII format. The ASCII setting field displays when you select Yes.

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ASCII Settings

Choose one of the following:

- Select **Current** to use the current ASCII settings.
- Select a saved ASCII settings file from the list.

Additional Settings File

Choose one of the following:

- Select **None** to create an ASCII using the ASCII format set in the selected ASCII settings.
- Create an additional ASCII file in another ASCII format. Select a format from the list.

ASCII Save Location

Choose one of the following:

- Select **Same As File** to save the ASCII file to the same location at the job.
- Select, **Other** to save the ASCII file to a different location. In the ASCII Save Location field click the browse button  and navigate to the desired directory. CATalyst remembers the setting until it is changed.

4. Press **Enter** (**OK**). CATalyst creates the files and displays a confirmation message when finished.

Forward

Forward is a Manage Jobs feature that moves you forward in the sequence of folders you most recently displayed.

To use the Forward, do **one** of the following:

- From Manage Jobs, press **Alt + t, w** (**Tools/Forward**).
- From the Manage Jobs toolbar, click  .

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.

Within your user, you can quickly move a file into a case by dragging and dropping the file with your cursor. Click the file and hold the left mouse button. Move the file to the new location and release the button.

To move CATalyst files using the Move 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

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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 (.sgngl) automatically selects the associated job history subfile (*filename*.ini). You can uncheck the associated job history subfile if you do not want to move it along with the text subfile.

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 directory and case for the moved files. The default directory is the current user. To select a different user directory 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 multiple files and you want to use the same path or to move an individual file and keep the exact path. For example, you have a case named, Arbitrations with a job inside the case named Larson 040402. You want to move the Larson 040402 to another reporter's directory. With Keep case structure selected, CATalyst creates a case name Arbitrations with the file named Larson 040402 in the other reporter's directory. If you do not select Keep case structure, only the file Larson 040402 moves to the reporter's directory.

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 disk in the A: drive.

3. Press **Enter** (**OK**). If the same subfiles already exist in the destination directory, the Confirm File Replace dialog box prompts you to replace certain files, all the files, or cancel.
4. The Manage jobs window redisplays when the move is complete.

Rename

Rename a Case

You can use upper and lower case letters, numbers and spaces in a case 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 case name. These characters include: **" / \ [ ] : ; . , | = < > ? ***

To rename a CATalyst case file:

1. In Manage Jobs, highlight the case 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.

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2. Press F2 (Tools/Rename).
3. Type a new name in the highlighted label area for the selected case.
4. Press **Enter** or click a blank area on the screen.

Rename Job Files

To rename a CATalyst case or any 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 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.

   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: **" / \ [ ] : ; . , | = < > ? ***
4. Press **Enter** or click a blank area on the screen.

Rename User

Rename User is a Manage Jobs feature that allows you to rename any CATalyst user. The Rename User command is available at the User level and in the Manage Jobs subfile window when changing the current user name. When changing the current user name, you must first close any open CATalyst files.

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: **" / \ [ ] : ; . , | = < > ? ***

To rename a user at the 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.

To rename the current user in Manage Jobs:

1. Close any open 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 directory structure has changed and the current directory is no longer valid. You will now be returned to the first valid directory higher in the structure.
4. Click **OK** in the message. CATalyst displays the User level.
5. Select a user.

Restore

The Restore feature decompresses or "unzip" jobs that have been backed up in CATalyst.

Although CATalyst uses a "zip" compression routine, you cannot use the CATalyst Restore function to "unzip" other zipped files. The following error message displays if you attempt to unzip non-CATalyst .

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zip file: "Archive was not created by Case CATalyst. Use the original compressing software to extract its contents."

CATalyst 3.0 files must be imported for use in CATalyst. When you select to restore CATalyst 3.0 files, CATalyst prompts you with the option to import the files using the current Import options. If you are importing a 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 CATalyst 3.0 files retain case information when imported regardless of the Import settings.

To restore CATalyst files:

1. If you are restoring files from a floppy disk, put the disk in the drive.
2. From Manage Jobs, press **Ctrl + r** (**Tools/Restore**). The Open dialog box displays.
3. Locate and select the compressed file from which you want to restore files. You can select multiple files to restore.
4. Press **Enter** (**Open**). The Restore dialog box displays.

   If you are restoring from a multiple disk backup, 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 directory to which the files are restored. The default directory is the current user. To select a different user directory 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, 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 10-2008 case. When the scopist restores the backup, a 10-2008 case is created and the SMITH file restored to the 10-2008 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.

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Browse

Search to select a different restore to location.

6. Press **Enter** (**OK**). If you selected multiple files to restore, CATalyst displays the Restore dialog for each file selected.

   If the same subfiles already exist, 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 CATalyst 3.0 backup file to restore, CATalyst displays the message: *Backup files are CATalyst 3.0 files and will need to be imported for use in CATalyst. Import now?* Choose **one** of the following:

   Yes

   Import the selected CATalyst 3.0 files using the current Import options.

   No

   Restore the files.

   Cancel

   Do not take any action and return to the Manage Jobs screen.

7. The Manage Jobs window redisplays.

Search Manage Jobs

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.

To search in 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 wildcards 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 * Using *Kari would not locate the job.

   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.

   Available Files Window

   Select the location where you want to search. The location displays in the Search In field. 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. This is often called a wildcard search.

3. Press **Enter** (**OK**).

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4. 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 or steno in every dictionary in the current user, current case or all users. The results display the dictionary name, the steno portion of the entry, the text definition of the entry and the path of the dictionary in which the entry is located.

To search the file contents of dictionaries:

1. From Manage Jobs, select **Tools/Search File Contents**. The Search File Contents dialog box displays.
2. Make necessary entries:

Text

Search by text. In the field, type the text for which you want to search. Include any format symbols, fields or extended characters as necessary.

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.

FS

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. This option is only available when searching for text or format symbols.

Whole Word

Check this box to search the dictionaries for the word typed in the field as a standalone, not part of a word. 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 field and select the Whole Word option.

If you do not select Whole Word, the search finds the word both as is stands alone and as part of another word. For example, searching for "able" entries such as "able", "table", "unsinkable", "controllable", etc. This is often called a wildcard search.

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 is stands alone and as part of another word. For example, if you search for "Mark" and do not check this box, CATalyst finds all occurrences of word "mark" and "Mark".

This option is only available when searching for text or format symbols.

File Types

Dictionaries is the only file type currently available. This option cannot be unchecked.

Where

Select one of the following:

All Users

Search all users in all Root directories where Case CATalyst is loaded.

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Current User

Search the current user. This is the default.

Current case and contents

Search the current case and any cases within the case. If you are in a case when you invoke the Search File Contents command, then Current case and contents is the default selection.

Location

Select one of the following:

Exact Match

Search for entries that exactly match 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.

Contains

Search for entries that contain, anywhere in the entry, the specified text or steno outline entered in the field.

3. Press **Alt + e** (**Search**) to begin the search using the designated search criteria. During the search, the Search button displays, *Stop Search.* Select Stop Search to end the search before it has finished searching the dictionaries. Search results display in the bottom portion of the dialog box.
4. Double click an entry to open the dictionary to the specified dictionary entry. All dictionary editing commands are available.
5. Click **Close** to exit the Search File Contents feature and close the dialog box.

Select All

The Select All feature in Manage Jobs that allows you to highlight all Manage Jobs entries for a subsequent action.

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, 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.

To use 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:

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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. 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. The default is the current user drive or the A drive if there is a diskette in the A drive. Files for the current directory display in the window below this field. To select a different location, click the arrow button to browse. Use any of the other icon tools as needed:

 Return to last folder

 Up one directory 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:

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- 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, CATalyst opens the folder instead of saving the file. Include the .zip extension in the file name to have 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 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 directory level until you reach the User Root Level. Use this command when you are in a case and want to return to your user files.

To move up one level, from Manage Jobs press **Alt + t, u** (**Tools/Up One Level**) or click the  icon.

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 CATalyst in the current User Root. It displays each time you start CATalyst unless you use Auto Logon. To select a user, double-click the appropriate user.

To access the Users Level from Manage Jobs, select **Tools/User Level** or click  from the Manage Jobs toolbar.

Only one user can be active in a CATalyst session. 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.

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Options

Translate

Translate Options

Translate options determine how 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, 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.)
- Realtime
- Output to CaseView
- Output to ASCII/ANSI
- Output to Speche
- Output to Caption
- Output to StenoKeys
- Output to Other Devices

Advanced Translate Options

Advanced Translate Options allow you to make additional settings applied during translation. These include:

- Setting the default dictionary for Power Defining.
- Advanced number handling.
- Conflict resolution setting.

Edit

Auto Recover

Auto Recover

Auto Recover, active by default, automatically saves the text portion of the open job to a temporary file at specified time intervals. Normally, when you exit Edit using the Close or Exit command, CATalyst prompts you with a message when any unsaved changes exist. You choose to save the changes or exit without saving. The Auto Recover file is available if you exit a job in an abnormal way, such as turning off the computer with open files, rebooting the system with open files, or you experience a General Protection Fault (GPF).

When Edit 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 053008 job open when the electricity fluctuates causing your computer to reboot. You made changes to the file but the most recent ones were not saved. When you open CATalyst, the Auto Recover file displays in Manage Jobs as Anderson 053008 (1).sgngl.sav. If the same file abnormally closes a second time, the Auto Recover file name is Anderson 053008 (2).sgngl. sav, unless you renamed the first recovered file. Then Auto Recover uses number one.

To use the temporary Auto Recover file, you must save it. The first time you access this file, the Save Recovered File As dialog box displays, prompting you to save the temporary file. You can choose to keep the recovered file name, use another alternate name, or use the original file name. If you choose

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to rename the file using the original file name, CATalyst prompts you with a message asking if you want to overwrite the existing file. Once you save the Auto Recover file, you can open it like any other CATalyst text file. Generally, changes made up until the last auto save are saved in the recovered file. Changes made from the time of the last auto save until the file abnormally terminated, usually are not in the original file.

When you access the original file without renaming or deleting the Auto Recover file, a message displays informing you that an Auto Recover file exists for the document you are opening. You can open the original file, but it may only contain changes up until the last time you manually saved the file, such as pressing Alt + s (File/Save).

The AutoArchive option, active by default, automatically saves a copy of the temporary file when you select an action at the Save Changes dialog box upon exiting Edit. The Save Changes dialog box displays when there are unsaved changes in the file. CATalyst stores a copy of the transcript subfile (.sgngl) in the AutoArchive case. The AutoArchive case is created the first time you are prompted to save changes as you exit a file, when AutoArchive is active. The transcript subfile (.sgngl) is the only subfile saved. The Auto Recover option must be selected to automatically save Auto Recover files to the AutoArchive case.

Auto Recover Options

Auto Recover Options determine whether or not CATalyst automatically creates a temporary file and saves the Auto Recover files to the AutoArchive case. By default, the Auto Recover options are on and set to 30 seconds. You can access Auto Recover options:

- from Manage Jobs. Press **Alt + t, o, e, r** (**Tools/Options/Edit/Auto Recover**).
- from Edit. Press **Alt + t, o, r** (**Tools/Options/Auto Recover**).

Auto Recover Options

Make necessary entries. When finished with all your changes, select **OK**.

Use Auto Recover

Check this box to activate and use Auto Recover. When you check this box, the drop down menu becomes available. Select the frequency at which you want to automatically save the transcript to a temporary file. Choose a number: **15 seconds**, **30 seconds**, **45 seconds**, or **1** through **10 minutes**.

Uncheck the Use Auto Recover box if you do not want to use Auto Recover.

Keep Auto Recover Files in Archive

Check this box to have automatically save a copy of the temporary file when you select an action at the Save Changes dialog box upon exiting a file. CATalyst automatically stores a copy of the transcript subfile (.sgngl) in the AutoArchive case. The AutoArchive case is created the first time you are prompted to save changes as you exit a file, when the AutoArchive option is active. 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.

AutoArchive Case

The AutoArchive case is created the first time CATalyst prompts you to save changes upon exiting a file, when the AutoArchive option is active. CATalyst automatically saves a copy of the temporary transcript (.sgngl) file to the AutoArchive case when you select an action at the Save Changes prompt upon exiting Edit. The Auto Recover option, *Keep Auto Recover Files in Archive*, must be active to use

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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.

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, 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 Edit Options to their original CATalyst default selection.

Search feature "restart from top" defaults to Yes

Set the cursor focus in the dialog box for the Search prompt, “Would you like to restart from the top of the document?” You can set the default action so that pressing Enter when Search reaches the end of a file continues the Search from the top of the file.

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 or leave out underlying steno in cut or copied text in Edit. The CATalyst default includes the underlying steno from the cut or copied text. From the drop down box, select **Yes** to include the underlying steno; **No** to not include the steno; or **Ask** to have CATalyst automatically prompt you with a Yes/No option to include the underlying steno.

Default Internet search engine

Specify the Internet Search engine when using the Internet Search command by selecting an option from the drop down menu. 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
- AltaVista
- Lycos
- Dogpile
- OneLook
- Ask.com

Surround each phrase with quotes

Choose to surround words and phrases in an Internet Search with quotes. 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.

Default Keyboard map

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Select the active keyboard map when Edit starts. From the drop down list, choose a keyboard map. Customized keyboard maps located in your System Files case are available for selection from the list. The default is the CATalyst Default keyboard map.

Words to suppress capping when found in middle of phrase

Specify articles or conjunctions that 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. 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 to not initial 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.

Stitch characters in cycle order

Customize the character selection and cycle order of punctuation characters that separate characters or words when using the Stitch command. Type the punctuation in the order you want it to cycle when using the Stitch command.

Hide Caption-specific format symbols

Caption specific format symbols are included in the CATalyst format symbol list. You can hide the captioning format symbols to reduce the number of format symbols in the list. From the drop down menu, select **Yes** to hide the CATalyst BCS format symbols or **No** to display them. The default setting is No.

Redacted text displays as

Select the appearance of redacted transcript text in Edit and Print. The CATalyst default is Black rectangle. From the drop down list, choose **Black rectangle**, **White space** or **Lines**.

Index Placeholder Assignments

Enter the Index Placeholder Text # replacement names and, if applicable, select an assigned category. 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, 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*.

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Advanced Global Options

Advanced Global Options determine the selection of certain settings used when making Defines in Edit. 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 from the Global Define dialog box. Select **Options**.

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 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.

Use Personal Globals

Select **Yes** to use the Personal Globals table to correct mistyped words while editing. 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.

Apply E-Defines to typed-in text

Select **Yes** to apply E-define globals to text you type, paste, insert or replace in the job. 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**, CATalyst applies the E-define changing "adn" to "and". 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 "adnauseam".

Intuitive Replace Active in

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

Select **Yes** to have CATalyst 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.

Scope of Intuition

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

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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 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.

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

Select **Yes** to have CATalyst remember the *Entire File*, *Case Sensitive* and *Selective* settings in the Global Define dialog box when making an E-Define. CATalyst opens the Global Define dialog box with the settings used from the previous E-Define. Select **No** to have CATalyst always return the options to the default settings after making an E-Define.

Remember selected options for D-Defines

Select **Yes** to have CATalyst remember the *Entire File* and *Selective* settings in the Global Define dialog box when making an D-Define. CATalyst opens the Global Define dialog box with the settings used from the previous D-Define. Select **No** to have CATalyst always return the options to the default settings after making an D-Define.

Remember selected options for J-Defines

Select **Yes** to have CATalyst remember the *Entire File* and *Selective* settings in the Global Define dialog box when making an J-Define. CATalyst opens the Global Define dialog box with the settings used from the previous J-Define. Select **No** to have CATalyst always return the options to the default settings after making an J-Define.

Remember selected options for K-Defines

Select **Yes** to have CATalyst remember the *Entire File* and *Selective* settings in the Global Define dialog box when making an K-Define. CATalyst opens the Global Define dialog box with the settings used from the previous K-Define. Select **No** to have CATalyst always return the options to the default settings after making an K-Define.

Remember selected options for O-Defines

Select **Yes** to have CATalyst remember the *Entire File* and *Selective* settings in the Global Define dialog box when making an O-Define (Other Dictionary). CATalyst opens the Global Define dialog box with the settings used from the previous O-Define. Select **No** to have CATalyst always return the options to the default settings after making an O-Define.

Generate Misstrokes for D-Defines

Select **Yes** to have CATalyst remember the *Generate Misstrokes* setting in the Global Define dialog box when making an D-Define. CATalyst opens the Global Define dialog box with the setting used from the previous D-Define. Select **No** to have CATalyst always return the option to the default settings after making an D-Define.

Generate Misstrokes for J-Defines

Select **Yes** to have CATalyst remember the *Generate Misstrokes* setting in the Global Define dialog box when making an J-Define. CATalyst opens the Global Define dialog box with the setting used from the previous J-Define. Select **No** to have CATalyst always return the option to the default settings after making an J-Define.

Generate Misstrokes for K-Defines

Select **Yes** to have CATalyst remember the *Generate Misstrokes* setting in the Global Define dialog box

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when making an K-Define. CATalyst opens the Global Define dialog box with the setting used from the previous K-Define. Select **No** to have CATalyst always return the option to the default settings after making an K-Define.

Generate Misstrokes for O-Defines

Select **Yes** to have CATalyst remember the *Generate Misstrokes* setting in the Global Define dialog box when making an O-Define (Other Dictionary). CATalyst opens the Global Define dialog box with the setting used from the previous O-Define. Select **No** to have CATalyst always return the option to the default settings after making an O-Define.

Remember last O-Define Browse location

Select **Yes** to have CATalyst remember the last *Pick Other Dictionary* path in the Global Define dialog box when making an O-Define (Other Dictionary). CATalyst opens the Global Define dialog box with the setting used from the previous O-Define. Select **No** to have CATalyst always remember the default settings after making an O-Define. You can set a default directory by making an entry in the *O-Define browse location* field.

O-Define browse location

Select the default directory 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.

Transcript Spell Check Options

Transcript Spell Check Options determine the spell check settings used when spell checking in Edit. 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 which language set to use when running Spell Check. Selecting a language set for Spell Check affects the language set for the general WinterTreewordlist. Black's Law and Stedman's Medical wordlists are only available in English.

- **American English**
- **British English** — If using the Australian Macquarie Dictionary, select British English in addition to installing the Macquarie dictionary. The Macquarie dictionary is only available to Australian customers.
- **French** — When using French, CATalyst 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." You can modify your UserSettings.ini file to prevent CATalyst Spell Check from stopping on these words.
- **Italian**
- **Spanish**
- **Brazilian Portuguese**

Options

Check the boxes next to the features you want active when Spell Check runs.

Pause after change

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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 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.

Ignore Mixed Case

Do not stop on mixed case words that have more than one initial cap. For example, Spell Check does not stop on "CATalyst ", "McNeal", or "OZpc".

Ignore Mixed Digits

Do not stop on combinations of digits and numbers. For example, Spell Check does not stop on 12F, t3sting, or 500th.

Report Repeated Words

Stop on repeated words.

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 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 or between words. 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

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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.

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.

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 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 defining from a Define dialog box and inserting hidden 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. Spell Check applies to headers, footers and text fields.

Scan While Spellcheck

Check this box to use the selected Scan options during Spell Check. Use the Scan Options feature to

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select the options.

Scan Options

Set Scan For Options for Spell Check to recognize. Changes made here are 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 Spell Check complete 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.

Transcript Spell Check Advanced Options

Additional Transcript Spell Check options are available by selecting the **Advanced** button in the Transcript Spell Check Options dialog box. Access AdvancedTranscript 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 CATalyst 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 invokes the Ignore All option. Choose one of the following: **Change**, **Global**, **Ignore**, **Ignore All**, or **Wordlist**. The default is Ignore.

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Include Options

Include options determine the directory location from which to select a file when using the Include feature and the usage of the included file's page layout 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 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 Include Options to their original CATalyst default selection.

Remember Bring Layout setting

Select **Yes** to have CATalyst remember the status of *Bring Layout* field in the Include dialog box. The setting is remembered for each separate Include file. 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. 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, CATalyst displays the Included dialog box with *Bring Layout* checked. The next time you Include the Mark Exhibit file, CATalyst displays the Include dialog box with *Bring Layout* unchecked. The default is Yes.

Select **No** to have CATalyst return the status of the *Bring Layout* field to the unchecked default. The included file takes on the layout setting of the destination file.

Remember last include directory

Select **Yes** to have CATalyst remember the last directory location from which you selected an Include file. The next time the Include command is used, the Include dialog box defaults to the last directory location. Select **No** to have CATalyst always default to the current user directory unless you choose a different default location, by selecting Yes in the *Use default include directory* field and identifying a location in the *Default Include Directory* field. The default is Yes.

Use default include directory

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 Directory* 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 Directory field. Select **No** to not use a default directory. CATalyst always defaults to the current user directory.

This option is only available when the *Remember last include directory* option is set to No.

Default Include Directory

This option is only available when the *Remember last include directory* option is set to No. Click the Browse ... button to select the default directory that the Include command automatically opens. The setting is remembered until you change it.

Field Options

Field Options determine how CATalyst handles certain parameters when working with fields. Access Field Options:

- in Manage Jobs. Press **Alt + t, o, e, f** (**Tools/Options/Edit/Field**).

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- 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, select a choice from the drop down box or type the entry. When finished with all your changes, select **OK**. The *Restore Default Settings* option returns all the Field Options to their original CATalyst default selection.

Time separated by

Determine how to format the time in Time fields, such as [!Static Time] or [!Current Time]. Select **Colon (:)** or **Period (.)**. The default setting is Colon (:).

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. CATalyst will insert 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. CATalyst displays *(Attorney Sort Active)* in the Fill in Field diap0og 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 CATalyst cannot properly sort the name. For example, you have an attorney JOHN VAN DEN TILLAAR listed in the Attorney field. 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. 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. These are names that do not change from job to job. 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

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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 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.

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 directory 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 CATalyst software. The most current Merriam-Webster dictionary displays. Click the down arrow to display other available versions. The Macquarie Dictionary is available with a special CD installation for Australian customers only.

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 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 Case CATalyst 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.

QuickFix Prefix Options

QuickFix Prefix Options display the Prefixes dialog box which contains the current A - Z entries that determine the QuickFix Prefix assignments. 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**.

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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 entries that determine the QuickFix Suffix assignments. 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**).
- 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 options determine certain customized settings that control how briefs are suggested in the Brief It dialog pane during realtime. Brief It is an option on the Case CATalyst Translate Options Realtime tab. The Brief It option must be checked for Brief It to be active during realtime writing. By default, the Brief It option is checked.

Access Brief It Options:

- 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**).
- in Edit from the Brief It dialog pane. Click the Brief It Settings  icon.

Brief It Options

Use the following fields to customize Brief It settings:

Brief It Pane Display

Font

Select the font used for briefs displayed in the Brief It dialog pane. The selection affects both the steno and text portions of the brief. Click the down arrow to select a font. Sample text with the selected font and font size display in the text box below the Font and Size fields.

Size

Select the font size for briefs displayed in the Brief It dialog pane. The selection affects both the steno and text portions of the brief. Click the down arrow to select a font size. Sample text with the selected font and font size display in the text box below the Font and Size fields.

 Depending on the font style and size selected, it may be necessary for briefs in the Brief It dialog pane to wrap. If it is necessary to wrap a two stroke brief, Brief It wraps the second steno stroke after the slash (/). If a format symbol exists in the text portion of the brief, Brief It wraps the text after the format symbol.

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. The default is 5.

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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 Reminders 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.

Write Twice to Define

Brief It, by default, automatically creates a J-Define the first time you use a brief. Check this box to write a brief twice before Brief It creates a J-Define. This can help prevent an unintentional J-Define from being created

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 CATalyst create the J-Define, /A*BT for “Abbott Labs.” Once defined, you write A*BT for "Abbott Labs." By default, this option is not active.

Steno Include/Exclude

Displays the Brief It Options table where you can modify the Require and Exclude entries. The Require entry contains the steno character or steno combination included in every Suggested brief Brief It generates. There is only one Require entry.

Exclude entries contain steno characters or steno combinations to exclude from every Suggested brief. You can have multiple Exclude entries.

Auto Open Brief It

Check this box to automatically display the Brief It dialog pane when starting realtime. By default, this option is selected.

Personal Briefs

Display the Briefs.txt file in Notepad or WordPad where you can create and modify Personal brief entries. Personal briefs are brief forms you create and contain words and phrases along with the steno.

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.

Read

Read Options

Read Setup determines the settings necessary for reading steno notes 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 writing machines not manufactured by Stenograph, refer to your vendor for more information about read settings. Additional information may also be available on the Stenograph Support Help Desk at www.stenograph.com.

Access Read Setup options:

- in Manage Jobs. Press **Alt + t, o, r, s** (**Tools/Options/Read/Settings**).

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- in Manage Notes. Press **Alt + t, o, r** (**Tools/Options/Read Settings**).
- when reading notes, if the Option to remember settings has not 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.

Method

Depending on the steno machine selected in the *Device* field, select one of the following methods for reading steno notes. Methods not applicable to the selected steno machine are not 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 Diamante, élan Mira A3 or the Stentura Fusion. Read steno notes directly from these steno machines via USB cable and 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 Diamante Backup SD card or a élan Mira CompactFlash card or Backup SD card. This option is only available when you select 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 Diamante, élan, fusion or protégé in the *Device* field. To connect the writer using a USB cable, you must be using Case CATalyst V4.0 or higher and, depending on your steno machine, have installed the 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.

Diamante/élan Mira A3/Stentura Fusion

If you are connecting a 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.

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 disk 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 CATalyst.

Drive/Path

Select one of the following:

The appropriate drive letter

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Read steno notes from a diskette, Backup SD card or Data 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.

Browse

Identify the directory path to read steno notes from another location, such as a directory 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 read. In the Breaking Stroke field, enter the steno outline you use to designate a file break.

Breaking Stroke

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 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 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. The Read Setup dialog box does not display when you select the Read Notes function.

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**.
- when reading steno notes. In the Read Setup dialog box, select **Advanced**.

Advanced Read 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 Read Options to their original CATalyst default selection.

Change default to Save & Edit

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Set the action of the Enter key in the Read [Name and Save] dialog box when reading notes into CATalyst. The default setting saves the file when you press Enter. You can change the default to Save and Edit Notes so that 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 Directory

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 Directory 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 Directory 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. Press **Alt + t, o, r, w** (**Tools/ Options/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 determine how steno notes print. 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**).

Advanced Manage Notes 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 Advanced Manage Notes Options to their original 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.

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Print columns per page

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

Dictionary

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.

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** — If using the Australian Macquarie Dictionary, select British English in addition to installing the Macquarie dictionary. The Macquarie dictionary is only available to Australian customers.
- **French** — When using French, CATalyst 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." You can modify your UserSettings.ini file to prevent CATalyst Spell Check from stopping on these words.
- **Italian**
- **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.

Ignore Mixed Case

Do not stop on mixed case words that have more than an initial cap. For example, Spell Check does not stop on "CATalyst ", "McNeal", or "OZpc".

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Ignore Mixed Digits

Do not stop on combinations of digits and numbers. For example, Spell Check does not stop on 12F, t3sting, or 500th.

Report Repeated Words

Stop on repeated words.

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.

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

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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 Spell Check complete 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 Verify Options

Dictionary Verify Options determine the parameters applied to correct potentially invalid dictionary entries due to mismatched dates identified by Dictionary Verify. After selecting your verify options, run Dictionary Verify on the dictionary with the mismatched dates error again. Be sure the dictionary is closed before running Dictionary Verify.

Access Dictionary Verify Options:

- In Manage Jobs, press **Alt + t, o, d, v** (**Tools/Options/Dictionary/Verify**).
- In Manage Dictionary, press **Alt + t, o, v** (**Tools/Options/Dictionary Verify**).

Dictionary Verify Options

Check the box or radio button next to an option to select it. When finished, click **OK**.

Fix Invalid Modification Date (Set to today's date)

Check this box to correct the invalid Modified date, resetting the dictionary entry date to today's date. Your computer generates the date.

Fix Invalid Used Date

Check this box to correct the invalid Used date. Select **one** of the following options to correct the dictionary entry use date:

Set as not used

Reset the Usage Count flag to reflect the dictionary entry has not 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. The date is generated from the date on your computer.

Dictionary Options

Dictionary Options allows you to customize certain warning messages and options used when working with dictionaries. Settings in Dictionary Options affect all dictionaries in the user directory.

Access Dictionary Options:

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

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- from Manage Dictionary. Press **Alt + t, o, d** (**Tools/Options/Dictionary Options**).

Dictionary Options

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

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

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

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 filter

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

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.

Print Steno in Crowded Format

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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

What to do with source dictionary after Include

The Source dictionary is the dictionary you select to include into the current dictionary. The default action is to Stop for Decision. If you only use the Include feature to bring the contents of the Update Area into your Personal Dictionary, your setting might be Delete the Source Dictionary. If you use Include to combine job or case dictionaries and to include the Update Area into your Personal Dictionary, then you might select the Stop for Decision option.

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

When using the cut, copy and paste commands in the Manage Dictionary function, you must decide how you want CATalyst to handle the pasted entries if the steno portion of the entry conflict 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 New Text

Delete the original text and insert the new text.

Keep Old Text

Retain the original text and ignore the new text.

Create Conflict

Keep both the original and new text to create a conflict in the entry.

Keep Neither

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.

How to treat entries with duplicate steno when Including

When using the Include feature in the Manage Dictionary function, you must decide how you want CATalyst to handle the included entries if the steno portion conflicts with entries in the destination dictionary. Select **one** of the following:

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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**.

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, 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 redisplays the Duplicate Entry dialog box.

Keep New Text

Delete the original text and insert the new text.

Keep Old Text

Retain the original text in the entry and ignore the new text.

Create Conflict

Keep both the original and new text to create a conflict in the entry.

Keep Neither

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 include the new dictionary entry.

D-Defines go to Update Area

By default, D-defines made while editing go to the Update Area. The Update Area allows you to review, revise, delete entries before moving them to your Personal Dictionary. If you work with a scopist that creates dictionary definitions while editing, 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 for you to review new entries.

Check this box to use an Update Area to store any new D-Defines for your Personal Dictionary.

Uncheck this box to send new D-Defines directly to your Personal Dictionary. When you uncheck this box, you must make a selection in the How to treat entries with duplicate steno from D-Defines field.

How to treat entries with duplicate steno from D-Defines

This field is only available if you select NOT to have an Update Area. You must decide how you want CATalyst to handle D-Defines if they conflict with entries your Personal Dictionary. If entries conflict, all new D-defines are used for translation until the Personal Dictionary is opened. You should open your Personal Dictionary after every editing session.

Select **one** of the following:

Stop for Decision

Display the Duplicate Entry dialog box for each duplicate entry. The Duplicate Entry dialog box displays the 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.

When you make a D-Define during a session, CATalyst automatically uses the newest entry until you open the Personal Dictionary, at which time CATalyst prompts you for a decision. For example, if you make a D-Define during an Edit session that creates a duplicate entry, CATalyst uses the newest entry and does not prompt you to select. If you select View Dictionary or you open the Personal Dictionary during the session, then CATalyst prompts you for a decision. If you make a D-Define and then close the session without opening the Personal Dictionary, CATalyst automatically selects the newest entry when you begin a new session without prompting.

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Keep New Text

Delete the original text and insert the new text in the entry.

Keep Old Text

Retain the original text in the entry and ignore the new text.

Create Conflict

Keep both the original and new text to create a conflict in the entry.

Keep Neither

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 include the new dictionary entry.

Column Display Order

Indicate which columns you want to display on the Manage Dictionary screen by checking the box next to the column name. Uncheck the box if you do not want to display the column. The Steno and Text columns must always display. You cannot uncheck the box for these columns.

Move selected entry up/down

Change the dictionary column display order from left to right on the Manage Dictionary screen. Highlight the column you want to move. To move the column up or down in the list, use the Move selected entry up or Move selected entry down buttons. The columns display from left to right beginning with the first column in the list.

Advanced Dictionary Options

Additional Dictionary options are available by selecting the **Advanced** button in the Dictionary Options dialog box. Access Dictionary Options:

- from Manage Jobs. Press **Alt + t, o, d, o** (**Tools/Options/Dictionary/Options**). In the Dictionary Options dialog box, select **Advanced**.
- from Manage Dictionary. Press **Alt + t, o, t** (**Tools/Options/Dictionary Options**). In the Dictionary Options dialog box, select **Advanced**.

Advanced Dictionary 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 Dictionary Options to their original CATalyst default selection.

Display steno in "paper tape" format

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:

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arrhythmia	AR/REUPBLG/PHAOE/ KWRA

Break steno outlines based on key order

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 CATalyst generates SKWRAEUPLS.

Select **Yes** to have 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

Select **Yes** to have CATalyst automatically typed correct 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 CATalyst automatically correct incorrectly ordered steno keys. CATalyst does not generate the correct steno character or may generate the steno character as a "final" character instead of the intended "initial" character. 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 the Dictionary function opens. From the drop down list, choose a keyboard map. Customized dictionary keyboard maps, located in the Dictionary case within your System Files case, are available for selection from the list. The default is the CATalyst Default keyboard map.

Import

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 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 CATalyst default directory where you want to store the imported files. Highlight the desired directory from the list in the window. If necessary, use the scroll bar to move the directory list up or down. The directory location displays above the window.

Browse

Display the Browse For Folder where you can choose a directory outside of 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.

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If original filename already exists, automatically suggest a new name

Check this box to have 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, CATalyst suggests Smith 1.

CATalyst 3.0 Options

In addition to setting 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 CATalyst 3.0 Options.

Access CATalyst 3.0 Options:

- in Manage Jobs. Press **Alt + t, o, i** (**Tools/Options/Import**). Click the **CATalyst 3.0 Options** tab.
- in the Import dialog box when importing a file. Select **Options** and then click the **CATalyst 3.0 Options** tab.

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 Directory

When you select to import a CATalyst 3.0 steno note, transcript, dictionary, or page layout file, CATalyst automatically looks for source files in this directory. You can temporarily change the directory at the time of import.

Browse

Display the Browse For Folder where you can choose a default directory for storing the imported file. To create a new folder location, click the **Make New Folder** button. When finished, click **OK**.

Keep case structure

Check this box to maintain the case structure of the CATalyst 3.0 source files directory when importing into CATalyst.

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.
- 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 Directory

When you select to import a RTF/CRE transcript, dictionary or note file, CATalyst automatically looks for source files in this directory. You can temporarily change the directory at the time of import.

Browse

Display the Browse For Folder where you can choose a default directory for storing the imported file. To create a new folder location, click the **Make New Folder** button. When finished, click **OK.**

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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.
- in the Import dialog box when importing a file. Select **Options** and then click the **Stentura Dictionary Options** tab.

Stentura Dictionary Options

Make neccessary changes on the Stentura Dictionary Options tab and click **Apply**. When finished making changes on all the tabs, click **OK**.

Default Source Directory

When you select to import a Stentura Dictionary, CATalyst automatically looks for source files in this directory. You can temporarily change the directory at the time of import.

Browse

Display the Browse For Folder where you can choose a default directory for storing the imported file. To create a new folder location, click the **Make New Folder** button. When finished, click **OK.**

Export

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 directory 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 directory as selected file
- A:/
- another directory 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 directory as selected file
- another directory location. Use **Browse** to add alternate locations to the list.

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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, 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 CATalyst file name when you export the file.

If original filename already exists, automatically suggest a new name

Check this box to have 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, 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 CATalyst printed transcript.

Compressed

Removes all unnumbered blank lines.

Discovery ZX

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 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 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.

Include Page Numbers

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Check this box to include page numbers in the ASCII file.

Renumber Pages

Check this box to renumber the pages in the ASCII file. You may want to do this if it is a continuation of another job.

You must also make an entry in the First Page Number field.

First Page Number

Type the number you want to use to begin the page numbering 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.

Renumber Paragraphs

Check this box to renumber the paragraphs in the ASCII file. You must also make an entry in the First Paragraph Number field.

First Paragraph Number

Type a number greater than 0 (zero) to begin numbering with the first paragraph in the ASCII files.

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

Assure the page breaks in the ASCII file coincide with the original 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 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 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

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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.

Auto Position

Check this box to have 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 the 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 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 CATalyst prompt you for a diskette. This is the default.

Disable "Second Copy" prompt

After exporting an ASCII file to a diskette drive CATalyst prompts you to create another copy ASCII file. Select **Yes** to disable this prompt. No message displays after CATalyst exports the ASCII file.

Select **No** to have CATalyst prompt you to create a second copy. This is the default.

RTF/CRE Export Options

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/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 Directory

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The default drive and directory 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 CATalyst file name when you export the file. 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 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 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.

Manage Jobs/General

Dialog Options

Dialog Options allow you to customize certain general dialog box settings for you user name. 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.

Access Dialog Options in Manage Jobs. Press **Alt + t, o, j, d** (**Tools/Options/Manage Jobs-General/ Dialog**).

Dialog Options

Make changes and select **OK** when finished.

System Dialog Font Size

Set the default font size for general dialog and message boxes. Using the mouse move the slide bar up or down to increase or decrease the font size in the dialog boxes. The default font size is 8 points.

Use the Default button to reset the font size back to the original system setting.

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.

Remember Dialog Position

Check this box for CATalyst to remember the size and placement of the dialog box when you exit the system.

Select User Icon

Select User Icon allows you to associate a different icon with your user name. 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

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Icon dialog box displays.

3. Choose an icon from the Default Icons list or click **Browse** to select an icon from another directory. 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**.

Backup Options

Make changes and select **OK** when finished.

Place each selected job in a separate package with the same name as the job

Back up each file separately, so that the number of backup files equals the number of jobs selected. If subfiles for a job, such as a note file and a text file have the same file name, CATalyst saves the subfiles together in one backup name.

Place all selected jobs in a 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

To use the same name for each single package backup, use the default backup up 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, 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.

Never back up audio files

Check this box to never include an audio file in the backup. CATalyst does not back up the audio file even if you select the audio file when performing a backup.

Uncheck this box to have CATalyst backup the audio files. To display a confirmation message before backing up the audio file, select the *Warn before backing up audio files* option.

Warn before backing up audio files

Check this box to have CATalyst display the following confirmation message before backing up audio files:

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.

Uncheck this box if you do not want this confirmation message to display when backing up files. If

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selected, you can also deselect this option in the confirmation dialog box by checking the box *I understand the consequences of my actions. Please stop asking*.

Never auto-select steno x-ray files (.sgxry)

Check this box to prevent the steno x-ray file from automatically being a selected subfile when backing up jobs. The steno x-ray file is a support file for the Diamante, élan Mira A3 and Stentura Fusion.

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, Send 'em e-mail or Send '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.

Place each selected job in a separate package with the same name as the job

Zip each file separately, so that the number of zip files equals the number of jobs selected. If subfiles for a job, such as a note file and a text file have the same file name, CATalyst saves the subfiles together in one zip name. If you select the Smith and Jones jobs, the file attachments are Smith.zip and Jones.zip.

Place all selected jobs in a single package

Place all the jobs you selected into a single zip file. The associated subfiles are included for each job. Each of the files retains their individual names within this zip file. For example, if you select the Smith and Jones jobs, the file attachment is a single file with both the Smith and Jones jobs contained in the zip file.

You can specify the file name by making an entry in the *Default Package Name* field.

Default Package Name

When including jobs into a single package, you can specify a default name for the package. This is useful when you are adding files to the same package or you repeatedly replace files in the package.

To customize the package name each time you zip and e-mail files, leave this field blank. When you back up a file, CATalyst uses the current file name to suggest a backup name: *file name.zip*. Customize the name as necessary. If you backup multiple files the field remains blank and you must type a file name.

Never back up audio files

Check this box to never include an audio file. CATalyst does not include the audio file when you zip and e-mail even if you select an audio file in the Select Files dialog box. Stenograph strongly recommends not sending audio files via e-mail due to their size. Most internet service providers do not handle large e-mail file attachments. CATalyst audio files are compressed when recorded and zipping them does not achieve any noticeable additional compression.

Uncheck this box to allow CATalyst to include audio files. To display a confirmation message, select the *Warn before backing up audio files* option.

Warn before backing up audio files

Check this box to have CATalyst display the following confirmation message before including the audio files to zip and e-mail:

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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? Yes. No.

Uncheck this box if you do not want this confirmation message to display when including audio files. You can also deselect this option in the confirmation dialog box by checking the box *I understand the consequences of my actions. Please stop asking.*

Never auto-select steno x-ray files (.sgxry)

Check this box to prevent the steno x-ray file from automatically being a selected subfile. The steno x-ray file is asupport file for the Diamante, élan Mira A3 and Stentura Fusion.

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 or Send '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.

Place each selected job in a separate package with the same name as the job

Zip each file separately, so that the number of zip files equals the number of jobs selected. If subfiles for a job, such as a note file and a text file have the same file name, CATalyst saves the subfiles together in one zip name. If you select the Smith and Jones jobs, the file attachments are Smith.zip and Jones.zip.

Place all selected jobs in a single package

Place all the jobs you selected into a single zip file. The associated subfiles are included for each job. Each of the files retains their individual names within this zip file. For example, if you select the Smith and Jones jobs, the file attachment is a single file with both the Smith and Jones jobs contained in the zip file.

You can specify the file name by making an entry in the *Default Package Name* field.

Default Package Name

When including jobs into a single package, you can specify a default name for the package. This is useful when you are adding files to the same package or you repeatedly replace files in the package.

To customize the package name each time you zip and e-mail files, leave this field blank. When you back up a file, CATalyst uses the current file name to suggest a backup name: *file name.zip*. Customize the name as necessary. If you backup multiple files the field remains blank and you must type a file name.

Never back up audio files

Check this box to never include an audio file. CATalyst does not include the audio file when you zip and e-mail even if you select an audio file in the Select Files dialog box. Stenograph strongly recommends not sending audio files via e-mail due to their size. Most internet service providers do not handle large e-mail file attachments. CATalyst audio files are compressed when recorded and zipping them does not achieve any noticeable additional compression.

Uncheck this box to allow CATalyst to include audio files. To display a confirmation message, select the *Warn before backing up audio files* option.

Warn before backing up audio files

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Check this box to have CATalyst display the following confirmation message before including the audio files to zip and e-mail:

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? Yes. No.

Uncheck this box if you do not want this confirmation message to display when including audio files. You can also deselect this option in the confirmation dialog box by checking the box *I understand the consequences of my actions. Please stop asking*.

Never auto-select steno x-ray files (.sgxry)

Check this box to prevent the steno x-ray file from automatically being a selected subfile. The steno x-ray file is asupport file for the Diamante, élan Mira A3 and Stentura Fusion.

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 or Backup for job files.

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.

Place each selected job in a separate package with the same name as the job

Zip each file separately, so that the number of zip files equals the number of jobs selected. If subfiles for a job, such as a note file and a text file have the same file name, CATalyst saves the subfiles together in one zip name. If you select the Smith and Jones jobs, the file attachments are Smith.zip and Jones.zip.

Place all selected jobs in a single package

Place all the jobs you selected into a single zip file. The associated subfiles are included for each job. Each of the files retains their individual names within this zip file. For example, if you select the Smith and Jones jobs, the file attachment is a single file with both the Smith and Jones jobs contained in the zip file.

You can specify the file name by making an entry in the *Default Package Name* field.

Default Package Name

When including jobs into a single package, you can specify a default name for the package. This is useful when you are adding files to the same package or you repeatedly replace files in the package.

To customize the package name each time you zip and e-mail files, leave this field blank. When you back up a file, CATalyst uses the current file name to suggest a backup name: *file name.zip*. Customize the name as necessary. If you backup multiple files the field remains blank and you must type a file name.

Never back up audio files

Check this box to never include an audio file. CATalyst does not include the audio file when you zip and e-mail even if you select an audio file in the Select Files dialog box. Stenograph strongly recommends not sending audio files via e-mail due to their size. Most internet service providers do not handle large e-mail file attachments. CATalyst audio files are compressed when recorded and zipping them does not achieve any noticeable additional compression.

Uncheck this box to allow CATalyst to include audio files. To display a confirmation message, select the *Warn before backing up audio files* option.

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Warn before backing up audio files

Check this box to have CATalyst display the following confirmation message before including the audio files to zip and e-mail:

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? Yes. No.

Uncheck this box if you do not want this confirmation message to display when including audio files. You can also deselect this option in the confirmation dialog box by checking the box *I understand the consequences of my actions. Please stop asking*.

Never auto-select steno x-ray files (.sgxry)

Check this box to prevent the steno x-ray file from automatically being a selected subfile. The steno x-ray file is asupport file for the Diamante, élan Mira A3 and Stentura Fusion.

Litter Box

Litter Box

The Use Litter Box option allows you to send deleted CATalyst files to the CATalyst Litter Box. The Litter Box temporarily holds files deleted from Manage Jobs. This feature is similar to the Windows Recycle Bin, except only deleted CATalyst files are sent to the Litter Box. The number of deleted files the Litter Box can hold is determined by the size of the Litter Box, set in Litter Box Options and the size of the deleted files. If the Litter Box is full when you delete a file, CATalyst automatically removes the oldest deleted file or files in the Litter Box to make room for the newly deleted file. You can also manually delete files from the Litter Box. Once a file is removed from the Litter Box you cannot recover it. The amount of used and remaining space display in the Litter Box.

Each CATalyst user has his or her own Litter Box. The deleted files in a particular user directory are only sent to that user's Litter Box. For example, if USER1 deletes a file named SMITH and USER2 deletes a file named SMITH, each SMITH job is sent to a different Litter Box. Once a file is deleted in a particular user directory, a Litter Box icon displays in that user directory.

The Litter Box is part of Case CATalyst and installs with the software. If you selected the *Install Litter Box* option during installation, the Litter Box is available and the Litter Box icon displays on your desktop. If you did not choose the *Install Litter Box* option during installation and want to send CATalyst files to the Litter Box you must activate the Litter Box. If you already have the Litter Box installed but are not able to view all files, you may need to reactivate the Litter Box. Run the Litterbox1.bat and Litterbox2.bat located in the CAT4 directory:

1. Using Windows Explorer or My Computer locate the CAT4 directory.
2. Double click the **LitterBox1.bat** file. A dialog box briefly displays.
3. Double click the **LitterBox2.bat** file. A dialog box briefly displays.
4. The Litter Box icon automatically display on the Windows desktop.

In order to send deleted CATalyst files to the Litter Box, you must also turn On the Use Litter Box option. In Manage Jobs select **Tools/Options/Manage Jobs General/Use Litter Box**. A check mark displays next to the option to indicate its selection. Selection affects all users on the computer or workstation.

You can turn Off the Use Litter Box option at any time by selecting **Tools/Options/Manage Jobs-General/Use Litter Box** to uncheck the option. When you deselect the Use Litter Box option you are disabling the Litter Box for all users on the system. This means on this computer or workstation. CATalyst does NOT save deleted files to the Litter Box but sends the deleted files to the Windows Recycle Bin. For more information on the Windows Recycle Bin, consult your Windows documentation.

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The Litter Box is only available for Windows® 98 or higher operating system. It is not available on systems running Windows 95.

Litter Box Organization

To access the CATalyst Litter Box, you must have selected the Manage Job option, Use Litter Box. Double-click the Litter Box icon on your Desktop. The Litter Box displays all the subfiles for each deleted file. For example, the SMITH file may have the following subfiles: Text, Notes, Global Table, Job History, Dictionary, Job Wordlist, etc. You can use the Litter Box to recover files deleted in CATalyst. When a file is recovered, it is returned to the original user name from which it was deleted.

Files and subfiles in the Litter Box are listed with the most recently deleted file first. This is the default. You can change the order of display. For example, click the Job column heading to display the jobs in ascending alphabetical order based on their names. Click the Jobs column heading again to display the jobs in descending alphabetical order based on their names. Click the other column headings for additional sort options.

Change Users in the Litter Box

Each user has his or her own Litter Box. When you open the Litter Box, deleted files display for the user name you were in when you accessed the Litter Box. If you selected the Litter Box from the Windows Desktop, deleted files display for the last user name you were in when working in CATalyst. Files selected for recovery from the Litter Box are automatically restored to the user name from which they were deleted. You do not need to change user names.

If you have CATalyst 3.x on the same system as CATalyst, both programs share the Litter Box. CATalyst 3.x and CATalyst are considered different users when looking at files in the Litter Box.

To change to a different user name in the Litter Box, do the following:

1. From the Desktop of your computer, double click the Litter Box icon. The Litter Box displays with the current space used and available along with the deleted files, if any, for the current user name when you accessed the Litter Box.
2. Do **one** of the following:
   - Click the User icon.
   - Press **Alt** + **u** to display the Users menu.
   - Press **Alt** + **L**, **s** to display the Select User dialog box.
3. Select a user name. Unless you are the office manager or system administrator, it is strongly recommended you do not delete files from another User's Litter Box. **Files deleted from the Litter Box cannot be recovered.** Do **one** of the following:
   - Click the user name and click **OK**.
   - Highlight the user name (↑↓) and press **Enter**.
4. Close the Litter Box (**Alt** + **F4**).

The Use Litter Box option must be selected for deleted files to go to the Litter Box.

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Deleting Files From the Litter Box

The Litter Box temporarily holds files deleted in CATalyst from Manage Jobs. You can increase the Litter Box capacity, if necessary, so that you can store additional deleted files.

Each CATalyst user has his or her own Litter Box. Only files deleted in an individual user directory are saved in their Litter Box. When you delete files you are deleting them for the current user. Unless you are the office manager or system administrator, it is strongly recommended you do not delete files from another User's Litter Box. **Files deleted from the Litter Box cannot be recovered**.

To assist you in selecting files, you can change the order of how files display in the Litter Box. The default display lists the most recently deleted file first. Click a column heading to change the sorting order of the display based on that column. Click a column once to display the files in ascending order. Click again to display the sort in descending order. For example, click the Job column heading to display the jobs in ascending alphabetical order based on their names. Click the Jobs column heading again to display the jobs in descending alphabetical order based on their names. You can also click the other column headings for additional sort options. For more information on column sorting options, see your Windows documentation.

To delete files from the Litter Box:

1. From the Desktop on your computer, double click the Litter Box icon. The Litter Box displays deleted files for the current user. The current user is the name you were working in when you accessed the Litter Box. The space used and available in the Litter Box also displays.
2. Select the subfiles you want to delete; do **one** of the following:

   Select a single subfile

   Highlight the file for deletion.

   Select multiple subfiles

   Click the first subfile, press and hold **Ctrl**, and then click each subfile you want to delete. All highlighted files are selected for deletion.

   Select consecutive multiple subfiles

   Click the first subfile, press and hold **Shift**, and click the last file to select. All the files between the first and last selection are highlighted for deletion.
3. Delete the selected files. Press **Alt** + **f**, **d** or **click the Delete icon**.
4. The following message displays:

   "Are you sure you want to delete this file or these files"
5. Do **one** of the following:

   Confirm the deletion

   Select **Yes** (**Alt** + **y** or **Enter**). The selected subfiles are deleted from the Litter Box. Files deleted from the Litter Box cannot be recovered.

   Cancel the deletion

   Select **No** (**Alt** + **n**). The contents of the Litter Box displays.
6. To exit the Litter Box, select **File/Close** (**Alt** + **F4)**.

The Use Litter Box option must be selected for deleted files to go to the Litter Box.

Recovering Files From the Litter Box

Each user has her or his own Litter Box. Files selected for recovery from the Litter Box are automatically restored to the user name from which they were deleted. You do not need to change user names.

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To recover files from the Litter Box:

1. From the Desktop on your computer, double click the Litter Box icon. The Litter Box displays deleted files for the current user. The current user is the name you were working in when you accessed the Litter Box. The space used and available in the Litter Box also displays.
2. To select the subfiles you want to recover, do **one** of the following:

   Select a single subfile

   Click the subfile name.

   Select multiple consecutive subfiles

   Click the first subfile name, press and hold **Shift** and click the last subfile name you want to recover and release **Shift**. All subfiles between the first subfile name selected and the last subfile name are highlighted.

   Select multiple nonconsecutive subfiles

   Press and hold **Ctrl**, click each subfile name you want to recover.
3. Press **Alt + f, r** (**File/Recover**). At the "Are you sure you want to recover this file?" prompt, select **one** of the following:

   Yes (Enter)

   Remove the selected files from the Litter Box and restore them to the user name from which they were deleted.

   No (Alt + n)

   Cancel the recover function and remain in the Litter Box.
4. Press **Alt + F4** to exit the Litter Box.

The Use Litter Box option must be selected for deleted files to go to the Litter Box.

Litter Box Options

By default, each user's Litter Box holds 1024 KB or 1048576 bytes. The maximum size you can make the Litter Box is 2,000,000 KB (2 GB). The minimum size is 10 KB. You cannot set the size of the Litter Box to be more than 2 GB or less than 10 KB. Increasing the Litter Box size increases the amount of files it can hold. Increasing the size also increases the amount of hard disk space the Litter Box requires.

To change the size of the Litter Box:

1. Do one of the following:
   - In Manage Jobs, select **Tools/Options/Manage Jobs-General/Litter Box**.
   - From the Desktop on your computer, double click the **Litter Box** icon.
2. The Litter Box Options dialog box displays indicating the current capacity of the Litter Box. Type a new value in the field and press **OK** (**Enter**). The new setting takes effects the next time you delete files in Manage Jobs.

Job History Options

Job History Options allow you to 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. Job History Options also allows you to change the display of job history data in Manage Jobs.

To set Job History options:

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1. In Manage Jobs, select **Tools/Options/Manage Jobs-General/Job History**.
2. Make necessary entries:

   Use Colors for Job Icons

   Check this box to assign specific colors to the job folders based on the job's current state. The job state is recorded in the Job History subfile. 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.

   If you deselect the *Use Job History* option, color status does not apply.

   Use Job History

   Do one of the following:

   - Check this box to have CATalyst use the Job History data such as number of pages, creation date and notes to determine the display of information in Manage Jobs. This is the default.
   - Uncheck this box 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.
3. Press **Enter** (**OK**) to accept the change.

Job Manager Warnings

Job Manage Warnings allow you to choose to display a warning message in 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. 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.*

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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. 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. 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*.

International

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 CATalyst to match your Windows selection to ensure the correct display of fonts in CATalyst.

Access the Document option in Manage Jobs. Select **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 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. Select **Tools/Options/International/User Interface** and then select a language from the list.

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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*0I6L7B8D9TNE#(!
Spanish	STCPDJRAO*UETBPRLSIEAO#(! 12C3D4R50*UE6B7R8S9EAO#(!
Turkish	STKPCHRAO*EUFRPBLGTSDZ#(! 12K3C4R50*EU6R7B8G9SDZ#(!
Continental (French)	SKPMTF*RNLYOEAUILNSD[#(!
(Grandjean)	(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 CATalyst menus display. The only language available at this time is English.

Access the User Interface option in Manage Jobs. Select **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

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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. Select **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**).

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.

To access the Custom Reminder Messages options, from Manage Jobs press **Alt + t, o, e, r** (**Tools/ Options/Manage Custom Reminder**).

Custom Reminder Options

Make necessary entries. When finished with all 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

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Display the reminder message for you to review.

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Translate & Edit

About Translate and 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, 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. 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.

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**.

To open Translate and Edit, do **one** of the following:

- 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.

Input Translate Options

Input Translate Options Summary

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
Use Update Area	Use the Update Area to store any new D-Defines for your Personal Dictionary. You can

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	include Update entries into the Personal Dictionary.
Capitalize All Text	Translate the text in all capital letters.
A_AnResolution	Use the rules of grammar to resolve a/an when the steno stroke for "a" and "an" are written the same. The dictionary definition must only be defined as "a".
Drag/Drop Analysis	CATalyst analyzes untranslates that have characters you drag or drop and matches the steno outline with a dictionary definition. Specify drag/drop characters in Drag/Drop Analysis Details.
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.
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.
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.
Colloquy + A=	Automatically format an Answer as Colloquy followed by the specified text when the Answer follows Colloquy or Colloquy and Parenthetical paragraph styles. The defaut text is THE WITNESS:<space> .
Colloquy +Q=Auto By Line	Automatically format a Question as a By Line when a Question follows Colloquy or Colloquy and Parenthetical format symbols. The By Line paragraph style is controlled by your 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 paragraph style is controlled by your layout settings.
Delete Repeated Q/A/C	Automatically delete the first paragraph when two of the same paragraph styles, Q or A, occur one after the other without text.
Use Smart Quotes	Using a dictionary definition for quotes, CATalyst automatically creates an opening or closing quote mark depending on the presence of a previous quote in the paragraph style.

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Numbers

Ignore `and'	Ignore the word "and" between numbers for number conversions and number triggers. CATalyst processes the numbers before and after the word "and" as one group.
Ignore Commas	Ignore commas that separate a group of numbers when translating number conversions and number triggers. CATalyst processes the numbers before and after the comma as one group.
Ignore Periods	Ignore periods that separate a group of number when translating number conversions and number triggers.
Ignore Word Numbers	Ignore words that are numbers and do not process them as part of the number conversion or number trigger.
Squish Defined Numbers	Translate all defined numbers with no space between them. Numbers not defined are automatically squished together without a space.
Automatic Number Conversion	Convert numbers based on keywords and conversion rules in the NumberConversion.ini file.
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.

Show

Phonetic Translation	Prevents the display of untranslates by "phonetically" translating steno outlines based on the Phonetic Table in your System Files case.
Translate Statistics	Displays status information in a dialog box about the file currently translating.
Timers	Track the amount of time a speaker and group of speakers talks during a job. Use the Start Timer translate command in dictionary definitions such as EZ Speakers entries.

Conflicts

EZ Choice	Create entries in the Conflict Database based on your selection of the conflict choice and the two words preceding the conflict. CATalyst

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	uses these entries to resolves future conflicts when they appear in the same context as previously selected.
Second Choice	Create entries in the Second Choice Conflict Database based on your selection of the conflict along with possible types of speech for the word before and after the conflict. CATalyst uses these entries to resolves future conflicts. When used in conjunction with EZ Choice, EZ Choice takes priority in conflict selection.
Auto-Conflict	Automatically select the first choice of the conflict. When used in conjunction with EZ Choice, EZ Choice takes priority in conflict selection.

EZ Speakers Dictionary

EZ Speakers Dictionary	Select an EZ Speaker dictionary for translation. CATalyst recognizes any dictionary name that begins with EZ Speakers as an EZ Speakers dictionary. 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. CATalyst saves the selection as part of the Saved Translation settings.
Advanced Translate Options	Determine the default selection for additional options applied during translation.

A_AnResolution

A_An Resolution is a Translate option. When selected, CATalyst use 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 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 Edit screen.

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Auto-Conflict

Auto-Conflict is a Translate option. When active, 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, 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, CATalyst displays "run ing" with "ing" in your conflict color. When you confirm the "ing" 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, 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, 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, CATalyst first checks the conflict database. If the conflict is not in the database, then Auto-Conflict resolves the conflict.

Automatic Number Conversion

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 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 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."

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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 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 does not initial cap the word "page" because a comma separates the word "page" and the number "3."

Display 10 and Under as Words is a Translate option you can 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 convert 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 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.

The *With Thousands Separator* is another Translate option for use in conjunction with Automatic Number Conversion. The With Thousands Separator option converts numbers with commas when preceded or followed by measurement keywords in the NumberConversion.ini file. The numbers must be followed by the word "thousand" or "thousands." For example, numbers before measurement keywords are converted to digits with commas. For example, you write "one thousand eight hundred miles." It converts to "1,800 miles." If you write, "eighteen hundred miles" or 18 hundred miles," the result is "1800 miles."

The *Otherwise Display as Digits* translate option can be used alone or in conjunction with Automatic Number Conversion. Otherwise Display as Digits forces numbers to automatically display as digits when there is no matching keyword entry in the NumberConversion.ini file available. For example, "There were three thousand of them." translates as "There were 3000 of them."


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.

NumberConversion.ini File

The Automatic Number Conversion feature uses the NumberConversion.ini file to convert numbers and words into specific formats. There is one NumberConversion.ini file per user. It is located in the System Files case.

To open the NumberConversion.ini file, do one of the following:

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- 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.

The NumberConversion.ini file contains formatting rules based on "keyword" word and number combinations.

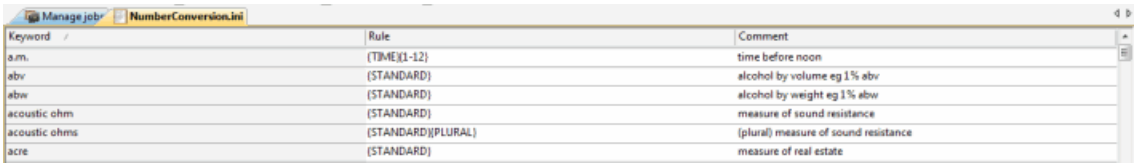
Example

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."

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.



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 31 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

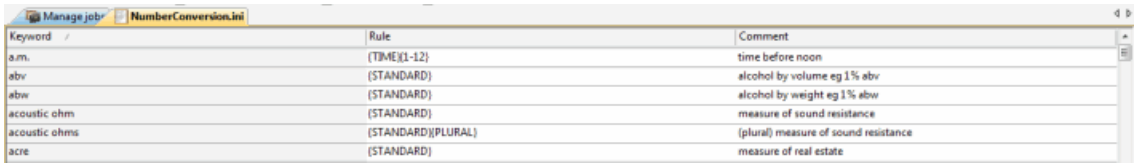
Add, modify or remove entries from the NumberConversion.ini file.

Add or Modify 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**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.
2. The NumberConversion.ini contains three columns. The Keyword column lists the keyword for the automatic number conversion. This word has a maximum length of 31 characters. The Rule column is the instruction for the keyword. The Comment column is a brief description of what is going to be

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the result of this entry.



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.

   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**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.
2. Highlight the entry to disable and press Delete or click the Delete icon.
3. Press **Enter** (**OK**).

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4. Press **Ctrl + s** (**File/Save**) to save the file.
5. Press **Alt + f, x** (**File/Exit**) to exit the NumberConversion.ini 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.

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:
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.

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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.

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.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

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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.

Capitalize All Text

Capitalize All Text is a Translate option. When active, CATalyst translates the text in all capital letters. If you select an Output option, such as CaseView, all capital letters are sent to the receive system. To translate a file with text in mixed case after translating it with Capitalize All Text active, deselect Capitalize All Text and retranslate the file.

Colloquy + A =

Colloquy + A = is a Translate option. When active, CATalyst automatically automatically formats an Answer as Colloquy plus the specified text when the Answer follows Colloquy or Colloquy and Parenthetical format symbols. If you check this option, you must also type the Colloquy text in the field to the right. The default is THE WITNESS:*space*. Check the Bold box to have the text translate in bold letters.

automatically formats an Answer as Colloquy plus the specified text when the Answer format symbol follows Colloquy or Colloquy and Parenthetical format symbols.

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Colloquy + Q = Auto By Line

Colloquy + Q = Auto By Line is a Translate option. When active, 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. Then when you write colloquy and the proceedings return to Q & A, CATalyst automatically formats the By Line using the most recent By Line name. 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; 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 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 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 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 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

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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 Linefollowing 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 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 <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).

EZ Speakers Dictionary Entry

KPAPL/KPAPL/STPHAO/STKPWHR =<Centered Paragraph>EXAMINATION<New Line Paragraph>BY #01:<Question>

Dictionary Entry

KPAPL/KPAPL/STPHAO/STKPWHR = <Centered Paragraph>EXAMINATION<New Line Paragraph>BY ^ STPHAO:<Question>

KPAPL/KPAPL/STPHAO/STKPWHR = <Centered Paragraph>EXAMINATION<New Line Paragraph>BY SPEAKER 1:<Question>

KPAPL/KPAPL/STPHAO/STKPWHR = <Centered Paragraph>EXAMINATION<New Line Paragraph>BY ^ ATTY1:<Question>

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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)

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 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.

Drag/Drop Analysis

Drag/Drop Analysis

Drag/Drop Analysis is a Translate option. When active, 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 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 applying a dragged or dropped letter results in an untranslate becoming a word, 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.

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 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 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 first tries to find a match with the steno outline and the final L. If no match is found, then CATalyst 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 or translate commands, CATalyst 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 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.

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Identifying Characters for Drag/Drop Analysis

To use the Drag/Drop Analysis option, you must identify the characters (keys) on the steno 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. Press **Alt + L**. (**Details**). 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, 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, 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, CATalyst 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.

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Delete Repeated Q/A/C

Delete Repeated Q/A/C is a Translate option. When active, 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, 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, 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 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, CATalyst 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 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 Translate option. When active, 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 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

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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 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 automatically confirms the conflict selection. You can also change the Advanced Translate option, *Automatically resolve EZ Choice/Second Choice Conflicts*, to have CATalyst automatically confirm the EZ Choice conflict and prevent Scan from stopping on the confirmed conflicts. When 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, 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, CATalyst displays "stop ing" with "ing" in your conflict color. When you select and confirm the "ing" 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, 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, 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, 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, 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. CATalyst first checks the Spell Check wordlist for a match. If no match exists then 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.

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 on the Case CATalyst installation CD and must be copied to the 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 translating the selected job. You can use any EZ Speaker 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, CATalyst remembers the EZ Speaker selection along with other saved translation settings.

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Ignore "and"

Ignore "and" is a Translate Option that applies to number conversion and number trigger definitions. When active, CATalyst ignores the word "and" when it occurs between two numbers. Numbers before and after the word "and" are considered as one number for 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, 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 recognizes the word "and". 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, 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 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, 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, CATalyst ignores any periods that separate a set of numbers and considers them as a group for the conversion or trigger. 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 Translate Option that applies to number conversion and number trigger definitions. When active, 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.

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NumberConversion

The NumberConversion option on the Case CATalyst Translate Options Input tab opens the NumberConversion.ini file. When you click **numberconversion**, CATallyst 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 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 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.

Phonetic Translation

Phonetic Translation is a Translate option. When active, CATalyst phonetically translates steno outlines that it cannot find a match for 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. The "phonetically" translated word displays as the color of an untranslate to indicate the use of the Phonetic table.

You can create a dictionary definition to invoke the Toggle Phonetic Mode translate command from your writer. A steno outline defined as {Toggle Phonetic Mode} must be in a dictionary used during realtime.

SecondChoice

SecondChoice is a Translate option. When this option is active and you select a conflict choice in edit, CATalyst looks in a system file to identify the possible parts of speech for the word before and after the conflict. CATalyst 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 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 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, CATalyst 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 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.

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IMPORTANT: SecondChoice does not analyze any portion of the sentence for grammar. 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 1234. With Squished Defined Numbers 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

Suffix Drag is a Translate option. When active, CATalyst translates steno outlines accidentally stroked with a dragged letter -G, -S, or -D as a suffix. For example, -D is defined in your dictionary as <Suffix>ed. 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 active, CATalyst translates the word as "stopped". When CATalyst applies Suffix Drag, the translated word displays the user selected color on the Edit screen.

Suffix Drag only applies to one-stroke words in which the steno characters -G, -S, -D can be added. Suffix Drag does not apply when writing a final G in a steno outline that is not the last letter of the stroke. For example, you stroke TKPHEUGT. Since G is not the last letter of the stroke, Suffix Drag does not apply. The stroke translates as "admit".

When Suffix Drag is active, you can also apply plural endings. The Plural Endings Options allow you to use the final S, final Z or both for plural endings.

If you are also using the Drag/Drop Analysis translate option, Drag/Drop takes priority over Suffix Drag.

Timers

Timers

Timers is a Translate option that allows you to track the amount of time a particular speaker talks during a realtime job. Some jurisdictions require the reporter to keep track of the time and include it on the certificate.

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.

You start and stop Timers with steno strokes from your steno machine. A dictionary definition to start each individual timer and one to stop all timers is necessary. The {Start Timer} followed by a timer number and {Stop Timer} translate commands 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 each time for a speaker, you may want to modify your EZ Speaker dictionary to include the Start Timer translate commands. 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 command.

Timer Information allows you to set up Timer names, Timer groups and automatically display the Timer dialog box when Timers are active during realtime writing. By default, the timer information dialog box display with the names, Timer 1, Timer 2, etc. which you can customize for each job to reflect the speaker name. If you use the EZ Speaker dictionary along with EZ Speaker fields, the speaker names

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automatically display instead of the timer number.

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 saves and displays all Timer information for each job in the Job History file, on the Translation tab.

Adding Timer Definitions to a Dictionary

You can place the 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 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. You can also add the Timer command to a speaker definition so that when you write the steno to change the speaker, the Timer information automatically changes. For example, you write the steno outline for Timer 1. After writing awhile, you write the steno outline for Timer 2. 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.

When you add the Timer command to a speaker definition, include the speaker information. For example, you are defining STPHAO. The text might be: F4C Mr. SMITH: {Start Timer}[1]

To define a Start Timer entry:

1. From anywhere in 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 with empty Steno and Text fields.
4. Make entries:

   Steno

   Type a unique steno outline for the definition. For example: TAO*EUPL/1 or a speaker identification such as STPHAO.

   Text

   a. Press **Alt + f** 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 Text field.

   c. After {Start Timer} type **[** (left bracket) followed by the Timer number, and then type **]** (right bracket). For example: {Start Timer}[1]
5. Press **Enter** (**OK**) to place the entry into the dictionary. The Insert Dictionary Entry dialog box redisplays. Repeat the entry steps as necessary.

   If an existing dictionary entry contains the exact steno outline as the new entry, the Duplicate Entry dialog box displays. Review the steno and text and select an action: **Keep New Text**, **Keep Old Text** , or **Create a Conflict**. Press **Enter** (**OK**).
6. Press **Ctrl + s** (**File/Save**) to save the dictionary when finished.
7. Press **Ctrl + F4** to close the dictionary and close the Manage Dictionary function if this is the only dictionary open.

Translate Statistics

Translate Statistics is Translate option. When this feature is active, the Translation Status dialog box automatically displays during translation. It provides information about the file which is currently

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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**).

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. This may be helpful when writing for CART or transcript realtime. Create alternate user setting files in Edit using the Save Alternate User Settings command.

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 may want a Saved Translation Settings file for CART that includes a particular layout, job dictionaries and user settings.

Use Update Area

Use Update Area is a Translate option. When active, CATalyst uses the Update Area to help translate the job. By default, all D-Defines made during Edit go to the Update Area. This allows you to review your entries before placing them in your Personal Dictionary. You should review the entries in the Update Area. Place the good ones in the Personal Dictionary and delete the entries you do not want.

If you want your D-Defines to go directly to your Personal Dictionary, uncheck the D-Define go to Update Area option in Dictionary Options.

Use Smart Quotes

Use Smart Quotes is a Translate option that allows you to use one dictionary definiton to create opening and closing quotes that append to a word. During translation, CATalyst looks for the steno outline in the definition you designated for quote. If CATalyst sees a steno outline for quote, it then looks for another exiting steno outline for quote that occurs before the one it is currently reading. When no previous steno outline for quote is found, CATalyst automatically creates an opening quote. When a previous quote is found, CATalyst creates a closing quote. For example, you create one dictionary entry for quotation mark, using the steno outline: KWS defined as " You write KWS/TKPWAOD/KWS/WORBG during the job. The result is "good" work.

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.

