# USER MANUAL



**www.stenovations.com**

# TECHNICAL ASSISTANCE

As a working reporter himself, Johnny Jackson realized that the time a reporter desperately needs technical assistance is usually not during regular business hours — that's why Stenovations' technical support is available 24 hours a day, seven days a week.

**Technical Support**
Phone: (304) 346-8363
Fax: (304) 346-8376
Email: support@stenovations.com

# WEBSITE

Visit Stenovations' website to obtain free software updates, visit the Open Forum, add your name to the Reporter or Scopist list, view Stenovations' other products, or read what other people have to say about the software.

**Website**
www.stenovations.com

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# CHAPTER 1
# GETTING STARTED

**Getting Started with digitalCAT Software**

# GETTING STARTED

## WELCOME TO digitalCAT!

Welcome to the digitalCAT User Manual.  This chapter will help you quickly get started on your new software.  It covers the installation of the software as well as how to get started on your first job.  Thank you for using digitalCAT, and again, Welcome!

digitalCAT is a 32-bit, Windows-only application.  Before installing Stenovations' digitalCAT software, you may want to check our list of recommendations.

### MINIMUM REQUIREMENTS:
digitalCAT only requires that you have Windows 98 Second Edition, Windows ME, Windows 2000, or Windows XP installed and running on your computer.

### MINIMUM RECOMMENDATIONS:

**Windows 98 SE:**
- 64 megabytes of RAM memory
- 400 MHz Pentium (or 100% Pentium-compatible) processor
- 100 megabytes of free hard disk space for installing digitalCAT

**Windows ME and Windows 2000:**
- 128 megabytes of RAM memory
- 400 MHz Pentium (or 100% Pentium-compatible) processor
- 100 megabytes of free hard disk space for installing digitalCAT

**Windows XP:**
- 256 megabytes of RAM memory
- 1 GHz Pentium (or a 100% Pentium-compatible) processor
- 100 megabytes of free hard disk space for installing digitalCAT

# INSTALLATION FROM CD-ROM

You may have received a CD-ROM with this manual. If so, please follow the steps outlined in the next few sections to install the digitalCAT software onto your computer.

- Close all programs that may be running on the computer.
- Place the digitalCAT CD, graphic side up, into the CD drive.
- From the desktop, double-click on the My Computer icon.
  (Note to Windows XP users: If you cannot locate the My Computer icon on your desktop, it may be listed on your start menu. Click on the Start button, then single click on the "My Computer" icon.)



- Double-click on the CD Drive icon.



- A window will open, displaying the contents of the CD.

*Contents of the CD-ROM*



Digital CAT Install 182b.EXE          Digital CAT Tutorial.exe          digitalCAT Update 192.exe          My Dictionary.exe

- Double-click the Install Build icon that has the lowest number after it.  In the example shown above, you would choose digitalCAT Install Build 182b.exe.

The installation process will now begin.

*Welcome!*



## Welcome!

This Welcome window is the first window that will appear on your screen.  The following sections will step you through the rest of the installation screens.  When you have finished the task requested by each window, press ENTER or click the NEXT button to move to the next one.

Clicking the BACK button will allow you to return to previous windows in case changes need to be made before the software is installed on your computer.

For those who are new to the Windows® environment, we invite you to look over Chapter 12 for a basic Windows review.

*Select
Destination
Directory*



## Select Destination Directory

The "Select Destination Directory" screen, as shown in the previous image, is the first screen that appears after the Welcome screen. As this window shows, digitalCAT will be placed on the "C" drive by default. This destination can be changed to suit your computer's internal configuration or merely to meet your personal preferences. If you are unsure about the correct placement of the software, please leave it as the default location.

## Changing the Destination Directory

• Press R for the BROWSE button. The Select Destination Directory window will open.
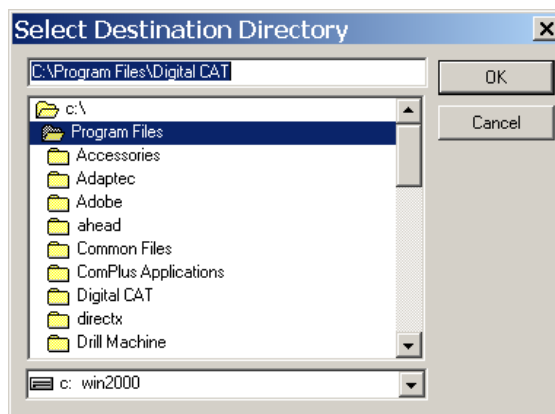


• Highlight the location or folder where the digitalCAT software should be installed.

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- Press ENTER to save the new destination path and return to the previous window.
- If you are satisfied with the new destination path, press ENTER to move to the next installation window.



## Choose Keyboard Command

digitalCAT comes with several keyboard command setups to choose from, including the command setups used by other CAT systems. The digitalCAT keyboard is displayed in the window by default. To select another keyboard file, click on the down arrow to open the list of available keyboards. Click the one you wish to use.

Press ENTER to move to the next installation window.
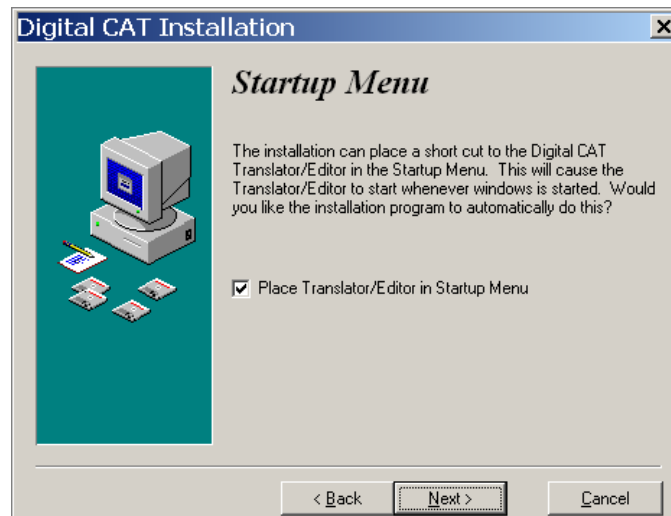
## Startup Menu

This window asks if you would like digitalCAT's Translator/Editor to start automatically each time the computer is started. This shortcut is quite handy when writing realtime, since once the Translator/Editor has been started, you are merely a couple of keystrokes away from being able to write into a file.

If you are uncertain whether you would like digitalCAT to start automatically, you may leave this setting checked. If you should desire, this feature can always be disabled at a later time.
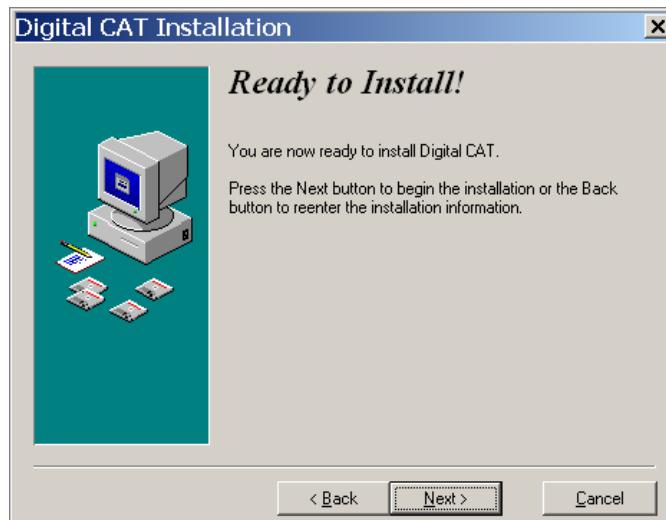


## Ready to Install

digitalCAT is now ready to be installed on the computer. Press ENTER to begin the installation.

A status bar will appear on the screen showing the progress of the digitalCAT software installation.

## Installation Completed

When digitalCAT has been successfully loaded onto the computer, the Installation Completed window will appear.

Press ENTER to finish the installation.
The computer should now be restarted to complete the loading process.

## INSTALL UPDATE FROM CD-ROM

Sometimes an update or "build" will be included on the CD-ROM. The next step of the installation process is to check the contents of the CD to determine if an update has been included.

Once the computer restarts, make certain all programs are completely closed.  If the digitalCAT Translator/Editor has automatically opened, press ALT + F4 or ALT + F, X to exit the application.

### Installing an Accompanying Update
• From the desktop, double-click on the My Computer icon. (Note to Windows XP users:  If you cannot locate the My Computer icon on your desktop, it may be listed on your start menu.  Click on the Start button, then single click on the "My Computer" icon.)

- Now double-click on the CD Drive icon.
- A window will open, displaying the contents of the digitalCAT CD that is still located in the CD ROM drive.

*Contents of the
CD ROM*



Digital CAT Install 182b.EXE    Digital CAT Tutorial.exe    digitalCAT Update 192.exe    My Dictionary.exe

If there is an update file listed, such as digitalCAT Update 192.exe in this example, double-click on that icon to have the latest update installed.  The same basic installation windows will appear on the screen.  Continue through the windows, pressing ENTER to move to the next window, in order to complete the update.

Once the software update has been loaded, you will be returned to the CD window.

## MY DICTIONARY INSTALLATION

If your dictionary has been converted by Stenovations or you have received a dictionary with a theory name, it may also appear in the CD window.

To install the dictionary:
- Double-click on the My Dictionary.exe icon.  It may be named with your name.
- The Self-Extractor window will appear with digitalCAT's dictionary path designated as the destination folder.



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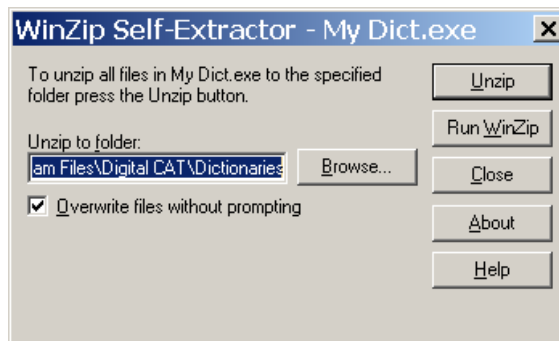
- To change the file's destination, browse by pressing ALT + B.
- Press ALT + U to unzip the file.

## digitalCAT  TUTORIAL

There is a program called digitalCAT Tutorial.exe located in the CD-ROM window.  This is a DemoShield computer introduction to the digitalCAT software that explains many aspects of editing, formatting, realtime and transcript production.

To start this program, double-click on the digitalCAT Tutorial.exe icon located in the CD window.



digitalCAT
Tutorial.exe

You can utilize this program at any time, but the digitalCAT CD must be placed in the CD-ROM drive.

## INSTALLING VIA FLOPPY DISKS

To install digitalCAT software from a set of floppy disks:
- Close all programs that may be running on the computer.
- Place Installation Diskette 1 into the floppy disk drive.
- Press the Start key from your keyboard or click on the Start button in the lower left-hand corner of your screen.
- Press R to open the Run window.
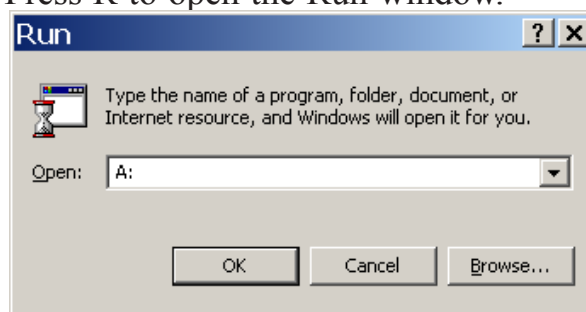


- In the box after "Open," type "A:" then press ENTER. This will display the contents of the floppy disk.
- Double-click the EXE file to begin the installation of digitalCAT.

Follow the instructions given on the installation windows, inserting additional diskettes when prompted to do so.

Once digitalCAT has been installed, click FINISH to exit the installation program.

## TRANSCRIPT EDITOR

The following sections of this chapter will guide you through setting up your software in order to quickly get you started. All of these settings and options will be found in the Transcript Editor program. A full description of these settings as well as many others can be found in the following chapters of this manual.

You can find and open the Transcript Editor program by doing the following:
• Click on the "Start" button.
• Put your cursor over "Programs"
  NOTE TO WINDOWS XP USERS: Your screen may say "All Programs."
• Put your cursor over "Digital CAT"
• Click on "Transcript Editor"

*digitalCAT
Transcript Editor*



*Transcript Editor
Icon*

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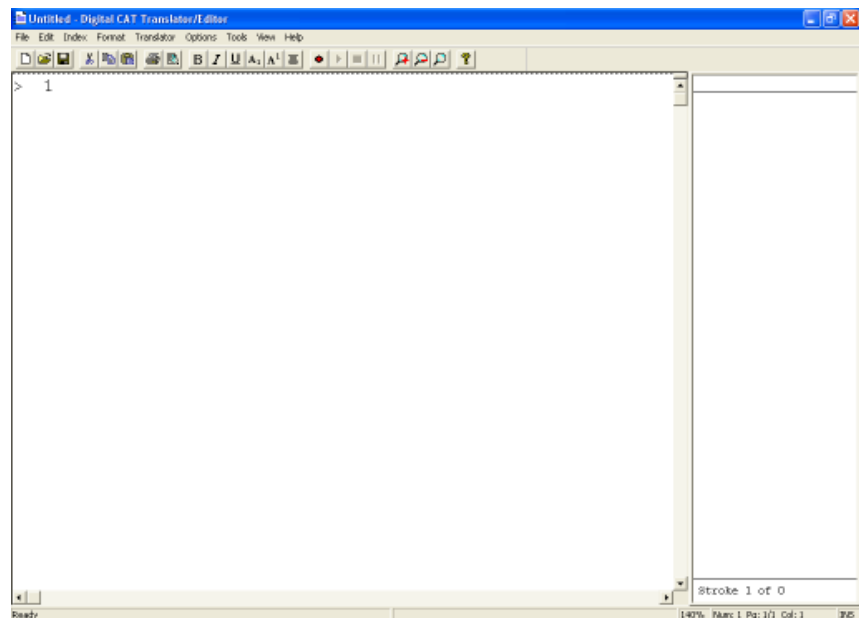
## TRANSLATE A JOB

Once digitalCAT's Transcript Editor is open, an untitled file will be displayed.  The first options that need to be set will be those used for translation.  Begin by telling the software what type of machine you use.  This can be done by going to "Steno Source."

## STENO SOURCE

To open the Steno Source screen:
• Press ALT + T to open the Translator menu.
• Press the letter "T" to open the Steno Source dialog, as shown in the image below.

*Steno Source dialog*
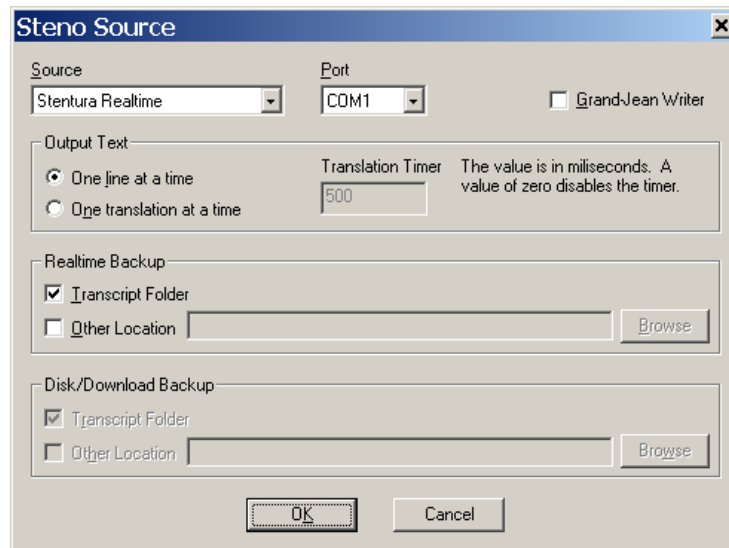


In this window, you will designate the source of your steno notes.

• Press the first letter of the name of the writer you use.  For example, you would press "S" for Stentura,  "F" for Flash, etc.
• Continue pressing that letter to scroll through the various options available for your writer.  For example, the steno source for a Stentura writer could be *disk*, *download* or *realtime*.

   NOTE:  If you select a *realtime*  or *download* steno source, the "Port" box MUST show the communication

port, or COM Port, to which the cable will be connected.  For help with determining which COM port your machine uses, please refer to the Determining Your COM Port section of Chapter 3, which begins on page 57.

• Once the desired steno source is displayed, press ENTER to save your changes and close this window.

For more information on the Steno Source window and the options and settings that it contains, please refer to Chapter 3:  Translating, beginning on page 57.

## DICTIONARY SETUP

The next step is to tell the software what dictionaries you would like to use to translate this job.  You can do this by going to "Dictionary Setup."

To open Dictionary Setup:
• Press ALT + T to open the Translator menu.
• Press the letter "D" to open the Dictionary Setup dialog.

**CAT-TIP**

The dictionary order in the Dictionary Setup window is very important.

Place the job dictionary at the top, and the main dictionary at the bottom of the list.

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The dictionaries to be used in translating this job must be displayed on this screen. The **MAIN** dictionary should always be at the **bottom** of the list. The **JOB** dictionary should be at the **top** of the list. You can move a dictionary higher on the list by using the Move Up button. You can also move a dictionary lower on the list by using the Move Down button.

You can have up to ten dictionaries loaded for use during translation. Any dictionary that will not be used in this job should be removed from the list. Removing a dictionary does NOT delete the dictionary, it simply removes it from the translation list. You can remove a dictionary by highlighting it and clicking the Remove button or pressing ALT + R.

If one or more dictionaries need to be added, press the letter ALT + A or click on the ADD button. The "Add Dictionary to Translator" window will open.
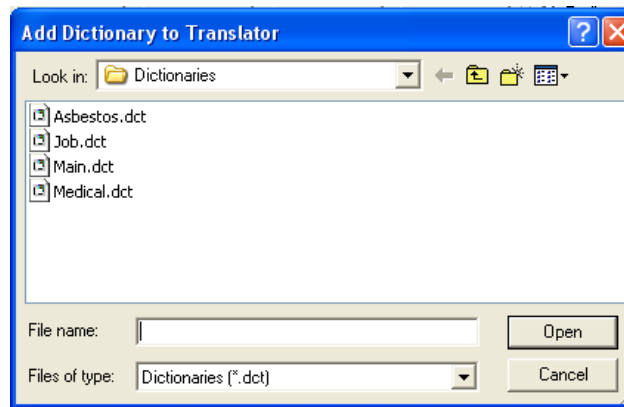


Select the dictionary you wish to add, then press ENTER or click on the Open button. The dictionary will be placed in the Dictionary Setup window.

Once the correct dictionaries are displayed in the correct order in the Dictionary Setup window, press ALT + K or click the OK button to save your changes and close this window.

## STARTING TRANSLATION

Now that you have chosen your settings and options, you can begin translating.

To start a translation:
- Press ALT + T to open the Translator menu.
- Press "S" to Start Translation.
- A Save As window will appear. The current date, time, and day appears in the File name box as the default name for the new job. To replace the highlighted file name with another, simply begin typing the new name.
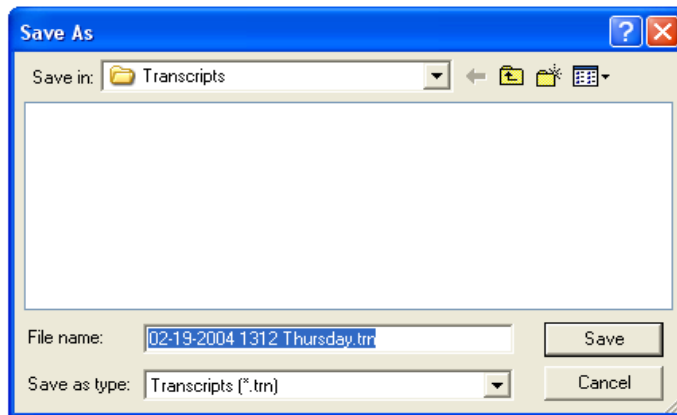


To keep the current name and add extra information, the witness or case name for example, press the Right Arrow key and begin typing the additional information.

Press ENTER to save the job with this file name.

The translation process will now begin. If you are downloading steno notes or reading them from a disk, you will see them begin to appear on the screen. If you are translating in realtime, you may now begin writing.

## AUDIO SETUP

If you are writing realtime, you will probably want to set the recording style you wish to use with digitalCAT's audio-sync features. The recording style MUST be set before audio can be recorded. Once you begin realtime

### CAT-TIP

You can change your recording style to any of the available formats at any time. For information on doing this, please see "Record Style" in Chapter 2 beginning on page 44.

*Pick a recording
style dialog*

writing for the first time, the "Pick a recording style" dialog will appear.



Record Style:
Use **GSM 6.10** format at **11.025 kHz, Mono**.

• Click on the drop-down arrow to the right of the "Format" box.
• Select **GSM 6.10** from the list of available formats.
• Click on the drop-down arrow to the right of the "Attributes" box.
• Select **11.025 kHz, Mono** from this list.
• Press ENTER or click the OK button to save your changes and close this window.

### ADJUSTING YOUR VOLUME

To adjust your volume, you would click on the sound icon in your system tray.

Windows XP     

Windows 98     

Double-clicking these icons will open the volume control dialog. This screen controls the playback volume and will allow you to easily adjust your volume levels. Simply drag the sliders up or down the vertical bar to adjust the volume.

To adjust your recording volume:
- With the Volume Control window open, go to Options.
- Click Properties.
- In the window that appears, select "Recording"
- Click OK.
- The Recording Control window will appear. In this window, Microphone needs to be selected and its volume up.

# NOTES
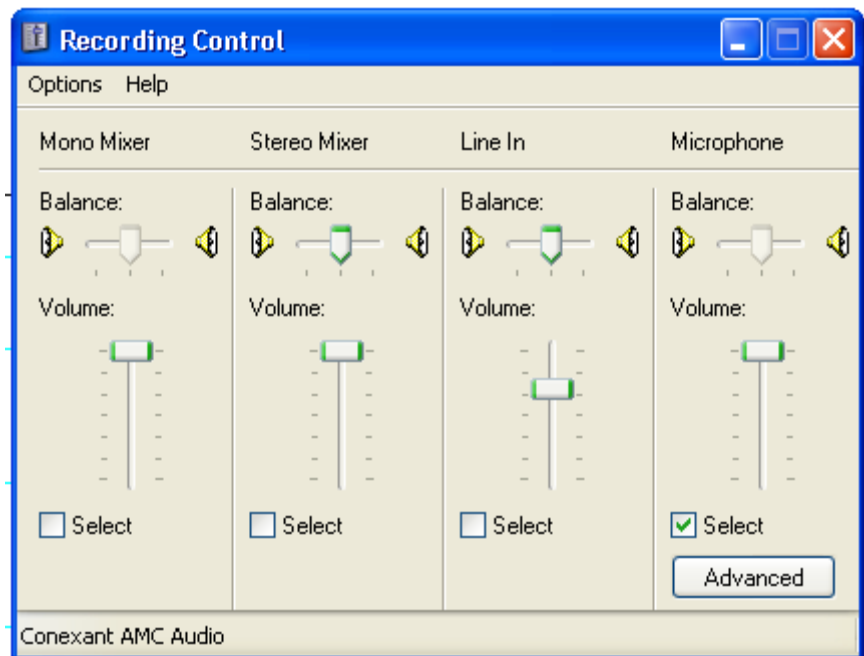
# CHAPTER 2
# CUSTOMIZING
# DIGITALCAT



**Customizing your digitalCAT Software**

# CUSTOMIZING

In order to personalize digitalCAT for your writing and editing styles, you may want to adjust some of your preferences and settings. Once set, many of these features will never need to be changed again.

This chapter covers the vast majority of digitalCAT's customization features. Help with keyboard layouts and page layouts can be found in Chapters 4 and 7.

Appendix A contains a checklist of all the setup features. Using this checklist is a convenient way to ensure completion of all the features, especially if you will be working on these chapters in more than one session.

## TRANSCRIPT EDITOR ON THE DESKTOP

By placing a shortcut icon for the Transcript Editor on the desktop, you will be able to open the program quickly by double-clicking on the icon instead of going through the Start menu each time.

To Create the Shortcut
- Press the START button in the lower left-hand corner.
- Highlight PROGRAMS, then highlight DIGITAL CAT.
- Right-click on TRANSCRIPT EDITOR to bring up a menu.
- Highlight SEND TO and select DESKTOP (CREATE SHORTCUT).



Transcript Editor

A shortcut icon will be placed on the desktop.  Simply double-click that icon to launch the program.  You may repeat this process for any other digitalCAT program.

# COLORS

Transcript Editor allows you to customize the colors of your screen to suit your individual tastes and preferences.  This also allows you to eliminate the bright glare of a completely white screen, allowing you to reduce eyestrain.

To adjust the background color of the Editor portion of your screen:

- Press ALT + V to open the View menu.
- Press C to open the Colors portion of the menu.
- Press ENTER or the letter E to select Edit Background
- A Color dialog will appear.  You may select from any of the Windows predefined colors, or use the Custom button to create a color of your own liking.  When finished, simply click the OK button or press ENTER to accept the change.

*Color Dialog*
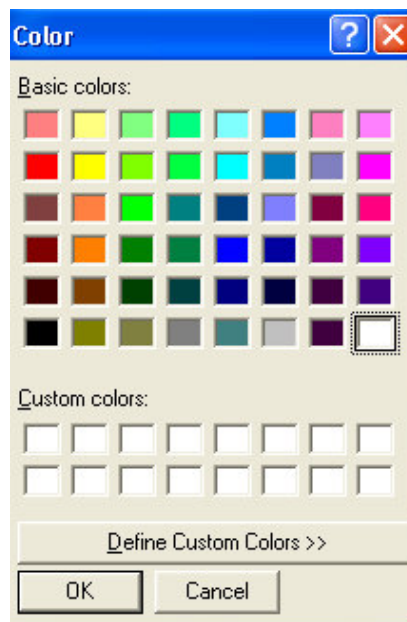
To adjust the background color of the Steno portion of your screen:

- Press ALT + V to open the View menu.
- Press C to open the Colors portion of the menu.
- Press S to select Steno Background.
- A Color dialog will appear.  You may select from any of the Windows predefined colors or use the Custom button to create a color of your own liking.  When finished, simply click the OK button or press ENTER to accept the change.
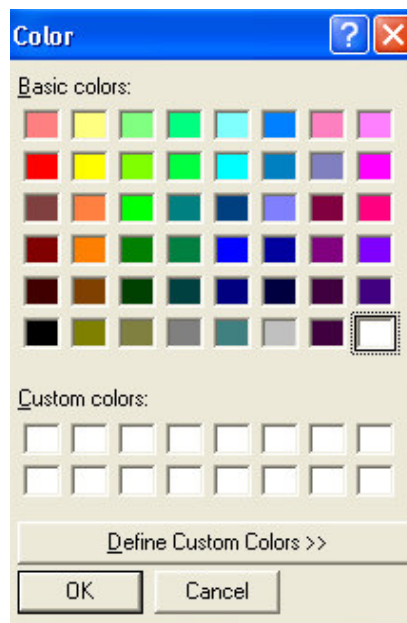
To adjust the appearance of conflicts and untranslates:

Conflicts and Untranslates appear in your transcript highlighted and in a different color than the rest of your text.  You may change these colors through the View menu.

- Press ALT + V to open the View menu.
- Press C to open the Colors portion of the menu.

- Press C again to toggle between the Conflict/Untranslate Text and the Conflict/Untranslate Background.
- Once the item you wish to change has been highlighted, press ENTER to open the corresponding Color dialog.
- Select a color from the Windows predefined colors or use the Custom button to create a color of your own liking.  When finished, simply click the OK button or press ENTER to accept the change.

## OPTIONS

You may now wish to set some of the many options digitalCAT allows you to personalize.  These options can help to make your translation better and your editing quicker.  Because you can set some options to "mimic" another CAT system you may have used, setting these options may even help you to learn the software.

By pressing ALT + O, you can access the Options menu in Transcript Editor.  If ALT + O is defined in your keyboard layout as something else, for example Open a File, simply press and release the ALT key, then press the letter O.

*Options drop-down menu*

| Options | Tools | View |
| --- | --- | --- |
| Keyboard... | | |
| Spell Checker... | | |
| Sound Sync... | | |
| CIC... | | |
| CATnip... | | |
| Time Stamp... | | |
| General... | | |
| Document... | | |
| Editor... | | |

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## Keyboard Setup

The first item listed under the Options menu is Keyboard. To activate this menu item, press the letter K, or with it highlighted, press ENTER. The Keyboard Setup dialog box will appear. This dialog contains a list of commands that are used while editing a transcript. Although many commands come predefined, they can be redefined to suit your editing style or to match key combinations you may have already learned while using another system.

Please see Keyboard Setup in Chapter 4, beginning on page 96 for a more detailed explanation of this dialog and how to use it.

## Spell Checker Options

The spell checker can be modified to ignore specific categories of words, the types of suggestions it should list, the errors it should report, and how deep into the spelling dictionaries it should search when compiling the suggestion list.

To Set the Spell Check Options:
- Press ALT + O to open the Options menu.
  (If ALT + O is defined as a keyboard command for you, press and release the ALT button, then press O.)
- Press S to open the Spell Checker Options window.
- Place check marks before the operations you would like.

**Spell Checker Options**

☐ Ignore capitalized words
☐ Ignore all-caps words
☐ Ignore words with numbers
☐ Ignore words with mixed case
☐ Report doubled words
☐ Case sensitive
☐ Phonetic suggestions
☐ Typographical Suggestions
☐ Suggest Split words
☐ Auto correct
☐ Report spacing errors
☐ Report double {Q}, {A} or {C}
☐ Confirmation message on completion

OK    Cancel

Suggestion Search Depth

Fastest                                          Slowest
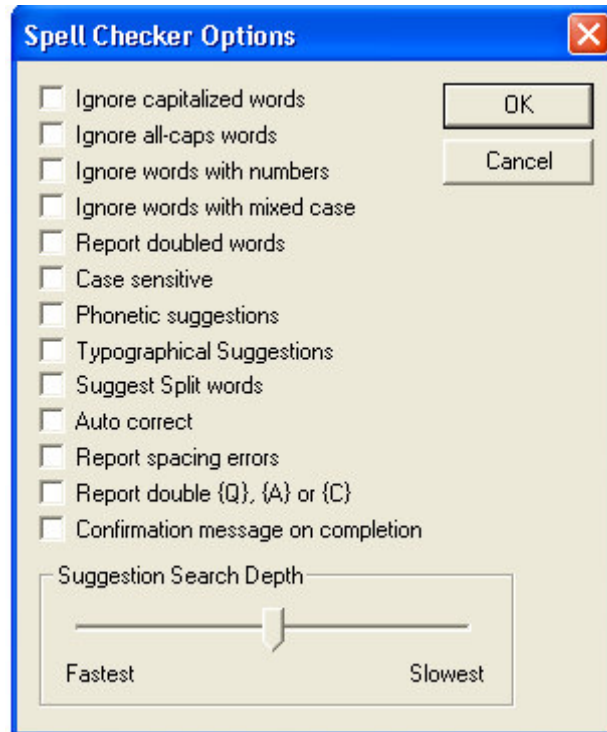
IGNORE CAPITALIZED WORDS:
This option will tell the program to skip words that are capitalized.  Press C to toggle this feature.

IGNORE ALL-CAPS WORDS:
This option will cause the spell checker to skip words that appear in all caps, such as acronyms.  Press A to toggle this option.

IGNORE WORDS WITH NUMBERS:
This feature will tell the spell checker to skip words that have mixed letters and numbers.  Press N to toggle this feature.

IGNORE WORDS WITH MIXED CASE:
Checking this option will cause the spell checker to ignore words that have some capital letters and some lowercase letters, again such as some acronyms.  Press X to toggle this option.

**Spell Checker Options**

☐ Ignore capitalized words
☐ Ignore all-caps words
☐ Ignore words with numbers
☐ Ignore words with mixed case
☐ Report doubled words
☐ Case sensitive
☐ Phonetic suggestions
☐ Typographical Suggestions
☐ Suggest Split words
☐ Auto correct
☐ Report spacing errors
☐ Report double {Q}, {A} or {C}
☐ Confirmation message on completion

OK

Cancel

Suggestion Search Depth

Fastest                                    Slowest
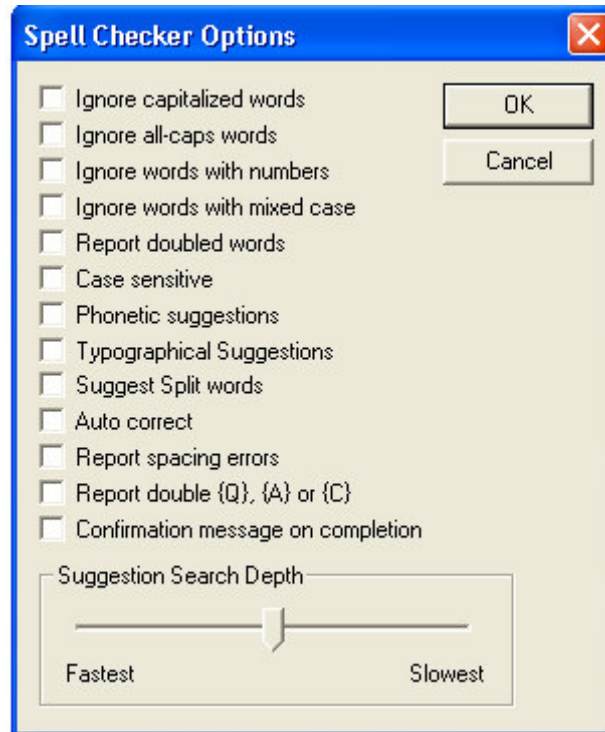
REPORT DOUBLED WORDS:
This feature will cause the spell checker to find and report two occurrences of the same word.  To turn this feature on or off, press D.

CASE SENSITIVE:
Case sensitive makes the spell checker sensitive to capitalization.  For example, the name Dawn is not the same as the word dawn (meaning before sunrise).  Press the letter E to toggle this feature.

PHONETIC SUGGESTIONS:
This feature will attempt to make spelling suggestions based upon the phonetic sounds you are trying to create. To toggle this feature, press P.  Please note that either this option or the next, TYPOGRAPHICAL SUGGESTIONS, must be turned on for the spell checker to offer you any suggestions on the spelling of a word. Press P to toggle this option.

TYPOGRAPHICAL SUGGESTIONS:
This option will tell the spell checker to suggest words similar in typing to the word it has found incorrect. For example, the non-existent word runned may return a suggestion of runner, since there is only one letter difference. Press T to toggle this option.

SUGGEST SPLIT WORDS:
This option will allow the spell checker to suggest splitting compound words into their separate component words. To toggle this option, press L.

AUTO CORRECT:
Some common spelling errors can be corrected automatically. For example, the misspelled teh can be automatically corrected as the word the without the spell checker notifying you of such a correction. This can help to correct some of your common typos as well as save time during a spell check. Press U to toggle this option.

REPORT SPACING ERRORS:
This option will inform you of spacing errors, such as two spaces between words. Press S to turn this option on or off.

REPORT DOUBLE {Q}, {A} or {C}:
This option will inform you if you have two question banks, answer banks, or the same speaker back to back. Press the letter Q to toggle this feature.

CONFIRMATION MESSAGE ON COMPLETION:
Having this option turned on will cause a message "Spell Checker Complete" to be displayed at the end of the spell check. This tells you that no more errors were found. To turn this feature on or off, you must click the check box with the mouse.

SUGGESTION SEARCH DEPTH:
For an instantaneous compilation of suggested replacement words, place the slider bar approximately 20% from the far left side. If you would like more suggestions to be listed, then slide the bar further to the right. The deeper the search, the slower the spell checker will perform.

Press ENTER or click OK to save your changes and close the window. Pressing CANCEL or clicking the "X" in the top right corner of the dialog will cause your changes to be lost.

*Sound Sync*
*Properties*
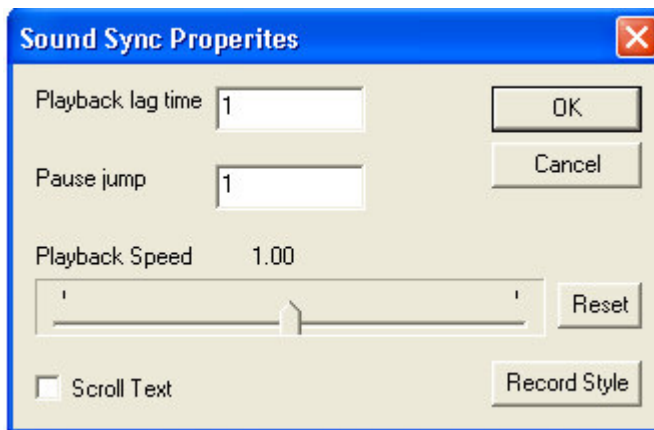


## Sound Sync Properties

Here you can set parameters for the recording and playback of audio files.

To Set the Sound Sync Properties:
• Press ALT + O to open the Options menu.
  (If ALT + O is defined in your keyboard setup as another command, you may need to press and release the ALT key then press the letter O.)
• Press Y for Sound Sync. The Sound Sync Properties window will open.

PLAYBACK LAG TIME:
This is the actual time difference, in seconds, between when a word was spoken and when it was written on the steno keyboard.

On average:
• For slow speakers, set this to 1.
• For fast speakers, set this to 2.
• For very fast speakers, set this to 3.

PAUSE JUMP:
This is the amount of time, in seconds, the audio will back up, or rewind after you hit the pause command while listening to the playback.

Press ALT + J to move the cursor to the Pause Jump box. Enter the amount of time, in seconds, the audio should back up after hitting pause.

PLAYBACK SPEED:
Altering the speed of the audio playback will not cause distortion or a change in the pitch. The slide bar can be moved to the left to slow down the playback, or moved to the right to speed up the playback. Pressing the RESET button to the right of this item, or pressing ALT + E to activate that button, will quickly reset the speed setting back to its default of one.

SCROLL TEXT:
This box should not be confused with the proofreading feature of the program. The Scroll Text option should not be marked during editing. With this option checked, the screen will scroll along with the playing of the audio.

RECORD STYLE:

The recording style needs to be set *before* translating realtime. The first time you begin a realtime translation, this box will appear. After setting it once, you should never have to set it again.

There are several recording styles available on each individual computer. Each of these formats has a somewhat different level of quality and file size. Setting this quality/size too high can fill up even a large hard drive rather quickly. We recommend setting your recording format to GSM 6.10 and the attributes to 11.025 KHz, Mono. This is a great combination of high-quality sound and small audio size. We strongly recommend that you use this setting.

• Press ALT + R or click the Record Style button to open the Pick A Recording Style window.

*Pick a Recording Style*
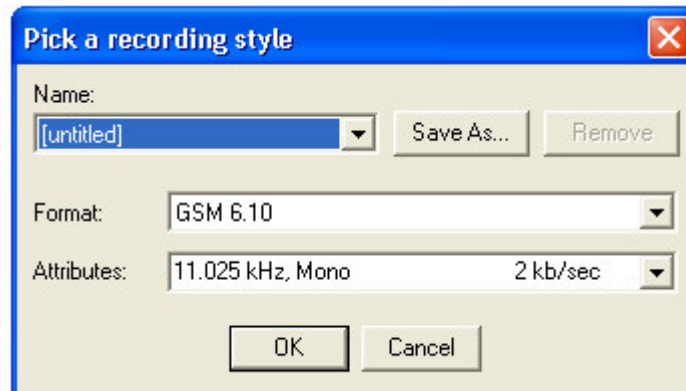


• Click on the down arrow to the right of the Format box.
• Select GSM 6.10 from the list of available formats.
• Click on the down arrow to the right of the Attributes box.
• Select 11.025 KHz, Mono from the list.
• Press ENTER to save your changes.

Press ENTER again when finished setting your SoundSync properties to close the window and save the changes you have made. Please note that pressing CANCEL or clicking the X at the top right corner of the dialog will close the window without saving your changes.

## CIC SETUP

• Press ALT + O to open the Options menu.
  (If ALT + O is defined as some other command, you may need to press and release the ALT key, then press the letter O.)
• Press C to open the CIC Setup window.

Please see the CIC Setup section of the next chapter for a more detailed explanation of this dialog box.

## CATNIP

CATnip is a special program that allows you to write into any program that accepts text input. Please see the next chapter for more information on this feature.

## TIME STAMP

This option can be used to change the start time of a transcript. No longer do you have to synchronize your clock with that of the videographer. Instead of changing your computer's clock, you may adjust the beginning time of a transcript after the fact under the Options menu. Each steno stroke has a time stamp associated with it. Although the time stamps can be altered, none of them will be lost or removed. If you change the starting time, the other time stamps will be modified accordingly.



**CAT-TIP**

Please do not change the time on your computer! Changing the time on your computer clock may actually terminate your current authorization code to use the software. Please call support for assistance in this matter.
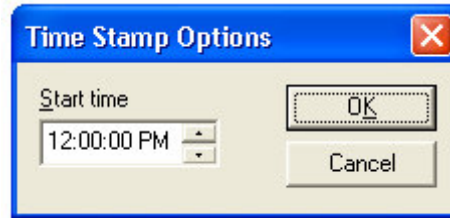
To change the time stamp:
- Make sure that the transcript that you wish to adjust is open.
- Press ALT + O to open the Options menu.
- Press T for Time Stamp.  The Time Stamp Options window will open.
- Use the Up and Down Arrow keys to change the hour, or type in the new hour.
- Press the Right Arrow key to move to the minutes.
- Use the Up and Down Arrow keys to change the minutes, or type in the new minutes.
- Press the Right Arrow key to move to the seconds.
- Use the Up and Down Arrow keys to change the seconds, or type in the new seconds.
- Press the Right Arrow key to move to the AM/PM.
- Use the Up or Down Arrow key to change to AM/PM.

When finished setting the new starting time, press ENTER or click the OK button to save the change and close the window.

## General Options

The General Options window allows you to set many of your realtime preferences.  Place check marks in front of the options you would like to use.

To open the General Options window:
- Press ALT + O to open the Options menu.
  (If ALT + O is defined as a keyboard command, you may need to press and release the ALT button, then press the letter O.)

- Press G for General Options, and the General Options dialog will open.

*General Options*
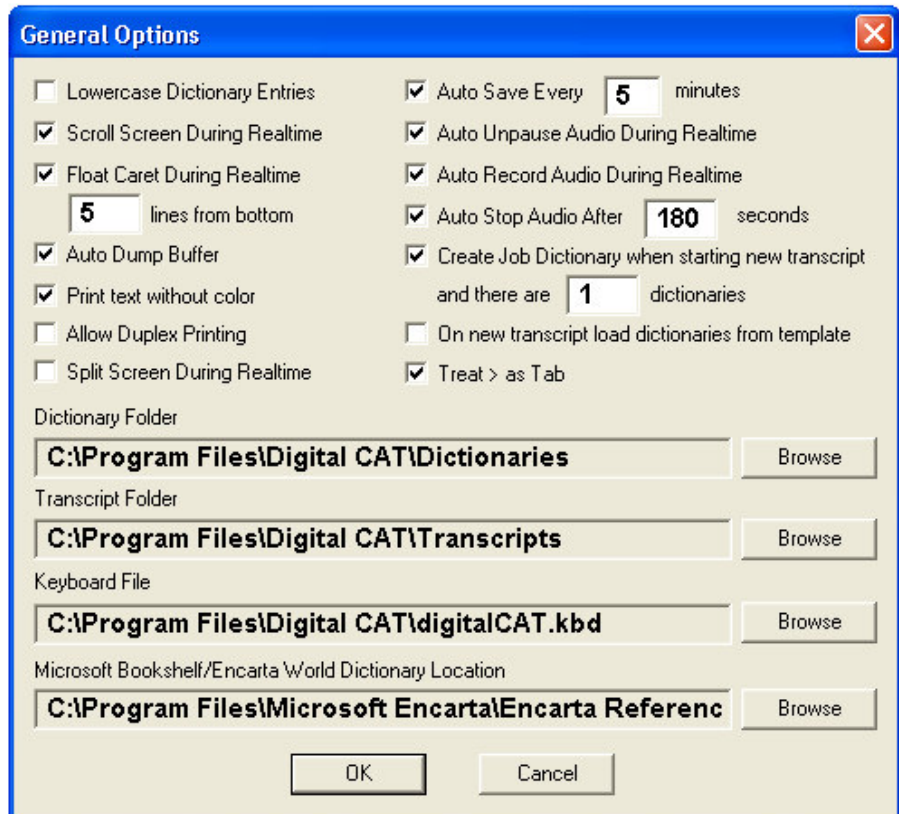


LOWERCASE DICTIONARY ENTRIES:
This option will cause all dictionary entries to be made in lowercase letters, even if you are using the uppercase alphabet.

SCROLL SCREEN DURING REALTIME:
This option will make the screen "scroll" along as you are writing realtime. The text being entered will be visible at the bottom of the screen. This option should be used in conjunction with the next option, Float Caret During Realtime.

FLOAT CARET DURING REALTIME:
If the caret is "floating" during realtime, it will be at the end of the text displayed. Placing a check mark in this box will float the caret and keep it at the end of the text being written.

The number in the box will determine where the cursor is placed. A default value of 0 lines from the bottom will keep the cursor at the bottom of the text at all times.

If this box is not checked, it will remain at the position where it was last placed. It is important to make sure this option is turned off if someone is attempting to edit the transcript while you are writing.

AUTO DUMP BUFFER:
This option will tell the program to dump any text located in the buffer to the transcript. This option only applies if the buffer is being used. You may find more information about the buffer in Chapter 3, Translating, beginning on page 57.

PRINT TEXT WITHOUT COLOR:
Transcript Editor allows you to alter the colors of common paragraph styles, like Questions and Answers to make them more distinguishable on your screen. For example, you may have your Question paragraphs to appear as blue and your Answer paragraphs to appear as red. Checking this option will make the text print in black and white, not the colors that they appear on your screen. Removing this check will allow the colors to print.

ALLOW DUPLEX PRINTING:
digitalCAT allows you to print in a duplex mode even if your printer does not have a duplex mode. It does this by allowing you to print only the front side of the paper, turn the paper over, and then print the backs. To enable this

duplex printing feature, place a check in the box. Please note that you do not have to enable this feature for printers that have built-in duplex capability.

SPLIT SCREEN DURING REALTIME:
This option allows you to split the transcript screen into two portions during realtime. This allows you to keep a position higher in the document while still being able to see the realtime translation appear at the bottom of the document. This is also useful for editing on the fly during breaks and pauses. To enable this feature, put a check in the box. You may also split your screen manually even during editing.

To see what your screen would look like split:
Click and hold the "spacer" located above the UP arrow on the vertical scrollbar in Transcript Editor.
Drag your mouse down toward the bottom of the screen. Release the mouse button when you are about halfway down the screen. Your screen should now be split into two separate views of the same transcript.

*General*
*Options*
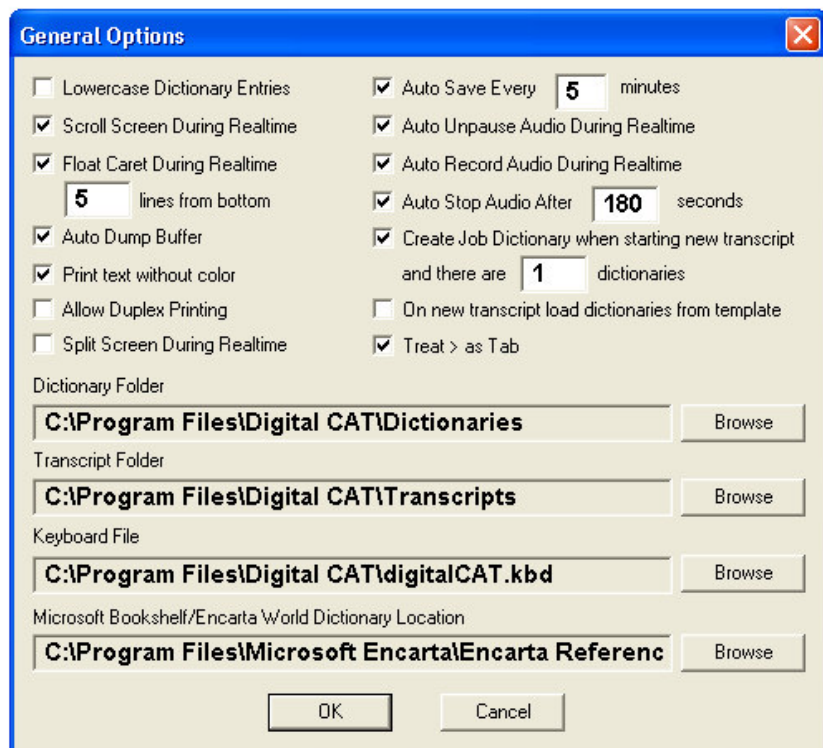
*General*
*Options*

**General Options**

☐ Lowercase Dictionary Entries       ☑ Auto Save Every  **5**  minutes
☑ Scroll Screen During Realtime       ☑ Auto Unpause Audio During Realtime
☑ Float Caret During Realtime         ☑ Auto Record Audio During Realtime
   **5**  lines from bottom            ☑ Auto Stop Audio After  **180**  seconds
☑ Auto Dump Buffer                    ☑ Create Job Dictionary when starting new transcript
☑ Print text without color               and there are  **1**  dictionaries
☐ Allow Duplex Printing               ☐ On new transcript load dictionaries from template
☐ Split Screen During Realtime        ☑ Treat > as Tab

Dictionary Folder
**C:\Program Files\Digital CAT\Dictionaries**     [ Browse ]
Transcript Folder
**C:\Program Files\Digital CAT\Transcripts**      [ Browse ]
Keyboard File
**C:\Program Files\Digital CAT\digitalCAT.kbd**   [ Browse ]
Microsoft Bookshelf/Encarta World Dictionary Location
**C:\Program Files\Microsoft Encarta\Encarta Referenc**   [ Browse ]

[ OK ]        [ Cancel ]

AUTO SAVE:
The autosave feature is one of the many built-in safety
features of digitalCAT.  This features automatically saves a
copy of your transcript at user specified intervals.  You
decide the interval in the box.  Most people who do
realtime want a backup of their work saved every minute.
A larger amount of time may be used on stations where
the majority of editing is done.

You may notice the cursor flash to the "busy" hourglass
symbol at regular intervals while you are working on your
transcript.  That is probably the autosave saving your file.
The faster the computer, the less noticeable the save
process will be.

AUTO UNPAUSE AUDIO DURING REALTIME:
Should you ever pause your audio recording during
realtime, say on a break, this feature will automatically
resume recording once you resume writing.  This prevents

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you from accidentally forgetting to turn the recording back on after a break and missing a large amount of an important audio file.

AUTO RECORD AUDIO DURING REALTIME:
This feature will automatically tell the program to begin recording audio as you write. Audio will automatically be recorded when you do realtime. As with the previous option, this is designed to prevent you from accidentally forgetting to start recording. If you stop the audio for any reason, say for a lunch break, the audio will automatically resume recording when you again begin to write.

AUTO STOP AUDIO:
Although digitalCAT has the smallest high-quality audio files in the industry, they still take up a lot of hard drive space. This feature allows you to choose after how many seconds after you have stopped writing that the program will automatically stop recording audio. By utilizing this feature, you will avoid accidentally recording conversations held off the record. It will also allow you to avoid using hard drive space to record the silence of flipping through pages or leaving your audio on during a lunch break.

CREATE JOB DICTIONARY WHEN STARTING NEW TRANSCRIPT:
Transcript Editor can automatically create a job dictionary for each new job you start. The job dictionary will be named the same as the transcript to which it applies. To enable this feature, check the box in front of it. You must also specify the number of dictionaries that you keep loaded under Translator->Dictionaries. For example, if you always keep your Main dictionary as well as a specialized Medical dictionary loaded, then you would want to set this number to two. If you only keep your

Main dictionary on at all times, then you would want to set this number to one.

ON NEW TRANSCRIPT LOAD DICTIONARIES FROM TEMPLATE

This item lets the program "remember" which dictionaries you always want to load. For example, if you always want to load your Main dictionary as well as your Medical dictionary, the program can remember this and always load those two dictionaries for you. Once this feature is enabled, you will have to save your template with the dictionaries that you would like it to automatically load.

To do this:
- Press ALT + T to open the Translator menu.
- Press D to open the Dictionaries section of this menu. The Dictionary Setup dialog will appear.
- Make sure that the dictionaries you always want to load are the ONLY dictionaries listed in the Dictionary Setup dialog. Please see the Dictionary Setup section of the following chapter beginning on page 66 for help with this dialog.
- Once you have the dictionaries listed as you want them, press ENTER or click the OK button.
- You must now save this change to your template. Press ALT + F to open the File menu.
- Press A to activate the Save As portion of this menu.
- Press P to choose Template.
- A Save dialog will open. The default template name is already typed in, so simply hit ENTER or click SAVE to save the template. If the program informs you that a file with that name already exists, click YES to overwrite it with the new file.

TREAT > AS TAB:

This option tells the program that the chevron character, or "Greater Than" character, indicates that you want a tab.

This is the case for most users. Closed-captioners, CSpeech users, and students writing into online classes will need to disable this option to allow these characters to translate correctly.

DICTIONARY FOLDER:
This box tells the program the location of the folder in which you keep your dictionaries.

TRANSCRIPT FOLDER:
This box tells the program the location of the folder in which you keep your transcripts.

*General
Options*

**General Options**

☐ Lowercase Dictionary Entries
☑ Scroll Screen During Realtime
☑ Float Caret During Realtime
    **5** lines from bottom
☑ Auto Dump Buffer
☑ Print text without color
☐ Allow Duplex Printing
☐ Split Screen During Realtime

☑ Auto Save Every  **5**  minutes
☑ Auto Unpause Audio During Realtime
☑ Auto Record Audio During Realtime
☑ Auto Stop Audio After  **180**  seconds
☑ Create Job Dictionary when starting new transcript
    and there are  **1**  dictionaries
☐ On new transcript load dictionaries from template
☑ Treat > as Tab

Dictionary Folder
**C:\Program Files\Digital CAT\Dictionaries**    Browse

Transcript Folder
**C:\Program Files\Digital CAT\Transcripts**    Browse

Keyboard File
**C:\Program Files\Digital CAT\digitalCAT.kbd**    Browse

Microsoft Bookshelf/Encarta World Dictionary Location
**C:\Program Files\Microsoft Encarta\Encarta Referenc**    Browse

OK    Cancel

*General*
*Options*

## General Options

- ☐ Lowercase Dictionary Entries
- ☑ Scroll Screen During Realtime
- ☑ Float Caret During Realtime
  - **5** lines from bottom
- ☑ Auto Dump Buffer
- ☑ Print text without color
- ☐ Allow Duplex Printing
- ☐ Split Screen During Realtime

- ☑ Auto Save Every **5** minutes
- ☑ Auto Unpause Audio During Realtime
- ☑ Auto Record Audio During Realtime
- ☑ Auto Stop Audio After **180** seconds
- ☑ Create Job Dictionary when starting new transcript
  - and there are **1** dictionaries
- ☐ On new transcript load dictionaries from template
- ☑ Treat > as Tab

Dictionary Folder
**C:\Program Files\Digital CAT\Dictionaries**  [Browse]

Transcript Folder
**C:\Program Files\Digital CAT\Transcripts**  [Browse]

Keyboard File
**C:\Program Files\Digital CAT\digitalCAT.kbd**  [Browse]

Microsoft Bookshelf/Encarta World Dictionary Location
**C:\Program Files\Microsoft Encarta\Encarta Referenc**  [Browse]

[ OK ]  [ Cancel ]

KEYBOARD FILE:
The keyboard file contains your shortcut keys. Several predefined keyboard layouts come with the digitalCAT software, including the commands used by other systems. To switch to another keyboard file, press ALT + O to open the window displaying the keyboard files. Choose the file that you would like to use and press ENTER or click OPEN. The file listed in the box should change to reflect your latest selection.

MICROSOFT BOOKSHELF/ENCARTA WORLD DICTIONARY LOCATION
If either Bookshelf or Encarta Word Dictionary is loaded onto your computer, you may use them to find the definitions of words within your transcripts. To enable this feature, you must specify the location of the executable of one of these programs. Press ALT + E to

open the Browse button that will allow you to find the executable to load.

When done setting your options on this screen, be sure to press ENTER or click the OK button to save your changes.  Clicking Cancel or the X in the top right corner will cause all of your changes to be lost.

## Document Options

These options allow you to control how many characters exist per inch on the paper, set the audio file for this transcript, and control the audiOdepo preferences.

To open the Document Options window:
• Press ALT + O to open the Document Options menu. (You may need to press and release the ALT button, then press the letter O if ALT + O is defined in your keyboard file as another command.)
• Press D for Document.

*Document Options*
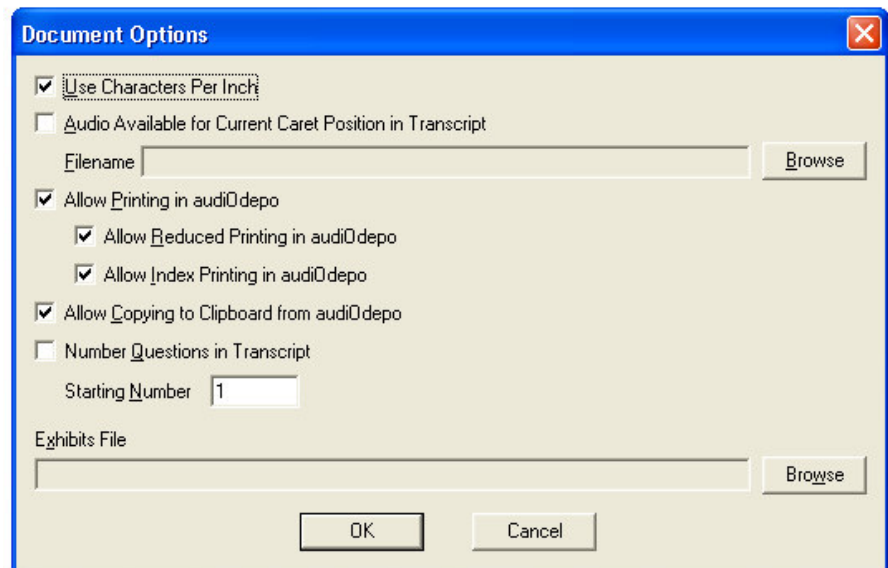
**Document Options**

☑ Use Characters Per Inch
☐ Audio Available for Current Caret Position in Transcript
   Filename [                                          ] Browse
☑ Allow Printing in audiOdepo
   ☑ Allow Reduced Printing in audiOdepo
   ☑ Allow Index Printing in audiOdepo
☑ Allow Copying to Clipboard from audiOdepo
☐ Number Questions in Transcript
   Starting Number [1]
Exhibits File
[                                          ] Browse

   [ OK ]      [ Cancel ]
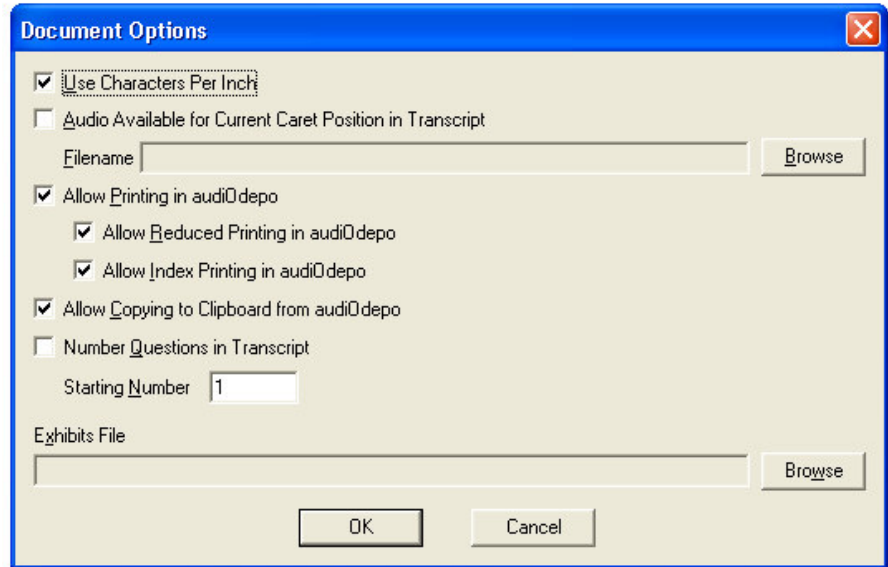
USE CHARACTERS PER INCH:
This feature should be checked.  It sets the number of
characters that exist per inch across on your printed
paper.  This allows you to control how many characters
you have per line.  The default setting is nine.

AUDIO AVAILABLE FOR CURRENT CARET
POSITION IN TRANSCRIPT:
When this option is checked, the audio file listed under it
will be linked to the cursor's position in the transcript.
You must make sure that the correct audio file is linked to
a transcript.  If you need to re-link an audio file, simply
press the letter B or click the Browse button to the right of
this option.  Choose the correct audio file.  Now, when
you attempt to play the audio, it will play from the point
where the cursor is located.

audiOdepo Boxes:
These options are active if you are authorized to create an
audiOdepo in conjunction with digitalCAT.  Please see the
audiOdepo documentation for complete instructions
regarding these settings.

NUMBER QUESTIONS IN TRANSCRIPT:
Check this box if you number the Question paragraphs in
your transcripts.  Make sure to denote the correct starting
number!  If this is the second (or higher) volume, you may
need to adjust this number.

## Editor Options

The Editor Options allow you to control many of the
editing features contained within the  Transcript Editor
program.

To open the Editor Options window:
• Press ALT + O to open the Options menu.  (Please
  note that if ALT + O is already defined in your
  keyboard setup as another command, you may need to
  press and release the ALT key, then press the letter O.)
• Press E for Editor.

*Editor
Options*

**Editor Options**

☐ Break Line on Hyphen     OK
☐ Use Quick Shift for Capitalization     Cancel
☐ Show Line Numbers on Screen
☐ Move to Next Word on Capitalization
☐ Move to Next Word on Punctuation
☐ Move to Next Conflict after Resolving Current Conflict
☐ Skip Punctuation While Moving from Word to Word
☐ Arrow Keys take you out of QuickKey mode
☐ Keep seperate zoom level when steno is shown
☐ Search paragraph for Toggle Alternate Word entries
☐ Make capital letters lowercase when typed in front of
☐ Insert formatting information with include files
☐ Allow S, D, F conflict resolution in quick keys
☐ Allow Delete Stroke to modify transcript contents
Limit real-time commands to 5     lines from bottom (Enter 0 for no limit)
Proofread at 50     Lines Per Minute (Press the spacebar to stop scrolling)
Punctuation Location
○ Before Current Word     ● After Current Word

*Editor
Options*

Editor Options

☐ Break Line on Hyphen

☐ Use Quick Shift for Capitalization

☐ Show Line Numbers on Screen

☐ Move to Next Word on Capitalization

☐ Move to Next Word on Punctuation

☐ Move to Next Conflict after Resolving Current Conflict

☐ Skip Punctuation While Moving from Word to Word

☐ Arrow Keys take you out of QuickKey mode

☐ Keep seperate zoom level when steno is shown

☐ Search paragraph for Toggle Alternate Word entries

☐ Make capital letters lowercase when typed in front of

☐ Insert formatting information with include files

☐ Allow S, D, F conflict resolution in quick keys

☐ Allow Delete Stroke to modify transcript contents

Limit real-time commands to |5| lines from bottom (Enter 0 for no limit)

Proofread at |50| Lines Per Minute (Press the spacebar to stop scrolling)

Punctuation Location
○ Before Current Word     ⦿ After Current Word

[ OK ]  [ Cancel ]

BREAK LINE ON HYPHEN:
This feature is used to define how hyphenated words should be handled in a transcript when there is not enough room to place them at the end of a line.

Having this box checked will tell the program that is okay to separate words when they are hyphenated. The program will place the last half of the word on the next line.

Removing the check will cause the words to stick together. If there is not enough room at the end of a line for both words, then they will both be moved to the beginning of the next line.

Press H to toggle this option.

USE QUICK SHIFT FOR CAPITALIZATION:
Quick Shift is an ingenious feature that allows the shift key to capitalize a single letter, an entire word, or a whole line!

Press Q to toggle this feature.

Once this feature is enabled, you may use Quick Shift as follows:

To capitalize a single letter:  Strike the SHIFT key quickly only once.  The letter the cursor is on will be capitalized.  If it is already capitalized, it will become lowercase. To reverse this, pause then strike the SHIFT key quickly again only once.

To capitalize an entire word:  Strike the SHIFT key quickly twice.  The entire word the cursor is on will be capitalized.  If it is already capitalized, it will become lowercase.  To reverse, pause then strike the SHIFT key two times quickly.

To capitalize a whole line:  Strike the SHIFT key three times quickly.  The line the cursor is on will become capitalized.  If it is already capitalized, it will become lowercase.  To reverse, pause then strike the SHIFT key again three times quickly.

To apply quick shift to multiple items at once, simply highlight the area where you would like quick shift to apply.  For example, if you highlight two words and then quickly tap the SHIFT key twice, both words will become capitalized.

**CAT-TIP**

It is important that the shift key be tapped quickly for this feature to work. If the "Sticky Keys" feature of windows appears, you may safely disable it.  Our technical staff can help you do this.

SHOW LINE NUMBERS ON SCREEN:
This option toggles whether the line numbers are displayed on your computer screen.  This does not alter where or how they print.  If you would like to alter their formatting settings, please see Chapter 7 on page 307.

Press E to add or remove the check mark on this option.

MOVE TO NEXT WORD ON CAPITALIZATION
If this option is enabled, executing a capitalization command will automatically move the cursor to the next word in the transcript.

Press Z to toggle this command.

MOVE TO NEXT WORD ON PUNCTUATION:
If this option is checked, the cursor will automatically move to the next word once a punctuation mark is changed or added.

Press P to toggle this option.

MOVE TO NEXT CONFLICT AFTER RESOLVING CURRENT CONFLICT:
With this option checked, the cursor will automatically find the next conflict after you resolve the current conflict.  This allows you to quickly resolve all of your conflicts.

Press N to turn this option on or off.

SKIP PUNCTUATION WHILE MOVING FROM WORD TO WORD:
If this box is unchecked, the cursor will stop on all words and punctuation marks during editing.  Because of our built-in punctuation intelligence, this may be unnecessary.  To allow the cursor to skip punctuation marks while you are editing, place a check in this box.  Your cursor will

then move from word to word and not stop on punctuation marks. You can still place the cursor on punctuation marks by moving the cursor one character at a time instead of one word at a time. For help on doing this, see Navigation in Chapter 4 on page 106.

Press S to toggle the check mark on this option.

ARROW KEYS TAKE YOU OUT OF QUICKKEY MODE:
If you use our QuickKey mode to edit and would like to exit to Standard mode whenever one of the arrow keys is pressed, place a check in this box.

Press R to control this feature.

*Editor Options*



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**Editor Options**

☐ Break Line on Hyphen                              OK

☐ Use Quick Shift for Capitalization                Cancel

☐ Show Line Numbers on Screen

☐ Move to Next Word on Capitalization

☐ Move to Next Word on Punctuation

☐ Move to Next Conflict after Resolving Current Conflict

☐ Skip Punctuation While Moving from Word to Word

☐ Arrow Keys take you out of QuickKey mode

☐ Keep seperate zoom level when steno is shown

☐ Search paragraph for Toggle Alternate Word entries

☐ Make capital letters lowercase when typed in front of

☐ Insert formatting information with include files

☐ Allow S, D, F conflict resolution in quick keys

☐ Allow Delete Stroke to modify transcript contents

Limit real-time commands to `5` lines from bottom (Enter 0 for no limit)

Proofread at `50` Lines Per Minute (Press the spacebar to stop scrolling)

Punctuation Location
 ◯ Before Current Word     ⦿ After Current Word

KEEP SEPARATE ZOOM LEVEL WHEN
STENO IS SHOWN:
Using this option will allow one zoom level to be used
while the steno is displayed and a different zoom level
when the notes are removed from view.  The program will
automatically switch between the two zoom levels when
the steno notes are toggled.  This allows you to keep a
larger zoom level during the majority of your editing,
which can greatly help to reduce eyestrain.  Having that
same zoom level with the steno displayed may cause the
steno view to overlap some of your text, removing it from
your view, thus slowing down your editing.  This feature
can help to reduce eyestrain as well.


Press W to toggle this feature on or off.

SEARCH PARAGAPH FOR TOGGLE ALTERNATE
WORD ENTRIES:
If this box is blank, then the Toggle Alternate Word
command will work ONLY for the word the cursor is on.
If this box is checked and the Toggle Alternate Word
command is used, the cursor will jump to the next
occurrence of a word included in your Alternate Words
list and toggle that change.

Please note that with this option on, you may need to
manually add some words to your Alternate Words list.
For a more detailed description of the Alternate Word
command and its uses, see Chapter 4, page 157.

To toggle this feature on/off, press T.

MAKE CAPITAL LETTERS LOWERCASE WHEN
TYPED IN FRONT OF:
This option tells the program to make letters lowercase if
you add something in front of that letter.  For example, if
you accidentally drop a word at the beginning of a
sentence, when you insert that word during editing, you
would then have to make the first letter of the next word
lowercase.  This option tells the program to make the
letter lowercase automatically.

To enable or disable this feature, press M.

INSERT FORMATTING INFORMATION
WITH INCLUDE FILES:
Depending upon how you want your include files to be
formatted, you may wish to check this box.  If this option
is turned on, then formatting information, such as bold
and underlined text will be saved with your include files.
Otherwise, the include files will pull their formatting
information from the current template.

Press I to toggle this feature.

ALLOW S, D, F CONFLICT RESOLUTION IN QUICKKEYS:
When the cursor is on a conflict, you can press the letters S, D, or F to resolve that conflict. For example, if the cursor is at the beginning of a conflict, pressing the letter S on the keyboard would choose the first word in that conflict. The letter D would be the second word, and the letter F would be the third. These letters, however, may be defined as a keyboard command in QuickKeys mode. This option will tell the program that you want to use these letters for resolving conflicts when the cursor is at the beginning of a conflict. Please note that if the cursor is located anywhere else or is not on a conflict, the normal command associated with these keys will be executed. Please note that you may also use the numbers 1, 2, and 3 to select the correct word from a transcript.

You may turn this option on or off by pressing C.

ALLOW DELETE STROKE TO MODIFY TRANSCRIPT CONTENTS:
This option should remain checked unless otherwise directed by one of our support technicians. This option allows the delete stroke command, normally the asterisk on the steno keyboard, to pull strokes back into the "buffer" area for deletion. <u>If this option is turned off, words that are dumped from the buffer cannot be deleted.</u> If you do not use the buffer during translation, then translations are automatically dumped into the transcript after a few seconds. This means that after those few seconds, those strokes cannot be deleted.

To enable or disable this feature, you will have to use your arrow keys to give it focus or use your mouse to click it. **Please note that this option should remain checked at all times.**

LIMIT REALTIME COMMANDS TO # LINES
FROM BOTTOM:
This option allows you to limit how far a realtime
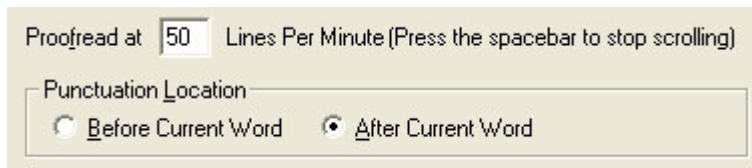command can "search" back for something to act upon.
Some of our realtime commands search backwards for
the items they affect if they are not stroked right after the
item that they can change.  You would not, however, want
that command to search back say a hundred pages and
slow your translation down during that process.  To limit
the range a command can search for an item, place the
limit you would like in this box.  The default value is 20
lines from the bottom.

*Editor*
*Options*



*Editor Options dialog box*

- Break Line on Hyphen
- Use Quick Shift for Capitalization
- Show Line Numbers on Screen
- Move to Next Word on Capitalization
- Move to Next Word on Punctuation
- Move to Next Conflict after Resolving Current Conflict
- Skip Punctuation While Moving from Word to Word
- Arrow Keys take you out of QuickKey mode
- Keep seperate zoom level when steno is shown
- Search paragraph for Toggle Alternate Word entries
- Make capital letters lowercase when typed in front of
- Insert formatting information with include files
- Allow S, D, F conflict resolution in quick keys
- Allow Delete Stroke to modify transcript contents

Limit real-time commands to 5 lines from bottom (Enter 0 for no limit)

Proofread at 50 Lines Per Minute (Press the spacebar to stop scrolling)

Punctuation Location
- Before Current Word    • After Current Word

OK     Cancel

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Proofread at  50    Lines Per Minute (Press the spacebar to stop scrolling)

Punctuation Location
○ Before Current Word     ● After Current Word

PROOFREAD AT # LINES PER MINUTE:
This option allows you to control the speed of the
Proofread feature.  The Proofread function of the
program causes the transcript to scroll down by itself at
the speed set in this box, which allows you to proofread
without having to scroll yourself.  Scrolling is stopped by
pressing the SPACEBAR.

Press F to move the cursor to the Proofread box and
enter the speed at which you would like to proofread.
The default value is 30 lines per minute.

PUNCTUATION LOCATION:
Punctuation can be applied to the word immediately
before the word the cursor is on or immediately after the
word.  It is not necessary to move the cursor to the end of
a word to apply the punctuation.  The location of your
punctuation depends upon your editing preferences.

If the cursor is located within a word, the punctuation will
be added to the end of that word.  Please note that this
intelligence does not apply to numbers.  Pressing a period,
or decimal, while your cursor is within a sequence of
numbers will place the decimal at the cursor position.

Before Current Word:  When the cursor is located at the
beginning of a word, any punctuation mark entered will be
applied to the end of the word immediately preceding the
cursor.

After Current Word:  Choosing this option will cause
punctuation to be placed at the end of the current word.

Press ENTER or click OK to save your changes and close this dialog. Pressing CANCEL or clicking the "X" in the top right corner will cause your changes to be lost.
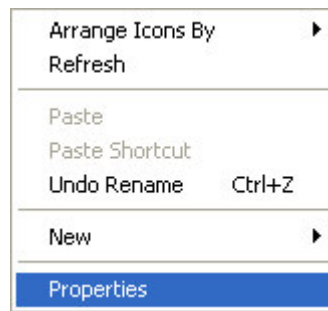
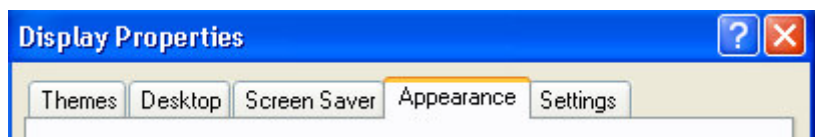# WINDOWS CUSTOMIZATIONS

## INCREASING THE SIZE OF MENUS

Small menus can be rather hard on the eyes. The less eyestrain, the better.
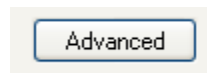
To increase the size of your menu items:
• Right-click on a blank area of your desktop.
• Click PROPERTIES from the menu that appears.



• Click on the APPEARANCE tab.



• If you are using Windows XP, you may need to click the ADVANCED button at the bottom of this screen.