With Thousands Separators

With Thousands Separator is a Translate option that is available when Automatic Number Conversion is active. When selected, CATalyst converts digit and words 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.ini file is set to thousands or millions, then 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

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numbers, they do not convert. For example, three thousand four hundred people attended the concert would not convert.

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 CATalyst default selection.

Digits with words convert with commas up to

Select **hundreds**, **thousands** or **millions** to have 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.

CATalyst converts digits and words up to the option selected. For example, if you select thousands, 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

Select **Yes** to have 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.

Select **No** to confirm the selected conflicts manually while editing. No is the default.

Default dictionary for Power Define

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.

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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.

Colloquy plus Answer plus Question = Auto By Line

Select **Yes** to have 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):

In order for the "Texas" format to work correctly, you must also set the following CATalyst Translate options:

Select Colloquy + Q = Auto By Line

Deselect Colloquy plus A= THE WITNESS

Tuck punctuation with quoted words

Select **Yes** to have CATalyst automatically place period, comma, or apostrophe ('s) inside a quoted word or phrase when the punctuation is written after the quoted word or phrase. For example, you have a dictionary definition for "Spider Man" that includes the quotes. You write the steno outline for "Spider Man" and then write the steno outline for period. CATalyst automatically places the period inside the quotes to produce, "Spider Man."

To have an apostrophe work with this option, you must have a dictionary definition defined as: ‘s. The definition cannot contain format symbols, such as <Delete Space>.

Select **No** to allow period, comma and apostrophe to remain where written. The default is No.

Analyze numbers in a series

Select **Yes**, the default, to have Automatic Number Conversion consider 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, write digits under ten not defined 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.

Select **No** to prevent CATalyst from converting numbers as a series when you use these words and punctuation as separators. For example, if you write "two to four things" with Display 10 and Under as Words selected, no conversion takes place. This also means if you write "four to eleven things" with Display 10 and Under as Words selected, the result is "four to 11 things."

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 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 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.

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Translate Commands

About 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 steno machine. The steno outlines must be defined in your dictionary before you begin a realtime session.

The caseCATalyst[4] Realtime Commands Dictionary provided with 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.

When inserting two word translate commands into a definition, you must select them from the Format Symbol list. If you type these translate commands into a definition, they do not perform the designated function.

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.

Translate Commands in 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.

Auto Include	Automatically include a file at the point you stroke the steno outline for this symbol.
Cap Previous 1-9 Words	Allows you to initial cap the previous words.
Define	Open the Power Define dialog box to define untranslates from the steno machine during realtime.
Delete	Deletes the previous steno outline.
Glue	Define different spelling alphabets
Number Conversion	Convert numbers into any number format.
Number Trigger	Convert numbers following the text associated with this symbol such as "date of birth" or "social security number".
Pause Audio	Pause the AudioSync definition audio recording during realtime.
Prefix	Join a prefix with a root word.
Prefix Number	Place the associated punctuation symbol in front of the last number written.
Resolve Conflict, Choice 1-9	Select the first through ninth conflict choice.
Resume Audio	Start or resume the AudioSync audio recording during realtime.
Scan Define	Locate the last untranslate and open the Power Define dialog box during realtime.
Start Timer	Start the timer for a specific speaker during

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	realtime.
Stitch Off	Turns Off stitch formatting for text following the symbol.
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.
Suffix	Join a suffix with a root word.
Toggle Auto Conflict Resolution	Toggle On and Off the option to have CATalyst automatically select the first conflict choice in any conflict during realtime.
Toggle Bench Mode	Turn On and Off bench mode for text following this symbol during realtime.
Toggle Follow Realtime	Move the cursor between the last realtime stroke and the last editing location during realtime.
Toggle Phonetic Mode	Turn On and Off the option to have 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, 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 "at" 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 word 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 americ*a. You would stroke Cap Previous 4 to get *United States of Americ*a.

If you include a word or words with the definition for Cap Previous Word, CATalyst caps the words in the definition and counts them. For example, you want to make a definition for "street" that caps 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

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change.

Cancel Active Dialog

When writing realtime, the Cancel Active Dialogs 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. 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

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}.

Glue

Use the Glue format command to define different spelling alphabets. Define steno strokes for any letters a - z with hyphens, periods, or letters without spaces between them. The Glue format command is only used in a definition. The Glue format command must be:

- defined with a character
- the first character in a definition
- the only format command or symbol in the definition.

Example

To have the letters IBM display together when you write the steno I, B, and M, define /EU as {Glue}I, /PW as {Glue}B, and /PH as {Glue}M. When you write /EU /PW /PH, the translation is IBM.

Example

To have the letters I-B-M display when you write the steno for I, B, M, 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.

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

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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.

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

Use the Number Conversion translate command with number conversion formats in definitions to convert numbers into a number format such as dollars, social security number and phone number.

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CATalyst converts the number during translation when you write the steno outline defined for the specified Number Conversion translate command with 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.

CATalyst comes with predefined number conversion format definitions available in the caseCATalyst[4] Realtime Commands Dictionary. You can also create you own number conversion formats following the guidelines provided in provided with CATalyst.

Number conversion does not apply to a number:

- you already converted once.
- you applied the Prefix Number command.

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. 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 CATalyst default is to have Number trigger commands active for approximately three paragraphs. If 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 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*.

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 establish the number trigger format and then define it with the designated phrase.

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 into a dictionary definition

1. From anywhere in 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.

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5. Press **Alt + f**, 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 format symbol into the 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. Type the designated phrase followed by the appropriate number format. For example, Social Security Number{Number Trigger}[NNN-NN-NNNN]
8. Press **Enter** (**OK**) to insert the definition into the dictionary.
9. When finished, press **Esc** (**Cancel**) to close the Insert dialog box.
10. Press **Ctrl + s** (**File/Save**) to save the changes.
11. When you are finished making changes, press **Ctrl + F4** (**File/Exit**) to exit the dictionary.

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 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. CATalyst spell checks the prefix and root word.

Prefix Handling Rules

CATalyst uses general non-hyphenation rules first and spell checks. If spell check fails then CATalyst applies the following rules:

a. If the Prefix is "ex", "self", "half", "quasi", or "all" then place a hyphen between it and the word.
b. 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.
c. If the Prefix or the root is a single capital letter, separate the prefix from the word with a hyphen.
d. If the Prefix ends in a digit or the root starts with a digit, separate the prefix from the word with a hyphen.
e. If the root following a prefix starts with a capital and then a non-capital letter, hyphenate.
f. If the Prefix ends with the same letter that the root starts with, hyphenate.

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.

Insert into a dictionary definition

1. From anywhere in 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.

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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.
6. Press **F4 x,** to insert the {Prefix} command.
7. Press **Enter** (**OK**) to insert the definition into the dictionary.
8. 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}[$], 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.

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 or hyphen touching them.

Insert into a dictionary definition

1. From anywhere in 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.

Resolve Conflict, Choice 1 - 9

Use the Resolve Conflict, Choice 1 – 9 translate commands to select a conflict choice. Writing the stroke for 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

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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.

AudioSync is an optional companion software package.

Start Timer

Use the Start Timer translate command to start the Timer for a specific speaker during realtime. You must create a dictionary definition to use this command. A Start Timer definition is necessary for each individual speaker or witness for whom you want to track time. A number following the Start Timer command, such as {Start Timer} [1], designates each Start Timer definition.

EZ Speaker fields can be used in Timer name definitions. Use the EZ Speaker Dictionary with EZ Speaker Fields and Start Timer commands to quickly and easily create your speaker definitions.

The Timer for the current speaker stops when you write the steno outline for another speaker with a Start Timer command or when you write the steno outline for the Stop All Timers translate command.

Insert into a dictionary definition

1. From anywhere in 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 **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.
7. Press **Enter** (**OK**) to insert the definition into the dictionary.
8. Press **Esc** (**Cancel**) to close the Insert dialog box.

In the Stop All Timers topic, we have included instructions on how to insert into a dictionary definition. I think we should do that here. (See separate doc for instructions)

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 email or web addresses. For example, /W/W/W {Stitch On}[web] www.<Delete Space>

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.

Insert into a dictionary definition

1. From anywhere in CATalyst, press **Alt + f, o, d** (**File/Open/Dictionary**). From the dictionary menu,

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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.

Stop All Timers

Use the Stop All Timers translate command to stop all active Timers in the realtime job. You must create a dictionary definition to use this command.

EZ Speaker fields can be used in Timer names and Timer Group names to automatically replace the Timer number with the speaker name. Use EZ Speaker fields with the Start Timer commands in the EZ Speakers dictionary to create speaker identifications. This allows you to create the speaker and automatically display the speaker name in the Timer dialog box.

Insert into a dictionary definition

1. From anywhere in 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. The result is, for example: ST*PL{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** to close the dictionary.

Suffix

Use the Suffix format 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 for "ing". When CATalyst applies a Suffix, 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

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dictionaries and rules of spelling are applied. The result is "stopping". Using EZ Link includes ible/able and er/or resolution.

Suffix Handling Rules

CATalyst uses general non-hyphenation rules first and spell checks. If spell check fails then CATalyst applies the following rules:

a. If the Suffix is "elect", hyphenate.

b. 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 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.

Insert into a dictionary definition

1. From anywhere in 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 suffix after the format symbol.
7. Press **Enter** (**OK**) to insert the definition into the dictionary.
8. Press **Esc** (**Cancel**) to close the Insert dialog box.

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, 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 caseCATalyst^4 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 CaseView after turning Bench Mode On does not display on the CaseView screen.

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Realtime text you write after turning Bench Mode Off displays on the CaseView 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 caseCATalyst[4] 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** + **l** (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 Command 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

Use the Toggle Phonetic Mode translate command to switch 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 entries in the Phonetic Table.

To invoke the Toggle Phonetic Mode command from your writer, a steno outline defined as {Toggle Phonetic Mode} must be in a dictionary used during realtime. The CATalyst default caseCATalyst[4] Realtime Commands Dictionary contains the Toggle Phonetic Mode dictionary entry. Modify the entry, as necessary, to accommodate your writing style.

Power Defines

Define

Define is a translate command that invokes the Power Define dialog box allowing you to define untranslates "on the fly" from your steno machine during realtime and place them in a dictionary. You can make D-Defines, K-Defines, and J-defines. Defining an untranslate from the steno machine is called a Power Define.

Stroking the steno outline for the translate command {Define}, activates the Power Define dictionary and displays the Power Define dialog box where you create the power define definition. Cursor movement definitions contained in the Power Define dictionary allow you to move in the Power Define dialog box by stroking steno outlines from your steno machine. For example, to move from field to field, you stroke the steno outline for the [Tab] entry. Other definitions in the Power Define dictionary include

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entries for upper and lower case letters, punctuation, and Enter command.

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 CATalyst is waiting for the longest match. Although CATalyst is waiting for the longest dictionary match, you can correctly power define the entry by stroking the steno outline for [ENTER]. The define, "stately" is correctly entered into the dictionary and applied to the job.

Power Defines automatically apply backward in the realtime file but are not stored in the Global Table. When you finish translating, Power Defines placed in the Personal Dictionary move to the Update Area, if you have selected to have an Update area. Power Defines placed in a case or job dictionary remain in the respective case or job dictionary.

A definition for the {Define} translate command must exist in a dictionary that you are using for translation. This must be a dictionary other that the Power Define dictionary.

Power Defines are only active during realtime translation. For example, they are inactive if you retranslate a realtime session and select **File** in the Steno Source field of the Translate dialog box to perform the translation.

Scan Define

Scan Define is a translate command that invokes the Power Define dialog box allowing you to define untranslates "on the fly" from your steno machine during realtime and place them in a dictionary. You can make D-Defines, K-Defines, and J-defines. Defining an untranslate from the steno machine is called a Power Define.

Stroking the steno outline for the translate command {Scan Define}, performs the following actions in the order listed:

1. Locates the last untranslate or consecutive untranslates.
2. Invokes the Power Define dialog box and activates the Power Define dictionary.
3. Inserts the untranslated steno in the Steno field. If multiple untranslates occur consecutively, without a translated item in between the untranslates, all the untranslates display in the Steno field.
4. Positions the cursor in the Text field.

Cursor movement definitions contained in the Power Define dictionary allow you to move in the Power Define dialog box by stroking steno outlines from your steno machine. For example, to move from field to field, you stroke the steno outline for the [Tab] entry. Some of the other definitions in the Power Define dictionary include entries for upper and lower case letters, punctuation, and the Enter command.

Power Defines automatically apply backward in the realtime file but are not stored in the Global Table. When you finish translating, Power Defines placed in the Personal Dictionary move to the Update Area, if you have selected one, and those put in a case or job dictionary remain in the respective case or job dictionary.

A definition for the {Scan Define} translate command must exist in a dictionary that you are using for translation. This must be a dictionary other that the Power Define dictionary.

Creating a Power Define

Create a power define using the Define or Scan Define:

1. Start a realtime session.
2. Write the steno outlines defined as {Define} or {Scan Define} to display the Power Define dialog box.
3. Write the steno outline defined as [TAB] in the Power Define dictionary to move from field to field.

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If, at any position in the Power Define dialog box, the cursor or command does not respond, verify the correct steno outline in the Power Define dictionary.

Steno

Write up to 17 steno outlines to define. If you stroke more than 17 consecutive steno outlines in the Steno field, the Power Define aborts without creating any type of definition.

When the [Paste] command exists in your Power Define dictionary use the copy, cut and paste commands to enter steno. When you use the [Paste] command in the Steno field, the underlying steno for the text you are copying or cutting is pasted the Include Steno Copying/Cutting option is On. This is the default. If this is 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.

New Text

Enter the definition for the steno. If you enter more than 1024 characters in the New Text field, the Power Define aborts without creating any type of definition.

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 an 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. 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 space between a word or after punctuation by writing the steno outline defined as [SPACE].
- Backspace the last character or last stroke by writing the steno outline defined as [DELETE]. If the Power Define dictionary contains the definition for [DELETE], the last character is deleted. If the definition for [DELETE] is in any other dictionary, the last stroked is deleted.
- When the [Paste] command existis in your Power Define dictionary use copy, cut and paste commands to enter text. When you use the [Paste] command in the New Text field only text is pasted.
- Use the translate commands Prefix, Suffix and Glue.
- Abort and exit the Power Define without creating a definition by writing the stroke defined as [ABORT].

FS

Display the format symbol list. To add format symbols to the definition, do **one** of the following:

- 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.
- 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.

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Global To

Select the dictionary in which you want to place the definition. The default is the Job Dictionary for the job you are writing. Do **one** of the following.

- Write the steno outline defined as the number for selected 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.

If you stroke more than 17 consecutive steno outlines in the Global To field, the Power Define aborts without creating any type of definition.

4. Write the stroke defined as [ENTER] to apply the define and close the dialog box.
5. Continue writing realtime.

Translating a Note File

To 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 CATalyst loads the translate options based on the selected settings file.

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, 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**). 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**.

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.

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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. CATalyst automatically selects the Personal Dictionary for translation, although a check mark does not display before the name.

Show Global Tables

Check this box to display global tables for selection.

Show All Users

Check this box to display all CATalyst users. You can select a dictionary or global table from any user. When you select to display all users, CATalyst unchecks 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. 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.

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Cancel

Choose a different job name.

Set Dictionary Priorities for Translation

Set the order in which CATalyst uses dictionaries during translation. You can order the dictionaries each time you select a file to translate or when starting a realtime session.

To set dictionary priority order:

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 CATalyst default uses the following dictionary order, one being the highest priority.
    1. Job dictionary of the same name as the file.
    2. Case dictionary if the job is in a case.
    3. Selected job and case dictionaries in the order they were chosen.
    4. Update area (if selected to have D-Defines go to the Update Area).
    5. 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.

From the Translate dialog box, select **Define Field**. The Insert Field dialog box displays. Use the fields and options as necessary:

New Field

Create a new user defined field such as Plaintiff, Defendant or County. 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

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ATTORNEY, FIRM, ADDRESS, etc. 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 you 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.

Speaker List

The Speaker List in Translate allows you to identify speaker names which you can use for translation or later 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 in the EZ Speaker dictionary, the speaker names display in the Speaker List with the associated token 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 in the EZ Speaker 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.

After 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 Speaker 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.

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.

To 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 enter the speaker name in all capital letters. 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.

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Name

Speaker names. Click the title bar to display the names in ascending or descending alphabetical order.

Number

The token number associated with the speaker name. Click the title bar to display the token 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 token 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 on-line help.

3. When finished, select **OK**.

Punctuation Handling During Translation

When a dictionary definition contains beginning or ending punctuation followed by text or a sequence of beginning punctuation, text and ending punctuation such as, ", yes sir," or ", Your Honor," **and** immediately follows a Question, Answer, Colloquy, semi colon, period or a question mark, CATalyst automatically removes the preceding punctuation of the definition. For example, you have the dictionary definition: , Your Honor,

You write the following:

Q. Were you at the ballpark on the night of October 13th, 2007?

A. , Your Honor, do I have to answer that?

The result is:

Q. Were you at the ballpark on the night of October 13th, 2007?

A. Your Honor, do I have to answer that?

CATalyst also automatically removes an 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:

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MR. JONES: Please instruct the witness to answer, Your Honor.

In situations where you do not want 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.

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Realtime Writing

About Realtime Writing

Realtime writing immediately translates the steno you write on your steno machine and displays it on the computer screen through a cable connecting your steno machine to your computer or another CATalyst system. Your steno machine communicates to a CATalyst system by directly connecting a cable. 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 steno machine with AccelerWriter Keys.

All translate commands are available during realtime. Some translate commands, such as Scan Define and Toggle Bench Mode, are specific to realtime writing. CATalyst includes a realtime job dictionary, caseCATalyst^4 Realtime Commands Dictionary, which contains predefined translate commands. The predefined translate commands consist of common number conversion, conflict resolution, timestamp control, and define strokes. You can add to, modify, and delete entries in the caseCATalyst^4 Realtime Commands Dictionary or copy the entries to the Personal, case, or job dictionary. If you choose to use the caseCATalyst^4 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:

- Stentura®
- Stentura Fusion®
- Diamante™
- élan Cybra®
- élan Mira®
- 200/400 SRT (use Stentura option to Read notes or write Realtime)
- SmartWriter®
- StenoRAM® III, III+, Ultra
- FlashWriter
- Baron TX (Transcriptorä X) version 4.4 or higher

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 steno 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. 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

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BIOS on you 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

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 you computer into an outlet for full processing speed.

Realtime Setup

Basic Realtime Setup

Basic realtime setup involves setting options in the Translate dialog box. From the Translate dialog box, you can set Translate Options and Dictionary Priorities for a realtime session.

If you are using the Diamante, élan Mira or Stentura Fusion, you can connect to CATalyst for realtime writing via USB cable. The appropriate USB driver for the writing machine, must be loaded on CATalyst in order to use the USB cable. See the user guide for your steno machine for information about loading the USB driver. You can only use the USB cable between the Diamante, élan Mira or Stentura Fusion and CATalyst.

If you are using an élan Mira A3 with CATalyst via WiFi communication for realtime writing, see your "élan Mira A3 Wireless Communication User Guide" for additional information about WiFi setup and establishing realtime communication. If you are using a Diamante, élan Mira or Stentura Fusion with Bluetooth technology for realtime writing, see the appropriate writing machine wireless user guide for additional information about wireless Bluetooth setup and establishing realtime communication.

1. If you are using a serial or USB cable, be sure you connect your steno machine to the computer with a realtime cable and the steno machine is On. If your steno machine 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 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 CATalyst loads the translate options from the file.

   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.

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If you choose a Settings file in which selected layout for that settings file is no longer available, 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**). 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 steno machine type on the Realtime tab, in the 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 for CaseView, sending realtime data to the receive system.

ASCII/ANSI

You are writing realtime to an ASCII/ANSII file.

Speche

You are writing realtime to Speche.

Caption

You are writing realtime to a captioning software program.

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StenoKeys

You are writing realtime to another software application, such as MS Word.

Other

You are writing realtime to an electronic information display.

Multiple Outputs

You are sending the realtime date 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**).

Remember Output to Setting

Check this box to have 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, 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 CATalyst remember your selection for the Record Audio option.

Additional Dictionaries

Check the box next to any dictionary you want to use for translation. CATalyst automatically selects the Personal Dictionary for translation, although a check mark does not display before the name.

Show Global Tables

Check this box to display global tables for selection.

Show All Users

Display all 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 token variables in the EZ Speakers dictionary. CATalyst uses the names to create the speaker definitions for the job or case dictionary.

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.

Options

Select translate options. Verify the Realtime settings are correct on the Realtime tab.

The first time you translate, you must set 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 option tabs.

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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.

   When you select to use an existing file name that also contains audio, CATalyst deletes the audio in the existing file if you select to overwrite. An additional message displays prompting you to continue, using the existing file name and deleting the existing audio.

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.

Direct Connect Realtime

Writing realtime by Direct Connect involves sending realtime steno outlines to the CATalyst system via a realtime cable for immediate translation.

To write realtime by direct connect:

1. Be sure you connect the steno machine to the computer with a realtime cable and turn it On. If your steno machine uses diskettes and is set to disk mode, insert a diskette in the drive.
2. Press **Ctrl** + **t** (**Function/Translate & Edit**) to display the Translate dialog box. Make entries as necessary.
3. Press **Alt + p** (**Options**). The Case CATalyst Translate Options dialog box displays.
4. Click the **Realtime tab** to display the Realtime translate options. Make the following entries:

   Realtime Writer

   Select the type of steno machine you are using.

   Diamante

   - select **Diamante** if you are using a serial cable for the realtime connection between the CATalyst system and the Diamante.
   - select **Diamante – USB** if you are using a USB cable for the realtime connection between the CATalyst system and the Diamante. The USB driver for the Diamante must be loaded on CATalyst in order to use the USB cable.

   élan Mira

   - select **élan** if you are using a serial cable for the realtime connection between the CATalyst system and the élan Mira.
   - select **élan – USB** if you are using a USB cable for the realtime connection between the CATalyst system and the élan Mira. The USB driver for the élan Mira must be loaded on CATalyst in order to use the USB cable.

   Stentura Fusion

   - select **fusion** if you are using a serial cable for the realtime connection between the CATalyst system and the Stentura Fusion.
   - select **fusion – USB** if you are using a USB cable for the realtime connection between the CATalyst system and the Stentura Fusion. The USB driver for the Stentura Fusion must be loaded on CATalyst in order to use the USB cable.

   Audio

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If you are using AudioSync, make necessary entries in the Audio fields.

Comm Port

Select the appropriate COM port on the CATalyst system for the realtime cable connection to the steno machine. If you are using a Diamante, élan Mira or a Stentura Fusion with a USB cable, your system determines the appropriate Comm Port setting. No selection is required.

Direct (Cable)

Select **Direct** (**Cable**). Select this option when using a virtual serial port connection via USB cable.

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.

5. Press **Alt + a** (**Apply**) to accept the changes. Option settings remain until you change them.
6. If necessary, change translate options in the other tabs.
7. 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.

   When you select to use an existing file name that also contains audio, CATalyst deletes the audio in the existing file if you select to overwrite. An additional message displays prompting you to continue, using the existing file name and deleting the existing audio.
8. 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 function.

AudioSync Microphone Set Up and Test

Before using AudioSync, you should set up and test your microphone to ensure clear recording and playback sound. Your CATalyst security device must be programmed with the AudioSync option in order to use AudioSync.

IMPORTANT: 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 recording.

Set Up the Microphone

1. Plug the microphone into the correct port. Your computer has different ports for sound input and output. 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
2. If your microphone is battery-powered, you may need to turn it on.

Adjusting the 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 settings.

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Adjust Recording Volume

1. On the Windows taskbar, right click the volume control icon on the taskbar and select Open Volume Controls. The Master Volume dialog box displays.

   If the Master Volume dialog box is already open, continue to the next step.
2. Press **Alt + p** (**Options**).
3. Press **Alt + r** (**Properties**).
4. Click the circle next to Recording in the Adjust Volume For section.
5. Click the box next to Microphone or Mic in the Show the Following Volume Controls section.
6. Press **Enter** (**OK**).
7. In the dialog box, under Microphone or Mic Balance:
   - Slide the volume bar toward the upper range.
   - If there is a check box labeled **SELECT**, click it.
   - If there is a check box labeled **MUTE** uncheck it if it is checked.
8. Adjust the playback volume. If you are finished adjusting volume levels, press **Alt + p, e** (**Options/ Exit**).

Adjust Playback Volume

1. On the Windows taskbar, right click the volume control icon on the taskbar and select Open Volume Controls. The Master Volume dialog box displays.

   If the Master Volume dialog box is already open, continue to the next step.
2. Press **Alt + p** (**Options**).
3. Press **Alt + r** (**Properties**).
4. Click the circle next to Playback in the Adjust Volume For section.
5. Click the box next to Microphone or Mic in the Show the Following Volume Controls section.
6. Press **Enter** (**Enter**).
7. In the dialog box, under Microphone or Mic Balance:
   - Slide the volume bar toward the upper range.
   - If there is a check box labeled **SELECT**, click it.
   - If there is a check box labeled **MUTE**, review the following information:

     On some computers, checking this box will mute background noise such as static. Clicking it improves the quality of the playback. On other computers, checking this box completely silences the playback. The only way to know is to try it.
8. Adjust the recording volume. If you are finished adjusting volume levels, press **Alt + p, e** (**Options/ Exit**).

Test the Recording and Playback Levels

1. From the Windows Start Menu select **Programs/Accessories**.
2. From the Accessories menu, select whichever option is listed:
   - Multimedia
   - Entertainment
3. Click **Sound Recorder**. The Sound – Sound Recorder dialog box displays.
4. Click the **Record** button  . Say a few words to test the microphone, standing at different

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distances from the microphone.

5. Click the **Stop** button  .
6. Click the **Play** button  .
7. Repeat any adjustment steps if necessary and test again.

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 steno machine you are using. If you are using a Diamante, élan Mira or Stentura Fusion, you can direct connect to CATalyst for realtime writing via USB cable. The appropriate USB driver for your steno machine must be loaded on CATalyst in order to use the USB cable. See the user guide for your steno machine for information about loading the USB driver. The ability to connect via USB cable is limited to USB enabled writers such as the Diamante, élan Mira, Stentura Fusion and élan Cybra.

- Stentura
- Diamante
- Diamante – USB
- élan
- élan – USB (this option is only for use with the élan Mira or élan Cybra when using a USB cable)
- fusion
- fusion USB — (this option is only for use with the Stentura Fusion when using a USB cable)
- Mira(A3) WiFi — (this option is only for use with the élan Mira A3 V3.0 or higher when using a wireless access point with an SDIO WiFi card and wireless router)
- protégé
- protégé USB — (this option is only for use with the Stentura Protégé when using a USB cable)
- SmartWriter
- StenoRam lll, lll+, Ultra
- FlashWriter
- Baron TX

Audio

To use the Audio features, your security device 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 your microphone prior to realtime writing to ensure clear recording and playback sound.

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 directory where you want to write the audio portion of the file.

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The default is the current user directory. 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 (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 steno 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 steno machine.

Connection

Comm Port

Select the appropriate COM port on the CATalyst system for the realtime cable connection to the steno 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.


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 system with a serial cable. This option does not apply when you select élan – USB or *f*usion 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 steno machine is connected to a phone jack via a modem cable. The remote CATalyst system is connected to a phone jack via a modem cable.

Call

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Have the CATalyst system call the steno machine modem. Type the phone number in the *Number* field below.

Answer

Have the steno machine call the CATalyst modem.

Number

When you select *Call*, type the telephone number of the remote steno 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.

Work Units

The Work Units feature is generally used in a network situation, daily copy or during events where reporters take turns using the same computer.

Create Work Units

Check this box to have CATalyst save the realtime file in time incremented files. CATalyst breaks the realtime file into sections, called work units, based on a specified length of time. You must indicate the length of the work unit by making an entry in the *Every # Minutes* field.

When you choose to use work units, the original file remains intact, however, to use the edited work units, you must manually merge the sections together in Edit.

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 **60**. When the specified work unit time elapses, CATalyst waits until the next page break before starting the next work unit.

Save To A Different Directory

When you check *Create Work Units*, you can optionally save the work units to a different directory. Check this box to save the work units to a different directory, such as a shared network drive, 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 Directory*, 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 directory.

Although you create multiple text files when using work units, only one audio file exists. All the work unit text files are linked to one file. For example, you are writing the Smith job and are saving work units. You have Smith_1, Smith_2, Smith_3 and Smith.wav.

Hold Strokes

When Hold Strokes is active, CATalyst holds the steno outlines before displaying the translated text on the Edit screen during realtime.

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 security device programmed for CATalyst VP. Select one of the following:

Dragon Naturally Speaking 8

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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.

Troubleshooting the Realtime Connection

If CATalyst cannot establish connection with the steno machine, a message displays indicating the number of attempts to connect. Do the following:

Direct Connect (Serial Cable) Realtime Connection

- Verify the realtime cable is connected to the CAT system and, if applicable, you are using the correct adapter.
- Verify the realtime cable is connected to the steno machine , if applicable, you are using the correct adapter.
- Verify the steno 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.
- 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 steno machine and CATalyst.

USB Realtime Connection with Diamante, élan Mira and Stentura Fusion

- Verify the USB cable is connected to the CAT system.
- Verify the steno machine is On. Verify the USB cable is connected to the steno machine.
- Be sure you have loaded the appropriate USB driver for your steno machine on your computer.
- 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 steno machine and 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.

Diamante, élan Mira and Stentura Fusion with Bluetooth® Technology

Refer to the approriate wireless communication guide for that came with your Stenograph wireless communication package.

élan Mira A3 WiFi

Refer to the *élan Mira WiFi Wireless Communication User Guide* that came with your Stenograph wireless communication package.

Realtime Writing in Windows Vista

The Case CATalyst PDF program uses the first available COM port on your computer when running on Windows Vista. It does not allow input into that port but may allow output. The use of the COM1 port may prevent you from establishing a connection between your writing machine and the COM1 port on your computer. If you are experiencing connection problems, you can change the COM port connection for your writing machine.

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The use of the COM1 port by the PDF program on Windows Vista computers does not affect printing to PDF.

To change the COM port for realtime writing:

1. Close Case CATalyst.
2. On your Windows Vista computer, click **Start, Settings, Printers & Faxes**.
3. Right click the **Stenograph PDF Printer** and select **Properties**.
4. In the Stenograph PDF Printer Properties dialog box, click the **Ports** tab.
5. If you only use COM1, click the box next to COM2. If you use a COM port to output to CaseView or other litigation software, select a higher COM port option.
6. Click **OK** and close the Printers and Faxes window.
7. Start CATalyst. COM 1 is now available.

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 dictionary priority during realtime translation.

You can open and modify a selected dictionary that is in use for realtime translation. After you save and close the dictionary, you can 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.

To 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 the CATalyst users. You can select a dictionary from any user. Choosing a user after selecting dictionaries, deselects the checked dictionaries.

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

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, CATalyst places it as the first available priority before the Personal Dictionary and Update Area, if you have one.

To change the dictionary order, highlight a dictionary and then use the **Move Up** and **Move Down** buttons as necessary.

Count

The total number of dictionaries selected for translation.

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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.

Hold Strokes

Hold Strokes is a Translate option on the Realtime tab. When active, CATalyst holds the steno outlines before displaying the translated text on the Edit screen during realtime. CATalyst holds the steno until the longest dictionary match is found plus the specified number of additional strokes. Once a longest match is found, CATalyst retranslates the steno outlines to display the longest match text. If no steno is written for a specified amount of seconds, then CATalyst displays the translated text or steno on the screen regardless of the longest match. The CATalyst default is to hold strokes for 5 seconds.

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 "retranslation" once the longest match is reached.

You can set separate values for the strokes held to the Edit screen and the Output to ASCII/ANSI. You can only set one value, however, for the number of seconds CATalyst waits if no strokes are made before displaying the translated text on the screen in Edit or in the ASCII/ANSI output.

Example 1

The Hold Strokes option is not selected. You write, KOPB. The stroke immediately displays on the realtime screen. You then write TAEUPB. CATalyst removes the stroke KOPB and rewrites the strokes to the word "contain", which is the longest match.

Example 2

The Hold Stokes option is selected and set to 0. You write, KOPB. Nothing displays on the realtime screen. You then write TAEUPB. The word "contain" displays on the realtime screen.

Example 3

The Hold Stokes option is selected and set to 2. You write, KOPB. Nothing displays on the realtime screen. You then write TAEUPB. Nothing displays on the realtime screen. You then write -T. Nothing displays. Next you write -DZ. KOPB/TAEUPB/-T/-DZ display on the Status bar. The word "contain" displays on the realtime screen. When you write the next stroke, if -T and -DZ are not part of a longest match, then -T goes to the realtime screen. If there is a definition, -T displays translated. Then -DZ and the next stroke are held.

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, after the longest match, CATalyst holds before displaying the translated text. Valid entries are **0-9**.

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 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 for all output to the Edit screen during realtime. When you enter a value in this field, it applies to the strokes held to the Edit screen set on the Translate Options Input tab and to the ASCII/ANSI output set on Output to ASCII/ANSI tab.

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Follow Realtime

Follow Realtime **Ctrl** + **l** (letter L) is an Edit 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 + 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 + L and the cursor returns to following the last steno stroke written. There is another break in the proceedings. You return to the editing by pressing Ctrl + L. The cursor moves to position last editing position, Page 9, Line 13.

To toggle the Follow Realtime command from the computer keyboard, press **Ctrl + L** (**Tool/Follow Realtime**). A check mark in front of Follow Realtime on the Tools menu indicates the option is active. The CATalyst default is to follow the realtime data. Using a steno stroke, you can invoke Toggle Follow Realtime command from the writer.

Split Screen is an Edit feature that also allows you to follow realtime by switching the Edit screen from a single window display to a double window display.

Reporter's Area

The Reporter's Area is a shaded area on the Translate & Edit screen that, when showing, displays during realtime writing. Approximately, the last 128 steno outlines written appear in the Reporter's Area. This is not visible to viewers but is visible and accessible by the reporter or scopist on the CATalyst system. Commands written by the reporter, such as number conversions, and conflict resolution, apply in the Reportet's Area. Once the translated text extends beyond the Reporter's Area, commands written by the reporter do not apply. 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 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 writer commands take action.

The Reporter's Area does not affect Power Defines.

To display the Reporter's Area, from Translate & Edit press **Alt + v, s**, **a** (**View/Show/Reporter's Area**).

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. 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.

To 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:



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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.

Brief It

About 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, CATalyst generates a brief form or reminds you of an existing brief form and displays it in the Brief It dialog pane. When you write the steno for a suggested brief, CATalyst moves it to the end of the Brief It list and automatically adds it to the 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. 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 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 translation. 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.

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 format symbol. In the current job, you finger spell "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, 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

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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.

Using the Suggest a Brief command, you can force Brief It to suggest a brief while writing realtime or editing. This may be helpful when preparing for a particular type of job with unfamiliar terminology or subject matter. The Suggest a Brief command 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.

When you write a steno outline that is a Suggested brief, you can write the {Delete} command to remove the steno and text from the transcript. 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 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 job dictionary. The J-Define remains in the Global table.

Brief It options allow you to customize Brief It. You can select to show only Reminders and Personal Briefs and customize the Suggested briefs that Brief It generates. For example, you can change the default which always includes the asterisk (*) in Suggested briefs. Brief It also, by default, automatically creates a J-Define the first time you use a brief. You can change the default to prevent an unintentional J-Define from being created. Additionally, Brief It options allow you to limit Suggested briefs to one stroke outlines, automatically open Brief It when starting realtime, set the number of words in a suggested brief and exclude specific keys in a brief. For example, you may not want Suggested briefs to contain the final DZ.

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.

Brief forms can be reviewed after the realtime session, while editing. 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 want to define Suggested briefs so you can write them in the future and do not have to wait for a brief to be suggested.

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 when the Brief It dialog pane is hidden.

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

Brief It Options

Brief It Options determine certain customized settings that control how CATalyst suggests briefs in the Brief It dialog pane during realtime.

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Customizing Brief It settings allows you to:

- change the font style and font size for briefs displayed in the Brief It dialog pane.
- set the maximum number of words for a brief that CATalyst suggests.
- have CATalyst suggest only one stroke briefs.
- choose to write a steno outline twice before CATalyst j-defines it.
- set the Brief It dialog pane to automatically display when starting realtime.
- specify the Require entry and Exclude entries for Suggested briefs.
- insert and modify Personal briefs in the Briefs.txt file.
- modify entries in the CommonWords.txt file. The CommonWords.txt file contains a list of words that CATalyst 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.

Using Brief It

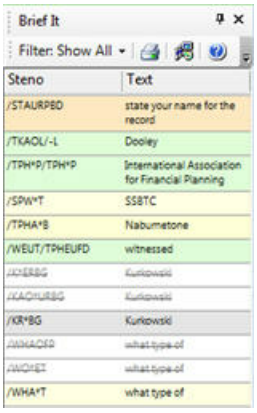
Brief It is an option on the Case CATalyst Translate Options Realtime tab. The Brief It option must be checked for Brief It to be active during realtime writing. By default, the Brief It option is checked.

You may want to customize Brief It before beginning translation. Customizing Brief It allows you to personalize how CATalyst suggests briefs while writing. With Brief It Options, you can create Personal Briefs, include and exclude keys in suggested briefs, have CATalyst 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.

Viewing Briefs

As CATalyst suggests briefs, they display in Edit in the Brief It dialog pane. To display the Brief It dialog pane, press **Alt + v, b** (**View/Brief It**). The Brief It dialog pane can be set to float or be docked anywhere on the realtime screen.

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.



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 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.

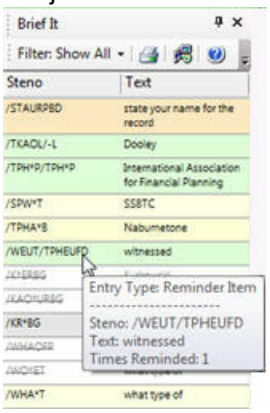
White with strike out — indicates a Rejected brief. A rejected brief occurs when you use the Reject

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Suggestion or New Suggestion command.

Brief Details

Resting you cursor on an entry in the dialog box displays 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.



Brief It Actions

Right click an entry in the Brief It dialog pane to take action on the brief:

Entry Type

Identifies the type of brief: Reminder, Personal, Suggested or Used.

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.

Reject Suggestion

Reject the suggested brief. 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.

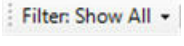
New Suggestion

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.

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.

Brief It 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

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Filter is hiding the entry, 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 CATalyst uses the current job name followed by "_Brief It.pdf". You can modify the name.

Settings

Display the Brief It Options dialog box. Brief It options determine certain customized settings that control how CATalyst suggests brief

Case CATalyst Help

Display the Case CATalyst help.

Making J-Defines from Briefs

The easiest way to make a J-define of a brief is to write the suggested brief. When you write the steno for a suggested brief, CATalyst 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.

To make a J-Define from the Brief It dialog 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

The steno for brief form.

Text

The definition for the brief. Add format symbols, fields or extended characters as necessary. Press **F9** to add extended characters.

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.

Insert Field

Display the Insert Field dialog box from which you can select a field to insert into the text portion of the definition.

Endings

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 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.

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Global Type

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

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 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

Check this box to have 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.

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. 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 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.

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 considers when generating Suggested briefs: the Require entry and Exclude entries. The Require entry contains the steno character or steno combination that 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 CATalyst to exclude from every Suggested brief form. You can have multiple exclude entries.

To 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**).
   - 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:

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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 displays the entry as *None*.

Exclude Entries

By default, there are four Exclude entries: -TD, SD,-TZ,-SZ. 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.
- To modify an entry, highlight the entry and press **Ctrl + m** (**Edit/Modify**). The Modify Excluded Steno dialog box displays.

b. 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 uses the Steno Shortcut table when inserting steno into the *Steno* field. For example, if you type an “n,” 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.

 To prevent CATalyst from generating Suggested Briefs and only display Reminder and Personal briefs, insert the same steno for the *Require* entry and an *Exclude* entry using the following steps. Any steno can be inserted for both the Require and Exclude entries. The following steps assume the default, /* is the Required entry.

1) Double click the Require Entry to display the Modify Required Steno dialog box.
2) Delete the entry, **/*** and press **Enter** (**OK**). The Required Entry displays [none] in the *Steno* field.
3) Modify an existing Exclude entry, typing **/*** in the *Steno* field.
4) Double click the Require Entry. Type **/*** in the *Steno* field and press **Enter** (**OK**).

The next time you use Brief It, only Reminders and Personal Briefs display in the Brief It dialog pane because Brief It will not suggest any briefs.

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. 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.

 A default Briefs.txt file exists for each user.

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To open the Briefs.txt file:

1. Do one of the following to display the Brief It Options dialog box:
   - From the File menu, select press **Alt + f, o, i, r** (**Open/List Table/Personal Briefs**).
   - Open the Brief It dialog pane. In Manage Jobs, select **Tools/Options/Edit/Brief It**; or in Edit, select **Tools/Options/Brief It**. From the Brief It dialog pane, click the Settings  button and then click the **Personal Briefs** button.
2. The Briefs.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 or phrase and press the **Spacebar** once. 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.
   - 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**).

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 option. You can modify the file.

To modify the CommonWords.txt file:

1. Do one of the following to 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**).

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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 by invoking it using an AccelerWriter from your steno machine.

Brief It Keyboard Map Functions available for assignemnt:

Brief It: J-define Current

Insert the current brief into the job 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.

Brief It: New Suggestion for Current

Reject the most recent brief suggestion and generates 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 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 realtime and during Edit but only applies to the most recent brief translation and while editing but only affects the most recent brief. To reject a brief suggestion, right click the brief and select *Reject Suggestion* from the menu.

Suggest a Brief

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.

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.

Output To

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.

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 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.

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Comm Port

Select the appropriate COM port on the CATalyst computer for the cable connection between the CATalyst system and the receive system. You must select a different COM port than the one selected on the Realtime tab for connecting the steno machine to the CATalyst 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 system and the receive system with a realtime cable.

Modem

Select this option when you connect the CATalyst system to the receive system remotely over the phone lines. The 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 CATalyst system call the receive system remotely. Enter the phone number in the *Number* field.

Answer

Have the receive system call the 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.

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

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. Enter the number of strokes, after the longest match, you want CATalyst to hold before displaying the translated text. Valid entries are 0-9.

You can set a separate value for the strokes held to the Edit screen during realtime on the Realtime options Input tab.

Held for _ seconds

Enter the number of seconds you want 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 for all realtime output. When you enter a value in this field, it also applies to the strokes held to the Edit screen during realtime.

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Output to Other Devices

Output to Other Devices allows you send realtime data to electronic information displays. Electronic information displays are used in theatres, 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 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 CATalyst system for the cable connection between the 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 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 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 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 CATalyst system.

Number

When you select to have the 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

Longest match plus _ strokes

Check this box to hold strokes to the output screen during realtime. This is sometimes known as "smooth" translation. Enter the number of strokes, after the longest match, you want CATalyst to hold

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before displaying the translated text. Valid entries are **0-9**.

Held for _ seconds

Enter the number of seconds you want CATalyst to wait, when no steno is written, before flushing the strokes being held. Valid entries are **0-9**.

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 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, 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, 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, CATalyst selects the same conflict choice. When used in conjunction with EZ Choice, EZ Choice has priority.

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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. CATalyst first checks the Spell Check wordlist for a match. If no match exists then CATalyst attaches the combined root word and suffix.

Exclude Caps

Exclude Caps is a Translate option available when EZ Link is active. When selected, CATalyst attaches the suffix but does not apply the EZ Link rule to root words defined as all capped or mixed 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 (800) 823-6879 or visit Speche at 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 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.

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Output to Caption

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. 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.

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.

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 remember the output destination, chec

k 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 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 CATalyst system connects 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 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 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 system.

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Number

When you select to have the 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 CATalyst to hold before displaying the translated text. Valid entries are **0-9**.

Held for _ seconds

Enter the number of seconds you want 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.

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The *Teletext* field is only available when using Subtitle Encoder NEWFOR.

Translate 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 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, 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 similiar 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, 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, 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. CATalyst first checks the Spell Check wordlist for a match. If no match exists then CATalyst attaches the combined root word and suffix.

Exclude Caps

Exclude Caps is a Translate option available when EZ Link is active. When selected, CATalyst attaches the suffix but does not apply the EZ Link rule to root words defined as all capped or mixed 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.

Caption 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

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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 CATalyst. Additional captioning format symbols found in the format symbol list apply only to the optional CATalyst BCS software.

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. You many want to create a dictionary entry to send the Block command to the encoder.

Chars

Determines 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**. 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

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multiple characters. For example, to retain the upper and lower case of character in Case CATalyst create a dictionary definition: <Caption: KeepCaseOn>caseCATalyst<Caption: KeepCaseOff>. When outputting in all caps, the word displays as "caseCATalyst"

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

To send to an encoder for captioning:

1. Connect your steno machine to your CATalyst system and connect the 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 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 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.

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Output to CaseView

CaseView II & CaseViewNet Options

CaseView II is an optional software that provides courtroom and disposition participants instant access to testimony using serial communication. CaseView II receive participants can read, scroll back, search, and mark text for later reference. While writing realtime you can send the realtime text to multiple receive computers. CaseView II uses serial communication. For detailed information about CaseView II setup and connections, refer to the *CaseView II* documentation.

CaseViewNet is an optional software that provides courtroom and disposition participants instant access to testimony using a wireless access point secured with encryption and password protection. CaseViewNet receive participants can read, scroll, search and mark current and past text. You can send to both CaseView II and CaseViewNet receive computers simultaneously. To send to CaseViewNet via wireless communications, you must activate CaseViewNet on your Case CATalyst computer. Contact Stenograph Sales Department, 1-800-323-4247 or 1-847-803-1400, 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 www.stenograph.com. Activation is not required to send via serial communications to CaseViewNet.

In the Translate dialog box, it is necessary for all CaseView II and CaseViewNet users to set the Output To option to **CaseView**.

To access the CaseView options, from the Translate dialog box select **Options** and then select the **Output to CaseView** tab:

CaseView II Options

Set necessary options for CaseView II and 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.

Uncheck this box if you are only sending to CaseViewNet through a wireless router.

Comm Port

Select the appropriate COM port on the CATalyst computer for the cable connection between the CATalyst system and the CaseView II or CaseViewNet serial cable connected receive system. If your steno machine is connected to the 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.

Direct (Cable)

Select this option when you connect the CATalyst system and the receive system with a serial realtime cable. Use this option when you connect the CATalyst system to a Multi-Line Block or Digital Sharing Device (DSD) for multiple receive systems.

Modem

Select this option when you connect the CATalyst system to the receive system remotely over the phone lines. The 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 CATalyst system call the receive system when using a modem. Enter the phone number in the *Number* field below.

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Answer

Have the receive system call the 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 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.

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 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, 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

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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 & CaseViewNet Passwords

Display the CaseView Passwords dialog box. The CaseView Passwords dialog box allows you to verify and modify the passwords used by CaseViewNet clients connected via wireless communication. The wireless CaseViewNet user must have a password in order to receive the realtime file. 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.

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**.

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:

- **Only one** - the first CaseViewNet client to connect to your CATalyst server 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 or to have each client use a different CaseViewNet password.
- **Multiple** - allow multiple CaseViewNet clients to connect to your CATalyst server using the same password.

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 CATalyst server and receive the realtime feed through CaseViewNet. The CaseViewNet client is prompted for a password when connecting to the 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.

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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, 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. CATalyst generates a new password with default settings.

CaseViewNet Options

Server Comments

Type information that displays to your clients when they sign on to your CATalyst server. This is an optional field.

Notifications

Notification messages only apply to CaseViewNet clients connected via wireless communication.

Notify when user connects

Check this box to have CATalyst display a brief notification message in the lower right corner of your computer screen during realtime when a client connects to your CATalyst server.

Notify when user disconnects

Check this box to have CATalyst display a brief notification message in the lower right corner of your computer screen during realtime when a client disconnects from your CATalyst server.

Notify when user's rights change

Check this box to have 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 CATalyst server.

CaseView II 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.

Starting a CaseView II Session

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.

To begin a CaseView II session:

1. Start Case CATalyst.
2. Connect your steno machine to your CATalyst system. If you are using a serial cable or Bluetooth communication with your steno machine, confirm the COM port.

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3. Connect the 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 steno 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 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 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 passwords. Verify the Comm 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*, 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.

Starting a CaseViewNet Session

CaseViewNet allows courtroom and deposition participants WiFi wireless access to realtime testimony. While writing realtime, you transmit text from your Case CATalyst V8.20 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 1-847-803-1400, 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.

To send to CaseViewNet:

1. Plug in your configured router.

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2. Turn on your 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 View Available Wireless Networks (Windows XP) or Connect to a network (Windows Vista™) 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.
5. Start Case CATalyst.
6. a) Connect your steno machine to your CATalyst system.

   b) Do any of the following as appropriate:

   - If you are using a serial cable between your CATalyst system and your steno machine, connect the cable and confirm the COM port.
   - If you are using Bluetooth communication between your CATalyst system and your steno machine, confirm the COM port.
   - If you are sending to both CaseViewNet and CaseView II, connect the 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 steno 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 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

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Choose a different job name.

16. You can view and modify passwords and during realtime by selecting **View/CaseView Options/ CaseView Passwords**.
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 Serial Connection

Starting a CaseViewNet Serial Session

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 Case CATalyst or receive computer does not have a serial port, a USB to serial adapter may be used to create a serial port.

Establish cable 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.

   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 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

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Select the COM port that will receive the realtime data on the CaseViewNet computer.

Begin the Realtime Session

Complete the following step to begin the realtime session for output to CaseViewNet via serial communication.

1. Start Case CATalyst.
2. Turn your steno machine On.
3. Connect your steno machine to your CATalyst system. If you are using a serial cable or Bluetooth communication with your steno machine, confirm the COM port.
4. Confirm the COM port assignment in CATalyst for the output of the CaseView feed.
4. 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.
5. In Case CATalyst, press **Ctrl** + **t** (**Function/Translate & Edit**) to display the Translate dialog box.
6. In the *Output To* field, select **CaseView**. To have CATalyst always remember CaseView as the output destination, check the accompanying box, *Remember Setting*.
7. Press **Alt + p** (**Options**). The Translate Options dialog box displays.
8. Select the **Output to CaseView** tab.
9. 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 CATalyst computer for the serial cable connection between CATalyst and the CaseViewNet receive system. If your steno machine is connected to the 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.

10. 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.
11. Type or select a File name. Select a layout, dictionaries and create EZ Speakers or create a Speaker List as necessary.

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12. 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.

    CaseViewNet Receive System

    When realtime begins, 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.

    Changes made by the reporter during realtime to the last five lines of the transcript will change in the CaseViewNet file.

    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**.

13. 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.

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 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.

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. Confirm 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.

Serial Cable with USB to Serial Adapter

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.

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- 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.
- 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.

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 Adapter

-
-
- Verify **Direct** is selected in the Connection section of CaseViewNet System Options.

CaseViewNet Serial Connection Lost

CaseViewNet is not receiving realtime data when connected via serial cable. One of the following may have occurred:

Realtime Stops

- 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. Reconnect the adapters. If the CaseViewNet connection re-establishes using the same COM port, select **Retry**.

Verify the COM Port Assignment

When using a USB to serial adapter to create a COM port, it is necessary to verify the correct COM port assignment for the USB to serial adaptor on each of the Case CATalyst and CaseViewNet computers. Perform the following steps for each computer.

Window XP

1. Right click the My Computer icon on your desktop and select Properties. The System Properties dialog box displays.
2. Click the Hardware tab.
3. Click the Device Manager button. The Device Manager dialog box displays.
4. Locate the heading, Ports (COM & LPT) and click the plus sign in front of the heading.
5. Note the COM port assignment for the USB to serial adapter. For example, COM5.
6. Press Alt f, x (File/Exit) to close the Device Manager.

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7. Do one of the following, depending on which computer you are verifying the COM port:

   Case CATalyst

   Confirm the same COM port is selected on the Translate Options Output to CaseView tab.

   CaseViewNet

   Confirm the same COM port is selected in the Connection section of CaseViewNet System Options.

Windows Vista

1. Right click the Computer icon on your desktop and select Properties. A dialog box displays with System information.
2. On the left side of the dialog box under Tasks, click Device Manager.

   If your User Account Control is active, Windows Vista prompts you to continue. Click Continue. The Device Manager dialog box displays.
3. Locate the heading, Ports (COM & LPT) and click the plus sign in front of the heading.
4. Note the COM port assignment for the USB to serial adapter. For example, COM5.
5. Press Alt f, x (File/Exit) to close the Device Manager.
6. Do one of the following, depending on which computer you are verifying the COM port:

   Case CATalyst

   Confirm the same COM port is selected on the Translate Options Output to CaseView tab.

   CaseViewNet

   Confirm the same COM port is selected in the Connection section of CaseViewNet System Options.

Serial Cable and WiFi 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 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.

 WiFi capability is only available on Case CATalyst V8.05 or higher.

WiFi or Ethernet Connection	Serial 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.	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.
Password protection	No password protection available.
Upgrade Password during realtime	No password protection available.
Ability to limit save rights	No ability to limit save rights available.

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WiFi or Ethernet Connection	Serial Connection
Lost connection message if the CaseViewNet computer loses communication with the realtime reporter's Case CATalyst computer/ network server.	Lost connection message only when the COM port connection is lost, such as the USB to serial adapter is removed while receiving realtime data.
Auto Reconnect. The CaseViewNet computer automatically attempts to reconnect to the realtime reporter's Case CATalyst computer/ network server, if connection is lost, for the specific number of attempts. If reconnection to the Case CATalyst server is not made, a lost connection message display.	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 displays the current connection type and the Case CATalyst server name.	Connection Info displays the COM port, baud rate and connection type, CaseView II for the last connection.
Ability to save realtime text in all file types: * LiveNote Portable Transcript File * ASCII (.txt) * TextMap Portable Transcript File * Summation * Amicus (.txt)	Ability to save realtime text in all file types: * LiveNote Portable Transcript File * ASCII (.txt) * TextMap Portable Transcript File * Summation * Amicus (.txt)
Ability to generate reports.	Ability to generate reports.

Output To StenoKeys

Output to StenoKeys

Output to StenoKeys allows you to use the steno machine to send text to another application on your computer, such as MSWord®. 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 steno 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 StenoKey output, the program you are using must display on the screen and be the active selection. For example, you have CATalyst and MSWord open. You select to use Output to StenoKeys and start translation. In order to send the text to MSWord, you must switch the active focus to MSWord. While MSWord has the focus, CATalyst writes all text to the MSWord file and a CATalyst text file. If you switch the focus to CATalyst, the text is only written to the 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 are writing. The dictionary would contain entries to control cursor movement and invoke keyboard commands from the writer. For example, to italicize text in MSWord, the command is Ctrl + i. In WordPerfect, 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.

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It is recommended that EZKeys is closed when using Output to StenoKeys. If EZKeys is open, the output may result in no spaces between words.

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 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 outputing to ASCII/ANSII.

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 CATalyst to hold before displaying the translated text. Valid entries are **0-9**.

Held for _ seconds

Enter the number of seconds you want 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**.

Creating Dictionary Definitions for StenoKeys

The case or job dictionary for the Output to StenoKeys will contain certain entries that differ from your 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 CATalyst is F4B. In MSWord 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 MSWord as your StenoKeys application. To italicize text in MSWord, you use the command Ctrl + i. Output to StenoKeys uses the ` (grave) character in the dictionary definition to denote the Ctrl (Control) key.

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 MSWord, you press Ctrl + i. Ctrl is the modifier key. In the StenoKeys dictionary, the text portion of the dictionary entry to italicize in MSWord 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 group of keys to be identically modified identically
{ }	Indicates a special command key

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 MSWord. Pressing F1 in MSWord invokes the Help function so you define the text portion of the entry as {F1}. The braces identify the text as a 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}

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indicates Ctrl + Home, which moves the cursor to the beginning of the file. In CATalyst, special commands translate as text. For example, if you write the stroke for Ctrl + {HOME}, the text {HOME} displays in the CATalyst file.

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 indicates Ctrl + Alt + t.
- To indicate the dictionary entry contains a group of keys to be identically modified use **( )** around the keys. For example, a dictionary entry such as `(bui) indicates Ctrl + b, Ctrl + u, Ctrl +i.
- 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.
- Punctuations symbols, with the exception of modifier keys, translate the same in CATalyst and Output to StenoKeys. To use punctuation in Output to StenoKeys, it is recommended you place the definitions in your Personal Dictionary.
- 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 CATalyst, it is recommended that you place these definition in a job dictionary to use with Output to StenoKeys.
- When defining a StenoKey to delete, it is recommended to use the StenoKey delete definitions. Using the DEL or Delete key on the keyboard, may not work as intended.

Character	StenoKeys Dictionary Definitions
` (grave accent)	{`}
%	<Delete Space>+5
+	+=<Delete Space>
(	+9<Delete space>
)	<Delete Space>+0
{	+[<Delete Space>
}	<Delete 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 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 CATalyst remember StenoKeys as the output destination, check the accompanying box, **Remember Setting**.

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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 CATalyst to hold before displaying the translated text. Valid entries are **0-9**.

   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 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**.

4. Press **Enter** (**OK**).
5. 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.

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Edit

About Edit

Edit is a function in CATalyst that allows you to make changes to the translated or typed text. You can also create a new text file.

To open an existing text file, do **one** of the following:

- 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.

To create a new text file:

1. Do **one** of the following:
   - On the Function Bar, click the Edit  icon.
   - Press **Alt + f, n, t** (**File/New/Text**).
   - 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 is currently open in Edit when you click the Edit icon or press **Alt + u, e**, the text file displays instead of the Create New Document dialog box.
3. Select a Layout from the Layout Name field.
4. Press **Enter** (**Open**). Edit automatically opens with the new file.

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.

To 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.

Editing Basics

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

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Keyboard Map. Basic cursor keyboard commands for the default Keyboard Map include:

Key Assignment Name	Default Key Assignment	Description
Move Down	↓	the down arrow key moves the cursor down one line at a time.
Move Up		the up arrow key moves the cursor up one line at a time.
Move Word Right	→	the right arrow key moves the cursor one word to the right.
Move Word Left	←	the left arrow key moves the cursor one word to the left.
Move Right	Ctrl + →	moves the cursor one character to the right.
Move Left	Ctrl + ←	moves the cursor one character to the left.
Move Screen Bottom	Ctrl + ↓	moves the cursor to the last line of text displaying on the screen
Move Screen Top	Ctrl +	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.

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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, CATalyst also adds global definitions to the specified dictionary.

To define untranslates:

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.

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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 + 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.

EZ Choice is a Translate option that can resolve conflicts during translation. When EZ Choice is active and resolves the conflict, the original conflict displays on the status bar. You can select a different conflict choice if necessary.

Auto Conflict is a translate option that resolves conflicts by automatically selecting the first choice of the conflict.

To resolve a conflict in Edit:

1. Press **F8** to scan to the next conflict. 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:

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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 with the text on 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

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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, 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**.

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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.
4. 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. 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 (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.

To insert a conflict, you must use Crtl + i (Edit/Insert/Conflict) to type the text in the Insert Conflict/Text dialog box in order for 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, 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.
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**).

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**. CATalyst deletes only the highlighted text. If you mark a single word, 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 in Edit once and apply the definition forward through to the end of the job. 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.

CATalyst places D-Defines into your Personal Dictionary or the Update area depending on your Manage Dictionary options, 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, CATalyst also places the definitions into the Global Table.

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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. 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.

Creating Paragraph Format Definitions

There are several formatting definitions, with Question, Answer, Colloquy and Paragraph 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

To create the definition for a question bank:

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. 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 q**.
   - Press **Alt + y** (**FS**) to display the format symbol list and select **Question**.
4. The <Question> format symbol displays in the New Text field. How the Q displays on the screen is determined by the Question parameters set in the applied Layout. For example, Layout determines whether a period follows the Q and the spaces before text begins.
5. When finished defining press **Enter** (**OK**) to apply the definition.

Creating Punctuation Definitions

Common formatting definitions include: period, question mark, comma, 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. 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

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immediately before numbers, such as "point zero 8, CATalyst converts it to ".08". When a number followed by the word "point" followed by another number is written, such as "5 point 2", CATalyst converts it to 5.2.

No entry is required in the NumberConversion.ini table to use "point". When Automatic Number Conversion is active, 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:

,

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 CATalyst Smart Punctuation feature determine whether the apostrophe is possessive or non-possessive during translation, type:

'

4. When finished defining press **Enter** (**OK**) to apply the definition.

File Management Tools

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, such as CART or transcript realtime.

Features saved to a user setting file include:

- Page display, Normal or Page view.

  CATalyst does not remember Full Screen. Alternatively, you may want to write 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 dialog panes. CATalyst remembers if the dialog pane is displayed, hidden or autohide. If the dialog pane is set to autohide when the settings are save, the dialog pane displays the next time you load the settings file.

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- Display status of the dialog panes. CATalyst remembers if the dialog pane is set to display, hide or autohide. If the dialog pane is set to autohide when the settings are save, the dialog pane displays the next time you load the settings file.
- Cursor context and size.
- Display font when in Normal view.

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 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.

Alternate User Settings files are stored in the Alternate User Settings case located within the Systems Files case.

To save and load alternate user settings in Edit:

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**). 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**).

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. CATalyst displays a warning message allowing to continue or cancel appending the file.

To 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.

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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 CATalyst text (.sgngl) file.

Browse

Search for a different directory.

Bring Layout

Check this box to bring in the associated layout for the file you are 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 portions and save the second portion to a new file or to an existing file. When you break a text file, CATalyst 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 choose to Undo a Break, 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.

When you break a text file and save it to an existing file, CATalyst displays a confirmation message with a Yes/No option to continue. When you select Yes, CATalyst inserts a New Page format symbol at the end of the existing file and appends the text beginning on the new page. CATalyst 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 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 job in Edit:

1. Open the job you want to split.
2. To break the text, 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 directory 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*

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continue? Press **Enter** (**OK**).

Files of type

The type of file that displays in the File Window. The default type is a CATalyst text (.sgngl) file.

Browse

Search for a different directory.

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. 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.

The History For dialog box displays the following information:

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.

Merge

Merge is an Edit command that merges a selected job into the end of the current job. The original file that you merge becomes a part of the current job and is deleted. Depending on where you send your deleted files, you can restore the original file from the Windows recycle bin or CATalyst Litter box.

When merging a file that contains audio into a file that contains audio, the portion of file you are

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merging does not remain linked to its original audio. CATalyst displays a warning message allowing to continue or cancel the merge.

To merge a job in Edit:

1. With your cursor in any position, press **Ctrl + m** (**File/Merge**). By default, 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 CATalyst text (.sgngl).

   Browse

   Locate a file in a directory other than the CAT4 user level.

   Bring Layout

   Check this box to bring in the associated layout for the file you are merging.
3. Press **Enter** (**Open**) to Merge the selected file.

Stop Translation

Stop Translation ends the realtime session. This stops writing text to the file via the steno machine. Edit remains open.

Include

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, the field values are retained. If the destination file contains a value for the same field as the file being included, and that value conflicts, CATalyst asks you to pick 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 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

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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.

To 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:

   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 CATalyst text (.sgngl) file.

   Browse

   Search for a different directory.

   Bring Layout

   Check this box to bring in the associated layout for the file you are including. By default, CATalyst remembers the Bring Layout setting. For example, if 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 CATalyst to remember the Bring Layout setting.

   You can choose to have CATalyst not remember the Bring Layout setting you select for each include file by changing the Include Options setting.
3. Press **Enter** (**Open**).

Creating an Include File

In 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.

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Example

PlaintiffName, Plaintiff, - v - DefendantName, Defendant.	))))))))	 Case No. # Type of Proceeding

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 gridlines 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 and press **Alt + o** (**Open**). CATalyst opens an empty text file in Edit.
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**). 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, right and justified alignment toolbar icons in Edit available through the Customize

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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 is inserted 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.)

To create the parenthetical 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 this parenthetical file and press **Alt + o** (**Open**). 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**). CATalyst inserts the conflict text into the file.

   You must use the 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. 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.

Edit Commands

Copy and Cut Text in Edit

When copying and cutting text in Edit, the 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 CATalyst automatically prompt you with a Yes/No option to include the underlying

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steno.

Fields contained in copied or cut text that is pasted into a new or existing file display as plain text. The field values are retained as plain text but the fields no longer function as placeholders for information that you can change using field features.

To copy or cut text in Edit:

1. Use a Mark command to highlight the text you want to copy/cut.
2. Do one of the following:
   - Press **Ctrl** + **c** to copy the text.
   - Press **Ctrl** + **x** to cut the text.
3. 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**. 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.

To go to a specific position in the job:

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**

Go To Index Entry

Go To Index Entry is an Edit command that allows you to locate an indexed item in the transcript. 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.

Definition Search

The Definition Search feature connects you to the Internet site OneLook® Dictionary Search, www.onelook.com, 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 connects to the OneLook site,

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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 also assign a key combination to the Definition Search feature in a keyboard map.

Internet Search

The Internet Search feature allows you to do an Internet search from Edit 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 connects to the Internet search engine, displays the word or phrase in the Text field and displays the search results. When searching on text that contains punctuation, CATalyst replaces the punctuation with a space. For example, 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.

To access the Internet Search feature from Edit, press **Alt + e, n** (**Edit/Internet Search**). You can also assign a key combination to the Internet Search feature in a keyboard map.

You can set your options so when using the Internet Search command,

When the *Surround each phrase with quotes* Advanced Edit option is active, CATalyst surrounds the words or phrase with quotes. The words are considered grouped together, narrowing the search. By default this option is active.

The words are considered together in the search instead of individually. that you are searching is either surrounded by quotes or not when put in the Search field of your default browser. When using the Internet Search command, searching for a phrase surrounded by quotes

narrows the search and looks for the surrounded words together and not as individual words. Removing

the quotes (which is what some users did each time) broadens the scope of the search and may find sites

that find only one of the words. By default, the option is set to Yes.

Paste Text in Edit

To use the Paste command in Edit to place the copied or cut text from the clipboard into a job, 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**. 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**.

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Repeat Search Forward/Backward

Repeat Search Forward and Repeat Search Backward allow you to search the 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**).

Search

Search is an Edit command that allows you to locate a text, steno or timestamps 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, Reveal Codes displays with the header/footer or hidden text line highlighted.

Once a searched entry for text displays, you can repeat Search for the same text and search parameters without reentering the information by using Repeat Search Forward or Repeat Search Backward.

When searching for steno, you can look for full or partial steno strokes. You can search forward or backward in the file for steno strokes.

When searching for timestamps, CATalyst displays the Vertical Notes window if it is not already open. If 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 timestamps.

To find 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. In the field, type the text for which you want to search. Include any format symbols or extended characters as necessary.

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.

Timestamp

Search by timestamp. CATalyst defaults to displaying the current time based on your computer. The timestamp displays in hour/minutes/seconds. 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 CATalyst does not locate the exact timestamp, the next timestamp that occurs within one minute of the timestamp searched for is highlighted.

FS

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.

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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 is stands alone and as part of another word. For example, if you search for "Mark" and do not check this box, CATalyst 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 is 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 CATalyst open the Reveal Codes window when you search for a format symbol. 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. 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, 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, CATalyst prompts you to continue the search from the end of the file.

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.

4. Press **Enter** (**OK**) to start the Search.

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5. 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.

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 for the search. Include any format symbols or extended characters as necessary.

Replace With

Type the replacement text for the entry in the Search For field, including format symbols if appropriate. Press **F9** to add extended characters.

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 the cursor in the New Text 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, 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 is 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 CATalyst open the Reveal Codes window when you search for a format symbol. 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. CATalyst opens Reveal Codes, locates the format symbol and highlights the format symbol in the Reveal Codes window.

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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.

4. Select one of the following to begin the search:

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 displays the number of replacements made.

Insert

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. CATalyst uses a caret (^) to identify a conflict. To insert a conflict in Edit, you must use the Insert Conflict/Text feature to have CATalyst recognize the caret (^) as a conflict. 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, CATalyst inserts the spaces along with a <Conflict End> format symbol at the end of the conflict.

^ Spacebar Plaintiff Spacebar ^ Spacebar Defendant

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 in Edit as ^ there ^ their ^ they're.

   You can include a format symbol, field, extended characters and additional text in the command:

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- 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. 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**).

 Type directly on the screen to insert text, format symbols, and punctuation.

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 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 CATalyst 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:

- 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. 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 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 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. CATalyst automatically surrounds the text with the appropriate On and Off symbols.

You can enter up to 1792 characters in the Hidden Text dialog box. 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

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each entry. CATalyst numbers the entries in the order you create them.

To 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, 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.

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. 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.

To insert an 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 directory. 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

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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.

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 job:

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 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 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 CATalyst insert the appropriate indexing format symbols and add any necessary description text to each Exhibit numbers. When you use the Build Index feature, 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, 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 assign the keyboard command, Make Exhibit Index Entries, to a key combination in a keyboard map.

To make entries for an Exhibit index:

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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 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)

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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, 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. 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. 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, 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. 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.

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The Case CATalyst CD contains a self-study guide to assist you in learning how to create customized index pages for your transcripts using the Build Index feature. Refer to your Case CATalyst Installation and Configuration User Guide or view the contents of your Case CATalyst version 9 CD.

Insert Speaker

Insert Speaker is an Edit command that allows you to insert a speaker name from the Speaker List. For example, if you drop a steno outline for a speaker and want to insert the speaker name. CATalyst 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 Speaker List By Line Format option.

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.

To view, add and modify entries in the Speaker List during Edit, select **View/Speaker List** to open the Speaker List in a dialog pane. You can also insert speaker names into the job from the Speaker List dialog pane.

Fields

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 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 dialog box.

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 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, the field values are retained. If the destination file contains a value for the same field as the file being included, and that value conflicts, 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.

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When building an index, CATalyst indexes the text entered for the field value, not the field placeholder.

The CATalyst default for fields 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 in Field Options so that fields contained in cut or copied text paste with the field value functioning intact.

Field Types

Predefined Fields

CATalyst contains predefined fields for dates, time, page and indexing. 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. 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.

- **Page Number – *x, x, x…***

  These fields change when the page numbers in the transcript change.

- **Seal Date and Seal Date with Day**

  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 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.

- **Static Date and Static Time**

  Use these field formats in dictionary definitions when you want to timestamp the file and have date or time remain the same. The date and time do not change when you open and close the file. For example, use these fields in dictionary definitions that include the static time field for deposition concluded, witness stepped down and recess taken types of entries.

  Static date and time uses the following rules:

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- 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 in include files.

- **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.

User Defined Fields

User defined fields allow you to create customized fields for information such as county, judge and witness name(s). 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. In another example, you create a WITNESS field and want that field to display only the available witness names in the current job.

The Creation Date field is a user defined field that reflects the date the job was created based on the creation date in the job history file. If the date is incorrect, you can change it in the job history file. Use the Creation Date field on your title page include file. When you insert the Creation Date field into the title page, it display the date the title 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 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 Group

A field list group is a series of related fields usually associated with appearances, such as witness, 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. 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.