- Select MENU from the ITEM list.
- Increase the font size on the bottom of the screen.
- Press ENTER or click OK when done to accept your settings
- Press ENTER or click OK again to close the Display Properties dialog.  Your menu items should now be larger in all programs.
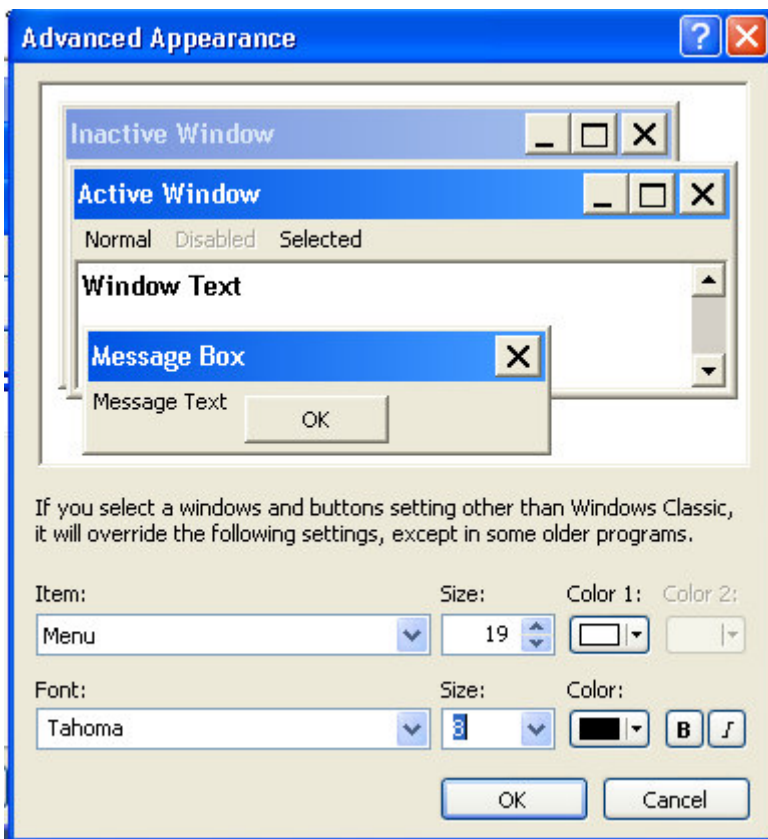


## Making Transcript Editor NOT Start with the Computer

Transcript Editor can automatically start with your computer.  This can be quite handy when writing realtime, as you are merely two keystrokes away from being able to write into a file once the program is open.

To prevent Transcript Editor from starting with your computer:

- Press the START button on the bottom left corner of your Windows screen.
- Place your cursor over PROGRAMS.
- Now place your cursor over STARTUP.
- Right-click the TRANSCRIPT EDITOR listing in this menu.
- Click DELETE.
- When prompted, click DELETE SHORTCUT to confirm that you want to remove this shortcut. Removing it will prevent the program from launching with your computer.

# NOTES

# CHAPTER 3
# TRANSLATING



**Translating steno notes**

# TRANSLATING

One of the tasks that you will be performing often with the software is translation. This chapter covers the aspects of translating your steno notes in digitalCAT.

## TRANSCRIPT EDITOR

Translating is done in the Transcript Editor program. To open this program, double-click the icon on your desktop or follow these steps to open it from your Start menu.

- Click the START button at the bottom of your screen.
- Place your cursor over PROGRAMS.
- Place your cursor over DIGITAL CAT.
- Click on the TRANSCRIPT EDITOR icon.

## STENO SOURCE

The steno source tells the program where your steno notes will come from. Depending upon the choices available for your writer, the notes could be stored on a floppy disk, held in the writer's memory, or they may be streaming directly to the computer as you are writing realtime.

### Brand of Steno Writer Used

digitalCAT is compatible with the vast majority of the steno writers available.

When selecting the brand of steno writer, you may notice several options for the location of the steno notes, depending upon the choices available for your writer.

## To Select Your Steno Writer

- Press ALT + T to open the Translator menu.
- Press T to open the Steno Source window.

*Steno Source window*



- From the keyboard, press the first letter of the name of your steno writer. For example, if you are using a Stentura writer, press S. The various options associated with that writer will appear in the Source window each time you press that letter. You can also use the Arrow keys to scroll through the entire list.
- If you use the Grand Jean writer, place a check in its box. If you do not use the Grand Jean writer, do not check this box.

## Realtime Steno Source

If you will be writing realtime, it will be necessary to designate the correct COM Port.

SELECTING A REALTIME SOURCE:
• With the Steno Source window open, press the first letter of the brand of your writer. Keep pressing that letter until the realtime source appears in the box

SELECTING A COM PORT:
• Press ALT + P to move the cursor to the Port box.
• Use the Up and Down Arrow keys to scroll through the list of COM Ports.

*Steno Source window*



If you are not certain which COM Port the writer is using, please see the section "Determining your COM Port," beginning on page 64 to help you determine this setting.

REALTIME BACKUP:
A simultaneous backup of steno can be created during realtime. This backup will be saved as a digitalCAT steno

**CAT-TIP**

Should you ever need to translate the backup steno file, simply set your steno source to "Digital CAT Steno File." Then go to "Start Translation" under the Translator menu to choose the file you need to translate.

file.  In the unlikely event that you need to translate this
file, you may select "DigitalCAT Steno File" from the
Source box in the Steno Source window.  The default
setting here instructs Transcript Editor to automatically
save a backup of your steno in the Transcript folder.  You
may choose to save an additional copy of your steno in
another location.

To create another Realtime Backup:
• Press ALT + O to mark Other Location.
• Press B to Browse for the location to save the backup.
  Highlight the new location, and then press ENTER to
  save that path.
• Press ENTER or click OK when finished with this
  window to save your selections.

## Disk or Download Steno Source

If the steno notes will be translated from a floppy disk or
from the memory within the machine, you must specify
the correct source in the Steno Source window.  If the
notes will be translated from a floppy disk, you would
select a Disk source.  If the notes are going to come from
the writer's memory, you would select a Download
source.

SELECTING A DISK OR DOWNLOAD SOURCE:
With the Steno Source window open, press the first letter
of the brand of your writer.  Keep pressing that letter until
the appropriate source appears in the box.  Please note
that if you select a DOWNLOAD source, you will also
need to select the correct COM port!   Please see the
section "Determining your COM port" beginning on page
64.

DISK/DOWNLOAD BACKUP:
A backup of the steno notes can be created as the disk or
download is occurring.  digitalCAT's default settings tell

it to automatically create a backup in the Transcripts folder.  You may also choose to save another backup.  To Create another Disk/Download Backup:

- Press ALT + O to mark Other Location.
- Next, press B to Browse for the new file location.  Highlight the folder where the backup should be saved and press ENTER.
- Press ENTER or click OK when finished with this window.  Your settings will then be saved and will appear the next time the Steno Source window is opened.

*Steno Source window*



## Secondary Steno Device

The secondary steno device portion of this dialog allows you to connect another steno device to the CAT software.  This can be useful if two people wish to write on the same transcript, for example on a daily copy.  One reporter can write while the other edits.  They can then alternate, allowing the other to write or edit.

You can set this device exactly as you would the primary steno device. Please see the following section to determine the COM port for this machine.

## Output Text

Before text is sent to the editor window, it will remain in the buffer window for a short period of time. While text is in the buffer window, realtime commands may be used to modify the text, such as changing a number to a date (113003 to 11/30/03), removing a comma from a number to make a Zip Code (54,452 to 54452), placing a hyphen between words (right-hand turn), deleting words, etc.

Text located in the buffer window is not transmitted out to other computers that are connected to your computer until the text is dumped into the editor window.

ONE LINE AT A TIME:
• Press ALT + L to mark One Line at a Time. This option will display text in the buffer. It will remove text from the top of the buffer window one line at a time, and place it in the editor window.

ONE TRANSLATION AT A TIME:
• Press ALT + N to mark One Translation at a Time. This option will display text in the editor window. The buffer window will be disabled.

The Translation Timer, in milliseconds, measures the amount of time that should elapse before the previous translation is transmitted completely to the editor window and to any computers connected to your computer.

# DETERMINING YOUR COM PORT

To quickly determine the correct COM port you are using, you must check the COM number in Device Manager. There are a number of ways to get to device manager. The following method is one of the easier ways.

• Locate the My Computer icon either on your desktop or in your Start Menu. Right-click that icon.



• From the pop-up menu, select Properties.

The next step varies between the different operating systems. If you have Windows 98, you will need to click the "Device Manager" tab at the top of the screen. If you have a more recent version of Windows, such as XP, you will need to click the "Hardware" tab at the top of the screen, then click the "Device Manager" button in the middle of that screen.

*Device Manager*
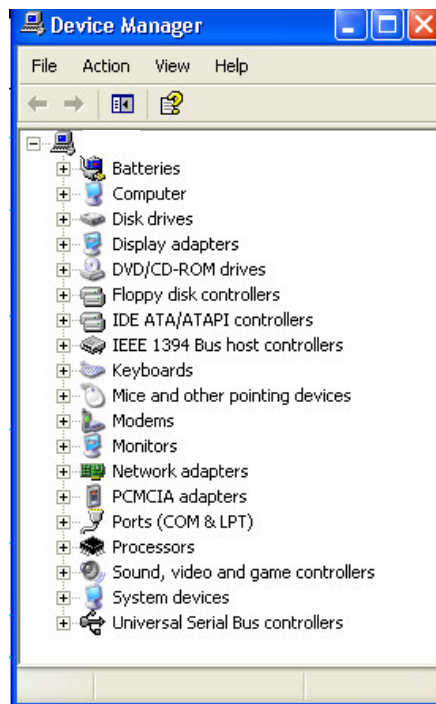
- Click the plus in front of "Ports (COM & LPT)"
- Locate the device you are using.

  If you are using a USB to Serial adapter, you would locate it in the list. It will be followed by a COM number in parenthesis. This is your COM port setting.

  If you are connected through the serial port in the back of your computer, it would be listed as Communications Port followed by a COM number in parenthesis. This would be your COM port setting.
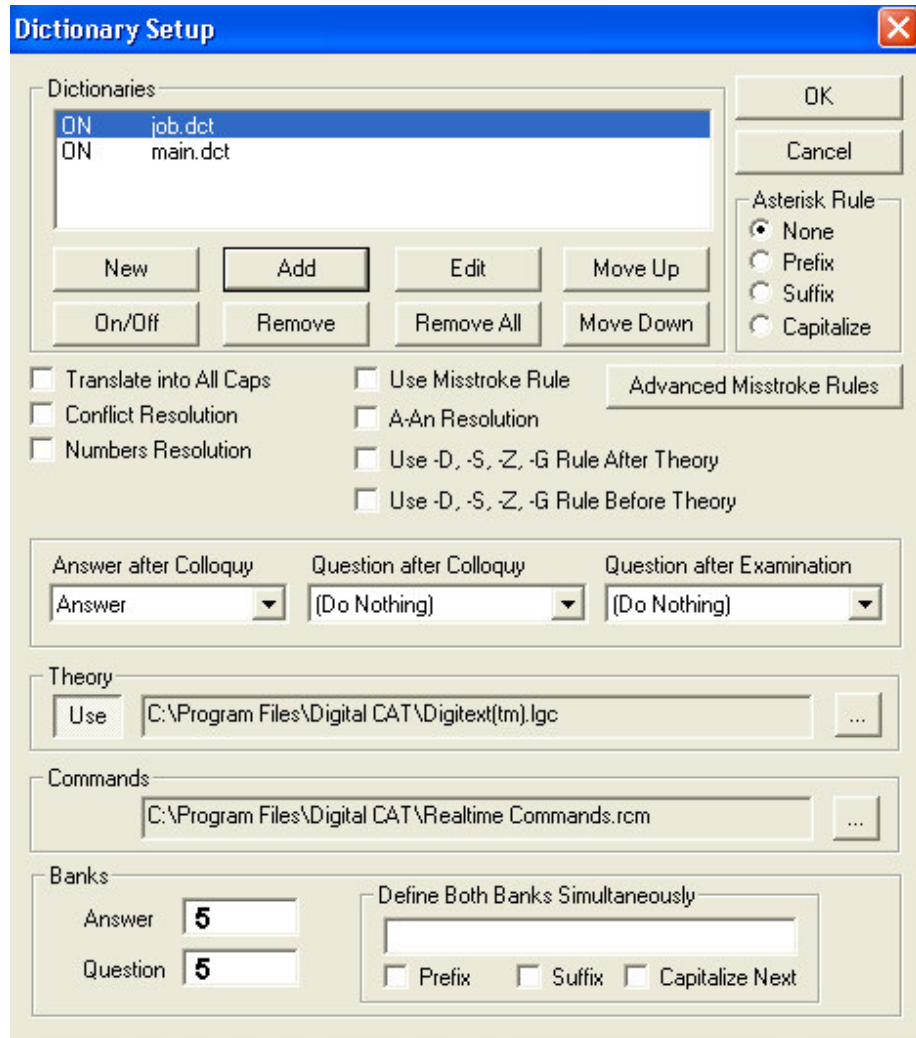
## DICTIONARY SETUP

The Dictionary Setup window contains various options that digitalCAT will use during translation.

From this window the dictionaries to be used during translation are selected, the Artificial Intelligence options are enabled, and the Theory File is selected and activated.

Although you may select various dictionaries for certain jobs, most of the other features in this window will never need to be changed again.

## Opening Dictionary Setup

- Press ALT + T to open the Translator menu.
- Press D to select Dictionaries.  The Dictionary Setup window will open.
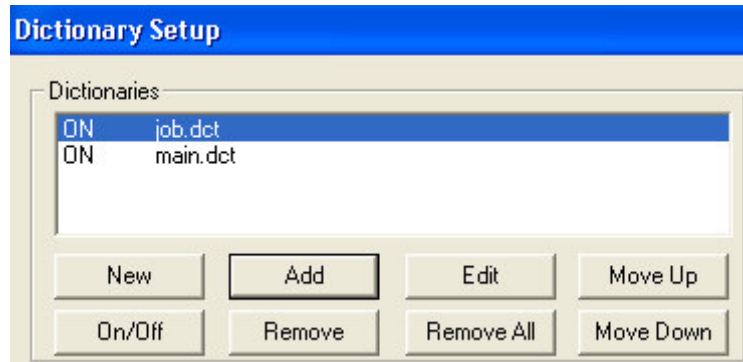
## DICTIONARIES

The Dictionaries box contains the dictionaries that will be used during this translation.  At least one dictionary must be present in order to correctly translate steno notes.
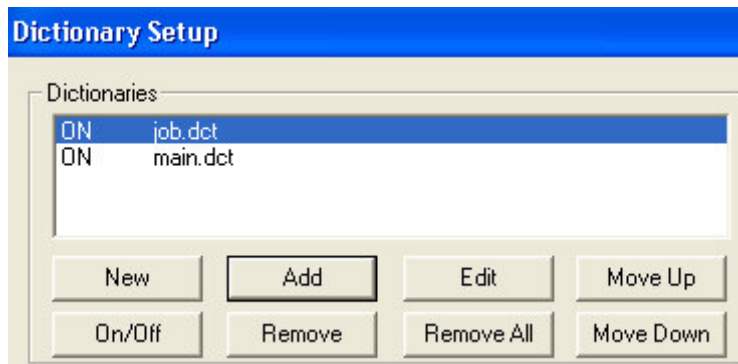
*The Add Dictionary To Translator window*
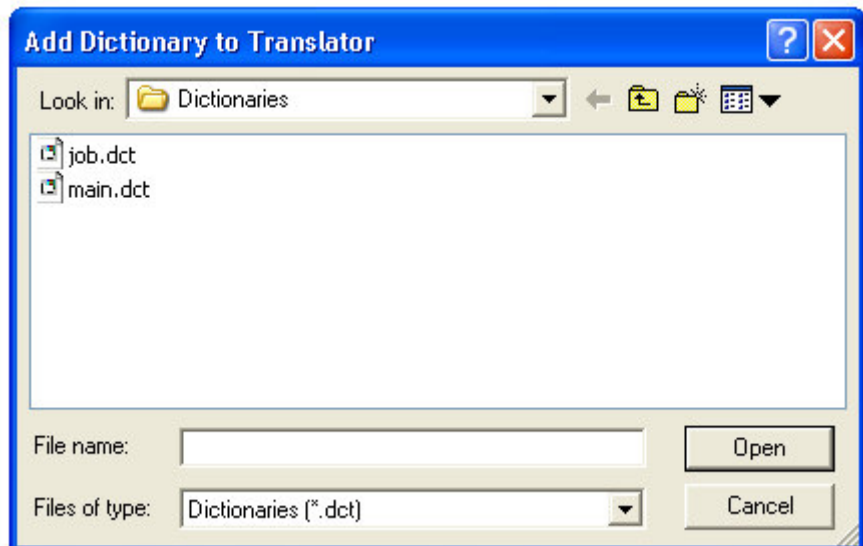
ADDING A DICTIONARY:
Any existing dictionary can be added to the Dictionary Setup window.

*Partial View
of Dictioanry
Setup*

**Dictionary Setup**

Dictionaries
| | |
|---|---|
| ON | job.dct |
| ON | main.dct |

New      Add      Edit      Move Up

On/Off      Remove      Remove All      Move Down

To Add a Dictionary:
- Press ALT + A.  The Add Dictionary to Translator window will open.
- Press SHIFT + TAB to move the cursor up into the window.
- Use the Arrow keys to highlight the dictionary to be added.
- Press ENTER to add the selected dictionary to the Dictionary Setup window.

DICTIONARY ORDER:
digitalCAT will translate each stroke by searching the dictionaries listed in the Dictionary Setup window.  The search begins with the dictionary that is at the top of the list.  To ensure proper translation, *the JOB dictionary must be listed first and the MAIN dictionary must be listed last.*

CHANGING THE DICTIONARY ORDER:
If the dictionaries are not listed in the proper order (JOB dictionary listed first and MAIN dictionary last), they can be rearranged.

To move a dictionary:
- Use the Up or Down Arrow keys to highlight the dictionary to be moved.
- Press ALT + V or click the Move Up button to move the dictionary upwards in the list.
- Press ALT + D or click the Move Down button to move the dictionary down.

**CAT-TIP**

digitalCAT can create a job dictionary for you with each new job.  Refer to "General Options" on page 32.

CREATING A NEW DICTIONARY:
This function will create a new dictionary and place it at the top of the Dictionaries window.

To create a new dictionary:
• Press ALT + N or click the New button. The Save As window will open.
• Type in a name for the new dictionary, then press ENTER.
• The new dictionary will now be listed at the top of the Dictionaries window. Remember that the order dictionaries are in is important. If the dictionary needs to be moved down the list, use the Move Down button or press ALT + D.

REMOVING A DICTIONARY:
This function will remove the highlighted dictionary. Removing a dictionary does NOT delete that dictionary. It merely removes it from the list of dictionaries to translate against.

To remove a dictionary:
• Highlight the dictionary that you would like to remove from the list.
• Press ALT + R or click the Remove button. The dictionary will disappear from the list. If you would like to add the dictionary back at a later time, please see "Adding a Dictionary" in this chapter.

To remove all dictionaries listed:
• Press ALT + M or click the Remove All button. All of the dictionaries listed will disappear. If you would like to add these dictionaries back at a later time, please see "Adding a Dictionary" in this chapter.

**Dictionary Setup**

Dictionaries

| | |
|---|---|
| ON | job.dct |
| ON | main.dct |

| New | Add | Edit | Move Up |
|---|---|---|---|
| On/Off | Remove | Remove All | Move Down |

TURNING DICTIONARIES ON/OFF:

**Important!**
Only dictionaries being used during a translation session
should be listed in the dictionary window.

If a dictionary is removed, it **will not be deleted!** It is
merely *removed* from the list of dictionaries used during
this translation

If a dictionary will not be utilized during the translation
process it should be removed from the list of dictionaries.
Please refer to the section "Removing a Dictionary."

Turning dictionaries on and off is a feature intended to be
used by advanced realtime writers using realtime
commands.

• Use the realtime command to open the Dictionary Setup
  window (OPDZ).
• Highlight the dictionary to turn on/off by using the Up
  or Down Arrow key commands.
• Press the command for ALT + O to turn on or off the
  selected dictionary. The status of the dictionary is
  displayed to the left of its name in the Dictionaries
  window.
• Press the command for ENTER (ENT) to close the
  Dictionary Setup window.

EDITING A DICTIONARY:
A dictionary can be opened and edited from the Dictionary Setup window.

To edit a dictionary:
• Highlight the dictionary to be edited and press ALT + E or click the Edit button.
• The Dictionary Maintenance program will open in a separate window, displaying the contents of the selected dictionary.  For more information and help on using this program, please see the Dictionary Maintenance section in Chapter 6 beginning on page 286.

*Partial View of Dictionary Setup window*

☐ Translate into All Caps    ☐ Use Misstroke Rule    Advanced Misstroke Rules
☐ Conflict Resolution        ☐ A-An Resolution
☐ Numbers Resolution         ☐ Use -D, -S, -Z, -G Rule After Theory
                             ☐ Use -D, -S, -Z, -G Rule Before Theory

## ARTIFICIAL INTELLIGENCE

TRANSLATE INTO ALL CAPS:
This feature will tell all translations to be capitalized, whether the dictionary entries are capitalized or not.  This is useful if all of your transcripts are done in capital letters or if you are closed captioning.

Press ALT + S to mark this option.

NUMBERS RESOLUTION:
This feature will automatically format Social Security numbers, telephone numbers, dollar amounts and standard numbers.

If Numbers Resolution is not used, many of the number formatting commands can be done using realtime commands.  A listing of these commands can be found in Appendix B.

| ☐ Translate into All Caps | ☐ Use Misstroke Rule | Advanced Misstroke Rules |
| --- | --- | --- |
| ☐ Conflict Resolution | ☐ A-An Resolution | |
| ☐ Numbers Resolution | ☐ Use -D, -S, -Z, -G Rule After Theory | |
| | ☐ Use -D, -S, -Z, -G Rule Before Theory | |

**CAT-TIP**

Make Dollars, Make Cents and Make Date are realtime commands that format numbers. Please see the Appendix on Realtime Commands.

When using Numbers Resolution, numbers can be written using the number bar, writing them out, or by combining the number bar and written-out numbers -- the proper formatting will still occur!

It is important to write numbers exactly as they are spoken. Do not add commas, dollar signs, decimal points or parentheses.

If there are dictionary entries that contain numbers (i.e. four hundred defined as 400), they may translate incorrectly. Entries containing numbers should be removed or moved to another dictionary for Numbers Resolution to perform effectively. Please refer to Chapter 6 for help moving dictionary entries from one dictionary to another.

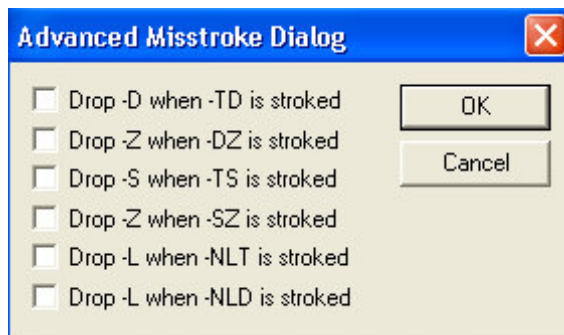USE MISSTROKE RULE
AND ADVANCED MISSTROKE RULES:
If an untranslate is not found in the dictionary but it contains one of the frequently shadowed letters, then that letter will be removed from the outline and digitalCAT will search the dictionary for that outline.

Press ALT + L to mark Use Misstroke Rule.

The misstroke rule allows the program to make common suggestions to strokes when it appears that they could be misstrokes. The Advanced Misstroke Rules button will allow you to customize your rules. You may pick the common misstrokes that you do. Please note that choosing one of the rules under this button will apply to all entries. For example, "Drop -L when -NLT is stroked" will drop the -L from all -NLT strokes. If -NLT is part of

any translation, that stroke may not translate correctly until modified.

**Advanced Misstroke Dialog**

☐ Drop -D when -TD is stroked     OK
☐ Drop -Z when -DZ is stroked
☐ Drop -S when -TS is stroked     Cancel
☐ Drop -Z when -SZ is stroked
☐ Drop -L when -NLT is stroked
☐ Drop -L when -NLD is stroked

WHAT IS THE -D, -S, -Z, -G RULE?
This is a feature designed to help eliminate untranslates. If a stroke containing a final D, S, Z or G cannot be found in the dictionaries listed in the dictionary window, the Translator will remove that letter and search the dictionaries once again for a matching outline.

If the outline now matches a dictionary entry, the Translator will assume the final D, S, Z or G was meant to be a suffix stroke, so it will first translate the word according to the dictionary entry, then add either a final –ed, –s, or –ing to the word and apply the appropriate grammatical rules.

USE -D, -S, -Z, -G RULE BEFORE THEORY:
If this option is marked, the -D, -S, -Z, -G Rule will be applied to untranslates *before* digitalCAT attempts to use the Phonetic Theory File to translate the outline.

Press ALT + Y to check Use -D, -S, -Z, -G Rule Before Theory

USE -D, -S, -Z, -G RULE AFTER THEORY:
This feature will apply the -D, -S, -Z, -G Rule only *after* digitalCAT refers to the Phonetic Theory File to translate the steno stroke into English. If it is unsuccessful in finding a translation, then it will apply the -D, -S, -Z, -G Rule to the outline.

Press ALT + G to check Use -D, -S, -Z, -G Rule After Theory.

A-AN RESOLUTION
If you write "A" and "An" the same way, this feature will automatically change "A" to "An" where appropriate.

The steno outline for "A" and "An" must be defined as a conflict in your dictionary in order for digitalCAT to select the correct word.  Please see the "Edit Conflict" section of Chapter 6 for further help in defining a dictionary entry as a conflict.

Although the dictionary entry will be defined as a conflict, the appropriate selection will appear in the transcript.  It will *not* appear as a conflict.

Press ALT + A to check A-An Resolution.
Another option for handling A/An/And is to create an Alternate Word entry for the text.  Whenever the incorrect text appears in the transcript, move the cursor to the text and use the Toggle Alternate Words command to toggle through the text options.

*Asterisk Rule*
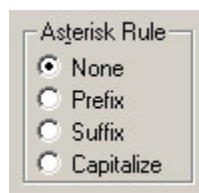
ASTERISK RULE:
This feature was initially designed for those using Digitext/ Fon'iks.  However, you can use the asterisk (*) within a steno outline to indicate a prefix, suffix or initial capitalization.  Mark the asterisk rule that should be applied to your steno outlines in the Asterisk Rule box *and* set the rule in the Theory File (see Chapter 11).

• Press ALT + T to move the cursor to the Asterisk Rules

- Use the Up and Down Arrow keys to move the bullet.
- Leave the bullet in front of the rule that is applicable to your writing style.

If "None" is selected, then every outline that contains an asterisk should be defined as a dictionary entry.

*Theory Selection*

```
┌─ Theory ──────────────────────────────────────────┐
│  ┌─────┐  ┌──────────────────────────────────┐  ┌─────┐ │
│  │ Use │  │ D:\Programs\Digital CAT\Digitext(tm).lgc │  │ ... │ │
│  └─────┘  └──────────────────────────────────┘  └─────┘ │
└───────────────────────────────────────────────────┘
```
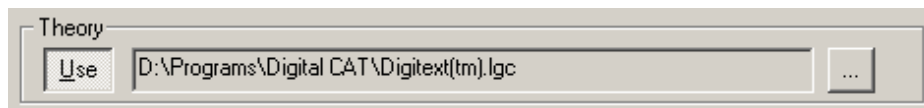
PHONETIC THEORY:
By utilizing a theory file, any outlines not defined in an active dictionary will still be translated into English based upon the way you write steno. digitalCAT will first look through the active dictionaries to find a translation; if unsuccessful, it will search the theory file to determine how the steno should be phonetically translated. For more information and help customizing your theory file, please see Chapter 11, beginning on page 415.

ACTIVATING THE THEORY FILE:
In order to use the theory file, it must be turned on.
- Locate the Theory box, approximately halfway down the Dictionary Setup window.
- Press ALT + U to turn on or off the use of the theory file. When the USE button appears pushed in and a lighter color, the theory file is "turned on," or enabled.

SELECTING A THEORY FILE:
There are a number of theory files included with digitalCAT. Select the file that represents the theory style you learned. Modifications can be made to the theory file so it reflects your current style of writing.
See Chapter 11.
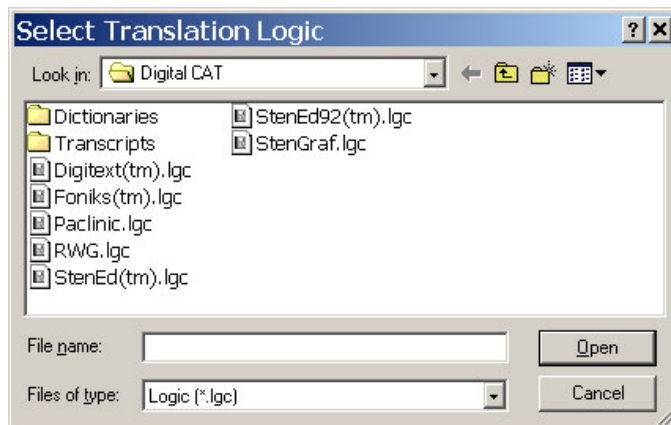
To select the file that best suits your writing style:
• Press the TAB key until the ellipsis button on the far
  right of the Theory box is highlighted.
• Press Enter to open the Select Translation Logic
  window.
• Press SHIFT + TAB to move the cursor to the list of
  files.
• Use the Up and Down Arrow keys to highlight the name
  of the logic (theory) file that matches your steno theory.
• Press ENTER to save your choice and have it placed in
  the Theory box in the Dictionary Setup window.

*Command box
from the
Dictionary
Setup window*
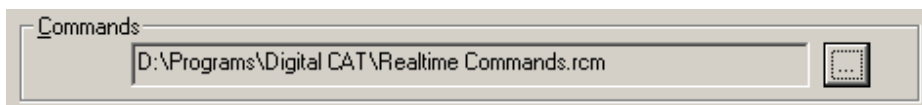
COMMANDS:
This box contains the path to the file containing the
Realtime Commands.

This feature was designed to allow different realtime
commands to be used when more than one person uses
the same computer.  With the newer versions of
digitalCAT, we prefer that realtime commands be entered
as dictionary entries instead.

BANKS:
"Banks" refers to the left and right banks on the steno writer.

QUESTON/ANSWER:
This feature can automatically determine whether an outline should be a Q or A symbol.  By using this feature, it is not necessary to define multiple misstroke outlines for the Q and A designations in a dictionary.

The numbers in the boxes following "Question" and "Answer" represent the minimum number of steno keys struck on the left or right bank at one time.  If an outline contains the minimum number of keystrokes *and* does not have a corresponding dictionary entry, it will be translated into a Q or A symbol and the appropriate paragraph style will begin.

*Banks box from the Dictionary Setup window*



DEFINE BOTH BANKS SIMULTANEOUSLY:
An entry can be placed in this box (for example, {C}THE COURT:^ ), so whenever both banks are struck and the outline is not found in the dictionary, the assigned text will be placed in the transcript in a new paragraph.

Place a check mark in the boxes below it to make the entry:
• a prefix (meaning no extra spaces added before the next word),

- a suffix (no spaces between this word and the one before it),
- or to capitalize the next word.

*Note:* More than one of these options can be checked.

*Paragraphs After Colloquy*

| Answer after Colloquy | Question after Colloquy | Question after Examination |
|---|---|---|
| Answer ▼ | (Do Nothing) ▼ | (Do Nothing) ▼ |

PARAGRAPHS AFTER COLLOQUY:
During translation this function changes the *first* Answer after colloquy to one of the listed options. You can use the Answer bank while writing, yet have the proper identification, such as THE WITNESS, appear after a colloquy paragraph.

Press ALT + Y to highlight the Answer after Colloquy box. Use the UP and DOWN ARROW keys to select the correct designation for an Answer bank after colloquy.

You can also designate the appearance of a Question bank written after a colloquy. This setting can automatically generate your BY lines or BY inserts for you.

Press ALT + L to highlight the Question after Colloquy box. Again, use the UP and DOWN arrow keys to select the correct appearance of a Question after a Colloquy. You may repeat this process for a Question after the word Examination by pressing ALT + X and choosing the correct designation.

When you are finished making changes to the Add Entry window, press ALT + K or ENTER to save the changes and return to the open transcript. Please note that pressing CANCEL or clicking the X in the top right corner will close the window WITHOUT saving your changes.

# STARTING AND STOPPING TRANSLATION

To begin translating into a transcript:
- Press ALT + T to open the Translator menu.
- Start Translation is already highlighted.  Press ENTER or the letter S to begin translating.

*Translator Menu*
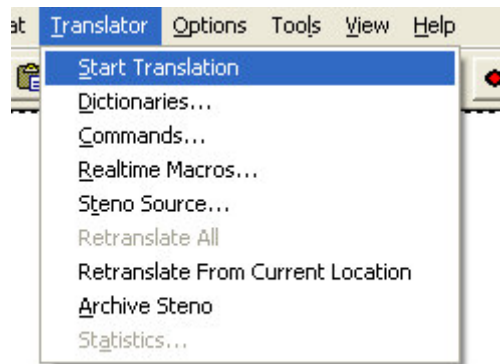


- If your steno source is set to translate realtime, a Save As dialog will appear.  If you are translating from a floppy disk or downloading, the program will ask you which files you wish to translate, then display the Save As dialog.

*Select Steno File*
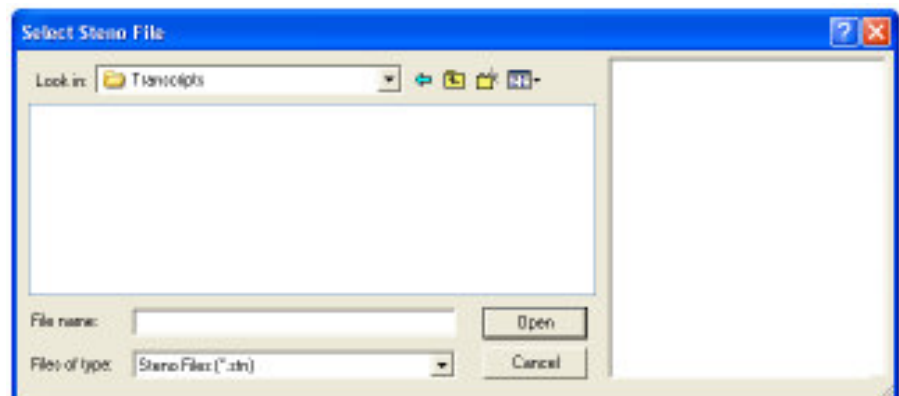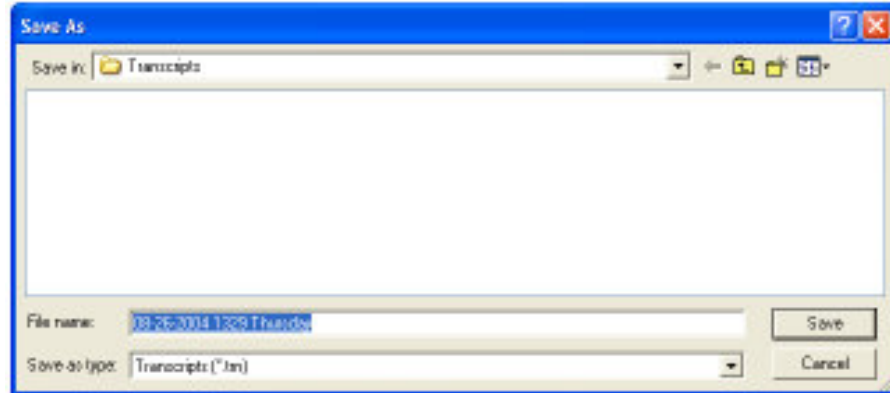
The Save As dialog will prompt you to save the Transcript.

- To use the default date-time name displayed in the File Name box, just press ENTER.
- To add more information to the end of the default date-time name, hit the Right Arrow key. The highlight will disappear leaving a blinking cursor at the end of the name. Add whatever description you would like. DO NOT USE PERIODS IN THE NAME! Press ENTER or click the Save button to save the transcript under this new name.

If you are translating from a disk or download, translation will begin immediately after saving the name. The program will display the translated text and steno outlines on your screen.

If you are translating realtime, you may begin writing on your machine. Strokes and translations will appear as you write them.

To stop realtime translation:
- Press ALT + T to open the Translator menu. Stop Translation will be highlighted.
- Press ENTER or the letter S to stop translating.

After translation is complete or has been stopped, the Translator Statistics window will appear, showing you the total number of strokes, the number untranslated, and the untranslate percentage.

*Translator Statistics*

**Translator Statistics**

| | |
|---|---|
| Untranslated Strokes | 1 |
| Total Strokes | 61 |
| Untranslated % | 1.6 |

OK
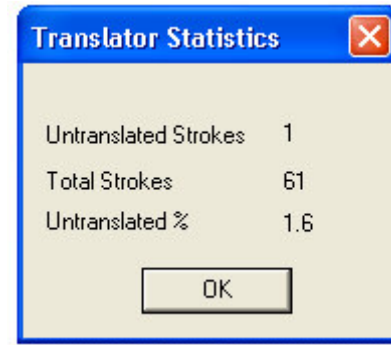
# APPENDING TO A REALTIME FILE

After a realtime session has been stopped, you may begin the session again and continue writing realtime.

- Open the transcript that will have the additional realtime information added.
- Press ALT + T then ENTER to start the translation process again.
- Begin writing.

The transcript will have a continuous steno and audio file. It will not be evident where the file was stopped and started again, except by the gap in time as noted by the time stamps.

A transcript may have additional realtime appended to it at any time.

# RETRANSLATING

Should it ever become necessary to retranslate a file, you may do so. You may retranslate the entire file, or retranslate from a specific point on.

To retranslate an entire file:
• Press ALT + T to open the Translator menu.
• Use the arrow keys to highlight "Retranslate All"
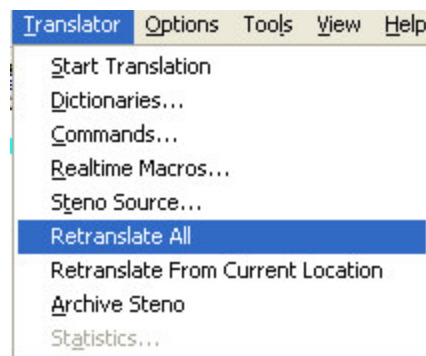


• A message will appear asking if you are sure you wish to retranslate. If you are sure, press ENTER or click Yes.
• After retranslating, the software will prompt you with a Save As dialog. If you choose to give the file a new name here, the original file (before retranslating) will remain intact as the original name. If you choose to overwrite the original name with this file, simply press ENTER.

To retranslate from a specific point:
• Place the cursor at the point you would like to begin retranslating.
• Press ALT + T to open the Translator menu.
• Use the arrow keys to highlight "Retranslate from Current Location."
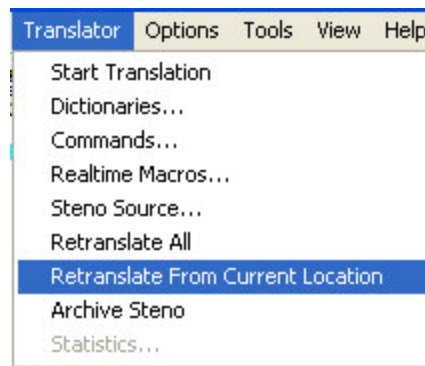
- A message will appear asking if you are sure you wish to retranslate.  If you are sure, press ENTER or click Yes.
- After retranslating, the software will prompt you with a Save As dialog.  If you choose to give the file a new name here, the original file (before retranslating) will remain intact as the original name.  If you choose to overwrite the original name with this file, simply press ENTER.

## AUDIO READBACK

The newer versions of digitalCAT software allow you to play back audio during realtime without stopping the recording.  This allows you to play the audio when asked to read back without stopping, thus without forgetting to restart recording!

To play the audio file during realtime:
- Place the cursor at the point where you would like to begin listening to the audio.
- Hit your Play command, or press ALT + L to open the Tools menu.  Then press O for SoundSync.  Then P for Play.

# CATNIP

CATnip is a built-in feature of digitalCAT that allows you to write into any program that can accept text input.  You can write letters, emails or any other text document right from your machine!

To connect CATnip to another program to accept your realtime feed, you must have your writer connected to your computer.  You must also begin a realtime translation in Transcript Editor.  Once these steps are done:

• Open the program that you would like to write into
• Go back to Transcript Editor.
• Press ALT + L to open the Tools menu.
• Press S to Start CATnip Session.
•
  Go back to your other program and begin writing.
  Your translations will appear in this program.

To adjust the options for CATnip:
• Press ALT + O to open the Options menu.  (Please note that if ALT + O is defined as a keyboard command, you may need to press and release the ALT key, then press the letter O.)
• Press the letter A to select CATnip.
• The CATnip Properties dialog will appear.
• In this dialog, you may set the appearance of certain paragraphing symbols to be transmitted to the other program.  A "less-than" symbol (<) means a return.  A "greater-than" symbol (>) indicates a tab.
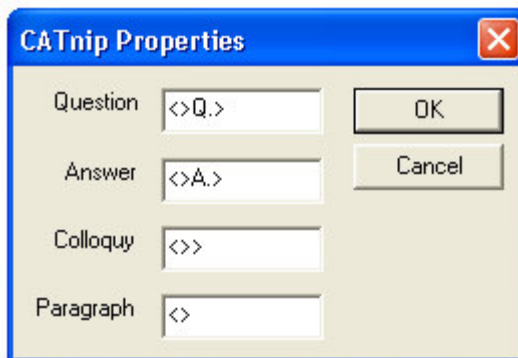
*CATnip Properties*

# CIC

digitalCAT's CIC features allow you to connect your realtime translation feed to other computers, such as an attorney's computer. Before you can transmit out, however, you will need to set your CIC options.

To access the CIC Setup window:
- Press ALT + O to open the Options menu. (You may have to press and release the ALT key before pressing the letter O if ALT + O is defined as a keyboard command in your keyboard file.)
- Press C for CIC. The CIC Setup window will appear.

*CIC Setup Dialog*



From this window, you can adjust the transmission settings for the CIC feature. A description of these settings follows.

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## PORT PARAMETERS

PORT:
The first port parameter allows you to transmit your
realtime feed out to another computer. This is the
primary port used for transmission. You must set the
Port value to the correct COM port number that will be
transmitting OUT to the other computer.

BAUD RATE:
This must be set to the baud rate of the realtime receive
software. This value is almost always 2400.

## SECONDARY PORT

PORT:
This is the second port that allows you to transmit your
realtime feed to another computer. If you need to use a
second port on your computer to transmit out to another
computer, you may use this feature. Set this Port value to
the COM port that will be used to transmit the second
realtime feed. Please note that if you have a multi-line
transmission hook-up, you do not need to transmit over
multiple ports. To enable transmission across this
secondary port, you MUST check the box labeled
"Transmit over both ports."

BAUD RATE:
Again, this must be set to the baud rate setting of the second realtime receive software.

## PAGE FORMAT

TAB SPACE:
This box indicates the number of spaces generated by the CIC software from a tab present in your dictionary entry.

MAXIMUM MARKINGS:
This indicates the maximum number of markings or annotations allowed in a session.

*Partial View of the CIC Setup Dialog*



## CIC OPTIONS

TIME STAMP:
If checked, time stamping will occur within the CIC software.

AUTO FLUSH:
With this option checked, the translation field will be flushed each time data is transmitted.

PASSWORD PROTECT:
This item is to be used with "Save CIC receive file." When this option is checked, the reporter must provide a password in order to save the session to the hard drive.

SAVE CIC RECEIVE FILE:
If checked, the CIC software can save a copy of the
session to the hard drive.  Even though you may provide
a name for the session in the text box to the right of this
option, the CIC software may allow the user to change
the name.

**TRANSCRIPT BUFFER**

BUFFER LAST # LINES OF TRANSCRIPT:
This setting will "hold back," or buffer, a number of lines
of the transcript.  You may specify the number in the box.
This allows the reporter a small window of time to make
corrections, such as asterisk deletions, before the
software transmits the translations to the CIC software.
In rare instances, a small buffer number may be needed to
allow certain formatting information to be passed to the
CIC software.  The default value for this box is zero.

OUTPUT BUFFERED LINES IF NO STROKES
ARE RECEIVED WITHIN # MILLISECONDS
This setting will tell the program to release any text that
may be held within the transcript buffer if no strokes are
written with the specified time limit.  This will allow
writing followed by a pause or break to be transmitted to
the CIC software without waiting on further strokes to
push them out of the buffer.

NOTE:  A value of zero disables this feature.

Press ENTER or click OK when finished to save your settings and close this dialog.

# STARTING AND STOPPING CIC TRANSMISSION

To transmit realtime feed from your computer, you must first be translating realtime. Once you have a realtime translation started, the following instructions will show you how to begin transmitting your realtime feed to the computers connected to yours.

- First, make sure that you are in a realtime session.
- Make sure that all realtime cables, including those connected to the other computers are connected securely.
- Make sure that the other computers are ready to receive your realtime transmission and that they are set up correctly.
- Press ALT + L to open the Tools menu.
- Press the letter I for CIC.
- Press ENTER or the letter S for Start Session.
- Two chevrons should appear in the bottom left corner of your screen. If you go back to Tools->CIC, there should be a check beside of Transmitting. If you see these chevrons and the check beside of transmitting, then your software is transmitting.



## CAT-TIP

CIC software settings ask which software it will be receiving. You may notice that digitalCAT is not on the list. That is because we use an ASCII standard. For CaseView, set it to receive "Other Software." Set all other realtime receive software to receive "CaseView."

*Chevrons and Check Mark indicating the program is transmitting*

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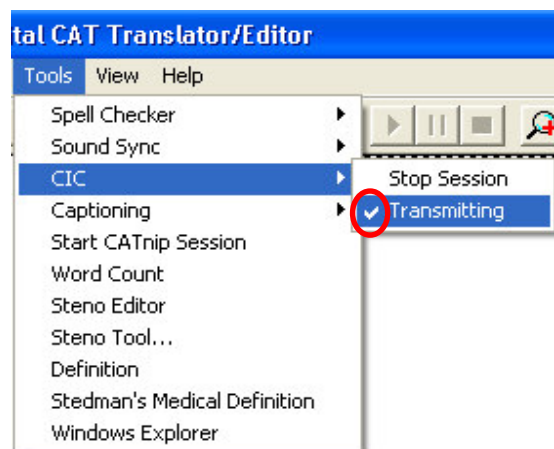
To stop CIC transmission:
• Press ALT + L to open the Tools menu.
• Press I for CIC.
• Press ENTER or the letter S for Stop Transmitting.
  (This does not stop your realtime session.)

# TRANSLATING WITH NEW SESSION

If you use a variety of templates, dictionaries, or change settings often, you may wish to start a translation using the New Session feature.

New Session allows you to set your steno source, choose the dictionaries to translate against, and select the formatting template that you would like to have applied to this document.  Please see Chapter 7, Formatting, for information on templates.

To start translation through New Session:
• Press ALT + F to open the File menu.
• Press W for New Session.
• The Steno Source dialog will appear.  Please refer to that section of this chapter for more information.
• After Steno Source, the Dictionary Setup screen will appear.  Choose the dictionaries you wish to use for this job.  Please see the Dictionary Setup section of this chapter for more information.
• Finally, an Open dialog will ask which template you would like to use.  This dialog will ONLY appear if you have multiple templates on your system!
• You will then be presented with a Save As dialog to name your transcript.  From this point, translation will continue as described earlier in this chapter.

# NOTES

# CHAPTER 4
# EDITING

**Editing your transcripts**

# EDITING

Stenovations has incorporated hundreds of powerful editing features into digitalCAT that are designed to make the job of transcript production simple and fast.

## OPENING A TRANSCRIPT FILE TO EDIT

To open a transcript that has already been created:
- Press ALT + F to open the File Menu.
- If the transcript you wish to open has been used recently, it will be listed at the very bottom of the menu in the "Recent Files" section.  If the file is listed here, press the number that appears before the file, such as 1, 2, 3 or 4.  Doing this will open the file.  You may skip the rest of these instructions.  If the transcript is not listed at the bottom of the menu, please continue through these steps.
- Press O for Open.  The Open File dialog will appear.

*Open Dialog*
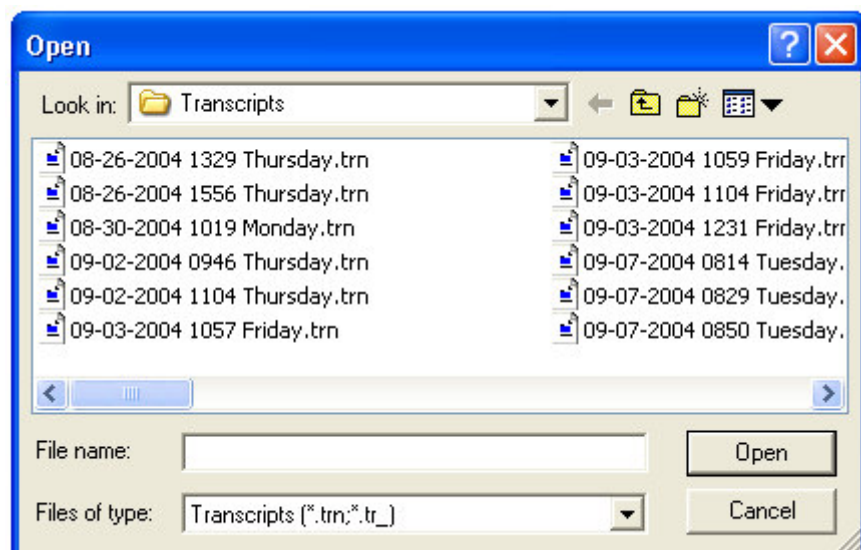
- Press SHIFT + TAB to move focus to the list of files.
- Use the arrow keys to highlight the name of the transcript to be opened.
- Once the correct transcript is highlighted, press ENTER to open it.
- If the transcript has already been opened before, it will reopen to the location the cursor was located when the file was closed. This will allow you to resume editing where you last left off.

## VIEWING FILE DETAILS

The Open dialog may not show you all that you wish to see about the file. Choosing to see the file details can show you information like the date the file was created or modified as well as the size.

To view the details of the files:
- With the Open dialog displayed, press the View Menu icon located to the right of the window.
- From the drop-down menu that appears, press D for Details.
- The details of each file will now be listed in the Open window, including the date the file was last modified, its size, and the type of file.
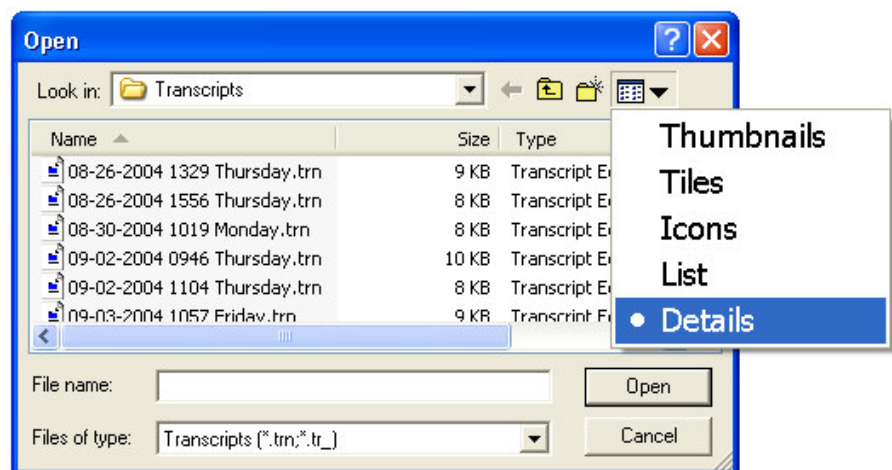
# STANDARD KEYS AND QUICKKEYS

Editing commands are grouped into two categories: Standard Keys and QuickKeys. Editing commands can be assigned into either of these groups.

Standard Key mode is the normal typing and editing mode. Because of this, most keys pressed on the keyboard will actually type words. Standard Key commands are key combinations that execute commands as opposed to typing text. Because these keys are pressed in the normal typing mode, they must be pressed in conjunction with the CTRL, ALT, or SPACEBAR to execute the command. You can also press the keys with the SHIFT key so long as the CTRL, ALT, or SPACEBAR is also included. This means that CTRL + S can execute one command, and CTRL + SHIFT + S can execute an entirely different command. Please note that some commands in this mode can be executed with a single key, such as pressing the DELETE key.

QuickKey mode is the quick editing mode. QuickKeys perform the same functions as do Standard Keys, but with a single key press, or a single key in conjunction with the SHIFT key. To use QuickKeys, one MUST be in QuickKey mode. The slash ( / ) is the default key used to enter and exit this mode. When the cursor is the traditional, vertical bar ( | ), the keyboard functions normally, and you can use the Standard Key Commands. If the cursor becomes a square, black box ( █ ), QuickKey mode is active.

Once QuickKeys are active, the keyboard no longer performs as a normal keyboard, entering text one letter at a time; instead, the keys actuate editing commands. Please note that Standard Key commands will work in QuickKey mode, but QuickKey commands will NOT work in Standard Key mode.

## Turning On/Off QuickKeys

QuickKeys mode can be entered and exited using an editing command called QuickKeys Toggle. digitalCAT comes with this command predefined in both the Standard Key Commands and QuickKeys as the forward slash ( / ) key. Remember, this command can be redefined.

If you do not wish to use QuickKeys at all, you may wish to delete the "QuickKeys Toggle" command from the Standard Key commands list so it is not accidentally switched on. The command can be redefined at a later time if you then wish to begin using QuickKeys. Please see the "Deleting a Command" section later in this chapter.

QUICKKEYS TOGGLE:
Standard Key Command: /?
QuickKey Command: / ? --or-- A

If the forward slash key ( / ) will take you in and out of the QuickKeys mode, how is it possible to enter a slash into the transcript you are editing?

One way is to press CTRL + / . A more efficient way is to select (highlight) the words that require a slash between them. Once they have been highlighted, press the forward slash key (/?). The slash will be inserted and the space between the words will be deleted.

# OPTIONS KEYBOARD

digitalCAT software allows you to customize your keyboard setup. By doing this, you can use commands you are already familiar with to edit a transcript. You can even set your commands to mimic those that you may have learned while using another CAT system.

To see your current keyboard configuration:
- Press and release the ALT key to place focus on the menus.
- Press the letter O to open the Options menu.
- Press ENTER on the Keyboard selection. The Keyboard Setup dialog will appear.

*Keyboard Setup*

| Keyboard Setup | |
|---|---|
| Standard Key Commands | Quick Keys | Quick Type |

**Current Key Commands**

| | |
|---|---|
| Add/Change Word Ending | Ctrl + E |
| Add/Change Word Ending | Space + W |
| Add/Edit Alternate Words | Alt + Ctrl + X |
| Apply Template | Alt + Ctrl + T |
| Bookmark Add | Alt + F5 |
| Bookmark Find Next | Shift + F5 |
| Bookmark Find Previous | F5 |
| Bookmarks View | Alt + Ctrl + F5 |
| Capitalize Current Letter | F6 |
| Capitalize First Letter | F7 |
| Capitalize Whole Line | F8 |
| Capitalize Whole Word | Shift + F6 |
| Capitalize Whole Word | Shift + F7 |
| Caret Document Beginning | Ctrl + Page Up |
| Caret Document End | Ctrl + Page Down |
| Caret Down | Arrow Down |

Print    Add    Delete    Macros

☐ Use Space    Spacebar Delay [3]

OK    Cancel

## THE TABS

The Keyboard Setup dialog is divided into three tabs: Standard Keys, QuickKeys, and Quick Type. Select the tab that you would like to see by clicking on it with the

mouse. The currently selected tab will appear as if it is in front of the other tabs. The tab that appears closest to you is the currently active tab. You can also toggle the active tab by pressing CTRL + TAB.

To find a specific command, simply start typing that command. The list of commands will automatically scroll to attempt to find the command that you are typing.

## PRINTING THE CURRENTLY DEFINED COMMANDS

Once the Keyboard Setup dialog is open, you may print the list of currently defined commands. Take note of the tabs across the top of the dialog. If you wish to print the Standard Key commands, make sure that tab is selected, or in front. If you would like to print the QuickKey commands, make sure that tab selected, or in front. Once you have selected the tab you would like to print, press ALT + P or click the Print button to send the list of commands to your printer.

## ADDING A COMMAND

The Standard Key tab lists all of the currently defined Standard Key commands. From this tab, you can print the list, add a new command, or delete a command. You can also specify whether you would like to use the SPACEBAR to execute commands.

The QuickKey tab lists all of the currently defined QuickKey commands. From this tab, you can print the list, add a new command, or delete a command.

*Keyboard*
*Setup*
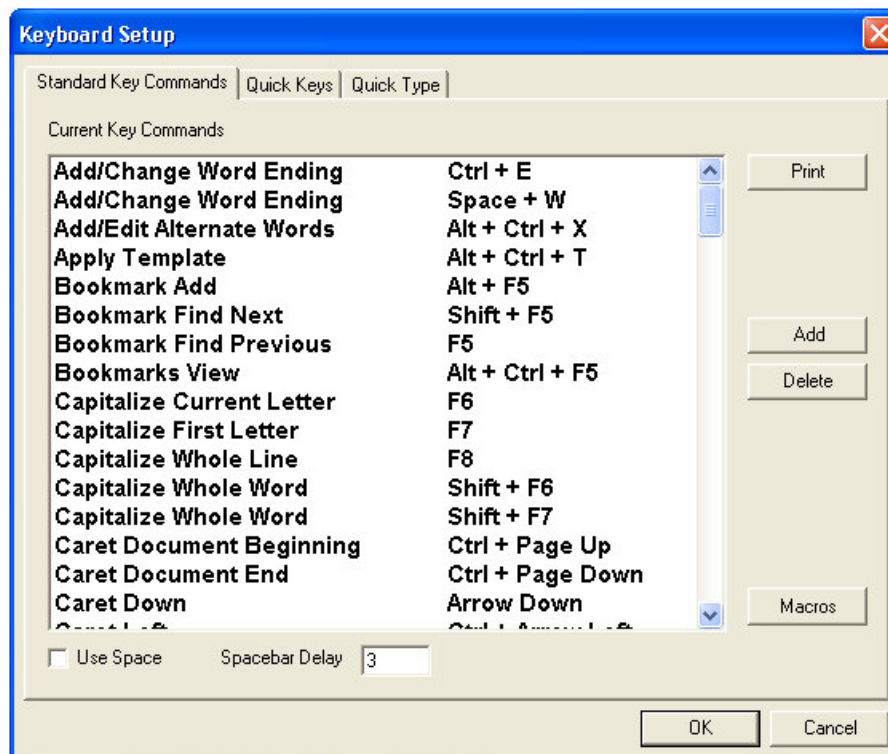


To enable SPACEBAR commands:
- Make sure the Standard Key tab is active. If it is not, press CTRL + TAB until it becomes the active tab.
- Press ALT + U to check the Use Space box.
- Press TAB to move the cursor to the Spacebar delay box. The number in this box is the number of seconds the SPACEBAR can be held before it begins to repeat. The default number is three.

To add a Standard Key command:
- Make sure the Standard Key tab is active. If it isn't, press CTRL + TAB until it becomes the active tab.
- Press ALT + A or click the Add button to add a new command. The "Add Keyboard Command" dialog will be displayed.
- If you know which command you wish to add, simply begin typing the name of that command. The list will scroll down to match the letters that you type. You can also use the PAGE UP, PAGE DOWN, and ARROW KEYS to move through the list.

Note that some keyboard keys do not require these combination keys to execute their function, such as the DELETE key.

Do NOT attempt to redefine Windows commands, such as ALT + F4 or ALT + TAB. These commands are controlled by Windows and should not be redefined.

- Once the command that you wish to define is highlighted, press the TAB key or ALT + Y to place the cursor in the Keys box.
- Press the key that you wish to associate with this command, or use the PAGE UP, PAGE DOWN, and ARROW KEYS to highlight the keyboard key you wish to use to execute this command.
- Select either CTRL, ALT, or SPACE (or a combination) to be used with the keyboard key to execute this command.
  Press ALT + H to mark the SHIFT box.
  Press ALT + T to mark the CTRL box.
  Press ALT + L to mark the ALT box.
  Press ALT + S to mark the Space box.
- Press ENTER or click the OK button to add this command and key combination to the list of active Standard Key commands.

To add a QuickKey command:
- Make sure the QuickKey tab is the active tab. If it isn't press CTRL + TAB until it becomes the active tab.
- Press ALT + A or click the Add button to add a new command. The "Add Keyboard Command" dialog will be displayed.
- If you know which command you wish to add, simply begin typing the name of that command. The list will scroll down to match the letters that you type. You can also use the PAGE UP, PAGE DOWN, and ARROW KEYS to move through the list.
- Once the command that you wish to define is highlighted, press the TAB key or ALT + Y to place the cursor in the Keys box.
- Press the key that you wish to associate with this command, or use the PAGE UP, PAGE DOWN, and ARROW KEYS to highlight the keyboard key you wish to use to execute this command.

**CAT-TIP**

The special function keys, like F1, ESC, etc. MUST be defined as Standard Key Commands to work properly.

- If you wish to use the SHIFT key with the keyboard key to execute this command, press ALT + H to mark the box.
- Press ENTER or click the OK button to add this command and key combination to the list of active Standard Key commands.

## KEY COMBINATION IN USE

If the key combination you have selected is already defined as a command, the "Key combination in use" dialog will be displayed.
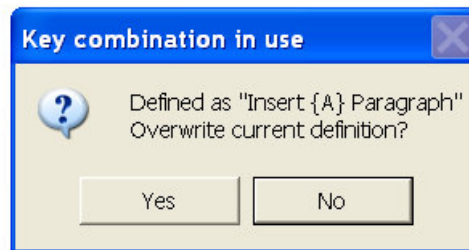


- Press Y to overwrite the existing command with the one you have just made.
- Press N to keep the current command and return to the Add Keyboard Command dialog to select a new key combination.

## DELETING A COMMAND

When an active command is deleted, it will be deactivated and removed from the list of active commands.  It can always be added back to the list at a later time if you should ever decide you wish to use that command. Please note that when you delete a command, there will NOT be a confirmation dialog asking if you are sure.

To delete a command:
- Highlight the command that you wish to delete.
- Press ALT + D or click the Delete button to delete the highlighted command.

## QUICK TYPE
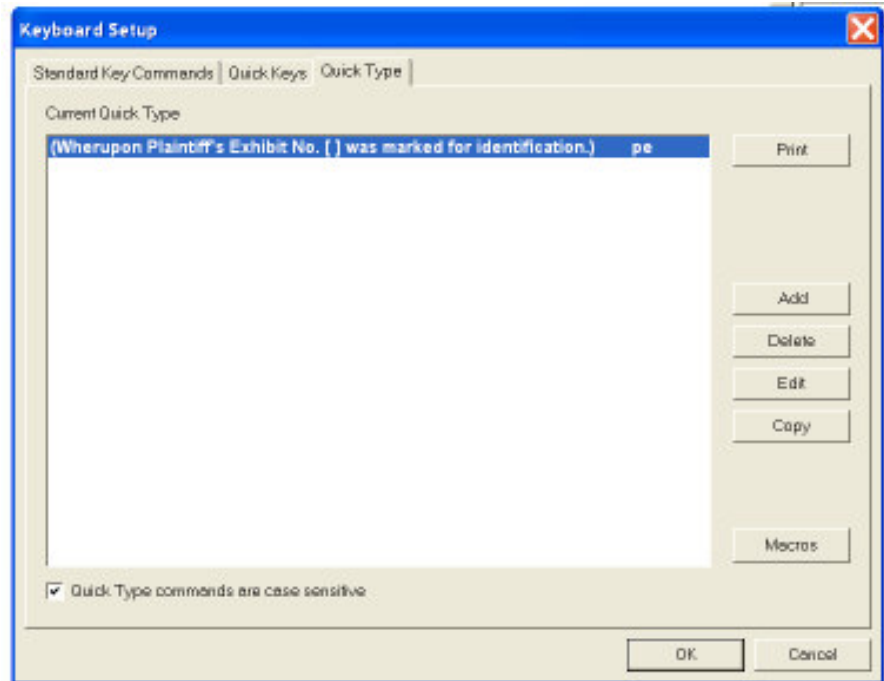


The Quick Type feature is the third tab in the Keyboard Setup window. By using this editing feature, letters can be assigned to a word or phrase. When the assigned letters, followed by the spacebar, are typed, the word or phrase will be inserted into the transcript at the location of the cursor.

To add a Quick Type command:
- Make sure the Quick Type tab is the active tab.  If it isn't, press CTRL + TAB until it becomes the active tab.
- Press ALT + A to add a new Quick Type command.
- Type the letters to be assigned to the text in the Command box.
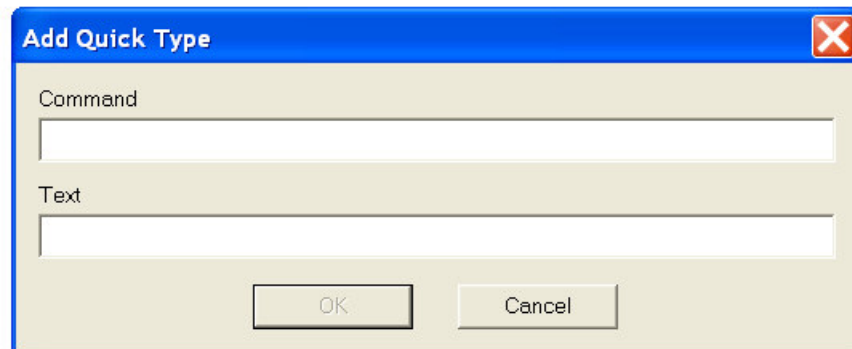


- Press TAB to move the cursor to the Text box.
- Type the desired text.
- Press ENTER to save the new Quick Type command.

To edit the text of a Quick Type command:
- Highlight the active Quick Type command.
- Press ALT + E or click the Edit button to edit the text.

To copy text to another Quick Type command:
- Highlight the active Quick Type command.
- Press ALT + O to copy the text to a new command.

To use the Quick Type command:
- When editing a transcript, type the letters assigned to the word or phrase, followed by the spacebar.
- For example, typing "ex" then the spacebar, could insert the text "(Exhibit No. [ ] marked for identification)" at the position of the cursor.

## OPTIONS->KEYBOARD COMMANDS:

Options Keyboard:  This command will open the
Keyboard Setup dialog.  This allows you easy access to
the dialog while you are setting up your keyboard
commands.
  Standard Keys:  ALT + K

Add Quick Type:  This command opens the Add Quick
Type dialog allowing you to easily add a new Quick Type
entry.

QuickKeys Toggle:  This command will take you in and
out of QuickKey mode.
  Standard Keys:  / ?
  QuickKeys:  A

## <u>UNDO</u>

This feature will undo the last actions performed, in
inverse order.  For example, if text was mistakenly
deleted, use this function to restore the text.
digitalCAT comes with a predefined Standard and
QuickKey command that mimics the Undo command
found in Windows Applications.

Undo: Reverses the last actions performed.
Standard Key: CTRL + Z
QuickKey: Z

You can also activate the Undo command from the Edit
menu.  Press ALT + E to open the Edit menu from the
menu bar.  Then press U or the ENTER key to activate the
Undo function, and the last function will be reversed.

# NAVIGATING IN TRANSCRIPT EDITOR

Moving the cursor, or caret, in digitalCAT is accomplished by using the Caret commands. Most of these commands are pre-defined in digitalCAT, but they can be redefined to suit your personal editing style. The commands that are already defined in the digitalCAT keyboard setup are shown.

Caret Document Beginning: Moves the cursor to the very beginning of the transcript.
    Standard Key: CTRL + PAGE UP

Caret Document End: Moves the cursor to the very end of the transcript.
    Standard Key: CTRL + PAGE DOWN

Caret Down: Moves the cursor down one line.
    Standard Key: DOWN ARROW
    QuickKey: M

Caret End of Word: Moves the cursor to the end of the current word.

Caret Left: Moves the cursor one character to the left.
    Standard Key: CTRL + LEFT ARROW
    QuickKey: SHIFT + J

Caret Line Beginning: Moves the cursor to the beginning of the current line.
    Standard Key: HOME

Caret Line End: Moves the cursor to the end of the current line.
    Standard Key: END

Caret Next Paragraph:  Moves the cursor to the beginning of the next paragraph.
   Standard Key:  SHIFT + ENTER
   QuickKey:  H

Caret Next Steno:  Moves the cursor to the next steno stroke.

Caret Next Word:  Moves the cursor to the next word.
   Standard Key:  CTRL + K  --or-- RIGHT ARROW
   QuickKey:  K

Caret Page Down:  Moves the cursor down one screen/page.
   Standard Key:  PAGE DOWN
   QuickKey:  SHIFT + M

Caret Page Up:  Moves the cursor up one screen/page.
   Standard Key:  PAGE UP
   QuickKey:  SHIFT + I

Caret Paragraph Beg:  Moves the cursor to the beginning of the current paragraph.
   QuickKey:  SHIFT + B

Caret Paragraph End:  Moves the cursor to the end of the current paragraph.

Caret Previous Paragraph:  Moves the cursor to the beginning of the previous paragraph.

Caret Previous Steno:  Moves the cursor to the previous steno stroke.

Caret Previous Word:  Moves the cursor to the previous word.
   Standard Key:  LEFT ARROW
   QuickKey:  J

Caret Right:  Moves the cursor one character to the right.
   Standard Key:  CTRL + RIGHT ARROW
   QuickKey:  SHIFT + K

Caret Sentence Beg:  Moves the cursor to the beginning of the current sentence.

Caret Sentence End:  Moves the cursor to the end of the current sentence.

Caret Up:  Moves the cursor up one line
   Standard Key:  UP ARROW
   QuickKey:  I

## SCROLL COMMANDS

Commands may also be used to scroll the document without moving the cursor.  Scrolling can display text from another part of the transcript without moving the cursor, thus keeping your place.  To return to the cursor position after scrolling, simply press any of the arrow keys.  The screen will jump back to the cursor position.

Scroll Document Beginning: Displays the text at the beginning of the document but does not move the cursor

Scroll Document End:  Displays the text at the end of the document but does not move the cursor.

Scroll Down:  Scrolls one line down, but does not move the cursor
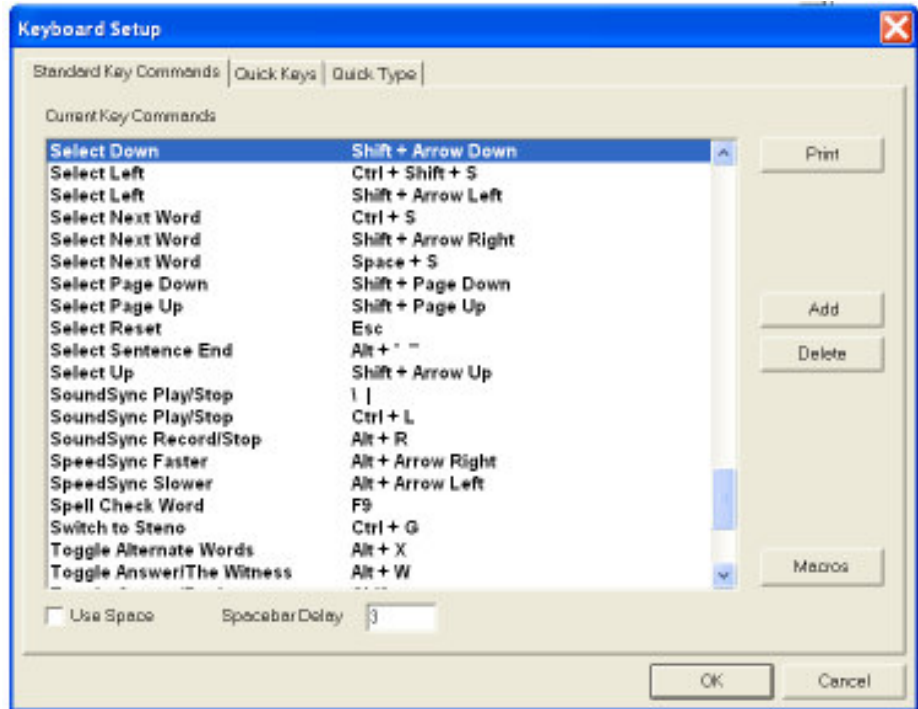
Scroll Page Down:  Scrolls one page down, but does not move the cursor

Scroll Page Up:  Scrolls one page up, but does not move the cursor

Scroll Up:  Scrolls one line up, but does not move the cursor

## SELECTING OR HIGHLIGHTING

Many editing features are performed on text that has been selected, or highlighted.  Once text has been highlighted, editing features can be used on that text, such as: fast deletion of multiple words, copying or cutting text, making multi-word dictionary entries, and much more.

```
2 Selected words.   Unselected words
```

Every "Select" command can be repeated or used in combination with other "Select" commands to highlight additional text. Once a letter or word has been selected, only cursor movement will adjust the selection.

To remove highlighting, hit the Escape key or use the Select Reset command.

Select Document Beginning:  Highlights from the location of the cursor to the beginning of the transcript.

Select Document End:  Highlights from the location of the cursor to the end of the transcript.

Select Down:  Highlights text to the right of the cursor and down one line.
   Standard Keys:  SHIFT + DOWN ARROW

Select Left:  Selects, or deselects, one character to the left. Use this command after a word has been selected to deselect characters at the end of the word.  This allows for a dictionary entry to be made for the root word, to look up a definition or perform a Find function.
   Standard Keys:  CTRL + SHIFT + S
                 or SHIFT + ARROW LEFT

Select Line Beginning:  Highlights text from the cursor position to the beginning of the current line.

Select Line End:  Highlights text from the cursor position to the end of the current line.

Select Next Steno:  Selects the next steno stroke, usually for a dictionary entry.
   QuickKey:  SHIFT + S

Select Next Word:  Highlights the next word.  If the cursor is in the middle of a word when this command is executed, the part to the right of the cursor is highlighted. If you try to add a dictionary entry for this highlighted portion, the entire word will appear in the Add Entry dialog.
   Standard Keys:  CTRL + S
                 or  SHIFT + ARROW RIGHT
   QuickKey:  S

Select Page Down:  Highlights from the cursor position one page down.
   Standard Keys:  SHIFT + PAGE DOWN

Select Page Up:  Highlights from the cursor position one page up.
   Standard Keys:  SHIFT + PAGE UP

Select Paragraph Beginning:  Highlights from the cursor position to the beginning of the current paragraph.

Select Paragraph End:  Highlights from the cursor position to the end of the current paragraph.

Select Previous Steno:  Highlights the previous steno stroke, usually for entry into a dictionary.

Select Previous Word:  Highlights the previous word.

Select Reset:  Removes all highlighting from text or steno.
   Standard Keys:  ESC
   QuickKeys:  U

Select Right:  Selects one character to the right.

Select Sentence Beginning:  Selects from the current caret position to the beginning of the sentence.

Select Sentence End:  Selects from the current caret position to the end of the sentence.
   Standard Keys:  ALT + ' "

Select Up:  Selects from the cursor position up one line.
   Standard Keys:  SHIFT + ARROW UP

# DELETING

digitalCAT has a number of deleting commands that can make removing incorrect text a simple and easy process.

Delete Last Letter:  This command will delete the last letter of the word the cursor is currently on.  It can be pressed multiple times to remove more letters.  This command is useful for removing suffixes, such as an s.  It is more efficient to use the Add/Change Word Ending command to alter suffixes.
   Standard Key:  SHIFT + BACKSPACE
   QuickKey:  SHIFT + O

Delete Line:  This command will delete the current line.
   Standard Key:  ALT + D

Delete Line Beginning:  This command will delete from the current cursor position to the beginning of the line.

Delete Line End:  This command will delete from the current cursor position to the end of the line.

Delete Next Character:  Deletes the character immediately to the right of the cursor.
   Standard Key:  DELETE
   QuickKey:  SHIFT + D

Delete Next Space:  Deletes the next space, joining the current and next words together.
   Standard Key:  SHIFT + SPACE or CTRL + N
   QuickKey:  SHIFT + N

Delete Next Word:  Deletes the text between the cursor and the next word or punctuation mark.
   Standard Key:  CTRL + D or SHIFT + DELETE
   QuickKey:  D

Delete Previous Character:  Deletes the character immediately to the left of the cursor.
   Standard Key:  BACKSPACE
   QuickKey:  V

Delete Previous Word:  Deletes the text between the cursor and the previous word or punctuation mark.

# SOUNDSYNC

digitalCAT's audio synchronization features allow you to easily record, play and stop audio.