When you make an entry for a field list group during Edit, CATalyst stores the information into the Fill-In-Field List file. The information is available for all jobs. Fill-In-Field List is located in the System Files case.

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 CATalyst: predefined fields, user defined fields and field list groups.

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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 as:

<Parenthetical>(Whereupon, the proceedings concluded at [!Static Time – 12 hour])

The pre-defined [!Static Time - 12 hour] field automatically fills in the time when the stroke is written.

Headers/footers (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]

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.

To insert a field:

1. Open a file in Edit and press **Alt + e, i, f** (**Edit/Insert/Field**).
2. The Insert Field dialog box displays with two columns. Field Names display 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:

   Close dialog after inserting field

   Check this option to automatically close the Insert Field dialog box after inserting a field.

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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. CATalyst removes all the field values for Kurkowski and Kohlmeyer from the transcript.

New Field

Create a new user defined field such as Plaintiff, Defendant or County. 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.

Add Next Field List Group

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.

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.

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.

3. Select **Close** when finished to save the changes and close the dialog box.

Create Additional Attorney Fields

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, 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

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& Jones firm that has one location and six attorneys. 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. 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.

To 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, CATalyst recognizes the additional field associated with Field List Group.

Insert Field Option

The Insert Field dialog box displays with specific options when you select Insert Field from certain dialog boxes. Use the following features as necessary. Select **Close** when finished.

Field Name

The list of available fields. Highlight the field to insert and click **OK**.

New Field

Create a new user defined field such as Plaintiff, Defendant or County. 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.

Add Next Field List Group

Create another 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. CATalyst assigns the next consecutive group number to the new field list group.

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.

Tables

About Tables in CATalyst

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 gridlines display in Edit in both Normal and Page view for visual assistance in adjusting the cells, margins, and text placement. Gridlines do not print. Stenograph recommends working in Page view when creating and modifying

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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, Plaintiff, - v - DefendantName, Defendant.	)))))))	 Case No. # Type of Proceeding

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, 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.

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 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**). CATalyst inserts the table at the position of the cursor.

Create a 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 gridlines display in both Normal and Page View for visual assistance in adjusting the cells, margins, and text placement. Table gridlines do not print.

You can insert multiple tables into one file. Place at least one paragraph style between tables.

To 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:

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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**). 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**).

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, 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 copy, cut and paste 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.

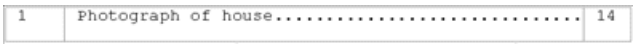
 Keyboard Map Functions: Copy Table Rows

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Cut Table Rows
Paste Table Rows

Setting Table Cell, Row and Column 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 for a right justified page number:



To 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.
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**).

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Inserting Columns and Rows

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**).

Deleting 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.

To delete a table, column or row:

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**).

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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 "gridlines" for individual tables. By default the gridlines 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.

To set Table Properties for a table:

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:

   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 your cursor is positioned.
   - Uncheck this box to hide table borders for the table in which your cursor is positioned.
4. Press **Enter** (**OK**).

Splitting a 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.

To split a 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**).

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.

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To 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**). CATalyst swaps the selected row with the row immediately below.
4. Press **Ctrl + s** (**File/Save**).

Modify Table Column Width

To change the width of a column in a table:

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**).

Special Edit Commands

Automatic Number Conversion in Edit

Automatic Number Conversion is an Edit command that converts numbers and words to a specific format as indicated in the NumberConversion.ini file. The NumberConversion.ini file contains formatting rules based on word and number combinations. When using Automatic Number Conversions, Number Conversion or Number Trigger format symbols in dictionary entries are not required because CATalyst uses the number formats in the NumberConversion.ini. The NumberConversion.ini file is located in the System Files case.

To use Automatic Number Conversion:

1. Position the cursor immediately before or within the number and words you want to change.
2. Press **Alt + s, v** (**Special Edit/Automatic Number Conversion**).

You can also apply the Automatic Number Conversion translate command during translation.

Bookmark and Go to Cursor Location

Bookmark Cursor Location is an Edit feature that allows you to identify 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. 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, CATalyst only remembers the most recent bookmark. If no location is marked and you select Go to Cursor Location, CATalyst moves the cursor to the beginning of the file.

To bookmark and return to a location:

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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**).

Cap/Uncap

Cap/Uncap (Ctrl + F5) is an Edit command that cycles through three options to capitalize and uncapitalize 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.

CATalyst comes with a default list of articles and conjunctions to leave uncapitalized. 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. You can add or remove words from the list in Advanced Edit Options.

To use the 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** until you have selected the cap option you want to use.

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, CATalyst cycles through plural possessive apostrophe, no apostrophe and then a 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. If you place your cursor on a singular word, CATalyst make 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 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 "knifes" 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.

To use the Cycle Possession command:

1. Place the cursor immediately before or on the word.
2. Press **Alt + s, y** (**Special Edit/Cycle Possession**) until you have selected the possessive option you want to use.

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Fill In Field

Fill In Field 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 for the field.

When identifying user defined fields, CATalyst stores the field values in the current job and, depending on the scope chosen, stores the field information for other jobs. 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, CATalyst spell checks the entry and then places 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.

There are several ways to access the Fill In Field dialog box for entering field information:

- In Edit, from the Insert dialog box, press **Alt + e, i, f** (**Edit/Insert/Field**). Choose a field to fill in and select **Fill In Field**.
- In Edit, use the Scan to and Fill In Field feature. Press **Alt + s, l** (**Special Edit/Scan and Fill In Fields**). CATalyst scans to the first empty field. Once you fill in the field, CATalyst automatically scans to the next empty field.
- In Edit, scan to the field and press **Alt + s, n** (**Special Edit/Fill In Field**). You must set your Scan For Options to stop on **Fields (empty)**.
- 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**. From the Insert dialog box, choose a field to fill in and select **Fill In Field**.
- In Edit, use the Use Other Field Values feature. Press **Alt + s, h** (**Special Edit, Use Other Field Values**).

To fill in a field:

1. Open the Fill In Field dialog box.
2. Use the following fields as necessary:

   Field Name

   The name of the field which you highlighted to fill in.

   Field Value

   Type the text to replace the field. Add format symbols and extended characters as necessary. Press **Enter** to add the entry to the Select List and close the dialog box.

   Select List

   Entries display in this field when you define user defined fields and field list groups. Depending on

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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.

If the Sort attorney names using Attorney Sort column option is active, 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

Check this box to insert the field value as text and only replace the current field value. This does not global the text to all matching fields in the document. CATalyst remembers your option selection for this 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. 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.

The Replace Field with Text option is only available when filling in User Defined fields.

FS

Display the format symbols list to add a format symbol to the definition.

Set Scope

The Scope for *field name* dialog box displays where you can set the scope of the selected entry. This button only displays when you choose to fill in a user defined field. Choose one:

User

Make the entry available in all jobs. For example, you create a County field. You likely want to set the scope for User.

Case

Make the entry available for all jobs in the specific case. If you select Case as the scope and the job is not in a case, the entry is available for all jobs. For example, you are using a Case and have a user defined field for Plaintiff or Defendant, you might set the scope to Case.

Jobs

Make the entry available only in current job. For example, you create a Witness field. You would likely set the scope to Jobs.

Add

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. This option is only available for user defined field fields.

Delete Item

Remove a user defined entry from the Select List. Removing an entry from the Select List does not affect the transcript. This option is only available for user defined fields.

Show All

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Show All allows you to show all the names for a particular field. For example, you select the Firm name and the Fill In Field dialog box displays attorney names based only on other selected criteria, such as the selected Firm. To display all the attorney names in the Fill-in-Field list, select Show All.

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**. When finished making entries, press **Enter** (**OK**). Entries made to the fields in this dialog box are also entered into the Fill-In-Fields 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 the 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 Attorney 1 field name and select Clear Field List Position. CATalyst removes all the field values for Kurkowski and Kohlmeyer from the transcript.

3. Press **Enter** (**OK**).

Interrupted Q/A/C

Interrupt 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. The Interrupt Q/A/C command, when used for a Question or Answer, also uncapitalizes the first word of the second Question or Answer. The reporter's dash has a space before and after the hyphens. Refer to the following examples for Question or Answer.

To insert an Interrupt Q/A/C in Edit, position the cursor anywhere in a Question or Answer and press **Ctrl + q**.

Question and Answer Example

Position the cursor anywhere on the first Question and press **Ctrl + q** to produce the following results:

Q. How did you - -

A. I didn't.

Q. -- know he wasn't going to be home that day.

The 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.

Mark Start/End

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, 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. CATalyst highlights all the text from the Mark Start to the cursor location. When 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

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from the Special Edit menu, in conjunction with the Search feature.

To Mark steno and text using Mark Start:

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. When finished highlighting, select **Special Edit/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, 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.

Number Conversion in Edit

Number Conversion (Ctrl + u) is an Edit command 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.

CATalyst comes with a default set of number conversion formats. This includes number conversion to formats such as ordinal, Roman numerals and time. You can add customized number conversion formats by adding entries to the Number Conversion section of the UserSettings.ini file.

You can also use number conversion formats in a dictionary entry to convert numbers while writing realtime or during translation.

To 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**.
   - 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**.
   - 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**.
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 applies the E-Define and closes the Number Conversion dialog box.

   Enter

   Press **Enter** to apply the formatting only to this occurrence.

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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 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 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.

To 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, q** (**QuickFix Suffix**). The QuickFix dialog box displays.
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**).
4. Make your suffix selection from the list by pressing the associated letter or highlighting the entry and pressing **Enter** (**OK**).

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 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 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.

To 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, q** (**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

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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**).

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 Redact feature surrounds text with Redaction format symbols. The text is hidden when printing or exporting to ASCII, HTML and RTF/CRE. 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 (///) or all white for the printed or PDF transcript in Advanced Edit Options.

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.*

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-[redacted]

To use Redact in Edit:

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, d** (**Special Edit/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.

Surround with Dashes

Surround with Dashes (Ctrl + =) is an Edit command that allows you to insert reporter's dashes (--) before and after highlighted text. CATalyst automatically inserts a space before and after the dashes.

You can change the number of dashes that CATalyst inserts in the Surround with Dashes by changing the setting in the User Setting.ini file. To change the number of dashes, follow the steps in Customize Punctuation Spacing.

To use the Surround with Dashes:

Around one word

Place your cursor to the left of the word and press **Ctrl + =**.

Around 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 + =**.

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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, CATalyst changes the text from the conflict color to text color. 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, 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.

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 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.

Restore Steno

Restore Steno (Ctrl + F2) 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/Restore Steno**).

Scan

Scan (F8) 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**).

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, 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.

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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, 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. CATalyst scans to the empty field and displays the Fill-in-Fields dialog box. You can select OK and CATalyst deletes the empty field from the group and removes the entire line if there is no other text on that same line.

To scan to and fill in fields:

1. Press **Alt + s, l** (**Special Edit/Scan and Fill In Fields**). 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.
3. Press **Enter** (**OK**). CATalyst inserts the entry and scans to the next empty field. A message displays when CATalyst finds no more empty fields.

Scan Backwards

Scan Backwards (Shift + F8) is an Edit command that 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**).

Stitch

Stitch (Ctrl + -) is an Edit command that cycles through options to define the character or separator between letters of a word or between words. You can customize the character selection 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.

To use the Stitch command 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)** to cycle through the selection.

Use Field Values From Other Jobs

Use Other Field Values 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, 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.

To use field values from another job:

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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, 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 the it with the field name from the other job.

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.

To use Word Swap, place the cursor before or on the first of the two words you want to swap and press **Ctrl + w**.

Punctuation

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, CATalyst inserts the punctuation, preset spacing, and when appropriate, capitalizes the next word. 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 where one space already exists and press period. Since one space already exists, CATalyst inserts only one additional space to meet the default setting of two spaces. When you remove punctuation, CATalyst removes the punctuation, spacing and when appropriate, uncaps the next word.

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.ini file located in the System Files case. You can modify the spacing associated with each Smart Punctuation

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command.

The 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:

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: ;

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, 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, CATalyst inserts the punctuation immediately in front of the highlighted text and immediately following the highlighted text. When inserting commas, CATalyst inserts a comma following the word preceding the highlighted text and following the last word of the highlight text.

To quickly surround text with punctuation:

1. Highlight the desired word or phrase.
2. Press one of the following keyboard commands:

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' (single quote)

" (double quote)

(or **)** (left or right parenthesis)

, (comma)

Toggle Punctuation

Toggle Punctuation is an Edit command that allows you to cycle through several common punctuation symbols without moving the cursor to the 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 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 automatically inserts after the punctuation by changing the settings in the UserSettings.ini 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 include:

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.

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.

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.

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, CATalyst removes the period and the extra space.

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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.

To add Smart Remove Punctuation 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 **Smart Remove Punctuation**, select a direction and press **Enter** (**OK**). 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 r etain 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. CATalyst returns you to Edit.

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**). 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

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replace it?" Choose **Yes** to replace the existing assignment with the new function. Choose **No** to r etain 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. CATalyst returns you to Edit.

Special Search

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 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 .

To 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

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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 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 Punct**).

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 Paragraph

Search Next Paragraph and Search Previous Paragraph are Edit features that search the file for the next paragraph style. CATalyst 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**.

View Commands

CaseView Options

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

CATalyst generates the CaseView II password and displays it when you begin the realtime session. You

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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 must have a password in order to receive the realtime feed. Passwords do not apply to CaseViewNet receive systems connected to the 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:

Only one

The first CaseViewNet client to connect to your 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.

Multiple

Allow multiple CaseViewNet clients to connect to your 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 CATalyst server and receive the realtime feed through CaseViewNet. The CaseViewNet client is prompted for a password when connecting to the 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 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

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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, 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. CATalyst generates a new password with default settings.

CaseViewNet Connected User

The CaseViewNet Connected User dialog pane displays the connection status of CaseViewNet users connected via wireless and, if applicable, via ethernet cable. User connection status includes connected with save right, connected without save rights, disconnected and blocked.

Connection details for each CaseViewNet user is viewable in the CaseViewNet New 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 log the selected user off the current connection, change the selected user's save rights and disconnect and block the connection making your 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.

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 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 time 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.

 **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 CATalyst uses the job file name followed by *_CaseViewNetUsers.pdf* to name the file. For example, if the current realtime session is 032609SMP,

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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. 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.

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Log User Off

Disconnect the selected user. Right click the user name and click **Log User Off**. A check mark before the option indicates it is active. When the CaseViewNet user has the Auto Connect option checked, they will automatically reconnect to the active session.

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, w*hen 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.

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 block. When you block a user, the Block CaseViewNet User dialog box displays in CATalyst indicating you are blocking the user and providing the opportunity to included 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 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.

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 redisplays.

Keyboard Map Function: View CaseViewNet UserList Pane

Notify When User Connects

Display a brief notification message in the lower right corner of your computer screen during realtime when a CaseViewNet client connects from your CATalyst server.

To toggle the display of the notification message, press **Alt + v, a, c** (**View/CaseView Options/Notify when user connects**). A check mark in front of the option indicates it is active.

Notify When User Disconnects

Display a brief notification message in the lower right corner of your computer screen during realtime when a CaseViewNet client disconnects from your CATalyst server.

To toggle the display of the notification message, press **Alt + v, a, d** (**View/CaseView Options/Notify when user disconnects**). A check mark in front of the option indicates it is active.

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Notify When User Rights Change

Display a brief notification message in the lower right corner of your computer screen during realtime when password permissions change for a CaseViewNet client connected to your CATalyst server.

To toggle the display of the notification message, press **Alt + v, a, r** (**View/CaseView Options/Notify when user rights change**). A check mark in front of the option indicates it is active.

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. Items sent to the Clipboard remain available for all edit files during the current CATalyst session. Once you close CATalyst, the Clipboard items are deleted.

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, 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. Items remained locked until they are individually unlocked, the Unlock All button is used or when CATalyst closes and clears the Clipboard.

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.

To use the clipboard:

1. Press **Alt + v, b** (**View/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**). 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.

   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**. CATalyst inserts the text immediately after the last cursor location in the job.

 Keyboard Map Functions: View Clipboard
Paste Item # and Toggle Clipboard Lock #

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Dictionary Info

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 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.

To 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 allows you to view all the possible entries of a particular steno outline found in the dictionaries used to translate. You can query words during realtime or after translation while editing. When you use Query Realtime Translations after translation, 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:

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Personal Dictionary	/EPB/TKORS/ PHEPBT	endorsement
Personal Dictionary	/EPB/TKORS	endorse
Personal Dictionary	/EPB	even
Job Dictionary	/TKORS	Doris
Personal Dictionary	/PHEPBT	meant

To query translations:

1. Place your cursor immediately before the word or highlight the word you want to view.
2. Press **Ctrl + Shift + q** (**View/Dictionary Info/Query Realtime Translation**). The Lookup dialog box displays.
3. Review the following information:

   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.

   Steno

   The steno outline for the selected word.

   Entry Text

   The definition for the steno identified in the Title Bar.

   Global

   This option is active for an entry you select to modify. Once you modify the definition, you can select to global the change for the current captioning session. Highlight the modified entry and select **Global**.
4. Do **one** of the following:
   - Press **Enter** (**OK**) to accept the changes.
   - Press **Esc** (**Cancel**) to cancel any changes.

Display

About Display

Display is an Edit feature that contains four options which affect the display of text and the display of the cursor on the screen. Modifying these options does not affect the printed transcript.

In Edit, press **Alt + v, d** (**View/Display**). The Display submenu shows the following options. Click an option for details.

- Colors
- Display Font

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- Set Cursor Size
- Set Cursor Context

Colors

Colors is an Edit option that 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, 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. 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 CATalyst.

3. Press **Enter** (**OK**) to accept the changes and close the Colors dialog box. 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.

To change the display font:

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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**—applies italics to the selected font
   - **Bold**—applies bolding to the selected font
   - **Bold Italic**—applies italics and bolding 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. CATalyst remembers the selected font and font style 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**—applies italics to the selected font

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- **Bold**—applies bolding to the selected font
- **Bold Italic**—applies italics and bolding 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 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.

To set cursor context:

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. CATalyst retains the settings for the current user until changed.
3. Press **Enter** (**OK**).

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.

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**).

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.

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- 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.

To create and modify EZ Text lines:

1. Press **Alt + v, z** (**View/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. 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:

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 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

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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:

a. 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**.

b. 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.

Folio Count

Folio Count is an Edit feature that allows you to view the number of words and folios in the current file. As necessary, you can change the number of words that comprise a folio. To view the word and folio count press **Alt + v, c** (**View/Folio_definition Count**).

Global Table

Global Table Ctrl + y (View/Global Table) is an Edit commands that opens the global table for the current job. From the Global Table, you can:

- delete globals
- print global entries
- apply global backwards in the job
- add globals from other global tables
- copy, cut, and paste globals to another global table

To display the global table, press **Ctrl + y** (**View/Global Table**).

Hidden Text

The Hidden Text feature allows you to view all Hidden Text in a dialog pane. The Hidden Text dialog pane allows you to search, modify, delete and print items.

The View Hidden Text command is available in the keyboard map for assignment.

To display the Hidden Text dialog pane:

1. In Edit, do one of the following to display the Hidden Text dialog pane:

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- Press **Alt + v, o** (**View/Hidden Text**).
- Double click a hidden text entry in the transcript.

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.

2. Double clicking an entry in the Hidden Text dialog pane to moves the cursor to the location in the file where the selected Hidden Text occurs. Use the following options in the Hidden Text dialog pane as necessary:

 **Modify (Ctrl + m)**

Highlight an entry and click the Modify icon. 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

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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.

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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

Hotspots is a dialog pane that contains occurrences of the Oops format symbol, an empty (undefined) field or an untranslate in the transcript. You may want to display the Hotspots dialog pane before leaving the proceedings so you can verify spelling of names with the participants.

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 pink 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.

Double click a Hotspots entry to move the cursor to that location in the transcript. If the Hotspots entry is an undefined field CATalyst also opens the Fill-in-Field dialog box based on the field type. If the Hotspots entry is an untranslate, CATalyst positions your cursor is 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.

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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.

To display the Hotspots dialog pane:

1. In Edit, press **Alt + v, o** (**View/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 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 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. Choose **Yes** at the confirmation prompt. The Delete feature is only available for Oops entries.

    **Search**

    **Filter**

   Display Hotspots entries based on text, Hotspots type, page number, line number or section number. Click the Filter icon to display the Filter dialog box.

    **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

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.

To modify Hotspots options:

1. In Edit, press **Alt + v, o** (**View/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

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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, 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.

4. Click **OK** when finished making changes.

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. CATalyst 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.

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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

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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 Entries

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. Include any other optional filtering features.

Type

All entries for the specified type of Hotspots entry. Type the Hotspots entry type: **Oops**, **field** or **untranslate**.

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

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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*.

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.

Numeral 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.

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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 a new set of criteria, click the Filter  icon.
- To display all the Hotspot entries, click the Remove Filter  icons.

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, CATalyst generates a brief form or reminds you of an existing brief form and displays it in the Brief It dialog pane. Brief It Options determine certain customized settings that control how CATalyst suggests briefs in the Brief It dialog pane during realtime.

To display the Brief It dialog pane, press **Alt + v, t** (**View/Brief It**). The Brief It dialog pane can be set to float or be docked anywhere on the realtime screen.

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**).

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**).

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To display the text in double space, select **View/Show/Double Space** in the Normal view. You can only display text double spaced in Normal View.

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. Press **Alt + v, p** (**View/Page**).

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.

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. CATalyst remembers the new settings for Full Screen view in the current user until changed.

Reveal Codes

Reveal Codes (Ctrl + Shift + r) is an Edit feature that displays formatting information along with text within a dialog pane on the Edit screen. Formatting information includes paragraph styles, format symbols, and font codes.

When the Reveal Codes window is open you can edit normally in the job. The Reveal Codes window scrolls with the cursor movement on the Edit screen. You can insert format symbols, paragraph styles, and make font changes on the Edit screen. However, you will likely need to use the Reveal Codes window to identify and delete unwanted formatting information. When working in the Reveal Codes dialog pane, you can move the cursor focus back to the Edit screen using the Set Focus to Edit keyboard command.

The 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. You cannot modify the color of the Reveal Codes window.

When you write an AccelerWriter with the cursor in Reveal Codes, CATalyst automatically places the cursor focus in the text area and then plays the AccelerWriter.

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To display Reveal Codes, press **Ctrl + Shift, r** (**View/Reveal Codes**). A check mark indicates that Reveal Codes is active.

Speaker List

The Speaker List contains speakers created using Create EZ Speakers, by typing speaker names in the Translate Speaker List and Common Speakers added in Field Options. The Speaker List 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. If you use Speaker fields from the Fill In Field List or Field List Groups for identifying speakers, you can add those to the Speaker List. In addition to using EZ Speaker fields and Speaker fields from the Fill In Field List, you can add user defined fields such as Seal Date or 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 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 CATalyst inserts it as a By Line. To specify the By Line format, use the Speaker List By Line Format option. 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 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.

To use the Speaker List in Edit:

1. Press **Alt + v, k** (**View/Speaker List**). The Speaker List displays in a dialog pane.
2. Use the options and fields as necessary to insert, add and modify entries.

   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

   In the Speakers section, the steno associated with the speaker, if applicable. In the Fields section, nothing displays.

   Insert

   Insert the highlighted speaker name or field into the transcript. You can also double click an entry to

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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 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.

Show All

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 by modifying your UserSettings.ini file.

Settings

Display the Choose Speaker List Fields dialog box where you can choose additional fields to add to the Speaker List. Check the box next to the fields you want to add to the Speaker List and select **OK**. You can modify the name of new user defined fields.

Field Options are also accessible from the Choose Speaker List Field dialog box.

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Help

Display the Case CATalyst on-line help.

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

Seating Chart

The seating chart allows you to create a graphical seating chart of the speakers, placing speaker names 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 displays the speaker name on the top line, the speaker number and, if applicable, the associated steno on the second line. This is the default format. You can change this default by modifying a setting in your UserSettings.ini file. You can easily reposition a seating chart speaker by clicking and dragging it to a different location. Each seating chart speaker can individually be resized. This is a temporary change that does not affect other seating chart speakers.

The Show/Hide Seating Chart MiniViewer icon toggles the display of the MiniViewer. You can add speakers to the seating chart by displaying the MiniViewer and dragging a speaker from the Speaker List onto the MiniViewer or right clicking and selecting Add to Seating Chart. Speakers in the MiniViewer display in the assigned speaker color and in same relative position on the computer screen. Moving a seating chart speaker on the computer screen changes the position of the display in the MiniViewer.

You can remove individual or all speakers from the seating chart. Once a speaker is removed, it is necessary to add the speaker again if you want to redisplay it in the seating chart. If you remove all the speakers from the seating chart and want to redisplay them in the seating chart, it is necessary to add each speaker individually.

The seating chart displays on the computer screen when you click the Show/Hide Seating Chart Speakers icon or when you position your cursor for on the MiniViewer. When the Seating Chart displays, the Show/Hide Seating Chart Speakers icon is highlighted. Seating Chart speakers display for 3 seconds, the default, and then automatically hide. To change number of seconds the speakers display, modify the DelayAutoClose setting in your UserSettings.ini file.

You can have the seating chart remain displayed on the computer screen by disabling the AutoHide feature. Assign the keyboard map function, Seating Chart: Toggle AutoHide Feature, to a key combination. Use the Seating Chart: Toggle AutoHide Feature key combination to toggle enabling and disabling the AutoHide feature. When the AutoHide feature is disabled, clicking the Show/Hide Seating Chart Speaker icon or pressing the key combination assigned to the keyboard map function, Seating Chart: Show All Speaker, displays the seating chart speakers which then remain on the computer screen until you enable AutoHide. CATalyst remembers the last display state of the seating chart.

To 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:

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- 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 name and drag it to the desired position on the screen.
- Click the Show/Hide Seating Chart MiniViewer icon to display the MiniViewer. Click a speaker name and drag it to the desired position in the MiniViewer. The speaker name 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 to the correct position.

Change the size of the seating chart speaker

Click the edge or corner of a seating chart speaker and drag to the desired size. The change only applies to the selected seating chart speaker. There is a default minimum and maximum size.

Remove a speaker from the seating chart

Position the cursor on the seating chart speaker, right click and select **Remove from Seating Chart** . To remove all the speakers, select **Remove All from Seating Chart**.

Toggle the display of the seating chart speakers

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.

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

Show

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.

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Show Timers

Show Timers is an Edit feature that displays the Timers dialog box. The Timers dialog box contains information about the Timers for the current job. You can place the dialog box anywhere on the screen.

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.

To display the Timers dialog box, from the View menu, select **Show/Timers**. The dialog box displays the following information:

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 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 steno machine and create an Edit file, if the steno machine has the ability to generate timestamps.

You can change the color of the timestamps in Edit using the Color feature.

To 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 CATalyst automatically resize the pane.

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To 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

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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.

To 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.

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Vertical Notes

Vertical Notes

Vertical Notes (Alt + v, v) is an Edit command that displays the steno notes, in paper tape format within a dialog pane on the Edit screen. The vertical notes scroll automatically with the cursor movement on the screen. You can also manually scroll forward and backward in the note vertical note file.

You can make dictionary definitions from vertical notes and edit the job with vertical notes displayed. Globals made from vertical notes apply through the job, the same as when defining from the Edit screen. When working in the Vertical Notes dialog pane, you can move the cursor focus back to the Edit screen using the Set Focus to Edit keyboard command.

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.

Vertical notes uses the Stenograph font style. You can remove this style from the Windows Fonts directory so that your steno notes display in the font style: Courier New. When you remove the Stenograph font style, audio indicators in an audio file no longer display as musical notes (♪). They display as square boxes. To remove the Stenograph font style, refer to your Window's documentation.

To display Vertical Notes, press **Ctrl + n** (**View/Vertical Notes**). A check mark indicates that Vertical Notes is active.

Defining from Vertical Notes

You can create dictionary definitions from the vertical notes displayed on the Edit screen. Defines made from the vertical notes are placed in the selected dictionary and are available for future translation.

Dictionary Defines

With the Vertical Notes open:

1. Do one of the following to mark the steno:
   - Use your cursor to highlight the desired steno strokes for the definition.
   - Place your cursor focus in the Vertical Notes window and use standard keyboard or mark commands to highlight the steno strokes.
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 + e** (**E-Define**). The Global – E-Define dialog box displays.
   - **Ctrl + r** (**Replace**). The Global – Replace dialog box displays.
3. When finished defining the steno strokes(s), press **Enter** (**OK**).

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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 Settings.

The Merriam-Webster dictionary is the default dictionary for Word Definition and comes with the CATalyst software. Definitions are provided for approximately 215,000 words.

To view the definition for a word:

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 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 dictionary choice and dialog box colors.

   The Macquarie Dictionary is available with a special CD installation for Australian customers only.

    **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.

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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 allows you to change the viewing size of the text on the screen by manually increasing or decreasing the viewing percent. You can Zoom in to get a close up view of the text or Zoom out 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 screen. You can also choose **Fit Page**, which maximizes the display of text to the current size of the screen in a smaller font size.

To change the viewing size of the text, do one of the following:

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 displays the next percentage increase in the list.
2. Continue to click the Zoom icon. 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, CATalyst toggles to Fit Text, Fit Page and up the list again.

Global Commands

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, 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.

When you create a global, 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 Globals Backward command.

When you create a global using the Selective option, CATalyst stops on each occurrence affected by the global change. You choose to apply the change, skip the occurrence or apply the change to all occurrences. If you apply the change to all occurrences, the global is no longer selective.

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.

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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 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. 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 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 handles global dictionary definitions as follows:

- A D-Define goes into the Update Area, unless you place D-Defines directly into your Personal Dictionary. An Update Area allows you to first review the definitions and then select ones you want to move to your Personal Dictionary. By default, CATalyst is set to have D-Defines go to the Update Area. If you do not select to have an 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.

Making 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.

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 + [** or **Alt +]** to add or deselect steno and text to global at the beginning of the marked

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entry.

Mark/Unmark Right

Press **Alt + Right Arrow** or **Alt + Left Arrow** to add or deselect steno and text at the end of the marked text entry.

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

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. 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 for the text in the New Text field. When using Intuitive Replace and text already exists in the New Text field, move the cursor to the beginning of the New Text field select Cap. 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 Capitalization Uncappable Words 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 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 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

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 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 closes the suggestion list and places the cursor focus in the New Text field.

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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.e-Defines

You can set CATalyst to automatically display the Suggestion list by checking the Open with Suggestions box. The Open with Suggestions option is not available when E-Define or Replace is selected in the Global Type field.

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.

Open with Suggestions

Check this box to have the Suggestion list automatically open when the Global Define dialog box opens. The change applies the next time the Global Define dialog box displays. The Open with Suggestions option is not available when E-Define or Replace is selected in the Global Type field.

Uncheck this box to hide the Suggestion list. You can 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 display the list of suggestions.

Endings

When you type a word in the New Text field, CATalyst analyzes the word to determine if a " G", " S" or " D" steno outline could be added to the word. If so, then 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.

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

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 or more words, the words are hyphenated. For example step-by-step. To undo a stitch, select this feature again.

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.

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- **Alt + r** (Replace)—for this occurrence only.
- **Ctrl + 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 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

Check this box to apply the global change forward and backward throughout the job.

Case Sensitive

When making an E-Define, check this box for 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.

Selective

Check this box to have CATalyst mark the global as Selective and identify it in the Global Table. CATalyst 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. The Confirm dialog box displays for you to select the action for each occurrence. The dialog box closes after all locating all occurrences and the cursor remains at the point of the last occurrence.

Generate All Possible Misstrokes

Check this box to have 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.

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. 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 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.

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.

Add Other Globals

Add Other Globals is an Edit 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 Globals Backwards command.

When you add globals using the Add Other Globals command, any globals previously identified as

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selective are no longer considered selective and CATalyst no longer stops on each occurrence. The globals automatically apply when other globals apply.

To 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

   Search for a different directory outside of 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. 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.

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Undo Last Global

Undo Last Global reverses the last global action throughout the current realtime or editing session of the file. CATalyst 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**).

Other undo global commands include Undo Global and Undo Global Once. To use Undo Global, position the cursor immediately before the globalled word or phrase you want to undo and right click the mouse to select **Undo Global** or press the assigned keyboard command for Undo Global. You can also open the Global Table and undo a global. CATalyst reverses the global in the job, removes the global from the Global Table and removes the global from the dictionary, if appropriate.

The Undo Global Once command allows you to reverse the global action for a single word. Position the cursor immediately before the word or phrase and right click the mouse to select Undo Global or press the assigned keyboard command for Undo Global Once.

Keyboard Map Functions: Undo Last Global
Undo Global
Undo Global Once

Apply Globals Backwards

Apply Globals Backwards is an Edit command that allows you to select all or individual globals and apply them backward in the job. When you make a D-Define, E-Define, J-Define, K-Define or Other global, it applies from the point in the job that you create the global through to the end of the job or throughout the entire file, depending on the option selected. The global remains active for new text, such as realtime. Globals do not automatically apply backward in the file. If you scroll backward in the job or go to the beginning of a job, the globals do not apply.

To apply globals backward:

1. Display the Global Table dialog box. Do one of the following:
   - Press **Ctrl + y** (**Global/Global Table**).
   - Press **Alt + g, g** (**Global/Apply Globals Backward**).
2. 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 highlight all the entries in-between.

   Select all the entries

   Press **Ctrl + a** to highlight all the entries.
3. Press **Alt + e, a** (**Apply Backward**) to apply the selected globals backward in the job.
4. Press **Esc** to close the Global Table dialog box.

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 You can apply globals forward and backward in the file if you select the Entire File option in a Global dialog box when defining.

Apply Personal Globals

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.

To 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.

Global Defines

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.



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, such as scan stops or typed words or phrase you have inserted. You can also replace one format symbol with another. For example, you can E-Define <Question> as <User Defined Paragraph 1>.

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 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 interprets words which are automatically initial caps, such as the first word following a Q or A symbol, as lower case words. 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.

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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)

Create 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.

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 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

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 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.

Create K-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

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dictionary. Using Other Dictionary Define, you can place your define in your Medical job dictionary. CATalyst 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.



Global Table

About the Global Table

The Global Table contains definitions created using D-Define, K-Define, J-Define, and E-Define commands in a job. When you make the first global define, CATalyst creates a Global Table if one does not already exist. Each job has its own Global Table. The most recent global lists first in the Global Table.

From the Global Table, you can delete globals, print global entries, undo globals, and apply globals backward in the job. You can also add globals from other Global Tables or copy and paste globals to another Global Table.

The Global Table can be used in translation. Translating with a Global Table allows you to use E-Defines previously created during an Edit session. To use Global Tables in translation, in the Translate dialog box, select the *Show Global Tables* option to display global files for selection.

The following information displays in a Global Table. You can click a column heading to sort the globals by that column. Continue to click the column heading until the triangle points up for ascending order or down for descending order. If necessary, use the Search feature to locate a specific entry.

Number

The number of the global. When you create globals, 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, or E-Define.

Steno

The steno portion of the global.

Case Sensitive

Y or N displays in this column when the entry is an E-Define. 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 no longer considers the global Selective. A Selective global used during realtime does not apply to new realtime text.

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Global Table Options

To change the global table options:

1. From the Global Table, press **Alt + t, o** (**Tools/Options**). The Global Table Options dialog box displays.
2. Make changes as necessary:

   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. A Yes/No choice option to continue deleting displays.

   Uncheck this box to disable the confirmation message when you delete entries. You can also deselect this option by checking the field *I understand the consequences of my actions. Please stop asking*. in the delete confirmation message box.

   Exclude Selective Global when Adding or Pasting

   Check this box to exclude 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.

   Uncheck this box to include selective globals.
3. Press **Enter** (**OK**) to accept the changes.

Deleting Globals

You can remove globals from the Global Table using the Delete command. Deleting a global removes it from the Global Table and prevents it from applying to new, incoming text. Existing text to which the global was previously applied is not affected by deleting the global.

To remove a global and reverse the action, use the Undo Last Global feature. Undo Last Global does not affect text modified after the global applied.

To remove globals from the global table:

1. In Edit, press **Ctrl + y** (**Global/Global Table**). The Global Table dialog box displays. The cursor placement identifies the most recent global entry.
2. Highlight the entries to delete. 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 to delete. Press and hold **Shift**, while you click the last entry. CATalyst highlights all the entries in-between for selection.

   Select all the entries

   Press **Ctrl + a** to highlight all the entries for selection.
3. 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.
4. Press **Esc** to exit the global table.

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Printing Globals

To print global entries for the open job in Edit:

1. Press **Ctrl + y** (**Global/Global Table**) to display the Global Table dialog box.
2. Press **Ctrl + p** (**File/Print**). The Print dialog box displays.
3. Select the printer and press **Enter** (**OK**).

Search for Global Entries

To search for a global entry

1. Press **Ctrl + y** (**Global/Global Table**) to display the Global Table dialog box.
2. From the Global Table, press **Ctrl + f** (**Edit/Search**). The Search dialog box displays.
3. Make entries as necessary:

   Search For

   Select the method by which you want to search the Global Table.

   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. This option only displays when you search for Steno.

   Text

   Search by text. In the field, type the text for which you want to search. The search includes both Old Text and New Text.

   FS

   You can add format symbols to your text 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. With 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. If you do not select Case Sensitive, the search looks for all words containing the indicated characters, regardless of the case typed into the field. This option only displays when you search for Text.

4. Press **Enter** (**OK**) to start the search. The Search dialog box closes and the Global Table window displays the entry. If CATalyst does not find a match for the selected steno or text search, a message displays.
5. To repeat the same search, press **F3** (**Edit/Repeat Search**).

Global Table Display Options

Global Table Display Options allow you to change the font, font style and size for Global Table headings, steno and text. Global Table display options also apply to the Add Globals dialog box when you use the

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Add Other Globals feature.

To change the Global Table Options:

1. Press **Ctrl + y** (**Global/Global Table**) to display the Global Table dialog box.
2. From the Global Table, press **Alt + t, d** (**Tools/Display Options**). The Global Table Display Options dialog box displays.
3. Click an option:

   Global Table Heading font

   The current font selection for the column headings displays in the field.

   Global Table Steno font

   The current font selection for the steno portion of the entries displays in the field.

   Global Table Text font

   The current font selection for the text portion of the entries displays in the field.

   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.
4. Click the Browse button to display the Font dialog box. In the Font dialog box, make necessary entries to change the font or font attribute for the selected option:

   Font

   Select a font type. When selecting font types for steno display, it is best to select a Fixed Space Font. 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 for the *Global Table Steno font* option, steno characters may not line up based on their placement on the steno keyboard.

   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

   Allows you to select the language in which the characters display. Western is the only supported language.To change the Global Table Heading text font, click the Heading item and then click to display
5. Press **Enter** (**OK**) to close the Font dialog box.
6. Make changes to the other options as necessary. To return all the Global Table Display Options to their original CATalyst default selection, click **Restore Default Settings**.
7. When finished, press **Enter** (**OK**) in the Global Table Display Options dialog box to apply the changes.

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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 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 + [** or **Alt +]** or to add or deselect steno and text for replacement at the beginning of the marked text entry.

Mark/Unmark Right

Press **Alt + Right Arrow** or **Alt + Left Arrow** to add or deselect text for replacement at the end of the marked text entry

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

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. 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

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- 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 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 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 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 closes the suggestion list and places the cursor focus in the New Text field.

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.e-Defines

 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

When you type a word in the Text field, CATalyst analyzes word to see if a " G", " S" or " D" steno outline could be added to the word. If so, then 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 Suggetions

Not available for Replace.

Global Type

The type of define originally selected displays.

Entire File

Not available for Replace.

Case Sensitive

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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.

Selective Globals

When defining in Edit, use the Selective option in the Global dialog box to have CATalyst stop on each occurrence affected by the global change. When a global is Selective, you choose how to apply the change for each occurrence, skip the occurrence or apply the change to all occurrences. 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. Once all the occurrences are encountered, the dialog box closes and the cursor remains at the point of the last occurrence.

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, 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 when Adding or Pasting*.

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.

Goto Next

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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.

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

Formatting Commands

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 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.

1. Do **one** of the following to display the Font dialog box.

   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

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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, 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. 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, 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.

To 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.
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.

1. Do one of the following to display the Change Header/Footer Text dialog box:

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- Position your cursor anywhere on the page in which you want to change the header/footer and Press **Ctrl + h**.
- In Page View double click any header, footer or page number.

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:

   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 Always Show Format Symbols box. When the Format Symbol list always displays, you can access it by pressing **Alt + y**. You can also use shortcut keys to insert a format symbol.

   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:
   - 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.

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. Changes made in Page view using the ruler elements, always apply to the entire job.

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, 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, CATalyst prompts you to select the scope and then to select the paragraph styles.

CATalyst automatically repaginates the transcript when you insert and apply a new header or footer before an existing header and footer and then delete the existing one.

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.

To modify the applied layout in Edit:

1. Press **Alt + o, L** (**Format/Modify Job Layout**). The Layout setup window displays.

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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.

3. Press **Enter** (**Apply**). The Apply This change to: dialog box displays.
4. Click the button next to **one** of the following options to choose the scope.

   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**). 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 and press **Enter** (**OK**). 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.

Apply New Layout

Apply New Layout is an Edit feature that allows you to apply a different layout to the job open in Edit.

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.

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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.

To save the current layout under 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, CATalyst prompts you with a message to replace the existing layout with the current values.
3. Press **Enter** (**Open**).

Set Page/Paragraph Number

Set Page/Paragraph Number is an Edit command that allows you to reset the page and paragraph numbering in Edit. 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.

CATalyst creates a Section in the job when you use the Set Page/Paragraph Number command. The Set Page/Paragraph Number command takes affect 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.

To change page or paragraph numbering 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**). 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**).

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Delete Current Section

CATalyst inserts a section into a job when you use the Set Page/Paragraph Number feature. Use Delete Current Section to remove inserted sections. CATalyst automatically adjusts the page numbers when you delete a section but does not change paragraph numbering. 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.

Use Delete Current Section to have the concordance index begin with the next sequential page number in the transcript file.

To delete a section in the job, do the following:

1. Place your cursor in the section you want to delete.
2. From the Format menu, select **Delete Current Section**. 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. These symbols are visible in Reveal Codes.

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, CATalyst inserts a paragraph delta. Paragraphs containing paragraph deltas do not change when you apply a layout.

CATalyst also uses paragraph deltas when you import a CATalyst 3.x file, inserting paragraph deltas in place of the Secondary Margin format symbols.

To remove all paragraph deltas, press **Alt + o, r** (**Format/Remove All Paragraph Deltas**).

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. 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 punctuation does not change when you change paragraph style.

You can assign a keyboard command to this feature.

To 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.

Image Properties

Image Properties is an Edit command that allows you to reposition and resize an existing image in the transcript.

To reposition or resize the 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.

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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, 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, 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. CATalyst prints the Transcript Layout Detail Report which lists the current values for Paragraph Styles, Page Setup and Headers & Footers. You can only print the full report.

You can print a report for any CATalyst layout from the Layout function.

To print a report in Edit for the applied layout:

1. From Edit, press **Alt + o, y** (**Format/Print Layout Settings**). The Print dialog box displays.
2. Press **Enter** (**OK**).

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Format Symbols

About 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 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 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**, clicking the  icon on the toolbar or from the Edit menu selecting Insert Format Symbol. Double click a format symbol to select it from the list. You can also type the first letter or letters of the format symbol you want to use. Highlight the symbol and then press **Enter**.

 By default, Translate commands also display in Format Symbol dialog box and display with { } brackets.

Format Symbol Shortcut Keys

To use a shortcut key, first press F4 and then press the key associated with the command, such as the default, "B" to turn bold On. The following list provides a brief summary of each format symbol along with the default shortcut key assigment. Some format commands do not have default shortcut key assignments. Select these commands from the Format Symbol list or modify the assignment in the Format Symbol Options table. For a detailed description of the format symbol and how to apply it, click the name from the list.

You can also use translate commands to format text during translation.

All Caps Off (F4 v)	Turns Off all word capitalization for text following this symbol.
All Caps On (F4 V)	Capitalizes the letters of all words following this

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	symbol. Turn it Off with the All Caps Off symbol.
Answer (F4 A)	Formats the text following the symbol as an answer according to the paragraph information set in the applied layout.
Bench Mode Off	End the temporary suspension of text to the connected receiving systems. To temporarily suspend sending text, use the Bench Mode On symbol.
Bench Mode On	Temporarily suspend sending realtime text to the connected receiving systems. To resume sending text, use the Bench Mode Off symbol.
Bold Off (F4 b)	Turns bold formatting Off for text following this symbol.
Bold On (F4 B)	Turns bold formatting On for text following this symbol. Turn it Off with the Bold Off symbol.
By Line (F4 M)	Formats the text following this symbol as a By Line paragraph according to the By Line paragraph information set in the applied layout.
Cap Next (F4 F6)	Initial capitalize the next word following this symbol.
Centered Paragraph (F4 f)	Center the paragraph between the left and right margins based on the Centered paragraph style set in the applied layout.
Colloquy (F4 c)	Formats the text following this symbol as colloquy according to the colloquy paragraph information set in the applied layout.
Conflict End (F4 \)	Indicates the end of a conflict to allow specified text or format symbols to follow the conflict.
Continuation Paragraph (F4 P)	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.
Default Paragraph	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.
Delete Space (F4 ~)	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.
Font Size	Formats the text following this symbol in the specified font size.
Forces Next Lower	Force the first character of the next word to be lower case.

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Header	Change the header or footer while writing
Index Off (F4 i)	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.
Index On (F4 I)	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. CATalyst prompts you to enter a letter or number to identify the surrounded text.
Index Allcap Cell	Cap all the letters within a cell on an Index Template.
Index Cell	Used on the index template to specify the placement of multiple page numbers on a single table row.
Index End Sort	Use in conjunction with Sort Index format symbols and the Build Index feature to customize the sort for a specific indexed item.
Index Heading Off (F4 j)	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.
Index Heading On (F4 J)	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. CATalyst prompts you to enter a letter or number to identify the surrounded text.
Index Initial Cap Cell	Initial cap text in a cell on an Index Template.
Index Item	Used on the index template to specify the placement of the sequentially number indexed items.
Index Line	Used on the index template to indicate the placement of the line numbers of indexed text located in the transcript.
Index Page	Used on the index template to indicate the placement of the page number of indexed text located in the transcript.
Index Position	Used in the transcript to indicate the placement of the transcript index page.
Index Placeholder Text #	Use as a single placeholder name in all your

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	exhibit Include statements.
Index Section	Used on the index template to indicate the placement of the section number of indexed text located in the transcript.
Index Volume Information	Used on the index template to indicate the placement of the volume description.
Italics Off (F4 d)	Turns italic formatting Off for text following this symbol.
Italics On (F4 D)	Turns italic formatting On for text following this symbol. Turn it Off with the Italics Off format symbol.
Line Number Off (F4 z)	Turns line numbers Off for text following this symbol.
Line Number On (F4 Z)	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.
New Line	Moves the text to left margin of the following line based on the previous paragraph style's left margin.
New Line Paragraph (F4 L)	Formats a new paragraph immediately after this symbol as a paragraph according to the New Line paragraph information in the applied layout.
New Page (F4 N)	Start a new page of text immediately after this symbol.
No Auto Convert	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.
Oops	Place an invisible mark in the job on which you can search or scan.
Orphan Control	Keep together a specific number of lines to prevent the lines from being separated between page breaks.
Parenthetical	Formats the text following this symbol as a parenthetical according to the parenthetical paragraph information set in the applied layout.
Question (F4 Q)	Formats the text following the symbol as a question according to the question paragraph information set in the applied layout.
Redaction Off	Turn redaction off to resume the text display.
Redaction On	Turn redaction on to "block out" the text for sensitive information.
Reset Time	Restart the Elapsed timestamps to 00 hours, 00

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	minutes, 00 seconds.
Right Margin Release (F4 r)	Move a word that has wrapped to the following line up to end of the current line.
Scanstop Begin (F4 O)	Creates the beginning of a scan stop for the text following this symbol. Turn it Off with the Scanstop End symbol.
Scanstop End (F4 o)	Ends Scanstop formatting for the text following this symbol.
Set Time	Change the Elapsed time.
Single Space On (F4 S)	Turns single spacing On for text following this symbol. Turn it Off with the Single Space Off format symbol.
Sort Index - Alpha Case Insensitive	Sort indexed items on the transcript index page alphabetically, disregarding upper and lower case letters.
Sort Index - Alpha Case Sensitive	Sort indexed items on the transcript index page alphabetically according to case; upper case followed by lower case.
Sort Index - Alpha Word Override	Override the index template sort options for a particular indexed entry.
Sort Index - Numeric	Sort indexed items on the transcript index page numerically.
Sticky Space (F4 k)	Creates a space between two words and keeps those words together on the same line.
Strikeout Off	Turns Off strikeout formatting for text following this symbol.
Strikeout On	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.
Subscript Off (F4 y)	Turns Off subscript formatting for text following this symbol.
Subscript On (F4 Y)	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.
Superscript Off (F4 w)	Turns Off superscript formatting for text following this symbol.
Superscript On (F4 W)	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.
Tab (F4 T)	Inserts a tab according to the tab values set in the applied layout.

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Uncap Next (F4 F5)	Removes initial capitalization from the word following this symbol.
Underline Off (F4 u)	Turns Off underlining for text following this symbol.
Underline On (F4 U)	Turns On underlining for text following this symbol. Turn it Off with the Underline Off symbol.
User Defined Paragraph (F4 e)	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 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.

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- 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**.

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 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.

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 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 start and stop bolding the 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 bolding to begin and press **F4 B**, then move the cursor where you want bolding 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

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at the end of the marked text.

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 begin bolding, press **F4 B**.
5. Type the text you want to bold. At the location you want to stop bolding, 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 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**.

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 **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.

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Insert during Edit

Position the cursor before the word you want to cap next and press **F4 F6**.

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. 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.

Insert into a 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.

Insert into a definition while editing

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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**).

Insert into a 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, CATalyst:

- places a period at the end of the preceding sentence. If no punctuation is present, CATalyst always

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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, 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**.

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, 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 indentions and margins. You can also use the Default Paragraph when a new paragraph is needed but you do not want

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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.

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.

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. 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 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 ~**.

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, do one of the following:
   - Delete the space at the beginning of the definition, press **F4~** and then type the text of the definition.

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- 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 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.

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, 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.

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.

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3. In the *Enter Value* field, type a point size for the font and press **Enter** (**OK**).

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 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 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.

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.

Header

Use the Header format symbol in a dictionary definition to change the header or footer while writing. 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.

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.

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Create a dictionary definition

1. From anywhere in 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.

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, 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 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. 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.

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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**>. CATalyst surrounds the text with Index On/Off format symbols.

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 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.

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.

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 identify the page number reference of indexed information for copying to a table on the transcript index page 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. You must use an index template when building an index 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

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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 letter; or insert an Index On format symbol by pressing **F4 I** followed by the appropriate character.
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 letter as the Index Heading On format symbol; or insert the Index Off format symbol by pressing **F4 i** followed by the same letter as the Index On format symbol.

Insert into an Index Template

Refer to Index Cell Guidelines for details on using the Index Cell format symbol on an Index Template.

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 identify the Index Cell, insert an Index Heading On format symbol by pressing **F4 J** followed by the appropriate letter; or insert an Index On format symbol by pressing **F4 I** followed by the appropriate character.
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 letter as the Index Heading On format symbol; or insert the Index Off format symbol by pressing **F4 i** followed by the same letter 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 Sort Index 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

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In the transcript, you insert the Index End Sort format symbol after the word Karen. 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**>. CATalyst surrounds the text with Index Heading On/Off format symbols.

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 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

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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 text in a cell on an Index Template. Place the Index Initial Cap Cell format symbol after the Index Heading or Index On format symbol. For example, in the transcript, the attorney names appear in all capital letters following the examinations. To display them on the index page with only initial letter capitalized, place the Initial Cap 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

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.

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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 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 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, 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 indclude 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 Placeholder Text

The Index Placeholder Text # format symbol allows you to use a single exhibit Include file when you have identifier names for exhibits, such as Plaintiff's, Plaintiffs', Defendant's, Defendants' and State's. The Index Placeholder Text # format symbol also facilitates using different indexing categories associated with specific names without requiring conflicts. In Advanced Edit Options, you create a customized list of identifier names, such as Plaintiff's, Plaintiffs', Defendant's, Defendants', State's, etc. that are used to identify exhibits. During Edit, you scan to the Index Placeholder Text # format symbol in

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the transcript, CATalyst displays your customized list of identifier names. You select the correct one to insert into the current exhibit.

You can assign an indexing category to each replacement name. An index category organizes similar items, such as Plaintiff's exhibits, Defendant's exhibits and State's exhibits together on the index pages. In 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, 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, CATalyst automatically replaces the " # " symbol with an index category letter or number assigned to the identifier name.

Example

An exhibit include file using the Index Placeholder Text # format symbol and indexing categories:

(Plaintiff's Exhibit #, Description, was marked for identification.)

In Reveal Codes, it may look similar to the following:

(<Index Placeholder Text #> Exhibit <Index Heading On #><Scanstop Begin>#<Scanstop End><Index Heading Off All>, <Index On #><Scanstop Begin> Description<Scanstop End> <Index Off All>marked for identification.)

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 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 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. CATalyst inserts the selected replacement name into the transcript.

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.

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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 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. 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 |

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.

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 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.

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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**.

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. 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.

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New Line Paragraph

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 l**.

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. 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 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**.

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. 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

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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 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 Oops to place an invisible mark in the job on which you can search or scan. The Hotspots feature dialog pane allows you to quickly reference the identified lines. The Oops format symbol can be inserted while writing realtime and while editing.

You may want to use Oops to mark an item to which you want to return or correct during a break. For example, during the proceedings you write a steno outline defined as the Oops format symbol in several locations where you want to verify the spelling before the participants leave the proceedings. Using the Hotspots feature, all the identified lines display in the Hotspots dialog pane where you reference the spellings you need.

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. Highlight **Oops** and press **Enter**.

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, press **Alt + f** to display the Format Symbol list. Highlight **Oops** 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.

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

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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, 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.

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. 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.

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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**.

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, 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.

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**.

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, 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 Redact feature surrounds text with Redaction format symbols. The text is hidden when printing or exporting to ASCII, HTML and RTF/CRE. 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

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change the appearance of redacted text to lines (///) or all white for the printed or PDF transcript in Advanced Edit Options.

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-[redacted]

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**. 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. 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.

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.

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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**)**.**

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 CATalyst to stop on Scanstop in Scan For options.

The CATalyst default color for Scanstops is different from the text. If necessary, you can change the default color. During Edit, when 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.

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 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, CATalyst changes the timestamp beginning from the line where you insert the format symbol and continues forward through the file. To apply the time change 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 change begins with the next line. CATalyst only displays the changed time in Edit when Elapsed format is selected.

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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.

Single Space On/Off

Use the Single Space On/Off format symbols to single space text in the job. When single spacing is On, 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, 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.

Sort Index - Alpha Case Insensitive

Use the Sort Index – Alpha Case Insensitive format symbol on an Index Template to arrange the indexed items in a column alphabetically, regardless of case. When you insert the Sort Index – Alpha Case Insensitive format symbol, CATalyst prompts you to select a sort option: first, second, third or last word in the indexed entry. CATalyst automatically sorts all indexed entries in the specified column according to the option selected. You can use the Sort Index - 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 Sort Index – Alpha Case Insensitive format symbol after Index Heading On or Index On format symbols. Only one type of sort index format symbol can exist in a table.

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

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Insert into an Index Template

1. Open the Index Template in which you want to add the Sort Index 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.
3. Press **Shift + F4** to display the Insert Format Symbol dialog box.
4. Use the Up or Down Arrow keys to locate the **Sort Index – 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 Sort Index format symbol follows the Index Heading On or Index On format symbol.

Sort Index - Alpha Case Sensitive

Use the Sort Index – 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 Sort Index – Alpha Case Sensitive format symbol, CATalyst prompts you to select a sort option: first, second, third or last word in the indexed entry. CATalyst automatically sorts all indexed entries in the specified column according to the option selected. You can use the Sort Index - 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 Sort Index – Alpha Case Sensitive format symbol after Index Heading On or Index On format symbols. Only one type of sort index format symbol can exist in a table.

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 Sort Index 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.
3. Press **Shift + F4** to display the Insert Format Symbol dialog box.
4. Use the Up or Down Arrow keys to locate the **Sort Index – 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.

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7. Using the Reveal Codes window, confirm the Sort Index format symbol follows the Index Heading On or Index On format symbol.

Sort Index - Alpha Word Override

When you insert a Sort Index – Alpha Case Sensitive or Sort Index – Alpha Case Insensitive format symbol, CATalyst prompts you to specify which word in the index entry you want to sort on: first, second, third, or last. Use Index – 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 a Sort Index – 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 Sort Index – Alpha Word Override format symbol into the transcript immediately before VAN to have CATalyst sort on VAN instead of BEER.

CATalyst ignores initials, titles, and salutations such as Mr., Dr., Jr., III, etc. They are not counted as words when CATalyst sorts the index.

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 CATalyst to sort.
2. Press **Shift + F4** to display the Insert Format Symbol dialog box.
3. Use the Up or Down Arrow keys to locate the **Sort Index – 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.

Sort Index - Numeric

Use the Sort Index – Numeric format symbol on an Index Template to arrange the indexed items in a column numerically. Insert the format symbol into the column heading table cell for the column you want to sort. You must place the Sort Index – Numeric format symbol after Index Heading On or Index On format symbols. Only one type of sort index format symbol can exist in a table.

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 Sort Index 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.
3. Press **Shift + F4** to display the Insert Format Symbol dialog box.
4. Use the Up or Down Arrow keys to locate the **Sort Index – 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 Sort Index format symbol follows the Index Heading On or Index On format symbol.

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Sticky Space

Use the Sticky Space to create a space between two words and keep the words together on the same line. 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 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**.

Insert into a 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. CATalyst automatically inserts the Strikeout Off format symbol at the end of the marked text.

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 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.

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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 then the regular text. For example, you could have a dictionary definition for H2O.

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.

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 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 then the regular text. For example, you could have a dictionary definition for CO2.

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.

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 begin the Superscript, press **F4 W**.

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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.

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. 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 uncapitalize 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 capitialization 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 captialization 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 uncapitalize and press **F4 F5**.

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. At the position you want to uncap the next word, press **F4 F5**. If appropriate, type any remaining text to complete the definition.

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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.

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 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

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.

To change a current paragraph to a User Defined Paragraph Style, select Format/Modify Current Paragraph to 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**).

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.

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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

Audio

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. 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. Dead air may be noticeable when a longer pause occurs and the audio was not paused, either automatically or manually. When using Audio Playback, the amount of dead air that plays back is adjustable by using the vertical bar.

If you retranslate a file with audio, CATalyst retains the audio synchronization. The synchronization may not be as accurate as the original translation.

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 retranslated the job, or you did not use AudioSync in this realtime job.

Audio File Path dialog box displays

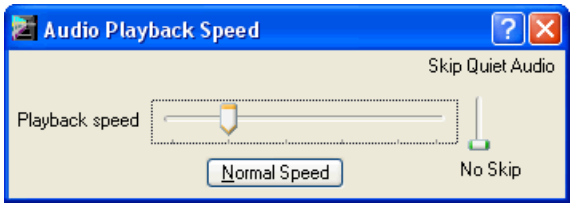
The Audio File Path dialog box displays when CATalyst cannot locate the Audio subfile for the current job. CATalyst writes the Audio source information, which includes user, file name, and drive where the audio recorded, in the text file. If you rename the Audio file or relocate the Audio or text file to another directory, the Audio File Path dialog box displays.

Type the path for the new location or new name of the Audio subfile and press **Enter** to begin the playback. You can also use the Browse button to search for and select the path.

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/Play Audio**). The Audio Playback Speed toolbar displays.

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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 with Scroll Text

Play Audio with Scroll Text is an Edit feature that combines the Play Audio feature with the Scroll Text feature, allowing CATalyst to scroll through the synchronized playback of the audio track and corresponding text.

To play audio while scrolling text:

1. Press **Alt + t, x** (**Tools/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.

Associate Audio File

Associate Audio File allows you to associate an audio file (.wav) with a transcript containing timestamps after translation. 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, Stop Audio and Set Audio Delay features.

To associate a wav file:

1. From the Tools menu, select **Associate Audio File**. The Choose Audio File dialog box displays.
2. Select the .wav file and press **Enter** (**Open**).

   If you select to associate audio with a file that already has an audio file associated with it, 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.

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3. Use 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.

The Set Audio Delay option also affects the audio playback context.

To enhance the synchronization a wav file:

1. From the Tools menu, select **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.

Stop Audio

The Stop Audio feature stops the audio playback. To stop the playback, press **Ctrl + F9** (**Tools/Stop Audio**) or, if the Edit toolbar is showing, click the Stop Audio  icon.

Build Index

About 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 must first put Index Heading On/Off or Index On/Off format symbols around the text in the transcript you want to copy to the index page.

CATalyst places the index page at the end of the file unless you place the Index Position format symbol at the location in the file where you want the index built. Then 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, CATalyst removes the Index Position format symbol from the job. If you use the Delete Index command, the Index Position format symbol is reinserted.

You can use an Index Template, in conjunction with the Build Index feature, to customize the placement

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of information on the index page. When CATalyst builds a transcript index page without an Index Template, it creates tables in which it places the indexed text. CATalyst requires indexing information on a transcript index page be placed with the cells of a table. Table gridlines display in the file but do not print.

Index page and line number references are dynamic. If you insert or modify existing text into the index which causes the indexed information to move to a different page or line number, the page and reference numbers 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.

You can delete an index created using the Build Index feature. Use Delete Index to remove the index from the file.

For additional information about Transcript Indexing and Index Templates including indexing guidelines and format symbols, see the CATalyst manual.

Generate an Index

Generate an index for your transcript using Build 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, b** (**Tools/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 certain 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

Check this box 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. CATalyst uses the layout settings contained in the index template to set the format for the index page.

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Index Template Options

Display the Index Template Options dialog box where you can set options for the selected index template.

Page Layout

Page layout options are not available if you are using an index template. If you are using an index template, CATalyst uses the layout settings contained in the index template to set the format for the index page.

Include Page 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.

4. Press **Enter** (**OK**) to run the Build Index feature. CATalyst places the index page at the end of the file or at the location of Index Position format symbol position.

Build Index Template Options

When building an index, you can set specific index template options for the selected index template.

To set index template options:

1. From the Build Index dialog box, select **Index Template Options**. The Index Template Options dialog box displays.
2. Use the following options as necessary:

Ignore Indexed Information not used by Template

Check this box to not include transcript text that is surrounded by index format symbols which are not contained in the index template.

Uncheck this box to include all transcript text that is surrounded by index format symbols. CATalyst places indexed text that is not used by the index template at the end of the index.

Ignore Paragraph Formatting

Check this box to not include format symbols with the index information which occurs between the indexed text of a transcript, such as a New Line Paragraph or By Line paragraph style.

Uncheck this box to include the format symbols.

Number Index Separately

Check this box to begin the index page number with number 1 using your designated number format. The transcript numbering remains unaffected. For example, your index page number format uses Roman numerals. You place the index page immediately after your appearance page. CATalyst inserts the index beginning with page number "i" and places it after the appearance page. The Stipulation page that follows the index is numbered "3", the same number before building and inserting the index.

Delete Index

Delete Index is an Edit option that allows you to delete an index created using the Build Index feature. This option is only accessible when you place your cursor on an index page created using the Build Index feature. Delete Index not available after using the Build Master Index feature.

When you use an Index Position format symbol to identify the placement of the index in the file, CATalyst removes the format symbol from the file when it build the index. When you delete the index, 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, CATalyst places an

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Index Position format symbol at the end of the file when you delete the index.

To 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** (**Tools/Delete Index**). CATalyst deletes the index pages.

Build Master Index

About Build Master Index

Build Master Index is an Edit feature that allows you to generate one transcript index from multiple transcripts. You may want to create a index template to use when building a master index.

All transcript files for the current user are available for selection. 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. 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 CATalyst builds the index. CATalyst automatically lists files by job date, earliest date listed first. You can change the order. Files must display in the indexing list in order for CATalyst to include them in building the master index. When CATalyst builds the master index, it places the index pages at the end of the open file or at the location of the Index Position format symbol.

If you build a master index with volume numbers or designations, CATalyst separates the volume and page number with a hyphen. For example, 3 - 923. If you build a master index without volume numbers or designation, CATalyst places a hyphen preceding the page number. For example, - 234. To prevent the hyphen from displaying, modify the Settings File of the Index Template you are using to build the Master Index. If you create some Master Indexes with volume numbers and other without, you may want to create different index templates.

You cannot undo the actions of Build Master Index. Once you run Build Master Index, you cannot use Delete Index or Undo to reverse any of the actions in the file. You can mark and delete the index text or exit the file without saving.

Build a Master Index

Generate one transcript index from multiple transcripts using Build Master Index:

1. Open the file where you to build the Master Index.
2. Press **Alt + t, e** (**Tools/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. 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. CATalyst uses this list to determine the order in which the master index is built. Highlight the file and select **Move Down**.

   Remove

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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, 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

Check this box to not include text from the selected transcripts that is surrounded by index format symbols which are not contained in the master index template. For example, in an individual transcript, you index examinations, exhibits marked, exhibits received and certified questions. In the master index, you only want the examinations and exhibits.

Uncheck this box to include all text from the selected transcripts that is surrounded by index format symbols. CATalyst places indexed text that is not used by the index template at the end of the index.

Ignore Paragraph Formatting

Check this box to not include format symbols in the master index which occur between the indexed text of a transcript, such as a New Line Paragraph or By Line paragraph style. For example, in the transcript you have:

<Index On A>DIRECT EXAMINATION<By-line>BY MR. LIMWICK<Index Off A>:

In the index, the result displays DIRECT EXAMINATION BY MR. LIMWICK on one line in the index cell.

Check this box to include the format symbols. The index result, using the same example, displays DIRECT EXAMINATION on one line and BY MR. LIMWICK on the following line.

Number Index Separately

Check this box to begin the index page number with number 1 using your designated number format. The transcript numbering remains unaffected. For example, your index page number format uses Roman numerals. You place the index page immediately after your appearance page. CATalyst inserts the index beginning with page number "i" and places it after the appearance page. The Stipulation page that follows the index is numbered "3", the same number before building and inserting the index.

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.

4. Press **Enter** (**OK**). CATalyst builds the Master index and places it at the end of the file or at the location of the Index Position Format symbol.

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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. For example, 3 - 923. You can create a volume description for each file contained in the master index.

A Index Volume Information format symbol must exist in the Master Index Template for this feature to work. When CATalyst builds the master index, it places the volume description in the position of the format symbol.

To assign a volume description for the current file:

1. Select **Tools/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**).

Prevent Hyphen Display in Master Index

When you build a Master Index without volume numbers or designation, CATalyst places a hyphen preceding the page number. For example, - 234. To prevent the hyphen from displaying, you can modify the Settings File file of the Index Template you are using to build the Master Index.

To modify an Index Template Settings File:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. From the System Files case, open the **Index Templates** case.
4. Highlight the Index Template for which you want to modify the settings.
5. In the Job Details pane, double click the **Settings File** for the selected Index Template. The Settings File displays in Notepad or WordPad.
6. Locate the **[Edit Settings]** section.
7. Add the following line: **MasterIndexCellFmt=<Index Cell 1>**
8. Press **Ctrl + s** (**File/Save**).
9. Press **Alt + f, x** (**File/Exit**).

Build Concordance Index

About Build Concordance Index

Build Concordance Index is an Edit feature that allows you to create a list of every word organized by page and line number for one or several transcripts. A concordance index is also referred to as an "all-word" index. An Exclude list (Exclude.lst) excludes common words from the concordance index.

When CATalyst builds a concordance index, it reports capped and lower case words separately. If the same word occurs in the transcript in different cases, CATalyst reports 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. CATalyst builds the concordance index reporting MCMILLAN and McMillan. CATalyst also reports acronyms separately when they appear in the transcript with and without periods. For example, the transcript contains IBM and I.B.M. CATalyst reports both occurrences.

In addition to the Exclude list, the Build Concordance Index feature contains a Phrase list (Phrase.lst). Words identified in the Exclude list do not appear in the concordance index. Phrases identified in the

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Phrase list are reported in the concordance index. You can modify both the Exclude and Phrase lists.

Depending on the option selected, 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.

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.


CATalyst Version 5.x is not able to view a concordance index built in 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.

Building a Concordance Index

To build a concordance (all word) index:

1. In Edit, open the file for which you want to create a concordance index.
2. Press **Alt + t, u** (**Tools/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 space between lines in the concordance index. For example:

Pappas [3} 13:2, 13:7, 13:24

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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

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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 ¾ of an inch; 1.25 is 1 ¼ 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 selectedapply 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

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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. 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**). CATalyst builds the concordance index.

Concordance Index Properties

Use Concordance Index Properties to modify margins and other user preferences for an existing concordance index within CATalyst. CATalyst retains settings for each user.

To make modifications:

1. In Edit, open the file in which you want to modify the concordance index.
2. Press **Alt + t, r** (**Tools/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

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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 ¾ of an inch; 1.25 is 1 ¼ 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.

Add First/Last Index 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 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 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**.

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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.

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, i** (**Tools/Delete Concordance Index)**. CATalyst locates and deletes the concordance index.

Exclude List

The Build Concordance feature uses a default Exclude list. 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.

To access the Exclude list:

1. From the Build Concordance Index dialog box, select **Exclude List**.
2. CATalyst displays the list in alphabetical order in Notepad. Add, delete or modify 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**). To print the Exclude list, press **Alt + f, p** (**File/Print**).
4. Press **Alt f, x** (**File/Exit**) to close Notepad.

Phrase List

The Phrase list 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, 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 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.

To add Phrases to the list from Edit:

1. Highlight the words in the transcript and press **Alt + t, h** (**Tools/Add Selection to Phrase List**). You can also assign a key combination to the Add Selection to Phrase List feature in a keyboard

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map.

To open the Phrase list and make changes:

1. From the Build Concordance Index dialog box, select **Phrase List**.
2. You can also highlight phrases in the transcript and right click and select Add Selection to Phrase List or assign a key combination to the Add Selection to Phrase List function in a keyboard map.
3. CATalyst displays the list in alphabetical order in Notepad. Place each new phrase on a new line. If the phrase contains punctuation, such as a period or comma, do not type the punctuation as part of the entry. Delete or modify existing phrases as necessary.
4. When finished making changes, press **Alt + f, s** (**File/Save**). To print the Phrase list, press **Alt + f, p** (**File/Print**).
5. Press **Alt f, x** (**File/Exit**) to close Notepad.

Print Concordance Index

When creating a concordance index within the job CATalyst places the index at the end of the transcript file. Depending on the option selected, 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.

To print a concordance index:

1. From anywhere in 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.

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

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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 in Translate & Edit or Edit:

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 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 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** (**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.

You can also press **** (backslash) (**Tools/Cycle Keyboard Maps**) to cycle through the available keyboard maps.