When you start audio recording or playback, the VU meter will show you if there is sound.  This is extremely useful when recording audio.  If the VU meter is moving, you know that the program is recording audio.  If, however, the VU meter is blank or stays maxed out, you may have some sort of audio problem.

Blank VU Meter      VU Meter with Sound

SoundSync Pause Play:  This command will pause playing audio.  If pressed again, audio will resume playing.

SoundSync Pause Record:  This command will pause audio recording.  If pressed again, recording will resume.

SoundSync Play:  This command will play the audio.

SoundSync Play/Stop:  This command will begin playing audio.  If pressed again, audio will be stopped.
    Standard Key:  \ | --or-- CTRL + L
    QuickKey:  L

SoundSync Properties:  Using this command will display the SoundSync properties dialog.  Please see Chapter 2 for help with this dialog.

SoundSync Record/Stop:  This command will stop audio recording.  Pressing it again will resume recording.
    Standard Key:  ALT + R

SoundSync Stop Play:  This command will stop audio playback.

SoundSync Stop Record:  This command will stop audio recording.

SpeedSync Faster:  Executing this command will increase the playback speed of the audio.
    Standard Key:  ALT + RIGHT ARROW

SpeedSync Slower:  Executing this command will decrease the playback speed of the audio.
    Standard Key:  ALT + LEFT ARROW

# PARAGRAPHING

This section covers inserting new paragraphs as well as changing a paragraph from one style to another.

## CHANGING PARAGRAPH STYLES

If you need to change a paragraph from one style to another, like changing a Question to an Answer for example, you would want to use the Change Paragraph Style commands.

Change Paragraph Style: Executing this command will display the Change Paragraph Style dialog. Select the style that you to which you wish to change this paragraph from the list.
  Standard Key: ALT + P
  QuickKey: SHIFT + P

Change Paragraph to {A}: Executing this command will change the current paragraph to an Answer paragraph. The Answer symbol, A., will be placed at the beginning of the paragraph.
  Standard Key: ALT + A

Change Paragraph to {C}: Executing this command will change the current paragraph to a Colloquy paragraph. The Speaker list will be displayed. Please see the Speaker list section of this chapter for help using this dialog. This command can also be used to change the current speaker.
  Standard Key: ALT + C

Change Paragraph to {P BY}: This command will change the current paragraph into a By paragraph.
  Standard Key: ALT + SHIFT + B

Change Paragraph to {P Paren}: This command will change the current paragraph into a parenthetical paragraph.

Change Paragraph to {Q}: This command will change the current paragraph into a Question paragraph. A Question symbol, Q., will be placed at the beginning of the paragraph.
   Standard Key:  ALT + Q

Center Paragraph:  This command will center-align the paragraph on the page.

## INSERTING NEW PARAGRAPHS

Inserting a new paragraph will insert a new line in the style selected.  If any of these commands are executed in the middle of an existing paragraph, the text to the right of the cursor will be moved down to the next line and will be formatted in the style chosen.

Insert {A} Paragraph: Executing this command will insert an Answer paragraph.
   Standard Key:  CTRL + A
   QuickKey:  SHIFT + A

Insert {C} Paragraph: Executing this command will insert a new Colloquy paragraph.  The Speaker List dialog will appear.  Please see the Speaker List section of this chapter for help with this dialog.

Insert {P By} Paragraph: This command will insert a new By paragraph.  The Speaker List dialog will appear.  Please see the Speaker List section of this chapter for help with this dialog.
   Standard Key:  CTRL + B
   QuickKey:  B

Insert {P Center} Paragraph:  Executing this command will insert a new center-aligned paragraph.
   Standard Key:  ALT + INSERT

Insert {P Paren} Paragraph:  This command will insert a parenthetical paragraph.
   Standard Key:  ALT + 9
   QuickKey:  P

Insert {Q} Paragraph:  This command will insert a new Question paragraph.
   Standard Key:  ALT + Q
   QuickKey:  SHIFT + Q

Insert Continuation Paragraph:  Executing this command will insert a continuation paragraph.  A continuation paragraph is any paragraph after the first paragraph in a specified style.  For example, in a long question that has three paragraphs, both the second and third paragraph would be continuation paragraphs.

Insert Paragraph Style:  This command will display the Choose Paragraph Style dialog.  A paragraph of the type you select will be inserted.

*Speaker List*
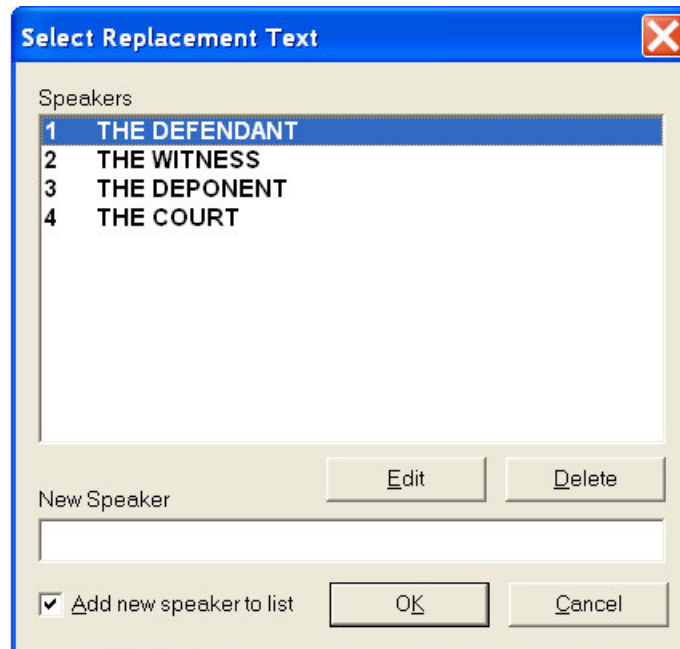


## SPEAKER LIST

The Speaker List allows you to quickly select speakers for Colloquy and By paragraphs.  This lets you quickly correct dropped or mis-stroked speaker identifications.

When the dialog first opens, you will notice that the first 10 names have numbers in front of them.  You may select any of these names by pressing the number in front of the one you would like to insert.  This dialog has a dynamic list, meaning the numbers will change depending upon the transcript.  The first speaker you identify in a transcript will be listed as number 1.  The second will become number 2, the third number 3, and so forth.

You may also use the arrow keys to scroll through the list of names.  You could do this if you wanted to choose a name that was not in the top 10.

You may need to create a new speaker.  If so, please follow these steps:

• Once the dialog is open, press TAB to place the cursor in the "New Speaker" box.

• Type the name of the speaker just as you want it to appear.  Do NOT type the colon in the name!  Please note that if you type the name in lowercase, you can press the F8 key to capitalize the entire line.

• Once the name appears correctly, make sure the "Add new speaker to list" box is checked so that the name will be stored in your Speakers List.  If you do not want the name to go into your list, uncheck this box. You may check/uncheck this option by pressing ALT + A.

• When finished creating the new speaker name, press ENTER.  The paragraph your cursor was on should now appear with the speaker identification you selected.

To edit a speaker name:

• Make sure the Speakers List dialog is open.  If not, you can press ALT + E to open the Edit menu, then press E again for Speakers.

• Highlight the speaker identification that you wish to edit.

• Press ALT + E to edit that identification.

• Press ENTER when finished editing.

To delete a speaker name:

• Make sure the Speakers List dialog is open.  If not, you can press ALT + E to open the Edit menu, then press E again for Speakers.

• Highlight the speaker identification that you wish to delete.

• Press ALT + D to delete that identification.

• Press ENTER when finished editing.

The Speakers List can also be displayed by executing the Change Speaker command.  This command will display the list of speakers so that you may easily change the identification of a By paragraph or a Colloquy paragraph.

## TOGGLE PARAGRAPH COMMANDS

Toggle Answer/The Defendant:  This command will toggle an Answer paragraph with a Colloquy paragraph with "THE DEFENDANT:" as the speaker identification.  This command is a toggle, which means it will change either paragraph to the other.

Toggle Answer/The Deponent:  This command will toggle an Answer paragraph with a Colloquy paragraph with "THE DEPONENT:" as the speaker identification.  This command is a toggle, which means it will change either paragraph to the other.

Toggle Answer/The Witness:  This command will toggle an Answer paragraph with a Colloquy paragraph with "THE WITNESS:" as the speaker identification.  This command is a toggle, which means ti will change either paragraph to the other.
   Standard Key:  ALT + W
   QuickKey:  SHIFT + W

Toggle Question/The Court:  This command will toggle a Question paragraph with a Colloquy paragraph with "THE COURT:" as the speaker identification.  This command is a toggle, which means it will change either item to the other.

## SPECIAL PARAGRAPH COMMANDS

Join Paragraph:  Executing this command will join the paragraph the cursor is currently in to the preceding paragraph.

   Standard Key:  ALT + J
   QuickKey: Y

Number Paragraph:  This command must be executed on a Colloquy paragraph!  If you number your Colloquy paragraphs, you would execute this command on any Colloquy paragraph that needs to be numbered.  Please note that the "Number Questions in Transcript" option must be checked under Options->Document!  Please see Chapter 2 for help with this option.

## RESOLVING UNTRANSLATES AND CONFLICTS

Even the best writers have untranslates or mistranslates.  These items can be edited in a number of ways.  You can edit the untranslate directly or define it as a dictionary entry.

If you are in Standard Key mode, with your cursor at the beginning of an untranslate, you may simply begin typing the correct word.  Once you begin typing, the untranslate will disappear, leaving only the text that you type.  If you are in QuickKeys, you may use the Edit Word feature to perform the same function.  Please see the description of that feature later in this chapter.

## DICTIONARY ENTRY COMMANDS

An untranslate can easily be defined into a dictionary.

Dictionary Entry 1-10:  These commands will place the highlighted text into the corresponding dictionary.  The dictionaries are numbered based upon their appearance in the Dictionary Setup screen.  You can get to Dictionary Setup by going to Translator->Dictionaries.  The top dictionary would be numbered one.  The next would be number two, and so forth.  Dictionary 1 will always be the Job dictionary and Dictionary 10 will be the Main dictionary.  This is because your Main dictionary must be listed at the bottom of the list, and the Job dictionary at the top.
     Standard Keys:  Dictionary Entry 1:  CTRL + J
                              Dictionary Entry 10:  CTRL + M
     QuickKeys:  Dictionary Entry 1:  SHIFT + T
                         Dictionary Entry 10:  T

Dictionary Entry List:  This command will place the highlighted text into the dictionary that you select from the list it displays.  Once this command is pressed, a list of active dictionaries will appear.  Select the dictionary into which you wish to place the entry from this list.
     Standard Keys:  CTRL + T

Job Entry (1 Stroke) – Job Entry (4 Stroke):  These commands will place entries of the corresponding stroke count into the Job dictionary.  For example, pressing the command for Job Entry (4 Stroke) will bring up the Add Entry dialog with the next four steno strokes ready to be defined.  This allows you to quickly define multiple stroke entries without having to highlight anything.  Remember, to add more strokes, press SHIFT + DOWN ARROW when the Add Entry dialog is open.  To take away strokes, press SHIFT + UP ARROW.
     Standard Keys:  CTRL  + 1-4

Main Entry (1 Stroke) - Main Entry (4 Stroke): These commands will place entries of the corresponding stroke count into the Main dictionary. For example, pressing the command for Main Entry (3 Stroke) will bring up the Add Entry dialog with the next three steno strokes ready to be defined. This allows you to quickly define multiple stroke entries without having to highlight anything. Remember, to add more strokes, press SHIFT + DOWN ARROW when the Add Entry dialog is open. To take away strokes, press SHIFT + UP ARROW.
   Standard Keys: ALT + 1-4

ENTER & SHIFT + ENTER: If you have text selected, you can press the ENTER key to quickly add all of the English and steno you have selected to the Main dictionary. If you press SHIFT + ENTER, the text and steno highlighted will be added to the Job dictionary. You can highlight numerous strokes, then press one of these commands to quickly make a dictionary entry.

Once you resolve the current untranslate, you may find the next untranslate by using any of the following commands:

Find Next Untranslate: This command will find the next untranslate and place the cursor at its beginning.

Find Next Conflict/Untranslate: This command will find and place the cursor on the next conflict or untranslate.
   Standard Keys: ALT + U
   QuickKeys: [ {

Find Previous Untranslate: This command will find the previous untranslate and place the cursor at its beginning.

Find Previous Conflict/Untranslate: This command will find and place the cursor on the previous conflict or untranslate.
   QuickKey:  SHIFT + [ {

Resolve All Untranslates: Executing this command will take you to the first untranslate.  Once you define that untranslate into your dictionary, your cursor will be immediately taken to the next untranslate so that you may define it.  By using this one command, you never have to use any of the other "Find Next" or "Find Previous" commands to go to the next untranslate.  The program will automatically move you to the next one once the current untranslate is resolved.

## RESOLVING CONFLICTS

Conflicts can be resolved in a number of ways.  You can even resolve them during realtime by using the Resolve Conflict command.  Please see Chapter 5 for information on this.

Conflicts can also be easily resolved during editing.  First, place your cursor at the beginning of the conflict.  You can then press the number that corresponds to the word that you would like to choose.  For example, if you wanted to select the word "too" from [too|too|two], you would press the number 2.

You can also press the letters S, D and F to select the correct word.  Again, if you wanted to select the word "too" from [too|too|two], you would press the letter D.  Please note that these letters will may only perform this function in the QuickKeys mode if the option is selected under Options->General.  Please see Chapter 2 for help selecting this option.

You may move to another conflict by using the following commands:

Find Next Conflict:  This command will find and place the cursor on the next conflict.
 Standard Keys:  ALT + \ |

Find Next Conflict/Untranslate:  This command will find and place the cursor on the next conflict or untranslate.
 Standard Keys:  ALT + U
 QuickKey:  [ {

Find Previous Conflict:  Using this command will find the previous conflict.

Find Previous Conflict/Untranslate:  This command will find and the previous conflict or untranslate.
 Standard Keys:  SHIFT + [ {

You may also have the program move you to the next conflict automatically.  By doing this, you can easily resolve all of your conflicts at once.  Once you resolve one, you will be automatically moved to the next one. You can do this by selecting the option under Options->Editor.

To set this option:
• Press and release the ALT key.
• Press the letter O to open the Options menu.
• Press E for Editor.
• Press ALT + N to put a check mark in the "Move to next conflict after resolving current conflict" option.
• Press ENTER to save your change.

Now when you resolve a conflict, the program will automatically take you to the next conflict.  You will receive a message informing you when no more conflicts can be found.

# PUNCTUATION

digitalCAT has a number of artificial intelligence features that will help you punctuate your document properly. Manually inserting punctuation marks need not be done at the end of a word, and certain commands will allow you to automatically toggle punctuation marks to other marks, even if you are relatively far away from them in the transcript!

## MANUAL PUNCTUATION

Depending upon your editing settings, your punctuation location may be before the current word or after it. An example of each is given. You may check your punctuation setting under Options->Editor. Please see Chapter 2 for information on changing this setting.

Whenever punctuation is changed in the transcript, the formatting that pertains to the surrounding words is automatically corrected. There is no need to move the cursor to the end of a word before inserting or changing punctuation. The punctuation will be placed at the end of the current word or the previous word, depending on how the Editor Options are set.

With your cursor on a word where there is no punctuation, pressing a mark will add that punctuation mark. There is no need to move the cursor to the location the mark should be placed. The software will place the punctuation mark in the correct location and format the surrounding words correctly. For example, pressing the comma key with the cursor at the beginning of a word will add a comma in the correct location. Pressing the period key will place a period in the correct location. Surrounding text will be formatted correctly.

If a punctuation mark already exists at this word, pressing another punctuation mark will change the existing mark to the one that you press. Again, digitalCAT will automatically format the surrounding text. This means that if you change a comma to a period, the next word will become automatically capitalized. To remove the punctuation mark, strike the key that corresponds to the punctuation that appears. For example, to remove the comma at the end of a word, simply press the comma key while the cursor is on that word.

**HYPHEN**

With the cursor on a word, press the hyphen key. Either the space before the word or the space after the word, depending on your editor settings under Options->Editor, will be replaced with a hyphen. This allows you to easily hyphenate two words without having to move the cursor to the space between the words. To hyphenate multiple words, highlight them using one of the Select commands, then press the hyphen key.

Example:   semi-transparent

**STITCHING**

Highlight the word that you would like to stitch. With the word highlighted, press the hyphen key. The word will then be stitched. You may press the hyphen key again to undo this action. You can also use the Stitch Word command, as is described below.

Stitch Word: This command will stitch the word the cursor is on, whether the word is highlighted or not. Pressing this command again will remove the stitch and return the word to normal.

**DASH**

Just as mentioned above, you can place a hyphen between two words by simply pressing the hyphen key. There will be no space between the words and the hyphen. Pressing the hyphen key again will change the hyphen into a dash. There will be a space between the words and the dash.

Example: Did you -- strike that.

**SLASH**

In most keyboard setups, the slash key will take you in and out of QuickKeys mode. To place a slash between two words, highlight those words and press the slash key. The space between the words will be replaced with a slash.

You can also type a slash key by pressing and holding the CTRL key with the slash key. This will insert a slash into your document, however it will not automatically remove any spaces.

**QUOTES**

If you wish to place quote marks around text:
Highlight the text that you wish to have quoted.
Press the double (") or single (') quote key.
The highlighted text will then be surrounded by quotes.

If the last highlighted word was followed by a comma or a period, that punctuation mark will automatically be added inside the quotes. You can move other punctuation marks inside the quotes by pressing the quote key a second time. With the words still highlighted, press the quote key a third time to remove the quote marks.

**PARENTHESIS**

To add a set of parenthesis around a word or multiple words:
- Highlight the text that you wish to have within parenthesis.
- Press either the open or closing parenthesis key.
- (SHIFT + 9 or SHIFT + 0)

Press the parenthesis again to move punctuation within the parenthetical.  Press it again to remove the parenthesis.

## PUNCTUATION COMMANDS

digitalCAT has a number of editing commands associated with punctuation.  You can of course punctuate by moving your cursor to the correct location, as described above, but you can also use the following commands. Please note that if your formatting information is set up properly, most punctuation at the ends of paragraphs will be handled automatically.  For example, a Question paragraph should automatically generate a question mark when another type of paragraph stroke is written.

Toggle Comma/Dash:  This command will toggle the next comma, dash or semi-colon to the next item on that list. A comma will be changed into a dash, a dash to a semi-colon, and a semi-colon to a comma.  This command will find the next occurrence of one of these punctuation marks to toggle, meaning you can be a number of words away from the actual occurrence of the mark.  This allows you to easily alter punctuation without moving your cursor.

   Standard Keys:  SHIFT + , <
   QuickKeys:  SHIFT + , <

Toggle Period/Question Mark: This toggle command will find the next period, question mark or dash. That punctuation mark will be toggled to the next one. A period will become a question mark, a question mark a dash, and a dash a period. This command allows your cursor to be relatively far away from the punctuation mark that you wish to change. Because this command will search for the next punctuation mark that it can alter, it can be used to alter punctuation without moving the cursor.
    Standard Keys: SHIFT + . >
    QuickKeys: SHIFT + . >

Toggle Last Period/Question Mark: This command will toggle the last period, question mark or dash to the next item, even if there is another punctuation mark between the cursor's location and the end of the paragraph. The final period will become a question mark, a question mark will become a dash, and a dash will become a period. This command, because it alters the final punctuation mark in the paragraph, allows you to be a number of words away from the location of the punctuation. You can easily alter the final punctuation mark without moving your cursor to that location.

Incomplete Paragraph: Places dashes at the end of the previous paragraph regardless of where the cursor is in the current paragraph.

Insert '--' at Beginning: This command will place dashes at the beginning of the current paragraph regardless of what line of the paragraph the cursor is on.
    Standard Keys: ALT + , <

Insert '--' at End:  This command will place dashes at the end of the current paragraph regardless of what line of the paragraph the cursor is on.
   Standard Keys:  ALT + . >
   QuickKeys:  SHIFT + - _

Interrupted Answer:  Dashes can be inserted at the end of an interrupted Answer as well as at the beginning of the next Answer paragraph.  The cursor must be on either the Question paragraph interrupting the Answers or on the second Answer paragraph.

Example:

A.  No, I don't.
Q.  Okay.
A.  Really think so.

Becomes:

A.  No, I don't --
Q.  Okay.
A.  -- really think so.

This command is a toggle, so pressing it again will remove the dashes and restore the original punctuation.

Interrupted Question:  Dashes can be inserted at the end of an interrupted Question as well as at the beginning of the continued Question.  The cursor must be on either the Answer interrupting the Questions or the second Question paragraph.

Example:

Q.  How long?
A.  One year.
Q.  Has it been?

Becomes:

Q.  How long --
A.  One year.
Q.  -- has it been?

   Standard Keys:  ALT + - _

Question/Answer Segue:  This command will place dashes at the end of the Question and also at the beginning of the next Answer.  Use this command when an answer interrupts the question that was asked and you need to place dashes in the two paragraphs. The cursor may be located in either the Q or A paragraph when the command is used.

Example:

Q. How long did it?
A. One year.

Becomes:

Q. How long did it --
A. -- one year.

# CAPITALIZATION

digitalCAT has a number of capitalization features. A lot of capitalization is automatic. The first word of a sentence, for example, should automatically be capitalized.

## CAPITALIZATION IN DIALOGS

digitalCAT allows you to easily capitalize items even in dialog boxes such as the Edit Word dialog or the Add Entry dialog.

F6: Pressing this key will capitalize the letter the cursor is on. If the words are highlighted, the first letter will be capitalized.
F7: Pressing this key will capitalize the first letter of all important words in item shown in the dialog. This means that words like "of" and "the" will not be capitalized.
F8: Pressing this key will capitalize every letter of the item typed in the dialog.

## QUICK SHIFT

QuickShift allows you to quickly capitalize letters and words by simply tapping the SHIFT key.

- One quick tap of the SHIFT key will capitalize the letter the cursor is currently on. Tapping once again will return the letter to lowercase.
- Tapping the SHIFT key twice in rapid succession will capitalize the word the cursor is currently on. Tapping the SHIFT key twice again will return the word to lowercase.
- Tapping the SHIFT key three times rapidly will capitalize the entire line the cursor is on. Again tapping three times will return the line to lowercase.

## CAPITALIZATION COMMANDS

Capitalize Current Letter: This command will capitalize the letter the cursor is currently on. This command can be used to capitalize letters in the middle of words, such as the name "McAdams".

If the letter is already capitalized, using this command will return it to lowercase.

    Standard Keys: F6

Capitalize Entire Transcript: This command will capitalize all text within a transcript. Please note that if more text is added, it will not be automatically capitalized!

Capitalize First Letter: Capitalizes the first letter of the current word, regardless of where in the word the cursor is. If the first letter is already capitalized, using this command will return it to lowercase.
    Standard Keys: F7

Capitalize Whole Line: This command will capitalize the line the cursor is on. Pressing this command again will return the line to lowercase.
    Standard Keys: F8

Capitalize Whole Word: This command will capitalize the word the cursor is on. Pressing the command again will return the word to lowercase.
    Standard Keys: SHIFT + F6 or SHIFT + F7
    QuickKey: O

# FIND

Stenovations has implemented a number of "Find" or "Search" commands into digitalCAT. These commands allow you to easily jump through the transcript to the items that you wish to see.
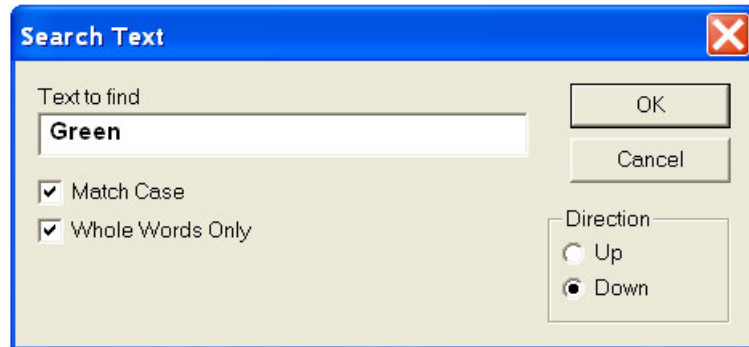
USING THE FIND COMMAND
- Enter the text that you wish to search for in the Text box.
- If the capitalization of the word matters, press ALT + M to mark the Match Case box. This will tell the program to only return words that exactly match in capitalization to your search criteria. This, for example, would prevent the search from returning the color green when you are searching for the name Green.
- If you only want to search whole words, press ALT + W to mark the Whole Words Only box. This, for example, would prevent a search for the word "base" from returning words like "baseball" or "basement."
- If you wish to search backwards, press ALT + U to mark the Up direction. If you wish to search down the transcript, make sure Down is marked. If it is not, you may press ALT + D to mark it.
- When finished entering your criteria and setting your search options, press ENTER to begin the search.

# FIND AND REPLACE

The Find and Replace function is a quick way to search for one word or phrase and replace it with another.

*Replace Text Dialog*
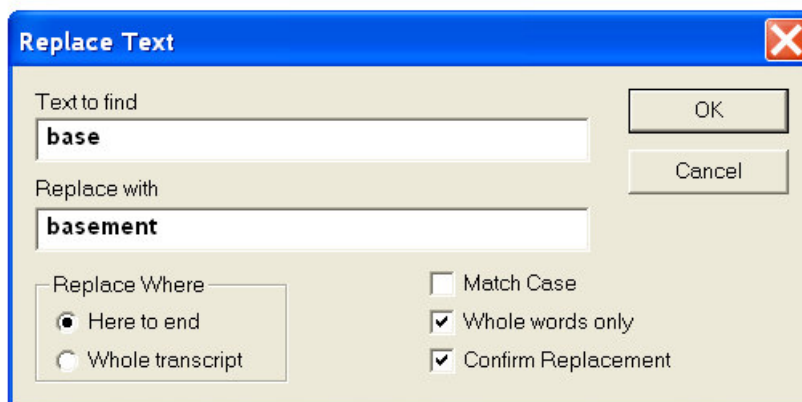


USING THE FIND AND REPLACE COMMAND
• Place the cursor on the word to be replaced. If you wish to replace multiple words, highlight the text you wish to replace.
• Press the Find & Replace command or press ALT + E to open the Edit menu. Then press R for Replace. The word the cursor was on or the text that was highlighted will automatically appear in the Text box. The same text will also appear in the Replace box beneath it, and will be highlighted.
• Begin typing to enter a new word in the Replace box. You may also use some of our dialog commands to alter the text in the box.

F6: Will capitalize the first letter if the text is still highlighted. Otherwise, it will capitalize the letter the cursor is currently on.
F7: Will capitalize the first letter of all important words listed in the dialog.
F8: Will capitalize the entire line.
F9: Will spell-check the text.
SPACEBAR: With the text highlighted, will remove the

highlight and place a space after the word. This allows you to easily add another word to the end of the currently typed text.

ENTER: With the text highlighted, pressing ENTER will remove highlighting and place the cursor at the end of the word, allowing you to easily add suffixes or more text at the immediate end of the current text.

SHIFT + ENTER: With the text highlighted, pressing SHIFT + ENTER will remove the highlight and place the cursor at the beginning of the word, allowing you to add words, prefixes, or other text before the current text.

- In the Replace Where box, press ALT + H to replace the text from the cursor location to the end of the transcript. You may also press ALT + W to make the replacement through the entire transcript, however you may not wish to let the program make changes to pages you have already edited.
- If capitalization matters, press ALT + M to mark the Match Case box. Replacement of text will be made only when the capitalization is an exact match with the text in the Text box.
- Whole Words Only: This box is important when replacing short words! Replacing "th" with "the" could change the spelling of all words that contain "th," turning the word "with" into "withe." Press ALT + O to place a check mark in front of this option.
- Make sure the "Confirm Replacement" box is checked. If this box is marked, a confirmation window will appear at each occurrence of the text found in the transcript. This lets you make sure that only the items that you wish to replace are replaced. Any occurrence of a word that is correct can be skipped. This also prevents accidental incorrect replacements of words or letters.

FIND COMMANDS

Find:  This command will open the Search for text dialog allowing you to begin your search.  If the Steno Window has focus, this command can also be used to find Steno.  This command is a shortcut for Edit->Search.
  Standard Keys:  CTRL + F
  QuickKey:  F

Find and Select:  This command will open the Search for text dialog, just as the Find command, but when a match has been found, it will be highlighted.  This command is a shortcut for Edit->Search and Select.

Find Next:  This command will repeat the previous search.  Use it to move the next occurrence of the item for which you searched.
  Standard Keys:  F3

Find Next and Select:  Just as with the Find Next command, the previous search will be repeated.  This command will find the next occurrence of the item you searched for, but unlike the Find Next command, it will highlight the found item.

Find and Replace:  This command will display the Find and Replace dialog.  It allows you to replace found text with new text.  This command is a shortcut for Edit->Replace.
  Standard Keys:  CTRL + R
  QuickKeys:  SHIFT + F

Find Next Conflict:  This command will take your cursor to the next conflict.
  Standard Keys:  ALT \ |

Find Next Conflict/Untranslate:  This command will take your cursor to the next conflict or untranslate.
   Standard Keys:  ALT + U
   QuickKeys:  [ {

Find Next Punctuation:  This command will place your cursor on the next punctuation mark.

Find Next Untranslate:  This command will place your cursor on the next untranslate.

Find Previous:  This command will repeat a Find or Search up the transcript.  It will tell the program to find the previous occurrence of the word you searched for.

Find Previous and Select:  Just as the Find Previous command, this command will find the previous occurrence of the word you searched for.  This command will also highlight the occurrence once it is found.

Find Previous Conflict:  This command will place your cursor on the previous conflict.

Find Previous Conflict/Untranslate:  This command will place your cursor on the previous conflict or untranslate.
   QuickKey:  SHIFT + [ {

Find Previous Punctuation:  This command will place your cursor on the previous punctuation mark.

Find Previous Untranslate:  This command will place your cursor on the previous untranslate.

# GO TO COMMANDS

Go to Page/Line:  Using this command will display the Go to Page/Line dialog.  This is a shortcut command for Edit->Go to Page/Line.

   Standard Keys:  ALT + G

*Go to Page/Line Dialog*
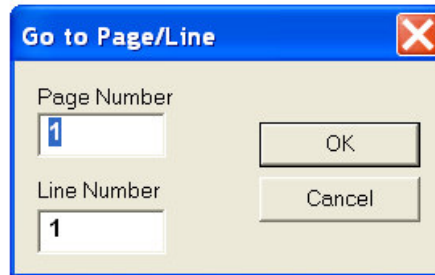
Type the page number in the first box, then press the TAB key to move to the next box.
Enter the line number on that page of the transcript that you would like the cursor to be placed.
Press ENTER or click the OK button to move the cursor to that page and line number.

Go to Time:  If you would like to be taken to a specific time within a transcript, use this command.  The program will place your cursor at that time.  This is a shortcut for Edit->Go to Time.

*Go to Time Dialog*
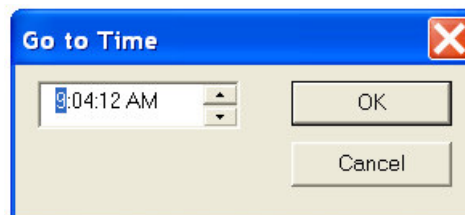
Use the up or down arrow keys to change the time stamp, or enter the numbers from the keyboard, pressing the right or left arrow keys to move past each colon displayed in the box.

Press the RIGHT ARROW key to highlight the AM or PM. Type "A" to change it to AM, or type "P" for PM. Press ENTER or click the OK button to move the cursor to the designated time stamp.

## NUMBER COMMANDS

Stenovations has added many commands to help you with your numbers.

Toggle Arabic/Text Number: This command will toggle an Arabic number to its written out version and back. For example, executing this command on the number 12 would change it to the word twelve. Executing it again would change the word back into the number 12.
   QuickKeys: N

Toggle Comma in Number: This command will insert or remove commas from a number. For example, the zip code at Stenovations' headquarters is 25301. If that translated as 25,301, you could use this command to remove the comma. You can also use this command to add commas in a number. The command will place the commas in the correct locations.

Make Date: This command will format a set of numbers as a date. This command can be used multiple times to make the correct date appear.

Example: 11999 appears in the transcript.
   First time command is used (January 19, 1999):
       1/19/99
   Second time command is used (November 9, 1999):
       11/9/99
   Third time command is used (January of 1999):
       1/1999



### CAT-TIP

Don't forget about Numbers Resolution! It can greatly help you in number formatting. Please see Chapter 3 for help with this feature.

Fourth time command is used (Formatting removed):  1
1999

Standard Keys:  ALT + / ?

Make Time:  This command will format a set of numbers as a time value.  For example, using this command on 1,230 would transform the number into 12:30.
Standard Keys:  ALT + ; :

## BOOKMARKS

Bookmarks are special commands used to mark a position in a transcript.  Bookmarks can be used to leave yourself or a scopist notes.  Because these notes do not appear as actual text within the transcript, they do not have to be removed during editing as would have to remove other types of notes written to yourself.

Bookmark Add:  This command will add a new Bookmark at the position of the cursor.

Type a description for the bookmark.  This will be the note that you are leaving for yourself or your scopist.  Press ENTER when finished typing the note.

Standard Keys:  ALT + F5

Bookmark Find Next:  This command will take your cursor to the next Bookmark's location.
Standard Keys:   SHIFT + F5

Bookmark Find Previous:  This command will take your cursor to the previous Bookmark's location.
Standard Keys:  F5
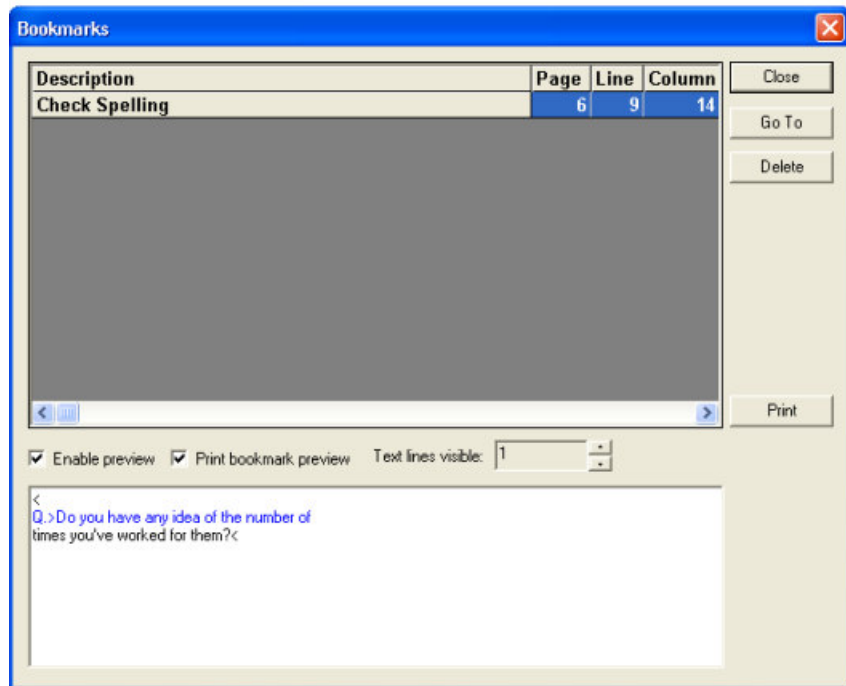
Bookmarks View:  This command will show you a list of your Bookmarks.

  Standard Keys:   ALT + CTRL + F5

DESCRIPTION:

This field of the dialog holds the notes that you enter with your bookmarks.  For example, if you have a bookmark with the message "Check Spelling," the Description field would say "Check Spelling."

PAGE:

This field indicates on which page the bookmark is flagged.

LINE:

This field indicates on which line of the page the bookmark is flagged.

COLUMN:

This field indicates the column position of the bookmark.

ENABLE PREVIEW:
Enabling the preview window will show the text above and below the line on which the bookmark was made. The number of lines displayed can be changed. This lets you instantly see the text so that you can immediately know what needs to be checked or changed. This is very useful when checking spellings. You can simply go down the list getting the spellings from the words listed in the preview.

PRINT BOOKMARK PREVIEW:
If you print your bookmarks, you may also print the preview so that you may have the associated text with the mark.

TEXT LINES VISIBLE:
If you see the bookmark preview, the number displayed in this box will control the number of lines displayed in the preview. A value of one will show one line above the line on which the bookmark was made as well as one line below it. It will give a total of three lines. You may adjust the number of lines by clicking the UP or DOWN arrows to the right of the number.

CLOSE:
This button will close the Bookmarks dialog.

GO TO:
This button will close the Bookmarks dialog and will place the cursor at the position of the bookmark in the transcript.

DELETE:
Pressing this button will remove the currently highlighted bookmark.

PRINT:
This button will allow you to send the current bookmark list to your printer.

## SPELL CHECK

digitalCAT has a number of commands that help to make spell checking your document quick and easy.  Please see Chapter 8 for more information on using the spell check features efficiently.

Spell Check Here to End:  Executing this command will check the spelling of the transcript from the cursor position through the end of the document.

Spell Check Transcript:  Executing this command will check the spelling of the transcript starting at the top of the document.

Spell Check Word:  Executing this command will check the spelling of the word the cursor is currently on.  Unless the option is selected under Options->Spell Checker, there will not be a message stating that the word is spelled correctly.  If the word is found to be correct, it will be highlighted.  If it is found to be incorrect, the spell check dialog will appear.
   Standard Keys:  F9

Batch Spell Check:  Executing this command will run the Batch Spell Checker.  Please see Chapter 8 for more information on this feature.

View Batch Spell Check:  Executing this command will display the Batch Spell Check list without actually running the spell check.  Please see Chapter 8 for more information on this feature.

# CUT, COPY, AND PASTE

These three functions, Cut, Copy and Paste, are often used in conjunction with one another.

The Cut feature will remove selected text from the transcript to an unseen "clipboard." Once text is placed on the clipboard, it can easily be inserted, or Pasted, into another location or even another transcript.