Convert Fields to Text

Convert Fields to Text allows you to change fields in a job into plain text for use CATalyst version 4.x. Since CATalyst version 4.x does not support fields you must convert the fields to edit, print, create ASCII, etc. in CATalyst version 4.x.

When you use Convert Fields to Text, 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 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 Fields to Text does not convert Index page, line and section numbers to text. You can add a line to your UserSettings.ini file to have CATalyst 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.

To convert fields to text:

1. Open the file that contains fields which you need to convert to text.
2. Press **Alt + t, v** (**Tools/Convert Fields to Text**). The *Select a new name for the job* dialog box displays.
3. CATalyst assigns a default name in the File name field: NoFields_*original file name*.sngl. Use the default name or type a new name. The new name must be different than the original file name.
4. Press **Enter** (**Save**). CATalyst creates the new the file.

Create Core List in Edit

The Create Core List feature in Edit allows you to create a list of unique words from your transcript not including words that are in the Concordance Index Exclude list. CATalyst searches the job for unique words. 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,

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regardless of the number of occurrences in the job.

The core list is a .txt (ASCII) file named, core list.txt. 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, CATalyst prompts you to overwrite the existing core list. T he core list is viewable Notepad, WordPad or other ASCII viewers.

To generate a Core List in Edit:

1. Open the edit file in which you want to create a core list.
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:

   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.
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, by default, saves the core list to the same directory as the transcript file. Use the Browse button to save the core list to a different directory.
6. Press **Enter** (**Save**). The core list is a text file and uses the file extension .txt.

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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 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.

Macro

A macro is a series of recorded keystrokes or commands to which you assign to a filename. Playing back a macro allows you to invoke the designated series of recorded commands. This reduces the amount of keystrokes you need to use to perform a task or process. The Macro feature contains a submenu used to record and playback a macro. You can create a toolbar from the submenu to float or dock it like any other toolbar. The submenu includes the following features:

- Record
- Playback Macro
- Playback Last Macro

Macros are recordable in Edit and Manage Dictionary. It is possible to begin the recording or playback of a macro in one function 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 naming convention for macros created for Manage Dictionary that identifies them from other macros. For example, "dict - modify entry."

You can playback the macro by selecting it from a list, pressing a user assigned keyboard command, or writing a steno stroke on your steno machine during realtime. Keyboard command assignments and AccelerWriter definitions can be made immediately after saving the macro. Stenograph recommends you create the macro for an AccelerWriter while writing realtime to assure the macro works in a realtime situation as intended.

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. This allows 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. Macro files have a .sgmac extension and are stored in a Macros case within the System Files case.

Options

Auto Recover

Auto Recover, by default, automatically saves the text portion of the open job to a temporary file at specified time intervals. Auto Recover options must be selected to automatically save Auto Recover files and use the AutoArchive case. Access Auto Recover:

- from Manage Jobs. Press **Alt + t, o, e, r** (**Tools/Options/Edit/Auto Recover**).
- from Edit. Press **Alt + t, o, r** (**Tools/Options/Auto Recover**).

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Advanced Edit Options

Advanced Edit Options allow you to set certain Edit settings such as:

- Selecting the internet search engine.
- Including or excluding the underlying steno with text with cut/copied text.
- Hiding or showing caption format symbols.
- Changing the default keyboard map.
- Customizing the stitch command characters.
- Setting the readaction appearance.
- Customizing the no capitalization list.
- Changing the default keyboard map.

Brief It Options

Brief It Options determine certain customized settings that control how CATalyst suggests briefs in the Brief It dialog pane during realtime.

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, 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, 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. CATalyst removes the generated timestamps and they no longer display in the file, print, or can be included in an ASCII or compress print.

To fill in 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. CATalyst closes the Options menu and activates the feature.

Global Options

Global Options allow you to set certain Edit settings used when making Defines, such as:

- Choosing the scope for Intuitive Replace and where Intuitive Replace is active.
- Selecting default Global type options which are used when defining.

Include Options

Include options determine the directory location from which to select a file when using the Include feature and the usage of the included file's page layout file. Access Include options:

These include:

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- Retaining the Bring Layout setting.
- Navigation to the directory containing Include files.

Field Options

Field Options determine how CATalyst handles certain parameters when working with fields, such as:

- How to separate time created by Time fields.
- Setting the default directory location of the Fill-In-Field List.
- Sorting the attorney names in the Fill In Field dialog box with last name first.
- Determining how to handle pasting cut or copied text containing fields.

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, 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, 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.ini*) file. You can view the Intuitive Replace list in the .ini files using Windows Explorer or My Computer.

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.

To set 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. CATalyst inserts

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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. 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."

To 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 allow you to change the entries that display in the QuickFix Suffix list.

QuickFix Prefix Options

QuickFix Prefix options allow you to change the entries that 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.

To 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**
   - **Conflicts**
   - **Scan Stops**—Text surrounded by Scan Stop format symbols.
   - **Hidden Text**
   - **Prefix/Suffix Translations**

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- **Drag/Drop Translations**
- **Suffix Drag Translations**
- **Bench**
- **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 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**
- **Index Placeholders**
- **Oops**
- **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.

3. Press **Enter** (**OK**).

Set Audio Delay

Set Audio Delay is an Edit feature 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, CATalyst checks the Audio Delay value before playing the associated audio.

Audio capabilities are only available on systems that have the optional AudioSync software.

To 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_definition Count.

To set the words per folio:

1. In Edit, press **Alt + t, o, w** (**Tools/Options/Set Words Per Folio_definition**). 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

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Speaker List By Line Format

Set the By Line format you want to use when inserting a speaker name from the Speaker List during Edit. 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/Speaker List By Line Format**). The Insert By Line Format 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 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.

Start/Close EZKeys Automatically in Edit

Once you open the EZKeys toolbar, it remains open until you close it. You can select to automatically open and close the EZKeys toolbar when entering and exiting the Translate & Edit or Edit functions.

To open or close EZKeys automatically:

1. In Edit, press **Alt + t, o,** (**Tools/Options**). The Edit options menu displays.
2. Do **any** of the following:

   Start EZKeys when entering Edit

   Press **k** (**Start EZKeys when entering Edit**) to have the EZKeys toolbar open when you start Translate & Edit or Edit. A check mark next to the option indicates the feature is active. To deselect the option, press **Alt + t, o, k** again. No check mark indicates the option is deselected.

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Close EZKeys when exiting Edit

Press **x** (**Close EZKeys when exiting Edit**) to have the EZKeys toolbar close when you exit Translate & Edit or Edit. A check mark next to the option indicates the feature is active. To deselect the option, press **Alt + t, o, x** again. No check mark indicates the option is deselected.

Timer Information

Timer Information

Timer Information is a Translate & Edit option that allows you to set up Timer names, Timer groups, and automatically display the Timer dialog box when Timers are active. You can designate a separate text color for each Timer name and Timer group.

EZ Speaker fields can be used in Timer name definitions. Use the EZ Speaker Dictionary with EZ Speaker Fields and Start Timer commands to quickly and easily create your speaker definitions. EZ Speaker fields can be used in Timer and Timer Group names. This allows you to create EZ Speaker identifications and automatically fill in the Timers and Timer Group information. For example, you may want to substitute the [!EZ SPEAKER 01] field for Timer 1. When you use Create EZ Speakers and type MR. JONES for EZ Speaker 01. When you start translation, MR. JONES is listed in place of Timer 1.

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. You can set up default timers 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. 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 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 uses the assigned name unless you change it. To insert a field, highlight the Timer and 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 EZ Speaker fields instead of Timer names to save as your default.

   Groups

   Create Timer groups to have CATalyst track total the time for a group of people along with the time for each individual. To insert a field, press **Ctrl + f** when naming the Timer Group. The Insert Field

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dialog box displays where you can select a field.

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 dialog box open when you start a timer.

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

Creating and Modifying Timer Groups

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 in Edit. Field can be used in Timer Group names allowing you to use the field value to identify the name of the Timer Group.

While Timer information is job specific, you can select Timers and Timer group to act as a default for all jobs. CATalyst saves and displays all Timer information for each job in the Job History file, on the Translation tab.

To set up Timer groups:

1. In Edit, press **Alt + t, o, m** (**Tools/Options/Timer Information**). The Timer Options dialog box displays.
2. Press **Alt + g** (**Groups**). The Timer Groups dialog box displays.
3. Make necessary entries:

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, for example, Plaintiff, Defendant, Expert Witness, or Recess and then press **Enter**. 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.

New Group

Create a new timer group. 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.

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Available Timers

The list of existing individual timer Timers for the job.

Add

Add existing Timers to a Group.

Remove

Remove Timers from the Group list.

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 to be the default for all jobs.

4. Press **Enter** (**OK**) to close the Timer Groups dialog box. The Timer Options dialog box displays.
5. Press **Enter** (**OK**) to save the changes.

Transcript Spell Check Options

Transcript Spell Check Options determine the Spell Check settings applied when spell checking during Edit. For example, add a job Wordlist, select Wintertree Medical Wordlist, 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. These settings include but are not limited to:

- Activating automatic Spell Check features.
- Identifying Wordlists used during Spell Check.
- Determining the number of Suggestions in the Spell Check Suggestions list.
- Selecting scan options.
- Displaying or hiding Red Squiggle to show misspelled words.
- Setting language type.
- Accessing advanced Spell Check Options.

Warnings

Warnings is an Edit option that allows you to select to display warning messages when you:

- end realtime.
- choose to resolve conflicts using the Resolve All Chosen Conflicts feature.
- merge files.

To set your warning options:

1. In Edit, press **Alt t, o, g** (**Tools/Options/Warnings)**. The Warnings in Edit dialog box displays.
2. Check the box next to each of the following warnings you want to display. You can turn these warning off by unchecking the box or when the warning dialog box displays by checking the option: *I understand the consequences of my actions. Please stop asking.*

   Warn when ending realtime.

   Warn before resolving all chosen conflicts.

   Warn about file deletion before merging files.

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3. Press **Enter** (**OK**).

Word Definition Options

Word Definition 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.

Scroll

Scroll Text Forward

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 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 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, c** (**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

About Spell Check

The Spell Check feature (Shift + F7) in Edit checks the spelling of:

- the text in a transcript in Edit.
- a word in the Global Definition dialog box when you make a D-Define, E-Define, J-Define, K-Define, or Replace the word if you have selected the Spell Check while defining option.
- the text inserted in the Hidden Text dialog box.

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 identified misspelled word.
- define the word and add it to a Personal, case, or job dictionary.

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- 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 wordlist 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.

When Spell Check While Defining option is active, CATalyst automatically spell checks the Text entry in certain dialog boxes when you press Enter in the dialog box. If CATalyst identifies a misspelled or repeated word, the Spell Check dialog box displays. These dialog boxes include Global, Replace, Insert, Insert and Modify Dictionary Entry and Search when searching for text.

You can invoke Spell Check manually for a word in the Text field of the Global, Replace, Insert, Insert and Modify Dictionary Entry and Search dialog boxes. With your cursor in the Text field, press **Shift + F7**. CATalyst displays the Spell Check dialog box when a word is misspelled. If CATalyst determines there is no misspelling, a message displays indicating no spelling errors were found. If multiple words display, CATalyst checks the word based on the cursor location in the Text field. You can also check the definition of a word in the Text field of these dialog boxes. With your cursor in the Text field, press **Ctrl + F7**. CATalyst displays the Spell Check - [Lookup] dialog box.

Several Spell Check options allow you to customize Spell Check for your writing style or job. You can select to automatically check for errors such as punctuation, spacing, hyphenation, or repeated words. Using a wordlist, you can also identify words CATalyst should ignore as a misspelling during Spell Check.

Spell Check is also available in Manage Dictionary where you can check the spelling of the text portion of all the 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.

To begin spell checking your transcript, do the following:

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 displays. 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 possibly misspelled.

   Text

   Text identified as possibly misspelled or repeated.

   Change To

   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 are available in the Suggestions field, CATalyst 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.

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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 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.

Global

The Global dialog box displays.

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 stop on text previously identified as 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.

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

Skip the current page. This option only applies when Spell Check encounters incorrect spacing. 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, click the Definition Search icon to connect to www.onelook.com where you can view additional definitions and information. Press **Esc** to return to the

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Spell Check dialog box.

Press **Esc** to return to the Spell Check dialog box.

Suggest

Suggests an alternative word(s) from the Suggestions field 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 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.

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.

To have Spell Check 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**).

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Spelling Lookup

Spelling Lookup (Alt + t, L) 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.

Spelling Lookup uses the following wordlists: Winter Tree Medical and Legal, Stedman's Medical, Personal, case, and job. When the Definition feature is selected, Spelling Lookup uses Merriam-Webster dictionary.

To use 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. 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. Definitions are provided for approximately 215,000 words.
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

About Wordlists

A wordlist contains words you decide CATalyst should ignore as a misspelling during Spell Check. There are three types of CATalyst wordlists: personal, case, and job. CATalyst 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 can only use wordlist types that have a .clx or .tlx extension.

CATalyst automatically creates a wordlist when you spell check a file in Edit. If the job is in a 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 during Editing and when using Spell Check. 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 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 Autocorrect the entry with the correct punctuation.

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.

Viewing a Wordlist

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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.

To open a wordlist, from the Menu Bar, select **File/Open/Wordlist**.

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.

To add a word 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 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

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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 CATalsyt 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

     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 "teh" for "the". 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.

Applying Wordlists

CATalyst applies wordlists in priority order during Spell Check in the following order:

- Ignore All — when Ignore All is selected during Spell Check, CATalyst creates a temporary wordlist. You cannot view this wordlist.
- Additional Selected 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.

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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. 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 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 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. 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.

To cut, copy, and paste wordlist entries:

1. From anywhere in 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

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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 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 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 directory. Once a Personal Wordlists exists, the option to create a new one is no longer available. When creating a new Personal Wordlist, 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.

To 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**). 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 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.

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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 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

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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.

Wordlist Options

1. From anywhere in 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 you delete 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.

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EZKeys

About EZKeys

EZKeys allow you to record a series of keystrokes and play them back with a single "key". EZKeys can shorten steps while keeping your hands on the "home row" of the keyboard. You can create EZKeys for use in any CATalyst function. EZKeys are similar to Premier Power's MagicKeys™ and XEC-5 and XEC-2001 Spacebar commands.

Each EZKey can contain up to 512 recorded keystrokes. You **cannot** use mouse clicks. CATalyst stores the EZKeys in a table. There is no limit to the amount of EZKeys you can have in an EZKeys table. You can delete, add, and print entries in an EZKeys table. You can also copy or cut entries from one table and paste them into another table. Create as many EZKeys tables as you want, however, you can only use one EZKeys table at a time.

CATalyst stores EZKeys tables in the System Files case. Case CATalyst EZKeys.ezk is a default EZKeys table that comes with CATalyst which you can modify. Using the Import function, you can also import CATalyst 3.0 EZKeys tables.

To open the EZKeys function and display the EZKeys Toolbar, do **one** of the following:

- From anywhere in CATalyst, on the Menu Bar select **Function/EZKeys**.
- From anywhere in CATalyst, press **Alt + u, k**.
- From Manage Jobs, double click an EZKeys file (**.ezk**).

Understanding the EZKeys Toolbar

When you invoke EZKeys, the EZKeys Toolbar displays. The toolbar remains open until you close it. You can select to open and close the EZKeys toolbar automatically in Edit when entering and exiting the function by selecting the option in Edit from the Tools menu.

When you invoke EZKeys, the toolbar displays in the upper left-hand corner of the screen. This is the default position. To change the location of the toolbar, click and hold the mouse button on the Title bar of the EZKeys toolbar while you drag it to a different location on the screen. The next time you open EZKeys, the toolbar opens in the new location.



Figure 1: EZKeys Toolbar

Awake / Sleep

Indicates when EZKeys are in an active (awake) or inactive (sleep) mode. When the eye is open, EZKeys are active. When the eye is closed, EZKeys are inactive. The default keyboard command to toggle between Awake and Sleep mode is **Shift + F1**.

Record

Use Record to start and stop recording an EZKeys. A red circle indicates EZKeys is ready to record keystrokes. A black square indicates CATalyst is in the process of recording an EZKeys. Click the circle to begin recording and the square to end recording.

The default keyboard command is **Shift + Pause** to start recording and **Pause** to stop recording.

Edit

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Displays the EZKeys dialog box where you can set options, modify hotkeys, and manage the EZKeys tables.

Close

Closes the EZKeys Toolbar and EZKeys table.

Active EZKeys Table

Indicates the selected EZKeys table. When you open the EZKeys Toolbar for the first time or you create a new EZKeys table, UNTITLED.EZK displays. All EZKeys tables have an .EZK extension.

Importing CATalyst 3.0 EZKeys Tables

You can import your CATalyst 3.0 EZKeys tables into CATalyst using the EZKeys function. Once you import your EZKeys tables, it is important that you review your EZKeys before using them in CATalyst. Some command shortcuts, menu names, and items are different. The ability to change keyboard maps in CATalyst may also affect the performance of EZKeys. EZKeys tables must be stored in the System Files case.

Follow the appropriate steps depending on the location of your EZKeys tables:

Import EZKeys table when CATalyst 3.0 is on the same computer as CATalyst

1. Start EZKeys by pressing **Alt + u, k** (**Function/EZKeys**). The EZKeys Toolbar displays.
2. Click the Edit  icon. The EZKeys dialog box displays.
3. Click the Open  icon. In the Open dialog box, click the down arrow of the Look in field to browse for and locate your CATalyst 3.0 directory. For example, C:\CATalyst\USR\Joan.
4. Select the EZKeys table you want to open in CATalyst and press **Enter** (**Open**). The contents of the selected EZKeys table displays in the EZKeys dialog box.
5. Click the Save  icon save the EZKeys table in CATalyst. The Save As dialog box displays. The name of the EZKeys table displays In the File name field. You can keep the existing name or type a new name. CATalyst automatically saves the EZKeys table in the current CATalyst user name in the System Files case.
6. Press **Enter** (**Save**). If you have more than one EZKeys table to import, repeat steps 3 - 6.

Import EZKeys table when CATalyst 3.x is NOT on the same computer as CATalyst

1. Copy the CATalyst 3.x EZKeys tables to a diskette.

   If you used the Backup command in CATalyst 3.0 and the EZKeys tables are in a .ZIP file on the diskette, you must first restore the EZKeys tables to a location on the CATalyst hard drive.
2. Start EZKeys by pressing **Alt + u, k** (**Function/EZKeys**). The EZKeys Toolbar displays.
3. Click the Edit  icon. The EZKeys dialog box displays.
4. Click the Open  icon. In the Open dialog box, click the down arrow of the Look in field to browse for and locate the drive with diskette that contains your EZKeys tables.

   If you restored a backup file onto the hard drive that contains the EZKeys tables, locate the directory that contains the EZKeys tables.
5. Select the EZKeys table you want to open in CATalyst and press **Enter** (**Open**). The contents of the selected EZKeys table displays in the EZKeys dialog box.
6. Click the Save  icon to save the EZKeys table in CATalyst. The Save As dialog box displays. The name of the EZKeys table displays In the File name field. You can keep the existing name or type a

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new name. CATalyst will automatically save the EZKeys table in the current CATalyst user name in the System Files directory.

7. Press **Enter** (**Save**). If you have more than one EZKeys table to import, repeat steps 4 - 7.

Using the EZKeys Dialog Box

The EZKeys dialog box allows you to set options, modify hotkeys, and manage the EZKeys tables. To display the EZKeys dialog box, click the Edit button on the EZKeys Toolbar. While you can use keyboard commands, it is easier to use the mouse to maneuver within the EZKeys dialog box.

Icons

 **New**

Opens a blank EZKeys table.

 **Open**

Displays the Open dialog box to select an existing EZKeys table.

 **Save**

Saves the changes to the EZKeys table and displays the Save dialog box.

 **Print**

Prints the entire EZKeys table or selected EZKeys.

 **Reassign**

Change the current key assigned to the highlighted EZKeys, assign a new key, create a name for the EZKeys, or modify an existing EZKeys name.

 **Delete**

Deletes the selected EZKeys.

 **Cut**

Copies the selected EZKeys to the Clipboard and removes them from the current EZKeys table.

 **Copy**

Makes a copy of the selected EZKeys on the Clipboard and leaves them in the current EZKeys table.

 **Paste**

Places the contents of the Clipboard in the EZKeys table.

 **Help**

Displays the CATalyst on-line help.

Options

Key Order

Click this button to display the EZKeys in alphabetical order based on the key assigned to the EZKeys.

Name Order

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Click this button to displays the EZKeys in alphabetical order based on the name of the EZKeys.

Detailed Commands

Check this box to display the specific keystroke and commands for the selected EZKeys. This may be helpful if you are having a problem with an EZKeys.

Hotkeys

Activation Key

The default Activation Key is the **Spacebar**. You hold the Spacebar while you press the assigned key to invoke the EZKey. You can change the Activation Key to any key on the keyboard except: Shift, Ctrl, Alt, Home, End, Insert, Delete, Page Up, Page Down, or the arrow keys.

Sleep Toggle Key

The default Sleep Toggle Key is **F1** (number 1). Press **Shift + F1** to toggle the EZKeys between active and inactive mode. You can change the Sleep Toggle Key to any key on the keyboard except: Shift, Ctrl, Alt, Home, End, Insert, Delete, Page Up, Page Down, or the arrow keys.

Record Toggle Key

The default Record Toggle Key is **Pause**. Press **Shift + Pause** to start and stop the recording of an EZKey. You can change the Record Toggle Key to any key on the keyboard except: Shift, Ctrl, Alt, Home, End, Insert, Delete, Page Up, Page Down, or the arrow keys.

EZKeys toolbar remains on top

Check this box to have the EZKeys Toolbar always remains on top of other screen applications. The EZKeys Toolbar remains visible no matter what application you are using.

Horizontal

Click this button to display the EZKeys Toolbar horizontally on the screen.

Vertical

Click this button to display the EZKeys Toolbar vertically on the screen. When the EZKeys Toolbar displays vertically, the name of the active EZKeys table does not display on the EZKeys Toolbar.

Changing the EZKeys Activation Key

The Activation Key is the key you hold while you press an EZKey to invoke a command or action. The default Activation Key is the Spacebar.

To set the Activation Key:

1. Start EZKeys, press **Alt + u, k**. The EZKeys Toolbar displays.
2. Click the Edit icon  to display the EZKeys dialog box.
3. Click the **Activation Key** button bar.
4. At the "Press the new activation key..." prompt, press the key on the keyboard you want to use as the Activation Key.

   Do not press Esc in attempt to cancel this command. If you press Esc, you set the Esc key as your Activation Key. Press **Cancel** to abort the process.
5. Press **Enter** (**OK**) to close the EZKeys dialog box.

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Changing the EZKeys Record Toggle Key

The Record Toggle Key is the key you use for recording a new EZKey. When you want to start recording, hold Shift and press the designated Record Toggle Key. To stop recording, press the designated Record Toggle key alone, without holding Shift. The default Record Toggle Keys are Shift + Pause to start recording and Pause to stop recording.

To change the Record Toggle Key:

1. Start EZKeys, press **Alt + u, k**. The EZKeys Toolbar displays.
2. Click the Edit icon  to display the EZKeys dialog box.
3. Click the **Record Toggle Key** button.
4. At the "Press the new record toggle key..." prompt, press the key on the keyboard that you want to use as the Record Toggle Key.
5. Press **Enter** (**OK**) to close the EZKeys dialog box.

Changing the EZKeys Sleep Toggle Key

The Sleep Toggle Key is the key you press in addition to holding Shift when you want to toggle EZKeys between active and inactive mode. The default Activation Key is Shift + F1.

To change the Sleep Toggle Key:

1. Start EZKeys, press **Alt + u, k**. The EZKeys Toolbar displays.
2. Click the Edit icon  to display the EZKeys dialog box.
3. Click the **Sleep Toggle Key** button bar.
4. At the "Press the new sleep toggle key..." prompt, press the key on the keyboard you want to use as the Sleep Toggle Key.
5. Press **Enter** (**OK**) to close the EZKeys dialog box.

Open an Existing EZKeys Table

1. Start EZKeys, press **Alt + u, k**. The EZKeys Toolbar displays.
2. Click the Edit icon  to display the EZKeys dialog box.
3. Click the Open icon to display the list of existing EZKeys tables. The Open dialog box displays.
4. Select an EZKeys table from the list or browse to select an EZKeys table from another user.
5. Press **Enter** (**Open**) to open the selected EZKeys table.

Creating a New EZKeys Table

1. Start EZKeys, press **Alt + u, k**. The EZKeys Toolbar displays.
2. Click the Edit icon  to display the EZKeys dialog box.
3. Click the New icon. A blank EZKeys table displays. The EZKeys title bar displays UNTITLED.EZK. In order to Save this new EZKeys table, you must create an EZKey. Once there is an entry in the EZKeys table, you can use the Save icon to save the changes.
4. Press **Enter** (**OK**).

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Creating an EZKey

Creating an EZKey is similar to creating a macro. You record keyboard commands as you perform them. Once recorded, the commands are saved to an assigned key on the keyboard. This becomes the EZKey. To invoke the EZKey, you press an Activation Key, such as the Spacebar, along with the assigned key. You cannot use mouse commands to create an EZKey.

For example, in Edit you want to create an EZKey to perform the Scan function so you can keep your hands on the home row keys on the keyboard. You start the EZKeys record function, press **F8,** the command you want this EZKey to perform, and then stop the recording. You then assign the key "s" to invoke the Scan function. The next time you want to Scan, hold the **Spacebar**, which is the Activation Key, and press **s.** CATalyst scans to the next Scan item based on your Scan For options.

You can replace or append to an existing EZKey. Record the keyboard commands and assign the existing EZKey. CATalyst prompts you to Replace or Append.

To create an EZKey:

1. Start EZKeys by pressing **Alt + u, k**. The EZKeys Toolbar displays.
2. Open the CATalyst function in which you want to create the EZKey.
3. Position your cursor at the location where you would invoke the EZKey.
4. Click the Record  icon on the EZKeys Toolbar or press **Shift + Pause** to begin recording the EZKey.
5. Perform the series of commands you want to include in the EZKey. You cannot use the mouse.
6. When you finish performing the commands, click the Stop Record  icon on the EZKeys Toolbar or press **Pause**. The Assigning EZKey dialog box displays.
7. Make entries:

   Current Key

   The key selected for the EZKey. This key along with the Activation Key invokes the EZKey.

   Set Key

   Select a key to assign to the EZKey. The message, "Press the new key for this EZKey" displays. Press the key. The dialog box closes.

   If the key you select is already assigned a message displays. You can Replace or Append the current commands to this EZKey or you can Cancel and choose another key for the current commands.

   Clear Key

   Clear the currently selected key. You can then use Set Key to choose a new one.

   Enter a name for this EZKey

   Type a name to identify the EZKey. This is optional.

   Use recording rate for playback of this EZKey

   Check this box to have the EZKey perform at the same speed you recorded it. You may want to use this when the EZKey consist of complicated and lengthy commands or when troubleshooting with Stenograph Technical Support.
8. Press **Enter** (**OK**) when finished assigning the key.

   If you choose to close the EZKey Toolbar or open another EZKeys table, a message displays asking if you want to save the changes. When you choose Yes to save the changes, the Save As dialog box displays. Verify the EZKeys table name and press **Enter** (**Save**).

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Copy, Cut, Paste, and Delete EZKeys Entries

1. Start EZKeys by pressing **Alt + u, k**. The EZKeys Toolbar displays.
2. Click the Edit icon  to display the EZKeys dialog box.
3. If not already open, select the EZKeys table to which you want to make changes. Click the Open File  icon.
4. Do **one** of the following:

   Select consecutive entries

   Click the first EZKey you want to select. Locate the last EZKey you want to select. Hold **Shift** and click the last EZKey. CATalyst highlights all the EZKeys between the first and last entry selected.

   Select nonconsecutive entries

   Click the first EZKey you want to select. Locate the next EZKey. Hold **Ctrl** and click the EZKey to highlight it. Continue this process until you highlight all the EZKeys you want.

   Select an individual entry

   Click the EZKey entry to highlight it.
5. Do **one** of the following:

   Delete

   Delete the selected EZKeys. Press **Del** or click the delete icon.

   Copy

   Copy the selected EZKeys. Press **Ctrl+ c** or click the copy icon.

   Cut

   Cut the selected EZKeys. Press **Ctrl + x** or click the cut icon.

   Paste

   Paste the selected EZKeys. Open the EZKeys table you want to paste the copied or cut entries into and press **Ctrl + v** or click the Paste icon. If an EZKey already exists in the table, CATalyst displays a message asking if you want to Replace, Append, Reassign, or Skip the EZKey. If you choose to Reassign the EZKey, CATalyst displays the Assigning EZKey dialog box.
6. When finished, click the Save  icon to save your changes. The Save As dialog box displays. Verify the EZKeys table name and press **Enter** (**Save**).

   If you open another EZKeys table without saving your changes, a message displays asking if you want to save the changes. When you choose **Yes**, the Save As dialog box displays. Press **Enter** (**Save**).
7. Press **Enter** (**OK**) to close the EZKeys dialog box.

   If you close the EZKey Toolbar without saving changes, a message displays asking if you want to save the changes. When you choose Yes, the Save As dialog box displays. Verify the EZKeys table name and press **Enter** (**Save**).

Printing EZKeys

1. Start EZKeys by pressing **Alt + u, k**. The EZKeys Toolbar displays.
2. Click the Edit  icon to display the EZKeys dialog box.

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3. Do **one** of the following to select entries for printing:

   Select all the entries

   Continue with the next step.

   Select consecutive entries

   Click the first EZKey. Locate the last EZKey you want to select. Hold **Shift** and click the last EZKey. CATalyst highlights all the EZKeys between the first and last entry selected.

   Select nonconsecutive entries

   Click the first EZKey. Locate the next EZKey. Hold **Ctrl** and click the EZKey to highlight it. Continue this process until you highlight all the EZKeys you want.

   Select an individual entry

   Click the EZKey entry to highlight it.
4. Click the Print icon. The Print dialog box displays.
5. Make entries as necessary:

   All

   Print all the entries. Press **Alt + a**.

   Selection

   Print the selected entries. This option is not available if you do not highlight any EZKeys for printing.

   Copies

   Change the number of copies you want to print. Press **Alt + c** and then type the number of copies or use the arrow key to increase or decrease the number.

   Setup

   Displays the Print Setup dialog box. Click the radio button next to the printer you want to use.

   Default Printer

   The name of the printer currently selected as the Windows system default printer displays below this heading.

   Specific Printer

   Select a specific printer from the list. The list includes all printers recognized by Windows as installed. Use the arrow to displays a menu of available printers. Highlight one to select it.

   Options

   Display the Printer Options dialog box. Make changes as necessary. Refer to the appropriate printer documentation for additional information.
6. Press **Enter** (**OK**) to start printing.

Reassigning an EZKey

1. Start EZKeys, press **Alt + u, k**. The EZKeys Toolbar displays.
2. Click the Edit icon  to display the EZKeys dialog box.
3. Highlight an EZKey to modify and then click the Reassign  icon. The Assigning EZKey dialog box displays.
4. Make entries:

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Current Key

The key selected for the EZKey. This key along with the Activation Key invokes the EZKey.

Set Key

Select a key to assign to the EZKey. The message, "Press the new key for this EZKey" displays. Press the key. The dialog box closes.

If the key you select is already assigned a message displays. You can Replace or Append the current commands to this EZKey or you can Cancel and choose another key for the current commands.

Clear Key

Clear the currently selected key. You can then use Set Key to choose a new one.

Enter a name for this EZKey

Type a name to identify the EZKey. This is optional.

Use recording rate for playback of this EZKey

Check this box to have the EZKey perform at the same speed you recorded it. You may want to use this when the EZKey consist of complicated and lengthy commands or when troubleshooting with Stenograph Technical Support.

5. Press **Enter** (**OK**) when finished assigning the key.
6. Click the Save icon. When the Save As dialog box displays, verify the File name and press **Enter** (**Save**).

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Print

About Printing

The Print function allows you to print CATalyst text files. You can print one job, multiple jobs, and jobs in compressed print format. From within a job, you can select to print specific pages, sections, or the entire file. When you select the Print function, the Print dialog box displays.

Preview is a Print feature that allows you to see how the page or pages in a job look when it prints. Use the Preview feature to view jobs before sending them to print.

Print Options is a Print feature that allows you to select specific items to print, such as a box or timestamps. You can make separate settings for your draft and final printer and set a default printer for compressed printing.

Once you select a job to Print, CATalyst sends it to the Windows print handler. Stop or pause the printing of a job, through the Windows Print Settings. Select **Start/Settings/Printers** and then use the Windows commands to stop the printer. For more information on Windows Print Settings, see your *Windows* documentation.

To print a CATalyst file other than a text file, open the appropriate function and select Print from the File menu. For example, to print a job dictionary, open Manage Dictionary and select File/Print.

To open the text Print function from anywhere in CATalyst, do **one** of the following:

- On the Function bar, click Print  .
- From the Menu Bar, select **Function/Print**.
- Press **Alt + u, p**.

Printer Setup

Print Setup allows you to set print parameters for any printer to which your computer is connected.

To set print options for a printer:

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 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 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

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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 printer when printing a job. To set Print options:

1. From anywhere in CATalyst, press **Alt + u, p** (**Function/Print**). The Print dialog box displays.
2. Select **Print Options**. The Print Options dialog box displays.
3. Make necessary entries on each tab, **Draft** and **Final**:

Draft or Final Printer

The name of the default printer to which the file will print. To change the printer, click the arrow and select another printer, if available, from the list. You can temporarily change your selection in the Print dialog box when you print your file.

Print Box

Check this option to print a box around the text of your transcript. The applied layout must contain Box values.

Print Paragraph Numbers

Check this option to print paragraph numbers. The applied layout must have the option Paragraph is numbered selected.

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Print Graphics

Check this option to print any 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. Since page number is a header, unchecking this box prevents the printing of page numbers. This option is available when the *Print Page Numbers* option is selected.

Print Page Numbers

Check this option to print the transcript with page numbers but without headers/footers. This option is not available when the *Print Headers* option is selected.

Print Timestamps

Check this option to have timestamps print. The applied layout must contain Timestamp values. Select the timestamp format:

- **Clock**
- **Elapsed**

Print Colors

Check this option to print the transcript in color using the font colors from the applied layout.

4. Press **Enter** (**OK**). The Print dialog box displays. Continue making necessary entries for printing.

Compressed Printer Options

Print Options allows you to set a default printer for Compressed printing. To select a printer:

1. From anywhere in CATalyst, press **Alt + u, p** (**Function/Print**). The Print dialog box displays.
2. Select **Print Options**. The Print Options dialog box displays.
3. Click the **Compressed** tab.
4. In the Compressed Printer field, select a printer from the drop down list. All printers properly installed through Windows display.
5. Press **Enter** (**OK**). The Print dialog box displays. Continue making necessary entries for printing.

Preview Transcript Files

You can preview a text file from anywhere within CATalyst. Print Preview shows font color assignments, if any, that display in the transcript. For example, you may have different font colors assigned for Q and A. The items only print in color if you select the Print Colors option and print to a color printer.

1. Do **one** of the following:
   - Open the Print function, press **Alt + u, p** (**Function/Print**). The Print dialog box displays. Highlight the desired file and select **Preview**.
   - From Manage Jobs, highlight the job you want to view and press **Alt + f, v** (**File/Print Preview**). The Print dialog box displays with the file highlighted. Select **Preview**.
2. Use the following options as necessary:

Print

Close the Print Preview dialog box and display the Print dialog box for printing. Select any

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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.

3. Press **Alt + c** (**Close**) to close the print preview dialog box.

Printing Transcript Files

Using the CATalyst Print function, you can print transcripts or portions of a transcript. From the Print dialog box, set printer options, preview the file, select the number of copies, and choose the portion of the file you want to print.

To print non-transcript CATalyst files, such as a dictionary or note file, open the appropriate CATalyst function, open the file, and then select File/Print.

To print a transcript file:

1. From anywhere in CATalyst, press **Alt + u, p** (**Function/Print**). The Print dialog box displays.
2. Use the following fields and options as necessary:

Printer

The printer to which the file is printing. To change the printer, click the arrow and select another printer from the list.

To create a .pdf file, select Stenograph PDF Printer. You must have a PDF reader, such as Adobe® Acrobat® Reader to view the file.

The list of available printers is based on the printers currently set up through Windows. To set the default printer or establish other available printers, refer to your Windows documentation for additional information.

Properties

Display another dialog box with additional printing options you can set for the currently selected printer. Refer to your printer documentation for additional information.

Select File(s) to print

Select the location of the file you want to print. The default is the current user directory. The files for the selected directory displays in the window below. Highlight the file to print.

Copies

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The number of copies of the current selection you want to print. Type a number in the field or use the arrow buttons to increase or decrease the number.

Output

Draft

Print the file using Draft printer options.

Final

Print the file using Final printer options.

Compressed

Print in compressed print format. Select a compressed print configuration from the drop down list.

Options

If necessary, set 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 to manually duplex.

Stenograph does not recommend duplex printing on printers not designed for duplex printing which can result in paper jams and distorted print.

Paper Path

The Paper Path identifies how the paper enters and exits your printer so you can determine how to refeed the paper for duplex printing. Choose the settings that fit your printer.

To have CATalyst determine the settings select **Figure this out for me** and follow the instructions provided in the Paper Path Wizard.

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**.

Sign/Encrypt PDF

Check this box to digitally sign a PDF document and then select the **Signature** 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.

PDF Properties

Make entries:

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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 the reason you are signing with a digital signature.

Your Location

Type the name of your location.

Encryption Options

Password

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.

Range

Select the pages in the file you want to print. Choose **one** of the following:

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

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section two, type: 2:25-40.

Preview

Displays a preview of how the selected file looks when it prints.

3. Press **Enter** (**Print**) to print the file.

Preview Non-Transcript Files

To preview a non-transcript file type, you must first open the function associated with that file type and then select Print Preview. For example, to preview a job dictionary for printing, first open Manage Dictionary and then select to preview the file.

1. From within a selected CATalyst function, press **Alt + f, v** (**File/Print Preview**).
2. Use the following options as necessary:

   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.

3. Press **Alt + c** (**Close**) to close the Print Preview dialog box.

Printing Non-Transcript Files

You can print non-transcript files, by selecting to print from within the associated CATalyst function. Print dictionary entries in Manage Dictionary, notes in Manage Notes, the Phonetic Table, Steno Shortcut Table, Global Table, Format Symbol Options Table and Keyboard Maps. You must be in the dictionary, note file, or table you want to print.

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.

To print a non-transcript file:

1. From within the appropriate CATalyst function, press **Alt + f, p** (**Function/Print**). The Print dialog box displays. Depending on the type of file you are printing, not all print options are available. You must be in the file or dictionary you want to print.

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2. Make necessary entries:

Printer

Name

The name of the printer to which the file will print. To change the printer, click the arrow and select another printer, if available, from the list. When sending a file to print the selected printer is the default printer for the remainder of the current CATalyst session.

To create a .pdf file, select **Stenograph PDF Printer**. You must have a PDF reader, such as Adobe® Acrobat® Reader to view the file.

The list of available printers is based on the printers currently set up through Windows. To set the default printer or establish other available printers, refer to your Windows documentation for additional information.

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.

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 that 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.

Print to file

Check this box print to a file instead of the printer. The Print to File dialog box displays. Verify the directory 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 to and from fields.

Selection

Check this box to print the highlighted or marked selection in the file. Depending on the CATalyst function from which you are printing, this option may not be available.

Copies

Number of copies

Type in the number of copies you want to print. You can also use the arrows to select a number.

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Collate

Check this box to have the pages collated as they print. This option is only available for those printers that have collating ability. See your printer documentation for more information.

3. Press **Enter** (**Print**) to send the job to the printer.

Print Current Page

Print Current Page is an Edit function that allows you to print the page on which your cursor is located. Only one page prints.

To 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**). CATalyst sends the page directly to the printer using the last Output option selected for printing. For example, the last job you printed used Draft options. The current page prints using Draft options. You cannot cancel the print from CATalyst.

Print to a File

In addition to sending your file to the printer to create hard copy, you can send your file to print to a file which you can store or send electronically.

To print to a file:

1. From within the appropriate CATalyst function, press **Ctrl + p** (**Function/Print**). The Print dialog box displays. You must be in the file or dictionary you want to print.
2. Check the **Print to file** box and press **Enter** (**OK**). The Print to File dialog box displays.
3. Verify the directory where you want to store the file.
4. Type a name in the File name field.
5. Press **Enter** (**Save**).

Stop Or Pause Printing

To stop or pause printing a file that has already been sent to the printer:

1. From the Windows Start menu, select Settings.
2. From the Setting menu, select **Printers**.
3. Double-click on the appropriate printer. The Printer's dialog box displays.
4. Any job in the process of printing or waiting to print displays in the dialog box. Highlight the file for which you want to stop or pause printing.
5. From the menu, select **Document** or **File Menu** and then the appropriate command:
   - **Pause Printing**
   - **Cancel Printing**
6. Press **Alt + F4** (**File/Close**) to exit the Print Queue dialog box.

 For additional information about the Print queue and dialog box, refer to your Windows documentation.

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Print Layout Settings

Using the Print Layout Settings feature in the Layout function, you can print all the values for a layout. CATalyst prints the Transcript Layout Detail Report which lists the current values for Paragraph Styles, Page Setup and Headers & Footers.

To print a report:

1. From anywhere in 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 directory, and then select the layout.
3. Press **Alt + o, p** (**Format/Print Layout Settings**). The Print dialog box displays.
4. Press **Enter** (**OK**) to print the report.

Creating PDF Files

About 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 printed documentation exactly as it appears on your system. In most cases, you cannot modify a PDF file. 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.

In CATalyst, you can create PDF files from your text documents, steno notes, and dictionaries. PDF files made from text documents in 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 make a copy on diskette.

PDF files made from your steno notes display the notes in three columns. 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.

PDF files made from a dictionary in CATalyst display the dictionary entries with accompanying column information including Text, Steno, Modified Date, Usage Count, and Used Date based on your Manage dictionary display options. The information displays exactly as it appears in CATalyst. 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 CATalyst Print function, you can make PDF files from your text (transcript) documents.

To print text to a PDF file:

1. From anywhere in CATalyst, press **Alt + u, p** (**Function/Print**). The Print dialog box displays.
2. Use the following fields and options as necessary:

   Printer

   Select **Stenograph PDF Printer** File.

   Properties

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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 directory. The files for the selected directory 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, CATalyst prompts you to name each copy of the PDF file.

Output

Click the radio button next to the printer which contains the printer options you want to use:

Draft

Print the file using Draft printer options.

Final

Print the file using Final printer options.

Compressed

Print in compressed print format. Select a compressed print configuration from the drop down list.

Options

If necessary, set print options for the Draft, Final, and Compressed printers. You can set specific settings for each printer type.

Range

Select the pages in the file you want to print. Choose **one** of the following:

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

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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.

Preview

Displays a preview of how the selected file looks when it prints.

Print

Send the selected file(s) to the printer.

3. Press **Enter** (**Print**). The Save PDF file dialog box displays.
4. In the File name field, CATalyst automatically suggests the current file name for the PDF file with a PDF extension. If you want to select another destination for the PDF file, select the location. Use the selected name or type a different name and press **Enter** (**Save**).

   You can view the file using a PDF viewer such as Adobe Acrobat Reader.

Print a Dictionary to PDF

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.

CATalyst only allows you to print the entire dictionary when printing to PDF. PDF files made from a dictionary in 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 CATalyst screen.

To 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 S**tenograph PDF Printer**. If you do not check this box, 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**). 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

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.

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To print multiple steno note files to PDF at once, use the Print Notes to PDF feature in Manage Jobs.

To print steno notes to PDF:

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, 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**). 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.

To print multiple steno notes 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

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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 Browse for Folder dialog box displays.
4. 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

About Compress Print

The Compress Print module allows you to print multiple pages of a transcript on a single sheet of paper. Compress Print uses CATalyst text files and allows all your formatting, such as underlining, bolding or italics, in the text file to apply in Compress Print. 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 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.

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.

Open Compress Print

1. Do **one** of the following:
   - From anywhere in 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

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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** or click the Compress Print  icon, if you selected to display this icon.

2. The Compress Print module opens. The preview window displays the selected file using the current configuration.

Printing a Compressed Transcript

You can print a compressed transcript from either the 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, CATalyst prints a full sheet that contains the selected page or pages. When printing a Section, 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. 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, CATalyst prints a full sheet of transcript pages which contains the selected page or pages. When printing a Section, CATalyst prints only the pages contained within the section.

Images and concordance indexes contained in a transcript do not print in condensed format. CATalyst prints the index pages in full page format.

To print a compress transcript, do **one** of the following:

- From anywhere in CATalyst press **Alt +u, p** (**Function/Print**) to open the Print module.
- From the Compress Print module, press **Ctrl + p** (**File/Print**).

Compress Print Options

Compress Print Options Summary

Compress Print allows you to modify the appearance of the compressed print transcript. A configuration, which contains a specific set of Compress Print options, controls the appearance of the compressed printout. You can create and save multiple configurations. The following list summarizes the options available in Compress Print. For detailed options information, click the link.

Cover Page	Print a cover page for the compressed print transcript.
Configurations	Apply, delete, rename, save, or import configurations.
Sheets	Set the transcript page orientation on the compressed print sheet.
Borders	Place borders around the transcript pages.
Notes	Select and determine note box placement.
Document	Customize the printing of line and question numbers, timestamps, and the text. Specify the number of initial, transcript, and final pages.
Fonts	Determine font attributes for different transcript elements.
Margins	Adjust sheet margins.
Headers	Create and modify sheet headers. Select to disable

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transcript headers, footers, and page numbers.

Cover Page

Cover Page is a Compressed Print feature. Cover Page allows you to add a cover page created in Edit to the compress print transcript.

To 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**). CATalyst includes the pages when you print the compress transcript.

Borders

Borders is a Compress Print feature. Borders 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**). CATalyst saves the changes and the dialog box closes. Your selection displays in the preview window.

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4. Save the changes to the current configuration.

Document

Document is a Compress Print feature. The Document settings allow you to further customize the printing of your compressed transcript. For example, you can to 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.*

To 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, 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

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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 affect on paragraph number placement.

Left of Symbol

Print paragraph numbers on the left side of the paragraph symbol.

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, 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**). 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 is a Compress Print feature. You can 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. Initial and final pages retain the parameters of the applied layout.

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, Answer symbol, line numbers, timestamps, and transcript page headers and footers.

Question Symbols

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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.

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, it 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.

To 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

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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 ¾ of an inch; 1.25 is 1 ¼ inches.

Left

Right

Top

Bottom

3. Press **Enter** (**OK**). 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.

To 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.

To select or modify the Note Box:

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.

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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**). 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.

To 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

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and set the Width and Height values. Select **one** of the following paper sizes:

Letter

8 1/2 x 11inches 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

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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**). CATalyst saves the changes and the dialog box closes. Your selection displays in the preview window.
4. Save the changes to the current configuration.

Configurations

Configurations

Configurations is a Compress Print feature. A configuration contains a specific set of Compress Print options which affect how the compressed transcript prints on the sheet. You can create, modify, delete, rename, save, and import configurations. CATalyst comes with one default configuration. This configuration is available for selection in the Print dialog box, however, you cannot modify it.

To access Configurations, 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. To create or modify a configuration, see Creating a New Configuration and Modifying an Existing Configuration.

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

Rename an existing configuration. 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 configuration to an existing name

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**). The Not a Unique Name dialog box displays with the message: *Your name is not unique. Do you want to replace it?*.

c. Select **Yes** to overwrite the existing configuration with the new changes.

Save the 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**). CATalyst applies the new

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configuration and displays the name in the Change Configuration dialog box.

Import

Import an existing CATalyst compressed print configuration. The Open Compress Print Options File dialog box displays the 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**). For example, you may want to use a configuration from another user.

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**. CATalyst closes the Change Configuration dialog box and applies the selected configuration.

Creating 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.

To create a configuration:

1. Do **one** of the following:
   - From anywhere in 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. Save the changes. When finished modifying the options, select **Configurations**. The Change

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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.

Modify an Existing Configuration

To modify an existing configuration:

1. Do **one** of the following:
   - From anywhere in 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. Save the changes. 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**). The Not a Unique Name dialog box displays the message: *Your name is not unique. Do you want to replace it?*.
9. Press **Enter** (**Yes**) to save the changes to the current configuration.

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Previewing 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.

Use the following Compress Print features to view the current configuration:

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.

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.

Headers

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.

To access the Headers feature, from Compress Print, select **Headers**.

Sheets Headers

The current headers for a sheet.

Sheets Footers

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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. 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

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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 CATalyst page layout from printing on the compressed transcript page. When you disable page headers in Compress Print, CATalyst also disables page headers on the concordance index.

Disable Page Footers

Check this box to prevent footers in the CATalyst page layout from printing on the compressed transcript page. When you disable page footer in Compress Print, CATalyst also disables page footers on the concordance index.

Disable Page Numbers

Check this box to prevent transcript page numbers in the 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

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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.

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Transcript Indexing

About 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. 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. You can also use Include pages to create your transcript index pages.

You may want to create a Master Index for multiple jobs. For example, you might use a Master Index if you have several jobs related to the proceedings and you need to provide an index which documents all the information from the jobs.

The Case CATalyst Indexing feature contains specific index formatting commands and terminology. Stenograph recommends that you review the index formatting commands, terminology and guidelines before building a transcript index.

Index Features, Terminology and Format Symbols

CATalyst contains several indexing features to assist you in building indexes. Review the following information for a brief description of indexing terminology and 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 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 organized by page and line number for one or several transcripts. 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 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

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An Index Template is a text file containing permanent 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 **"I N D E X**" centered on the first line of the Index Page. The word **"I N D E X**" is Permanent Information because it remains the same from transcript to transcript.

Reference Numbering

The location of the section, page number, or line number of the indexed text in the transcript. When using an Index Template, only the indexed text uses reference numbering. Index Headings do not.

Index Format Symbols

Index Heading On and Index Heading Off

Use Index Heading On and Off format symbols in two ways:

- In the transcript, include file, and definition to surround text for copying to the index page.
- On an Index Template, use only Index Heading On to indicate the placement for the Index Heading text.

Index On and Index Off

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.
- On an Index Template, use only Index Heading On to indicate the placement the indexed text.

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 a index for indexed information in the transcript, placing multiple page numbers on one table row.

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.

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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.

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.

Sort Index

Use the Sort Index format symbols on an index template to sort the indexed items on the transcript index page. There are four types of Sort Index format symbols:

- Sort Index – Alpha Case Insensitive
- Sort Index - Alpha Case Sensitive
- Sort Index - Alpha Word Override
- Sort Index - Numeric

Index Templates

About 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, and requested information from the transcript.

When creating or modifying an index template, Case CATalyst requires you work in Page view. Using Index Heading On and Index On format symbols within a table on 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 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 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 display for visual assistance in placing text but they do not print. 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.

There are two default Index Templates in CATalyst: Index Template 1and Index Template 2. You can modify the default index templates or you can create your own. Although the index template is a text file, CATalyst requires you create, modify, and store it in the Index Templates case located in the System Files case. This is necessary for the Build Index command to recognize the file as an index template.

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Creating an Index Template

In order for CATalyst to recognize a new 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 two sample Index Templates: Index Template 1 and Index Template 2. 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 do not print.

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.

To create a new Index Template:

1. From anywhere in CATalyst, press **Alt + f, n, t** (**File/New/Text**) to open a new text file. The Create New Document dialog box displays.
2. Locate and open the **System Files** case and then open the **Index Templates** case.
3. In the *File Name* field, type a name for the new Index 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. CATalyst automatically brings the layout with the Index template and uses it for the indexed text.
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 on 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 using 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.

    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.

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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 Wizard

The Index Template Wizard allows you to quickly and easily build an index template using a step-by-step process. Select a format from a series of sample examinations, exhibits and other formats and then customize items such as index category assignments, reference numbering format, headings and column widths. Once the wizard creates the index template, you can manually make further modifications such as adding text attributes.

The Index Template Wizard feature is only available when creating a new or modifying an existing file in the Index Templates case which is located in the System Files case. This is necessary for the Build Index command to recognize the file as an index template.

To create 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

   Press **Alt + f, n, t** (**File/New/Text**) to open a new text file. The Create New Document dialog box displays. In the *File Name* field, type a name for the new Index Template and press **Enter** (**Open**).

   Open an Existing Template

   Press **Alt + f, o, t** (**File/Open/Text**) to open a new text file. The Open Existing Document dialog box displays. Select an existing Index Template and press **Enter**.
3. From the Tools menu, select **Index Template Wizard**. The Index Template Wizard displays. The wizard moves you through five steps. Complete each step and press **Enter** (**Next**) to continue. If you make changes on a step and use the Back button, you are prompted that any changes made in the current step are lost.

   Step 1

   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 CATalyst Build Index feature, 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.

   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

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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 from multiple transcripts.

Select **No** to use this template for building an index for an individual transcript.

Include index volume information?

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. This field is only available when you select Yes to use a master index.

Select **No** to not include index volume information.

Where do you want the Index Volume placed?

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.

This field is only available when you select Yes to include index volume information.

Step 3

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

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:

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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

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 on which to make the width adjustment. Choose one:

- Both rows
- Heading row
- Data row

Keep page and line number columns the same width

Check this box to adjust one of the columns and have 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**. The Index Template Wizard closes and displays the index template in Edit. Make any other necessary modifications.

   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. Press **Ctrl + s** (**File/Save**) to save the file.

Keyboard Map Function: Insert Template Wizard

Modify an Index Template

Use 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 gridlines display in Edit for visual assistance in placing text, however, the table gridlines do not

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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 CATalyst to recognize an Index Template you must store it in the Index Template Case, which is stored in the System Files case.

To open an existing Index Template:

1. From anywhere in 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. 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 gridlines to increase or decrease the width of the columns.
6. Review the text placement, using Print Preview and Print as necessary. Table gridlines 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.

   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, CATalyst automatically checks the file for errors. 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.

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If errors exist, CATalyst creates an error log. When accessed, the error log (*indextemplatename.log*) opens in Windows Notepad 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

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

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 On/Off Guidelines

The Build Index feature searches the transcript for text surrounded by Index On and Index Off format symbols: <Index On> F4I <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

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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 gridlines 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 I) 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:

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- Place the Index Heading On format symbol within a table cell. The table gridlines 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.

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 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, CATalyst prompts you to type a letter or number (category). Then when you insert the Index or Index Heading Off format symbol, 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:

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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 designate "w" entries placed first, "e" entries next, and "r" entries last results in:

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.

Index Cell Guidelines

Use the Index Cell format symbol on the Index Template to identify the table cells in which you want 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. 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. You must use an Index Template when building an index that contains Index Cell format symbols. On the Index Template, the Index Cell format symbol indicates the table cell in which 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. When you insert the Index

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Cell format symbol into the transcript, 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 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

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.

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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>

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

Inserting an Index Cell Format Symbol

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

Inserting an Index Item Format Symbol

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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

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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

Inserting an Index Page Format Symbol

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

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Inserting an Index Section Format Symbol

Sort Index Guidelines

Use the Sort Index format symbols, Sort Index – Alpha Case Insensitive, Sort Index – Alpha Case Sensitive, Sort Index - Alpha Word Override and Sort Index – Numeric on 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.

On an Index Template, a Sort Index format symbol must:

- be placed in a table cell.
- occur only 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>.

Example

On the index template, you insert the Sort Index – Numeric symbol after an Index Heading On into a table cell. The Index Heading On identifies the location of the column heading for the indexed text. You also include Index On and Index Page format symbols. Your entry would look similar to the following:

Exhibit	Description	Page
<Index Heading On><Sort Index-Numeric>	<Index On A>	<Index Page>

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Manage Dictionary

About Manage Dictionary

The Manage Dictionary function allows you to create and maintain your CATalyst dictionaries. A dictionary is a file that contains steno outlines with text definitions. Dictionaries are used during Translation to create a text file in Edit. CATalyst uses the following dictionaries:

- Personal Dictionary
- Case Dictionary
- EZ Speakers Dictionary
- Job Dictionary
- Power Define Dictionary
- caseCATalyst4 Realtime Commands Dictionary

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

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 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.

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- 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, 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 the way columns display information in Manage Dictionary:

Change the column display order

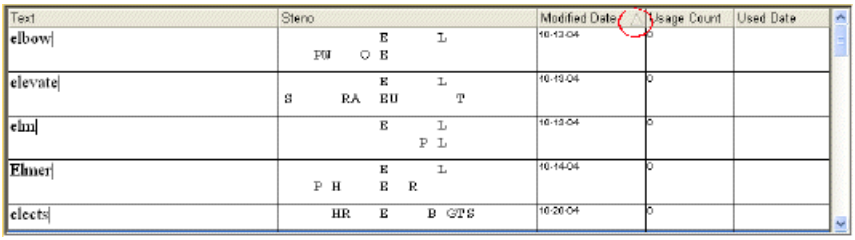
From the Tools menu, select **Dictionary Options**. The Dictionary Options dialog box displays. In the Column Display Order section, check the box next to the columns you want to display.

To move a column to a different position, highlight the column name. Using the arrow button to the right, 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. 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.



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

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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.

CATalyst Dictionaries

Create a New Dictionary

1. From anywhere in CATalyst, 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.

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, 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, 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. CATalyst creates a case dictionary subfile with the case name JKorne. When you translate 032102 JKorne, 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, 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.

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To 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. Press **Alt + f, n, c** (**File/New/ 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 Dictionary

Case CATalyst software includes the realtime job dictionary, caseCATalyst^4 Realtime Commands Dictionary, which contains predefined realtime and translation commands. The predefined commands consist of common number conversion, conflict resolution, mode control, and define strokes. You may want to use it when writing realtime.

You can add to, modify, and delete entries in the caseCATalyst^4 Realtime Commands Dictionary or copy the entries to the Personal, case, or job dictionary. If you choose to use the caseCATalyst^4 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 caseCATalyst^4 Realtime Commands Dictionary, you can delete it from your User.

CATalyst automatically copies the caseCATalyst^4 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 job. 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. CATalyst then generates the speaker definitions in either the job or case dictionary. The actual EZ Speaker dictionary is not used during translation.

There are two types of EZ Speakers dictionary entries: 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 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,

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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

CATalyst comes with two EZ Speakers dictionaries. The default dictionary contains EZ Speaker definitions using # (token) entries. The other EZ Speaker 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 Speaker dictionary definitions contain # token numbers and you use the Create EZ Speaker feature, 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, 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, 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.

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, CATalyst remembers the selection along with other saved translation settings.

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, CATalyst creates a job dictionary. CATalyst also creates a job dictionary when you Read a steno note file that has an associated Job Dictionary created on a steno machine that allows you to make J-Defines such as the 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. 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

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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.

To 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. 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, 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 directory. You can only have one Personal Dictionary in each user directory. 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 CATalyst system and you should backup your dictionary on a regular basis.

To convert your CATalyst 3.x or RTF/CRE formatted dictionary, use the Import function.

To 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, and Include dictionary 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.

Power Define Dictionary

The Power Define dictionary contains special definitions for use with the Power Define feature, allowing you to make D-Defines, K-Defines, and J-defines from your writing machine during realtime. Stroking the steno outline for the translate command {Define} displays the Power Define dialog box and activates the Power Define dictionary. The special definitions allow you to move and make steno and text entries in the Power Define dialog box. These definitions include cursor movements, such as Tab or Down Arrow, and upper and lower case letters, punctuation, and numbers 0 through 9. For example, to move from field to field in the Power Define dialog box, you would stroke the steno outline for the [Tab] entry or to insert a format symbol into the definition, you stroke the steno outline for the [F4] entry.

CATalyst activates the Power Define dictionary once you stroke the steno outline to invoke the Power Define feature. It then becomes the highest priority in the dictionary list for translation. When the cursor is located in the Text field and you stroke a steno outline that is not in the Power Define dictionary, CATalyst searches other dictionaries, according to priority, for a definition. When found, CATalyst

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places the text of the definition in the New Text field.

D-Defines, K-Defines, or J-Defines created when using the Power Define feature apply to the entire job and the global remains active for all new realtime data. When you create an invalid define, no global takes place and CATalyst allows you to continue realtime writing without a warning. You can make the next Power Define as necessary. An invalid define includes:

- No text in the New Text field.
- Invalid text in the New Text field, such as a misformatted conflict. For example, valid conflicts contain no spaces: ^read^red. If spaces occur, ^read ^ red, the define is invalid.
- No steno outline in the Steno field.
- More than 17 steno outlines in the Steno field.
- Steno outlines in the Steno field typed in from the keyboard.
- No dictionary selected in the Power Define dialog box.

When you perform a command or make a typed entry from the keyboard in the Power Define dialog box, CATalyst resets translation, removing the automatically inserted space before the next item translated.

The Power Define Dictionary is located in the System Files case. Stenograph recommends you review the entries in the Power Define dictionary and modify any to match your writing style. You can add, modify, and delete entries in the Power Define dictionary the same as any other dictionary. Additonally:

- If you choose to add the alphabet to the Power Define dictionary, when you fingerspell a word, the letters automatically translate with no spaces between the letters. 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.
- Adding the [Paste] command to your Power Define dictionary allows you use the copy, cut and paste features to enter steno and text. The Include Steno When Copying/Cutting Text option in your UserSettings.ini must be set to include underlying steno in order to paste in the Steno field. Including underlying steno is the CATalyst default. You can change the default in Advanced Edit Options.

The default command list of Power Define dictionary entries include:

Power Define	Steno Equivalent	Explanation
[F4]	TPO-RPLT	Displays the *enter a format symbol message*. 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.
[ABORT]	/PWO-RT	Cancels the Power Define dialog box and returns to the realtime screen.
[DOWN ARROW]	TKO-UPB	In the list of dictionaries, it moves the cursor down one name at a time and dynamically adjusts the dictionary number in the Dictionary field. Functions the same as ↓ on the keyboard.

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[UP ARROW]	–UP	In the list of dictionaries, it moves the cursor up one name at a time. Functions the same as ↑ on the keyboard.
[ENTER]	TPH-T	Same as Enter on the keyboard.
[SPACE]	SPA-EUS	Creates a space when you are typing 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.

Update Area

The Update Area is a holding area that stores any new D-Defines for your Personal Dictionary if you select to have an Update Area. The appearance of the Update Area is similar to a dictionary. You can review your D-Defines, one at a time, before cutting or copying them into the Personal Dictionary.

In addition to other dictionaries selected for translation, you can use the Update Area to translate. Using the Update Area is an option in Dictionary Options. The system default is to use the Update Area.

If you do not select to have an Update Area, CATalyst places all new D-Defines directly into your Personal Dictionary. Depending on your Dictionary Options setting for *How to treat entries with duplicate steno from D-Defines*, the next time you open your Personal Dictionary, a message may display if any new D-Defines conflict with an existing entry in the Personal Dictionary.

 The Update Area is stored in the System Files case.

File

Include Dictionaries

About Including a Dictionary

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. 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 into your Personal Dictionary. 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 CATalyst 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 handles any steno outlines that may conflict with the entries in the destination dictionary.

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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 displayed dictionary. You cannot Undo an included dictionary, except to exit the file without saving. Stenograph recommends you save changes to a dictionary before using the Include command.

To include a dictionary from Manage Dictionary:

1. From anywhere in 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 **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 settings, a prompt to delete or keep the source dictionary may display after including the dictionary. The Duplicate Entry dialog box may also display. Make your selection and then press **Enter** (**OK**).
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 Files from Manage Jobs

In Manage Jobs, drag and drop one dictionary on top of another dictionary or one wordlist on top of another wordlist to bring the entire contents of the first file into the second file. Once you combine the dictionaries or wordlists, you cannot undo the change.

1. In Manage Jobs, click and hold the left mouse button on the dictionary name you want to include into another dictionary or wordlist to include into another wordlist.
2. Move the dictionary or wordlist name over the destination dictionary or wordlist, highlighting the destination dictionary or wordlist.
3. Release the mouse button. A confirmation message displays. 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. A message displays prompting you to delete the source dictionary or wordlist.

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 to Print Steno in Crowded Format.

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To print dictionary entries:

1. From anywhere in 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**).

Edit

Add Delete Stroke Entries to a Dictionary

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 CATalyst 3.x dictionary that contains a delete stroke entry; that delete stroke entry is already in your CATalyst dictionary.

Steno outlines deleted by the delete stroke remain in the steno note file but are not used in translation.

To define a steno outline as 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.

Copy/Cut/Paste

The Copy (Ctrl + c) feature copies the selected dictionary entries text leaving it in the original dictionary and places a copy on the Windows clipboard. The Cut (Ctrl + x) feature removes selected text from the original dictionary and places it on the Windows clipboard. The Paste (Ctrl + v) feature that inserts

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copied or cut dictionary entries from the Windows clipboard into another dictionary. There is no limit to the amount times you can paste the text. Only the last set of copied or cut dictionary entries remain on the clipboard.

Alternatively, you may want to use the Copy to Dictionary and Move to Dictionary features to merge dictionary entries from one dictionary to another without needing to open the destination dictionary.

To 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.
7. Press **Ctrl + s** (**File/Save**) to save the changes to the destination dictionary.
8. In the source dicitonary, 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 merge dictionary entries from one dictionary to another without opening the destination dictionary. You can the merge entries from the source dictionary, such as the Update Area or job dictionary into multiple dictionaries. For example, you want to put certain job dictionary entries into your Personal Dictionary or another job dictionary. The destination dictionary must be closed when copying or moving dictionary entries.

To merge the entire contents of one dictionary with another, use the Include feature.

To copy or move dictionary entries:

1. From anywhere in 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 update area or dictionary

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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.

   Cut and remove the entries.

   Press **Alt + e, m** (**Edit/Move to Dictionary**). Stenograph recommends removing the entries if you are working with the Update Area.

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

   The Send To Other Dictionary dialog box displays. Select a dictionary and press **Enter** (**Open**).

6. CATalyst automatically saves the new entries in the destination dictionary. Press **Ctrl + s**, (**File/ Save**) to save the changes in the open dictionary.

Delete Dictionary Entries

1. From anywhere in 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.

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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.

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 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 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).
- 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 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**
- When creating a conflict, a ^ (caret) must proceed 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 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 typing the shortcut key or selecting from the Format Symbol list.
- Auto Include entries must begin with @
- Number Conversion, Number Trigger, Start Timer, and Stitch On translate commands are followed by text in square brackets. For example:

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{Number Conversion}[NNN-NN-NNNN]

{Start Timer}[1]

{Stitch On}[-]

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 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. Separate multiple strokes with a forward slash. 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. 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. 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

   When you type a word in the Text field, CATalyst analyzes word to see if a " G", " S" or " D" steno outline could be added to the word. If so, then CATalyst activates the Endings button. The Global Endings dialog box displays. You can select any of the suggested definitions to add to your

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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 generate definitions based on all the possible misstrokes of the original steno outline. 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. 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 CATalyst did not generate /SRAOEUS as a misstroke.

 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 CATalyst identifies the text portion of the entry as possibly 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.

Insert AccelerWriters

An AccelerWriter is a macro invoked from the steno 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, CATalyst performs the actions of the macro. When invoking an AccelerWriter and the cursor focus is in a dialog pane, 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, 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.

CATalyst provides the option to create the AccelerWriter definition from Edit, immediately after creating the macro. If the AccelerWriter is not created immediately after making the macro, open the appropriate dictionary and use the feature, Insert AccelerWriter, the AccelerWriter wizard, or use the Insert feature.

Insert AccelerWriters Wizard

To insert an AccelerWriter definition into a dictionary using the Insert AccelerWriter feature:

1. Open the appropriate dictionary.

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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. Separate multiple strokes with a forward slash.

   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**. 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 have CATalyst generate additional AccelerWriter definitions based on all the possible misstrokes of the original steno outline. 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 **Esc** (**Cancel**).
6. Press **Ctrl + s** (**File/Save**) to save the dictionary. If you are writing realtime, you may want to test the AccelerWriters:
   a. Close the dictionary, press **Ctrl + F4**.
   b. Reload the dictionary, press **Alt + t, d** (**Tools/Add/Remove Dictionaries**).
   c. Stroke the steno for the selected AccelerWriter.

Create AccelerWriters Manually Using Insert

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. Separate multiple strokes with a forward slash.

   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

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&&Delete To Last Q

Generate All Possible Misstrokes

Check this box to have CATalyst generate additional AccelerWriter definitions based on all the possible misstrokes of the original steno outline. 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.

Insert Auto Includes

Create Auto Include definitions in your Personal, case or job dictionaries to automatically bring Include files into the job during translation. The "at" symbol, @, designates the file as an Include file and precedes the file name. 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. reate the definition using the Auto Includes Wizard or manually using the Insert feature. To create Auto Includes, open the appropriate dictionary and use the feature, Insert Auto Inclues, the Auto Includes wizard, or use the Insert feature.

Insert Auto Includes 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 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 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 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 generate additional auto include definitions based on all the possible misstrokes of the original steno outline. 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.

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Create Auto Includes Manually Using Insert

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 generate additional auto include definitions based on all the possible misstrokes of the original steno outline. 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.

Number Conversion

About Number Conversion Formats

Number conversion formats are dictionary definitions that allow you to convert numbers during translation which are written as numerals, words, or a combination of numerals and words, including punctuation such as commas and periods. For example, fifty 9 converts as 59 if a number conversion stroke is written to convert the number to generic text. Number conversion works backward from where you write the conversion stroke and affects only numbers in the Reporter's Area which meet the number conversion format criteria.

Using the Number options in Translate Options, you can select how you want to have CATalyst process "and", commas, word numbers, and spaces between numbers. For example, you can choose to have CATalyst process "and" when converting numbers to dollars, such as one hundred and 50 dollars converts into $150.

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There are a variety of number conversion and number trigger formats. All number conversion format definitions contain the format symbol: {Number Conversion}. Letters follow this format symbol, which function as placeholders for converted numbers. All number trigger format definitions contain the format symbol: {Number Trigger}. Square brackets enclose the placeholders, such as [nN/NX/nn]. Once you understand the formatting structure, you can easily create your own number conversion formats.

You can use entries from the caseCATalyst[4] Realtime Commands Dictionary which contains the most common number conversion formats. You can use this dictionary when translating or add these entries to your Personal, case, or job dictionary and modify them as necessary.

You can also use the Number Conversion command in Edit to convert numbers.

Recommendations for Optimal Number Conversion

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 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.

Create Number Conversion/Number Trigger Definitions

Follow these steps to insert Number Conversion or Number Trigger formats into a dictionary definition:

1. From anywhere in 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:

   Insert a New Entry

   Press **Ctrl + i** (**Edit/Insert**). The Insert Dictionary Entry dialog box displays.

   Modify an Existing Entry

   Press **Ctrl + m** (**Edit/Modify**). The Modify Dictionary Entry dialog box displays.
4. Make entries:

   Steno

   Type or modify the steno outline you are going to write to invoke the number conversion or number trigger.

   Text

   Do **one** of the following:

   Enter new definition

   a. Press **Alt +f** (**FS**) to display the list of format symbols.

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b. Use the Up and Down Arrow keys to locate **{Number Conversion}** or **{Number Trigger}** and press **Enter** to insert the highlighted command into the Text field.

c. Type an open square bracket (**[**) followed by the number format, as shown in the Number Conversion Format Guidelines. For example:

telephone number {Number Conversion}[nnn-NNN-NNNN]

telephone number {Number Trigger}[nnn-NN-NNNN]

d. Type the closed square bracket (**]**) to complete the definition.

Modify the definition

Type any changes.

5. Press **Enter** (**OK**).

Number Conversion/Number Trigger Definition Guidelines

You can create your own number conversion and number trigger definitions using the following guidelines. All number conversion format definitions contain the command: {Number Conversion}. All number trigger definitions contain a desingated phrase along with the command: {Number Trigger}. Letters follow this translate command, which function as placeholders for converted numbers. Square brackets enclose the placeholders, such as [nN/NX/nn].

You can also use predefined entries from the caseCATalyst[4] 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

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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.

Number Conversion/Number Trigger Formats

Common predefined number conversion and number trigger definitions are contained in the Case

CATalyst Realtime Commands Dictionary. You can use this dictionary when translating or add the entries into your Personal, case, or job dictionary. If you use these entries in a dictionary, be sure to review them and modify the steno outline to match your writing style.

Use the following existing formats to create Number Conversion or Number Trigger Definitions. All number conversion format definitions contain the command: {Number Conversion}. All number trigger definitions contain a designated phrase and the command: {Number Trigger} plus text.

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 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 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]

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• Time with a minimum of two digits required and maximum of six. Examples: 12 = 1:2 123 = 1:23 1234 = 1:2:34 12345 = 1:23:45 123456 = 12:34:56	{Number Conversion}[nN:nn:Nn]
• Time with a minimum of three digits required and maximum of six. Examples: 123 = 12:3 1234 = 12:34 12345 = 12:3:45 123456 = 12:34:56	{Number Conversion}[NN:nn:Nn]
• Time with a minimum of three digits. 123 = 1:23 1234 = 12:34	{Number Conversion}[nN:NN]
• 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]

Specific Number Conversion/Number Trigger Commands

Using the following additional numeric and time commands in conjunction with either a Number Conversion or Number Trigger command in dictionary definitions.

Numeric Conversions

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]

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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. Enter the text portion for the number conversion definition as:

{Number Conversion}[*Ordinal]

Time Conversions

[*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]

Search for Dictionary Entries

The Manage Dictionary Search feature 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).

To search for a dictionary entry, do the following:

1. From anywhere in 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:

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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 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 is 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.

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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.

3 or more steno outlines

The first entry that contain three or more steno outlines.

Location

Select search parameters.

Exact Match

Search for entries that exactly match the steno or text entered in the Search For field.

Begins With

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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 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**).

Repeat Search Forward/Backward

Repeat Search Forward and Repeat Search Backward allow you to search the 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**).

Search and Replace in Manage Dictionary

The Manage Dictionary Search and Replace feature allows you to search for and replace the text portion of a dictionary entry.

1. From anywhere in 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. Press **F9** to add extended characters.

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 type the format symbol shortcut key in the Search For field.

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.

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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 is 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 or fields if appropriate.

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.

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.

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View

Font

Font is a feature in Manage Dictionary that allows you to change the size, type and font style for the different aspects of a dictionary entry: Column Headers, Steno, Text and Other. To set font attributes for a dictionary:

1. From anywhere in CATalyst, press **Alt + f, o, d** (**File/Open/Dictionary**). From the dictionary menu, select Personal, Case, Job, EZ Speakers, Power Define or Update Area. 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.

Filter Dictionary Entries

Filter (Ctrl + y) is a feature in the Manage Dictionary function that allows you to display dictionary entries in a specified category or with specific criteria. You can select entries to display according to steno, text, or entry type, such as a conflict or phrase. Filter does not remove entries from the dictionary. All dictionary entries display when you return to Full Display. To delete entries from a dictionary, use the Cut and Paste commands.

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To filter entries:

1. From anywhere in 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 display. The Open Existing Document dialog box displays. Select the dictionary and press **Enter**.
3. Press **Ctrl + y** (**View/Filter**). 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 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 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. Press **F9** to add extended characters.

FS

To Filter with format symbol, type the format symbol or display the format symbol list by selecting **FS** and double click a format symbol to choose 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.

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

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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.

Unused Entries

All entries that have not been used for translation since loading the dictionary on CATalyst.

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.

3 or more steno outlines

All entries that contain three or more steno outlines.

Location

Select the Filter On parameters.

Exact Match

Entries that exactly match the steno or text entered in the Filter On field.

Begins With

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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 selected, the number of entries matching the Filter criteria displays in the lower left corner. When there is no match for the selected steno or text filter, a message displays.
6. To return the dictionary display to Full View, press **Alt + v, u** (**View/Unfilter**).

Tools

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 Advanced 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.

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.

Create Core List in Manage Dictionary

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. 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. The Core List opens in Notepad or WordPad. If you filter the dictionary, CATalyst creates a core list of only the filtered entries. You can save and print the file.

To create a core list:

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1. From anywhere in 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 directory. The Save As dialog box displays. Make necessary entries.

Create EZ Speakers

Create EZ Speakers Entries

Use Create EZ Speakers Entries to quickly identify speaker names for EZ Speakers definitions in the current job or job dictionary. To use EZ Speakers definitions, you must identify the actual speaker names. 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. CATalyst populates the Speaker List when you use the Create EZ Speakers feature to identify speaker names.

If you use # entries in your EZ Speaker definitions, CATalyst generates a speaker definition with the actual speaker name and place it into the job dictionary. If you use EZ Speaker fields, 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.

To identify EZ Speakers names:

1. Do **one** of the following to display the Create EZ Speakers Entries dialog box:

   Manage Dictionary

   a. From anywhere in 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**).

   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**).

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2. Make entries as necessary:

Dictionary

Job Dictionary

Place the generated EZ Speakers definition into the job dictionary. If you use EZ Speaker fields, 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, CATalyst generates a definition with the actual speaker name and places it into the job dictionary.

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.

Case Dictionary

Place the generated EZ Speakers definition into the case dictionary. If you use EZ Speaker fields, 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, CATalyst generates a definition with the actual speaker name and places it 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 EZ Speakers from the Translate dialog box or during realtime from the Tools menu.

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, 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

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.

Steno

Do **one** of the following:

- If the token number you type contains a steno outline in the EZ Speaker 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.

  If there are two Exclamation marks in the EZ Speakers dictionary entry, type the steno outline once. Using the previous example, type RED.

Text

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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.

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. 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.

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 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 dicti\onary. You identify the 01 as MS. ANDERSON. CATalyst builds the job dictionary entry: STPHAO = MS ANDERSON:

When you check Include All Possible Misstrokes, 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, 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 CATalyst Realtime session.

3. Repeat steno, text and token numbers until you define all your speakers.
4. Press **Esc** (**Close**) when finished.

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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. CATalyst then generates the speaker definitions in either the job or case dictionary. The actual EZ Speaker dictionary is not used during translation.

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.

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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, 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 Speaker Definitions

Token numbers entries function as placeholders for speaker names in EZ Speakers dictionary definitions. When EZ Speaker dictionary definitions contain # token numbers and you use the Create EZ Speaker feature, 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, 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, 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. 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

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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. CATalyst creates the following job dictionary entries:

<Colloquy>MR. REDFORD: Spacebar RED/RED

<By-line>BY MR. REDFORD: RED/RED/STKPWHR
<Question>Spacebar

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.

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 Speaker dictionary definitions contain EZ Speaker fields and you use the Create EZ Speaker feature, 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, 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 Speaker 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, 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]. 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

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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]. 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. 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. 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: /STPHAO <Colloquy>[!EZ SPEAKER 02]:{Start Timer][02]. The Field values display MR. PETERSEN for [!EZ SPEAKER 02].

Super ID

In a Super ID entry, the Start Timer[0] is used. When using the Create EZ Speaker feature, 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].

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Dictionary Builder

The Dictionary Builder feature is a Manage Dictionary feature that allows you to build dictionary entries using a steno machine. Dictionary Builder displays a word or phrase from an ASCII wordlist. 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. CATalyst uses the Dictionary Options settings when encountering a conflict.

A Dictionary Builder case is located in the System Files case and is the default location for the wordlists. You can store wordlists in the Dictionary Builder case or use the Browse button to select your wordlists from another location.

To create dictionary entries using the Dictionary Builder:

1. From anywhere in 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. Press **Alt + t, b** (**Tools, Dictionary Builder**). The Dictionary Builder Setup dialog box displays.
4. Make entries as necessary:

   Writer

   Select the writing machine that is attached to your computer.

   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 steno machine is attached to the computer.

   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 steno machine to establish a connection. The Dictionary Builder dialog box displays. The word for which you are writing a steno outline displays in the *Word* field. The steno stroked displays in the *Steno* field.
7. 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

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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**).

8. When finished, select **Done**. The Dictionary Builder dialog box closes.

Macro

A macro is a series of recorded keystrokes or commands to which you assign to a filename. Playing back a macro allows you to invoke the designated series of recorded commands. This reduces the amount of keystrokes you need to use to perform a task or process. The Macro feature contains a submenu used to record and playback a macro. You can create a toolbar from the submenu to float or dock it like any other toolbar. The submenu includes the following features:

- Record
- Playback Macro
- Playback Last Macro

Macros are recordable in Edit and Manage Dictionary. It is possible to begin the recording or playback of a macro in one function 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 naming convention for macros created for Manage Dictionary that identifies them from other macros. For example, "dict - modify entry."

You can playback the macro by selecting it from a list, pressing a user assigned keyboard command, or writing a steno stroke on your steno machine during realtime. Keyboard command assignments and AccelerWriter definitions can be made immediately after saving the macro. Stenograph recommends you create the macro for an AccelerWriter while writing realtime to assure the macro works in a realtime situation as intended.

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. This allows 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. Macro files have a .sgmac extension and are stored in a Macros case within the System Files case.

Make Wordlist

Make Wordlist is a Manage Dictionary feature that automatically copies all the words in the open dictionary, that Spell Check thinks are misspelled, to the wordlist and assigns *Ignore* to them. If no wordlist exists, 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 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 copies those names to the job wordlist with *Ignore* assigned to them. When you run Spell Check, CATalyst does not stop on the speakers names which are already in the job or case wordlist.

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Options

Dictionary Spell Check

Dictionary Spell Check Options allow you to set certain settings applied when spell checking the text portion of dictionary entries. For example, spell check the text field when inserting or modifying an entry, have the Spell Check ignore all capped words and single characters and set the number of suggested words to display at 10. These settings include but are not limited to:

- Selecting automatic dictionary Spell Check features.
- Selecting Wordlists.
- Setting the number of Suggestions in the dictionary Spell Check Suggestions list.
- Setting language type.

Dictionary Verify

Dictionary Verify Options determine the parameters applied to correct potentially invalid dictionary entries due to mismatched dates identified by Dictionary Verify. Options include:

- Correcting an invalid modified date.
- Correcting an invalid used date.

Dictionary Options

Dictionary Options allow you to customize the display of dictionary warning messages and other setting applied when working with dictionaries.

options. These include:

- Determining the display of warning messages for dictionary when deleting entries, searching and replacing entries, including entries, inserting and modifying an entry in a filter and when overwriting EZ Speakers entries.
- Setting the option for printing entries in crowded format.
- Determining how to handle source dictionary when including.
- Determining how to hand duplicate steno when pasting, including and from D-Defines.
- Selecting where to place D-defines.
- Setting the column display order.

Advanced Dictionary Options

Advanced Dictionary Options determine additional option setting when working in a dictionary. These options are available by selecting the **Advanced** button in the Dictionary Options dialog box. Advanced Dictionary Options include:

- Determining the dictionary display of the steno portion of the entry.
- Determining how to handle the steno in the Steno field of a dialog box when generating steno characters.
- Changing the dictionary default keyboard map.

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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 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 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 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 possibly misspelled.

   Text

   The word identified as possibly misspelled.

   Change To

   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, 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.

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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 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**).

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- 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**).

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Import & Export

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 CATalyst.

Tabs in the exported file convert to spaces. This allows the ASCII file to work correctly with condensing programs.

Use the CATalyst Create ASCII or Export function, to save files in ASCII format. You can create the ASCII file on a diskette or on a hard drive. CATalyst creates the following types of ASCII formats: Page Image, Compress, DiscoveryZX, CaseViewII, 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 CATalyst suggest a name. If you select the Keep the CATalyst job name option when you export, 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, CATalyst adds _N to the file name.

When working with a CATalyst 3.x user, you must export a CATalyst file to RTF/CRE format so that the CATalyst 3.x user can access the files. When you export RTF/CRE files for use in CATalyst 3.x, it is important to note that in CATalyst, paragraph styles control the margins for each type of paragraph format. There are no secondary margins format symbols. Without secondary margins, when you import the RTF/CRE file into CATalyst 3.x, all margins in the Edit file are brought to the left. To view the file as it actually appears in CATalyst, you can global the secondary margin format symbols into the 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.

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Use the CATalyst Import function, to copy RTF/CRE files onto your system. Use the 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

About Importing Files

Convert files produced on different CAT systems into CATalyst files using the Import function. You can also convert a Stentura to a CATalyst dictionary. Import options allow you to set general and specific import parameters.

You can import the following files into 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

To open Import, do one of the following:

- On the Function Bar, click Import  .
- Press **Alt + u, i**.
- From the Menu Bar, select **Function/Import**.

Import ASCII Files

1. From anywhere in 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 directory where the ASCII files are located. 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*)

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- All Files (*.*)

3. Click **Options** to display the Import Options dialog box.
4. Click the **ACII 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 Directory

   When you select to import ASCII files, CATalyst automatically looks for source files in this directory.

   Browse

   Display the Browse For Folder where you can choose a default directory 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 redisplays for you to save each file. If the option, "Keep same filename as original system" is checked, and the filename does not currently exist, 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

CATalyst allows you to import CATalyst 3.0 note, dictionary, page layouts, text files including index templates and text files with audio. CATalyst 3.0 files retain their case information when imported regardless of the Import settings.

When importing CATalyst 3.0 text files with audio, CATalyst retains the audio synchronization. You can use CATalyst audio features with the imported file, however 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 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.

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 CATalyst 3.0 resides on the same system as CATalyst, the CATalyst 3.0 default user name displays. If the CATalyst 3.0 files are in a different directory, locate the directory. 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, CATalyst automatically imports a .wav file associated with a text file.

   - All CATalyst 3.0 files
   - Only CATalyst 3.0 Transcript files (.ngl)
   - Only 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: templte$.dct

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- Only CATalyst 3.0 Steno files (.stn)
- Only CATalyst 3.0 Page Layout file (.pgl)

3. Click **Options** and then select the CATalyst 3.0 Options tab to verify or change 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, 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 directory 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 redisplays for you to save each file.

Import Cheetah RTF/CRE Dictionary

To import a Cheetah dictionary:

1. From anywhere in 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 directory where the RTF/CRE files are located. 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 CAPtivator™.

   Use my selection for all other dictionaries I'm importing right now.

   TurboCAT **CAPtivator**

   This message only displays when importing a RTF/CRE dictionary created by TurboCAT. It does NOT display when import a RTF/CRE dictionary created by Cheetah SmartCat.
6. The message, "Import Complete", displays when Import is successful.

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Import Premier Power Files

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, CATalyst only restores the first disk. For best results, Stenograph suggests you optimize the file in Premier Power before importing.

To import Premier Power dictionaries, text files, and note files:

1. From anywhere in 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 directory where the Premier Power files are located. CATalyst defaults to looking on the hard drive for a Power\User\ directory. If a Power\User directory is not found, CATalyst defaults to the current user directory 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 (*.hams; *.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 Directory

   When you select to import Premier Power files, CATalyst automatically looks for source files in this directory.

   Browse

   Display the Browse For Folder where you can choose a default directory 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 redisplays for you to save each file. If you checked the option, "Keep same filename as original system", and the filename does not currently exist, 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 CATalyst, press **Alt + u, i** (**Functions/Import**). The Import dialog box displays.
2. Make the following entries:

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Import Source

Select **RTF/CRE**.

Import From

Locate the directory 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 redisplays for you to save each file. If you checked the option, "Keep same filename as original system", and the filename does not currently exist, 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, CATalyst prompts you to import the data into the SecondChoice Conflict Database. Conflict Resolution AI date is typically found in Eclipse RTF/CRE exported dictionaries.
6. Review the imported files.

Import Stentura Dictionary

To import a 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:

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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.

Export

About Exporting Files

The Export function allows you to convert CATalyst files into a different format for use with another CAT system.

CATalyst can export files in the following formats:

- ASCII – Text
- RTF/CRE – Dictionary, Text and Steno Notes
- HTML – Text
- Diamante, élan Mira, Stentura Fusion Dictionaries
- Stentura Dictionary

Fields are an editing feature available in CATalyst version 5.x and higher. CATalyst version 4.x does not support fields. When sharing files from CATalyst version 5.x or higher with a user running 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 CATalyst version 5.x and higher files in CATalyst version 4.x.

To open Export, do one of the following:

- On the Function Bar, click Export  .
- On the Function Bar, click Create ASCII .
- Press **Alt + u, x**.
- From the Menu Bar, select Function/Export.

Export Diamante/élan Mira/Stentura Fusion Dictionary

Export CATalyst dictionaries to the Diamante, élan Mira or Stentura Fusion writer via USB cable connected to the computer.

1. From anywhere in CATalyst, press **Alt + u, x** (**Functions/Export**). The Export dialog box displays.
2. Be sure your Diamante, élan Mira or Stentura Fusion is On. Insert the USB cable into the back of the writer and into your computer.
3. Click the **élan/fusion/Diamante** tab.
4. Make necessary selections:

Export Files

Select the job dictionaries to export. By default, the Personal Dictionary is selected. You cannot

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deselect the Personal Dictionary.

Export With

Select **USB**. You must have the USB driver installed on your computer. For information on loading the USB driver, see the appropriate user guide for your steno machine.

Export Spell Check Wordlist

Check this box to export the CATalyst Spellcheck wordlist. The Spellcheck worlist is used by the Suffix feature on the 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 steno 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 CATalyst Prefixsuffixrules.ini file. The Prefixsuffixrules.ini file is used to enhance the Suffix feature on the Diamante, élan Mira and Stentura Fusion. Using the Suffix feature provides for easier readback on the steno 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 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 steno machine beeps and briefly displays a progress bar along with a series of messages as the dictionaries load. When the steno machine finishes loading the dictionaries, it reboots.
6. Depending on your Case CATalyst setting, the export message, *Export Complete*, may display.

Export élan Mira/Stentura Fusion Dictionary via Disk

Export CATalyst dictionaries to the élan Mira or Stentura Fusion writer via diskette or Data SD card.

1. From anywhere in CATalyst, press **Alt + u, x** (**Functions/Export**). The Export dialog box displays.
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. Click the **élan/fusion** tab.
4. 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.

   Export With

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Select **Drive** and then select the appropriate drive letter for the floppy diskette or Data SD card on your computer.

Export Spell Check Wordlist

Check this box to export the 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 steno 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 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 steno 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 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. Select **Export**. CATalyst displays the message: *Please insert disk number 1 into drive x:\ and press OK*
6. Press **Enter** (**OK**). CATalyst displays the message: *Transferring Dictionaries to Disk*.

   If using diskettes, CATalyst prompts you to insert the next diskette if necessary.
7. 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.
8. 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 steno machine automatically loads the dictionaries from the Data SD card. A progress bar displays along with as 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.

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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 Stentrua 8000 or 8000LX. To export to a Stentura Fusion dictionary, see the Export Diamante/élan/fusion Dictionary.

1. From anywhere in 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; 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 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, CATalyst prompts you to insert a disk. Insert a diskette into the drive and press **Enter** (**OK**). 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 ASCII

When exporting to ASCII, CATalyst analyzes the layout of the selected file to determine the left most paragraph margin. 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.

1. From anywhere in 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

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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.

Output to

The drive and directory 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**). 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

Print all the pages in the file.

Selected Pages

Type the page numbers in the field. To export selected pages, separate the page numbers with a comma. For example, to print 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 print 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. For example, to include page 5, pages 15 through 20, and page 29, type the following: 5, 15-20, 29.

Section

If the file has a section, this option is available. To export a section, select the section number from the list.

Show Export Complete message box

Check the box to display the message, *Export Complete,* when CATalyst completes the export. Uncheck the box to prevent the display of the *Export Complete* message. The selection for this

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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, 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, 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, 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:

   - 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, CATalyst prompts you to insert the next diskette if additional disks are necessary. If additional diskettes are necessary, CATalyst displays which pages are on each diskette. Be sure to label the diskettes.
   - 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, CATalyst displays this prompt for each file. You can disable this message by modifying a setting in the UserSettings.ini file.

5. When finished exporting files, CATalyst displays the message, *Export Complete*.

Export to HTML

Export to HTML

You can export text files in HTML format.

1. From anywhere in 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.

   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 directory 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.

   Range

   You can only create an HTML file from the entire document. Entire document includes all the pages in the file.

   Show Export Complete message box

   Check the box to display the message, *Export Complete,* when CATalyst completes the export.

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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, 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, CATalyst prompts you to insert a disk. Insert a diskette into the drive and press **Enter** (**OK**). CATalyst prompts you if additional disks are necessary.

4. When finished exporting files, CATalyst displays the message, *Export Complete*.

HTML Export Options

The HTML Export Options dialog box displays when you select Options on the Export HTML tab. Make entries as necessary. Unavailable fields do not apply to HTML export.

Output

Default Location

The default drive and directory 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 CATalyst file name when you export the file. Uncheck this box to have CATalyst prompt you for a name when exporting.

If original filename already exists, automatically suggest a new name

Check this box to have 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, CATalyst suggests Smith 1.

Formatting

Include Page Numbers

Check this box to include page numbers in the HTML file.

Renumber Pages

This option is unavailable.

First Page Number

This option is unavailable.

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.

First Paragraph Number

Type a number greater than 0 (zero) to begin numbering with the first paragraph in the HTML files.

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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

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 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 a file to RTF/CRE format, 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 from the CATalyst Export function

1. From anywhere in 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)**

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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 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, 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, CATalyst prompts you to insert a disk. Insert a diskette into the drive and press **Enter** (**OK**). 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 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 directory in which to save the file. You may, for example, want to save the file to a floppy diskette in the A: drive.
3. The current file name displays in the File name field. If you use the current filename, CATalyst exports the file with the .rtf extension. For example, a text file in CATalyst is collins.sgngl. When exported from within the Edit function, the file name becomes collins.rtf. If the filename already exists in the directory to which you are exporting, 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**).

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Miscellaneous

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 and dictionary maintenance. Certain features are limited or inaccessible. If you attempt to access a feature that is not available in the CATalyst Student Version, a message displays indicating the feature's unavailability.

Case CATalyst Student Version functionality includes:

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 and 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 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. 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

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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, CATalyst 3.x, and élan Mira.

Export

Export capabilities are limited to:

- exporting dictionaries in 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 is not available

Stenograph Updater

The Stenograph Updater connects to a special Stenograph internet site and checks your CATalyst program files against the most current released files. If your program files are not current, the Updater loads the new files.

You must close CATalyst before running the Updater. The Updater must completely finish before any of your system files are updated. If you lose connection to the 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.

The Updater only modifies program files, but it is generally a good idea to back up important files before using the Updater.

It is recommended that you run the Updater once a month. CATalyst displays an Update Reminder message if you have not run the Updater within 60 days of installing your current software version. When the Update Reminder message displays you can choose to run the Updater or select another reminder time and choose Remind Me Later. The reminder time increments are: Tomorrow, Two Days, Three Days, One Week, Two Weeks, One Month, Two Months, Three Months.

To run the Stenograph Updater:

1. Close CATalyst.
2. From the Start menu, select **Programs/Stenograph/Updater**.
3. Follow the Updater prompts that display on the screens.

Updating CATalyst Without an Internet Connection

Stenograph recommends that you update you CATalyst program files regularly. The Stenograph Updater allows you to update your CATalyst program files via a special Stenograph web site. When an internet connection is not available on the computer running Case CATalyst, you can download the CaseCATalystUpdate.exe file for transfer to a computer running CATalyst without internet access. Download the file directly to a computer with internet access and then copy it to a flash drive or memory stick for transfer to the CATalyst computer. Downloading directly to flash drive or memory stick may significantly increase the download time.

 The CaseCATalystUpdate.exe file does not fit on a 1.44 floppy diskette.

To download the CaseCATalystUpdate.exe file to a flash drive or memory stick:

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1. On the Case CATalyst computer, using Windows Explorer or My Computer, navigate to the directory where CATalyst is installed. This is often the CAT4 directory.
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 CATalyst computer and insert it into the computer with Internet availability.
5. On the computer with Internet availability, establish an Internet connection.
6. Make sure all applications are closed.
7. Using My Computer or Windows Explorer, locate the **SGDLUpdate.exe** file on the flash drive or memory stick.
8. Double click the **SGDLUpdate.exe** file. The Case CATalyst Version *X* Download Update screen displays.
9. 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 a different location. The default location is the desktop.
10. Click **Download**. The CaseCATalystUpdate.exe downloads to the specified location. The download speed depends on your internet connection. This may take a few minutes to download.
11. At the Completed screen, click **Finish**.
12. 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.
13. To install the updated Case CATalyst files, use My Computer or Windows Explorer to copy the **CaseCATalystUpdate.exe** from the flash drive or memory stick onto the CATalyst computer.
14. Double click the **CaseCATalystUpdate.exe** file. The Case CATalyst Version *X* Update Installation screen displays.
15. Click **Next**. The Choose Previously Installed Location screen displays.

    Confirm the current location of CATalyst. For example, C:\CAT4. If necessary, use **Browse** to locate a different directory.
16. Click **Update** to install the update. The Installing screen displays with a progress bar as the updated files install.
17. 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 CATalyst folder in the subfolder named SGUpdateBackup. The Case CATalyst folder is the location where Case CATalyst is installed.

    To review changes in the software, start Case CATalyst and select **Help**, **View Readme**.

Error Messages

Exception 3 Error

An Exception 3 error may occur when 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. CATalyst may close.

When an Exception 3 error occurs, CATalyst writes the error information to a .dmp file stored in the Support Info Files case within the System Files case of the current user. Stenograph uses the Exception 3 error information to research and modify the software in order to improve the process.

If you encounter an Exception 3 error, contact Technical Support to report the error and provide information regarding the actions you were performing at the time of the error. Technical Support will

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ask you send the .dmp files to Technical Support and may request the file to which the error occurred.

To forward the error information using the Zip & e-mail feature in Manage Jobs:

1. From Manage Jobs, press **Alt + f, z** (**Files/Zip & e-mail**). The Select Files dialog box displays.
2. Check the box, **Include Support Info Files** to have CATalyst automatically add the exception files to the zip file.
3. Press **Enter** (**OK**). Depending on your e-mail package, CATalyst may prompt you to choose the profile for your e-mail package. If you use Microsoft Outlook or Outlook Express, do **one** of the following:
   - If you only have one Profile, press **Enter** (**OK**).
   - If you have multiple Profiles on your computer, select the e-mail program you want to use from the drop down list and press **Enter** (**OK**).

     To have 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 e-mail package documentation or vendor.
4. After sending the e-mail, in Manage Jobs, open the Support Info Files case located within the Systems Files case.
5. Delete the exception files.

   CATalyst remembers which .dmp files are sent when using the Zip and e-mail feature to send support information and sends only those .dmp files not previously sent. Stenograph recommends deleting the sent .dmp files.

Security Device Failure

The security device attaches to the USB port on your computer. If you have a parallel port holder, the security device attaches to the parallel port on your computer. If Case CATalyst does not locate a security device attached to the computer, the Security Device Failure dialog box displays. This can occur, for example, if you attempt to access the software without the security device or with the security device not securely attached.



Do the following:

1. Verify the security device is securely attached to the computer and press **Enter** (**Retry**).
2. From the Security Device Failure dialog box, select Help for information on how to respond to the security device failure by performing general troubleshooting steps.

No User Root Found

A user root directory is the first hierarchical level in the CATalyst file structure that contains user names and files. CATalyst requires that at least one user root directory exists. You cannot access the CATalyst software without a user root. If you attempt to start CATalyst without a user root, the following message displays:

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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

If this message displays, you must create a user root. Do the following:

1. Press **Enter** (**OK**) to display the User Root Directories dialog box.
2. Review the list of directories and files on your computer system. Using the mouse, select a location for the user root, by clicking the desired directory. As you open directories, the selection displays in the Chosen Directory field.
3. Press **Alt + a** (**Add**) to add the new user root directory displayed in the Chosen Directory field.
4. If you make a mistake, highlight the path in the User Root Directories 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. Check the **Copy Default Files** box if you want 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 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 directory is the first hierarchical level in the 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 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 CATalyst when not attached to the network. For example, a user runs CATalyst from a network drive at work and then takes the notebook home. When the user attempts to access CATalyst, the computer is no longer connected to the network and that user root is no longer accessible.

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 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

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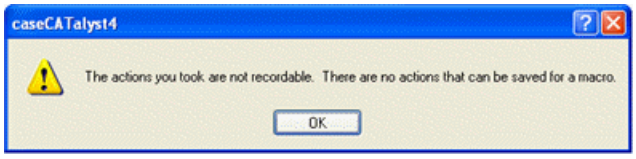
User Root Directories dialog box:

1. At the User Root Level, select **File/User Root Directories**. The User Root Directories dialog box displays.
2. Do **one** of the following:
   - Check the box *Suggest to remove inaccessible user roots*. to display the warning message.
   - Uncheck the box *Suggest to remove inaccessible user roots*. to prevent the warning message from displaying.

Edit

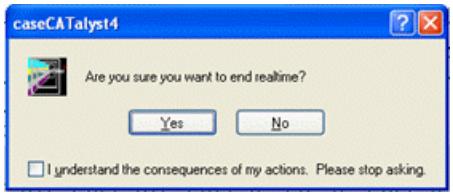
Cannot Save Macro

When you attempt to record commands for a macro that are not recordable functions, CATalyst displays the following message. 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.



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 box: *Warn when ending realtime…* to display the above message or uncheck the box to not have the warning message.

Globals

Cannot Access Global Table

Contact Stenograph Technical Support if you receive the following error message:

An error occurred accessing the Global Table. Please report the following error information to Stenograph Support.

The error information text that displays depends on the type of error that occurred.

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Cannot Add Global to Global Table

Contact Stenograph Technical Support if you receive the following 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.

The error information text that displays depends on the type of error that occurred.

Cannot Save Global Table

Contact Stenograph Technical Support if you receive the following 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.

The error information text that displays depends on the type of error that occurred.

Cannot Undo Global

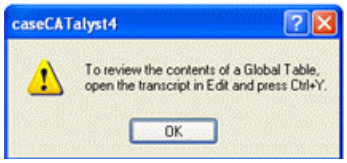
Contact Stenograph Technical Support if you receive the following error message:

An error occurred undoing the global, the global cannot be undone. Please report the following error information to Stenograph Support.

The error information text that displays depends on the type of error that occurred.

Open Global Table in Edit

In Manage Jobs, when you double click a Global Table subfile (.sgglb) or right click the subfile and select to Open it, the following message displays.

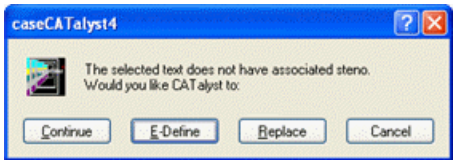


Do the following:

1. Press **Enter** (**OK**) to remove the message.
2. Open the Edit function and press **Ctrl + y** to display the Global Table.

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.



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

CATalyst defaults to this selection. E-Defines do not require steno and performs the global based on the

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text.

Replace

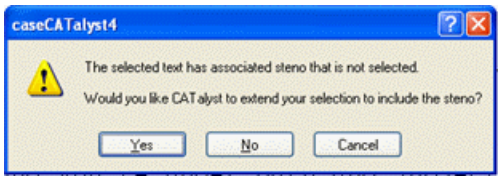
Replace for this occurrence only.

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.



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

Cannot Start Caseview

The following message occurs 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.

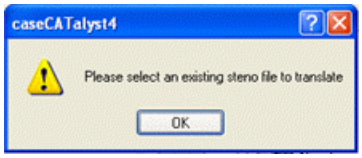
Could not start CaseView output. Data will not be output to CaseView.

Do the following:

1. In the Translate dialog box, verify your Steno Source and Output To selection.
2. In the Case CATalyst Translate Options dialog box, verify your Comm Port selection on the Output to CaseView tab.

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.



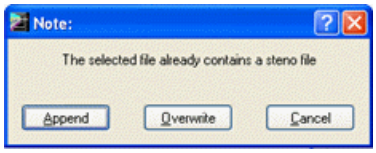
Do one of the following:

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- 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.



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

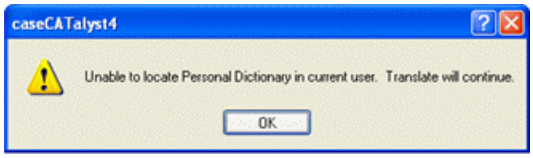
Delete the existing text and steno and replace it with the new text and steno.

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.



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

Archive Not Created by CATalyst

When you select to restore a .zip file that was not created by CATalyst, the following message displays.



Press **Enter** (**OK**) to remove the message. Use a compressing program, such as WinZip® to extract the files.

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Auto Recover File Exists

The following message occurs as a result of abnormally exiting the original file when it was open in the Edit or Translate & Edit function. The Auto Recover file may contain more complete information than the original file.

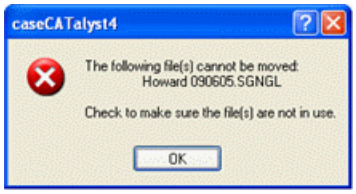


When you click OK, the original file opens. If the file is empty or does not appear to be complete, close the file open the Auto Recover file.

When you open the Auto Recover file, CATalyst prompts you to name it. You can save the file using the original file name and overwrite the original file or save it using a new name. For example, you use the original file name plus a number.

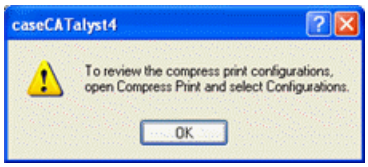
Cannot Move Selected File

The following type of message occurs, when you select a file to move but the file is open or in use. 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. Do the following:

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.

File is Not Associated through Windows

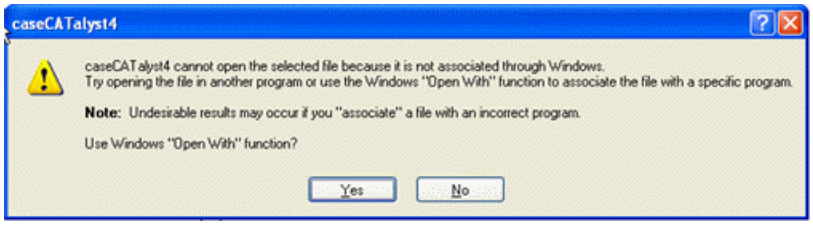
The following message occurs when you attempt to open an unknown file from within CATalyst. Select **No** to close the message box and cancel your attempt to open the file.

CAUTION

If you attempt to open the file, undesirable results could occur to the file or your system if you open the

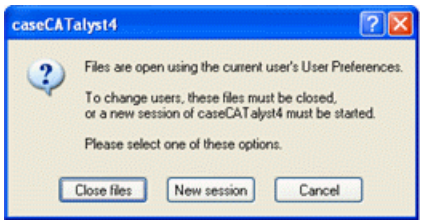
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file by associating it with an incorrect program.



Open Files When Changing Users

The following message occurs when you attempt to change users but still have open files for the current user.



Close files

Close any open files in the current user. If there are any unsaved change in the open files, CATalyst prompts you to save each file with changes. Manage Jobs opens in the new selected user.

New session

Starts another copy of the CATalyst software so that two session of CATalyst are running independent of each other.

Cancel

Returns to the current location without taking any action.

Macros

About Macros

A macro is a series of recorded keystrokes or commands to which you assign to a filename. Playing back a macro allows you to invoke the designated series of recorded commands. This reduces the amount of keystrokes you need to use to perform a task or process. The Macro feature contains a submenu used to record and playback a macro. You can create a toolbar from the submenu to float or dock it like any other toolbar. The submenu includes the following features:

- Record
- Playback Macro
- Playback Last Macro

Macros are recordable in Edit and Manage Dictionary. It is possible to begin the recording or playback of a macro in one function 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 naming convention for macros created for Manage Dictionary that identifies them from other macros. For example, "dict - modify entry."

You can playback the macro by selecting it from a list, pressing a user assigned keyboard command, or writing a steno stroke on your steno machine during realtime. To quickly invoke a macro, you can assign it to a keyboard map command or AccelerWriter. Keyboard command assignments and

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AccelerWriter definitions can be made at any time or immediately after saving the macro. Stenograph recommends you create the macro for an AccelerWriter while writing realtime to assure the macro works in a realtime situation as intended.

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. This allows 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. Macro files have a .sgmac extension and are stored in a Macros case within the System Files case.

Macro Toolbar

Using the Macro submenu, you can display a floating Macro toolbar which contains the three macro commands: Record, Playback Macro and Playback Last Macro. The macro 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.

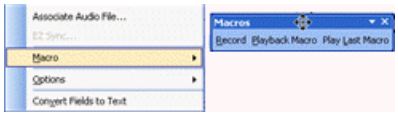
Once you create the Macro toolbar, the toolbar displays with a check mark in the View/Show list. Once the Macro toolbar closes, it no longer displays in the list. You must drag it from the Macro submenu to redisplay it.

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 diplays as a floating toolbar.



4. Place the floating toolbar anywhere on the screen or position along with other toolbars on the top or side of the screen.



5. You can customize the toolbar if necessary. To close the toolbar, deselect it from the View/Show list.

Recording Macros

Use Record on the Macro submenu in Edit or Manage Dictionary to record a series of commands and save them as a macro. Once the macro is recorded, you can assign a keyboard command or define an AccelerWriter to the macro as desired. Stenograph recommends creating the macro for an AccelerWriter while writing realtime to ensure the macro works in a realtime situation as intended.

When recording a macro with a keystroke that is assigned to a Windows default, the default is assigned. For example, if the keyboard map has the Windows default for Shift + 6, the result in the macro when you press Shift + 6 is the ^ (caret) symbol.

To create a new macro:

1. Place your cursor in the most logical position where you would want the commands of the macro performed.

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2. Press **Alt + t, m, r** (**Tools/Macro/Record**) to display the RecordMacro Toolbar.
3. Record the macro. Use key combinations or mouse clicks to select menu items or toolbar icons. You can only use key combination within a dialog box to record commands. When in a dialog box, click **Pause** to suspend the macro so that you can 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. The file selection is not recorded as part of the macro. After selecting the file, press **Enter** in the Include dialog box. The macro begins recording again once you press Enter.
4. When finished selecting the macro commands, press **Stop**. The Save Macro dialog box displays.

   If you attempt 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**)s.
5. In the File name field, type a name for the macro and do one of the following:

   Define After Saving

   Check this box to create an AccelerWriter definition after saving the macro.

   Assign After Saving

   Check this box to assign the macro to a keyboard command after saving the macro.
6. Press **Enter** (**Save**). Macros are automatically stored in a Macros case within the System Files case.

   If you selected the option, Define After Saving, the Insert Accelerwriter Entry dialog box displays after you press Enter (Save). Define the AccelerWriter entry.

   If you selected, Assign After Saving, the Open Keyboard Map dialog box displays after you press Enter (Save) to save the macro. Assign the key command.
7. Test the macro. Do one of the following:
   - If you assigned the macro to a keyboard command. select **Tools/Macro/Playback Macro** and then choose the macro you just recorded.
   - 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.

Assign Keyboard Command After Recording Macro

You can assign a keyboard command to the macro immediately after saving it, allowing you to begin using the macro in the current session. If you do not assign a keyboard command immediately after recording the macro, you can create a keyboard assignment anytime by opening the selected keyboard map directly.

To assign a keyboard command immediately after recording a macro:

1. When you stop recording the macro, the Save Macro dialog box displays.
2. Check the option **Assign After Saving**, type a file name for the macro and press **Enter** (**OK**). The Open Keyboard Map dialog box displays.
3. Select a keyboard map to open. Macros are stored in a Macros case within the System Files case. The Keyboard map displays with the Assign Key to Function dialog box open. The name of the macro just recorded is highlighted in the Functions list.
4. Make necessary entries:

   Key

   The Key field contains the list of all assigned and unassigned keyboard keys available for assignment. The options below the Key field indicate if the key is used alone or in conjunction with

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Ctrl, Shift, or Ctrl and Shift. The selected radio button designates the active key combination. You can assign a different 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 function presently assigned for the selected key combination displays in the Currently Assigned to field. If no function is assigned, the field is blank.

Currently Assigned to

The function assigned to the key or key combination in the Key field. To change the function, select an action from the list in the Functions field.

Functions

The currently recorded macro displays highlighted.

To search for a function, click any function in the list and press **Ctrl + f**. The Find dialog box displays. Type a function name or portion of a name in the field, select the direction you want to search and press **Enter** (**OK**). To search again, press **F3**.

Restore Default Assignment

Restore the default function assignment for the selected key in the Key field. This does not restore default key assignments for the entire keyboard map.

Use Windows Default

Assign the Windows Default keyboard assignment to the selected function.

5. Press **Enter** (**Assign**). The entry displays in the Keyboard Map list. The keyboard map closes.

Define AccelerWriter After Recording Macro

You can assign an AccelerWriter to the macro immediately after saving it, allowing you to begin using the macro in the current session. When you select the option, *Define After Saving*, in the Save Macro dialog box after recording, the Insert Accelerwriter Entry dialog box displays where you enter the steno and select the appropriate dictionary.

If you do not assign an AccelerWriter to the macro immediately after saving it, you can assign it later by creating a dictionary definition directly in the desired dictionary.

To define an AccelerWriter after recording a macro:

1. When you stop recording the macro, the Save Macro dialog box displays.
2. Check the option *Define After Saving*, type a file name for the macro and press **Enter** (**OK**). The Insert Accelerwriter Entry dialog box displays.
4. Make necessary entries.

Steno

Insert the steno you write to invoke the AccelerWriter. Separate multiple strokes with a forward slash.

Text

Displays 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 AccelerWriter definitions based on all the possible misstrokes of the original steno outline. A definition is generated provided the generated misstroke does not

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conflict with an existing entry in the Personal Dictionary.

Dictionary

Select one of the following dictionaries in which you want to place the AccelerWriter entry.

- Personal Dictionary
- Job Dictionary
- Update Area
- Case Dictionary
- Other Dictionary—use **Browse** to locate a dictionary in a different location.

5. Press **Enter** (**OK**). The entry is added to the selected dictionary.

Playback Macros

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.

Edit Macros

About Editing Macros

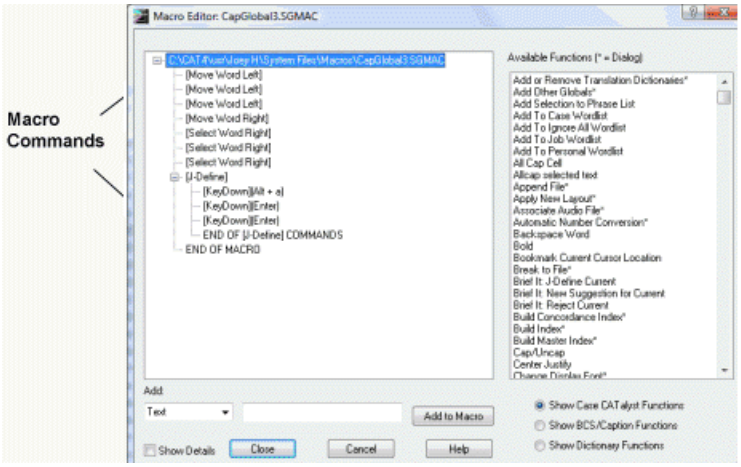
You can modify the recorded commands for an existing macro. Using the Macro Editor, add and remove CATalyst, CATalyst BCS or Dictionary functions, text and dialog box key combinations. Macros are stored in the Macros case within the System Files case. Macro files have a .sgmac extension.

- From anywhere in CATalyst or CATayst 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.

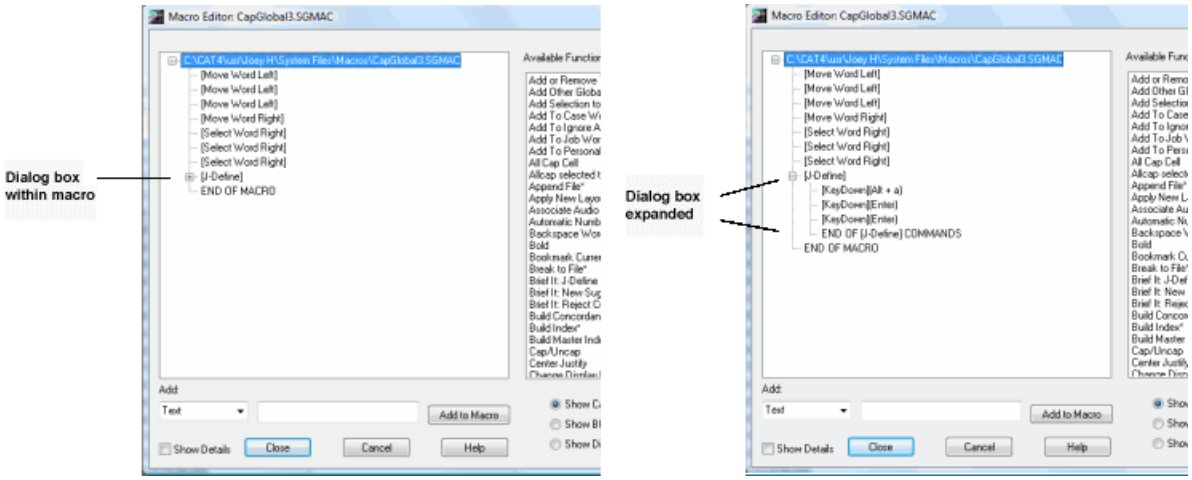
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Macro Editor

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.

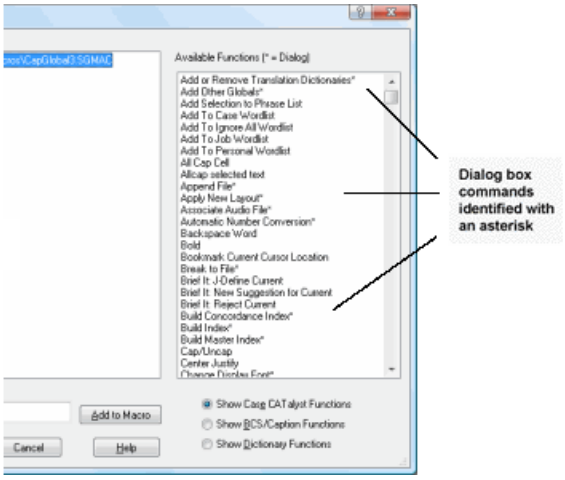


Available Functions

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 CATalyst 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.

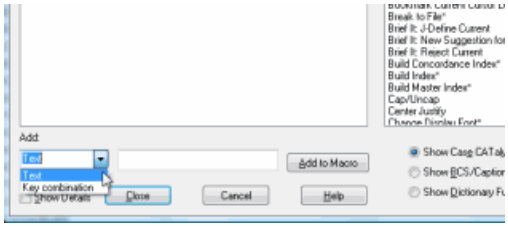
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Add

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

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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

To add functions to an existing macro:

1. Do one of the following:
   - From anywhere in 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 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.

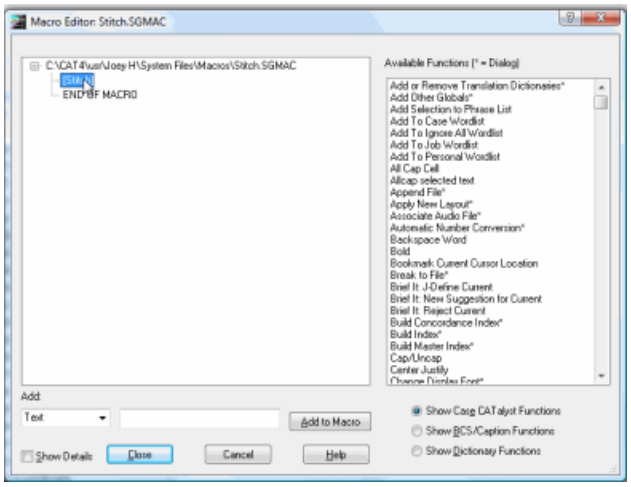
   To insert more than one function, it is necessary to highlight the position where you want to insert the command each time. The message, *Please select an item in the macro. The item will be inserted after the selection.* indicates the position for inserting the line is deselected. Highlight the line 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.

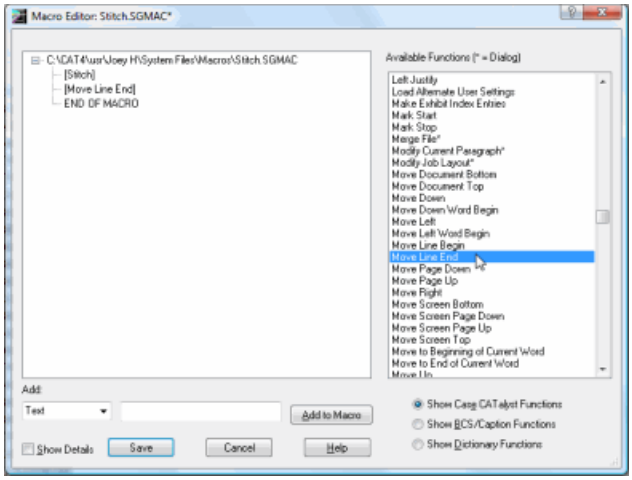
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4. In the Available Functions field, double-click the command you want to insert. Functions followed by an asterisk invoke a dialog box. The position you highlight is remembered even though the highlight does not appear once you click in the Available 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.

To add commands to a dialog box within an existing macro:

1. Do one of the following:

   - From anywhere in 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

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press **Enter** (**Open**).

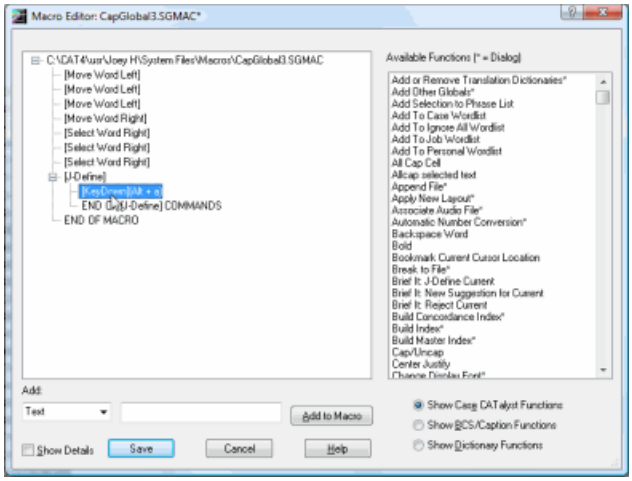
- In Manage Jobs, open the System Files case and then open the Macros case. Double-click a macro to open it.

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.

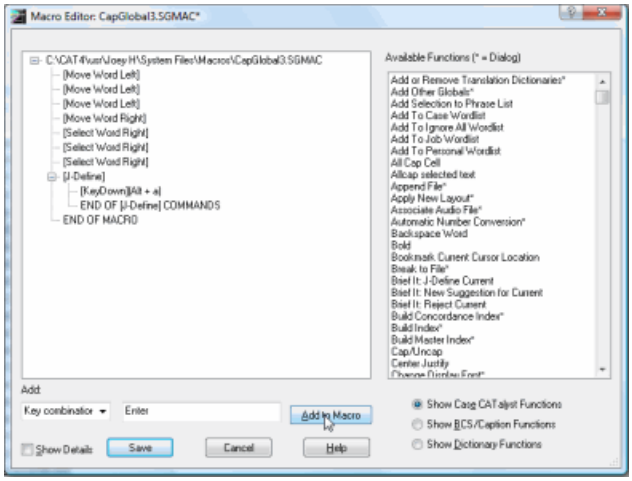
      If you did not highlight a line within a dialog, the following message displays; *In order to insert keystrokes onto a dialog in the macro, some part of the dialog needs to be selected*. Select a line within a dialog and select **Add to Macro**.

   Example

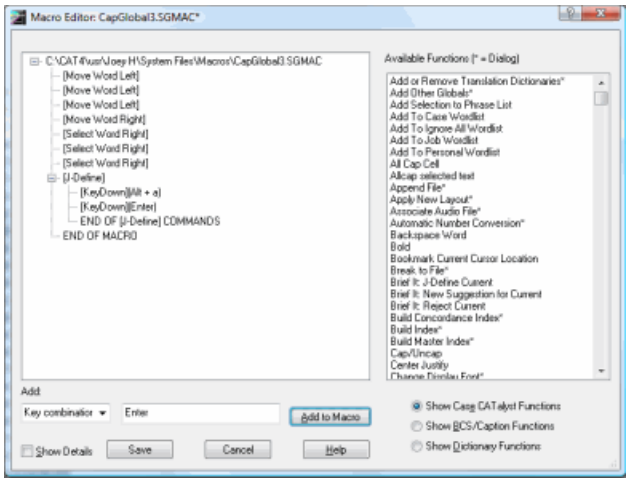
   Continuing with the CapGlobal3 macro, you select **Key combination** from the drop down list.

   With your cursor in the command field, you press **Enter** and then select **Add to Macro**.

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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

To add text anywhere in an existing macro:

1. Do one of the following:
   - From anywhere in 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

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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.

Prefixsuffixrules.ini

Prefixsuffixrules.ini 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 CATalyst QuickFixPrefix and QuickFixSuffix Edit features. A starter Prefixsuffixrules.ini provided with CATalyst contains samples rules. The starter Prefixsuffixrules.ini file is automatically loaded when you install 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.

Modify the Prefixsuffixrules.ini File

The Prefixsuffixrules.ini file uses symbols to identify a rule. Use the following guidelines to create new or modify existing rules in the Prefixsuffixrules.ini file. Follow the format in the file using the equals sign to separate the prefix or suffix from the rules. A single prefix or suffix may have multiple 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.

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	Apply the rule only to words that end in the	frantic+{Suffix}cally = frantically

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e.g. ^[c]cally	letter specified and attach the suffix	
^-suffix e.g. ^-off	Indicates a suffix may or may not be hyphenated.	turn + {Suffix}off = turnoff put + {Suffix}off = put-off The text portion of the dictionary entry is defined as: {Suffix}-off.
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}.

Example

You have an entry that contains the following series of rules:

^-out=&out,^out,out

You write steno defined as "look" and "{Suffix}out"

CATalyst analyzes the word using first rule, ^-out. The result is "look-out". CATalyst continues the analysis using the second rule, &out. The result is "lookkout". CATalyst continues the analysis using the third rule, &out. The result is "lookout". This is a correct spelling. CATalyst stops the analysis.

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 WordPad.
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**).

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6. Press **Alt + f, x** (**File/Exit**).

User Tables

EZ Text

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.

You can open the EZ Text table from anywhere in CATalyst. You can also access the EZ Text table during Edit where you can create, modify and insert text into the transcript using the EZ Text dialog pane.

To open the EZ Text table:

1. From anywhere in CATalyst, press **Alt + f, o, i, e** (**File/Open/List/Table/EZ Text Table**).
2. Use the following options as necessary to create and modify EZ Text lines:

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

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:

a. Select **Browse** to display the Choose Include File dialog box.

b. 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.

d. 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>

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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.

Delete

Highlight the EZ Text line and press **Delete**. Choose **Yes** at the confirmation prompt.

Print

Press **Ctrl + p** (**File/Print**) to display the Print dialog box from which you can print the EZ Text table.

3. Press **Alt + s** (**File/Save**) to save the changes to the EZ Text Table.

EZ Text Table Shortcut Keys

Shortcut keys allow you to use certain menu features by pressing one key or a combination of keys on the keyboard. The following shortcut keys are available when working in the EZ Text Table:

Cancel	Esc
Close EZ Text Table	Ctrl + F4
Delete	Del
Exit CATalyst	Alt + F4
Help	F1
Modify entry	Ctrl + m
Open existing file	Ctrl + o
Save open table	Ctrl + s

Resize EZ Text Table Columns

You can resize the column widths in the EZ text Table. Do **one** of the following:

- 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 to resize.

     Number

     Text

  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.

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Keyboard Map

Keyboard Maps

A Keyboard Map contains keyboard commands with associated functions. The keyboard map entries determine the action 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 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.

The CATalyst Edit and Manage Dictionary functions have independent customizable keyboard maps. By default, Edit opens with the Edit Default keyboard map active. Keyboard maps for Edit must be stored in the System Files case. 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. A keyboard map has the .sgkbd extension.

You can create and use multiple keyboard maps but only one is active at a time. Use the Edit command, Cycle Keyboard Map, to easily switch the active keyboard map while editing a job. You can also change which keyboard map is active when you open Edit by changing a setting in the Advanced Edit Options. To change the opening active keyboard map in Manage Dictionary, change the setting in Advanced Dictionary Options. You can also use the Manage Dictionary command, Cycle Keyboard Map, to switch the active keyboard map while working with dictionary entries. The name of the active keyboard map displays on the Status bar at the bottom the screen.

You can add, delete, or modify keyboard map entries. Features available for keyboard map assignment differ in Edit and Manage Dictionary. In addition to features, you can create and assign a macro to a keyboard command. Only one feature or macro can be assigned to a key or key combination. When you assign a single key to invoke a command, you might also consider assigning Shift plus the same key to the same command. This helps assure the same result for the command is invoked when the Caps Lock is on. Certain keys and key combinations are unavailable for assignment. 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. Some key combinations for the following keys are also unavailable: F1, F6, Esc, and Tab. Available key combination assignments for these keys include: F1 + Ctrl, F1 + Shift and F1 + Ctrl+ Shift; F6 + Shift, Esc + Shift and Tab + Shift.

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.

Edit Keyboard Map Functions

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 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

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language set. For example, default Windows keyboard commands appropriate for the English language are only active when the English language set is selected. 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.

	Function	Default Keyboard Command	Action
	[none]		Remove the key assignment with nothing assigned to a key combination.
‘	Apostrophe	‘	Type an apostrophe.
-	Hyphen	Insert Hyphen	Type a hyphen.
!	Exclamation mark (Smart)	1 + Shift	Type an exclamation mark.
"	Quotation mark	‘ + Shift	Type a quote mark.
#	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.
)	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.

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:	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	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	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

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			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.
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 or Remove Translation Dictionaries	a + Control	Display the Add or Remove Translation Dictionaries dialog box during realtime.
	Add Other Globals		Display the Add Other Globals dialog box.

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	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 select 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 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.
	Automatic Number Conversion		Apply an automatic number conversion rule based on the NumberConversion 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 + Control	Delete the previous word.
	Bold		Surround the highlighted text with the Bold On and Bold off format symbols.
	Bookmark Current Cursor	b + Control + Shift	Place an invisible bookmark in the file. Use the Go To Bookmarked Cursor command to find the

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	Location		bookmarked location.
	Break to File	b + Control	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: 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 + Control	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 + Control	Display the Change Header/Footer Text dialog box.
	Change Job Dictionary		Display the Change Job Dictionary dialog box.
	Change	\	Change the current Keyboard Map to the next

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Keyboard Mode	available Keyboard Map.
Change Orphan Control Options	Display the Orphan Control Options dialog box.
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.
Concordance Index Properties	Display the Concordance Index Properties dialog box.
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.

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Copy	c + Control	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.
Cut	x + Control	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	` + Control + 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 Open Edit Files	` + Control	Cycle through the open transcripts.
Cycle Paragraph Style		Cycle through different paragraph styles.
Cycle Possession		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		Cycle through the zoom settings in reverse order

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	zoom settings (Reverse)		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 + Control	Display the Global D- Define dialog box.
	Decrease Audio Playback Speed		Incrementally decrease playback speed of the associated audio.
	Default Keyboard	\ + Control + Shift	Switch the current keyboard map to the Default keyboard map.
	Definition Search		Place the word or phrase in the Search field of One Look.com site when connected to the Internet.
	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.
	Delete Word	Delete + Control	Delete the word to the right of the cursor.
	Do Follow Realtime		Set the current realtime mode for the cursor to follow realtime.

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	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 + Control	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.
	EZText Entry 0		Insert the text assigned to EZ Text entry 0 (10).
	EZText Entry 1		Insert the text assigned to EZ Text entry 1.
	EZText Entry 2		Insert the text assigned to EZ Text entry 2.
	EZText Entry 3		Insert the text assigned to EZ Text entry 3.
	EZText Entry 4		Insert the text assigned to EZ Text entry 4.
	EZText Entry 5		Insert the text assigned to EZ Text entry 5.
	EZText Entry 6		Insert the text assigned to EZ Text entry 6.
	EZText Entry 7		Insert the text assigned to EZ Text entry 7.
	EZText Entry 8		Insert the text assigned to EZ Text entry 8.
	EZText Entry 9		Insert the text assigned to EZ Text entry 9..
	EZText Entry Shift 0		Insert the text assigned to EZ Text entry 0 (20).
	EZText Entry Shift 1		Insert the text assigned to EZ Text entry 11.
	EZText Entry Shift 2		Insert the text assigned to EZ Text entry 12.
	EZText Entry		Insert the text assigned to EZ Text entry 13.

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	Shift 3		
	EZText Entry Shift 4		Insert the text assigned to EZ Text entry 14.
	EZText Entry Shift 5		Insert the text assigned to EZ Text entry 15.
	EZText Entry Shift 6		Insert the text assigned to EZ Text entry 16.
	EZText Entry Shift 7		Insert the text assigned to EZ Text entry 17.
	EZText Entry Shift 8		Insert the text assigned to EZ Text entry 18.
	EZText 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.
	Fill In Field		Display the Fill In Field dialog box when the cursor is positioned on a field.
	Follow Realtime	l (L) + Control	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.
	Full Justify		Currently unavailable.
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 + Control	Display the Global Table dialog box.

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	Go To Bookmarked Cursor	c + Control + 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 + Control	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 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.
	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.

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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.
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 + Control	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.
Insert Extended Character		Display the Insert Character dialog box.

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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.
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 Index Placeholder Text # format symbol.

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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.
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		Insert the Oops format symbol.
Insert Parenthetical		Insert the Parenthetical format symbol to format the following text based on the Parenthetical paragraph style.
Insert Pause Time		Insert the Pause Time 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 Redaction On format symbol.
Insert Redaction		Insert the Redaction On format symbol to redact

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On		the text following the format symbol.
Insert Reporter's Dash	/ + Control	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.
Insert Sort Index – Alpha Word Override		Insert the Sort Index – 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 Case Insensitive		Insert Sort Index 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 Sort Index 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.

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Insert Sort Index Numeric		Insert the Sort Index 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.
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		Insert the Underline On format symbol to enable

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	On		the underlining of text following the format symbol.
	Insert User-Defined Paragraph		Display the Set User Defined dialog box.
	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 + Control	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 + Control	Display the Global – J-Define dialog box.
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.
	K-Define	k + Control	Display the Global – K-Define dialog box.
l		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.

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	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.
	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 + Control	Display the Merge dialog box to remove the contents of one file and place the contents in the current file.
	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 + Control	Move the cursor to the end of the file.
	Move Document Top	Home + Control	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 + Control	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.

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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 + Control	Move the cursor to the first line of the next page.
Move Page Up	Page Up + Control	Move the cursor to the first line of the previous page.
Move Right	Right Arrow + Control	Move the cursor to the right one character at a time.
Move Screen Bottom	Down + Control	Move the cursor to third line from the bottom of the screen.
Move Screen Page Down	Down Arrow + Control; Page Down	Move the cursor down in the file approximately a screen page.
Move Screen Page Up	Up Arrow + Control; Page Up	Move the cursor up in the file approximately a screen page.
Move Screen Top	Up + Control	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.
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.

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	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.
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 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 (*sgnl)."
	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)."

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	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 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 (*.sgnl)."
	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.
	Normal View		Change the transcript view setting to Normal View.
	Number Conversion	u + Control	Display the Number Conversion dialog box when the cursor is immediately before numbers or highlighted (marked) text.
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 BCS Number Conversion File		Display the BCS Number Conversion file.
	Open Caption		Display the Open Existing Document dialog box

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File		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 Wordlist		Display the Open Existing Document dialog box with the file type set to "Wordlist Files (*.tlx)."
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."
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 + Control	Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*. sgnl)."
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 (*.sgnl)."
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 (*.

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		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.
Open Personal Dictionary		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 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 Shorcut 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 (*. sgnl)."
Open Update Area		Open the Update Area for the current user or create a new one if no Update Area exists.
Orphan Control		Display the Set Number of Lines dialog box.
Other Dictionary	o + Control + Shift	Display the Global – Other Dictionary dialog box.

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Define		
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 + Control	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.
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.

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	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.
	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.
	Print Current Page	p + Control + Shift	Send the current page to the printer with the most recently used print options.
	Print File	p + Control	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 + Control + Shift	Display the Lookup dialog box with the dictionary name and definition for the current steno outlines.
	Quick Tran		Start translation with "Writer" as the steno source and the most recently used translation settings.
	QuickFix Prefix		Display the QuickFix dialog box to select a prefix.
	QuickFix Suffix		Display the QuickFix dialog box to select a suffix.

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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 + Control + 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.
	Replace	r + Control	Display the Replace dialog box to replace the text for this single occurrence.
	Resolve All Chosen Conflicts		Confirm the selected conflict for all EZ Choice and AutoChoice conflicts.
	Restore Steno	F2 + Shift; F2 + Control	Revert the translated text to the original steno outline.
	Resume Audio		Resume the recording of audio during realtime.
	Resume Spellcheck	F7 + Control + Shift	Resume spell check when the cursor focus is not in the Spell Check dialog box.
	Reveal Codes	r + Control + 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

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		settings, such as display colors and font, to a file.
Save File	s + Control	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.
Scan Backward	F8 + Shift	Scan backward through the file using the current Scan For options.
Scan For Options		Scan forward through the file using the current Scan For options.
Scan Forward	F8	Using the current Scan For option selections, scans forward through the file.
Scroll Text Backwards	a + Control + 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 + Control	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 + Control + Shift	Automatically move the cursor line to line and play the associated audio, if available, at the designated time increment.
Search	f + Control	Display the Search dialog box to search for text,

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		steno or timestamps.
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 occurences 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 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.
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.

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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 + Control + Shift	Highlight (mark) text from the cursor location forward to the end of the transcript.
Select Document Top	Home + Control + 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 + Control + 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	Page Down + Control +	Highlight (mark) text from the cursor location

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Down	Shift	forward to the end of the current page.
Select Page Up	Page Up + Control + Shift	Highlight (mark) text from the cursor location backward to the beginning of the current page.
Select Right	Right Arrow + Control + Shift	Highlight (mark) the character to the right of the cursor location.
Select Screen Bottom	Down Arrow + Control + 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.
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 + Control + 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	] + Control; Left Arrow + Shift	Highlight (mark) one word at a time to the left of the cursor.
Select Word Right	[+ Control; Right Arrow + Shift	Highlight (mark) one word at a time to the right of the cursor.
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.

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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 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.
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 + Control	Display the Spelling Lookup dialog box with the

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			selected word in the Text field.
	Split Table		Split one table into two.
	Stitch	- + Control	Cycle through the stitch options for the selected words.
	Stop Audio	F9 + Control	Stop the playback of the associated audio.
	Stop Translation	\ + Control	Stop realtime translation and stop the connection from the steno 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	= + Control	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.
	Table Properties...		Display the Table Properties dialog box to set table properties.

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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.
Timer Information		Display the Timer Options dialog box to assign names to timers and group timers.
Toggle All Punctuation	, + Control	Cycle through a series of punctuation symbols for the first punctuation occurence 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.
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.

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	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.
	Toggle Paragraph Ending Punctuation	. + Control + 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	. + Control	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.
	Transcript Spellcheck Options		Display the Translate Spell Check Options dialog box.
	Translate	t + Control	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.
	Uncap selected text		Remove the capitalization for all words of the selected text.

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	Underline		Insert the Underline format symbol before a word or surround marked words with the Underline On and Underline Off format symbols.
	Undo	z + Control	Reverse the most recent consecutive changes or actions in the current file.
	Undo Global	u + Control + Shift	Reverse the global action throughout the current editing session of the file for the word of phrase that immediately follows the cursor.
	Undo Global Once		Reverse the global action only for the word or phrase that immediately follows the cursor.
	Undo Last Global	u + Control + Shift	Reverse the last global action throughout the current editing session of the file.
	Unmark		Remove the highlighting (marking) from text.
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	
À	Upper ANSI A grave	Alt + 0192	
å	Upper ANSI a ring	Alt + 0229	
Å	Upper ANSI A ring	Alt + 0197	

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ã	Upper ANSI a tilde	Alt + 0227
Ã	Upper ANSI A tilde	Alt + 0195
´	Upper ANSI acute	Alt + 0180
å	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
ˆ	Upper ANSI circumflex	Alt + 0136
"	Upper ANSI close double quote	Alt + 0148
’	Upper ANSI close single quote	Alt + 0146

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©	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
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

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–	Upper ANSI en dash	Alt + 0150
€	Upper ANSI euro sign	Alt + 0128
ª	Upper ANSI feminine ordinal	Alt + 0170
ƒ	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

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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
¯	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

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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
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	Alt + 0182

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	paragraph symbol	
‰	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
¹	Upper ANSI superscript 1	Alt + 0185

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²	Upper ANSI superscript 2	Alt + 0178
³	Upper ANSI superscript 3	Alt + 0179
¾	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	

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	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	
¥	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 CaseViewNet UserList Pane		Toggle the display of the CaseViewNet UserList 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.

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View Clipboard		Toggle the display of the Clipboard dialog pane.
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 + Control + 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 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 Vertical Notes	n + Control	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.

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	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.
	Word Swap	w + Control	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%.

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	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.
	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.

Create & Modify Edit Keyboard Maps

Create a new keyboard map or customize existing keyboard maps in Edit to better fit your editing style. You may want to create or modify keyboard map entries to perform functions not currently assigned to a key or key combination, modify a keyboard assignment to a command that is easier to remember or to invoke a macro.

Refer to the CATalyst Default Keyboard Map topic for a list of the Edit keyboard, Upper ANSI and extended ASCII characters available for assignment in any keyboard map. The list also includes available CATalyst functions.

Keyboard maps for Edit must be stored in the System Files case. 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.

 You can disable the Insert/Overwrite mode on the keyboard by deleting the assignment for the Insert key in the Default Keyboard Map.

To create or modify an Edit keyboard map:

1. Do **one** of the following:

   Create New Keyboard Map

   From anywhere in CATalyst, 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**). The keyboard map displays.