The Copy feature is very similar to the Cut feature. It will also place selected text on the clipboard, but it will not remove the selected text from the transcript. This is useful, for example, to copy completed cover pages from one job to another. That way, you don't have to fill out all of the information pertinent to that particular job again.

The Paste feature will insert the text on the clipboard into any location within the transcript or another transcript. So long as the text remains on the clipboard, it can be pasted multiple times.

USING CUT, COPY AND PASTE
• Highlight the text that you wish to place on the clipboard.
• You can use one of the Cut or Copy commands listed below to place the text on the clipboard. If you use a Cut command, the selected text will be removed from its current location.
• Place the cursor where you would like to insert the copied or cut text. If you are going to insert the text into another transcript, open that transcript and place the cursor at the correct location.
• Use a Paste command to paste the text into the new location. A confirmation dialog will appear.

If you wish to use the previous formatting, press Y or click the Yes button. If you would prefer not to paste the formatting information, press N or click the No button.

CUT, COPY AND PASTE COMMANDS

Copy: This command will copy selected text to the clipboard for pasting. Please note that any previously copied text will be removed from the clipboard.
Standard Keys: CTRL + C

Cut: This command will cut selected text out of the current transcript. The text will be placed on the clipboard. Please note that any previous text on the clipboard will be removed.
Standard Keys: CTRL + X

Cut Line: This command will cut the line the cursor is on out of the current transcript. This line will be placed on the clipboard. Please note that any previous text on the clipboard will be removed.

Cut Paragraph: This command will cut the paragraph the cursor is on out of the current transcript. This paragraph will be placed on the clipboard. Again, any previous text on the clipboard will be removed.

Cut Word: This command will cut the word the cursor is in, regardless of whether or not that word is capitalized. This word will be placed on the clipboard. Any previous text on the clipboard will be removed.

Paste: This command will paste, or insert, the text from the clipboard into the current document. It also has the ability to paste formatting information.
Standard Keys: CTRL + V

Media Copy:  Just as the Copy command mentioned above, this command will place selected text on the clipboard.  This command will also copy the steno and audio link, allowing you to paste the steno and audio for the copied text into another area or another transcript.  This command should be used with the Media Paste command.

Media Cut:  Just as the Cut command mentioned above, this command will place selected text on the clipboard and remove it from the current document.  This command will also cut the steno and audio link, allowing you to paste the steno and audio for the copied text into another area or another transcript.  This command should be used with the Media Paste command.

Media Paste:  Just as the Paste command mentioned above, this command will paste, or insert, the text from the clipboard into the current document at the cursor location.  This command will also paste any steno or audio link that was also placed on the clipboard.  If you wish to cut or copy media, you must use the Media Paste command to paste the media with the text.

## <u>TRANSPOSE WORDS</u>

Transposing, or altering the order of words, can be accomplished automatically.

Transpose Words:  This command will invert the order of the two words right after the cursor.  Capitalization changes will be made where appropriate.
    Standard Keys:  CTRL + O
    QuickKeys:  X

Example:  "You have" becomes "Have you."

# EDIT WORD

Edit Word is one of the most powerful commands included with digitalCAT. This command allows you to quickly make many editing and typing changes. If you use QuickKeys for editing, you can use the Edit Word feature to avoid going in and out of QuickKeys mode to insert text!

Edit Word: Very similar to a single replace command, the Edit Word command allows you to make changes to selected text. These changes will only be applied to the text selected.

   Standard Keys: CTRL + W
   QuickKeys: R

*Edit Word Dialog*
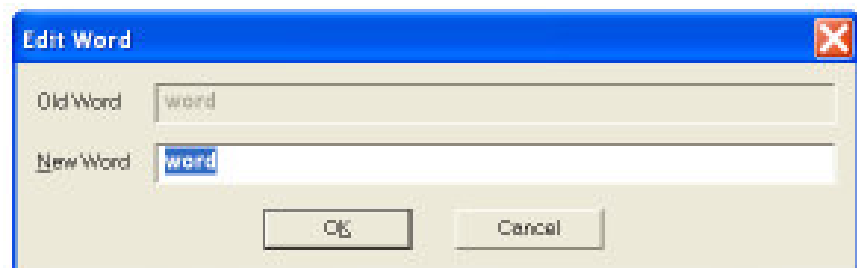


To use Edit Word:
Place the cursor on the word that you wish to edit. If you wish to alter more than one word, highlight the individual words.
Invoke the Edit Word command. The Edit Word dialog will appear.

OLD WORD:
This area shows how the text currently appears.

NEW WORD:
This area allows you to change how the text will appear.

Make your changes in the New Word section.
Press ENTER when finished to apply the changes. Press ESC to cancel and discard any changes.

*Edit Word*
*Dialog*
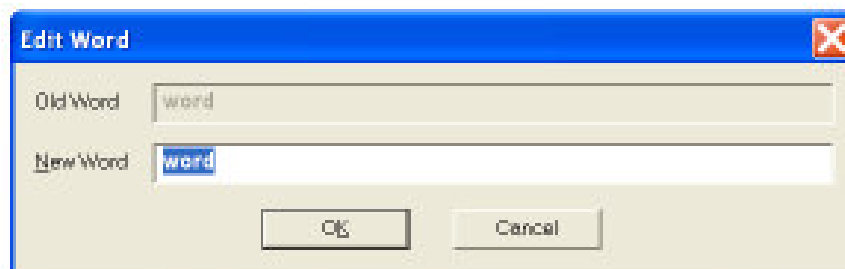
COMMANDS THAT CAN BE USED
WHILE IN THE EDIT WORD DIALOG

Typing letters or numbers: Replaces the highlighted text
with what is typed.

SPACEBAR: Removes highlighting and inserts a space
after the current word to facilitate the entering of dropped
text.

HYPHEN: Places a double-dash before current text.

COMMA: Removes highlighting and inserts a comma
after the current word. The cursor will be placed one
space after the comma to facilitate the entering of dropped
text.

PERIOD: Removes highlighting and inserts a period after
the current word. The cursor will be placed two spaces
after the period to facilitate the entering of dropped text.

QUESTION MARK: Removes highlighting and inserts a
question mark after the current word. The cursor will be
placed two spaces after the mark to facilitate the entering
of dropped text.

SEMICOLON -- Removes highlighting and inserts a
semicolon at the end of the current word. The cursor is
placed one space after the semicolon to facilitate the
entering of dropped text.

ENTER:  Removes highlighting and places the cursor at the end of the current word to facilitate the addition of endings or suffixes.

SHIFT + ENTER:  Removes highlighting and places the cursor before the current word, facilitating the insertion of text at the beginning of a question or answer paragraph.

SHIFT + SPACEBAR:  Removes space(s) between highlighted text.

F2:  Plays the audio file for this portion of the transcript.  Pressing the F2 key again will pause the audio play.  You may then press the F2 key once more to resume playing.

F3:  Pauses audio play.

F4:  Starts or Stops audio play.  Pressing this key once will begin playing the audio for this portion of the transcript.  Pressing it again will stop the audio.

F6:  Capitalizes the letter the cursor is on.  If the text is highlighted, the first letter will be capitalized.  Pressing this command again will return the letter to lowercase.

F7:  Capitalizes the first letter of all important words.  If there is only one word listed, the first letter of that word will be capitalized.  Pressing this key again will return them to lowercase.

F8:  Capitalizes the entire line in the New Word box.  Pressing this key again will return the line to lowercase.

F9:  Checks the spelling of the items in the New Word box.  If the word is spelled correctly, nothing is displayed.  If the word is found to be incorrect, a suggestion dialog will appear.

F11:  Brings up the Add Entry screen so that you can easily add this word into your Job dictionary.

F12:  Brings up the Add Entry screen so that you can easily add this word into your Main dictionary.

CTRL + S:  Will display the special character dialog.  This allows you to insert special symbols, such as the é.
.
ALT + A:  Will replace the first vowel in the dialog with an "a."  For example, if editing the word "run," pressing ALT + A would make the word "ran."

ALT + E:  Will replace the first vowel in the dialog with an "e."  For example, if editing the word "tin," pressing ALT + E would make the word "ten."

ALT + I:  Will replace the first vowel in the dialog with an "i."  For example, if editing the word "ten," pressing ALT + I would make the word "tin."

ALT + O:  Will replace the first vowel in the dialog with an "o."  For example, if editing the word "tap," pressing ALT + O would make the word "top."

ALT + U:  Will replace the first vowel in the dialog with an "u."  For example, if editing the word "this," pressing ALT + U would make the word "thus."

BONUS:  Also, you can type in something on a blank line or at the end of a paragraph using this feature.  Just place the cursor there and hit the command.

# WORD ENDINGS

Word endings can be added, changed or even deleted by using the Add/Change Word Ending command. If necessary, when a change is made, the root word will be modified to reflect proper spelling.

Add/Change Word Ending:  Invoking this command will show the Endings dialog.  From this dialog, you can easily alter or add suffixes or endings to a word.
  Standard Keys:  CTRL + E
  QuickKey:  E

*Endings*
*Dialog*
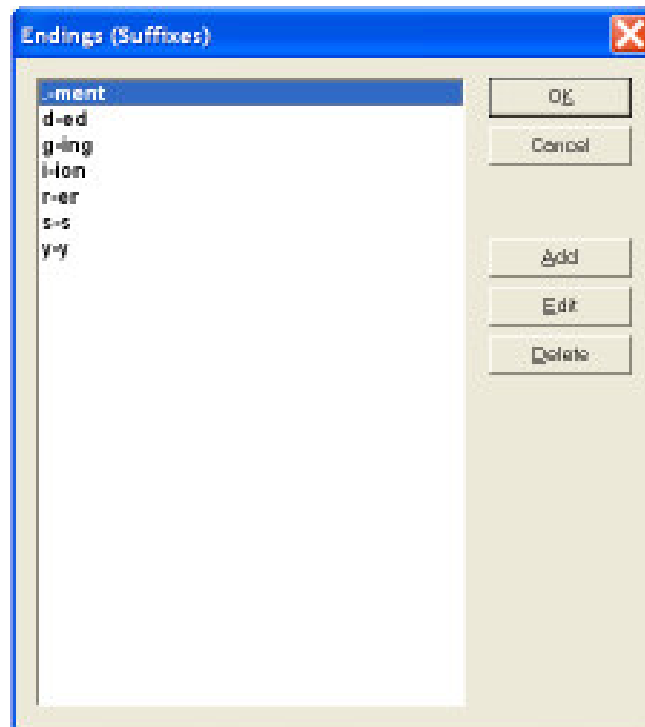


Once the Endings dialog is displayed, press the letter to the left of the suffix or ending that you would like to add to the word.  The suffix will be changed or added.

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Examples:

To change the word "run" to "running":
- Place the cursor on the word "run."
- Invoke the Add/Change Word Ending command.
- When the dialog appears, press G for the -ing ending.
- The suffix -ing will be added to the end of the word. Note that the letter N will be doubled to correctly spell the word "running."

To change the word "facilities" to "facility":
- Place the cursor on the word "facilities."
- Invoke the Add/Change Word Ending command.
- When the dialog appears, press S for the -s ending.
- The suffix "s" will be removed and the root word's spelling will be restored to "facility."

To add a new ending:
- With the Endings dialog open, press ALT + A or click the Add button. The Add Ending dialog will open.
- Enter the Quick Selector you would like to use. This will be the letter you press once the Endings dialog is open to add or remove this ending from a word.
- Press the TAB key to place the cursor in the Ending box.
- Enter the new ending here.
- Press ENTER when done. The new ending will be added to your list.

*Add Ending Dialog*
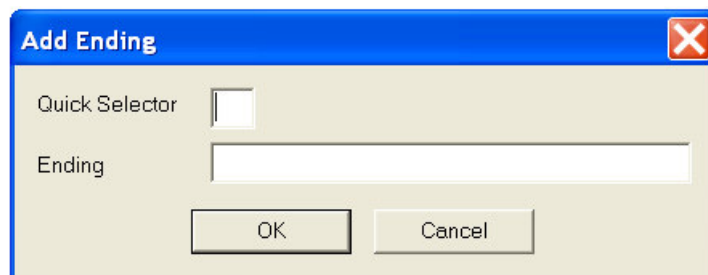
Example endings:

Hyphen
This ending adds a hyphen and leaves the space. This ending can be used to add a hyphen to the word "two" in the phrase "two or three-day cruise," creating "two- or three-day cruise."
• In the Add Ending window, place a hyphen in the Quick Selector box.
• Place a hyphen in the Ending box.
• Press ENTER to save the new ending.

"ly" Ending
This ending adds (or removes) an "ly" at the end of a word.
• In the Add Ending window, place an "l" in the Quick Selector box.
• Place "ly" in the Ending box.
• Press ENTER to save the new ending.

"'s" Ending
This ending adds (or removes) an "'s" at the end of a word.
• In the Add Ending window, place an apostrophe in the Quick Selector box.
• Place "'s" in the Ending box.
• Press ENTER to save the new ending.

*Endings
Dialog*
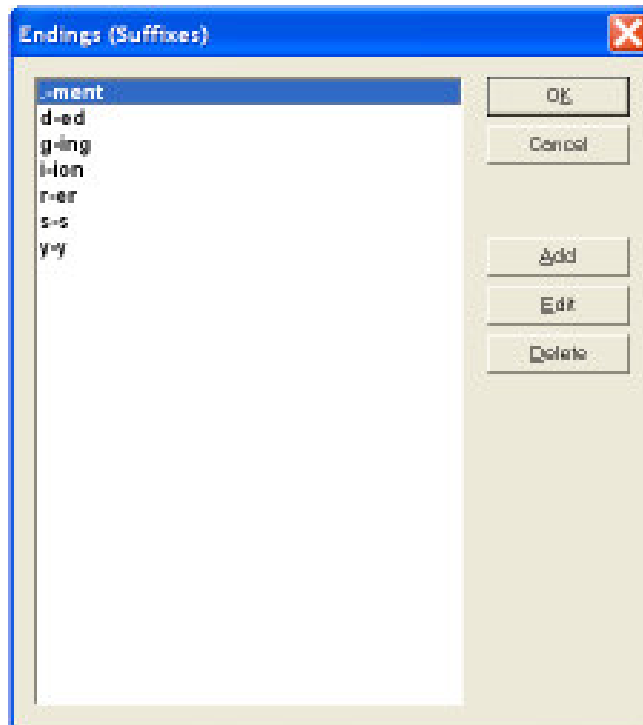


To edit an ending:
• With the Endings dialog open, highlight the ending you
  wish to edit.
• Press ALT + E or click the Edit button to display the
  Edit Ending dialog.
• Make any changes necessary.
• Press ENTER when done to save your changes.

*Edit Ending
Dialog*
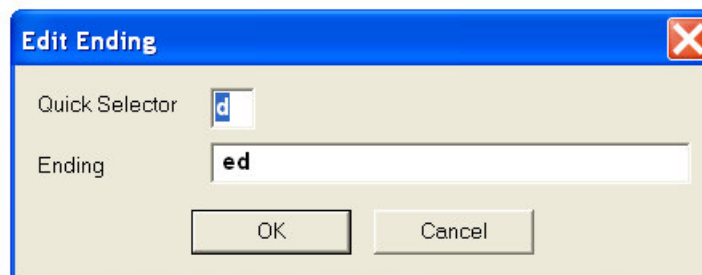


To remove an ending:
• With the Endings dialog open, highlight the ending you
  wish to remove.
• Press ALT + D or click the Delete button to remove this
  entry.

# ALTERNATE WORDS

Alternate Words allow you to quickly correct common mistakes and change a word or phrase to another word or phrase. For example, using the Toggle Alternate Word command on the word "their" could transform it into the word "there."

Alternate Words is a powerful feature that can help to make editing much simpler. Common mistakes can be corrected by a single key command rather than extensive editing.

Add/Edit Alternate Words: This command will display the Manage Alternate Words dialog. From this dialog, you can add or edit the list of Alternate Words.
   Standard Keys: ALT + CTRL + X

Toggle Alternate Words: This command will toggle a word with the other words in its Alternate Word list. If the word does not have an Alternate Word list, you will be prompted to create one.
   Standard Keys: ALT + X
   QuickKeys: W

To use the Alternate Word feature:
• Place the cursor on a word for which you would like to define an alternate word.
• Press the Toggle Alternate Words command.
• If this word is not currently in your Alternate Words list, you will be prompted to define an Alternate Word entry.
• If this word is in your Alternate Words list, it will be transformed into its alternate word.

Note that a tilde ( ~ ) will instruct the program to delete a space when entered into an Alternate Word entry.

*Manage Alternate Words Dialog*

**Manage Alternate Words**

there->their->they're
to->too->two
today->~ed to

Add

Edit

Delete

Close

*Add an Alterante Word Dialog*

**Alternate Words**

1  to

2

3

4

5

OK

Cancel

Page One

Page Two

Page Three
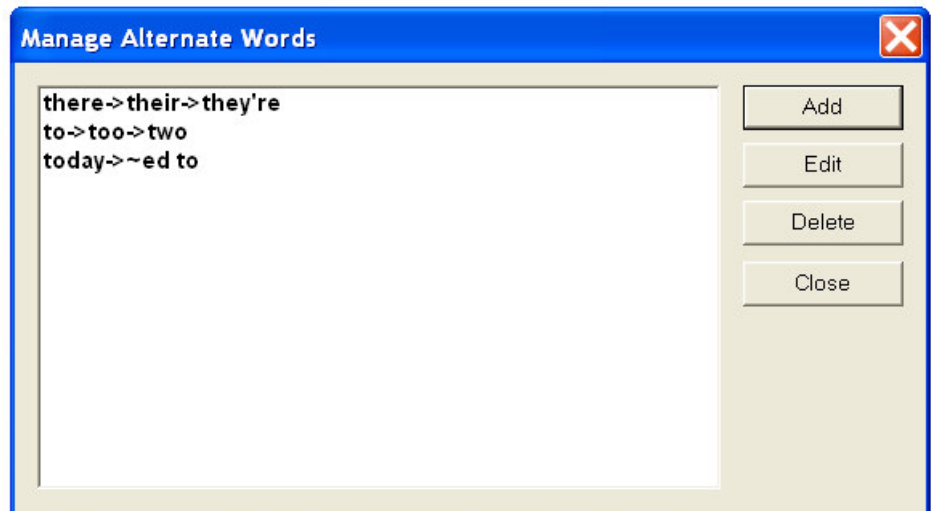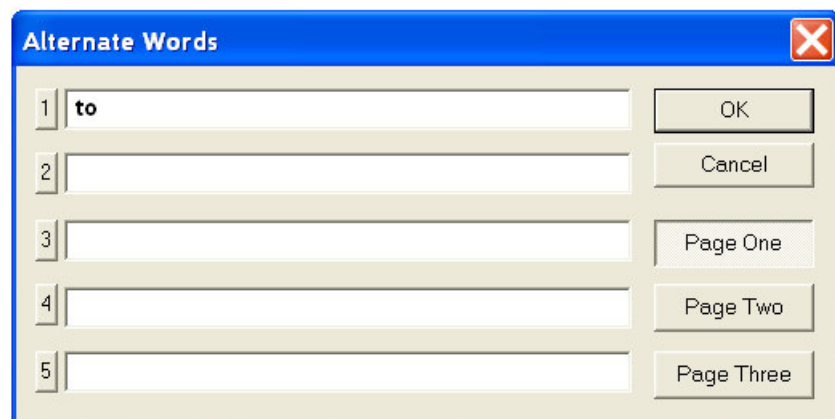
Examples:

To add to, too and two as Alternate Words:
- Press the Add/Edit Alternate Words command. You may also press ALT + E to open the Edit menu. Then press L to display the Manage Alternate Words dialog.
- Press ALT + A to add a new Alternate Word entry.
- Enter the word "to" in the first box.
- Press the TAB key to move the cursor to the next box. Enter the word "too" into that box.
- Press the TAB key to move to the third box. Enter the word "two" into that box.
- Press ENTER when finished. Then press ENTER again to close the Manage Alternate Words dialog.

- Now when you use the Toggle Alternate Words command on the words to, too or two, they will be changed into the next word!

Some reporters stack the final D with the word "to." When that happens, it could translate as the word today. So the sentence: "She wait today go," should read: "She waited to go."

To add "~ed to" as an alternate word for today:
- Place the cursor on the word "today."
- Press the Toggle Alternate Words command.
- If the word "today" is not in your Alternate Words list, you will be prompted to create a new Alternate Words entry for it.
- The Alternate Words dialog will be displayed. The cursor will be in the second box. Type "~ed to" in the second box.
- Press ENTER when finished.
- The word "today" should have changed to the word "to." The -ed ending should have also been added to the previous word. You can eliminate a number of stacking and common writing errors by utilizing the Alternate Words command!

# APPLY GLOBALS

When doing multiple jobs under the same case, many of your editing changes may need to be applied to each job. If you have already translated these jobs or have already done some editing on each, you do not want to retranslate the job. You can apply globals from one job to another quite easily. The Apply Globals feature of Transcript Editor gives you control over both text and dictionary globals.

Apply Globals: This command will display the "Apply Globals" dialog. This dialog allows you to apply globals from another file quickly and easily. This command is a shortcut for Edit->Apply Globals.

*Apply Globals Dialog*
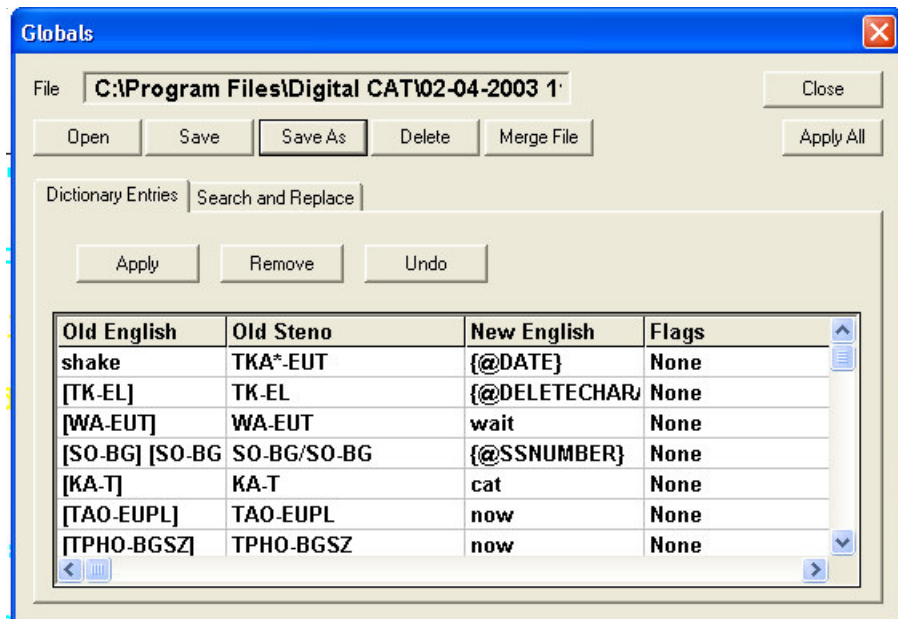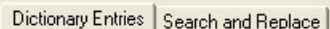


To apply globals from another file:
- With the new file open, press the Apply Globals command, or press ALT + E to open the Edit menu. Then press B for globals.
- If you have not made any global editing changes to this job, an Open dialog will prompt you to choose a

globals file.  Choose the file from the job whose globals you wish to apply to this job.  Once the file has been selected, press ENTER or click the Open button.
- The Globals dialog will appear.
- If you have made global editing changes to this job, the Globals screen will appear, displaying the globals that you have already made.  You may open another globals file by pressing ALT + O.  You may also merge the other globals file into this one by pressing ALT + M.  An open dialog will appear.  Select the correct file from the list and press ENTER.
- Once the globals that you wish to apply appear in the Globals dialog, you may begin applying them to the current job.

The Globals dialog separates globals into two tabs, Dictionary Entries and Search and Replace.  All of the dictionary entries you have made as globals will appear under the Dictionary Entries tab.  Any text globals, or search and replaces, that you have made will appear under the Search and Replace tab.  Click on the tab that you would like to be displayed.



To apply individual globals:
- Select the global that you wish to apply.  You can do this with the mouse or by pressing the arrow keys until the correct global is highlighted.
- Press ALT + A or click the Apply button to apply this global to the job.

To apply all globals:
- Press ALT + L or click the Apply All button to apply all globals to this job.  You may have to switch to the other tab to apply all of the globals from that tab.  Please see above.
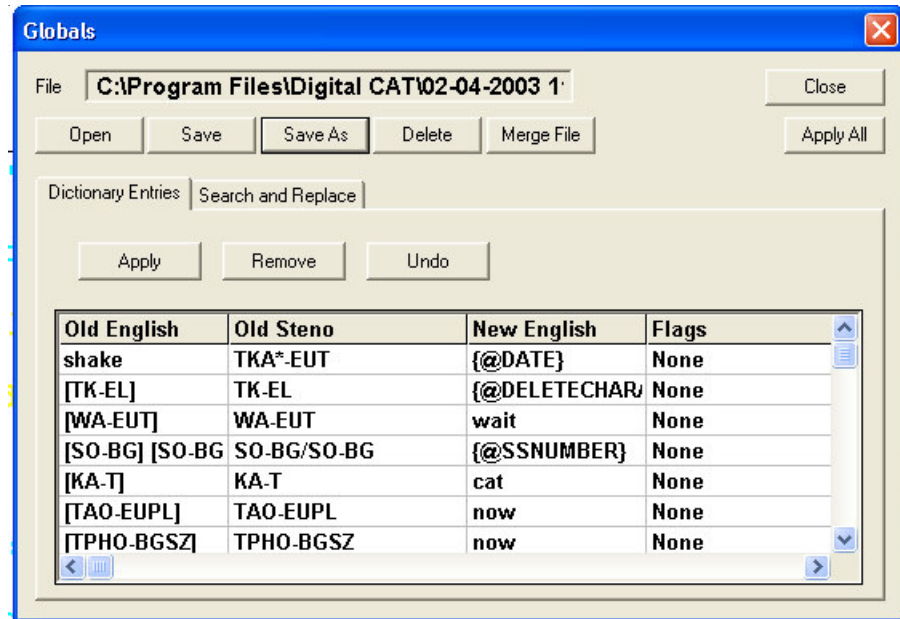
## GLOBALS DIALOG

FILE:
This area will tell you the name of the file that is currently open. Please note that all of the file name may not be displayed.

OPEN:
Pressing this button will allow you to open another globals file.

Press ALT + O to use the Open button.

SAVE:
Pressing this button will save any changes you have made to the globals file. If you remove a global from the list so that it does not get applied again, you should save your globals file.

Press ALT + S to save your globals file.

SAVE AS:
If you would like to save your globals file under a new name, use this button.

Press ALT + V to save your globals file under a new name.

DELETE:
Pressing this button will delete the globals file that is currently loaded.  This is a permanent deletion.  The file will NOT be sent to the Recycle Bin!

Press ALT + D to delete your globals file.

MERGE FILE:
Use this button if you wish to merge globals from another job into this one.  This is useful if you have already made global changes to this job and would now like to apply globals from another job.

Press ALT + M to merge another globals file into this one.

CLOSE:
Pressing this button will close the Globals dialog.

Press ALT + C to close the dialog.

APPLY ALL:
Use this button to apply all globals shown on the screen.

Press ALT + L to apply all globals.

DICTIONARY ENTRIES:
Switch to this tab to display dictionary globals.  You may switch to this tab by clicking on it with the mouse.

*Apply Globals*
*Dialog*
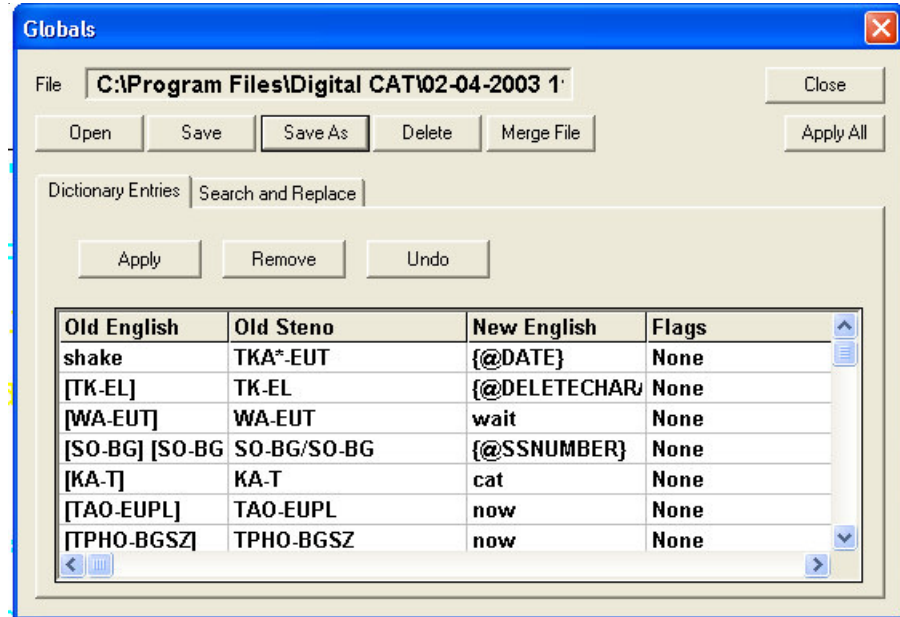


SEARCH AND REPLACE:
Switch to this tab to display text globals. You may switch to this tab by clicking on it with the mouse.

APPLY:
Pressing this button will apply the currently selected global.

Press ALT + A to apply the currently highlighted global.

REMOVE:
Pressing this button will remove the currently selected global from the list.

Press ALT + R to remove the global.

UNDO:
Pressing this button will undo a global application. This is useful if you have accidentally applied a global and wish to undo the action.

Press ALT + U to undo a global application.

GLOBALS LIST:

Under the Dictionary Entries tab:

OLD ENGLISH:
This area shows how the entry was previously defined.

STENO:
This area shows the steno that was defined.

NEW ENGLISH:
This area shows the new English definition of said steno.

FLAGS:
This area shows any flags that may be marked under the new definition.

Under the Search and Replace tab:

SEARCH:
This area shows the text before replacement.

REPLACE:
This area shows the new text with which the old was replaced.

CONFIRM:
This area shows whether the "Confirm Replacement" box was checked when the replace was done. If this area shows a one, the box was checked. A zero indicates that the box was not checked.

MATCH CASE:
This area shows whether the "Match Case" box was checked when the replace was done. If this area shows a one, the box was checked. A zero indicates that the box was not checked.
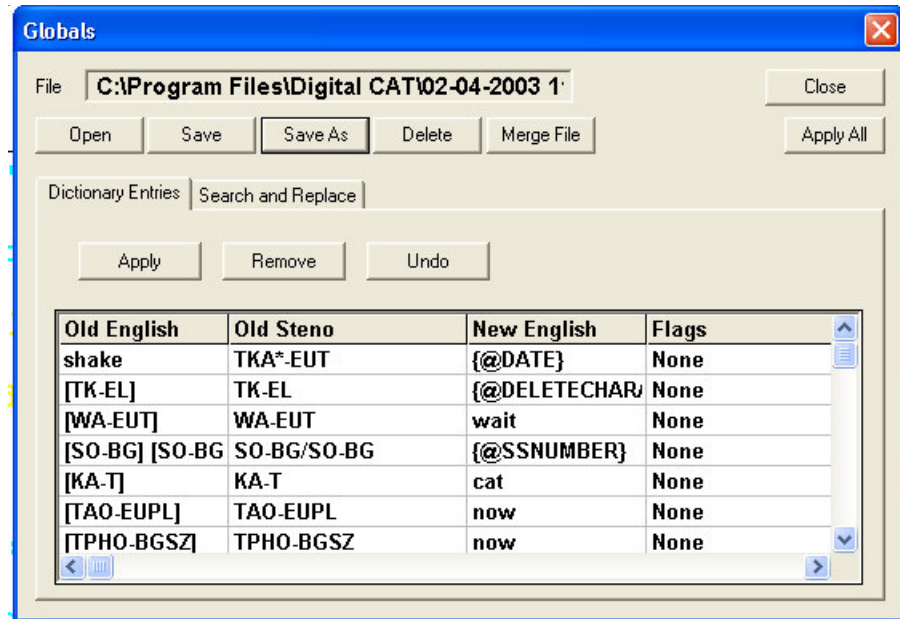
WHOLE WORDS ONLY:

This area shows whether the "Whole Words Only" box was checked when the replace was done. If this area shows a one, the box was checked. A zero indicates that the box was not checked.

# INSERT/OVERWRITE

Typing can be done in two manners. Insert mode will allow typed text to be inserted into a transcript. Overwrite mode will cause typed text to overwrite existing text. Depending upon the task you wish to perform, you may type text in either of these modes.

Toggle Insert/Overwrite: This command will place you in the Overwrite mode if you are currently in the Insert mode. If you are in the Overwrite mode, this command will return you to the Insert mode. You can determine which mode you are in by checking the bottom right corner of your screen. INS stands for Insert. OVR stands for Overwrite.

   Standard Keys: INSERT

# STENO COMMANDS

Set Steno Font:  This command will bring up the Steno Font dialog.  Using this dialog, you can control the size and vertical spacing in which the steno is displayed.

Switch to Editor:  This command will place cursor focus in the Editor window.  This is how most editing is done.  When the Editor window has focus, your keys will affect the English text within it.

Switch to Steno:  This command will place cursor focus in the Steno window.  When this window has focus, your keys will affect the steno within it.  Use your ARROW KEYS to move up and down the steno pages.
   Standard Keys:  CTRL + G
   QuickKeys:  G

View Steno Toggle:  This command will toggle the display of the Steno window.  If the Steno window is displayed, pressing this command will hide it.  If it is hidden, pressing this command will display it.

Find:  The find command, when focus is in the Steno window, will search for steno strokes instead of English.
   KEY:  CTRL + F

Dictionary Query:  When focus is in the Steno window, strokes may be highlighted by pressing the SHIFT button with the UP and DOWN ARROW keys.  Once a stroke or set of strokes is selected, pressing the Q key on your keyboard will display the Dictionary Query dialog.  This dialog will tell you how the selected steno is defined and in what dictionary it is defined.  This is a very useful feature when trying to determine where a bad or incorrect dictionary entry is hiding.

*Dictionary*
*Query*
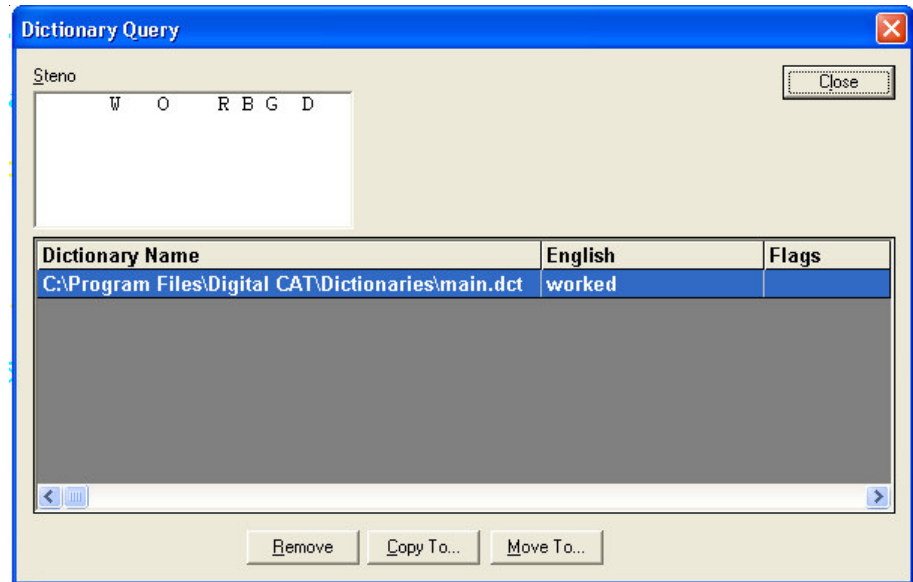


DICTIONARY QUERY DIALOG

STENO:
This area shows the selected steno. This is the steno that is defined.

DICTIONARY NAME:
This area shows the name of the dictionary in which the steno is defined.

ENGLISH:
This area shows how the steno is currently defined.

FLAGS:
This area shows any flags that may be checked with the current entry.

REMOVE:
Pressing this button will remove this dictionary entry. This is useful if it is an incorrect dictionary entry.

Press ALT + R to remove the entry.

COPY TO:
Pressing this button will copy this entry to another dictionary.

Press ALT + C to copy this entry.

MOVE TO:
Pressing this button will move this entry to another dictionary.  Please note that the entry will be removed from its current dictionary and placed into another dictionary.

Press ALT + M to move the current entry.

CLOSE:
Pressing this button will close the dialog.

Press ESC or ALT + L to close the dialog.

# FORMATTING COMMANDS

Stenovations has implemented a number of commands into digitalCAT that help to make formatting particular sections of a job easy.

## TEXT FORMATTING COMMANDS

Bold Text:  This command will bold any selected text. Pressing this command with bolded text highlighted will return the text to normal.

Italicize Text:  This command will italicize any selected text.  Pressing this command with italicized text highlighted will return the text to normal.
   Standard Keys:  ` ~
   QuickKeys:  ` ~

Underline Text:  This command will underline any selected text.  Pressing this command with underlined text highlighted will return the text to normal.
   Standard Keys:  CTRL + U
   QuickKeys:  U

Subscript Text:  This command will make any selected text subscript.  Pressing this command with subscripted text highlighted will return the text to normal.

Superscript Text:  This command will make any selected text superscript.  Pressing this command with superscripted text highlighted will return the text to normal.

Change Font:  Executing this command will allow you to change the font of selected text.

Insert Page Break:  Pressing this command will insert a manual page break in your text.  Using this command will automatically cause the next line to begin as the first line of the next page.  An automatic page break appears in the transcript as a dashed line.  A manual page break appears as a solid line across the screen.
   Standard Keys:  CTRL + ENTER

Insert Hard Space:  A hard space is a space between two items that should remain together.  For example, in the name Mr. Smith, the space between Mr. and Smith would be a hard space.  The name Smith should never wrap to the next line without Mr. wrapping with it.  By using this command, you can "glue" words together so that they will always remain together, even at the end of a line.

Insert Special Character:  Using this command will let you insert special characters into your document.  This is very useful when trying to write words of foreign origin, such

as resume.  Accented letters can be easily added, making your transcript appear more professional and appealing.
   Standard Keys:  CTRL + ` ~

## PAGE FORMATTING COMMANDS

Please see Chapter 7 for a more detailed explanation of the dialogs mentioned here.

Format Line Numbers:  This command will display a dialog allowing you to change how your line numbers will be printed.

Format Page Border:  This command will display a dialog allowing you to change how your border will be printed.

Format Page Headers/Footers:  This command will display a dialog allowing you to change how your headers and footers will appear on the printed page.

Format Page Margins:  This command will display a dialog allowing you to change the margins for your text.

Format Page Numbers:  This command will display a dialog allowing you to change how your page numbers will be printed.

Format Page Timestamps:  This command will display a dialog allowing you to change how or if your timestamps will be printed.

Edit Paragraph Styles:  This command will display the Edit Paragraph Styles dialog, allowing you to alter your individual paragraph styles.  Please see Chapter 7 for more information on adjusting your paragraph styles.
   Standard Keys:  ALT + CTRL + P

Apply Page Style: A page style is very similar to a template, but will only apply to one page. If you have saved page styles, you may use this command to apply them to the page the cursor is on.

Apply Template: A template is the file in which formatting information is saved. Applying a template will alter the formatting information for an entire job. This can be useful if you normally do work for one firm, but need to change the formatting on a particular job for another firm.
    Standard Keys: ALT + CTRL + T

## BIRD CAGE FEATURE

digitalCAT includes an automatic Bird Cage feature. This feature will put the closing parentheses on your title page. These parentheses will be in perfect alignment and will stay in alignment even if you change the text!

To insert a Bird Cage:
• Highlight the text that will be within the Bird Cage.
• Press ALT + E to open the Edit menu.
• Press the UP ARROW KEY to highlight Bird Cage.
• Press the ENTER key to display the sub-menu.
• Press ENTER again on Bracket Current Selection. The Bird Cage dialog will appear.
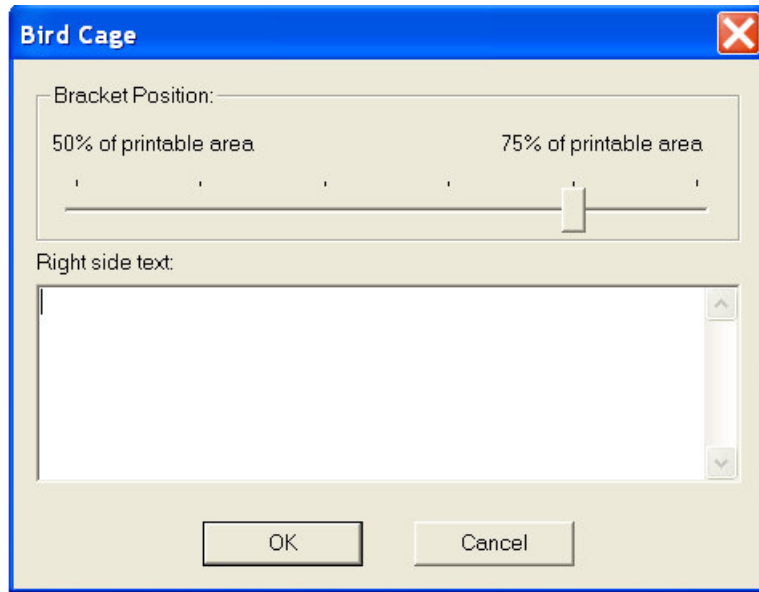
BIRD CAGE DIALOG

BRACKET POSITION:
The bracket position is the position of the parentheses on the page. Setting the slide bar to the far left will position the parentheses at 50%, or half-way across the paper. Positioning the slider at the far right will position them at 75%, or three quarters across the page to the right.

RIGHT SIDE TEXT:
You would type your Case Number and any other information that needs to appear to the right of the parentheses here. Any information typed in this area will appear to the right of the Bird Cage.

EDITING AND REMOVING A BIRDCAGE

Place your cursor on any line within the Bird Cage to edit or remove the parentheses.

To edit the Bird Cage:
• Make sure the cursor is within the cage.
• Press ALT + E to open the Edit menu.
• Press the UP ARROW to highlight Bird Cage.

*Bird Cage Dialog*
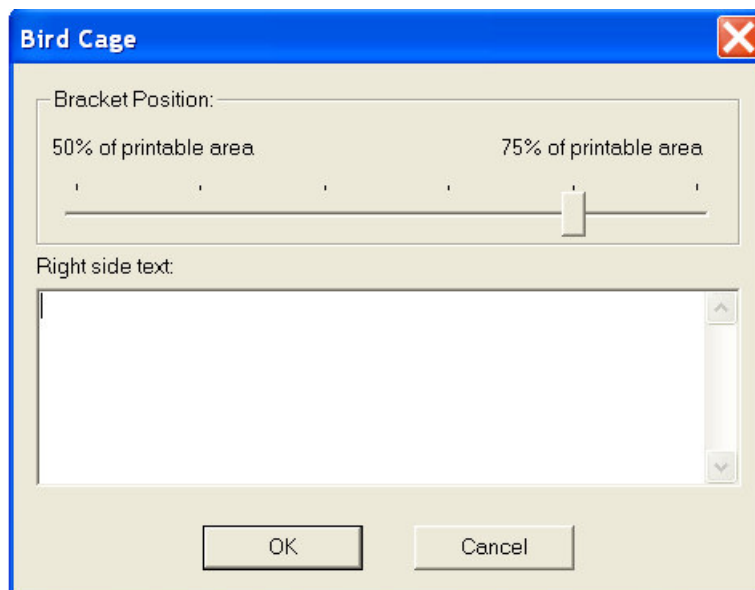


- Press ENTER to display the sub-menu.
- Use the DOWN or UP ARROW KEYS to highlight Edit Selection.  The Bird Cage dialog will again appear. Make any changes that you deem necessary.
- Press ENTER when finished.

To remove the Bird Cage:
- Make sure the cursor is within the cage.
- Press ALT + E to open the Edit menu.
- Press the UP ARROW to highlight Bird Cage.
- Press ENTER to display the sub-menu.
- Use the DOWN or UP ARROW KEYS to highlight Unbracket Selection.  The parentheses will be removed.

## HEADERS AND FOOTERS

Header New:  This command will add a new header to your document.  You can use this command when changing witnesses or speakers to change how the header appears on the page.  A transcript may have multiple headers in a document.  Please see Chapter 7 for more information on adding a header to your document.

Header Edit:  This command will let you edit the current header.  Please note that editing a header will change that header on each page that it appears.  If you wish to change a header from a specific point in the transcript on, please insert a new header.

Header Delete:  This command will delete the current header.  Please note that this will remove the header from any page on which it currently appears.

Footer Edit:  Using this command will allow you to edit the footer on this transcript.  A transcript is currently limited to one footer.  The footer text can be saved into a template to prevent future changes from being necessary.

## AUTOMATIC APPEARANCES

The names of attorneys and information such as their address and phone number can be saved in a database within digitalCAT.  This information can then be retrieved and inserted into a transcript quickly and easily.

Press the Insert Appearance command to display the Firms dialog.  You can also display this dialog by pressing ALT + E to open the Edit menu.  Then press A for Appearances.  The Firms dialog will appear.

Insert Appearance:  Invoking this command will display the Firms dialog, allowing you to easily insert an appearance of an attorney in your database.
   Standard Keys:  ALT + CTRL + A

*Firms Dialog*
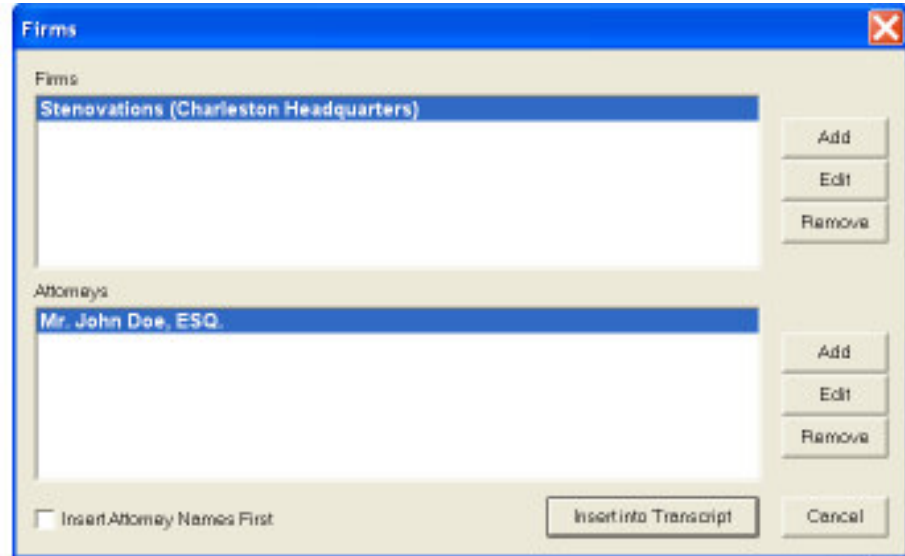


FIRMS

The "Firms" section of the dialog lists the firm names in your database. Attorneys can be added under the firms that they work for.

To add a new firm, press ALT + A.
To edit the information for an existing firm entry, highlight the firm name and press ALT + E.
To remove a firm from your database, highlight the firm name and press ALT + R.

In the Add Firm or Edit Firm dialog, you can enter the name of the firm, the location of the firm (if perhaps they have a location in one city and a branch in another), the address and phone number.

*Add Firm Dialog*

ATTORNEYS

To make adjustments to the attorneys that work for a specific firm, highlight the correct name in the Firms box. A list of attorneys entered under that firm will be displayed in the Attorneys box. Press ALT + Y to move the cursor to the Attorneys box.

To add a new attorney, press ALT + D.
To edit the information for an existing attorney, highlight the correct name and press ALT + T.
To remove an attorney from this firm listing, highlight the correct name and press ALT + M.

*Add Attormey Dialog*



When adding or editing an attorney, you may enter their name, bar number, email and any other information.

*Firms Dialog*
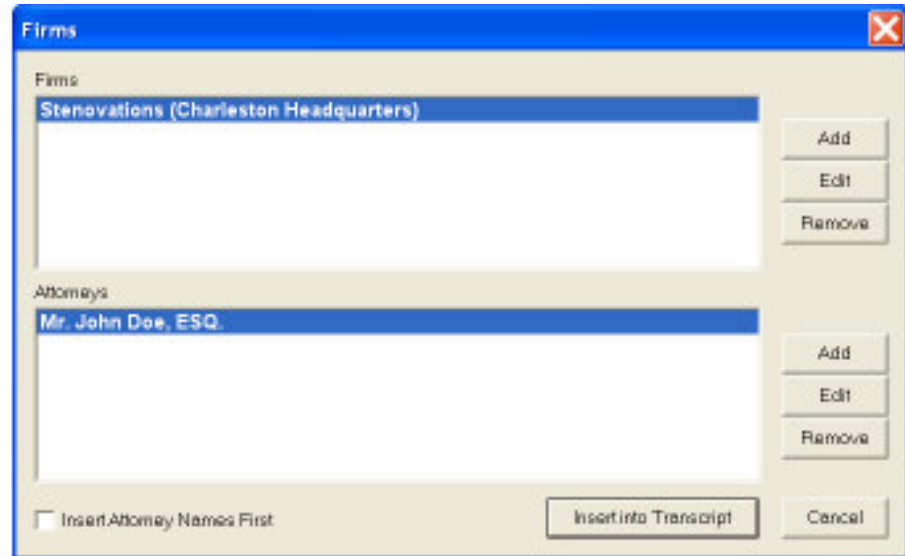


INSERT ATTORNEY NAMES FIRST:
Checking this box will display the attorney name before
the firm name when the appearance is inserted.  If this
box is unchecked, the firm name will be displayed first.

INSERT INTO TRANSCRIPT:
Clicking this button, or pressing the ENTER key, will
insert the highlighted attorney into the transcript.

To insert an appearance:
• Press the Insert Appearance command, or press
  ALT + E to open the Edit menu.  Then press A to open
  the Firms dialog.
• Select the firm for which the attorney works.
• Press TAB or ALT + Y to move the cursor to the list of
  attorneys.  Use the ARROW KEYS to highlight the
  attorney you wish to insert.
• Press ENTER once the correct name has been
  highlighted.

# AUTOMATIC INDEXING

digitalCAT can automatically generate and insert indexes for the examination of witnesses, identification and admitting of exhibits, and the location of objections. During the editing process, "flag" the witnesses, exhibits or objections to be included in the indexes as you move through the transcript.

**FLAGGING A WITNESS**

To flag a witness:
- Go to the area of the transcript where the witness is sworn in.
- Highlight the witness name.
- Invoke the Witness New command or press ALT + I to open the Index menu. Then press ENTER on Witness. Press ENTER again on New. The Enter New Witness dialog will appear with the highlighted name already typed in.
- Press ENTER to accept the witness name. An asterisk will appear before the line number at the left of the screen. When you see this asterisk, you know that the witness is flagged.
- Repeat this process for any other witnesses that may appear in your transcript.

**CAT-TIP**

Should the page numbers for indexed items need to be changed due to further editing, there is an Update Indexes function that automatically updates the page numbers in the index. There is no need to generate any new indexes! Please see the Update Indexes feature in this section.

*Flagging a New Witness*

**Enter New Witness**

Witness Name

JOHN DOE

OK          Cancel

To change the name of a witness:
- You may change the name of a flagged witness by using the Witness Edit command. You can also press ALT + I to open the Index menu. Then press ENTER on Witness. Press E to bring up the Edit Witness window.
- Make the necessary modifications to the witness' name.
- Press ENTER to save the change and return to the transcript.

FLAGGING AN EXHIBIT

To flag an exhibit as marked:
- Place the cursor on the line where the exhibit was marked.
- Invoke the Exhibit New command or press ALT + I to open the Index menu. Press H for Exhibit. Press ENTER on New. The Insert Exhibit dialog will appear.

*Insert Exhibit*



NAME:
This area holds the name of the group to which this exhibit belongs. This may be "Plaintiff's Exhibits" or "Defendant's Exhibits."

Place ALT + N to place the cursor in this box.

NUMBER:
This area determines the exhibit number. For example, if this is exhibit four, then this item should show the number four.

Press ALT + U to place the cursor in this box.

MARKED:
Select this item to flag where an exhibit has been marked.

Press ALT + M to select this item.

ADMITTED:
Select this item to flag where an exhibit has been admitted. If an exhibit has been marked, then admitted on another page, you will need to create a NEW exhibit. Do not edit the existing exhibit.

Press ALT + A to mark this item.
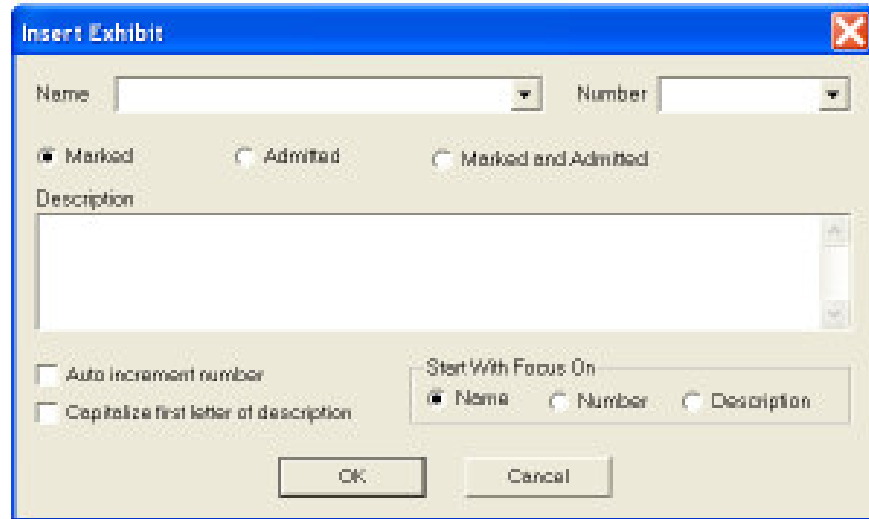
MARKED AND ADMITTED:
Select this item to flag where an exhibit is both marked and admitted.

Press ALT + R to mark this item.

DESCRIPTION:
This area will hold the description of the exhibit. This description will appear in the index. For example, you may enter the word "Photograph" to denote that exhibit 5 was a photograph.

Press ALT + D to place the cursor in this box.

*Insert
Exhibit*



AUTO INCREMENT NUMBER:
If your exhibits will be marked in sequential order, you
may check this box. Checking this box will automatically
increase the number each time a new exhibit is marked.
For example, if you finish marking exhibit number 4 and
are now going to mark exhibit number 5, the program
will automatically put the number 5 in the Number box.

CAPITALIZE FIRST LETTER OF DESCRIPTION:
If this box is checked, the first letter of the description
will be capitalized.

Press ALT + C to mark this box.

START WITH FOCUS ON:
This area controls where the cursor will appear the next
time the exhibit dialog is displayed.
    Name: The cursor will be in the name box when the
    dialog is opened. Press ALT + N to mark this item.
    Number: The cursor will be in the number box when
    the dialog is opened. Press ALT + B to mark this item.
    Description: The cursor will be in the description box
    when the dialog is opened. Press ALT + S to mark this
    item.

After marking your information in this dialog, press OK to save it. An asterisk will appear before the line number at the left of the screen indicating that the exhibit has been marked.

FLAGGING AN OBJECTION

To flag an objection:
• Place your cursor in the colloquy paragraph that contains the objection.
• Press the Objection New command or press ALT + I to open the Index menu. Press O for Objection. Press ENTER on New.
• The asterisk should appear to the left of the line number. When it does, the objection has been marked.

## INSERTING THE INDEXES

EXAMINATION INDEX

• Place the cursor at the location where the index should be inserted.
• Invoke the Insert Examination Index command or press ALT + I to open the Index menu. Press X to insert the Examination Index.
• The Examination Index should be inserted.

EXHIBIT INDEX

• Place the cursor at the location where the index should be inserted.
• Invoke the Insert Exhibit Index command or press ALT + I to open the Index menu. Press E to insert the Exhibit Index.
• The Exhibit Index should now be inserted.

OBJECTION INDEX

• Place the cursor at the location where the index should be inserted.
• Invoke the Insert Objection Index command or press ALT + I to open the Index menu.  Press B to insert the Objection Index.
• The Objection Index should now be inserted.

## AUTOMATIC PAGE BREAKS AFTER INDEXES

digitalCAT can automatically insert page breaks after indexes have been inserted.

Press ALT + I to open the Index menu.
Press P to mark "New Page after Examination Index."
Press N to mark "New Page after Exhibit Index."

## USING LEADERS IN THE INDEX

Leaders (. . .) may or may not be inserted in an index. To check the current status of the leader feature:
• Press ALT + I to open the Index menu.
• If there is a check mark before "Use Leaders in Indexes," then the leaders will print in the index.
• To not use leaders, press L to remove the check mark.

## UPDATING INDEXES

If more editing is done after an index has been inserted, you may update the indexes to automatically adjust the page numbers.  You may do this by invoking the Index Update command.  You can also press ALT + I to open the Index menu.  Then press U for Update Indexes.

INDEX COMMANDS

Exhibit New:  This command will display the Exhibit dialog allowing you to mark a new exhibit.
    Standard Keys:  ALT + CTRL + E

Exhibit Edit:  This command will display the Exhibit dialog allowing you to edit a marked exhibit.
    Standard Keys:  CTRL + SHIFT + E

Exhibit Delete:  This command will remove a marked exhibit.

Witness New:  This command will allow you to mark a new witness.

Witness Edit:  This command will allow you to edit the name of a marked witness.

Witness Delete:  This command will delete a marked witness.

Objection New:  This command will mark a new objection.

Objection Delete:  This command will delete a marked objection.

Insert Examination Index:  Invoking this command will attempt to insert an Examination Index at the location of the cursor.

Insert Exhibit Index:  Invoking this command will attempt to insert an Exhibit Index at the location of the cursor.

Insert Objection Index:  Invoking this command will attempt to insert an Objection Index at the location of the cursor.

Index Update:  This command will update the page numbers included in an index.  This command is useful if further editing or insertion of indexes may have altered the page numbers.

## PROOFREAD MODE

digitalCAT includes a special Proofreading mode.  When in this mode, the transcript will scroll at a user specified speed.  This scrolling allows you to read the transcript without having to press the ARROW KEYS or any other key to scroll through the document.  You can exit the Proofreading mode at any time by pressing the SPACEBAR.

You may specify the scrolling speed under Options->Editor.  Please see Chapter 2 for further information on setting this option.

Proofread:  Pressing this command will take you into the Proofread mode.  Pressing this command again will NOT return you to normal mode!  To return to normal mode, press the SPACEBAR.
     Standard Keys:  SHIFT + \ |

## PRINT COMMANDS

Preview Transcript:  Using this command will display the Print Preview of the transcript.  This command will show you the transcript exactly as it should print.  This is a shortcut for the Print Preview->Transcript item under the File menu.
     Standard Keys:  ALT + F1

Print:  This command will send the transcript to the printer.  This is a shortcut for the Print->Transcript item under the File menu.

Print Current Page:  This command will send only the page the cursor is on to the printer.  This command is useful when setting up or altering your formatting information.  You can see how the formatting will look by printing a single page.  This is a shortcut for the Print->Current Page item under the File menu.
    Standard Keys:  ALT + F2

Print Setup:  This command will display the Print Setup dialog.  From this dialog, you can select the printer you wish to use as well as some of your printing options.  This is a shortcut key for the Print Setup item under the File menu.

# FILES

## SPLITTING AND APPENDING FILES

digitalCAT allows you to split a file into two files.  It also allows you to merge, or append, two files together.  You may need to split a file into multiple volumes, or you may need to split a second witness into his own file.  You may also need to append two files together at some point.

To split a file:
- Place the cursor at the location where the files should be split.  Everything to the left and above the cursor will be placed in the first file.  Everything to the right and below the cursor will be placed in the second file.
- With the cursor in the correct location, use the Split File command or press ALT + F to open the File menu.  Then press T for Split.

• A dialog will ask you to save the first portion of the file. Choose a name for the first part of the file and press ENTER or click the Save button.

*Name the*
*First Part*

**Choose Filename for First Part**

Save in: 📁 Transcripts

📄 09-30-2004 1038 Thursday.trn
📄 AutoSaveUntitled.trn

File name: [                    ]   Save

Save as type: Transcript Files (*.trn)   Cancel
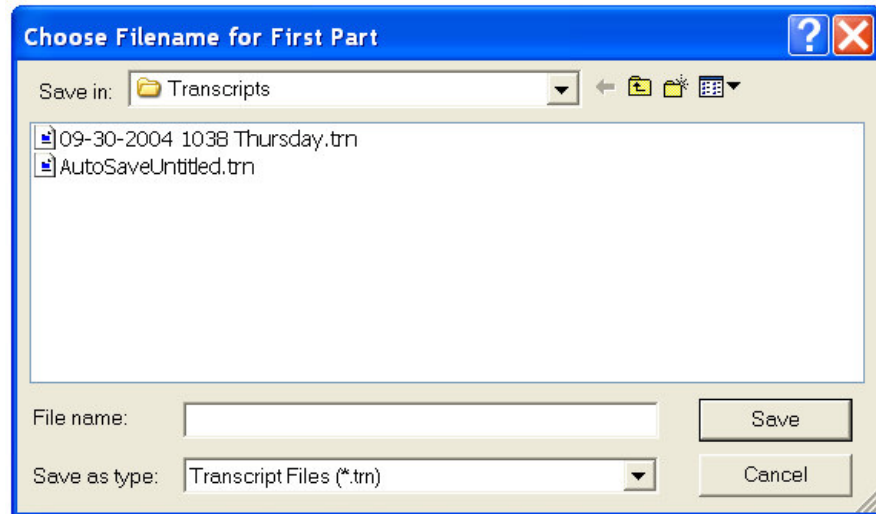
Another dialog will ask you to save the last portion of the file. The name you gave the first file will still be typed in. If you simply wish to add "Vol. II" or something similar to the end, press the RIGHT ARROW KEY and type your addition. If you wish to completely rename the file, begin typing to overwrite the highlighted name with your typed text. Press ENTER or click the Save button when finished.

*Name the*
*Last Part*

**Choose Filename for Last Part**

Save in: 📁 Transcripts

📄 09-30-2004 1038 Thursday.trn
📄 AutoSaveUntitled.trn

File name: [file vol 2.trn]   Save

Save as type: Transcript Files (*.trn)   Cancel
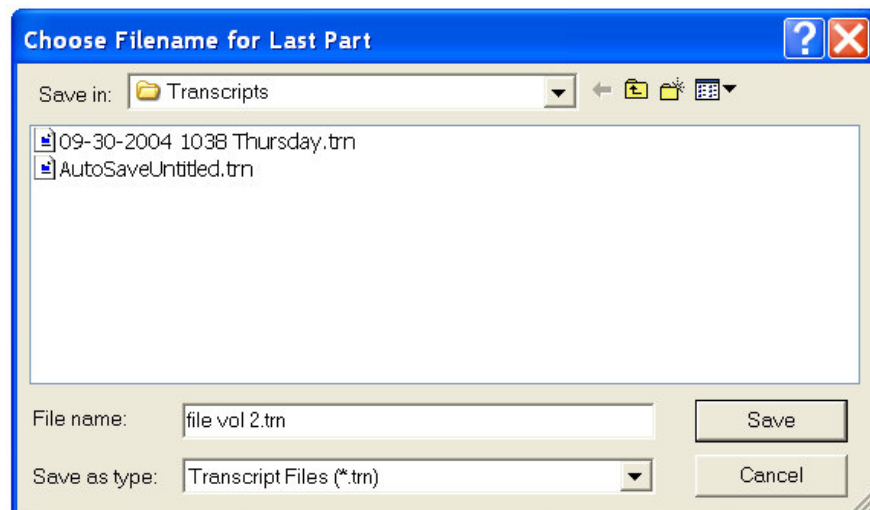
To append a file:
- Make sure that the first file is currently open!
- Press the Append File command or press ALT + F to open the File menu.  Then press the letter D for Append.
- An Open dialog will appear.  Press SHIFT + TAB to place focus in the list of files.
- Use the ARROW KEYS to highlight the file that you wish to append.
- Once the correct file is highlighted, press ENTER or click the Open button.  Regardless of cursor position, the file will be appended to the end of the first document.

## FILE COMMANDS

Append File:  This command allows you to append another file to the end of the current file.  Executing this command will display an Open dialog.  You may select the file that you wish to append from this dialog.  This command is a shortcut for the Append item under the File menu.

Split File:  This command allows you to split a file into two files.  You may do this to separate different witnesses from a file or to separate a file into multiple volumes.  Executing this command will display two Save As dialogs.  Type the name for the first portion of the file in the first dialog and press ENTER.  Now type the name for the second portion into the new Save As dialog and press ENTER.  Please note that you now have three files:  the original complete file, the first portion file and the second portion file.  This command is a shortcut for the Split item under the File menu.

Copy From Floppy:  This command will restore an archived transcript from a floppy disk.  This command is the same as the Copy from Floppy item under the File menu.

Copy To Floppy:  This command will archive the currently open transcript to a floppy disk.  This command is the same as the Copy to Floppy item under the File menu.

Insert Include File:  Executing this command will allow you to easily insert an include file while editing.  This command will display an Open dialog.  Select the include file that you wish to insert from this dialog and press ENTER.  This command is a shortcut for the Insert Include File item under the Edit menu.
    Standard Keys:  ALT + CTRL + I

New File:  Executing this command will close the currently open transcript, if there is a transcript open.  A new, untitled transcript will be displayed.  If you are currently translating in realtime, you will be prompted to save this new realtime file.  This is a shortcut command for the New item under the File menu.

Open File:  Executing this command will close the currently open transcript, if there is a transcript open.  An Open dialog will prompt you to select the transcript that you would like to open.  Highlight the file that you wish to open and press ENTER.  The file will be displayed.  This is a shortcut command for the Open item under the File menu.
    Standard Keys:  ALT + O

Save File:  This command will save any changes that you may have made to the open transcript.  This is a shortcut command for the Save item under the File menu.
    Standard Keys:  ALT + S

Save File As:  This command will allow you to save the currently open transcript under a new name or file type. Pressing this command will display a Save As dialog. Simply type in the new name of the transcript and press ENTER.  This is a shortcut command for the Save As->Transcript item under the File menu.

Save Amicus:  This command will save the currently open transcript under the Amicus ASCII format.  This is a shortcut command for the Save As->ASCII->Amicus item under the File menu.

Save Amicus ZX:  This command will save the currently open transcript under the Amicus ZX ASCII format.  This is a shortcut command for the Save As->ASCII->Amicus ZX item under the File menu.

Save Capitalized Page Image:  This command will save the currently open transcript as capitalized words under the Page Image ASCII format.  The entire transcript will be capitalized.  This is a shortcut command for the Save As->ASCII->Capitalized Page Image item under the File menu.

Save Include File:  This command will save the current document, or the highlighted portion of the document, as an include file.  This is a shortcut command for the Save As->Include File item under the File menu and the Save Include File item under the Edit menu.

Save Page Image:  This command will save the currently open transcript under the Page Image ASCII format.  This is a shortcut command for the Save As->ASCII->Page Image item under the File menu.

Save Page Style: This command will save a Page Style from the page the cursor is currently on. Please see Chapter 7 for more information on Page Styles. This is a shortcut command for the Save Page Style item under the Format menu.

Save Special Page Image: This command will save the currently open transcript under the Special Page Image ASCII format. This format is very similar to the Page Image format, but handles formatting information a little differently. This is a shortcut command for the Save As->ASCII->Special Page Image item under the File menu.

Save with Headers/Footers: This command will save the currently open transcript under the Page Image ASCII format. This command will also save the headers and footers from the transcript into the ASCII file. This is a shortcut command for the Save As->ASCII->With Headers/Footers item under the File menu.

Windows Explorer: This command will display the Windows Explorer screen. This is the file management screen. Please see Chapter 9 for more information on file management. This is a shortcut command for the Windows Explorer item under the Tools menu.
   Standard Keys: ALT + CTRL + W

## SPECIAL COMMANDS

Word Count: This command will display the number of words in the document.

**CAT-TIP**

The Word Count command can be used to determine your average words per minute! Simply take the number of words you wrote and divide it by the time, in minutes, that you wrote. For example, if you wrote 13,500 words in an hour, you would divide 13,500 by 60 minutes. This would be 225 words per minute!

Definition:  If you have Microsoft Encarta or Bookshelf installed and linked to digitalCAT, pressing this command will show you the definition of the word the cursor is currently on.  Please see General Options in Chapter 2 for more information on linking Encarta or Bookshelf to digitalCAT.

    Standard Keys:  SHIFT + F9

Stedman's Medical Definition:  If you have Stedman's Medical dictionary installed on your computer, pressing this command will show you the medical definition for a word the cursor is on.

Null Command:  This command should not be used.  It is used internally by the program and should not be called by the user.

## TRANSLATING COMMANDS

Translator Commands:  This command will display the Command Editor.  You can use the Command Editor to setup and alter your realtime commands.  Please see Chapter 5 for more information on the Command Editor.

Translator Dictionaries:  This command will display the Dictionary Setup dialog.  From this dialog, you can add or remove dictionaries and set your artificial intelligence preferences.  Please see Chapter 6 for more information on this dialog.

    Standard Keys:  ALT + CTRL + D

Translator Set Font:  If translation is being done in the buffer, you can use this command to set the font of the text within the buffer.  The larger the font, the less information the buffer can hold.  With a larger font, the buffer would more quickly "dump" the translations into the transcript.

Translator Start/Stop:  Pressing this command will start and stop translation.  If Translation has not been started, this command will start it.  If you are currently translating, pressing this command will stop translation.  By using this command, you can easily begin translation as soon as Transcript Editor is open.  If the program loads with your computer, you can press this command to immediately begin writing.
    Standard Keys:  ALT + CTRL + S

New Session:  This command will invoke the New Session item under the File menu.  This item lets you choose your Steno Source, Dictionary Setup, and template for the job.  You may use this command if you find yourself constantly changing steno sources or dictionaries.  If you work for multiple firms and have a number of templates, you can also use the New Session feature to apply the appropriate template before you ever start translation.

## CIC COMMANDS

CIC Setup:  This command will display the CIC Setup dialog.  From this dialog, you can set your CIC Transmit port, transmission speed, etc.  Please see Chapter 3

CIC Start/Stop:  Using this command will connect to a realtime receive software.  Please use the menu command under Tools->CIC to Start or Stop your CIC session! Simply press ALT + L to open the Tools menu.  Then press the I key for CIC.  Finally, press ENTER to Start or Stop your session.

CIC Transmit Start/Stop:  This command will begin or end transmission of translations to a realtime receive software.  Please use the menu command under Tools->CIC to Start or Stop your CIC session!  Simply

press ALT + L to open the Tools menu. Then press the I key for CIC. Finally, press ENTER to Start or Stop your session.

# MACROS

Macros are combinations of commands executed at once. They can be very powerful features. If you notice that you are constantly using the same series of commands, you may wish to combine those commands in a macro. That way, you can execute the same series of commands with only one keystroke!

Keyboard Macro Record/Stop: Use this command to begin recording a macro. When finished, press the command again to stop recording. The Keyboard Macro Name window will open, allowing for a name to be entered and a key command selected for the new macro.
　　Standard Keys: ALT + CTRL + R

Macros do not have to be recorded! They can be composed quite easily. Press and release the ALT key, then press the letter O to open the Options menu. Press ENTER on Keyboard. Once the Keyboard Setup screen appears, press ALT + M or click the Macros button to open the Manage Macro Definitions dialog. A list of current macros will be displayed.
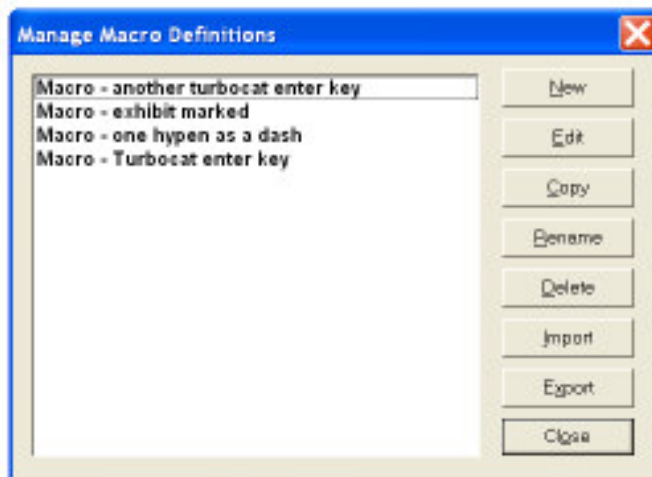
*Manage Macro Definitions*
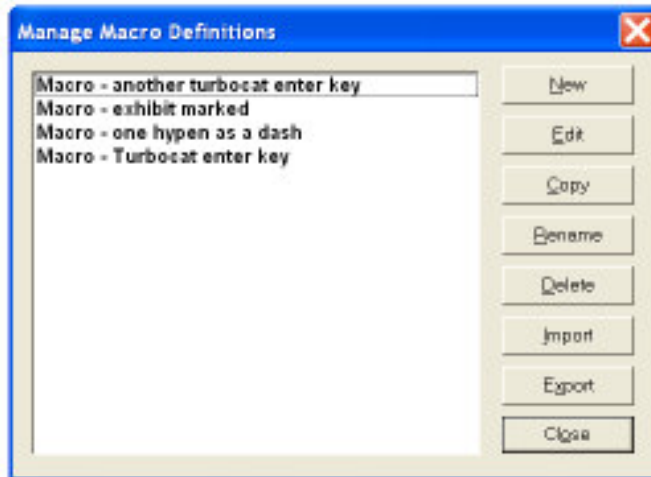
NEW:
This button will allow you to compose a new macro.

Press ALT + N to activate this button.

EDIT:
This button lets you edit an existing macro.

Press ALT + E to activate this button.

COPY:
This button will duplicate an existing macro under a new name. This can be useful for creating similar macros, like the Exhibit Marked macros explained later in this section.

Press ALT + C to activate this button.

RENAME:
This button allows you to rename an existing macro.

Press ALT + R to activate this button.

DELETE:
Pressing this button will delete the selected macro from the list.

Press ALT + D to activate this button.

IMPORT:
This button allows you to import keyboard macros that were exported to a file. You will have to define these macros as a keyboard command in order to be able to use them.

Press ALT + I to activate this button.

EXPORT:
This button will allow you to export, or save, your keyboard macros to a file. You may then transfer these macros to another computer or give them to another user.

Press ALT + X to activate this button.

CLOSE:
Pressing this button will close the Manage Macro Definitions dialog.

Press ESC or ALT + O to close the dialog.