   Open Existing Keyboard Map

   From anywhere in CATalyst, press **Alt + f, o, i, k** (**File/Open/List/Table/Keyboard Map**). The Open Existing Document dialog box displays. Type an existing name in the File name field and press **Enter** (**Open**). The selected keyboard map displays.

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To modify the Edit Default keyboard map that comes with CATalyst, type the name **default** in the File name field. Once initially accessed, it is available for selection in the Systems Files case in Manage Jobs.

Open Active Keyboard Map

Double click the keyboard name in the Status bar at the bottom of the screen.

2. Do one of the following to display the Assign Key to Function dialog box.
   - 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 **Ctrl + m** (**Alt + Edit/Modify**).
3. Make necessary entries:

   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 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 function presently assigned for the selected key combination displays in the Currently Assigned to field. If no 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.

   Currently Assigned to

   The function presently assigned to the key or key combination in the Key field.

   Functions

   To change the function for the key in the Key field, highlight the desired function from the list. Macros display at the end of the list.

   To search for a function in the list, click any function and press **Ctrl + f**. The Find dialog box displays. Type a function name or portion of a name in the field, select the direction you want to search and press **Enter** (**OK**). To search again, press **F3**.

   Restore Default Assignment

   Restore the default function assignment for the selected key in the Key field. This only restores the default assignment for the current key.

   Use Windows Default

   Use the Windows default keyboard assignment for the selected Windows Regional Language setting. If you have English selected the action is the default function assigned to the Windows English language keyboard. If you have French selected the action is the default function assigned to the Windows French language keyboard.
4. Press **Enter** (**Assign**). The entry displays in the Keyboard Map list.

   If you modify an existing entry with an existing assignment, 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.
5. Press **Ctrl + s** (**File/Save**) to save the change to the keyboard map.

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6. Press **Ctrl + F4**, to close the keyboard map.

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:
   - From anywhere in CATalyst, 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.

Dictionary Keyboard Map Functions

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 functions available for assignment in a Case CATalyst 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.

Keyboard assignments available in the Functions list are indicated in the following table:

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

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		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 + Control Insert + Control	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 + Control Delete + Control 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.

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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.
Dictionary Verify Options - Dict.		Display the Dictionary Verify Options dialog box.
Document End - Dict.	End + Control	Move the cursor to the end of the file.
Document Home - Dict.	Home + Control	Move the cursor to the beginning of the file.
Export to RTF-CRE - Dict.		Display the Save As dialog box with File Type set to RTF.
Filter - Dict.	y + Control	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 + Control	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.		Automaticlly copy all the words in the current dictionary, that Spell Check thinks are misspelled, to the wordlist and assign *Ignore* to them.
Modify Entry - Dict.	Enter	Display the Modify Dictionary Entry dialog box.

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	Enter + Shift m + Control	
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.
New File	n + Control	Display the Create New File dialog box with the default file type set to "Transcript Files (*sgnl)."
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)."

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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.
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 (*.sgnl)."
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 + Control	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."

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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 + Control	Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*. sgnl)."
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 (*. sgnl)."
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 + Control	Open the Personal Dictionary for the current user or create a new one if no Personal Dictionary exists.
Open Personal Voice		Open the Personal Voice Dictionary for the

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Dictionary		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 + Control	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 Shorcut 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 (*. sgnl)."
Open Update Area	u + Control	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 + Control 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 + Control	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 + Control + Shift	Restore the most recent consecutive changes or actions in the current dicitonary.

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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.
Save File - Dict	s + Control	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 + Control	Display the Search dialog box to search for text, steno or timestamps in the dictionary.
Search and Replace - Dict.	r + Control	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 occurences in the dictionary.
Select All - Dict.	a + Control	Highlight all the entries in the dictionary.
Select Document End - Dict.	End + Control + Shift	Highlight the entries from the current location to the end of the dictionary.
Select Document Home - Dict.	Home + Control	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 + Control	Highlight entries from the current location forward in the dictionary one screen at a time.
Select Page Up - Dict.	Page Up + Shift Page Up + Control	Highlight entries from the current location backward in the dictionary one screen at a time.

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Spellcheck - Dict.	F7 F7 + Control F7 + Shift	Spell check the text portion of the dictionary entries.
Undo	z + Control	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.

Create & Modify Dictionary Keyboard Maps

Create a new or customize an existing keyboard map in Manage Dictionary to better fit your editing style. You may want to create or modify keyboard map entries to perform functions not currently assigned to a key or key combination, modify a keyboard assignment to a command that is easier to remember or to invoke a macro.

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 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. A keyboard map has the .sgkbd extension.

To create and modify a Dictionary keyboard map:

1. Do one of the following:

   Create New Keyboard Map

   From anywhere in CATalyst, 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**). The keyboard map displays. New Dictionary keyboard maps display with default keyboard command assignments.

   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. Case CATalyst creates the Dictionary case when you save the keyboard map.

   Open Existing Keyboard Map

   From anywhere in CATalyst, 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**). The selected keyboard map displays.

   To access the Dictionary Default keyboard map that comes with Case CATalyst, 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.

   Open Active Keyboard Map

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Double click the keyboard name in the Status bar at the bottom of the screen.

2. Do one of the following to display the Assign Key to Function dialog box.
   - 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 **Ctrl + m** (**Alt + Edit/Modify**).
3. Make necessary entries:

   Key

   The Key field contains a list of available 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 function to each of the key combinations. For example, in the Edit 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 function presently assigned for the selected key combination displays in the *Currently Assigned to* field. If no 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.

   Currently Assigned to

   The function, if any, presently assigned to the key or key combination in the Key field.

   Functions

   To change the function for the key in the Key field, highlight the desired function from the list. Macros display at the end of the list.

   To search for a function in the list, click any function and press **Ctrl + f**. The Find dialog box displays. Type a function name or portion of a name in the field, select the direction you want to search and press **Enter** (**OK**). To search again, press **F3**.

   Restore Default Assignment

   Restore the default function assignment for the selected key in the *Key* field. This only restores the default assignment for the current key.

   Use Windows Default

   Use the Windows default keyboard assignment for the selected Windows Regional Language setting. If you have English selected, the keyboard action is the default function assigned to the Windows English Regional Language keyboard. If you have French Regional Language, selected the keyboard action is the default function assigned to the Windows French language keyboard. For more information on Windows Regional Language settings, see Windows documentation.
4. Press **Enter** (**Assign**). The entry displays in the Keyboard Map list.

   If you modify an existing entry with an existing assignment, 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.
5. Press **Ctrl + s** (**File/Save**) to save the change to the keyboard map.
6. Press **Ctrl + F4**, to close the keyboard map.

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Filter Keyboard Map Entries

Limit the Keyboard Map entries that display on screen by specifying the display parameters with a filter.

To filter entries in a Keyboard Map:

1. Press **Alt + v, f** (**View/Filter**). The Filter submenu displays.
2. Select **one** of the following:

   All Possible Keys (assigned and unassigned)

   All Assigned Key

   All Unassigned Keys

   All Keys Modified From CC4 Defaults

   All Keys Not Modified From CC4 Defaults
3. Once you select a filter, the Keyboard Map displays the specified entries.

Resize Keyboard Map Columns

You can resize the column widths in the keyboard map. Do one of the following:

- 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 to resize.

     Key

     Function

     Macro filename
  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.

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**).

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Phonetic

Phonetic Table

The Phonetic Table contains steno outlines and phonetic text equivalents. When 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. For example, the proceedings include the name Jaymes. If no dictionary entry for the steno SKWRAEUPLZ exists, the steno outline displays as an untranslate. With the Phonetic option selected, CATalyst matches each steno combination to the text equivalent, as shown:

SKWR = J

A = A

EU = I

PL = M

-Z = Z

The result displays as JAIMZ in the transcript instead of SKWRAEUPLZ.

Phonetically translated words appear in the 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.

The default Phonetic Table contains 60 entries. The default text equivalents are 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.

Each user has a Phonetic Table. It is located in the System Files case. The Phonetic Table is not accessible when a CATalyst BCS session is active.

Modify Phonetic Table Entries

1. From anywhere in 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.

   Text

   Type a new or modify the existing text equivalent or phonetic sound for the steno outline.

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4. Press **Enter** (**OK**). To exit the Insert dialog box, press **Esc** (**Cancel**).
5. Press **Ctrl + s** (**File/Save**) to save the changes.

Steno Shortcut

Steno Shortcut Table

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 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 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:

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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 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.

Fill-In-Fields List

Fill-In-Field List

CATalyst uses a file, Fill-In-Field List.csv, to store the values for field list groups, such as SPEAKER1, FIRM1, ATTORNEY1, ADDRESS-A1, ADDRESS-B1, CITY1, STATE1, ZIP1. The Fill-In-Field List.csv is created when you make the first entry for a field list group during Edit using the Fill-In-Field or Scan and Fill-In-Fields commands. Each time you make an entry for a field list group during Edit, CATalyst automatically adds the information into the Fill-In-Field List file.

The Fill-In-Fields List.csv contains the names, addresses and information for firms and attorneys. You can insert, modify and delete entries from the file. Using the modify command, you can build new entries using existing information. The cut, copy and paste commands and search features are

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available for file maintenance. The view of the Fill-In-Field list is customizable. You can filter entries and modify the column display. Fill-In-Field List.csv is located in the System Files case.

Insert/Modify Field List Entries

To insert or modify entries in Fill-In-Fields List:

1. From Manage Jobs, press **Alt + f, o, i, f** (**File/Open/List/Table/Fill In Field List**). The Fill-In-Field List.csv displays the current field list group entries.
2. Do **one** of the following:

   Insert a new entry

   Press **Ctrl + i** (**Edit/Insert**) to display the Insert Entry dialog box.

   Modify an existing entry

   Press **Ctrl + m** (**Edit/Modify**) to display the Modify Entry dialog box.
3. Make necessary entries. Add format symbols and extended characters as necessary.

   ATTORNEY

   The name of the attorney.

   FIRM

   The name of the firm.

   ADDRESS-A

   Address for firm or attorney. To create a multiple line address, you can use the Address-A and Address-B fields or you can use one address line and insert format symbols. For example, the address for the firm is 1234 Sunshine Street, Suite 5200. You could make an entry in Address-A for 1234 Sunshine Street and another entry in Address-B for Suite 5200. As an alternative you could make the following entry in Address-A: 1234 sunshine Street<New Line> Suite 5200.

   ADDRESS-B

   An additional address line.

   CITY

   The name of the city for the firm or attorney.

   STATE

   The name of the state for the firm or attorney.

   ZIP

   The zip code for the firm or attorney.

   PHONE NUMBER

   The phone number for the firm or attorney.

   FAX

   The fax number for the firm or attorney.

   E-MAIL

   The e-mail address for firm or attorney.

   SPEAKER

   The name of the speaker as you want it to appear in the transcript, such as MS. RYAN.

   ATTORNEY SORT

   Automatically displays the name listed in the Attorney field with the last name first. CATalyst ignores certain suffixes when filling in the Attorney Sort field, such as Jr., Sr. and Esq. If necessary, you

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can modify the appearance. For example, you have an attorney **John Van Den Tillar** listed in the Attorney field. CATalyst displays the name in the Attorney Sort field as **Tillar, John Van Den**. Modify 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, CATalyst displays names in the Fill In Field dialog box using the format of the Attorney Sort field. 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 an 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.

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

Delete Field List Entries

To delete entries from the Fill-In-Field List:

1. From Manage Jobs, press **Alt + f, o, i, f** (**File/Open/List/Table/Fill In Field List**). The Fill-In-Field List.csv displays the current field list group entries.
2. Use Search (**Ctrl + f**) or cursor movements to find the entry you want to delete or use Filter (**Alt + v, i**) to view specific entry fields.
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. 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.

4. Press **Delete** or click the Delete  icon to delete the selected entries. You can undo the delete by pressing **Ctrl +z** (**Undo**).
5. A confirmation message displays. Choose **Yes** to delete the selected entries. Choose **No** to cancels the delete so no entries are deleted.
6. Press **Ctrl + s** (**File/Save**) to save the Fill-In-Field List file.

Filter Field List Entries

Filter the Fill-In-Field List to display only entries that contain the specified criteria for a selected field. Entries filtered out are not removed from the file. All the entries redisplay when you select Unfilter.

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1. From Manage Jobs, press **Alt + f, o, i, f** (**File/Open/List/Table/Fill In Field List**). The Fill-In-Field List.csv displays the current field list group entries.
2. Press **Ctrl + y** (**View/Filter**). The Filter dialog box displays.
3. Click the radio button next to the field by which you want to filter. In the blank box to the right of the field, type the text on which you want to filter. CATalyst displays only the entries that contain the text entered. If you leave the box blank, then CATalyst filters on the blank, displaying entries that have no entry in the field selected for filtering.
4. Press **Enter** (**OK**). CATalyst displays the filtered entries.
5. Press **Alt + v, u** (**View/Unfilter**) to redisplay the entire Fill-In-Field List.

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. You cannot select individual entries to include.

To include one Fill-in-Field List to another:

1. From Manage Jobs, press **Alt + f, o, i, f** (**File/Open/List/Table/Fill In Field List**). The Fill-In-Field List.csv displays the current field list group entries.
2. Press **F9** (**File/Include**). The Include dialog box displays.
3. Make entries in the fields as necessary:

   Look In

   Choose the user name from which you want to select the include file. The default is the current user.

   File Window

   Displays a list of the subfiles from which to choose. By default, the Fill-in-Field List is located in the System Files case. Highlight the Fill-in-Field List you want to Include. 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 directory or location.
4. Press **Enter** (**Open**).

Modify Columns in Fill-In-Field List

The fields for field group lists display in column format in the Fill-In-Field List. You can change the column format in the following ways:

- choose which columns display
- determine the display order of the columns
- adjust column widths
- change the sorting column

If you do not use all the fields that are available for a field group list, you can select to not display those columns. Changing the columns that display in the Fill-In-Field list also affects the fields that display in the Fill In Fields dialog box in Edit. Use the Column Display feature to select which columns display.

You can change the order in which the columns display. Changing the order of the columns also

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changes the order of information in the Insert Entry and Modify Entry dialog boxes and changes the order of information in the Fill In Fields dialog box in Edit. Use the Column Display feature to change the column order.

Adjust columns width as necessary to customize the view in the Fill-In-Field List. Adjust column widths using the Column Display feature or using the cursor from the screen. To adjust column width from the screen, 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.

You can sort the Fill-In-Field List to help locate specific entries. To change the column on which CATalyst sorts the field information, click the desired column heading. 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 or down for descending order. For example, if you want to sort fields by FIRM in ascending order, click the FIRM column heading. Click again, if necessary, to have the triangle point down.

Column Display

Change which columns display on the screen, the display order or to adjust the column width:

1. From Manage Jobs, press **Alt + f, o, i, f** (**File/Open/List/Table/Fill In Field List**). The Fill-In-Field List.csv displays the current field list group entries.
2. Press **Alt + v, s, c** (**View/Show/Column Display**). The Column Display Order dialog box displays.
3. Do any of the following:

   Select which columns display

   Columns are visible when a check mark displays next to the field name. To remove the column from view, uncheck the box next to the field name.

   Change the display order of the columns

   Highlight the field and use the **Move Up** or **Move Down** buttons. For example, instead of having the FIRM as the first column, you can move the FIRM column down to have the ATTORNEY display first.

   Adjust column widths

   Highlight the column heading you want to adjust. In the *The selected column should be _ pixels wide* field, use the arrows to increase or decrease the pixel size, or type a new number.

   You can also adjust column width from the screen. 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.

   Default

   Restore the column display to the original CATalyst default values.
4. Press **Enter** (**OK**).
5. Press **Ctrl + s** (**File/Save**) to save the Fill-In-Field List file.

Search for Field Entries

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.

To search:

1. From Manage Jobs, press **Alt + f, o, i, f** (**File/Open/List/Table/Fill In Field List**). The Fill-In-Field List.csv displays the current field list group entries.

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2. Press **Ctrl + f** (**Edit/Search**). The Search dialog box displays.
3. In the *Search For* 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 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.

   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**).

Search and Replace Field List Entries

Search and Replace allows you to search for and replace text for a field entry in the Fill-In-Fields List.

To search:

1. From Manage Jobs, press **Alt + f, o, i, f** (**File/Open/List/Table/Fill In Field List**). The Fill-In-Field List.csv displays the current field list group entries.
2. Press **Ctrl + r** (**Edit/Search and Replace**). The Search and Replace dialog box displays.
3. Make necessary entries:

   Search For

   Type the text you want to find.

   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.

   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

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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.

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.

Share the Fill-in-Field List with Other Users

You can share the Fill-in-Field list with other users on the same computer or network environment by adding a line to the UserSettings.ini file.

To share the Fill-in-Field list:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[FieldDB Settings]** section.
5. Add the following line, to identify the directory location of the Fill-In-Fields list: **Default FIFList= *spedificdirectorylocation***

   For example: Default FIFList=C:\CAT4\USR\Maura\System Files\Fill-In-Field List.csv
6. Press **Ctrl + s** (**File/Save**).
7. Press **Alt + f, x** (**File/Exit**).
8. Repeat these steps for each user that is going to share the Fill-in-Field List.

User Definitions

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. 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.

There is one User Definitions Table per user. It is stored in the User's System Files case.

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 Ashleys. 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:

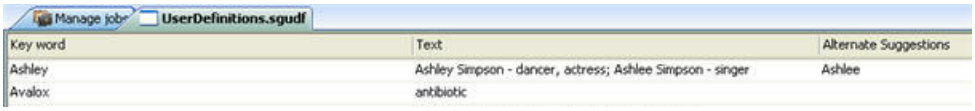


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You then add the word “Ashley” to your Personal or Job Wordlist and set it to Suggest the word "Ashlee." When Spell Check stops on the occurrence of Ashley in the job, it suggests "Ashlee." Click the User Def button in the Spell Check dialog box to 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.



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.

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 a User Definitions Entry

1. From anywhere in CATalyst, 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 comments.

   Definition

   Type the text to display 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.

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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. From anywhere in CATalyst, 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. CATalyst prompts 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.

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.

To search:

1. From anywhere in CATalyst, 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. CATalyst searches all the colums 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

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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.

To search and replace:

1. From anywhere in CATalyst, 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

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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, CATalyst display the Confirm dialog box 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.

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Format Symbol Options

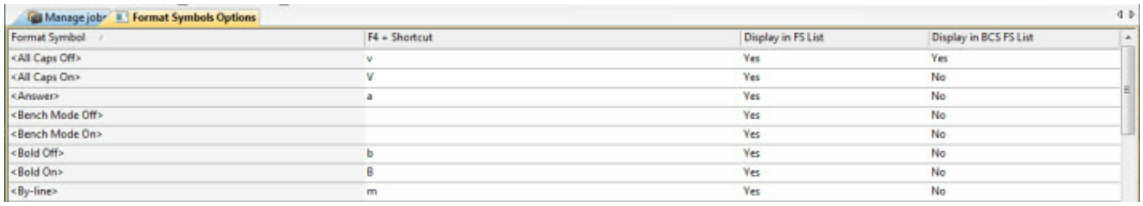
Format Symbols Options Table

The Format Symbols Options table contains CATalyst translate commands, CATalyt 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 choose which translate commands and format symbols to display in each of the CATalyst Format Symbols list and the BCS Format Symbol list. This may be helpful if you are a captioner using 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 security device is programmed for the optional Broadcast Captioning Suite.

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 and print the table.

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 and CATslyst BCS translate commands and format symbols with default shortcut key assignments. The Display in BCS FS List column only displays if your security device is programmed for the optional Broadcast Captioning Suite. You can customize the shortcut assignments to meet your needs.

To modify entries:

1. From anywhere in 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, 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

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Click this button to reset the selected format symbol shortcut key assignment to the default value. If the default is a capital letter, 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 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.

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.

To search the Format Symbol Options:

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. 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

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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 **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**).

Personal Globals

Personal Globals Table

Use the Personal Globals table to build a list that automatically corrects typed words while editing. 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. For example, the Personal Global table contains the entry incorrect spelling “teh” with the correct spelling “the.” CATalyst comes with a default

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list of Personal Globals that you can modify. If you modify 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.

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.

By default, the *Use Personal Globals* option is active. CATalyst automatically corrects typed words while editing. You can change the default in Advanced Global Options.

Add/Modify Personal Globals

The Personal Global table contains entries used to automatically correct typed text while editing. You can add and modify entries.

To modify the Personal Globals list:

1. From anywhere in 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 CATalyst to replace. For example, type **hvae**.

   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.

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.

To search the Personal Globals Table:

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1. From anywhere in 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. 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.

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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.

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.

To filter entries:

1. From anywhere in 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. Select the method by which you want to filter the Personal Globals table.

Match Text

Filter by Match Text. This is the text you want CATalyst to replace. For example, type "hvae" to display all entries that include the text "hvae."

Replacement Text

Filter by Replacement 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 display a list of available 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.

Numeral Words

All entries that contain a word number including hundred, thousand, million, etc.

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4. Use the remaining fields as necessary:

   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.

   Direction

   Select **one**:

   Forward

   Filter forward, from the cursor position to the end of the file.

   Backward

   Filter backward, from the cursor position to the beginning of the file.

5. Press **Enter** (**OK**) to filter the entries. If no match is found, a message displays.

Add E-Defines from Global Table

You can add E-Defines from other Global tables to your Personal Global table. To add E-defines:

1. From anywhere in 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**.
5. When finished, click **OK** to add the selected E-Defines to the Personal Globals file.

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Add Autocorrect Entries from Wordlist

Wordlist Autocorrect entries are part of the CATalyst Spell Check feature. You can have Spell Check automatically change the word in a wordlist to an alternative word you specify in the Autocorrect/ Suggestion field. For example, you often type "teh" for "the". Spell check automatically corrects the misspelling.

You can add Autocorrect entries from a Wordlist to your Personal Global table. To add Autocorrect entries:

1. From anywhere in CATalyst, press **Alt + f, o, i, g** (**File/Open/List/Table/Personal Globals**). The Personal Globals table displays.
2. Select **Edit/Add Autocorrect Entries from Wordlist**. The Browse for Wordlist dialog box displays.
3. 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.

UserSettings.ini

Modifying the UserSettings.ini File

The UserSettings.ini file contains settings that determine the default selection for options in CATalyst. Each user has an individual UserSettings.ini file, located in the Systems File case. CATalyst allows you to customize certain default values in this file to meet your specific editing needs. To customize the default values you add a line or make changes to a specific line within the UserSettings.ini file.

Change Seating Chart AutoHide Time

When the Show/Hide Seating Chart Speakers icon is depressed, the speaker indicators display on the screen, by default, for 3 seconds and then automatically hide. You can change the default number of seconds by modifying a line in your UserSettings.ini file.

If you want to disable the auto hide feature to have the speaker indicators always display on the screen, assign a key combination to the Seating Chart: Toggle AutoHide Feature function in a keyboard map. The Seating Chart: Toggle AutoHide Feature function toggles between auto hide and always displaying the speaker indicators.

To change the layout of text the seating chart indicators:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[Seating Chart Settings]** section.
5. Type the following line if it is not in the UserSettings.ini file:

   DelayAutoClose=
6. Type a number after the equals sign to indicate the amount of time to delay. For example, 100 equals 10 seconds or 50 equals 5 seconds. You would type 50 after the equals sign for a 5 second delay, DelayAutoClose=50.
7. Press **Ctrl + s** (**File/Save**).
8. Press **Alt + f, x** (**File/Exit**).

Convert Index Field Information to Plain Text

The Edit option, Convert Fields to Text does not convert Index page, line and section numbers to text. You can add a line to your UserSettings.ini file to have CATalyst convert the Index information to plain

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text.

To convert index information:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[Edit Settings]** section.
5. Add the following line:

   ConvertIndexInfoWith Fields=1
6. Press **Ctrl + s** (**File/Save**).
7. Press **Alt + f, x** (**File/Exit**).

Customize Number Conversion List in Edit

CATalyst/CATalyst BCS provides a default number conversion list for the Number Conversion feature available while editing. You may, however, have a special number format based on your type of work or work area that you would like available in the list. You can add, modify or delete entries in the list by making changes in your UserSettings.ini file.

A number conversion entry contains two lines, Format and FormatDesc. The Format line includes a numeric identifier, such as Format1. The actual number conversion format follows. For example, Format1=NNN NN NNNN. The FormatDesc line includes a numeric identifier followed by a user defined description. For example, FormatDesc1=Social Security Number. The following is an example of a complete entry:

Format1=NNN-NN-NNNN

FormatDesc1=Social security number

The number following the word Format and FormatDesc changes with each entry. It is the next consecutive number in the list. For example, Format1, Format2, Format3, etc. A new entry must use the next consecutive number. Format and FormatDesc numbers must match. For example, you want to create a number conversion format for converting 12 numbers to the following format: 12-23-1212-12-12. You would create the following entry in the UserSettings.ini file. The example assumes 33 as the next consecutive number in the list:

Format33=NN-NN-NNNN-NN-NN

Format33=State ID number

The actual number conversion format 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 window displays the number conversion commands in alphabetical order. To place a command higher in the list, modify the name to place it alphabetically higher in the list. If you have two number formats with the same name but different conversion formats, the one listed last in the list displays in Numver Conversion dialog box.

To create a customized Number Conversion format, 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.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the [**Number Conversion**] section.
5. Do one of the following:

   Add a new entry

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Follow the format:

Format*X*=*actual number format*

FormatDesc*X*=*user defined name of format*

(Where *X* is the next consecutive number conversion format in the list. The numbers for the format and description must match.)

Modify an existing entry

Change the entry using the following format:

Format*X*=*actual number format*

FormatDesc*X*=*user defined name of format*

(Where *X* is the next consecutive number conversion format in the list. The numbers for the format and description must match.)

Remove an entry

Delete an entry from the list. You must remove both the Format and FormatDesc lines. The identifier numbers for the entire list must be kept in consecutive order. If you remove a line, you must either renumber the list or reposition the last number conversion format in the list to the location where the entry was deleted and renumber it so that the numbers remain consecutive.

6. Press **Ctrl + s** (**File/Save**).
7. Press **Alt + f, x** (**File/Exit**).
8. Test the new number conversion.

Customize Seating Chart Indicator

The seating chart speaker indicators that display on the computer screen have a default format that displays the speaker name on the top line with the speaker number and associated steno on the bottom. You can change this default by modifying a line in your UserSettings.ini file. There are four layout choices.

To change the layout of text for the seating chart indicators:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[Seating Chart Settings]** section.
5. Locate the following line.

   SpeakerDisplayLayout=
6. Replace the current value with one of the following by typing the appropriate number, 0 - 3, after the equals sign for one of the four layout:

   SpeakerDisplayLayout=0 — Name on top, speaker number and steno on the bottom.

   SpeakerDisplayLayout=1 — Steno on top, speaker number and name on the bottom.

   SpeakerDisplayLayout=2 — Large number on the left, speaker name on top, steno on the bottom.

   SpeakerDisplayLayout=3 — Large number on the left, steno on top, speaker name on the bottom.
7. Press **Ctrl + s** (**File/Save**).
8. Press **Alt + f, x** (**File/Exit**).

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Customize Smart Punctuation Spacing

The 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 settings in your UserSettings.ini file. For example, to have CATalyst insert one space after a period when you press the period key during edit, change the default in the UserSettings.ini file from two spaces to one.

To change settings in your UserSettings.ini file:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Using Find, locate the **[Spaces After]** section. The following table shows the default settings for each of the Spaces After options. Change the values for any of the options by replacing the existing number after the equals sign with a new number. Valid values are 0 through 5, with the most common being 1 and 2.

Spaces After Option	Function
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 Comma=1	Sets the number of spaces that follow the punctuation when a comma (,) is typed.
Spaces After Colon=2	Sets the number of spaces that follow the punctuation when a colon (:) is typed.
Spaces After Semicolon=1	Sets the number of spaces that follow the punctuation when a semicolon (;) is typed.
Spaces After Exclamation=2	Sets the number of spaces that follow the punctuation when an exclamation mark (!) 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.
Reporters Dash=2	Sets the number of dashes (--) that are inserted when using the Reporter's Dash or Toggle Punctuation command. This setting does not affect the Interrupted Q/A/C command.
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 not affect the Interrupted Q/A/C command.

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5. Press **Ctrl + s** (**File/Save**).
6. Press **Alt + f, x** (**File/Exit**).

Modify Format Symbol Color in Reveal Codes

You can change the color of the format symbols that display in the Reveal Codes dialog pane. Use any RGB color number that displays in the View Settings section of the UserSettings.ini file. For example, to make the format symbols the same color as globals, locate GlobalRGB in the View Settings section of the UserSetting.ini file. The number, 13382655, associated with the setting identifies the color for globals. Use this number when adding the line for the format symbol font color.

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.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[View Settings]** section.
5. Add the following line, including the desired number for the font color:

   RevealCodesFSRGB=colornumber
6. Press **Ctrl + s** (**File/Save**).
7. Press **Alt + f, x** (**File/Exit**).

Modify French Spell Check

When writing in French and the Transcript Spell Check Language option set to French, spell check considers French words that start with a letter followed by an apostrophe, such as c' , l' or d' are considered misspelled in CATalyst. For example, CATalyst considers "c'est" misspelled and suggests "c' est" with a space following the apostrophe. By adding a line to your UserSettings.ini file, you can prevent CATalyst from considering these types of words misspelled.

To change the setting:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[Spellcheck Settings]** section.
5. Add the following line:

   SplitConcat=1
6. Locate the **[Dictionary Settings]** section.
7. Add the following line:

   SplitConcat=1
8. Press **Ctrl + s** (**File/Save**).
9. Press **Alt + f, x** (**File/Exit**).

Reset Cursor Position After Vertical Movement

You can change the action of the cursor so that it remains in the same horizontal proximity when you move it up or down in the file. This may be helpful when using AccelerWriters during realtime.

Your keyboard assignment for the Up and Down Arrow keys determine whether the cursor goes to the

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beginning or middle of the word when you move it to the line above or below. For example, if your Up Arrow is assigned the default value Move Up, CATalyst places the cursor in the closest proximity of the position from the line below. This may mean CATalyst places the cursor in the middle of a word. If you assign the Up Arrow key to Move Up Word Begin, when you move the cursor up a line, CATalyst places it at the beginning of the next word in closest proximity to the position from the line below. You may want to check the keyboard assignment in the active keyboard map for your Up and Down Arrow keys.

To change the cursor vertical motion default:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[View Settings]** section.
5. Add the following line: **VerticalMotionAffectsCaretXPos=1**
6. Press **Ctrl + s** (**File/Save**).
7. Press **Alt + f, x** (**File/Exit**).

Set Lines Per Page for ASCII Output

CATalyst has a default setting that allows a maximum of 34 double spaced lines in an ASCII file. When more than 34 double spaced lines exist, CATalyst considers the entire ASCII single spaced. In rare occurrences, a transcript may exceed 34 double space lines. You can change the default setting in your UserSettings.ini file to have CATalyst recognize a larger number of double spaced lines. CATalyst will use this number when creating an ASCII.

To set the number of lines per page for 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.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[Export Settings]** section.
5. Add the following line: **AsciiMaxDSLinesPerPage=**
6. After the equals sign, type the number of transcript double spaced lines per page.
7. Press **Ctrl + s** (**File/Save**).
8. Press **Alt + f, x** (**File/Exit**).

Using Extended ASCII and Greek Characters

The easiest way to use extended ASCII and Greek characters with CATalyst when doing CART work 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. Once you create an include file for a character, you can then create a macro and, using an Auto Include definition, insert the symbol from your writing machine.

Use the Edit, Insert Extended characters feature if you only occasionally use extended ASCII characters.

Greek Symbol Font Equivalents

Standard Fixed-Width Font	Symbol Font		Standard Fixed-Width Font	Symbol Font

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A	α		A	Α
B	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
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	ς
W	ω		W	Ω
X	ξ		X	Ξ
Y	ψ		Y	Ψ
Z	ζ		Z	Ζ
'	ə		"	∀
@	≅		$	∃
^	⊥			

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Create an Include File for an Extended ASCII or Greek Character

1. Open a new text file in 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.

    You must highlight the character for CATalyst to successfully create the include file for the Greek symbol.
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.

   Repeat the previous steps for each character needed, creating a separate include file for each character.
8. To insert the character from Edit, press F9 to display the Include dialog box. Select the appropriate file and press **Enter** (**Open**).

   To create an Auto Include for each include file, complete the following steps.

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 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.

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Glossary

AudioSync

AudioSync is companion software that allows CATalyst to create a synchronized audio (.wav) file of realtime sessions. You can use AudioSync files as a reference tool and for clarification while you are editing transcripts. If you have a multimedia computer, it already has the capability to use AudioSync.

For information about purchasing AudioSync, contact the Stenograph Sales Department at 1-800-228-2339.

CATalyst Default Files

CATalyst default files are those files that are loaded onto your system along with the software when you install Case CATalyst. CATalyst default files are located in the System File case. They include:

Index Templates case with the following templates:

- Index Template #1
- Index Template #2

Layouts case with the following layouts:

- Layout Sample 1
- Layout Sample 2

DialogSettings.ini

EZKeys (Case CATalyst EZKeys.ezk)

EZ Speaker dictionary

Keyboard Maps:

- CAT4 kbd.sgkbd
- charmode.sgkbd

Phonetic Table

Power Define Dictionary

Steno Shortcut Table

UserSettings.ini

caseCATalyst^4 Realtime Commands Dictionary

Conflict

A conflict is the result of a steno stroke(s) having two or more different definitions. For example, the steno stroke TKOUPB could be the word "down" or it could be the phrase "do you know". The dictionary entry could display this conflict as: ^ down ^ do you know<Conflict End>.

In Edit, you can Scan (F8) to a conflict and then press the associated number to select it. For example, you press F8 to Scan and the cursor stops on the first caret (^) of the following conflict:

^ down ^ do you know

You want to select "do you know" so you press 2. CATalyst automatically selects the second choice. In Edit, conflicts and EZ Choice resolved conflicts display in the user selected color for conflicts.

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Conflict Database

The Conflict Database is a compilation of conflicts resolved in Edit or realtime. CATalyst places the conflict choice plus the two words preceding the conflict into the Conflict Database file. The first time you resolve a conflict, CATalyst creates the Conflict Database.sgcdb and stores it in the System Files case.

CATalyst uses the Conflict Database when EZ Choice is active to automatically select the conflict when it occurs in the same context as it was it was resolved.

Colloquy

Colloquy identifies the speaker and indicates there is a break or interruption in the Q and A. Usually Colloquy is indented and appears in all capital letters followed by a colon. The values set in Paragraph Setup for Colloquy Paragraph Style determine the placement of Colloquy text.

Digital Signature

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 signee is indeed the originator of the message. Changes made after the document is signed are noted.

There are differences between electronic and digital signatures, although these terms are often used interchangeably. Digital signatures are a 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.

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.

Folio

A folio is a specific number of words used as a unit of measure. The default setting is 72 words per folio. The reporter may receive reimbursement for the number of folios in a job versus reimbursement for the number of pages in a job. Set the number of words per folio in Edit. You view the folio count in Edit and on the Manage Jobs screen.

Global

Global is an abbreviated way to refer to a global definition. There are four different types of globals in CATalyst: D-Defines, J-Defines, K-Defines, and E-Defines.

Include File

An Include File contains information you use in multiple transcripts, such as a title, index, or certificate page. Most Include Files contain standard information that appears in every transcript. You create placeholders for the variable information that changes with each specific transcript.

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Insert/Overwrite Cursor Modes

There are two types of cursor modes: Insert and Overwrite. Press the Insert key to toggle between the two modes.

Insert

Insert mode is when the cursor pushes the existing text as you type new text. INS displays in the status bar at the bottom of the window when you are in Insert mode. The default mode is Insert.

Overwrite

Overwrite mode is when the cursor types over existing text as you type new text. OVR displays in the status bar at the bottom of the window when you are in Overwrite mode.

 To disable the Insert/Overwrite mode on the keyboard, delete the keyboard assignment for the Insert key in the Default Keyboard Map.

Mistranslate

A mistranslate is translated text that needs to be redefined. For example, the steno: /SRUBG/KAOE is translated as "vic key" because there was a definition for /SRUBG as "vic" and /KAOE as "key". When you review your vertical notes, you determine that it the steno for a person's name, "Vickie". You define the two strokes together to be Vickie.

Partial Translate

A partial translate is a combination of translated words and untranslated steno. You define the partial steno and partial text as one definition.

Section

CATalyst creates sections in the job when you change the page number so the file is no longer consecutively numbered. For example, two separate testimonies exist in the same translated job. Since they exist in the same file, CATalyst numbers the pages consecutively from 1 – 90. You want two transcripts. The first transcript numbered 1 - 34 and the second transcript numbered pages 1 - 56. On the first page of the second testimony, page 35, you change the page 35 to page 1 using the Set Page/ Question Number command. CATalyst creates Section 2 page 1 for the second testimony.

You can select to print a job by sections. Section numbers do not print except when you use the Build Index command and select to show the section number on the automatically generated index page.

Delete a section by placing your cursor in the section you want to delete and selecting Delete Current Section from the Format menu.

Timestamps

A timestamp is a time code written simultaneously when a steno outline is written. This allows someone to reference a portion of the testimony based on time. Timestamps are also used when synchronizing a transcript with a video tape.

Timestamps are automatically generated:

- while writing realtime.
- when reading a steno note file created on a writing machine, such as the Stentura, that has the

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capability to generate timestamps.

Untranslate

An untranslate is a steno stroke that appears in the text file because no dictionary entry exists for that stroke in either the Personal Dictionary, update area, case dictionary, or job dictionary used to translate this job. It could be a new word or a misstroked steno outline. Untranslates display in a color different from the text. You can change the color.

Work Units

Create Work Units is an option on the Realtime tab in the Translate Options dialog box. When active, CATalyst copies the realtime file into separate files, called work units, as you write. A work unit is based on a specified length of time which you set. Each work unit is consecutively numbered. 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.

CATalyst includes the field values, layout information and wordlist from the original file into each work unit. The original realtime file remains intact.

Use work units when there are several editors who need access to the realtime file. Most likely work units would be sent to a different location, such as a network drive. Once the scopists edit the work units, you can use the Include command to combine the separate files into one file.

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Broadcast Captioning Suite

About Broadcast Captioning Suite

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.

The CATalyst BCS on-line 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, managing dictionaries and more.

You can easily access information in the caseCATalyst BCS on-line 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

Getting Started

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 CATalyst, you use the user name typed during installation of the CATalyst software. If you did not type a name during installation, CATalyst creates the user name "Your User Name". Once you create your own user name, you can use it to sign onto CATalyst.

To prepare CATalyst BCS:

1. Start CATalyst, do **one** of the following:
   - Double-click the 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 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 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

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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 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 directory. 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 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.

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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 CATalyst session . If there are unsaved changes in any of the open files, CATalyst prompts you to save them.

New session

Leave the current files open in the current CATalyst session and open a another session of CATalyst. An additional session of 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 CATalyst format. You must convert or import any dictionary that is not in CATalyst format. You can import your Personal or job dictionaries from:

- 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 CATalyst 3.x, you must import them. If Catalyst 3.x and CATalyst are on the same computer, you can import directly from the hard drive. If the 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 CATalyst. See the loading instructions included with your converted Stenograph dictionary.

To 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.
   - CaseCATalyst 3.0 - Importing a 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 CATalyst 3.x dictionary. When importing a CATalyst 3.x personal dictionary, the file name is PERDICT$.DCT.

   Stentura Dictionary

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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. 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 CAPtivator

   Use my selection for all other dictionaries I'm importing right now

   TurboCAT CAPtivator

   Select the type of dictionary. Your selection determines how 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 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 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.

Adding 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 CATalyst 3.x dictionary that contains the {Delete} entry, the delete stroke entry is already in your CATalyst dictionary.

To define your Delete and captioning 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

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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 CAPtivator 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 directory. 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.

Complete the following steps to copy script files. Refer to your windows document for more information about creating a new folder and copying files in Windows.

1. If necessary, use Windows Explorer to create a new folder in the CAT4 directory where you installed CATalyst. For example, C:\CAT4.
2. Name the folder **Caption Show Files**.
3. Copy your prescripted ASCII and text files directly into the Caption Show Files folder.

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 CAPtivator NIK files into CATalyst BCS. There is no conversion necessary. CATalyst BCS recognizes the original values.

To copy NIK files:

1. Using Windows Explorer locate the CAT4 directory where you installed 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

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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. 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 encoder connection information
   - 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
5. When finished with EZ Text, the last tab, press **Enter** (**Finish**). The Broadcast Captioning Translate dialog box redisplays.

Basic Captioning Steps

Step 1: Opening a CATalyst BCS Session

1. Open Case CATalyst.
2. Connect your steno 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.

   Options

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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 steno 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).

To add script files for captioning:

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 directory.
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 steno 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 steno machine without sending data to the encoder. To prevent text

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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.

To define untranslates:

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 directly to the Personal Dictionary. The Update Area allows you to review the definition before placing it into your Personal Dictionary.

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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 allows you to view all the possible entries of a particular steno outline found in the dictionaries used to translate. 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

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To query translations:

1. Place your cursor immediately before the word or highlight the word you want to view.
2. Press **Ctrl + Shift + q** (**View/Dictionary Info/Query Realtime Translation**). The Lookup dialog box displays.
3. Review the following information:

   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.

   Global

   This option is active for an entry you select to modify. Once you modify the definition, you can select to global the change for the current captioning session. Highlight the modified entry and select **Global**.
4. Do **one** of the following:
   - Press **Enter** (**OK**) to accept the changes.
   - Press **Esc** (**Cancel**) to cancel any changes.

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

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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.

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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 l**.

   Question Mark <New Line Paragraph>

   To create a new paragraph following a question mark, type **?** (question mark) and then press **F4 l**.

   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 and RTF/CRE. There are two features available within CATalyst BCS to export text in ASCII format. You can create an ASCII simultaneously for the current captioning session using the Simultaneous ASCII Output feature or create a file after the session by using Export Captions to ASCII. You can select the name and destination for the ASCII 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.

To save and close the file:

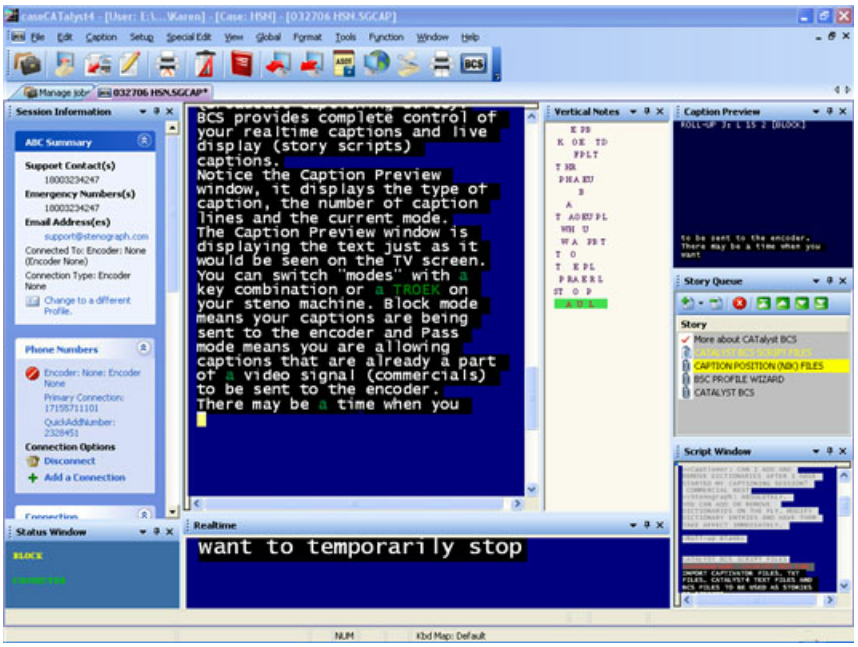
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1. Do one of the following:
   - To save the file to the current file name press **Ctrl + s** (**File/Save**).
   - To save the file to another filename press **Alt + f**, **a** (**File/Save As**).
2. Press **Ctrl + F4** (**File/Close**) to close the file and exit the captioning session. If you made any changes to the file after saving, CATalyst BCS prompts you to save the file.

Introduction

Understanding the Captioning Windows

The CATalyst BCS window contains several windows that provide information about the captioning session.



These windows include: Session Information, History, Vertical Notes, Caption Preview, Status, Realtime, Story Queue and Script:

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 the encoder phone number to establish a connection, disconnect, add a new telephone number, identify NIK files and view translate options.

History

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.

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.

Caption Preview

Simulates how your captions display on the video screen or television. This window also displays caption style, position and mode.

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Status Window

Displays the modem connection status such as dialing or connecting. It also displays encoder status; Block, Pass or Suspended.

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.

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 CAPtivator™ stories, ASCII files, CATalsyt^4 text files and BCS files. Story titles or "story slugs" separate the individual stories and are not sent to the encoder or History file.

Script Window

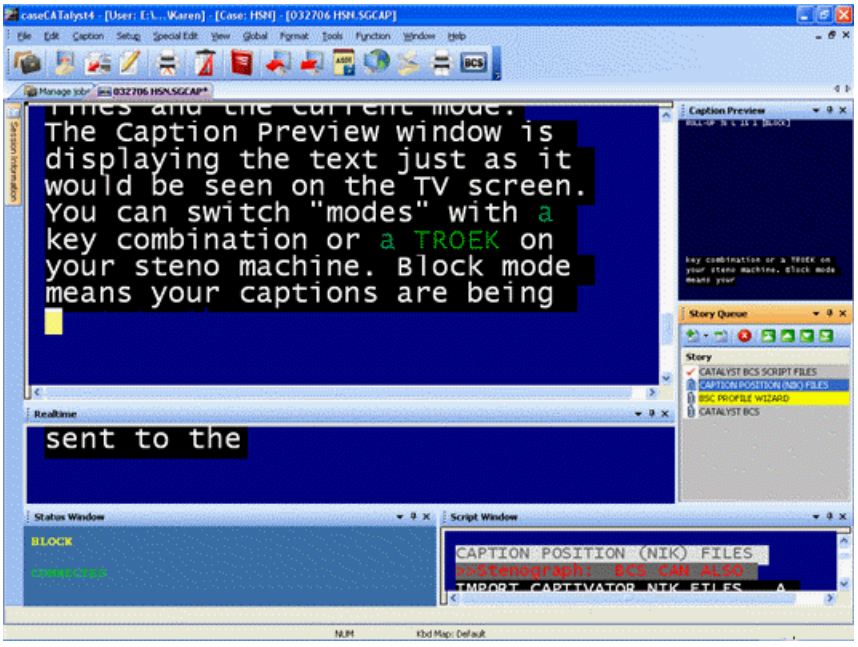
Displays the entire story with the next caption line to be sent in a highlighted color. You can send script lines from the writer or computer keyboard.

Modifying the Captioning Windows

Except for the History window, you can select to display or hide each CATalyst BCS window. Easily reposition a window by clicking the title bar and dragging it to the desired position. You can place captioning windows vertically, horizontally or "store" as an auto hide tab along the edges of the CATalyst BCS screen for quick access.

To display a window not currently showing, from the View menu, select Show and then choose the desired window. The window displays in CATalyst BCS in a default fixed position. To Hide a window, click the X in the title bar or deselect it from the View/Show menu.

The default window positioning displays the following:

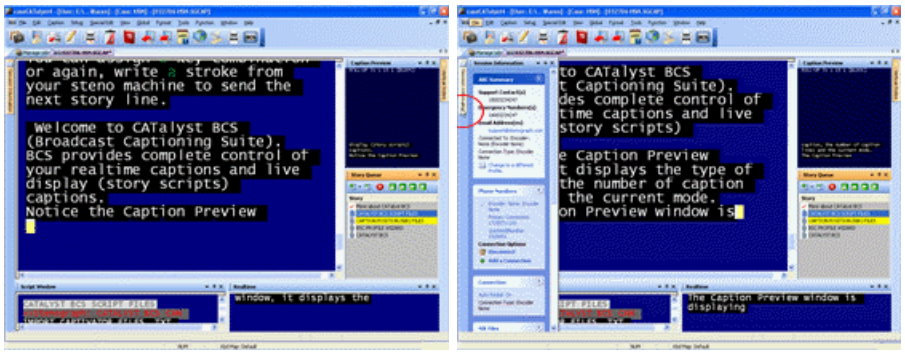


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CATalyst BCS Default Window Positions

Auto Hide Window

A tab within the CATalyst BCS screen indicates the window is in auto hide mode. Positioning the cursor on a tab temporarily displays the window. Moving the cursor from the window, auto hides the window, redisplaying the tab. The push pin on the title bar of a CATalyst BCS window is horizontal when the window is in auto hide mode.



Fixed Position Window

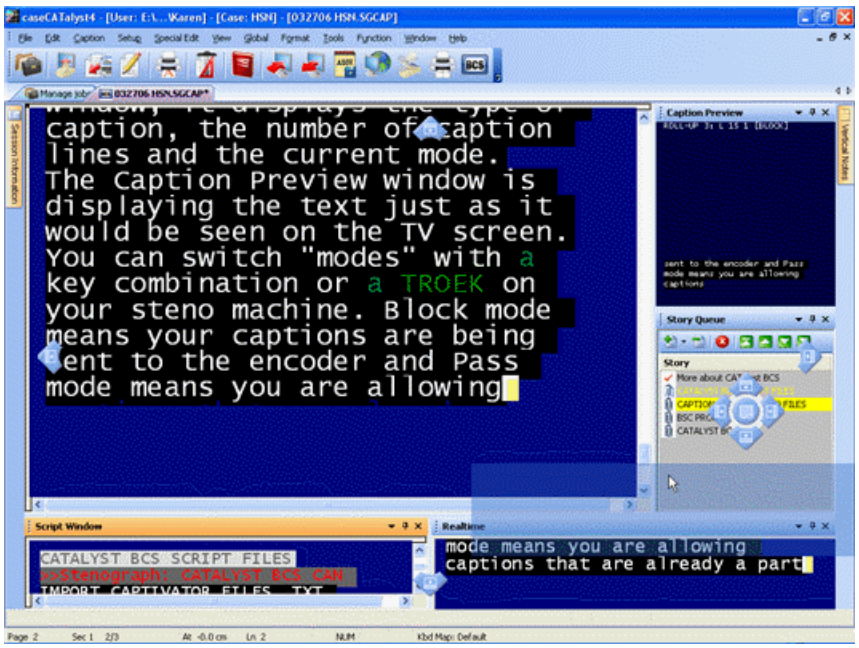
The Title bar of a window with a vertical push pin indicates the window is in a fixed or "docked" position. Clicking the push pin, so that it is vertical, locks the window into its current position.

When you move a fixed position window to another location on the CATalyst BCS screen, placement icons display on the screen.

There are two types of placement icons:



A single arrow icon displays on each side of the screen and a four arrow diamond shape icon displays in the window closest to the area where you want to place window you are moving.

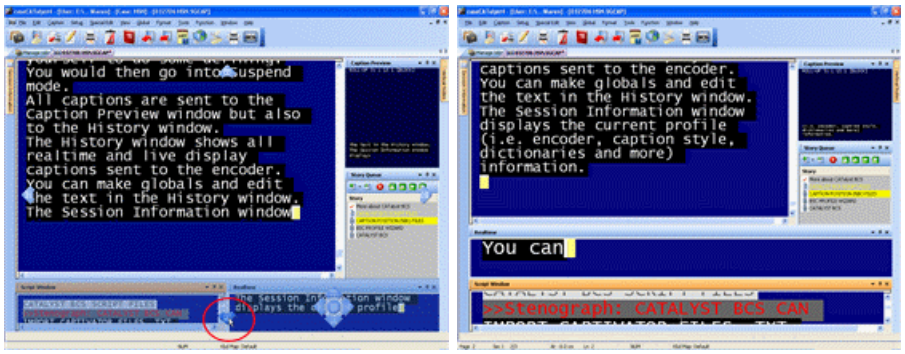


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Placement Icons

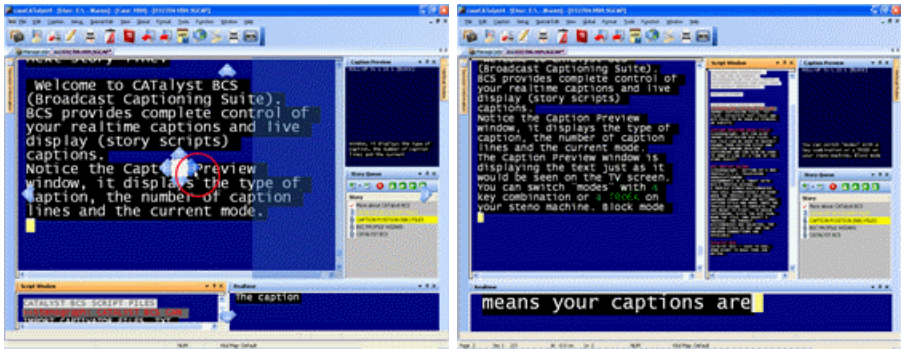
Single Arrow

Positioning the cursor on a single arrow while moving a window, places the window along a side, top or bottom of the CATalyst BCS screen. As shown in the following example, positioning the cursor on the bottom single arrow icon, places the window horizontally on the bottom of the screen. If another window already displays in that position, CATalyst BCS places the moved window along the edge of the screen.

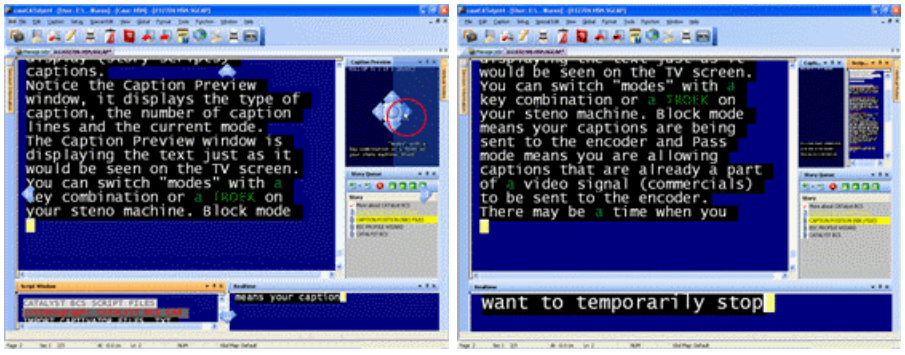


Four Arrow Diamond

Positioning the cursor on an arrow within the diamond, places the moved window next to the existing window.



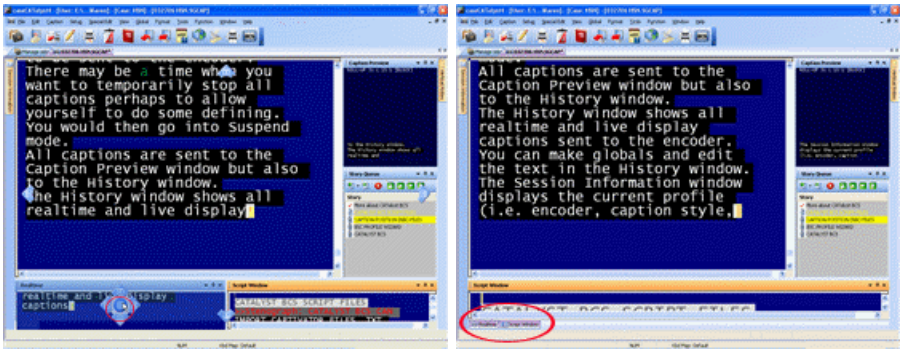
Positioning the cursor on an arrow of the diamond within an existing window, places the moved window next to the existing window along the edge of the screen.



Positioning the cursor in the center of the diamond while moving a window, places the window in the same position of the existing window and adds tabs, allowing you to toggle the display between the windows. You can place multiple windows in one location.

The History window stands alone. You cannot place other windows on top or behind it.

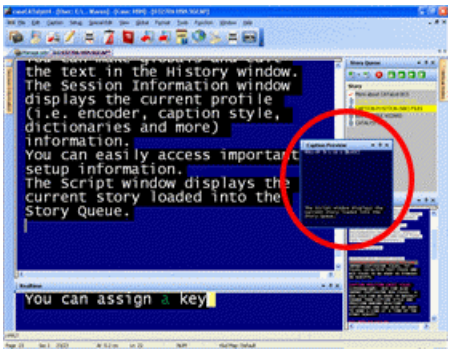
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To separate an individual window from a shared window position, double click the tab for that window. The selected window displays in the CATalyst BCS screen where you can move it to a new location or close it. To separate all the windows, double click the title bar of the open window.

Floating Window

You can position a floating window anywhere within the CATalyst BCS screen. Double clicking the Title bar when the window is floating, places it in a fixed position.

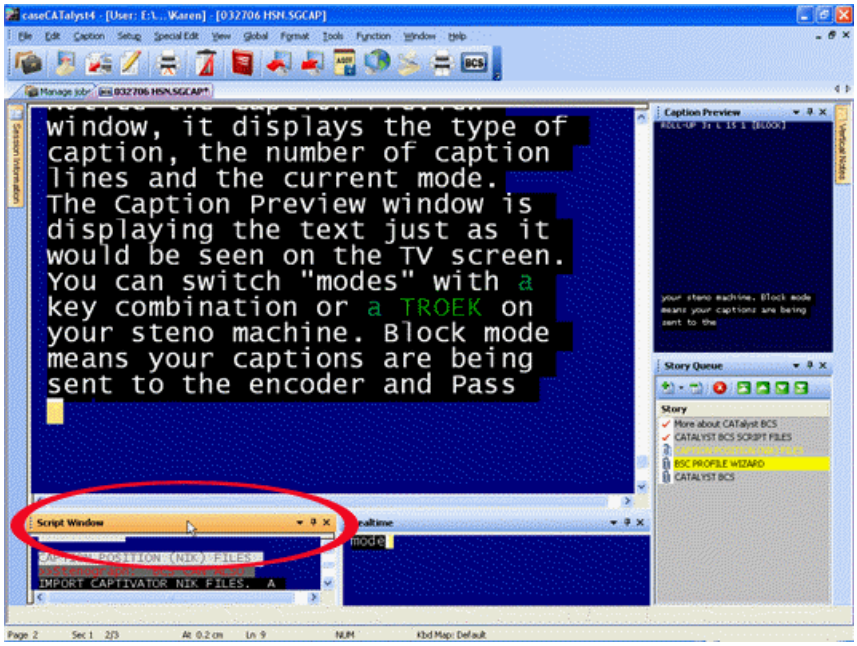


Repositioning a Window

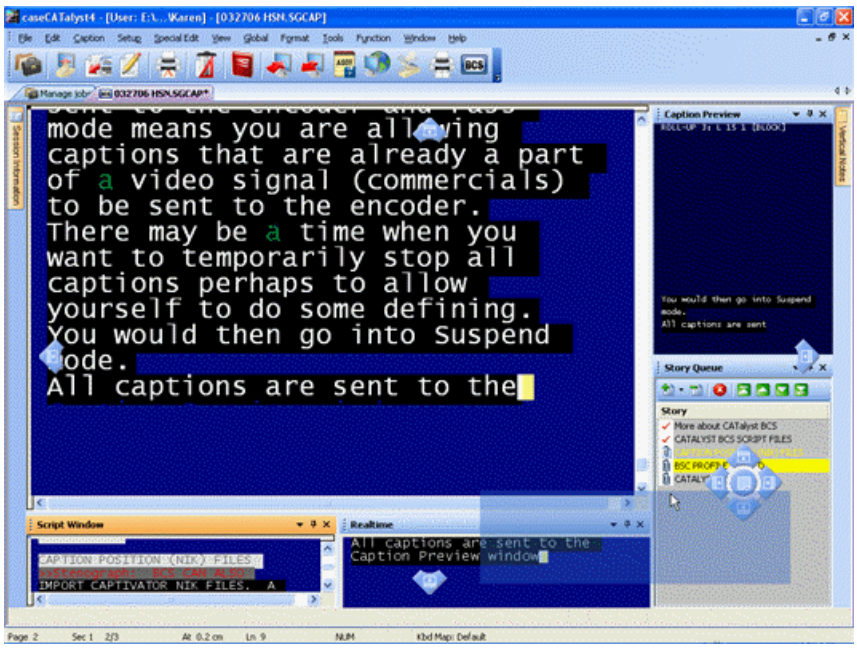
In the following example, the Script window moves from its current position in the lower left corner of the screen to a new position vertically placed below the Story Queue window.

1. Place your cursor on the title bar of the Script window. Press and hold the left mouse button.

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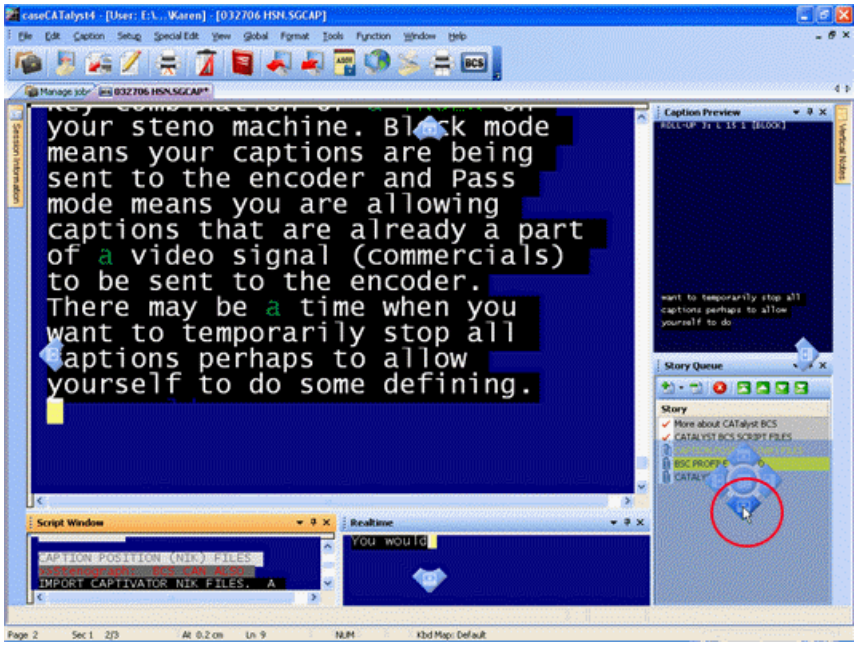


2. Drag the window towards the Story Queue window. The window, retaining the original size and shape, becomes transparent and the placement icons display on the screen.

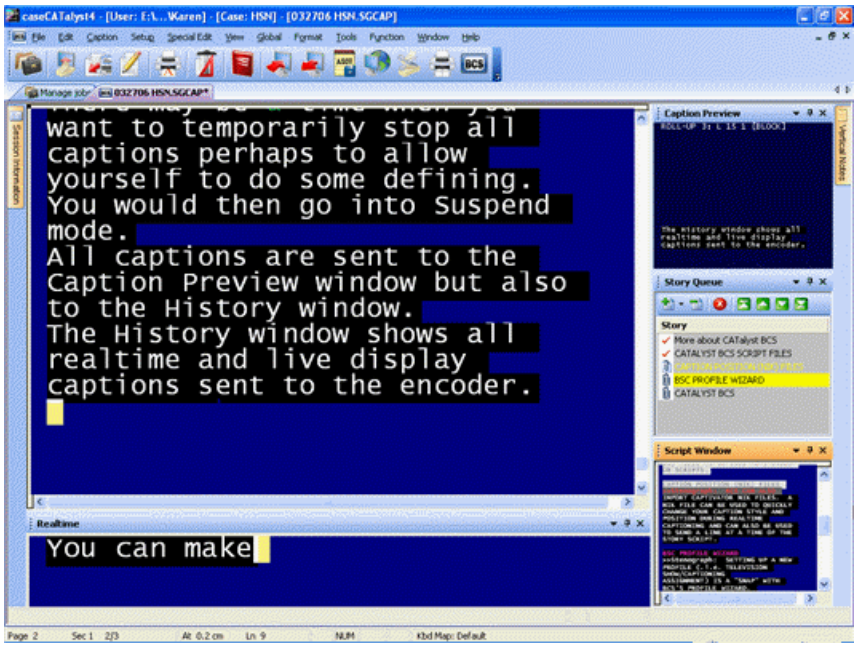


3. To position the window vertically, below the Story Queue window, continue to move the window until the cursor points to the bottom arrow of the diamond shaped placement icon. The window you are moving takes on the size and shape that fits in the selected placement location.

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4. Release the mouse button. The window you are moving is now positioned in the new location.



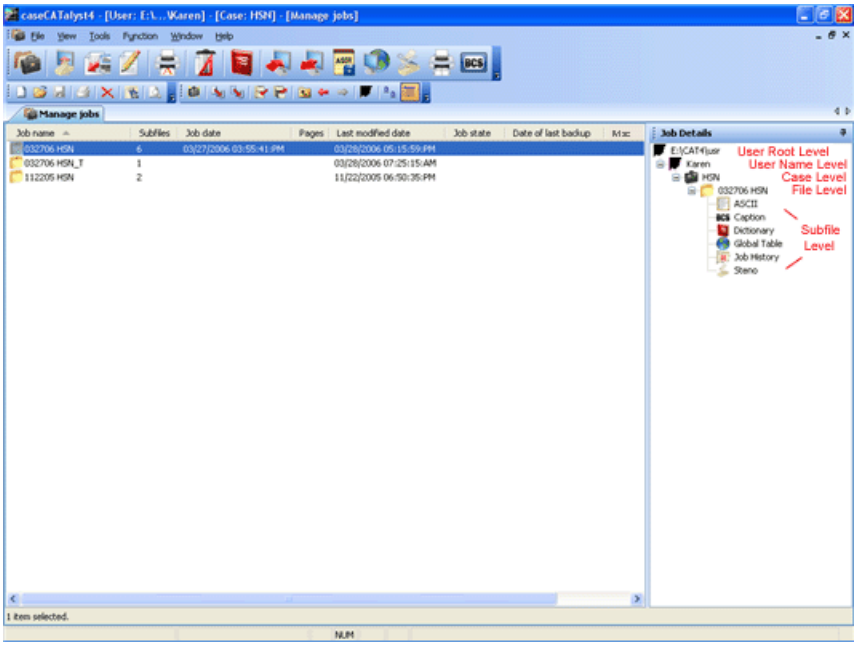
CATalyst BCS File Structure

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

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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 directory where all files for that user are stored. When you sign on with your user name, CATalyst BCS automatically goes to your user directory and displays your files. If two users create different files with the same file name, the system distinguishes the file by the user directory in which it resides. The Title Bar at the top of the screen displays the current user directory.

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 subdirectory 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 Case CATalyst. These cases are necessary for Case CATalyst 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.

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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 Case CATalyst Cases

Examples of other Case CATalyst cases include AutoArchive and Macros.

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	EZText 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

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	.sgstn	Steno Notes
	.sgsys	Steno Shortcut Table
	.sgxry	Support file for Diamante, élan Mira A3 and Stentura Fusion
	.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 (.ini) 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.ini, 022505Q.sgstn, 022505Q.sgglb, 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 directory 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.

Manage Jobs Shortcut Keys

Shortcut keys allow you to use certain menu features while keeping your hands on the keyboard. The following shortcut keys are available in the Manage Jobs function:

Backup	Ctrl + b
Cancel	Esc
Copy	Ctrl + c
Close Manage Jobs	Ctrl + F4

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Delete	Del
Exit CATalyst	Alt + F4
Help	F1
Move	Ctrl + m
New	Ctrl + n
Open	Ctrl + o
Print	Ctrl + p
Refresh	F5
Restore	Ctrl + r
Translate	Ctrl + t

Translation in BCS

Broadcast Captioning Translate Dialog Box

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. You can also create new or modify existing profiles.

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 selected for the captioning session. Select an existing file from the list in the Jobs window or type a new file name. All captioning files have a .sgcap extension.

Options

Display the Caption Translate Options dialog box where you can select translate options 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 directories. The default path is the current user directory.

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

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The name of the selected Profile.

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 selected in the Profile window.

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

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 file name.

Caption Translate Options

About 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	Use the Update Area to store any new D-Defines for your Personal Dictionary. You can include Update entries into the Personal Dictionary.

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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.
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.
SuffixDrag	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.
Intelligently Punctuate	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	Ignore any commas when translating number conversion and

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Commas	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	Translate numbers 1 through 10 as words based on the NumberConversion.ini file.
Otherwise	Forces all numbers to automatically display as digits.
With Thousands Separator	Converts number with commas when followed by measurement keywords.

Conflicts

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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 based on the Phonetic Table in your System Files case.
Translate Statistics	Display the Caption Steno statistics dialog box.
Hold Strokes	
Hold Strokes	Before displaying text in Edit during realtime writing, hold the steno strokes until the longest dictionary match plus the specified number of strokes is translated or until a specified time elapses with no steno strokes written.
Advanced Caption Options	Determine the default selection for additional translation options.

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**.

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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

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 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."

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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."

Display 10 and Under as Words is a Translate option you can 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.

The *With Thousands Separator* is another Translate option for use in conjunction with Automatic Number Conversion. The With Thousands Separator option converts numbers with commas when preceded or followed by measurement keywords in the NumberConversion.ini file. The numbers must be followed by the word "thousand" or "thousands." For example, numbers before measurement keywords are converted to digits with commas. For example, you write "one thousand eight hundred miles." It converts to "1,800 miles." If you write, "eighteen hundred miles" or 18 hundred miles," the result is "1800 miles."

The *Otherwise Display as Digits* translate option can be used alone or in conjunction with Automatic Number Conversion. Otherwise Display as Digits forces numbers to automatically display as digits when there is no matching keyword entry in the NumberConversion.ini file available. For example, "There were three thousand of them." translates as "There were 3000 of them."


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.ini File

The Automatic Number Conversion feature uses the NumberConversion.ini file to convert numbers and words into specific formats.

To open the NumberConversion.ini file, do one of the following:

- Press **Alt f, o, i, n** (**File/Open/List Table/Number Conversion**).

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- 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.

The NumberConversion.ini file contains formatting rules based on word and number combinations.

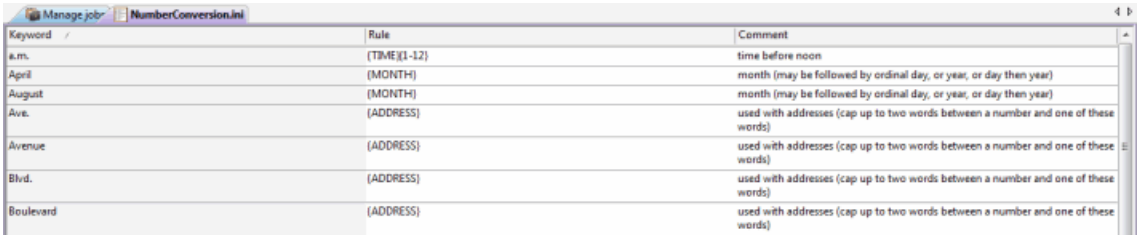
Example

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."

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.



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 31 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.

There is one NumberConversion.ini file per person. It is located in the System Files case.

Modify the NumberConversion.ini File

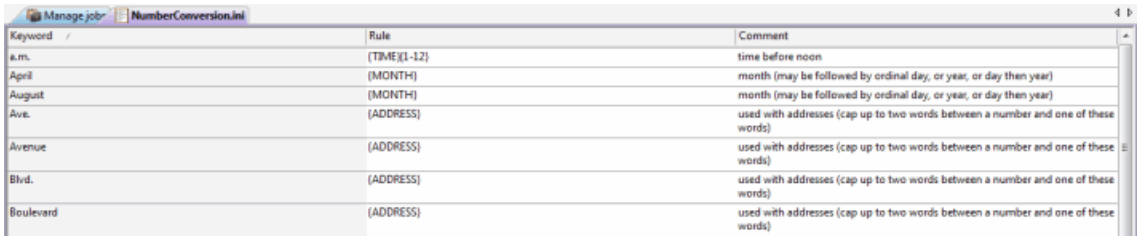
Add, modify or remove entries from the NumberConversion.ini file.

Add or Modify 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**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.

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The NumberConversion.ini contains three columns. The Keyword column lists the keyword for the automatic number conversion. This word has a maximum length of 31 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.



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.

   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**).

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- 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. 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 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.

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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.

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.

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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.

Brief It

About Brief It

Brief It is a Caption translation feature 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. 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 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. 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

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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.

When three 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 format symbol. In the current job, you finger spell "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.

Using the Suggest a Brief command, you can force Brief It to suggest a brief while writing realtime or editing. This may be helpful when preparing for a particular type of job with unfamiliar terminology or subject matter. The Suggest a Brief command 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.

When you write a steno outline that is a Suggested brief, you can write the {Delete} command to remove the steno and text from the transcript. 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 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 job dictionary. The J-Define remains in the Global table.

Brief It options allow you to customize Brief It. You can select to show only Reminders and Personal Briefs and customize the Suggested briefs that Brief It generates. For example, you can change the default which always includes the asterisk (*) in Suggested briefs. Brief It also, by default,

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automatically creates a J-Define the first time you use a brief. You can change the default to prevent an unintentional J-Define from being created. Additionally, Brief It options allow you to limit Suggested briefs to one stroke outlines, automatically open Brief It when starting realtime, set the number of words in a suggested brief and exclude specific keys in a brief. For example, you may not want Suggested briefs to contain the final DZ.

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.

Brief forms can be reviewed after the captioning session and while editing. 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 want to define Suggested briefs so you can write them in the future and do not have to wait for a brief to be suggested.

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.

 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

Brief It Options

Brief It Options determine certain customized settings that control how CATalyst BCS suggests briefs in the Brief It dialog pane during captioning. Customizing Brief It settings allows you to:

- change the font style and font size for briefs displayed in the Brief It dialog pane.
- specify the Require entry and Exclude entries for Suggested briefs
- insert and modify Personal briefs in the Briefs.txt file.
- modify entries in the CommonWords.txt file. The CommonWords.txt file contains a list of words that CATalyst BCS 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.

The Brief It option must be checked for Brief It to be active during realtime writing. By default, the Brief It option is checked. 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.

Brief It Options

Use the following fields to customize Brief It settings:

Brief It Pane Display

Font

Select the font used for briefs displayed in the Brief It dialog pane. The selection affects both the

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steno and text portions of the brief. Click the down arrow to select a font. Sample text with the selected font and font size display in the text box below the Font and Size fields.

Size

Select the font size for briefs displayed in the Brief It dialog pane. The selection affects both the steno and text portions of the brief. Click the down arrow to select a font size. Sample text with the selected font and font size display in the text box below the Font and Size fields.


Depending on the font style and size selected, it may be necessary for briefs in the Brief It dialog pane to wrap. If it is necessary to wrap a two stroke brief, Brief It wraps the second steno stroke after the slash (/). If a format symbol exists in the text portion of the brief, Brief It wraps the text after the format symbol.

Brief It Features

Max Words Per Brief

Set the maximum number of words for a brief that Brief It suggests. Select between 1 and 10 words. The default is 5.

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 Reminders 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 the first time you use a brief. Check this box to write a brief twice before Brief It creates a J-Define. This can help prevent an unintentional J-Define from being created

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 CATalyst BCS create the J-Define, /A*BT for “Abbott Labs.” By default, this option is not active.

Steno Include/Exclude

Displays the Brief It Options table where you can modify the Require and Exclude entries. The Require entry contains the steno character or steno combination included in every Suggested brief CATalyst BCS generates. There is only one Require entry.

Exclude entries contain steno characters or steno combinations to exclude from every Suggested brief. You can have multiple Exclude entries.

Auto Open Brief It

Check this box to automatically display the Brief It dialog pane when starting realtime. By default, this option is selected.

Personal Briefs

Display the Briefs.txt file in Notepad or WordPad where you can create and modify Personal brief entries for three or more stroke words and phrases. Personal briefs are brief forms you create. They contain words and phrases along with the steno.

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.

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Using Brief It

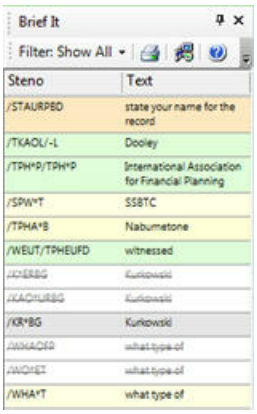
Brief It is a translation feature that suggests conflict free brief forms for words and phrases that you write during a realtime job. Brief It is a CATalyst BCS Caption) Option. The Brief It option must be checked for Brief It to be active during realtime writing. By default, the Brief It option is checked.

You may want to customize Brief It before beginning translation. Customizing Brief It allows you to personalize how CATalyst BCS suggests briefs while writing. With Brief It Options, you can create Personal Briefs, include and exclude keys in suggested briefs, have CATalyst BCS 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.

Viewing Briefs

As CATalyst BCS suggests briefs, they display in the Brief It dialog pane. To display the Brief It dialog pane, press **Alt + v, b** (**View/Brief It**). The Brief It dialog pane can be set to float or be docked anywhere on the realtime screen.

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.



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.

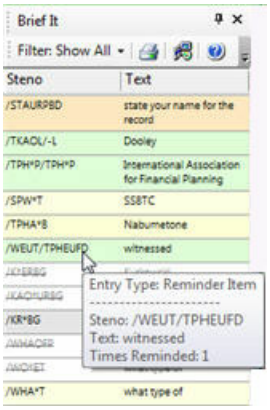
Gray — indicates a Used brief. This a any type of brief displayed in the Brief It dialog pane you used in this job.

White with strike out — indicates a Rejected brief. A rejected brief occurs when you use the Reject Suggestion or New Suggestion command.

Brief Details

Resting you cursor on an entry in the dialog box displays 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.

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Brief It Actions

Right click an entry in the Brief It dialog pane to take action on the brief:

Entry Type

Identifies the type of brief: Reminder, Personal, Suggested or Used.

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.

Reject Suggestion

Reject the suggested brief. CATalyst BCS strikes through the brief form, changes the background to white and makes the brief unavailable. This action is available for Suggested and Personal briefs.

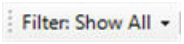
New Suggestion

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.

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.

Brief It 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, CATalyst BCS 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 CATalyst BCS uses the current job name followed by "_Brief It.pdf". You can modify the name.

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 **Settings**

Display the Brief It Options dialog box. Brief It options determine certain customized settings that control how CATalyst BCS suggests brief

 **Case CATalyst Help**

Display the Case CATalyst and CATalsyt BCS help.

Making J-Defines from Briefs

The easiest way to make a J-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.

To make a J-Define from the Brief It dialog 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

The steno for brief form.

Text

The definition for the brief. Add format symbols, fields or extended characters as necessary. Press **F9** to add extended characters.

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.

Insert Field

Display the Insert Field dialog box from which you can select a field to insert into the text portion of the definition.

Endings

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

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)

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- 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

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

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.

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.

To 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 displays the entry as *None*.

   Exclude Entries

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By default, there are four Exclude entries: -TD, SD,-TZ,-SZ. 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.
- To modify an entry, highlight the entry and press **Ctrl + m** (**Edit/Modify**). The Modify Excluded Steno dialog box displays.

b. 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 uses the Steno Shortcut table when inserting steno into the *Steno* field. For example, if you type an “n,” 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.

To prevent CATalyst from generating Suggested Briefs and only display Reminder and Personal briefs, insert the same steno for the *Require* entry and an *Exclude* entry using the following steps. The steps assume the default, /* is the Required entry.

1) Double click the Require Entry to display the Modify Required Steno dialog box.
2) Delete the entry, **/*** and press **Enter** (**OK**). The Required Entry displays [none] in the *Steno* field.
3) Modify an existing Exclude entry, typing **/*** in the *Steno* field.
4) Double click the Require Entry. Type **/*** in the *Steno* field and press **Enter** (**OK**).

The next time you use Brief It, only Reminders and Personal Briefs display in the Brief It dialog pane because Brief It will not suggest any briefs.

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. 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.

A default Briefs.txt file exists for each user.

To open the Briefs.txt file:

1. Do one of the following to display the Brief It Options dialog box:

- From the File menu, select press **Alt + f, o, i, r** (**Open/List Table/Personal Briefs**).
- 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

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Edit, select **Tools/Options/Brief It**.

2. The Briefs.txt file displays in Notepad or WordPad.
3. 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 or phrase and press the **Spacebar** once. 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.
   - To delete an entry, highlight the word and press **Delete**. If a blank line remains, delete the blank line.
4. Press **Ctrl + s** (**File/Save**).
5. Press **Alt + f, x** (**File/Exit**).

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 option. You can modify the file.

To modify the CommonWords.txt file:

1. Do one of the following to 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 keyboard commands available for assignment with the Brief It feature. Some of these keyboard commands are ideally designed for realtime use by pressing the assigned key combination or

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recording a macro and by invoking it using an AccelerWriter from your steno machine. The Brief It keyboard commands include:

- The Brief It: J-define Current — inserts the current brief into the job 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.
- The Brief It: New Suggestion for Current — rejects the most recent brief suggestion and generates 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 brief, right click the brief and select *New Suggestion* from the menu.
- The Brief It: Reject Current — rejects the most recent brief suggestion. This keyboard map command is active during realtime and during Edit but only applies to the most recent brief translation and while editing but only affects the most recent brief. To reject a brief suggestion, right click the brief and select *Reject Suggestion* from the menu.
- Suggest a Brief — 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.
- View Brief It pane — toggles 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.

Display 10 and Under as Words

Display 10 and Under as Words is a CATalyst BCS translate option available when Automatic Number Conversion is active. When selected, CATalyst BCS convert 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.

You can also use Automatic Number Conversion to affect number conversion during translation.

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

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an untranslate. However, if the Drag/Drop translation results in a Suffix, Prefix or Glue or 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 steno 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.

To identify or 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".

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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 automatically confirms the conflict selection. You can also change the Advanced Translate option, *Automatically resolve EZ Choice/Second Choice Conflicts*, to have CATalyst automatically confirm the EZ Choice conflict and prevent Scan from stopping on the confirmed conflicts. When 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, 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".

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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 on the Case CATalyst installation CD and must be copied to the 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 retranslates 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.

Use the Hold Strokes option when you want a "smooth" translation and do not want partial strokes or misstrokes to show on the live display. You may also want to hold strokes when you do not want to show a multiple stroke outline or phrase that would result in a "retranslation" once the longest match is reached.

If Automatic Number Conversion is active, CATalyst BCS automatically holds steno outlines until the last stroke.

Example 1

The Hold Strokes option is not active. You write, KOPB. The stroke immediately displays. You then write TAEUPB. CATalyst BCS removes the stroke KOPB and rewrites the strokes to the word "contain", which is the longest match. If KOPB has gone to the encoder, the strokes display in the caption window when CATalyst BCS rewrites the strokes.

Example 2

The Hold Stokes option is active and set to 0. You write, KOPB. Nothing shows in the live display. You then write TAEUPB. The word "contain" displays.

Example 3

The Hold Stokes option is selected and set to 2. You write, S -T. Nothing shows in the live display. You then write WHAOEUT. Nothing displays. You then write KOPB. Nothing displays. Next you write TAEUPB/ER. The steno outline S -T/WHAOEUT/KOPB/TAEUPB/ER displays on the Status bar. When you write the next stroke, the words "is the" is sent to the caption screen.

To hold strokes to the live display, make entries in the fields:

Longest match plus _ strokes

Check this box to hold strokes to the live display. Enter the number of strokes, before the longest match, you want to hold before displaying the translated text. Valid entries are 0-9.

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

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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 written after a defined word or phrase 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 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.

NumberConversion

In the Caption Options dialog box on the Options tab, the numberconversion option opens the NumberConversion.ini file. When you click *numberconversion*, CATallyst prompts you with a message to close the Translate box, saving any changes. Select **Yes** to continue and open the

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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.

Otherwise Display as Digits

Otherwise Display as Digits is a Translate 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.

Phonetic Translation

Phonetic Translation is a CATalyst BCS translate option. When active, CATalyst BCS phonetically translates steno outlines that it cannot find a match for in any dictionary used for translation. This prevents the display of untranslates on the caption display. The phonetic translation is based on the entries in the Phonetic table. The "phonetically" translated word displays as the color of an untranslate to indicate the use of the Phonetic table.

You can create a dictionary definition to invoke the Toggle Phonetic Mode translate command from your writer. A steno outline defined as {Toggle Phonetic Mode} must be in a dictionary used during realtime.

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.

The Phonetic Table is not accessible when a CATalyst BCS session is active.

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 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

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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 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.

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 steno outlines accidentally stroked with a dragged suffix letter -G, -S, or -D as a suffix. 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". When CATalyst BCS applies Suffix Drag,

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the translated word displays in the user selected color on the History window.

Suffix Drag only applies to one-stroke words to which you can add the steno characters G, S, or D. Suffix Drag does not apply when writing a final G in a steno outline that is not the last letter of the stroke. For example, you stroke TKPHEUGT. Since G is not the last letter of the stroke, Suffix Drag does not apply. The stroke translates as "admit".

When Suffix Drag is active, you can also apply plural endings. The Plural Endings Options allow you to use the final S, final Z or both for plural endings.

If you are also using the Drag/Drop Analysis translate option, the Drag/Drop feature takes priority over Suffix Drag.

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.

To set the Translation Delay option:

Translation Delay

Check this box to prevent the Delete command from deleting strokes after the specified number of milliseconds have expired. Delete strokes written after the specified milliseconds are ignored.

ms

Enter the number of milliseconds you want to the delete stroke to apply. 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.

Use Update Area

Use Update Area is a BCS translate option. When active, CATalyst BCS uses the Update Area to help translate the job. By default, all D-Defines go to the Update Area. This allows you to review your entries before placing them in your Personal Dictionary. Review the entries in the Update Area. Move the entries you want to keep to a dictionary of your choice and delete the ones you do not want.

You can set D-Defines to go directly into your Personal Dictionary. In Manage Jobs, press **Alt + t, o, t** (**Tools/Options/Dictionary Options**) to display the Dictionary Options dialog box. Uncheck the option, **D-Defines go to Update Area** and choose how to handle entries with duplicate steno outlines.

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 words numbers with commas when the numbers are followed by a measurement keyword. For example, one thousand miles converts to 1,000

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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.ini 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.

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 BCS session. From the Setup menu, select **Options** and then select **Advanced**.

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.

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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, 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.

Analyze numbers in a series

Select **Yes**, the default, to have Automatic Number Conversion consider 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, write digits under ten not defined or if you select the Otherwise Display as Digits option. Display 10 and Under as Words does not apply to digits in a series.

Select **No** to prevent CATalyst from converting numbers as a series when you use these words and punctuation as separators. For example, if you write "two to four things" with Display 10 and Under as Words selected, no conversion takes place. This also means if you write "four to eleven things" with Display 10 and Under as Words selected, the result is "four to 11 things."

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.

Caption Preferences

About Caption Preferences

Caption 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 you change them.

You can access the BCS preference tab:

- 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. From the Setup menu, select **Preferences**.

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 on the list.

BCS Preferences

General BCS Preferences	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.

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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	
General Display Preferences	Set default settings for dialog pane positions when starting a CATalyst BCS session.
Colors	Modify display colors for transition elements in the History dialog panes; and set cursor and colors for elements in the Story Queue and Script dialog panes.
Scripts	
General Script Preferences	Set Script dialog pane options for cursor movement with send commands, retaining text case, audio warning and script accessibility in the Story Queue.
EZ Text	Customize the placement of EZ Text inserted into the Script file.

General BCS Preferences

On the Preferences tab, highlight **General**. Set values as necessary.

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 directory. 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

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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.

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

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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

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 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.

On the Preferences tab, highlight **Simultaneous ASCII**. Set values as necessary.

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.

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 directory 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 = caseCATalyst 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*)

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- %M = Month (2 digits) (*filename*3.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.

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Warnings

Warnings options allow you to determine when selected CATalyst BCS warning messages display. On the Preferences tab, highlight **Warnings** and set values as necessary.

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. Choose one of the following options in the message box.

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 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 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

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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

General Display Preferences

General Display options allow you to determine how windows (dialog panes) display when starting a CATalyst BCS session. On the Preferences tab, highlight **Display/General** and set values as necessary.

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 last 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.

You can change the window positions 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.

Colors

Colors preferences allow you to change the colors for specific elements in the script window, story queue and other captioning items. On the Preferences tab, highlight **Display/Colors** and set values as necessary.

Disable coloring text up to Next Send Line

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Prevent highlighting or colored shading from displaying on script lines sent to the encoder.

Disable Next Send Line Color

Prevent highlighting or colored shading from displaying on the next script line selected to send to the encoder.

Disable Cursor Line Color

Prevent highlighting or colored shading from displaying on the script line where the cursor is located.

Set Display Colors

Display the Caption Colors dialog box where you can change the colors for captioning items. You can also access this option during a CATalyst BCS session by selecting **Setup/Colors**.

Other Colors

Set colors for story queue elements. Highlight a line and click the Browse button to display the Color dialog box. Select a Basic color or select **Define Custom Color** to create your own color. To create your own color, consult your Windows documentation for more information.

Scripts

General Script Preferences

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.

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 CAPtivator 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.

Retain Script Case option

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.

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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 directory used. You may want to use this option if you store your script files in a directory 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.

EZ Text

EZ Text options allow you to customize the placement of EZ Text, also referred to as stock items, in the Script file. On the Preferences tab, highlight **Scripts/EZText** and set values as necessary.

Insert At

Choose one of the following:

Send Line Location

Insert EZ Text lines at the current line waiting to be sent. You may want to use this option when sending script lines using the Send Line command.

Cursor Location

Insert the EZ Text lines based on the cursor location in the script file. You may want to use this option when sending script lines using the Send Line from Cursor command.

Move Before Story Slug

Choose one of the following:

Yes

CATalyst BCS checks the line before the EZ Text insertion to determine if there is a Story Slug format symbol. If a Story Slug exists, BCS inserts the EZ Text before the Story Slug. This eliminates two Story Slugs in a row when the EZ Text contains a Story Slug. For example, the EZ Text entry inserts an include file which automatically creates a story slug for the file name.

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No

CATalyst BCS inserts EZ Text at the current location regardless if a Story Slug exists immediately before the *Insert at* setting.

Profiles

About Profiles

CATalyst BCS uses customizable Profiles to retain a collection of settings used during a captioning session. Profiles can help make set up for a captioning session fast and easy.

A Profile contains settings contained on eight tabs that include dictionary selection, encoder connection, realtime options, caption styles, NIK assignments, contact information, multiple outputs and EZ Text assignments. 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.

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 .ini 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.

Prior to or After a Captioning Session

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 eight Profile tabs.
4. When finished press **Enter** (**OK**) to accept the changes made in all the Profile tabs and close the Profile dialog box.

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 eight 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 redisplays.
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**.

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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.

To clone an existing Profile, do the following:

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.

To set multiple connection values:

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

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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.

Use the fields and options as necessary:

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

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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.

Use the following fields and options to set connection values. Click the +/- box to expand or collapse the list as necessary.

Connections

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

Displays connection values for the connection selected in the Connection field. Highlight a field to set the value. An explanation of the field displays in the lower right corner of the dialog box.

Encoder Name

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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.

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.

Encoder Language

This field is only available when Subtitle Encoder NEWFOR is selected in the Encoder Model field. Click the Down arrow to select a language set.

Teletext Page

This field is only available when Subtitle Encoder NEWFOR is selected in the Encoder Model field. Type the teletext page to which you are writing.

Connection Type

Click the Down arrow to select **Direct**, **Modem**, **Internet**, or **Multiple Outputs**.

When you select Multiple Outputs, 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

Check the box to have CATalyst BCS to automatically reconnect to the encoder if the connection is lost.

Modem/Direct Settings

Displays the modem values when the Connection Type selected is *Modem* or *Direct*. Some settings do not apply to *Direct*. 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 field displays below.

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."

Internet Settings

Displays the Internet values when the Connection Type selected is *Internet*. Highlight a field to set the value. Type the appropriate value. An explanation of the field displays below.

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 redisplays 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 redisplays the Modem dialog box.

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Cancel

Do not apply any changes to the Profile and close the Profile dialog box.

Realtime

The Realtime tab in a Profile allows you to set steno machine options. This includes identifying the steno machine used and the type of connection used from the writer to the computer running CATalyst BCS.

Use the fields and options as necessary:

Realtime

Select the type of steno machine you are using:

- Stentura
- Diamante
- Diamante – USB
- élan
- élan – USB (this option is only for use with the élan Cybra or élan Mira when using a USB cable)
- fusion
- fusion – USB (this option is available for use with the Stentura Fusion when using a USB cable)
- Mira(A3) WiFi — (this option is only for use with the élan Mira A3 V3.0 or higher when using a wireless access point with an SDIO WiFi card and wireless router)
- protégé
- protégé USB — (this option is only for use with the Stentura Protégé when using a USB cable)
- SmartWriter
- StenoRam lll, lll+, Ultra
- FlashWriter
- Baron TX
- Voice

Audio

To use the Audio features, your security device must have AudioSync capabilities.

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 directory where you want to write the audio portion of the file. The default is the *CAT4\usr\yourusername* directory. If necessary, use **Browse** to select another location.

Compression Type

When using AudioSync, select **one** of the following to indicate the compression rate:

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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 steno 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 steno machine.

Connection

COM Port

Select the appropriate COM port on the CATalyst BCS system for the realtime cable connection to the steno 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 élan – USB or fuision - 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 steno 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.

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Answer

Have the steno machine call the CATalyst BCS modem.

Number

Have the CATalyst BCS system call the steno machine modem. Type the phone number in the Number field below.

When you select *Call*, type the telephone number of the remote steno 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 security device programmed for CATalyst VP. 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.

OK

Accept the changes made in all the Profile tabs and close the Profile dialog box.

When accessing the Realtime tab during a captioning session, OK applies the changes to the Realtime tab to 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 Realtime tab.

When accessing the Realtime tab during a captioning session, Save displays. Save applies changes on the Realtime 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.

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.

Use the fields and options as necessary:

Capitalize All Text

Check this box to send 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:

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 **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

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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

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 CAPtivator 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 CAPtivator 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.

Use the fields and options as necessary:

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:

a. 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.

b. Select a NIK file from the list or Browse to another location to select a NIK file.

c. 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

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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.

Use the toolbar icons as necessary to assist in setting the NIK key values.

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 the 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**.

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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

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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 the values in the NIK key fields to the last saved assignments. Any changes made since the last Save are not retained.



Display the Print dialog box allowing you to print the NIK key assignments.

EZ Text

The EZ Text tab in a Profile contains 20 text lines that you can use to insert text, XDS files or credit files. For example, EZ Text line 1 is [APPLAUSE]<New Line>. You want to send a script file and need to insert [applause]. You press F4 1 and CATalyst BCS inserts the line. Each text line can contain up to approximately 900 characters including conflicts, scan stops, format symbols, etc. EZ text entries are stored in the Caption Profiles case located in the System Files case.

To insert the text assigned to the EZ Text line number during captioning, press F4 plus the number; for example, F4 2. To insert EZ Text entry 10, press F4 0. To insert EZ Text entry 12, press F4 Shift + 2. By default, EZ Text is inserted at the Send Line location, immediately before the next script line to be sent. You can change the insert location based on the cursor location in the script file.

If you assign a key combination in a keyboard map to an EZ Text line, you can insert the EZ Text item into the story script during captioning. When the Story Queue window has the cursor focus and you press the assigned key combination, CATalyst BCS inserts the EZ Text line at the send line location or

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cursor location based on your Preference settings. The EZ Text line is visible in the Script window. You must assign a key combination in a keyboard map for this feature to work correctly.

You can also create EZ Text lines for insertion 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. You can also include translation commands in an EZ Text entry, however, they are not available from the FS list. To create an EZ Text entry that contains a translation command, it is necessary to type that 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. 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.

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 line number; for example, F4 2. To insert EZ Text entry 10, press F4 0. To insert EZ Text entry 16, press F4 Shift + 6.

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:

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.

Insert Field

Not applicable in CATalyst BCS.

FS

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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 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.

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.

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**.

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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 Case CATalyst on-line 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 steno 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 up connection values which let you send 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 directory 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 V7.x. The Multiple Outputs file name must match the Profile name and be located in the same directory as the profile.

Use the fields and 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

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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**.

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 telephone number or Email address down in the list. Highlight the name and click the **Move Down** icon in the appropriate field.

Connection Settings

Displays connection values for the highlighted connection in the Connection field. Highlight a field to set the value. An explanation of the field displays in the lower right corner of the dialog box. Click the +/- box to expand or collapse the list as necessary.

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.

Encoder Language

This field is only available when Subtitle Encoder NEWFOR is selected in the Encoder Model field. Click the Down arrow to select a language set.

Connection Type

Select **Direct**, **Modem** or **Internet**.

Auto Reconnect

Have CATalyst BCS to automatically reconnect to the encoder if the connection is lost.

Modem/Direct Settings

Displays the modem values for the selected connection in the Connection field. Highlight a field to set the values. An explanation of the field displays in the lower right corner of the dialog box. Click the +/- box to expand or collapse the list as necessary.

Phone

Type the phone number for encoder.

Parity

Set the appropriate value based on the modem type and computer connection.

Stop Bits

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Set the appropriate value based on the modem type and computer connection.

Data Bits

Set the appropriate value based on the modem type and computer connection.

Baud Rate

Set the appropriate value based on the modem type and computer connection.

Modem COM Port

Set the appropriate value based on the modem type and computer connection.

Internet Settings

DNS/IP Address

The DNS or IP for the Encoder. A DNS or IP address is necessary only if the IP is not known.

Port/Socket

The Port or Socket of the IP.

User Name

Type the user name. A user name is necessary only if the Host requires it.

Password

Type the password. A password is necessary only if the Host requires it.

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 closes the 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 and e-mail addresses. Contact information displays in the Session information window for easy accessibility.

Use the fields and options as necessary:

 **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.

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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.

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.

Captioning in BCS

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.

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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**<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>

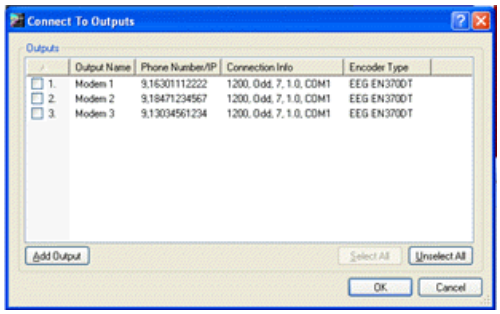
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Starting a Multiple Outputs Connection

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 add 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 window displays.



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

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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.

Change

This feature is currently unavailable.

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

About 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 CATalyst text file or create it in an ASCII editor such as Notepad/WordPad. If you have CAPtivator™

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script files, you can copy those files into a directory 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 directory.

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.

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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 s "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

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			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 E acute i acute o acute u acute a circumflex e circumflex i circumflex o circumflex u circumflex a grave e grave n-tilde capital n-tilde cedilla cents pounds sterling degrees inverse query music note division symbol one half registered trademark trademark	\'a \'e \'i \'o \'u \^a \^e \^i \^o \^u \`a \`e \n \N \c \$ \L \o \? \M \d \2 \4 \3	In a CATalyst BCS file, you may need to assign the extended character to a keyboard map. In an ASCII editor, use the appropriate symbols. For example, the following text in a ASCII or CAPtivator file: 89\$ \L400 Produces the following caption: 89¢ £400

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 l** to create a new line.
4. Highlight the title of the story and press **Shift + F4** (**Edit/Insert/Insert Format Symbols**).

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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 l**.

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 l** 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) directory.

Create a Script File from a Steno Machine

Using your steno 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 steno machine:

1. Connect your steno 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 steno 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.

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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) directory.

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) directory.

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 l 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

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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) directory.

Create a Script File from a CATalyst Text File

To create a script file from a CATalyst text (.sgngl) 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 l**.

   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) directory.

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.

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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) directory. By default, the Add Stories feature in the Story Queue window opens the Caption Show Files folder.

BCS File Management Tools

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 directory level. To create a file in a location other than the CAT4 users level, use **Browse**.

 **Back**

Return to the previous directory viewed.

 **Up One Level**

Move one directory 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.

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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

Search for a different directory.

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 directory level. To locate a file in a location other than the CAT4 users level, use **Browse**.

 **Back**

Return to the previous directory viewed.

 **Up One Level**

Move one directory 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

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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

Search for a different directory.

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 you save often during a session. The Auto Recover feature in CATalyst BCS does write the captioning information to a temporary file on the hard drive during a session in the event you exit the session abnormally. **Stenograph, however, highly recommends you manually save the file on a regular basis.**

You can continue working while CATalyst BCS saves the session to the hard drive.

Save As

Save As allows you to save the current file to another name, case, user directory, or drive. The original file is left intact and a copy of the file with the new file name is created.

Press **Alt + f, a** (**File/Save As**). In the Save As or Save Copy as dialog box, use the following fields and options as necessary:

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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 directory 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 redisplays 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.

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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 directory 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 redisplays 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. 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

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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 to RTF/CRE

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, e** (**File/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 floppy diskette in the A: drive.

 **Go To Last Folder Visited**

Return to the previous folder viewed.

 **Up One Level**

Move one directory 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,

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the caption file collins.sgcap 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 redisplays 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 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 Captions to ASCII

Export Captions to ASCII creates an ASCII file of the text in the History window. If text is highlighted in the History window when you select Export Captions to ASCII, CATalyst BCS gives you the options to save just the text as an ASCII file and 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.

Press **Alt + f, p** (**File/Export Captions to ASCII**) to display the Save ASCII of *filename and path* dialog box. Use the following fields and options as necessary:

Look in

Defaults to the current user. Use the drop down button to display the current directory level. To locate a file in a location other than the CAT4 users level, use **Browse**.

 **Back**

Return to the previous directory viewed.

 **Up One Level**

Move one directory 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**

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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 redisplays 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

Compatible with most word processing programs.

cv/v1

Although the cv/v1 ASCII options are available, it is strongly recommended that you select the txt extension.

Save Selection

When you have selected text, this field displays allowing you to save the selection to an ASCII file. For example, you may want to save a portion of text from the History window to create a script file for future use.

Load to Story Queue

Load the selected text to the story queue of the open captioning session. The name typed in the File name field is the story title, which displays in the Story Queue.

Save

Save the file. If you selected v1 for the ASCII extension, CATalyst BCS prompts you to insert the next diskette if additional disks are necessary to export the file.

Cancel

Closes the Save ASCII dialog box without saving the file.

Simultaneous ASCII Output

Simultaneous ASCII concurrently creates an ASCII file of the text from 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 begin a new 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, t** (**File/Simultaneous ASCII Output**). The Create Simultaneous Output File dialog box

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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 directory 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 redisplays 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 .sgcap. 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)

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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 without CATalyst BCS prompting you that the file already exists.

Save

Save the file.

Cancel

Close the Create Simultaneous ASCII File dialog box without starting a new ASCII file.

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 (.sgngl) file.

   Browse

   Search for a different directory.

   Bring Layout

   Stenograph strongly recommends not using this option with the Include feature.
3. Press **Enter** (**Open**).

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Break

Break allows you to split the text in the History window 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 directory 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 .sgngl file.

   Browse

   Search for a different directory.
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.

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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 .sgngl and .txt.

   Browse

   Search for a different directory.

   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 mergingh 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

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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 .sgngl and .txt.

Browse

Locate a file in a directory 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.

BCS Edit Commands

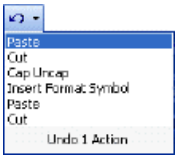
Undo

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.

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 are restorable. 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.

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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.

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 Internet site OneLook® Dictionary Search, www.onelook.com, 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 connects to the OneLook site, 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.

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.

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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
   - AltaVista
   - 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.

Insert

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 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

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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 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

   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

   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

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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 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 proceed 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 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

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the EZ Speaker profile tab.

Search

Search (Ctrl + f) allows you to locate a word or words in your captioning session. You can search forward or backward for a whole word, part of a word, or multiple words.

To find words:

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.

FS

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.

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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 is 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.

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.

4. 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.

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

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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 is 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.

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)**

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BCS Caption Commands

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

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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.

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 steno machine without sending data to the encoder. For example, you may want to create definitions from the steno 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.

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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

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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.

BCS Setup Commands

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

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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 CAPtivator method. You can also rearrange stories directly in the Story Queue window.

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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:

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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.

Realtime

Realtime on the Setup menu is a CATalyst BCS feature that allows you to temporarily or permanently modify Realtime settings for the current Profile and apply the changes to the current captioning session.

1. Press **Alt + p, e** (**Setup/Realtime**) to display the Realtime tab in the Change Writer 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

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box.

Save

Apply the changes to the current captioning session, permanently save them to the current Profile 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.

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EZText

EZText 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/EZText**) 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/EZText**) to display the EZ Speakers Profile tab. Create new or modify existing EZSpeaker 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

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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.

Options

Options on the Setup menu is a CATalyst BCS feature that allows you to temporarily or permanently modify Caption Translate Options for the current Profile and apply the changes to the current captioning session.

1. Press **Alt + p, o** (**Setup/Options**) to display Caption Translate Options dialog box. Not all Translate options are available to change during a captioning session.
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.

Preferences

Preferences is a CATalyst BCS feature that allows you to set certain captioning settings.

To set preferences:

1. Press **Alt + p, e** (**Setup/Preferences**). The Caption Preferences dialog box displays.

   You can also access the Preferences tab each time you start a CATalyst BCS session. In the Broadcast Captioning Translate dialog box, select **Options** and then select the **Preferences** tab.
2. Highlight the option to display the preference settings in the right side of the tab. Make entries as necessary. The following list is a summary of BCS translate preferences. For detailed information, click the name on the list.

BCS Preferences

General BCS Preferences	Determine how CATalyst BCS handles files and dicitonaries it cannot locate when starting a session.
Simultaneous ASCII	Select a default name and location for the concurrent ASCII file created of the CATalyst BCS text being sent to the encoder.
Warnings	Select to display message boxes for certain

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	selections during a CATalyst BCS session.
Display	
General Display Preferences	Set default window (dialog pane) positions when starting a CATalyst BCS session.
Colors	Modify display colors in the History and Script dialog panes.
Scripts	
General Script Preferences	Set Script and Story Queue options.
EZ Text	Customize the placement of EZ Text inserted into the Script file.

Connect Writer

Connect Writer is a CATalyst BCS feature that allows you to establish connection with the steno machine. Steno outlines written on the steno machine prior to starting a captioning session are not sent to the BCS realtime screen. When this option is grayed out, your steno machine is connected.

To connect the steno machine:

1. Be sure your steno 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 steno machine from the current captioning session. When this option is grayed out, your steno machine is not connected.

To disconnect the steno machine, press **Alt + p, r** (**Setup/Disconnect Writer**).

BCS Special Edit Commands

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**).

Mark Start/End

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.

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To Mark steno and text using:

1. Position the cursor on or immediately before the steno or text and press **Alt + s, m** (**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 command. CATalyst BCS automatically unmarks the text when using Cut, Copy or Past commands.

Cap/Uncap

Cap/Uncap

The Cap/Uncap command cycles through three options to capitalize and uncapitalize 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 Uncappable Words 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** until you have the desired capitalization option.

Modify the Uncappable Words List

CATalyst 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 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.

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Number Conversion

Number Conversion (Ctrl + u) 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 set of number conversion formats. This includes number conversion to formats such as ordinal, roman numerals and time. You can add customized number conversion formats by adding entries to the Number Conversion section of the UserSettings.ini file.

You can also use number conversion formats in a dictionary entry to convert numbers while writing realtime or during translation.

To convert a number:

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**.
   - 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**.
   - 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**.
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.

Automatic Number Conversion During Captioning

Automatic Number Conversion converts numbers and words in the History window to a specific format as indicated in the NumberConversion.ini file.The NumberConversion.ini file contains formatting rules based on keywords and number combinations. When using Automatic Number Conversions, Number Conversion or Number Trigger format symbols in dictionary entries are not required because CATalyst BCS uses the number formats in the NumberConversion.ini. The CATalyst BCS NumberConversion.ini file is located in the Captioning case of the System Files case.

To use 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, v** (**Special Edit/Automatic Number Conversion**).

You can also apply the Automatic Number Conversion translate command during translation.

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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/Restore Steno**).

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.

BCS View Commands

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.

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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 Zoom in to get a close up view of the text or Zoom out 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 font 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.

To change the viewing size of the text, do one of the following:

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 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.

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**).

Global Table

Global Table is a command that opens the global table for the current job. All J-Define, D-Define, E-Define, K-Define and Other Define globals for this job are stored in the Global Table. From the Global Table, you can:

- delete globals
- print global entries
- undo globals
- apply global backwards in the job
- add globals from other global tables
- copy, cut, and paste globals to another global table

To display the global table, press **Ctrl + y** (**View/Global Table**).

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Vertical Notes

Vertical Notes displays steno notes in paper tape format within the Vertical Notes dialog pane. The vertical notes automatically scroll with the cursor movement on the screen. You can also manually scroll forward and backward in the note file. By default, the Vertical Notes window displays as a tab on the right side of the screen.

You can make dictionary definitions directly from the vertical notes window. Globals apply through the file, the same as when defining from the History window.

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/Vertical Notes**). A check mark indicates that Vertical Notes is active.

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, CATalyst BCS generates a brief form or reminds you of an existing brief form and displays it in the Brief It dialog pane. Brief It Options determine certain customized settings that control how CATalyst BCS suggests briefs in the Brief It dialog pane during realtime.

To display the Brief It dialog pane, press **Alt + v, t** (**View/Brief It**). The Brief It dialog pane can be set to float or be docked anywhere on the screen.

Defining from Vertical Notes

CATalyst BCS allows you to make dictionary definitions directly from the Vertical Notes dialog pane. Defines made from the vertical notes are placed in the selected dictionary and are available for future translation.

With the Vertical Notes window open:

1. Do one of the following to mark the steno:
   - Use your cursor to highlight the desired steno strokes for the definition.
   - Place your cursor focus in the Vertical Notes window and use standard keyboard or mark commands to highlight the steno strokes.
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 + e** (**E-Define**). The Global – E-Define dialog box displays.
   - **Ctrl + r** (**Replace**). The Global – Replace dialog box displays.
3. When finished defining the steno strokes(s), press **Enter** (**OK**).

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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 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.

View Dictionary Entries

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

        Allows you to look in any other working dictionary.

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.

To view the definition for a word:

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:

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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.

The Macquarie Dictionary is available with a special CD installation for Australian customers only.

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 Begin With

Show only those words in the dictionary that contain the word currently displayed.

3. When finished looking up word definitions, press **Esc**.

Display

Display

Display contains options which affect the display of the text, cursor and dialog panes on the screen. Modifying these options does not affect the printed transcript.

Press **Alt + v, d** (**View/Display**). The Display submenu shows the following options. Click an option for details.

- Set Cursor Size
- Set Cursor Context
- Lock Window Positions
- Load Window Positions
- Save Window Positions
- Reset Window Position

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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 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.

Save and Load Window Positions

Save Window Positions allows you to save the positions of the CATalyst BCS dialog panes to a file (. sgcul). You may want to save different window (dialog pane) arrangements based on the type of shows you caption.

The Load Window Positions feature allows you to load the saved window position file. When you load a saved file, the dialog panes display on the Edit 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 have CATalyst BCS automatically load a

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specific saved window position file when you start a session.

The saved window files are located in the Saved Windows Positions case within the Captioning case found in the System Files case.

Save the positions of the Edit dialog panes

1. Verify the dialog panes are in the desired position on the CATalyst BCS screen.
2. Press **Alt + f, d, s** (**File/Display/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.

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.

Reset Window Position

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**).

Show

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.

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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



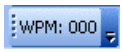
Full Screen



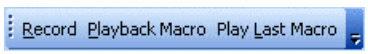
Voice



Words Per Minute



Macro



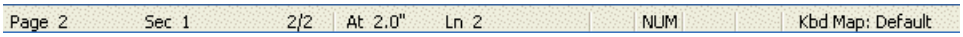
Status Bar

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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, you can edit the realtime text that displays with the Up-to-Date feature 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 on 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 steno 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

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number of words per minute.

Customize Toolbars

Display the Customize dialog box where you can select 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.

To display the AutoFeed dialog pane from the menu:

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

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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.

To customize the CATalyst BCS 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:

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Add an icon to the Toolbar

Using the left mouse button, click the desired icon and continue to hold the button. Move the cursor to the desired location on the toolbar and release the button.

Remove an icon from the Toolbar

Use the left mouse button to click the desired icon on the toolbar and hold the button. Move the cursor off the toolbar and release the button.

Relocate an icon on the Toolbar

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

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 you cursor on an icon that has been modified from it's default appearance. Place your cursor on the icon and click **Reset** to restore the icon to the default.

Delete

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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**.

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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.

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

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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.

To 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.

BCS Global Commands

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 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. You choose to apply the change, skip the occurrence or apply the change to all occurrences. If you apply the change to all occurrences, the global is no longer selective.

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

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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 into the Update Area, unless you place D-Defines directly into your Personal Dictionary. An Update Area allows you to first review the definitions and then select ones you want to move to your Personal Dictionary. By default, CATalyst BCS is set to have D-Defines go to the Update Area. If you do not select to have an 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.

Making 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.

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 + [** or **Alt +]** to add or deselect steno and text to global at the beginning of the marked entry.

   Mark/Unmark Right

   Press **Alt + Right Arrow** or **Alt + Left Arrow** to add or deselect steno and text at the end of the marked text entry.

   New Text

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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

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 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

This feature is not applicable in CATalyst BCS.

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. When using Intuitive Replace and text already exists in the New Text field, move the cursor to the beginning of the New Text field select Cap. 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

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

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. You can set CATalyst BCS to automatically display the Suggestion list by checking the *Open with Suggestions* box.

CATalyst BCS determines which definitions display based on current globals, dictionary entries 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.

You can set CATalyst BCS to automatically display the Suggestion list by checking the Open with Suggestions box. The Open with Suggestions option is not available when E-Define or Replace is selected in the Global Type field.

 When editing a job on a computer other than the one on which the job was originally taken, you

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must have all dictionaries and the phonetic table used during translation.

Endings

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. 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

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

Check this box to have the Suggestion list automatically open when the Global Define dialog box opens. The change takes affect the next time the Global Define dialog box displays.

Uncheck this box to hide the Suggestion list. You can 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 display the list of suggestions.

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 + 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

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Check this box to apply the global change forward and backward throughout the job.

Case Sensitive

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

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, 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 dialog box closes after all locating all occurrences and the cursor remains at the point of the last occurrence.

Generate All Possible Misstrokes

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 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.

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, skip the occurrence or apply the change to all occurrences. 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. Once all the occurrences are encountered, the dialog box closes and the cursor remains at the point of the last occurrence.

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, 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

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option, *Exclude Selective Global when Adding or Pasting*.

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.

   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.

Undo Last Global

Undo Last Global reverses the last global action throughout the current realtime or editing session of the file. CATalyst 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**).

Other undo global commands include Undo Global and Undo Global Once. To use Undo Global, position the cursor immediately before the globalled word or phrase you want to undo and right click the mouse to select **Undo Global** or press the assigned keyboard command for Undo Global. You can also open the Global Table and undo a global. CATalyst reverses the global in the job, removes the global from the Global Table and removes the global from the dictionary, if appropriate.

The Undo Global Once command allows you to reverse the global action for a single word. Position the cursor immediately before the word or phrase and right click the mouse to select Undo Global or press the assigned keyboard command for Undo Global Once.

Keyboard Map Function: Undo Last Global
Undo Global

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Undo Global Once

Apply Globals Backwards

Apply Globals Backwards is a command that allows you to select all or individual globals and apply them backward in the job.

When you make a D-Define, K-Define, J-Define, E-Define or Other global, it applies from the point in the job that you create the global through to the end of the job or throughout the entire file, depending on the option selected. The global remains active for new text, such as realtime. Globals do not automatically apply backward in the file. If you scroll backward in the job or go to the beginning of a job, the globals do not apply.

To apply globals backward:

1. Display the Global Table dialog box. Do one of the following:
   - Press **Ctrl + y** (**Global/Global Table**).
   - Press **Alt + g, g** (**Global/Apply Globals Backward**).
2. 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 in-between.

   Select all the entries

   Press **Ctrl + a** to highlight all the entries.
3. Press **Alt + e, a** (**Apply Backward**) to apply the selected globals backward in the job.
4. Press **Esc** to close the Global Table dialog box.

 You can apply globals forward and backward in the file if you select the Entire File option in a Global dialog box when defining.

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 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 select and add globals from another job:

1. Press **Alt + g, a** (**Global/Add Other Globals**). The Add Other Globals dialog box displays. When

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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

   Search for a directory outside the CATalyst directory structure.

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.

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.

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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 + [** or **Alt +]** or to add or deselect steno and text for replacement at the beginning of the marked text entry.

Mark/Unmark Right

Press **Alt + Right Arrow** or **Alt + Left Arrow** to add or deselect text for replacement at the end of the marked text entry

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

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 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

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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.e-Defines

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

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.

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- **Ctrl + 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.

Global Defines

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.



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.



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.

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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 "fs". 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

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Global Table

About the Global Table

The global table contains definitions created using D-Define, K-Define, J-Define, and E-Define commands in the History window (dialog pane). When you make the first global define in the History window, CATalyst BCS creates a global table if one does not already exist. Each captioning file has its own global table.

CATalyst BCS also uses a Script window global table. During a captioning session, you can make E Defines in the Script window and access the Script window global table by placing your cursor focus in the Script window and pressing Ctrl +y (Global/Global Table). Optionally, you can have E Defines made in the Script window added 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. CATalyst BCS deletes all the entries in the Script global table when you exit the session.

From a global table, you can delete globals, print global entries, undo globals, and apply globals backward. You can also add globals from other global tables or copy and paste globals to another global table. Certain global table options that affect how E-Defines are handled when starting a CATalyst BCS session, switching Profiles and working with the Script global table can be set in Preferences.

The global table can be used in translation. Translating with a global table allows you to use E-Defines previously created during a captioning session. To use global tables in translation, on the Dictionaries Profile tab, select the global table option to display global files for selection.

The global table displays the most recent global lists first. You can click a column heading to sort the globals by that column. Continue to click the column heading until the triangle points up for ascending order or down for descending order. If necessary, use the Search feature to locate a specific entry. The following information displays in a global table:

Number

The number of the current 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, or E-Define.

Steno

The steno portion of the global, if steno exists for the global.

Case Sensitive

Y or N displays in this column when the entry is an E-Define. 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, if text exists.

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.

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Deleting Globals

You can remove globals from the global table using the Delete command. Deleting a global removes it from the global table and prevents it from applying to new, incoming text. Existing text to which the global was previously applied is not affected by deleting the global.

To remove a global and reverse the action, use the Undo Last Global feature. Undo Last Global does not affect text modified after the global applied.

To delete globals from the global table:

1. Do one of the following:
   - Position your cursor in the History window (dialog pane) and press **Ctrl + y** (**Global/Global Table**). The Global Table (History window) dialog box displays.
   - Position your cursor in the Script window (dialog pane) and press **Ctrl + y** (**Global/Global Table**). The Global Table (Script window) dialog box displays.
2. The cursor placement, when the global table opens, identifies the most recent global entry. Highlight the entries to delete. 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 to delete. 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.
3. 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.
4. Press **Esc** to exit the global table.

Global Table Options

To change the global table option:

1. From the global table, press **Alt + t, o** (**Tools/Options**). The Global Table Options dialog box displays.
2. Make changes as necessary:

   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. A Yes/No choice option to continue deleting displays.

   Uncheck this box to disable the confirmation message when you delete entries. You can also deselect this option by checking the field *I understand the consequences of my actions. Please stop asking.* in the delete confirmation message box.

   Exclude Selective Global when Adding or Pasting

   Check this box to exclude selectives globals from being added or pasted when using the Add Other Globals command or when marking and copying globals from one table to another.

   Uncheck this box to include selective globals.

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3. Press **Enter** (**OK**) to accept the changes.

Global Table Display Options

Global Table Display Options allow you to change the font, font style and size for Global Table headings, steno and text. Global Table display options also apply to the Add Globals dialog box when you use the Add Other Globals feature.

To change the Global Table Options:

1. Press **Ctrl + y** (**Global/Global Table**) to display the Global Table dialog box.
2. From the Global Table, press **Alt + t, d** (**Tools/Display Options**). The Global Table Display Options dialog box displays.
3. Click an option:

   Global Table Heading font

   The current font selection for the column headings displays in the field.

   Global Table Steno font

   The current font selection for the steno portion of the entries displays in the field.

   Global Table Text font

   The current font selection for the text portion of the entries displays in the field.

   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.

4. Click the Browse button to display the Font dialog box. In the Font dialog box, make necessary entries to change the font or font attribute for the selected option:

   Font

   Select a font type. 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 for the *Global Table Steno font* option, steno characters may not line up based on their placement on the steno keyboard.

   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

   Allows you to select the language in which the characters display. Western is the only supported language.To change the Global Table Heading text font, click the Heading item and then click to display

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5. Press **Enter** (**OK**) to close the Font dialog box.
6. Make changes to the other options as necessary. To return all the Global Table Display Options to their original CATalyst BCS default selection, click **Restore Default Settings**.
7. When finished, press **Enter** (**OK**) in the Global Table Display Options dialog box to apply the changes.

Printing Globals

To print global entries for the current captioning session:

1. Do one of the following:
   - Position your cursor in the History window (dialog pane) and press **Ctrl + y** (**Global/Global Table**). The Global Table (History window) dialog box displays.
   - Position your cursor in the Script window (dialog pane) and press **Ctrl + y** (**Global/Global Table**). The Global Table (Script window) dialog box displays.
2. Press **Ctrl + p**. The Print dialog box displays.
3. Select the printer and press **Enter** (**OK**).

Search for Global Entries

To search for a global entry:

1. Do one of the following:
   - Position your cursor in the History window (dialog pane) and press **Ctrl + y** (**Global/Global Table**). The Global Table (History window) dialog box displays.
   - Position your cursor in the Script window (dialog pane) and press **Ctrl + y** (**Global/Global Table**). The Global Table (Script window) dialog box displays.
2. From the global table, press **Ctrl + f** (**Edit/Search**). The Search dialog box displays.
3. Make entries as necessary:

   Search For

   Select the method by which you want to search the global table.

   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.

   Text

   Search by text. In the field, type the text for which you want to search. The search includes both Old Text and New Text.

   FS

   You can add format symbols to your text 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. With the cursor in the Search For

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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. If you do not select Case Sensitive, the search looks for all words containing the indicated characters, regardless of the case typed into the field. This option only displays when you search for Text.

4. 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.
5. To repeat the same search, press **F3** (**Edit/Repeat Search**).

BCS Format Commands

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. 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

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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

About 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.

Inserting a Format Symbol

To insert a format symbol during a BCS session, do any of the following:

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- Press the appropriate short cut key.
- Select a format symbol from the Format Symbol dialog box. Open the Format Symbol dialog box by pressing **Shift + F4**, clicking the  icon on the toolbar or from the Edit menu selecting Insert Format Symbol. Double click a format symbol to select it from the list. You can also type the first letter or letters of the format symbol you want to use. Highlight the symbol and then press **Enter**.
- 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.

 To learn about additional available format symbols not listed in CATalyst BCS, search the Case CATalyst On-line 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.

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 steno 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

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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 steno 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

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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.

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Cap Next

Use the Cap Next format symbol (F4 F6) 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 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

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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 (F4 c) 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 (F4 \) 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

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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 (F4 p) 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 indentions 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

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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 (F4 ~) 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

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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**.

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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 (F4 n) 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.

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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 Oops to place an invisible mark in the History window on which you can search or scan. You may want to use Oops to mark an item to which you want to return or correct during a break. The Oops format symbol displays in the History window when Reveal Codes is active.

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. Highlight **Oops** 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.
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. 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

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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 (F4 O) and (F4 o) 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 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 (F4 k) format symbol sto 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>

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- 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 (F4 T) 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 (F4 F5) to uncapitalize 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 uncapitalize 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.

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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 (F4, e) 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.

BCS Tools and Options

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.

To 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

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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 you have one.

To change the dictionary order, highlight a dictionary and then use the **Move Up** and **Move Down** buttons as necessary.

To remove a dictionary, highlight the dictionary in the list and then click **Remove**.

Count

The total number of dictionaries selected for translation.

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.

Audio

About Audio Recording

Audio recording during captioning is available using the AudioSync option. Your security device must be programmed with AudioSync 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.

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. You can playback the audio during captioning without pausing AudioSync. For volume control during audio playback, refer to your Windows documentation.

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Playback speed is adjustable on the Audio Playback Speed toolbar. You can also assign key 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 if you pause during captioning or script text is inserted into the file. When using Audio Playback, the amount of dead air that plays back is adjustable by using the vertical bar.

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.

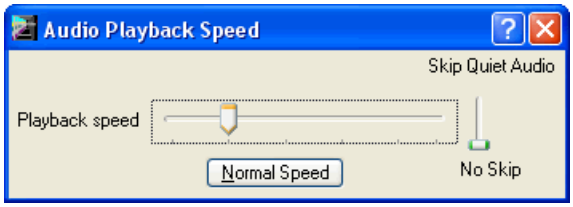
Audio File Path dialog box displays

The Audio File Path dialog box displays when CATalyst BCS cannot locate the Audio subfile for the current job. CATalyst BCS writes the Audio source information, which includes user, file name, and drive where the audio recorded, in the text file. If you rename the Audio file or relocate the Audio or text file to another directory, the Audio File Path dialog box displays.

Type the path for the new location or new name of the Audio subfile and press **Enter** to begin the playback. You can also use the Browse button to search for and select the path.

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/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***.

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.

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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, x** (**Tools/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/Stop Audio**) or, if the Edit toolbar is showing, click the Stop Audio  icon.

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** (**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.

You can also press **** (backslash) (**Tools/Cycle Keyboard Maps**) to cycle through the available keyboard maps.

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.

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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.

To 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**).

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.

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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 Speaker 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 misstrokes**:

APBD/A*PBD = >>Anderson:

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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.

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 Ctrl + L for Follow Realtime. The cursor moves to the beginning of the file. You edit for about 5 minutes when the program resumes. You press Ctrl + L and the cursor returns to following the last steno stroke written. There is another commercial break. You return to the editing by pressing Ctrl + L. The cursor moves to the last editing position in the History file.

To toggle the Follow Realtime command from the computer keyboard, press **Ctrl + L** (**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.

Macro

A macro is a series of recorded keystrokes or commands to which you assign to a filename. Playing back a macro allows you to invoke the designated series of recorded commands. This reduces the amount of keystrokes you need to use to perform a task or process. The Macro feature contains a submenu used to record and playback a macro. You can create a toolbar from the submenu to float or dock it like any other toolbar. The submenu includes the following features:

- Record
- Playback Macro
- Playback Last Macro

Macros are recordable in CATalyst BCS and Manage Dictionary. It is possible to begin the recording or playback of a macro in one function 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 naming convention for macros created for Manage Dictionary that identifies them from other macros. For example, "dict - modify entry."

You can playback the macro by selecting it from a list, pressing a user assigned keyboard command, or writing a steno stroke on your steno machine during realtime. Keyboard command assignments and AccelerWriter definitions can be made immediately after saving the macro. Stenograph recommends you create the macro for an AccelerWriter while writing realtime to assure the macro works in a realtime situation as intended.

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. This allows you to make changes without re-

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recording the entire macro. Manage Dictionary functions end with - Dict." when viewing them in the Macro Editor or a Keyboard Maps. Macro files have a .sgmac extension and are stored in a Macros case within the System Files case.

Options

Auto Recover

Auto Recover, by default, automatically saves the open job 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 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, or you experience a General Protection Fault (GPF), where the unsaved changes are lost.

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 the most recent ones were not saved. When you open CATalyst BCS, the Auto Recover file displays in Manage Jobs as TWC 030408 (1).sgngl.sav. If the same file abnormally closes a second time, the Auto Recover file name is TWC 030408 (2).sgngl. sav, unless you renamed the first recovered file. Then Auto Recover uses number one.

To use the temporary Auto Recover file, you must save it. The first time you access this file, the Save Recovered File As dialog box displays, prompting you to save the temporary file. You can choose to keep the recovered file name, use another alternate name, or use the original file name. If you choose to rename the file using the original file name, CATalyst BCS prompts you with a message asking if you want to overwrite the existing file. Once you save the Auto Recover file, you can open it like any other CATalyst BCS text file. Generally, changes made up until the last auto save are saved in the recovered file. Changes made from the time of the last auto save until the file abnormally terminated, usually are not in the original file.

When you access the original file without renaming or deleting the Auto Recover file, a message displays informing you that an Auto Recover file exists for the document you are opening. You can open the original file, but it may only contain changes up until the last time you manually saved the file, such as pressing Alt + s (File/Save).

The Keep Auto Recover Files in Archive Case option, active by default, automatically saves a copy of the temporary file when you select an action at the Save Changes dialog box upon exiting a file in Case CATalyst. The Save Changes dialog box displays when there are unsaved changes in the file. Case CATalyst stores a copy of the transcript subfile (.sgngl) in the AutoArchive case. The AutoArchive case is created the first time you are prompted to save changes as you exit a CATalyst file, when AutoArchive is active. The transcript subfile (.sgngl) is the only subfile saved. The Auto Recover option must be selected to automatically save Auto Recover files to the AutoArchive case. The AutoArchive option does not apply to captioning sessions in CATalyst BCS.

Auto Recover Options determine whether or not CATalyst BCS automatically creates a temporary file and saves the Auto Recover files to the AutoArchive case. By default, the Auto Recover options are on and set to 30 seconds. To access Auto Recover options, press **Alt + t, o, r** (**Tools/Options/Auto Recover**).

Auto Recover Options

Make necessary entries. When finished with all your changes, select **OK**.

Use Auto Recover

Check this box to activate and use Auto Recover. When you check this box, the drop down menu becomes available. Select the frequency at which you want CATalyst BCS to automatically save the

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transcript to a temporary file. Choose a number: **15 seconds**, **30 seconds**, **45 seconds**, or **1** through **10 minutes**.

Uncheck the Use Auto Recover box if you do not want to use Auto Recover.

Keep Auto Recover Files in Archive

Check this box to have automatically save a copy of the temporary file when you select an action at the Save Changes dialog box upon exiting a file. Case CATalyst automatically stores a copy of the transcript subfile (.sgngl) in the AutoArchive case. The AutoArchive case is created the first time you are prompted to save changes as you exit a CATalyst file, when the AutoArchive option is active. 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 CATalsyt file, when the AutoArchive option is active. Case CATalyst automatically saves a copy of the temporary transcript (.sgngl) file to the AutoArchive case when you select an action at the Save Changes prompt upon exiting Edit. 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.

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.

To run a CATalyst BCS backup computer:

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. If necessary, remove your security device from computer one and attach to the 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.

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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 security device and writer to the second system and continue writing.

Global Options

Global Options determine the selection of certain settings used when making Defines. 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**.

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

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

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.

Scope of Intuition

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

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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.

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

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

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

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

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

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

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

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

Select **Yes** to have CATalyst BCS remember the *Generate Misstrokes* setting in the Global Define

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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

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 BCSopens 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

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 directory by making an entry in the *O-Define browse location* field.

O-Define browse location

Select the default directory 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.

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 or ASCII file exported.

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.ini 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

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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.ini*) file. You can view the Intuitive Replace list in the . ini files using Windows Explorer or My Computer.

To 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.

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."

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To 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 alllows you 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, CATalyst BCS checks the Audio Delay value before playing the associated audio.

Audio capabilities are only available on systems that have the optional AudioSync software.

To 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.

To set Scan For Options:

1. 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**
   - **Conflicts**

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- **Scan Stops**—Text surrounded by Scan Stop format symbols.
- **Hidden Text**—Not applicable in BCS.
- **Prefix/Suffix Translations**
- **Drag/Drop Translations**
- **Suffix Drag Translations**
- **Bench**—Not applicable in BCS.
- **Field (Empty)**
- **Fill In Fields**—Not applicable in BCS.
- **Indexed Items**—Not applicable in BCS.
- **Indexed Placeholders**—Not applicable in BCS.
- **Oops**
- **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.

3. Press **Enter** (**OK**).

Transcript Spell Check Options

Transcript Spell Check Options determine the Spell Check settings used when spell checking in a captioning session. For example, add a job Wordlist, select a job Wordlist, have Spell Check ignore all capped words and single characters, and set the number of suggested words to display at 10. These settings include but are not limited to:

- Activating automatic Spell Check features.
- Identifying Wordlists used during Spell Check.
- Determining the number of Suggestions in the Spell Check Suggestions list.
- Selecting scan options.
- Displaying or hiding Red Squiggle to show misspelled words.
- Setting language type.
- Accessing Advanced Spell Check Options.

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**

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- **British English** — If using the Australian Macquarie Dictionary, select British English in addition to installing the Macquarie dictionary. The Macquarie dictionary is only available to Australian customers.
- **French** — When using French, CATalyst BCS 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." You can modify your UserSettings.ini file to prevent CATalyst BCS Spell Check from stopping on these words.
- **Italian**
- **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.

Ignore Mixed Case

Do not stop on mixed case words that have more than one initial cap. For example, Spell Check does not stop on "CATalyst ", "McNeal", or "OZpc".

Ignore Mixed Digits

Do not stop on combinations of digits and numbers. For example, Spell Check does not stop on 12F, t3sting, or 500th.

Report Repeated Words

Stop on repeated words.

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

This option is not recommended for use in CATalyst BCS.

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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.

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.

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

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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 defining from a Define dialog box and inserting hidden 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. Spell Check applies to headers, footers and text fields.

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 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 Spell Check complete 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 AdvancedTranscript 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.

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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.

Warnings

The Warnings option allows you to select to display warning messages when you:

- end realtime.
- choose to resolve conflicts using the Resolve All Chosen Conflicts feature.

To set your warning options:

1. Press **Alt t, o, g** (**Tools/Options/Warnings)**. The Warnings in Edit dialog box displays.
2. Check the box next to each of the following warnings you want to display. You can turn these warning off by unchecking the box or when the warning dialog box displays by checking the option: *I understand the consequences of my actions. Please stop asking.*

   Warn when ending realtime.

   Warn before resolving all chosen conflicts.
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.

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 directory 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 CATalyst BCS software. The most current Merriam-Webster dictionary displays. Click the down arrow to display other available versions. The Macquarie Dictionary is available with a special CD installation for Australian customers only.

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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.

Spell Check

About Spell Check

Spell Check (Shift + F7) is a CATalyst BCS feature that checks the spelling of:

- the text in the History or Script window.
- a word in the Global Definition dialog box when you make a D-Define, E-Define, J-Define, K-Define, or Replace the word if you have selected the Spell Check while defining option.
- the text portion of all the entries in an open dictionary in Manage Dictionary if Spell Check is active while defining.
- a word when you are inserting or modifying dictionary entries in Manage Dictionary if Spell Check is active while defining.
- the text inserted in the Hidden Text dialog box.

Several Spell Check options allow you to customize Spell Check for your writing style. You can also select to automatically check for errors such as punctuation, spacing, hyphenation, or repeated words. Using a wordlist, you can identify words CATalyst BCS should ignore as a misspelling during Spell Check.

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 identified 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 BCS session.
- add the word to a wordlist 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.

When Spell Check While Defining option is active, CATalyst BCS automatically spell checks the text in certain dialog boxes when you press Enter in the dialog box. If CATalyst BCS identifies a misspelled or

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repeated word, the Spell Check dialog box displays. These dialog boxes include Global, Replace, Insert, Insert and Modify Dictionary Entry and Search when searching for text.

You can invoke Spell Check manually for a word in the Text field of the Global, Replace, Insert, Insert and Modify Dictionary Entry and Search dialog boxes. With your cursor in the Text field, press **Shift + F7**. CATalyst BCS displays the Spell Check dialog box when a word is misspelled. If CATalyst BCS determines there is no misspelling, a message displays indicating no spelling errors were found. If multiple words display, CATalyst BCS checks the word based on the cursor location in the Text field. You can also check the definition of a word in the Text field of these dialog boxes. With your cursor in the Text field, press **Ctrl + F7**. CATalyst BCS displays the Spell Check - [Lookup] dialog box.

Spell Check

Spell Check the text in the History or Script window. To begin spell checking your transcript, 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 possibly 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

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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 stop 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 www.onelook.com 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*

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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**).

Wordlists

A wordlist contains words you decide CATalyst BCS should ignore as a misspelling during 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. 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. 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 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

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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.

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.

To open a wordlist, from the Menu Bar, select **File/Open/Wordlist**.

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.

To add a word 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

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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 "the". 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.

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To select or deselect wordlists:

1. 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

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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 directory. Once a Personal Wordlists exists, the option to create a new one is no longer available. When creating a new Personal Wordlist, 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.

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

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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.

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.

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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 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.

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.

Spelling Lookup uses the following wordlists: Winter Tree Medical and Legal, Stedman's Medical, Personal, case, and job. When the Definition feature is selected, Spelling Lookup uses the Merriam-Webster dictionary.

To use Spelling Lookup:

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** (**Tools/Spelling Lookup**). The Spelling Lookup dialog box displays.
3. 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. Definitions are provided for approximately 215,000 words.
4. When finished, press **Esc** to return to the Spelling Lookup dialog box.
5. Press **Esc** (**Cancel**) to exit the Spelling Lookup dialog box.

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.

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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

Manage BCS Dictionaries

About Manage Dictionary

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:

- Personal Dictionary
- Case Dictionary
- EZ Speakers Dictionary
- Job Dictionary
- Power Define Dictionary
- caseCATalyst[4] Realtime Commands Dictionary

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

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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.

Dictionary Options

Dictionary Options allows you to customize certain warning messages and options used when working with dictionaries. Settings in Dictionary Options affect all dictionaries in the user directory.

Access Dictionary Options:

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

Dictionary Options

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

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

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

The Include feature allows you to include the entire contents of another dictionary into the displayed

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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 filter

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

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.

Print Steno in Crowded Format

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

What to do with source dictionary after Include

The Source dictionary is the dictionary you select to include into the current dictionary. The default action is to Stop for Decision. If you only use the Include feature to bring the contents of the Update Area into your Personal Dictionary, your setting might be Delete the Source Dictionary. If you use Include to combine job or case dictionaries and to include the Update Area into your Personal Dictionary, then you might select the Stop for Decision option.

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.

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How to treat entries with duplicate steno when Pasting

When using the cut, copy and paste commands in the Manage Dictionary function, you must decide how you want CATalyst to handle the pasted entries if the steno portion of the entry conflict 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 New Text

Delete the original text and insert the new text.

Keep Old Text

Retain the original text and ignore the new text.

Create Conflict

Keep both the original and new text to create a conflict in the entry.

Keep Neither

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.

How to treat entries with duplicate steno when Including

When using the Include feature in the Manage Dictionary function, you must decide how you want CATalyst to handle the included entries if the steno portion conflicts 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**.

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, 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 redisplays the Duplicate Entry dialog box.

Keep New Text

Delete the original text and insert the new text.

Keep Old Text

Retain the original text in the entry and ignore the new text.

Create Conflict

Keep both the original and new text to create a conflict in the entry.

Keep Neither

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 include the new dictionary entry.

D-Defines go to Update Area

By default, D-defines made while editing go to the Update Area. The Update Area allows you to review,

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revise, delete entries before moving them to your Personal Dictionary. If you work with a scopist that creates dictionary definitions while editing, 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 for you to review new entries.

Check this box to use an Update Area to store any new D-Defines for your Personal Dictionary.

Uncheck this box to send new D-Defines directly to your Personal Dictionary. When you uncheck this box, you must make a selection in the How to treat entries with duplicate steno from D-Defines field.

How to treat entries with duplicate steno from D-Defines

This field is only available if you select NOT to have an Update Area. You must decide how you want CATalyst to handle D-Defines if they conflict with entries your Personal Dictionary. If entries conflict, all new D-defines are used for translation until the Personal Dictionary is opened. You should open your Personal Dictionary after every editing session.

Select **one** of the following:

Stop for Decision

Display the Duplicate Entry dialog box for each duplicate entry. The Duplicate Entry dialog box displays the 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.

When you make a D-Define during a session, CATalyst automatically uses the newest entry until you open the Personal Dictionary, at which time CATalyst prompts you for a decision. For example, if you make a D-Define during an Edit session that creates a duplicate entry, CATalyst uses the newest entry and does not prompt you to select. If you select View Dictionary or you open the Personal Dictionary during the session, then CATalyst prompts you for a decision. If you make a D-Define and then close the session without opening the Personal Dictionary, CATalyst automatically selects the newest entry when you begin a new session without prompting.

Keep New Text

Delete the original text and insert the new text in the entry.

Keep Old Text

Retain the original text in the entry and ignore the new text.

Create Conflict

Keep both the original and new text to create a conflict in the entry.

Keep Neither

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 include the new dictionary entry.

Column Display Order

Indicate which columns you want to display on the Manage Dictionary screen by checking the box next to the column name. Uncheck the box if you do not want to display the column. The Steno and Text columns must always display. You cannot uncheck the box for these columns.

Move selected entry up/down

Change the dictionary column display order from left to right on the Manage Dictionary screen. Highlight the column you want to move. To move the column up or down in the list, use the Move selected entry up or Move selected entry down buttons. The columns display from left to right beginning with the first column in the list.

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Advanced Dictionary Options

Additional Dictionary options are available by selecting the **Advanced** button in the Dictionary Options dialog box. Access Dictionary Options:

- from Manage Jobs. Press **Alt + t, o, d, o** (**Tools/Options/Dictionary/Options**). In the Dictionary Options dialog box, select **Advanced**.
- from Manage Dictionary. Press **Alt + t, o, t** (**Tools/Options/Dictionary Options**). In the Dictionary Options dialog box, select **Advanced**.

Advanced Dictionary 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 Dictionary Options to their original CATalyst BCS default selection.

Display steno in "paper tape" format

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

Break steno outlines based on key order

CATalyst BCS allows you to type text characters in the Steno field of a dialog box to generate steno characters. For example, you type JAIMS and CATalyst BCS generates SKWRAEUPLS.

Select **Yes** to have CATalyst BCS 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

Select **Yes** to have CATalyst BCS automatically typed correct 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 CATalyst BCS automatically correct incorrectly ordered steno keys. CATalyst BCS does not generate the correct steno character or may generate the steno character as a "final" character instead of the intended "initial" character. CATalyst BCS 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 the Dictionary function opens. From the drop down list, choose a keyboard map. Customized dictionary keyboard maps, located in the Dictionary case within your System Files case, are available for selection from the list. The default is the CATalyst BCS Default

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keyboard map.

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.

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** — If using the Australian Macquarie Dictionary, select British English in addition to installing the Macquarie dictionary. The Macquarie dictionary is only available to Australian customers.
- **French** — When using French, CATalyst BCS 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." You can modify your UserSettings.ini file to prevent CATalyst BCS Spell Check from stopping on these words.
- **Italian**
- **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.

Ignore Mixed Case

Do not stop on mixed case words that have more than an initial cap. For example, Spell Check does not stop on "CATalyst", "McNeal", or "OZpc".

Ignore Mixed Digits

Do not stop on combinations of digits and numbers. For example, Spell Check does not stop on 12F, t3sting, or 500th.

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Report Repeated Words

Stop on repeated words.

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.

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.

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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 Spell Check complete 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.

BCS Dictionary Types

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.

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 Speaker 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:

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!<Colloquy>>>[!EZ SPEAKER 00]:space

CATalyst comes with two EZ Speakers dictionaries with a focus towards 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 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 JOEPBS/JOEPBS 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.

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.

Personal Dictionary

The Personal Dictionary contains steno and text definitions specific to your writing style. CATalyst BCS automatically uses the Personal Dictionary for translation. You can import a Personal Dictionary into CATalyst BCS or create it from scratch. The Personal Dictionary is located in the System Files case in each user directory.

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.

Power Define Dictionary

The Power Define dictionary contains special definitions for use with the Power Define feature, allowing you to make D-Defines, K-Defines, and J-defines from your writing machine during realtime. Stroking the steno outline for the translate command {Define}, displays the Power Define dialog box and activates the Power Define dictionary. The special definitions allow you to move and make steno and text entries in the Power Define dialog box. These definitions include cursor movements, such as Tab or Down Arrow, and upper and lower case letters, punctuation, and numbers 0 through 9. For example, to move from field to field in the Power Define dialog box, you would stroke the steno outline for the [Tab] entry or to insert a format symbol into the definition, you stroke the steno outline for the [F4] entry.

CATalyst BCS activates the Power Define dictionary once you stroke the steno outline to invoke the Power Define feature. It then becomes the highest priority in the dictionary list for translation. When the cursor is located in the Text field and you stroke a steno outline that is not in the Power Define dictionary, Catalyst BCS searches other dictionaries, according to priority, for a definition. When found, CATalyst BCS places the text of the definition in the New Text field.

D-Defines, K-Defines, or J-Defines created when using the Power Define feature apply to the entire job and the global remains active for all new realtime data. When you create an invalid define, no global takes place and CATalyst BCS allows you to continue realtime writing without a warning. You can make

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the next Power Define as necessary. An invalid define includes:

- No text in the New Text field.
- Invalid text in the New Text field, such as a misformatted conflict. For example, valid conflicts contain no spaces: ^read^red. If spaces occur, ^read ^ red, the define is invalid.
- No steno outline in the Steno field.
- More than 17 steno outlines in the Steno field.
- Steno outlines in the Steno field typed in from the keyboard.
- No dictionary selected in the Power Define dialog box.

When you perform a command or make a typed entry from the keyboard in the Power Define dialog box, CATalyst BCS automatically removes the inserted space before the next item translated.

The Power Define Dictionary is located in the System Files case. Stenograph recommends you review the entries in the Power Define dictionary and modify any to match your writing style. You can add, modify, and delete entries in the Power Define dictionary the same as any other dictionary. Additionally:

- If you choose to add the alphabet to the Power Define dictionary, when you fingerspell a word, the letters automatically translate with no spaces between the letters. 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.
- Adding the [Paste] command to your Power Define dictionary allows you use the copy, cut and paste features to enter steno and text. The Include Steno When Copying/Cutting Text option in your UserSettings.ini must be set to include underlying steno in order to paste in the Steno field. For example, the last thing you copied was text. You place your cursor in the Steno field and invoke the [Paste] command. If the option is set to include underlying steno, CATalyst BCS inserts the steno into the field. If the option is not selected, nothing happens. Including underlying steno is the CATalyst BCS default. 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.

The default command list of Power Define dictionary entries include:

Power Define	Steno Equivalent	Explanation
[F4]	TPO-RPLT	Displays the *enter a format symbol message*. 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.
[ABORT]	/PWO-RT	Cancels the Power Define dialog box and returns to the realtime screen.
[DOWN ARROW]	TKO-UPB	In the list of dictionaries, it moves the cursor down one name at a time and dynamically adjusts the dictionary number in the Dictionary field. Functions the same as ↓ on the keyboard.
[UP ARROW]	–UP	In the list of dictionaries, it moves the cursor up one name at a time. Functions

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		the same as ↑ on the keyboard.
[ENTER]	TPH-T	Same as Enter on the keyboard.
[SPACE]	SPA-EUS	Creates a space when you are typing 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.

Realtime Commands Dictionary

CATalyst BCS software includes the realtime job dictionary, Case CATalyst Realtime Commands Dictionary, which contains predefined realtime and translation commands. The predefined commands consist of common number conversion, conflict resolution, mode control, and define strokes. You can add to, modify, and delete entries in the Case CATalyst Realtime Commands Dictionary or copy the entries to the Personal, case, or job dictionary. If you choose to use the caseCATalyst4 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 Case CATalyst Realtime Commands Dictionary, you can delete it from your User.

CATalyst BCS automatically copies the Case CATalyst Realtime Commands Dictionary when creating a new user if you selected the Copy Default Files option in the Create New User dialog box.

Update Area

The Update Area is a holding area that stores any new D-Defines for your Personal Dictionary, if you select to use an Update Area. The appearance of the Update Area is similar to a dictionary. You can review your D-Defines, one at a time, before cutting or copying them into the Personal Dictionary.

In addition to other dictionaries selected for translation, you can use the Update Area to translate. Using the Update Area is an option in Dictionary Options. The system default uses the Update Area.

If you do not select to have an Update Area, CATalyst BCS places all new D-Defines directly into your Personal Dictionary. Depending on your setting in Dictionary Options for the opton How to treat entries with duplicate steno from D-Defines, the next time you open your Personal Dictionary a message may display if any new D-Defines conflict with an existing entry in the Personal Dictionary.

The Update Area is stored in the System Files case.

Create Dictionaries

Create a New 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.

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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.

Create a Personal Dictionary

If a Personal Dictionary does not already exist in the current user you can create a new one. When you save the dictionary or close the Dictionary function, CATalyst BCS 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 during a captioning session.

You can only have one Personal Dictionary in each user directory. Once a Personal Dictionary exists, the option to create a new dictionary is no longer available.

To convert your CATalyst 3.x or RTF/CRE formatted dictionary, use the Import function.

To 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, and Include. Refer to the guidelines for inserting dictionary entries.
3. When you are finished, press **Ctrl + s**, (**File/Save**).
4. Press **Ctrl + F4** (**File/Close**) to close the dictionary.

Create a Case Dictionary

You can create a case dictionary for any captioning session. Entries in a case dictionary automatically apply to any file translated in the case of the same name. Once created, you can reopen the case dictionary to make additional entries. You can also add entries to a case dictionary while defining during a captioning session.

If an existing case does not have a case dictionary, CATalyst BCS automatically creates the case dictionary the first time you make a K-Define.

When creating a case dictionary in Manage Jobs, you must be in the case for which you want to create the case dictionary.

To 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**).

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Create a Job Dictionary

You can create a job dictionary for any captioning session. Any entries in a job dictionary automatically apply to any future file translated with the same name. Once created, you can reopen the job dictionary to make additional entries. You can also add entries during a captioning session.

To 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**).

BCS Dictionary Tools

AccelerWriter Entries

About AccelerWriters

An AccelerWriter is a macro, invoked from the steno machine during realtime writing. When you create an AccelerWriter, you can use an existing macro or create a new one. Name the macro and then create a dictionary entry using the macro name.

Creating an AccelerWriter is a two step process. In the first step, you create the macro that contains the commands you want to invoke. 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. CATalyst BCS provides the option to create the definition immediately after recording the maco. You can also create the definition by opening the appropriate dictionary and using the Dictionary Insert feature or the AccelerWriter Wizard.

When invoking AccelerWriters with the Realtime window showing, the cursor moves to the end of the realtime text where the AccelerWriter takes action, regardless of where the cursor focus is prior to invoking the AccelerWriter. When the Realtime window is not showing, the cursor moves to the end of the file in the History window where the AccelerWriter takes action. Stenograph strongly recommends using the Up-to-Date History feature when the Realtime window is not showing to ensure the most effective results.

Create AccelerWriter Entries

An AccelerWriter is a macro invoked from the steno machine during realtime writing. If necessary, create a macro that performs the commands you want the AccelerWriter to invoke before completing the following steps. Although you can create a macro for an AccelerWriter while editing, Stenograph recommends you create it while writing realtime to see what actually takes place on the screen.

To create an AccelerWriter:

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. Separate multiple strokes with a forward slash.

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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 CATalyst BCS generate additional AccelerWriter 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 AccelerWriters, press **Ctrl + s** (**File/Save**) to save the dictionary.

Create AccelerWriter Entries Using the Wizard

An AccelerWriter is a macro invoked from the steno machine during realtime writing. If necessary, create a macro that performs the commands you want the AccelerWriter to invoke before completing the following steps. Although you can create a macro for an AccelerWriter while editing, Stenograph recommends you create it while writing realtime to view what actually takes place on the screen.

To create an AccelerWriter:

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. Separate multiple strokes with a forward slash.

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 BCS 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**. CATalyst BCS 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 have CATalyst BCS generate additional AccelerWriter 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.

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4. Press **Enter** (**OK**).
5. When finished creating AccelerWriters, press **Esc** (**Cancel**).
6. Press **Ctrl + s** (**File/Save**) to save the dictionary.

   If you are writing realtime, you may want to test the AccelerWriters:

   a. Close the dictionary, press **Ctrl + F4**.

   b. Reload the dictionary, press **Alt + t, d** (**Tools/Add/Remove Dictionaries**).

   c. Stroke the steno for the selected AccelerWriter.

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 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.

To define a steno outline as 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 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.

AutoInclude Entries

Insert Auto Include Entries Using the Auto Includes 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.

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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.

4. Press **Enter** (**OK**).
5. When finished creating Auto Includes, press **Esc** (**Cancel**).
6. Press **Ctrl + s** (**File/Save**) to save the dictionary.

Insert Auto Include Entries 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

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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.

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.

Copy and Cut Dictionary Entries to Other Dictionaries

Use the Copy to Dictionary and Move to Dictionary features to merge dictionary entries from one dictionary to another without opening the destination dictionary. You can the merge entries from the source dictionary, such as the Update Area or job dictionary into multiple dictionaries. For example, you want to put certain job dictionary entries into your Personal Dictionary or another job dictionary. The destination dictionary must be closed when copying or moving dictionary entries.

To merge the entire contents of one dictionary with another, use the Include feature.

To copy or move dictionary 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 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. Do **one** of the following:

   Copy the entries

   Press **Alt + e, d** (**Edit/Copy to Dictionary**) to keep the entries in the source dictionary.

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Cut and remove the entries.

Press **Alt + e, m** (**Edit/Move to Dictionary**). Stenograph recommends removing the entries if you are working with the Update Area.

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

   The Send To Other Dictionary dialog box displays. Select a dictionary and press **Enter** (**Open**).

6. CATalyst BCS automatically saves the new entries in the destination dictionary. Press **Ctrl + s**, (**File/Save**) to save the changes in the open dictionary.

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.

To 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**).

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.

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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 Speaker 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

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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.

3. Repeat entering steno, text and token numbers until you define all your speakers.
4. Press **Alt + e** (**Close**) when finished.

Create Core List

Core List is a Manage Dictionary feature that 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. The Core List opens in Notepad or WordPad. If you filter the dictionary, CATalyst creates a core list of only the filtered entries. You can save and print the file.

To 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 directory. The Save As dialog box displays. Make necessary entries.

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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.

Dictionary Builder

The Dictionary Builder feature is a Manage Dictionary feature that allows you to build dictionary entries using a steno machine. Dictionary Builder displays a word or phrase from an ASCII wordlist. 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. CATalyst BCS uses the Dictionary Options settings when encountering a conflict.
A Dictionary Builder case is located in the System Files case and is the default location for the wordlists. You can store wordlists in the Dictionary Builder case or use the Browse button to select your wordlists from another location.

To create dictionary entries using 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 and press **Enter**.
3. Press **Alt + t, b** (**Tools, Dictionary Builder**). The Dictionary Builder Setup dialog box displays.
4. Make entries as necessary:

   Writer

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Select the writing machine that is attached to your computer.

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 steno machine is attached to the computer.

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 steno machine to establish a connection. The Dictionary Builder dialog box displays. The word for which you are writing a steno outline displays in the *Word* field. The steno stroked displays in the *Steno* field.
7. 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**).

8. When finished, select **Done**. The Dictionary Builder dialog box closes.

Dictionary Verify Options

Dictionary Verify Options determine the parameters applied to correct potentially invalid dictionary entries due to mismatched dates identified by Dictionary Verify. After selecting your verify options, run Dictionary Verify on the dictionary with the mismatched dates error again. Be sure the dictionary is closed before running Dictionary Verify.

Access Dictionary Verify Options:

- In Manage Jobs, press **Alt + t, o, d, v** (**Tools/Options/Dictionary/Verify**).
- In Manage Dictionary, press **Alt + t, o, v** (**Tools/Options/Dictionary Verify**).

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Dictionary Verify Options

Check the box or radio button next to an option to select it. When finished, click **OK**.

Fix Invalid Modification Date (Set to today's date)

Check this box to correct the invalid Modified date, resetting the dictionary entry date to today's date. Your computer generates the date.

Fix Invalid Used Date

Check this box to correct the invalid Used date. Select **one** of the following options to correct the dictionary entry use date:

Set as not used

Reset the Usage Count flag to reflect the dictionary entry has not 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. The date is generated from the date on your computer.

Filtering Dictionary Entries

Filter (Ctrl + y) is a Manage Dictionary feature that allows you to display dictionary entries in a specified category or with specific criteria. You can select entries to display according to steno, text, or entry type, such as a conflict or phrase. Filter does not remove entries from the dictionary. All dictionary entries display when you return to Full Display. To delete entries from a dictionary, use the Cut and Paste commands.

To 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**). 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.

Filter by text. In the field, type the text on which you want to filter. Use any of the following options

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to narrow the scope of the filter. Press **F9** to add extended characters.

FS

To Filter with format symbol, type the format symbol or display the format symbol list by selecting **FS** and double click a format symbol to choose it. 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

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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.

3 or more steno outlines

All entries that contain three or more steno outlines.

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. When there is no match for the selected steno or text filter, a message displays.
6. To return the dictionary display to Full View, press **Alt + v, u** (**View/Unfilter**).

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Font

Font is a feature in Manage Dictionary that allows you to change the size, type and font style for the different aspects of a dictionary entry: Column Headers, Steno, Text and Other. To set font attributes for a dictionary:

1. Open a dictionary. Press **Alt + f, o, d** (**File/Open/Dictionary**). From the dictionary menu, select Personal, Case, Job, EZ Speakers, Power Define or Update Area. 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

   Steno

   Text

   Other
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.

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:

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- 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).
- 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 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**
- When creating a conflict, a ^ (caret) must proceed 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.
- 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 @
- Number Conversion, Number Trigger, Start Timer, and Stitch On translate commands are followed by text in square brackets. For example:

  {Number Conversion}[NNN-NN-NNNN]

  {Start Timer}[1]

  {Stitch On}[-]

Include Dictionaries

About Including a Dictionary

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 may want to use this feature when combining job dictionaries or moving entries from your Update Area into your Personal Dictionary. You cannot undo the move.

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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 displayed dictionary. You cannot Undo an included dictionary, except to exit the file without saving. Stenograph recommends you save changes to a dictionary before using the Include command.

To include a dictionary from Manage 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 display. Select the dictionary and press **Enter**.
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**) to insert the entries into the dictionary.

   A warning message displays if the Dictionary Option, *Warn before voiding undo ability when using Include*, is active. Press **Alt + y** (**Yes**) to continue.

   Depending on your Dictionary Options settings, a prompt to delete or keep the source dictionary may display after including the dictionary. The Duplicate Entry dialog box may also display. Make your selection and then press **Enter** (**OK**).
6. Press **Ctrl + s** (**File/Save**) to save the dictionary when finished.
7. 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 a Dictionary from Manage Jobs

In Manage Jobs, drag and drop one dictionary on top of another dictionary to bring the entire contents of the first dictionary into the second dictionary. Once you combine the dictionaries, you cannot undo the change.

1. In Manage Jobs, click and hold the left mouse button on the dictionary name you want to include into another dictionary.
2. Move the dictionary name over the destination dictionary, highlighting the destination dictionary.
3. Release the mouse button. A confirmation message displays. Select **one** of the following:

   Yes

   Include the entries from the source dictionary into the destination dictionary. You cannot Undo the include.

   No

   Do not include the entries.

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Insert and Modify Dictionary Entries

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

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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.

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.

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 Speaker dictionary is not used during translation.

To create, modify or delete entries in the EZ Speakers dictionary:

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

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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.

Macro

A macro is a series of recorded keystrokes or commands to which you assign to a filename. Playing back a macro allows you to invoke the designated series of recorded commands. This reduces the amount of keystrokes you need to use to perform a task or process. The Macro feature contains a

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submenu used to record and playback a macro. You can create a toolbar from the submenu to float or dock it like any other toolbar. The submenu includes the following features:

- Record
- Playback Macro
- Playback Last Macro

Macros are recordable in Edit and Manage Dictionary. It is possible to begin the recording or playback of a macro in one function 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 naming convention for macros created for Manage Dictionary that identifies them from other macros. For example, "dict - modify entry."

You can playback the macro by selecting it from a list, pressing a user assigned keyboard command, or writing a steno stroke on your steno machine during realtime. Keyboard command assignments and AccelerWriter definitions can be made immediately after saving the macro. Stenograph recommends you create the macro for an AccelerWriter while writing realtime to assure the macro works in a realtime situation as intended.

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. This allows 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. Macro files have a .sgmac extension and are stored in a Macros case within the System Files case.

Make 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 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.

Modifying Columns in Manage Dictionary

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.

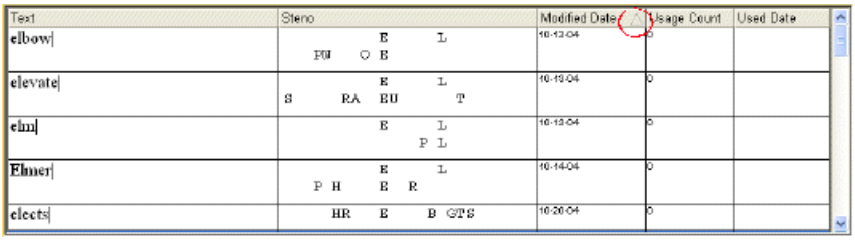
To move a column to a different position, highlight the column name. Use the arrow button to the right to position the column into the desired location. Moving the position up in the list moves the column to the left in the display. Moving the position down in the list moves the column to the right in 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.

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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.

Number Conversion Entries

About Number Conversion Definitions

Number conversion dictionary definitions use formats that allow you to convert numbers written during captioning as numerals, words, or a combination of numerals and words, including punctuation such as commas and periods. For example, fifty 9 converts as 59 if a number conversion stroke is written to convert the number to generic text. Number conversion works backward from where you write the conversion stroke and affects only numbers which meet the number conversion format criteria and occur in the last line of caption. Number conversion has no affect on a number already sent to the encoder.

Using the Number options in Translate Options, you can select how you want to have CATalyst BCS process "and", commas, word numbers, and spaces between numbers during translation. For example, you can choose to have CATalyst BCS process "and" when converting numbers to dollars, such as one hundred and 50 dollars would convert to $150.

There are a variety of number conversion formats. All number conversion format definitions contain the format symbol: {Number Conversion}. Letters follow this format symbol in square brackets, which function as placeholders for converted numbers. Square brackets enclose the placeholders, such as [nN/NX/nn]. Once you understand the formatting structure, you can easily create your own number conversion formats.

You can also use the Number Conversion command during a captioning session to convert numbers.

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About Number Trigger Definitions

Number Trigger dictionary definitions 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 establish 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]

Recommendations for Optimal Number Conversion

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 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.

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Create Number Conversion/Number Trigger Definitions

Follow these steps to insert number conversion or number trigger formats into a dictionary definition:

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 one of the following:

   Insert a New Entry

   Press **Ctrl + i** (**Edit/Insert**). The Insert Dictionary Entry dialog box displays.

   Modify an Existing Entry

   Press **Ctrl + m** (**Edit/Modify**). The Modify Dictionary Entry dialog box displays.
4. In the Steno field, type or modify the steno outline you write to invoke the number conversion or number trigger.
5. Do **one** of the following:

   Enter a new definition

   a. Press **Alt +f** (**FS**) to display the list of format symbols.

   b. Use the Up and Down Arrow keys to locate **{Number Conversion}** or **{Number Trigger}** and press **Enter** to insert the highlighted command into the Text field. You must select the Number Trigger command from the list. Number Trigger does not work if you type it in the field.

   c. Type an open square bracket (**[**) followed by the number format using the guidelines. For example:

   telephone number {Number Conversion}[nnn-NNN-NNNN]

   telephone number {Number Trigger}[nnn-NN-NNNN]

   d. Type the closed square bracket (**]**) to complete the definition.

   Modify the definition

   Type any changes using the guidelines.
5. Press **Enter** (**OK**).
6. When finished, press **Esc** (**Cancel**) to close the Insert dialog box.
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 Conversion/Number Trigger Guidelines

Create your own number conversion and number trigger definitions using the following guidelines. All number conversion format definitions contain the command: {Number Conversion}. All number trigger definitions contain a designated phrase along with the command: {Number Trigger}. Letters follow this translate command, which function as placeholders for converted numbers. Square brackets enclose the placeholders, such as [nN/NX/nn].

You can also use entries from the caseCATalyst[4] 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)

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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.

Number Conversion/Number Trigger Formats

Common predefined number conversion and number trigger definitions are contained in the Case

CATalyst Realtime Commands Dictionary. You can use this dictionary when translating or add the entries into your Personal, case, or job dictionary. If you use these entries in a dictionary, be sure to review them and modify the steno outline to match your writing style.

Use the following existing formats to create Number Conversion or Number Trigger Definitions. All number conversion format definitions contain the command: {Number Conversion}. All number trigger definitions contain a designated phrase and the command: {Number Trigger} plus text.

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]

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* 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 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

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- 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]

Specific Number Conversion/Number Trigger Commands

Using the following additional numeric and time commands in conjunction with either a Number Conversion or Number Trigger command in dictionary definitions.

Numeric Conversions

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 number to ordinal digit. For example, 33 converts to 33rd. Enter the text portion for the number conversion definition as:

{Number Conversion}[*Ordinal]

Time Conversions

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[*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]

Printing 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.

To print dictionary 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**).

Search and Replace Text

Search and Replace (Ctrl + r) is a Manage Dictionary feature that allows you to search for and replace the text portion of a dictionary 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 + 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.

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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 is 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.

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Search Dictionary Entries

Search (Ctrl + f) 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).

To search for a dictionary entry, do the following:

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 is stands alone and as part of another word. For example, searching for "of" would result in Search finding "of", "officer",

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"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.

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

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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**).

Select All

Select All (Ctrl + a) 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 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 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 possibly misspelled.

   Text

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The word identified as possibly misspelled.

Change To

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, 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.

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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 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**).

BCS Translate Commands

Caption Period

Use the Caption Period translate command in a dictionary definition to have the prior line always end 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>>>

Insert into a dictionary definition

1. From anywhere in 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 **Alt + f**, to display the list of format symbols.

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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

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 email or web addresses. For example, /W/W/W {Stitch On}[web] www.<Delete Space>

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.

Insert into a 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**) 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.

Keyboard Maps

About Keyboard Maps

A Keyboard Map contains keyboard commands with associated functions. The keyboard map entries determine the action that occurs as a result of pressing a key or combination of keys on the keyboard. For example, when you open the CATalyst BCS function, the Default keyboard map is active. When the Default keyboard map is active in CATalyst BCS, pressing the right arrow moves the cursor to the right

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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.

You can create and use multiple keyboard maps but only one is active at a time. The name of the active keyboard map displays on the Status bar at the bottom the screen. The Cycle Keyboard Map command allows you to easily change the active keyboard map while working during captioning or Manage Dictionary. You can also change which keyboard map is active when you open the Edit or Manage Dictionary function. Use Advanced Edit Options to change the active keyboard map when opening CATalyst BCS. To change the opening active keyboard map in Manage Dictionary, change the setting in Advanced Dictionary Options. A keyboard map has the .sgkbd extension and must be stored in the System File case. Keyboard maps for Manage Dictionary are stored in the Dictionary case in the System Files case. The Dictionary case is created once you modify and save a keyboard map while in a dictionary.

You can add, delete, or modify keyboard map entries. Only one feature or macro can be assigned to a key or key combination. When you assign a single key to invoke a command, you might also consider assigning Shift plus the same key to the same command. This helps assure the same result for the command is invoked when the Caps Lock is on. Certain keys and key combinations are unavailable for assignment. 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. Some key combinations for the following keys are also unavailable: F1, F6, Esc, and Tab. Available key combination assignments for these keys include: F1 + Ctrl, F1 + Shift and F1 + Ctrl+ Shift; F6 + Shift, Esc + Shift and Tab + Shift.

A Keyboard map displays the following information:

Key

The key or key combination for the associated function.

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.

Create and Modify Keyboard Maps

You can create new or modify existing keyboard maps by adding new entries, removing unwanted entries, and modifying existing entries to better fit your writing style.

CATalyst BCS allows you to assign a macro to a key or key combination. The macro location and name is assigned to the Play Macro function and selected associated key. In the Assign Key to Function dialog box, macros display at the end of the Functions list. CATalyst BCS also provides the option to assign a keyboard command to a macro immediately after recording.

You can disable the Insert/Overwrite mode on the keyboard by deleting the assignment for the Insert key in the Default Keyboard Map.

Create and Modify a Keyboard Map

1. Do **one** of the following:

   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 new or existing name in the File name field and press **Enter** (**Open**). The selected keyboard map displays.

   Open Existing Keyboard Map

   Press **Alt + f, o, i, k** (**File/Open/List/Table/Keyboard Map**). The Open Existing Document dialog box displays. Type a new or existing name in the File name field and press **Enter** (**Open**). The selected keyboard map displays.

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To open the active keyboard map from Edit, double click the keyboard name in the Status bar at the bottom of the screen.

The default keyboard map, Default.sgkbd, which comes with CATalyst BCS is located in the Captioning case.

2. Do one of the following. The Assign Key to Function dialog box displays.
   - Press **Ctrl + i** (**Edit/Insert**) to add a new key assignment.
   - Highlight an assignment to modify and press **Ctrl + m** (**Alt + Edit/Modify**).
3. Make necessary entries:

   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 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 function presently assigned for the selected key combination displays in the Currently Assigned to field. If no 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.

   Currently Assigned to

   The function presently assigned to the key or key combination in the Key field.

   Functions

   To change the function for the key in the Key field, highlight the desired function from the list. Macros display at the end of the list.

   To search for a function in the list, click any function and press **Ctrl + f**. The Find dialog box displays. Type a function name or portion of a name in the field, select the direction you want to search and press **Enter** (**OK**). To search again, press **F3**.

   Restore Default Assignment

   Restore the default function assignment for the selected key in the Key field. This does not restore default key assignments for the entire keyboard map.

   Use Windows Default

   Assign the function to the Windows default keyboard assignment.
4. Press **Enter** (**Assign**). The entry displays in the Keyboard Map list.

   If you modify an existing entry, 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.
5. Press **Ctrl + s** (**File/Save**) to save the change to the keyboard map.
6. Press **Ctrl + F4**, to close the keyboard map.

Delete a Keyboard Map Assignment

1. Open the keyboard map which contains the key assignment you want to delete. Do either of the following:

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- From anywhere in CATalyst, press **Alt + f, o, i, k** (**File/Open/List/Table/Keyboard Map**). The Open Existing Document dialog box displays. 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. 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.

Filter Keyboard Map Entries

Limit the Keyboard Map entries that display on screen by specifying the display parameters with a filter.

To filter entries in a Keyboard Map:

1. Press **Alt + v, f** (**View/Filter**). The Filter submenu displays.
2. Select **one** of the following:
   - **All Possible Keys (assigned and unassigned)**
   - **All Assigned Key**
   - **All Unassigned Keys**
   - **All Keys Modified From CC4 Defaults**
   - **All Keys Not Modified From CC4 Defaults**
3. Once you select a filter, the Keyboard Map displays the specified entries.

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**).

CATalyst BCS Keyboard Map Functions

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

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are only active when the English language set is selected. 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	‘	Type an apostrophe.
-	Hyphen	Insert Hyphen	Type a hyphen.
!	Exclamation mark (Smart)	1 + Shift	Type an exclamation mark.
"	Quotation mark	‘ + Shift	Type a quote mark.
#	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.
)	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.
\	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.

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Function		Default Keyboard Command	Action
{	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.
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 or Remove Translation Dictionaries	a + Control	Display the Add or Remove Translation Dictionaries dialog box during captioning.

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Function	Default Keyboard Command	Action
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 select 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 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.
Automatic Number Conversion		Apply an automatic number conversion rule based on the NumberConversion 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 + Control	Delete the previous word.
Bold		Surround the highlighted text with the Bold On and Bold off format symbols.
Bookmark Current Cursor Location	b + Control + Shift	Place an invisible bookmark in the file. Use the Go To Bookmarked Cursor command to find the bookmarked location.
Break to File	b + Control	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: 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.
Brief It: Reject Current		Reject the current brief when using the Brief It feature.

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Function	Default Keyboard Command	Action
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 + Control	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 EOC		Insert EOC format symbol.
Caption: Insert Flash		Insert Flash format symbol.
Caption: Insert KeepCaseNext		Insert KeepCaseNext format symbol.

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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 As Story	l + Control + Shift	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 +	Move to the next story in the story queue.
Caption: Move To Next Story	m + Control	Move to the next story in the story queue.
Caption: Move To Previous Story	Keypad -	Move to the previous story in the story queue.
Caption: Move To Previous Story	m + Control + 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.

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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 + Control	Send the next line of pre-scripted text to the encoder.
Caption: Send 2 Lines	2 + Control	Send the next two lines of pre-scripted text to the encoder.
Caption: Send Line From Cursor	c + Control + Shift	Send the next line of pre-scripted text that follows the cursor to the encoder.
Caption: Send to End of Caption	e + Control + 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.
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 EZText		Display the EZText Profile tab to temporarily or permanently modify the EZText 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.

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Function	Default Keyboard Command	Action
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: 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.
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.

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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.
Connect Realtime Writer		Establish connection with the steno machine.
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 + Control	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.
Create Job Report		Display the Create Job Report dialog box.
Cut	x + Control	Remove the word or words from the current location and place them on the clipboard.
Cycle (Reverse) Open Edit Files	` + Control + Shift	Cycle through the open transcripts in reverse order.
Cycle Open Edit Files	` + Control	Cycle through the open transcripts.
Cycle Paragraph Style		Cycle through different paragraph styles.
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 + Control	Display the Global D- Define dialog box.
Default Keyboard	\ + Control + Shift	Switch the current keyboard map to the Default keyboard map.
Definition Search		Place the word or phrase into the Search field of One Look.com site 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 + Control	Delete the word to the right of the cursor.
Disconnect Realtime Writer	w + Control + Shift	Stop realtime translation from being sent to the encoder.

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Function	Default Keyboard Command	Action
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 + Control	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.
Export to RTF-CRE		Display the Save As dialog box with File Type set to "RTF Files (.rtf)."
EZText Entry 0		Insert the text assigned to EZ Text entry 0 (10).
EZText Entry 1		Insert the text assigned to EZ Text entry 1.
EZText Entry 2		Insert the text assigned to EZ Text entry 2.
EZText Entry 3		Insert the text assigned to EZ Text entry 3.
EZText Entry 4		Insert the text assigned to EZ Text entry 4.
EZText Entry 5		Insert the text assigned to EZ Text entry 5.
EZText Entry 6		Insert the text assigned to EZ Text entry 6.
EZText Entry 7		Insert the text assigned to EZ Text entry 7.
EZText Entry 8		Insert the text assigned to EZ Text entry 8.
EZText Entry 9		Insert the text assigned to EZ Text entry 9..
EZText Entry Shift 0		Insert the text assigned to EZ Text entry 0 (20).
EZText Entry Shift 1		Insert the text assigned to EZ Text entry 11.
EZText Entry Shift 2		Insert the text assigned to EZ Text entry 12.
EZText Entry Shift 3		Insert the text assigned to EZ Text entry 13.
EZText Entry Shift 4		Insert the text assigned to EZ Text entry 14.
EZText Entry Shift 5		Insert the text assigned to EZ Text entry 15.
EZText Entry Shift 6		Insert the text assigned to EZ Text entry 16.
EZText Entry Shift 7		Insert the text assigned to EZ Text entry 17.
EZText Entry Shift 8		Insert the text assigned to EZ Text entry 18.
EZText 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.
F	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Follow Realtime	l (L) + Control	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.

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Function	Default Keyboard Command	Action
G	Windows Default	Type the character assigned to the currently selected Windows keyboard map.
Global Table	y + Control	Display the Global Table dialog box.
Go to Page/Line	g + Control	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 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.
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 + Control	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 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		Insert the New Line Paragraph format symbol to format

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Function	Default Keyboard Command	Action
Paragraph		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 the Oops format symbol.
Insert Parenthetical		Insert the Parenthetical format symbol to format the following text based on the Parenthetical paragraph style.
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.
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 + Control	Display the Global – J-Define dialog box.
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 + Control	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		Display the Load Window Positions dialog box to select

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Function	Default Keyboard Command	Action
Positions		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.
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 + Control	Display the Merge dialog box to remove the contents of one file and place the contents in the current file.
Move Document Bottom	End + Control	Move the cursor to the end of the file.
Move Document Top	Home + Control	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 + Control	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 + Control	Move the cursor to the first line of the next page.
Move Page Up	Page Up + Control	Move the cursor to the first line of the previous page.
Move Right	Right Arrow + Control	Moves the cursor to the right one character at a time.
Move Screen Bottom	Down + Control	Move the cursor to third line from the bottom of the screen.
Move Screen Page Down	Down Arrow + Control; Page Down	Move the cursor down in the file approximately a screen page.
Move Screen Page Up	Up Arrow + Control; Page Up	Move the cursor up in the file approximately a screen page.
Move Screen Top	Up + Control	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.

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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.
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 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 (*.sgnl)."
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 (*.sgnl)."

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Function	Default Keyboard Command	Action
Next Search	F3	Repeat the current search pattern forward in the file.
Number Conversion	u + Control	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.
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 Wordlist		Display the Open Existing Document dialog box with the file type set to "Wordlist Files (*.tlx)."
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 + Control	Display the Open Existing Document dialog box with the default file type set to "Transcript Files (*.sgnl)."
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)."
Open Macro		Display the Open Existing Document dialog box with the default file type set to "Macro Files (*.sgmac)."
Open Number Conversion File		Open the Number Conversion file.
Open Personal		Open the Personal Dictionary for the current user or

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Function	Default Keyboard Command	Action
Dictionary		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 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 (*.sgnl)."
Open Update Area		Open the Update Area for the current user.
Other Dictionary Define	o + Control + 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.
Paste	v + Control	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.
Print Current Page	p + Control + Shift	Send the current page to the printer with the last used print options.
Print File	p + Control	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

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Function		Default Keyboard Command	Action
			Windows keyboard map.
	Query Realtime Translations	q + Control + 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.
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.
	Record Macro		Display the RecordMacro toolbar to record all subsequent keyboard commands and mouse clicks until Stop is selected.
	Redo	z + Control + Shift	Restore the most recent consecutive changes or actions in the current file.
	Replace	r + Control	Display the Replace dialog box to replace the text for this single occurrence.
	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 + Control	Revert the translated text to the original steno outline.
	Resume Audio		Resume recording of audio during captioning.
	Resume Spellcheck	F7 + Control + Shift	Resume spell check when the cursor focus is not in the Spell Check dialog box.
	Reveal Codes	r + Control + 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.
	Save File	s + Control	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 For Options		Display the Scan For Options dialog box to specify the items on which to scan.
	Scan Forward	F8	Scan forward through the file using the current Scan

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Function	Default Keyboard Command	Action
		For options.
Scroll Text Backwards	a + Control + Shift	Automatically move the cursor backward in the file line by line using the designated time increment.
Scroll Text Forward	a + Control	Automatically move the cursor forward in the file line by line at the designated time increment.
Scroll Text With Audio	F9 + Control + Shift	Automatically move the cursor line to line and play the associated audio, if available, at the designated time increment.
Search	f + Control	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 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.
Select Document Bottom	End + Control + Shift	Highlight (mark) text from the cursor location forward in the file through the end of the transcript.
Select Document Top	Home + Control + 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 + Control + 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 + Control + Shift	Highlight (mark) text from the cursor location forward through the end of the current page.
Select Page Up	Page Up + Control + Shift	Highlight (mark) text from the cursor location backward to the beginning of the current page.
Select Right	Right Arrow + Control + Shift	Highlight (mark) the character to the right of the cursor location.

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Function	Default Keyboard Command	Action
Select Screen Bottom	Down Arrow + Control + 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 + Control + 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.
Select Up Word Begin		Highlight (mark) text from the cursor location backword 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	] + Control; Left Arrow + Shift	Highlight (mark) one word at a time to the left of the cursor.
Select Word Right	[+ Control; Right Arrow + Shift	Highlight (mark) one word at a time to the right of the cursor.
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.
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

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Function	Default Keyboard Command	Action
		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 + Control	Display the Spelling Lookup dialog box with the selected word in the Text field.
Stitch	- + Control	Cycle through the stitch options for the current word or highlighted (marked) words.
Stop Audio	F9 + Control	Stop the playback of the associated audio.
Stop Translation	\ + Control	Stop realtime translation and stop the connection from the steno machine.
Suggest a Brief		Brief It suggests a conflict-free brief for the highlighted or typed words.
Surround With Comma		Insert a comma before and after the word or highlighted (marked) words.
Surround With Dash	= + Control	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.
Toggle All Punctuation	, + Control	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 Double Space Normal View		Toggle between double and single spacing in Normal View.
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.

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Function		Default Keyboard Command	Action
	Toggle Insert/ Overstrike	Insert	Toggle between the Insert and Overstrike modes.
	Toggle Paragraph Ending Punctuation	. + Control + 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.
	Toggle Sentence Ending Punctuation	. + Control	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,
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 + Control	Reverse the most recent consecutive changes or actions in the current file.
	Undo Global	u + Control + Shift	Reverse the global action throughout the current editing session of the file.
	Undo Global Once		Reverse the global action for the current word only.
	Undo Last Global	u + Control + Shift	Reverse the last global action throughout the current editing session of the file.
	Unmark		Remove the highlighting (marking) from text.
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	
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	

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Function		Default Keyboard Command	Action
Ã	Upper ANSI A tilde	Alt + 0195	
´	Upper ANSI acute	Alt + 0180	
å	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	
ˆ	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	
ê	Upper ANSI e circumflex	Alt + 0234	

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Function		Default Keyboard Command	Action
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	
ª	Upper ANSI feminine ordinal	Alt + 0170	
ƒ	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	Alt + 0222	

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Function		Default Keyboard Command	Action
	Capital		
¤	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	
¯	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	
Ø	Upper ANSI O with	Alt + 0216	

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Function		Default Keyboard Command	Action
	oblique stroke		
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	
¹	Upper ANSI	Alt + 0185	

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Function		Default Keyboard Command	Action
	superscript 1		
²	Upper ANSI superscript 2	Alt + 0178	
³	Upper ANSI superscript 3	Alt + 0179	
¾	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	

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Function		Default Keyboard Command	Action
¥	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 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 Full Screen		Hide the Function bar and all the toolbars except for the Full Screen toolbar.
	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 + Control + 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 translation status		Toggle the display of the Translation Status dialog box.
	View Vertical Notes	n + Control	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.
	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.

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Function		Default Keyboard Command	Action
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 + Control	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%.
	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.

Resize Keyboard Map Columns

You can resize the column widths in the keyboard map. Do **one** of the following:

- Place the cursor on the line dividing the column headings and hold the mouse button down. The

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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 to resize.
     - Key
     - Function
     - Macro filename
  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.

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CATalyst VP

About CATalyst VP

CATalyst® VP allows you to transcribe proceedings through dictation. Using CATalyst along with Dragon Naturally Speaking or IBM ViaVoice software, you can perform voice translation through a microphone or mask. You must be using CATalyst V7.0 or higher with the voice option programmed on your security device. 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 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 PersonalVoiceCommands 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 On-line Help provides information specific to CATalyst VP functions and features as well as all other 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 PersonalVoiceCommands and other voice job dictionaries, job management and more. Detailed help for voice translation can be found in the CATalyst VP section of the on-line help. The word "voice" precedes all keywords when searching voice translation help topics. The general help section contains documentation for all other CATalyst features.

CATalyst VP Hardware Guidelines

The following hardware guidelines reflect the recommended requirements to run CATalyst VP:

Operating System	Windows XP Professional (32-bit). Windows XP Media Center (32-bit). Windows Vista (32-bit).
Processor	***Desktop***: 2.0 GHz or higher processor with hyper threading. A 3.2 GHz processor is optimum. ***Notebook***: 2 GHz Centrino dual-core processor.
System Memory	2 GB optimum.
Hard Drive	40 GB HD with at least 15 GB free; Spindle Speed 5400 rpm.
Monitor	SVGA 1024 X 768 or higher.
Graphics Processor	***Windows Vista***: DirectX 9-capable video card offering Windows Vista drivers with a minimum of 256MB of VRAM.
Optical Drive	CD-ROM or multi-layer DVD burner.

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Ports	USB port for software security device. Serial port for CaseView® II output or a USB port with a USB to Serial converter.
Speech Recognition Engine	Dragon Naturally Speaking 8.10.000.279 SP1 or higher. IBM ViaVoice Version 10. ***Windows Vista***: Dragon Naturally Speaking® 9.0 or higher.
Audio	A Creative® Labs Sound Blaster 5.1 or compatible sound card capable of and set to 16-bit, 11KHz for Audio Recording.
Internet Access	Microsoft® Internet Explorer 5 or higher for software support and updates.

Getting Started

Preparing for Voice Translation

To begin voice translation, complete the following steps. For details on each step, refer to the Getting Started topic in the CATalyst VP section of the CATalyst On-line Help or click on the associated link.

1. Do one of the following:

   Dragon Naturally Speaking

   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 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

   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 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 CATalyst, if you did not create one during the Case CATalyst installation process.
3. Copy the default sample VoiceCommands dictionary from the CATalyst Installation CD to the System Files case of your 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 On-line Help to familiarize yourself with the CATalyst screens, menus, common features, system files, system messages and how to modify CATalyst windows.
5. Create or modify a page Layout in 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.

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Installation and Setup

Install and Train Voice Software

To use CATalyst VP, it is necessary to install and train the Dragon/ViaVoice software. Follow the instructions in the Dragon NaturallySpeaking User's Guide or ViaVoice User's Guide 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 CATalyst system for voice translation to function properly. Dragon Naturally Speaking Version 8.10.000.279 SP1 or above is compatible with Windows XP (32 bit). Dragon Naturally Speaking Version 9 and above is Windows Vista Compatible.

   ViaVoice

   Install the ViaVoice software using the ViaVoice installation instructions. You must have ViaVoice 10.0 installed on the same computer as your CATalyst system for voice translation to function properly. ViaVoice 10.0 is compatible with Windows XP Professional (32 bit).

   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 CATalyst Realtime tab. By default, AudioSync uses the Windows settings. ViaVoice also uses the Windows default. ViaVoice users will need to select and 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 Superbeam 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 to use **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.

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- 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 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 selections. The following are active:

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

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**.

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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.ini 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 located on the CATalyst Version 9.00 or higher Installation CD in the folder: "Sample Voice Files". 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.SGCUL
- 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.

To copy voice files to your computer:

1. Insert the CATalyst Installation CD in to your computer.
2. On the Case CATalyst screen, click the **Browse**  icon. The contents of the CATalyst CD displays.
3. Double click the **Sample Voice Files** folder.
4. Using My Computer locate the **Sample Voice Files** folder on the CATalyst Installation CD.

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5. 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.
6. Remove the CATalyst Installation CD 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 CATalyst security device must be programmed with 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 to record room noise, you should set up and test your microphone to ensure clear recording and playback sound. The following instructions includes steps to setup and test the microphone for room noise when it is connected to the appropriate microphone port on your computer. Your CATalyst security device must be programmed with the AudioSync option in order to use

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AudioSync.

Set Up the Microphone

Your computer has different ports for sound input and output. 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

1. Plug the microphone into the appropriate port on your computer. If you are using Dragon NaturallySpeaking, plug the microphone for AudioSync to record room noise into the microphone port on your computer. If you are using ViaVoice, plug the microphone for AudioSync into the port designated in the Case CATalyst Realtime Options.

    You may want to use an Andrea adapter with your microphone to boost the recording.

2. If your microphone is battery-powered, you may need to turn it on.

Adjusting the 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 settings.

Adjust Recording Volume

When AudioSync is connected via the microphone port on your computer, complete the following steps to adjust the recording volume:

1. On the Windows taskbar, right click the volume control icon on the taskbar and select Open Volume Controls. The Master Volume dialog box displays.

   If the Master Volume dialog box is already open, continue to the next step.

2. Press **Alt + p** (**Options**).
3. Press **Alt + r** (**Properties**).
4. Click the circle next to Recording in the Adjust Volume For section.
5. Click the box next to Microphone or Mic in the Show the Following Volume Controls section.
6. Press **Enter** (**OK**).
7. In the dialog box, under Microphone or Mic Balance:
   - Slide the volume bar toward the upper range.
   - If there is a check box labeled **SELECT**, click it.
   - If there is a check box labeled **MUTE** uncheck it if it is checked.
8. Adjust the playback volume. If you are finished adjusting volume levels, press **Alt + p, e** (**Options/ Exit**).

Adjust Playback Volume

1. On the Windows taskbar, right click the volume control icon on the taskbar and select Open Volume Controls. The Master Volume dialog box displays.

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If the Master Volume dialog box is already open, continue to the next step.

2. Press **Alt + p** (**Options**).
3. Press **Alt + r** (**Properties**).
4. Click the circle next to Playback in the Adjust Volume For section.
5. Click the box next to Microphone or Mic in the Show the Following Volume Controls section.
6. Press **Enter** (**Enter**).
7. In the dialog box, under Microphone or Mic Balance:
   - Slide the volume bar toward the upper range.
   - If there is a check box labeled **SELECT**, click it.
   - If there is a check box labeled **MUTE**, review the following information:

     On most computers, checking this box completely mutes feedback through the speakers while you are talking. It is strongly recommended that you select this option.
8. Adjust the recording volume. If you are finished adjusting volume levels, press **Alt + p, e** (**Options/ Exit**).

Test the Recording and Playback Levels

1. From the Windows Start Menu select **Programs/Accessories**.
2. From the Accessories menu, select whichever option is listed:
   - Multimedia
   - Entertainment
3. Click **Sound Recorder**. The Sound – Sound Recorder dialog box displays.
4. Click the **Record** button  . Say a few words to test the microphone, standing at different distances from the microphone.
5. Click the **Stop** button  .
6. Click the **Play** button  .
7. Repeat any adjustment steps if necessary and test again.

Basic Transcipt Production

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.

To translate:

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.

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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.

5. In the File field, type a name for the job and press **Enter** (**OK**) to begin Translate.
6. The CATalyst VP Edit screens displays. The Start Dictation dialog box displays with following message: *This could take a moment…please wait*.
7. 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**.
8. 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

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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.

To 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
   - type of printer
   - range
3. Press **Enter** (**Print**) to begin printing.

To create an ASCII or RTF/CRE file:

1. Press **Alt + u, x** (**Function/Export**).
2. In the Export dialog box, do one of the following
   - Select the **ASCII** tab.

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- Select 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 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 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 botttom 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 directory. The default directory is where you originally installed Dragon.

   To change the directory where backup and user files are stored, refer to the Dragon Naturally Speaking User's Guide and Dragon On-line Help for information.

Dragon Export

To export Dragon user files from CATalyst VP:

1. Right click the microphone icon in the SysTray at the botttom 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

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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 a diskette, another CATalyst system, or send them electronically.

As a standard procedure, you should keep backup copies of your transcript files including subfiles such as text (.sgngl) 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 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 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.

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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 a diskette, another CATalyst system, or send them electronically.

As a standard procedure, you should keep backup copies of your transcript files including subfiles such as text (.sgngl) 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.

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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 Optimizier

CATalyst VP automatically creates the Analyze case and stores the audio (.wav) and a text (.txt) file of the dictation for each job. The Dragon Vocabulary Optimizer uses the text file to analyze your word usage and context to improve voice translation accuracy. It is suggested that you run the Vocabulary Optimizer.

Running the Vocabulary Optimizer can take a significant amount of time and computer resources but improves voice translation accuracy. It is recommended that you use the Vocabulary Optimizer when you are not using your computer for other tasks.

You can run the Vocabulary Optimizer from Dragon or right click on the microphone icon in the SysTray and select **Tools/Accuracy Center/Run the Vocabulary Optimizer**. See the Dragon User's Guide for detailed information about using the Vocabulary Optimizer before selecting to run it.

Voice Command Dictionaries

About Voice Command Dictionaries

CATalyst VP allows you to create and maintain CATalyst voice command dictionaries. During voice translation, CATalyst VP uses the Dragon or ViaVoice vocabulary to match words with what it hears. 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,

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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 the CATalyst installation CD, and modify it to match your dictation style and theory. When you copy a sample VoiceCommands dictionary from the CATalyst CD 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.

Create & Modify Voice Commands Dictionary Entries

Create and modify dictionary entries for the Personal VoiceCommands dictionary and other job VoiceCommands dictionaries. Entries may include instructions to CATalyst VP on how to translate text, format text and invoke commands in the job file as you speak. Refer to the Sample Voice Commands Dictionary Entries as necessary.

To create or modify voice commands dictionary 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 CATalyst. Include any format symbols or extended characters.

   Insert Field

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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 necessry 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 assoicated 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.

Sample Voice Commands Dictionary 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:

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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 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:

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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.

See About Fields in the general help for more information about Fields.

Using 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.

See About Format Symbols in the general help for additional information and a complete list of format symbols.

Using Number Formatting in Voice Dictionary Entries

There are two types of translate commands you can use in a voice commands dictionary entry to format numbers during translation: Number Conversion and Number Trigger.

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Number Trigger

A Number Trigger looks "forward" in the file during translation for numbers matching the specified criteria of the Number Trigger spoken. The Number Trigger is invoked when you speak the designated word for the number trigger command before a number.

For example, you have a Number Trigger voice commands dictionary entry for Social Security Number, {NNN-NN-NNNN}. When Dragon/ViaVoice hears "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, NNN-NN-NNNN.

Example

A Number Trigger entry for a social security number may be:

Voice Text	CATalyst Text
social security number	Social Security Number{Number Trigger} [NNN-NN-NNNN]

Number Conversion

A Number Conversion entry looks "backward" in the file during translation for numbers matching the specified criteria of the Number Conversion spoken. 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.

Example

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 VP is a translate option that converts numbers and words to a specific format during translation based on keywords in the NumberConversion.ini file. Automatic Number Conversion does not use any voice commands dictionary entries.

Using Translate Commands in Voice Dictionary Entries

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}

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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.

Creating EZ Speaker 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.

Macros & AccelerWriters

Creating Macros

A macro is a series of recorded keystrokes or commands to which you assign to a filename. Playing back a macro allows you to invoke the designated series of recorded commands. This reduces the amount of keystrokes you need to use to perform a task or process. Once a macro is recorded, you can create an AccelerWriter entry to invoke the macro using a voice command.

When recording a macro, you can 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. This allows you to Pause the macro and select a file name or option using the mouse. Once you close the dialog box, by pressing Enter or an Alt

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key combination, the macro continues to record and you can return to using mouse clicks. When the macro plays back, it will pause once the dialog box is open, allowing you to select the file or option and then continue once you press Enter.

Recorded commands for an existing macro can be viewed and edited. You can add and remove functions, text and key combinations. This allows you to make changes without recording the entire macro again. To view or edit the macro commands, highlight the macro in Manage Jobs and press Enter.

Macro files have a .sgmac extension and are stored in a Macros case within the System Files case. You can view the list of available macros by pressing, **Alt + f, o, m** (**File/Open/Macros**).

To create a 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**) to display the RecordMacro Toolbar.
3. Record the commands for the macro. Use key combinations or mouse clicks to select menu items or toolbar icons. You can only use key combination within a dialog box to record commands. When in a dialog box, click **Pause** on the Macro Toolbar to suspend the macro so that you can 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. The file selection is not recorded as part of the macro. After selecting the file, press **Enter** in the Include dialog box. The macro begins recording again once you press Enter.
4. When finished recording the commands for the macro, click **Stop**. The Save Macro dialog box displays.

   If you attempt to record commands that are not recordable functions, CATalyst VP displays the error message: "The actions you took are not recordable. There are no actions that can be saved for a macro." Press **Enter** (**OK**) to display the Edit screen.
5. In the File name field, type a name for the macro and do one of the following:

   Assign After Saving

   Check Assign After Saving to assign the macro to a keyboard command after saving it.
6. Press **Enter** (**Save**). Macros are automatically stored in a Macros case within the System Files case.

   If you selected, Assign After Saving, the Open Keyboard Map dialog box displays after you press **Enter** (**Save**) to save the macro. Assign the key command and save the keyboard map.
7. Test the macro. Do one of the following:
   - If you assigned the macro to a keyboard command, press the keyboard assignment.
   - If you did not assign the macro to a keyboard command, select **Tools/Macro/Playback Macro** and then choose the macro you just recorded.

Creating Accelerwriters

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.

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To 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.
10. To test the AccelerWriter in a current voice translation:
    a. Close the dictionary, press **Ctrl + F4**.
    b. Reload the dictionary, press **Alt + t, d** (**Tools/Add/Remove Dictionaries**).
    c. Speak the command for the selected AccelerWriter.

Translate Commands

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.

To 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

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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.

You can also create keyboard assignments in the keyboard map to 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}.

You can also create keyboard assignments in the keyboard map to resume audio.

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. 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. This eliminates the step of speaking a designated word to convert numbers. 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.

Number Trigger formats allow you to convert numbers, which are dictated as numerals, words or a

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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.

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. See Number Conversion/Number Trigger Formats to assist you in establishing number formats.

Place the "trigger" phrase before the Number Trigger command. For example,

Social Security Number{Number Trigger}[NNN-NN-NNNN]

what time{Number Trigger}[nN:0N]

The number of paragraphs that the Number Trigger remains active is three paragraphs. 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}[].

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.

The Automatic Number Conversion feature in CATalyst VP is a translate option that converts numbers and words to a specific format during translation based on keywords in the NumberConversion.ini file. Automatic Number Conversion does not use a voice commands dictionary.

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. Number conversion works backward from where you speak the command 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

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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.

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. See Number Conversion/Number Trigger Formats to assist you in establishing number formats. For example, to convert a number to a date format using periods, the Voice Text entry in a voice commands dictionary is "dateco." The CATalyst Text entry is {Number Conversion}[nN.nN.nN.].

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.

The Automatic Number Conversion feature in CATalyst VP is a translate option that converts numbers and words to a specific format during translation based on keywords in the NumberConversion.ini file. Automatic Number Conversion does not use a voice commands dictionary.

Number Conversion/Number Trigger Formats

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

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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-nnn-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-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 *cent*s. 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.

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]

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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]

Translation

About Voice Translate & Edit

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 Translate and Edit function immediately translates the words you dictate through your microphone attached to your CATalyst VP system and displays it on your computer screen. You can also send realtime voice data to Speche or to a CaseView® receive system. Once translation begins, you can edit the file.

The Translate and Edit function matches vocabulary entries from Dragon NaturallySpeaking/ViaVoice with the words you dictate. It also matches entries in the CATalyst VP voice commands dictionaries with your voice commands to perform designated tasks such as line formatting, including a file or invoking a macro.

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.

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 automatically can display the speaker name designated in the Speaker List. This is a quick way to translate speaker names and manage them throughout the job.

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 Voice 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

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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

Select **one** of the following:

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/ANSII file.

Speche

Not currently available.

Caption

You are sending realtime to a captioning encoder.

Other Devices

Not currently available.

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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.

4. To change translate options, select Options. When finished press **Enter** (**OK**).

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 unchecks any currently selected global tables and displays a warning message. Select **OK** to continue or **Cancel** to redisplay the current user.

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.

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.

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.

5. Press **Enter** (**OK**) to begin translation. If you selected an existing job name, CATalyst VP prompts you to do **one** of the following:

Append

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Add newly translated text to the existing job.

Overwrite

Replace the existing file. All subfiles are overwritten, including the audio file (.wav).

Cancel

Choose a different job name.

6. When translation begins, the following messages displays:

   This could take a moment. Please wait…

   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, the following prompt displays:

   The current voice user files have changed. Save changes now?

   Press **Enter** (**Yes**) to retain the changes. If you select No, any changes made 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.

Use the following fields and options as necessary:

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

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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 number 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 On-line Help.

Voice Translate Options

About 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.

To 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.

   If you are outputting to another system, review the Output to CaseView, Output to ASCII/ANSII and Output to Caption tabs as necessary.

    Not all tabs or features on a tab are applicable to voice translation.
4. 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.
5. Press **Enter** (**OK**) to return to the Translate dialog box.

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Voice 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 security device must have AudioSync capabilities.

To verify your security device is programmed with AudioSync, press **Alt + h, d** (**Help/Security Device Info**). In the programmed Options section, AudioSync(1) displays when your security device is programmed with the AudioSync option.

Make entries in the following fields as necessary. Not all fields on the Realtime tab apply to voice translation.

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 directory where you want to write the audio room noise for the file. The default is the current user directory. 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.

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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.

If you prefer not to have CATalyst VP convert ordinal word numbers to digits, you can modify your UserSettings.ini 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 affect on ordinal numbers.

To have CATalyst VP use only ordinal word numbers:

1. Be sure you are in your User name.
2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[Voice Tran Settings]** section.
5. Locate the following line: ViaVoice Auto Ordinal=1
6. Following the equal sign, change the number to **0** (zero). The line should read:

   ViaVoice Auto Ordinal=0
7. Press **Ctrl + s** (**File/Save**).
8. Press **Alt + f, x** (**File/Exit**).

The Ordinal Number Conversion setting applies only when using ViaVoice as the voice engine.

Input Options

Input Options Summary

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 On-line 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>.

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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.
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 retranslating 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.

For 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.

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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 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 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

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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

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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."

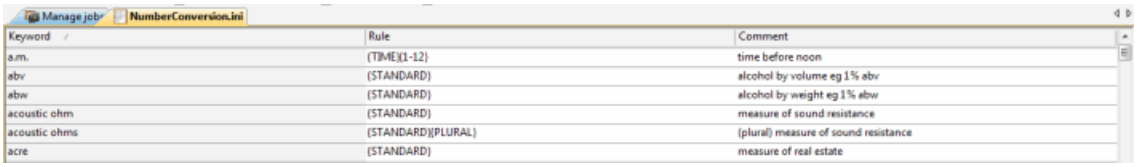
Example

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

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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.

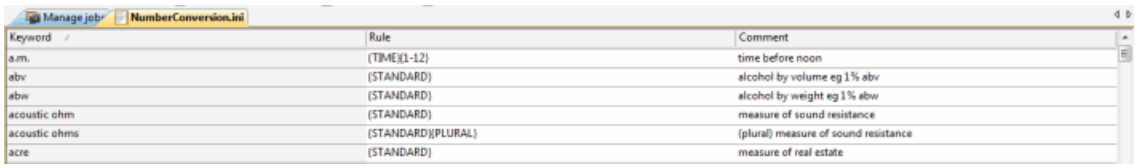
Keywords have a maximum length of 31 characters. If you create an entry for an existing keyword a message displays. When a duplicate keyword entry exists that can convert a number two different ways, the number conversion applies the last entry in the list. For example, you have the word "highway" listed 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.

Add, modify or remove entries from the NumberConversion.ini file.

Add or Modify 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**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.
2. The NumberConversion.ini contains three columns. The Keyword column lists the keyword for the automatic number conversion. This word has a maximum length of 31 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

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:

   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.

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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.

5. Press **Enter** (**OK**).
6. **Ctrl + s** (**File/Save**) to save the file.
7. 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**. A message prompts you to close the Translate dialog box in order to open the NumberConversion.ini file.
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:

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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**).

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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:

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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 NumberConverion.ini file take priority over this option. For example, the word "mile" is in the NumberConverion.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**, CATallyst 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 words 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.ini file is set to thousands

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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.

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.

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

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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 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.

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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 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.

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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.

Output to file

Check this box to send the ANCII/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. Entries are created in a voice commands dictionary with captioning format symbols to control these commands. 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

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.

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.

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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.

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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.

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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

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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.

Voice Dictation Commands

Resume Dictation

Resume Dictation is a Voice feature that allows you to begin dictating after turning the dictation microphone Off using the Pause Dictation feature. Although you can use a voice command to pause dictation, you cannot use a voice command to turn the microphone On.

To turn the microphone On and resume dictating, do any of the following:

- Press **Alt + i, r** (**Voice/Resume Dictation**).
- If the Voice toolbar is showing, click the Microphone On  icon.
- Press an assigned key combination to invoke the Voice:Resume Dictation command in the keyboard map.

Pause Dictation

Pause Dictation is a Voice feature that allows you turn the dictation microphone Off and stop dictating. You can start dictating again using the Resume Dictation feature. You can use a voice command to pause dictation but not to resume dictation.

To temporarily turn Off the voice recording by pausing it, do any of the following:

- 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 in the keyboard map.

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**). One of the following occurs:

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.

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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.

Play Voice Audio

The Play Voice Audio feature plays back the recorded voice dictation for the current word. You can also highlight text to have CATalyst VP playback the recorded voice dictation for the selection. To playback recorded voice dictation, press **Alt + i, a** (**Voice/Play Voice Audio**).

Play Voice Audio With Scroll Text

Play Audio with Scroll Text is a feature that combines the Scroll Text feature with the Play Voice Audio feature, allowing CATalyst to scroll through the text and synchronized playback of the voice audio track. You can assign the keyboard command, Voice: Play Voice Audio with Scroll Text, to activate this feature.

To play voice audio with scrolling text:

1. Press **Alt + i, x** (**Voice/Play Audio with Scroll Text**). The cursor begins to move and the voice audio plays back. To stop the audio, use the Stop Voice Audio (Alt + i, v) feature.

Stop Voice Audio

The Stop Voice Audio feature stops the audio play back of the recorded voice dictation. To stop the play back, press **Alt + i, v** (**Voice/Stop Voice Audio**). You can assign the Stop Voice Audio feature to a keyboard command.

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:

1. Select **Voice/Toggle Voice and Room Audio**. To stop the audio, use the Stop Voice Audio (Alt + i, v) feature.

Room Noise Audio

Play 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. 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. Dead air may be noticeable when a longer pause occurs and the room noise audio was not paused. You can adjust the

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amount of dead air during play back.

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 dictation..

"no Audio"

There is no associated Audio subfile for the current job. This could result from not selecting AudioSync while dictating this job.

Audio File Path dialog box displays

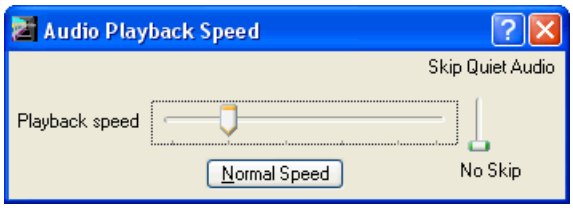
The Audio File Path dialog box displays when CATalyst VP cannot locate the Audio subfile for the current job. CATalyst VP writes the Audio source information in the text file. The source information includes user, file name, and the drive where the audio recorded. If you rename the Audio file or relocate the Audio or text file to another directory, the Audio File Path dialog box displays.

Type the path for the new location or new name of the Audio subfile and press **Enter** to begin the playback. You can also use the Browse button to search for and select the path.

To start the playback of the room noise audio file:

1. Move the cursor to the location in the job where you want to begin the playback.

2. Press **Shift + F9** (**Tools/Play Audio**) or, if the Edit toolbar is showing, click the Play Audio icon. 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.

Stop Audio

The Stop Audio feature stops the audio playback of the recorded room noise. To stop the playback, press **Ctrl + F9** (**Tools/Stop Audio**) or, if the Edit toolbar is showing, click the Stop Audio icon.

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Editing Tools

About E-Defines

E-Defines allows you to apply a change globally 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.

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 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. When you train words, it is important to run the Acoustic Optimizer when done editing 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:

- You type it initially capped.
- It is initial capped in a voice commands 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)

Making an E-Define

In addition to globally changing text while making an E-Define, you can also playback the voice for the selected text to listen to what Dragon/Via Voice heard.

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.

Complete the following steps to 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:

   Old Text

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The selected text to global.

Steno

Not applicable to voice translation.

Mark/Unmark Left

Press **Alt + [** or **Alt +]** to expand or collapse the marking to the left.

Mark/Unmark Right

Press **Alt + Right Arrow** or **Alt + Left Arrow** to expand or collapse 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. 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.

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:

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- 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.

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.

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 apply globals selectively. CATalyst VP 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.

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

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considers the global Selective. Use the Global Table option, Exclude Selective Globals when Adding or Pasting, to prevent selective globals from being added when copying and pasting global table entries or using the Add Other Globals command.

The Confirm dialog box displays for you to select the action for each occurrence. The dialog box closes after all locating all occurrences and the cursor remains at the point of the last occurrence.

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).

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.

4. When finished defining, press **Enter** (**OK**) to apply the definition.

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**.

To use the Replace command:

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:

Old Text

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The text selected for replacement.

Steno

Not applicable.

Mark/Unmark Left

Press **Alt + [** or **Alt +]** to expand or collapse the marking to the left.

Mark/Unmark Right

Press **Alt + Right Arrow** or **Alt + Left Arrow** to expand or collapse 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

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. FS displays 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. Place the cursor in the New Text field, press **F4** and then press the appropriate letter or symbol.

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

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- 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.

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ViaVoice automatically integrates this information into your vocabulary file (.sgvod).

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.

4. When finished replacing press **Enter** (**OK**) to replace the text.

Speaker List

The Speaker List contains speakers created using EZ Speaker fields, speakers typed in the Translate Speaker List and Common Speakers added in Field Options. The Speaker List 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. If you use Speaker fields from the Fill In Field List or Field List Groups for identifying speakers, you can add those to the Speaker List. In addition to using EZ Speaker fields and Speaker fields from the Fill In Field List, you can add user defined fields such as Seal Date or 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. Speakers from the Speaker section insert into the transcript as Colloquy, unless the cursor location is immediately before or after a Question, then CATalyst inserts it as a By Line. To specify the By Line format, use the Speaker List By Line Format option. 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 dialog pane. Other Field options can also be accessed through the Settings option.

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.

To use the Speaker List in Edit:

1. Press **Alt + v, k** (**View/Speaker List**). The Speaker List displays in a dialog pane.
2. Use the options and fields as necessary to insert, add and modify entries.

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

In the Speakers section, the steno associated with the speaker, if applicable. In the Fields section, nothing displays.

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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 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.



Show All

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 by modifying your UserSettings.ini file.



Settings

Display the Choose Speaker List Fields dialog box where you can choose additional fields to add to the Speaker List. Check the box next to the fields you want to add to the Speaker List and select **OK**.

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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 on-line help.

To insert a speaker name into the transcript without opening the Speaker List, use the Insert Speaker feature.

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

Seating Chart

The seating chart allows you to create a graphical seating chart of the speakers, placing speaker names 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 displays the speaker name on the top line, the speaker number and, if applicable, the associated steno on the second line. This is the default format. You can change this default by modifying a setting in your UserSettings.ini file. You can easily reposition a seating chart speaker by clicking and dragging it to a different location. Each seating chart speaker can individually be resized. This is a temporary change that does not affect other seating chart speakers.

The Show/Hide Seating Chart MiniViewer icon toggles the display of the MiniViewer. You can add speakers to the seating chart by displaying the MiniViewer and dragging a speaker from the Speaker List onto the MiniViewer or right clicking and selecting Add to Seating Chart. Speakers in the MiniViewer display in the assigned speaker color and in same relative position on the computer screen. Moving a seating chart speaker on the computer screen changes the position of the display in the MiniViewer.

You can remove individual or all speakers from the seating chart. Once a speaker is removed, it is necessary to add the speaker again if you want to redisplay it in the seating chart. If you remove all the speakers from the seating chart and want to redisplay them in the seating chart, it is necessary to add each speaker individually.

The Seating Chart displays on the computer screen when you click the Show/Hide Seating Chart Speakers icon or when you position your cursor for any amount of time on the MiniViewer. When the Show/Hide Seating Chart Speakers icon is depressed, the seating chart speakers display for 3 seconds and then automatically hide. This is the default. You can change number of seconds for AutoHide by modifying a setting in your UserSettings.ini file. When the icon is not depressed, CATalyst immediately hides the seating chart speakers. You can disable the AutoHide feature to have the seating chart always display on the screen by assigning a key combination to the Seating Chart: Toggle AutoHide Feature function in a keyboard map. The Seating Chart: Toggle AutoHide Feature function toggles between automatically hiding and always displaying the seating chart. CATalyst remembers the last display state of the seating chart.

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To 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 name and drag it to the desired position on the screen.
   - Click the Show/Hide Seating Chart MiniViewer icon to display the MiniViewer. Click a speaker name and drag it to the desired position in the MiniViewer. The speaker name 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 to the correct position.

   Change the size of the seating chart speaker

   Click the edge or corner of a seating chart speaker and drag to the desired size. The change only applies to the selected seating chart speaker. There is a default minimum and maximum size.

   Remove a speaker from the seating chart

   Position the cursor on the seating chart speaker, right click and select **Remove from Seating Chart** . To remove all the speakers, select **Remove All from Seating Chart**.

   Toggle the display of the seating chart speakers

   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.

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

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.

To save the voice file as a .wav file:

1. Be sure you are in your User name.

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2. From Manage Jobs, open the **System Files** case.
3. Double click the **UserSettings.ini** file. The UserSettings.ini file displays in Notepad or WordPad.
4. Locate the **[Voice Tran Settings]** section.
5. Add the following line: **Always Save Wav File=1**
6. Press **Ctrl + s** (**File/Save**).
7. Press **Alt + f, x** (**File/Exit**). The change takes affect the next time you translate.

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