## CREATE A NEW MACRO

To create a new macro:

• Press ALT + N or click the New button to begin composing a new macro definition.
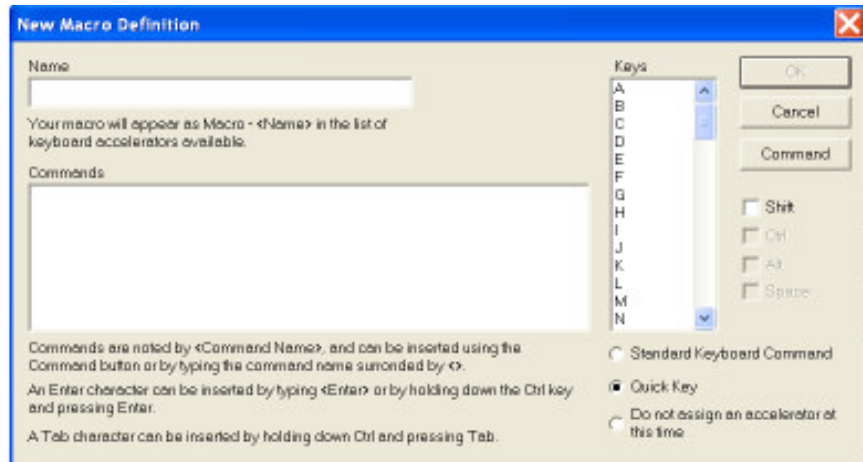
• Type a name for the macro in the Name box.
• Press TAB to put your cursor in the Commands box.
• Press ALT + C or click the Commands button on the right side of the dialog to see a list of commands that you can insert.
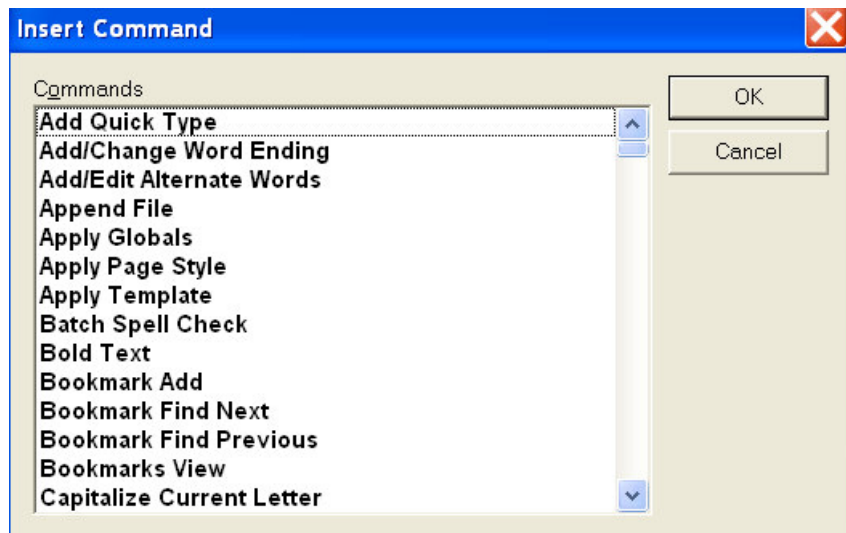
• Insert the commands that you would like to string together.  Press ALT + C each time you wish to add another command to the string.

- Press TAB to move the cursor to the Command button.
  Press TAB again to move the cursor to the list of keys.
- Select the key that you would like to use with this macro.  This will be the letter, number or symbol that will be used in QuickKeys or in conjunction with the CTRL, ALT or SPACEBAR to execute this string of commands.
- You may change this command to a Standard Key command by pressing ALT + A.  You may change it to a QuickKey command by pressing ALT + Q.  You may also choose not to assign it to a keyboard command at this time by pressing ALT + D.

  Press ALT + H to use the SHIFT key with the selected key to execute this command.
  Press ALT + T to use the CTRL key with the selected key to execute this command.
  Press ALT + L to use the ALT key with the selected key to execute this command.
  Press ALT + S to use the SPACEBAR with the selected key to execute this command.

- Press ENTER or click the OK button to save this new macro.

## EDITING A MACRO

To edit a macro:
- Make sure the Manage Macro Definitions dialog is open.
- Highlight the macro you wish to edit.
- Press ALT + E or click the Edit button to edit the macro's component commands.
- Make any changes necessary, and press ENTER when finished.

## Example Macro:
## Plaintiff's Exhibit Marked

You can instantly insert the Exhibit Marked parentheticals by using a Macros.

To create this type of macro:
• Make sure the Manage Macro Definitions dialog is open.
• Press ALT + N or click the New button to create a new macro.
• Type "Plaintiff's Exhibit Marked" in the Name box.
• Press Tab to move the cursor into the Commands box.
• Press ALT + C to see the list of commands. Choose "Insert {P Paren} Paragraph" from the list of commands. Press ENTER when it is highlighted.
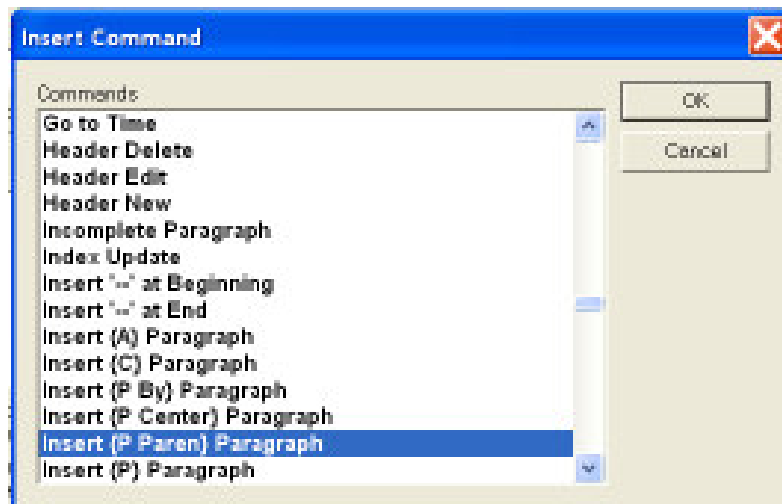


• The <Insert {P Paren} Paragraph> command will be inserted into the Commands box.
• If Stenovations set up your formatting information, you may not need to type an open parenthesis here! Otherwise, you may need to type an open parenthesis.
• Type the words "Wherupon Plaintiff's Exhibit No. [ ] was marked for identification.)"
• Once that is typed, press ALT + C to again display the list of commands.
• Choose "Find Previous Untranslate" from the list and press ENTER.

- Your macro definition should look like that shown below.
- Press the TAB key TWICE!
- Select the letter, number or symbol that you would like to use to insert this parenthetical.
- You may change this command to a Standard Key command by pressing ALT + A.  You may change it to a QuickKey command by pressing ALT + Q.  You may also choose not to assign it to a keyboard command at this time by pressing ALT + D.
- Select any key that you wish to use with this key to invoke this command.

    Press ALT + H to use the SHIFT key with the selected key to execute this command.
    Press ALT + T to use the CTRL key with the selected key to execute this command.
    Press ALT + L to use the ALT key with the selected key to execute this command.
    Press ALT + S to use the SPACEBAR with the selected key to execute this command.

- Press ENTER or click the OK button when finished to save this new macro.  You may repeat this process for any other type of exhibit that you would like to use.  For example, you may want another macro for Defendant's or State exhibits.

# NOTES
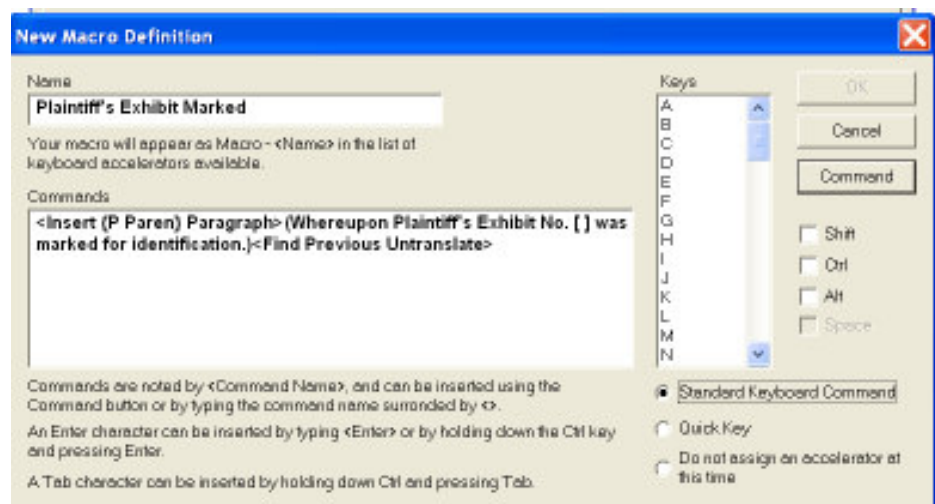
# CHAPTER 5
# REALTIME
# EDITING



**A description of tokens and commands**

# **REALTIME EDITING**

Transcript Editor allows you to edit the transcript even during realtime. If the speakers pause or take a break, you can begin editing. To edit from your computer's keyboard, simply move your hands to the keyboard and begin editing as normal. For normal editing procedures, please see Chapter 4.

## **Bookmarks**

Bookmarks are special commands written to mark a position in the transcript. Bookmarks can be used to leave yourself notes while you are writing a job. They can also be used by or for a scopist. Because Bookmarks do not appear as actual text within the transcript, they do not have to be removed during editing as would other types of notes written to yourself.

To make a bookmark during editing, please see the "Bookmark Add" command mentioned on page 142 of Chapter 4.

To make a bookmark during realtime:
- You must have a dictionary entry defined using the Bookmark token, {K}. There are a number of different ways this token can be entered. Please see below for help with this.
- Write the stroke for your bookmark while in realtime. Try to keep the stroke as close to the problem area, the area to which the note will apply.

To use bookmarks during editing:
- If a bookmark has been added to the document, you may press ALT + E to open the Edit menu.
- Then press K for bookmarks.
- Now press V to view the bookmarks.
- The Bookmarks dialog will appear listing all bookmarks that you have entered.

## BOOKMARKS DIALOG

*Bookmarks Dialog*



DESCRIPTION:
This field of the dialog holds the notes that you enter with your bookmarks. For example, if you have a bookmark with the message "Check Spelling," the Description field would say "Check Spelling."

PAGE:
This field indicates on which page the bookmark is flagged.

LINE:
This field indicates on which line of the page the
bookmark is flagged.

COLUMN:
This field indicates the column position of the bookmark.

ENABLE PREVIEW:
Enabling the preview window will show the text above
and below the line on which the bookmark was made.
The number of lines displayed can be changed.  This lets
you instantly see the text so that you can immediately
know what needs to be checked or changed.  This is very
useful when checking spellings.  You can simply go down
the list getting the spellings from the words listed in the
preview.

PRINT BOOKMARK PREVIEW:
If you print your bookmarks, you may also print the
preview so that you may have the associated text with the
mark.

TEXT LINES VISIBLE:
If you see the bookmark preview, the number displayed in this box will control the number of lines displayed in the preview. A value of one will show one line above the line on which the bookmark was made as well as one line below it. It will give a total of three lines. You may adjust the number of lines by clicking the UP or DOWN arrows to the right of the number.

CLOSE:
This button will close the Bookmarks dialog.

GO TO:
This button will close the Bookmarks dialog and will place the cursor at the position of the bookmark in the transcript.

DELETE:
Pressing this button will remove the currently highlighted bookmark.

PRINT:
This button will allow you to send the current bookmark list to your printer.

# Realtime Commands

A realtime command allows you to perform editing functions while translating.  These functions can range from using the asterisk key to delete the previous stroke to formatting numbers to appear as a date.

There are two ways to enter realtime commands.  The first method is to use Command Editor.  This program can be used to add simple commands to be used during translation.  The second method is to use dictionary entries.  This second method is preferred and allows you to easily string multiple commands together.  It also allows your commands to be more than one stroke in length.

There are also two realtime modes.  The first mode is the normal translation mode.  This mode allows you to translate your notes.  Realtime commands can still be executed in this mode if they are defined in a dictionary entry or if they are marked as "Single Stroke" in the Command Editor.

The second realtime mode is Command Mode.  When in this mode, your steno keyboard can be used to simulate a normal computer keyboard.  Command Mode will allow you to do the same editing features that you normally do, but directly from your machine.  You would use the Command Mode Toggle or the Command Mode Stick commands to enter and exit Command Mode.  Please see the description of each of these commands for more information.

*In Command Mode*

Command  Shift  Alt  Ctrl  Dlg  **Command Mode Toggle**
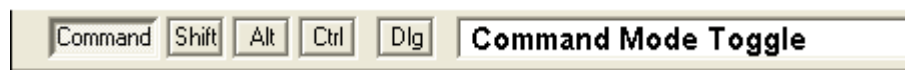
## COMMAND EDITOR

*Command*
*Editor*
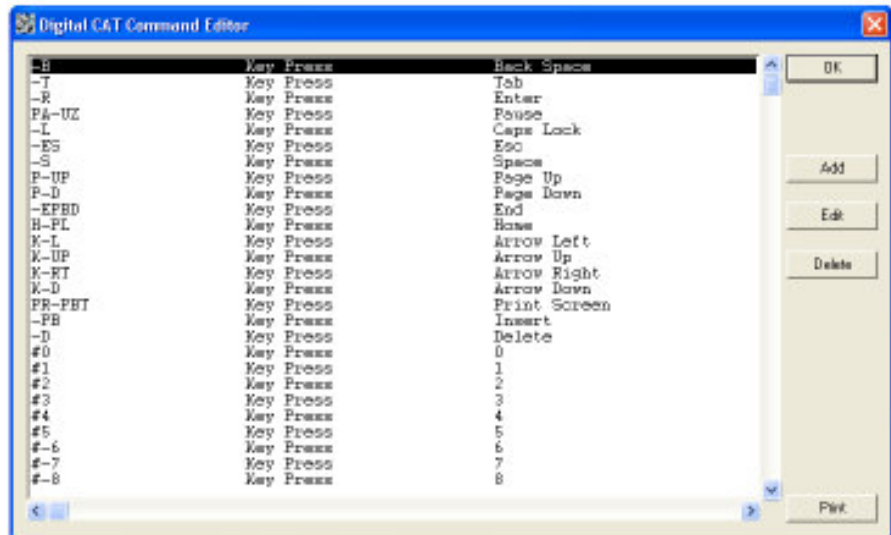


To use Command Editor for realtime commands:

If Transcript Editor is not open,
- Click the START button at the bottom of your screen.
- Place your cursor over PROGRAMS or
  ALL PROGRAMS.
- Place your cursor over DIGITALCAT.
- Click COMMAND EDITOR to open the Command
  Editor program.
- Choose the Realtime Command file and press ENTER
  or click Open.

If Transcript Editor is open,
- Press ALT + T to open the Translator menu.
- Press C for Commands.  The Command Editor
  program will open.
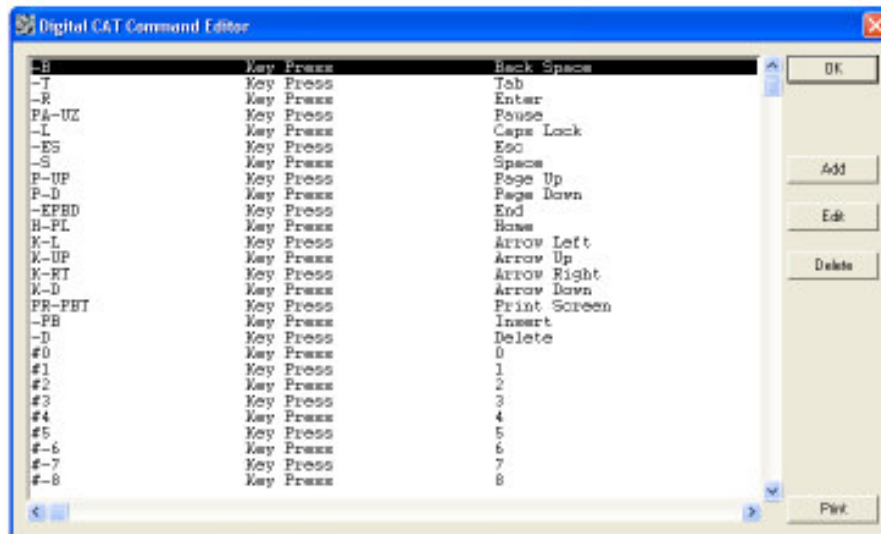
*Command*
*Editor*



The Command Editor's main screen is divided into three columns. These columns are Steno, Command and Parameter.

STENO:
The steno listed in this column is the steno that when written will execute the command.

COMMAND:
This column shows the command associated with the steno. This can be any of the available realtime commands that we have listed.

If a chevron, or greater than symbol (<), appears before the command, then that command is designated as a "Single Stroke" command. That means that the command can be executed in normal translation mode as well as Command Mode. If the chevron does not appear to the left of the command, then the command may ONLY be executed in Command Mode. Please see the following section to learn how to make a command a "Single Stroke" command.

PARAMETER:
This section will show the parameter passed to this command, if any, when this steno is written. Not all commands require parameters.

ADD:
Pressing this button, or pressing ALT + A, will open the Command Entry dialog. You may use this dialog to add a new command into the Command Editor.

Place the steno that you would like to use to execute this command in the steno field.

If you would like to be able to use this command without entering Command Mode, check the Single Stroke box.

Choose the command that you would like to add from the Command list.

If necessary, choose the parameter to be passed to the command from the Function list. Not all commands require a function or parameter.

*Command
Entry
Dialog*
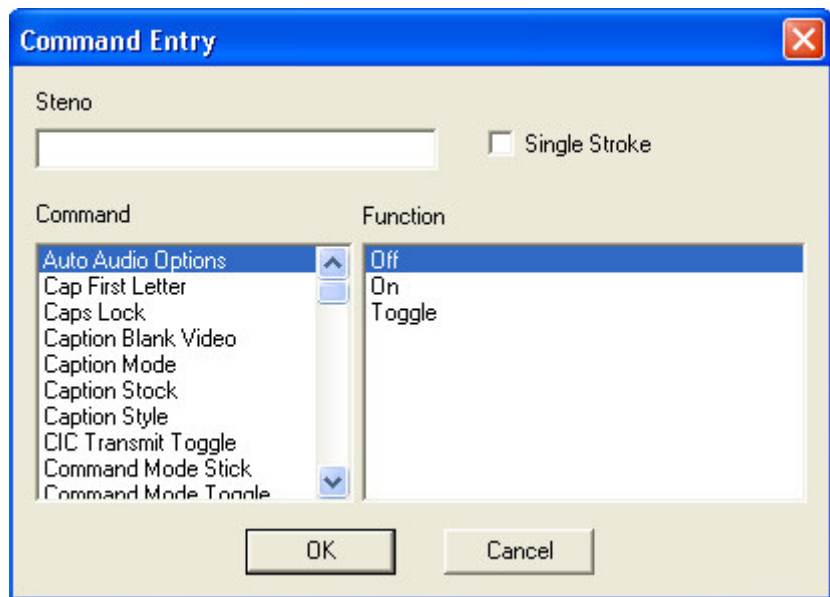
EDIT:
Pressing this button, ALT + E, or the Spacebar will display the Command Entry dialog so that you may edit the highlighted command.

Make sure the correct steno is in the steno field.

If you would like to execute this command without having to enter Command Mode, make sure the Single Stroke box is checked.  Otherwise, leave this box unchecked.

Make sure that the correct command is selected from the Command list.

Make sure the correct parameter is selected from the Function list.

*Command
Entry
Dialog*
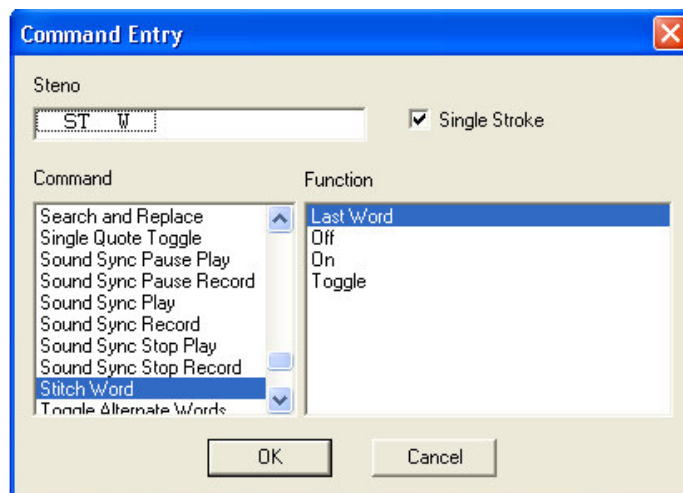


DELETE:
Pressing this button, or ALT + D, will delete the currently highlighted realtime command.

PRINT:
Pressing this button, or ALT + P, will print the list of commands.

## COMMANDS AS DICTIONARY ENTRIES

It is recommended that most realtime commands be entered as dictionary entries. Using a dictionary entry, multiple commands can be tied together to execute at once. You can therefore easily create a realtime macro without having to record anything. For more information on macros, please see the Realtime Macros section of this chapter.

For help making a dictionary entry, please see Chapter 6, Dictionary Entries.

Normal dictionary commands, such as paragraphing commands, are accomplished using tokens. Tokens are basically single-letter commands enclosed within French brackets or braces. An example of a token could be {C} which is the symbol used to designate the beginning of a new Colloquy paragraph. A list and description of tokens can be found in a later section of this chapter.

Realtime commands are entered into a dictionary entry as a command. Commands are usually longer than tokens, are enclosed within French brackets, and are preceded by an AT symbol (@). An example of a command would be: **{@COMMAND(PARAMETER)}**.

A command dictionary entry is composed of the following parts:
• Open French Bracket  {
     This symbol tells the program that the following information is a command instead of a normal English translate.
• AT symbol   @
     This symbol tells the program that the following information is a long command, not a token.

- COMMAND
  This is the name of the command that you wish to execute. A list of commands and their descriptions appears in a later section of this chapter.
- (PARAMETER)
  If the command that you wish to use requires a parameter, you will type the parameter you would like to use here. Please note that the parameter is enclosed in parenthesis. If a command does not require a parameter, you will leave this part out.
- Close French Bracket   }
  This symbol tells that program that it has reached the end of the command. The closing bracket will signal the end of this command. Multiple commands may be placed in the same entry, but each must be enclosed within a separate set of French brackets.

Examples of Commands:

With Parameter:    {@DELETE(LASTSTROKE)}
  This command will delete the last stroke written. It is the normal command executed by pressing the asterisk on the steno machine.

Without Parameter:  {@DATE}
  This command will format the previous set of written numbers to appear as a date. Executing this command multiple times will toggle through the list of valid dates using the written numbers.
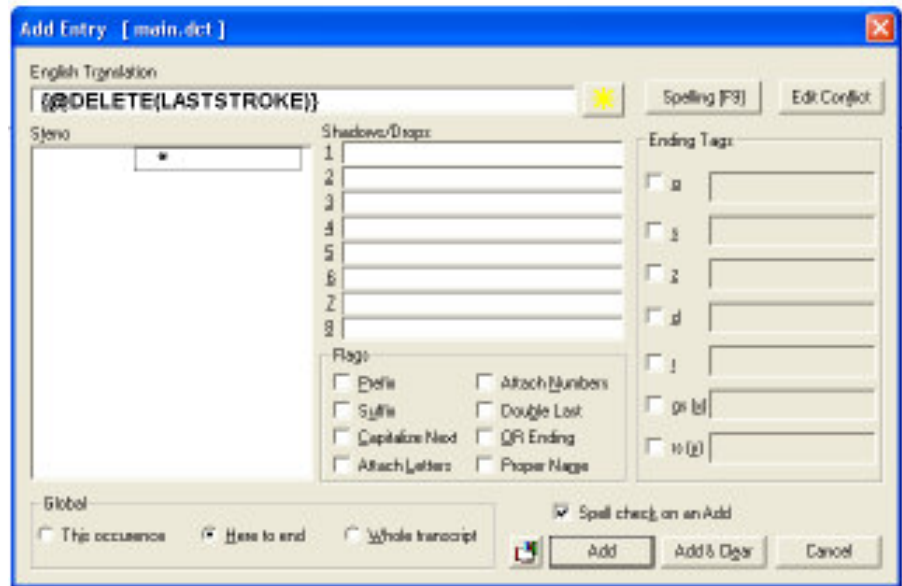
## Keypress Commands

Keypress Commands allow you to use your steno machine to "press" the associated key on your keyboard. All editing features done with the regular computer keyboard can be done with the steno machine by using the different realtime and keypress commands.

A keypress command would be entered into the dictionary as follows:

{@KEYPRESS(KEYNAME)}

KEYNAME must be replaced with the name of the key to which you would like this stroke to be associated. For example, if you wanted to associate the S key with this entry, you would use {@KEYPRESS(S)}.

The parameter to this command may be any key on the keyboard or any of the special key names.

Special Key Names:
 ADD, ALT, ARROWDOWN, ARROWLEFT,
 ARROWRIGHT, ARROWUP, BACKSPACE, CTRL,
 DECIMAL, DELETE, DEVIDE,  F1 - F12, END,
 ESCAPE, HOME, INSERT, LEFTCLICK,
 NUMLOCK, MULTIPLY,  NUMPAD0 - NUMPAD9,
 PAGEDOWN, PAGEUP, PAUSE, PRINTSCREEN,
 RIGHTCLICK, SCROLLLOCK, SHIFT, SPACE,
 SUBTRACT, TAB

Please note that keypress commands may also be entered
under Command Editor.  Keypress commands are usually
executed when in Command Mode, the editing mode of
realtime.

## Dialog Translation

During editing, windows and dialogs frequently appear.
When editing from your steno keyboard, you may have to
translate into these dialogs or windows.  Transcript Editor
allows you to translate into the following dialogs:

• Add Entry
• Edit Word
• Search Text
• Replace Text
• Insert Exhibit
• Enter New Witness
• Edit Witness
• Add a Bookmark
• Edit Name of Objection

Dialog Translation will allow you to add or change items
within the dialog without lifting your hands from the steno
keyboard.
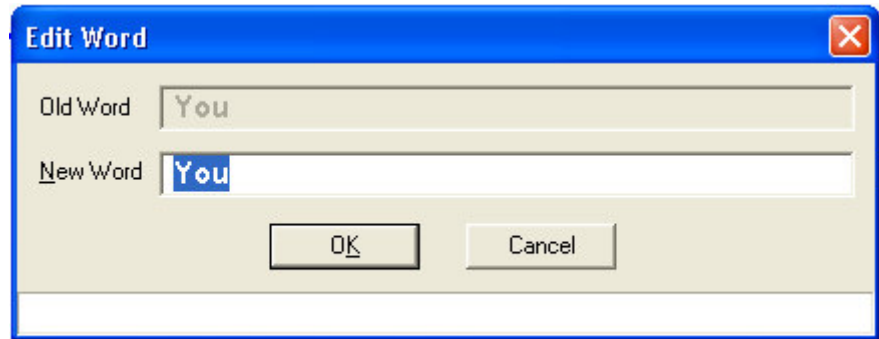
There are a few realtime commands associated with dialog translation.

**ENTER & Exit Command Mode:**
This command will send the ENTER keypress to the dialog. This should be the equivalent of pressing the OK button. It will therefore close the dialog. This command will also instruct the program to drop out of Command Mode.

ENTRY: {@ENTERLEAVECOMMAND}

**ESC & Exit Command Mode**
This command will send the ESC keypress to the dialog. This should be the equivalent of pressing the CANCEL button. It will therefore close the dialog. This command will also instruct the program to drop out of Command Mode.

ENTRY: {@ESCLEAVECOMMAND}

**Dialog Translation**
This command will allow you to enter or exit dialog translation mode.

ENTRIES:
{@DIALOGTRANSLATE(ON)} – This entry will turn on dialog translation.

{@DIALOGTRANSLATE(OFF)} – This entry will turn off dialog translation.

{@DIALOGTRANSLATE(TOGGLE)} – This entry will act as a switch turning
dialog translation on if it is off, or off if it is currently on.

## TOKENS

Tokens are special types of dictionary entries that tell the program it has some sort of task to perform.  This task can be as simple as inserting a new type of paragraph to inserting a certificate include file.

A number of tokens can be entered into the "Add Entry" screen using shortcut keys.  They can also be entered using the "Starburst" icon.  Press the Starburst or the F5 key to see the tokens you can insert with a simple click of the mouse or the press of a key.  Please see Chapter 6 for more information on how to add a dictionary entry.
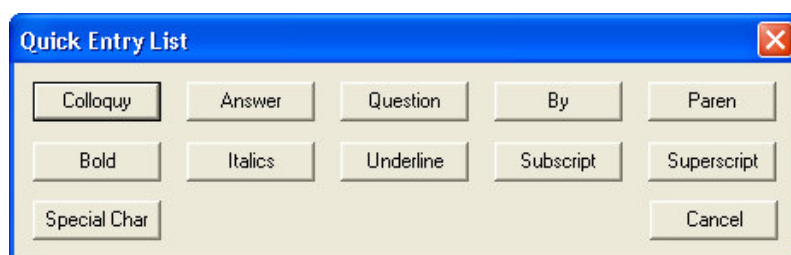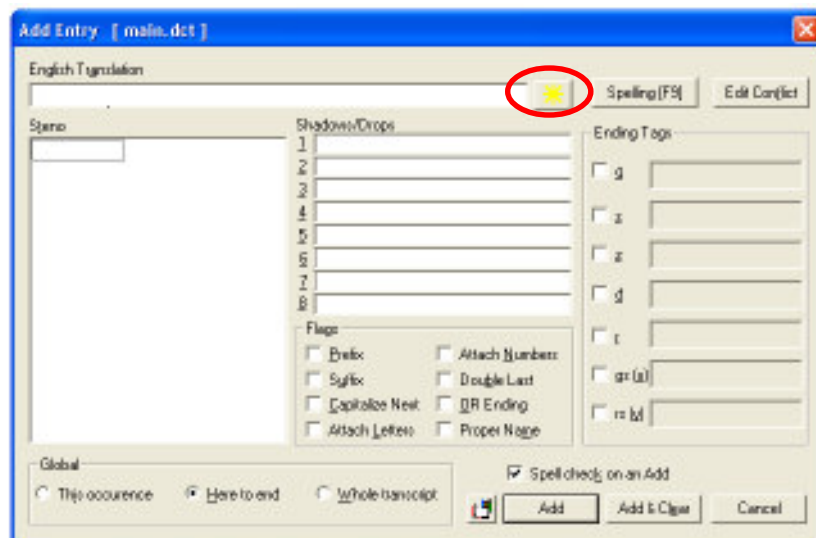
# PARAGRAPHING TOKENS

## {Q}

This token represents a Question paragraph. When this token is added to a dictionary entry, a Question paragraph will be inserted. Normally, this token has Prefix, Suffix, and Capitalize Next checked. If text appears before this token in a dictionary entry, you should not check Suffix. If text appears after this token in a dictionary entry, you do not wish to check Prefix or Capitalize Next.

SHORTCUT KEY IN ADD ENTRY SCREEN:
CTRL + Q

Example Entries:

{Q}
with Prefix, Suffix, and Capitalize Next checked

No. {Q}
with Prefix and Capitalize Next checked
{Q}Would
with Suffix checked

## {A}

This token represents an Answer paragraph. When this token is added to a dictionary entry, an Answer paragraph will be inserted. Normally, this token has Prefix, Suffix, and Capitalize Next checked. If text appears before this token in a dictionary entry, you should not check Suffix. If text appears after this token in a dictionary entry, you do not wish to check Prefix or Capitalize Next.

SHORTCUT KEY IN ADD ENTRY SCREEN:
CTRL + A

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Example Entries:

   {A}
   with Prefix, Suffix, and Capitalize Next checked.

   Is that correct? {A}
   with Prefix and Capitalize Next checked

   {A}No.
   with Suffix checked

**{C}**
This token represents a Colloquy paragraph.  When this
token is added to a dictionary entry, a Colloquy
paragraph will be inserted.  Normally, this token has
Prefix and Capitalize Next checked.

SHORTCUT KEY IN ADD ENTRY SCREEN:
   CTRL + C

Example Entry:

   {C}MR. ATTY1:^
   with Suffix and Capitalize Next checked.

**{<}**
This token will insert a continuation paragraph.  This is
used for long Questions, Answers or any other style of
text that you wish to break up into separate paragraphs.
For example, in a long Question, any paragraph after the
first would be referred to as a continuation paragraph.
Normally, this token has Prefix, Suffix, and Capitalize
Next checked.

Example Entry:

   {<}
   with Prefix, Suffix, and Capitalize Next checked.

**CAT-TIP**

Do **NOT** use the {P} token with the letter P by itself! The letter P MUST be followed by a paragraph style name. Using this token with the letter P alone can cause formatting issues that will be difficult to correct.

**{P ???}**
This token inserts a paragraph of a user specified type. For example, if you wanted a Center paragraph, you would use: {P Center} You would not type the question marks. Normally, this token has Prefix, Suffix, and Capitalize Next checked.

Note the space after the letter P! It is very important to put a space after the letter P.
Example Entries:
{P BY}
with Prefix, Suffix, and Capitalize Next checked will insert a By paragraph.
SHORTCUT IN ADD ENTRY SCREEN: CTRL + Y

{P Paren}
with Prefix, Suffix, and Capitalize Next checked will insert a Parenthetical paragraph.
SHORTCUT IN ADD ENTRY SCREEN: CTRL + P

{P Center}
with Prefix, Suffix, and Capitalize Next checked will insert a center-aligned paragraph.

## FORMATTING TOKENS

**{b}Words to be bolded{b}**
The {b} token will bold text. Note that the words that need to be in bold type are between two tokens. The first token orders the program to begin bolding. The second shows the program where to stop bolding. If you forget to put the second token in the dictionary entry, the program will not know where to stop bolding, and may continue to bold written text. Remember to "close" the bolding by placing the second token at the end of the entry!

Also note that the letters are lowercase in this token. Case is important when using tokens!

SHORTCUT IN ADD ENTRY SCREEN:
CTRL + B

Example entry:

{b}These words will appear bold.{b}

## {i}Word to be italicized{i}

The {i} token will italicize text. Note that the words to be italicized are between two tokens. As with the bold command, do not forget to put the second closing token in the entry or further text may be italicized!

SHORTCUT IN ADD ENTRY SCREEN:
CTRL + I

Example entry:

{i}These words will appear in italics.{i}

## {U}Words to be underlined{U}

The {U} token will underline text. Note that the words to be underlined are between the two tokens. Don't forget to put the closing token.

SHORTCUT IN ADD ENTRY SCREEN:
CTRL + U

Example entry:

{U}These words will appear underlined.{U}

**{B}Letters to be subscript{B}**

The {B} token will subscript text. This type of text is written in a smaller font and is positioned lower than the normal text. Please note that the words or letters that need to be written in subscript are between these two tokens.

Also note that these tokens are almost identical to the bold tokens. The only exception is the capitalized letter B in these tokens. Correct capitalization is very important when using tokens!

SHORTCUT IN ADD ENTRY SCREEN:
     CTRL + T

Example entry:

     {B}2{B}

**{S}Letters to be superscript{S}**

Superscript text is text written above the normal text in a smaller font. Please note that the words or letters that need to be written this way are between the two tokens. Also note that these tokens need to be capitalized!

SHORTCUT IN ADD ENTRY SCREEN:
     CTRL + R

Example entry:

     {S}2{S}

## SYMBOLS

### ^

Inserting a caret in a dictionary entry (SHIFT + 6) will tell the program to insert a hard space. This type of space, unlike using the space bar, will not denote separate words. Therefore, it will not cause words to separate at the end of a line. For example, an entry for Dr.^Smith would keep the name Smith with it's title. If there isn't enough room at the end of the line for both items, both will drop down to the next line.

If the same entry used a normal space, as Dr. Smith, the name Smith could drop to the next line, leaving the title at the end of the previous line. Transcript Editor automatically recognizes some salutations, such as Dr. It may not automatically recognize some of the less common ones, so please be aware of the purpose of a hard space.

Example Entry:
    Dr.^
    With Prefix and Capitalize Next checked.

### >

The chevron, also known as a "Greater Than sign" or a right arrow, will tell the program to insert a tab. This token symbol is rarely used because paragraph tabbing is handled in your formatting template.

### Special Characters

digitalCAT allows you to insert special characters, like the accented é. To insert one of these symbols, use the Starburst or press CTRL + S to bring up the Special Characters dialog.

SHORTCUT IN ADD ENTRY SCREEN:
    CTRL + S

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## SPECIAL TOKENS

**{K ???}**
This token will insert a Bookmark. Please see the section on Bookmarks at the beginning of this chapter.

You can insert blank bookmarks by using {K} alone. You can also give yourself notes in bookmarks. For example, to tell yourself to check the spelling of a word, you could use {K Check Spelling}. Please note the space after the letter K and before the note you want to write to yourself.
Example Entries:

{K}
will insert a blank bookmark
{K Check Audio}
will insert a bookmark with the note "Check Audio"

**{I ???}**
This token will automatically insert an Include file. To insert an include file named "cover" from a dictionary entry, you would enter something similar to the following:
{I cover}

It is important to type the name of the file in this entry EXACTLY as the name of the saved include file. Please note the space between the capital I and the name of the file.

Example Entries:

{I Cover}
will insert an include file named Cover.

{I Sign}
will insert an include file name Sign.

**{T}**

This token will insert the current time into the transcript. If you have to retranslate the document, this entry will enter the time of re-translation. You will have to edit the time to reflect the original time.

**{M}**

When closed captioning, this symbol is used to denote a musical note.

**{l+} and {l-}**

Please note that these commands use a lowercase letter L. Do not confuse the symbols with other letters or numbers. These commands are used when captioning. Most of the time, closed captioning is done in all capital letters. Sometimes, however, a lowercase letter is needed, such as an ending "s." For example, you may need CDs or Ph.D. to appear with a lowercase letter. Because the program automatically turns all letters into uppercase before transmitting, you will have to use these tokens in your dictionary entry.

The open French bracket, lowercase L, plus sign, and close French bracket token will tell the program that what follows should be transmitted in lowercase. The open French bracket, lowercase L, minus sign, and close French bracket will signal the program to begin capitalizing again.

Don't forget to use the second token! Remember that the program will not know where to begin capitalizing words again without the second token. Don't forget to include it in your dictionary entries.

Example Entries:

{l+}s{l-}
with Suffix checked will attach a lowercase s to the previous translation.

P{l+}h{l-}.D.
will send Ph.D. with a lowercase letter h.

## COMMANDS

Commands are very similar to tokens, but instead of being single letters, they are actual word commands. Commands tell the program that you want to perform some sort of task during realtime. These tasks can be as simple as an asterisk deleting the previous stroke to the program automatically formatting a phone number with an area code.

Commands are entered as {@COMMAND(PARAMETER)}, or if no parameter exists as {@COMMAND}. Capitalization does not usually matter in commands, however it is recommended that commands be entered as all capital letters. Please note that you will not type the word parameter. You will instead use the name of the parameter you wish to pass to the command.

Some commands and parameters are called toggles. A toggle will allow you to use one stroke or one command for multiple purposes. Using a toggle is like using a switch. If the item is off, toggle will turn it on. If the item is on, toggle will turn it off.

It is also important that NO flags be checked with commands! Commands will execute properly without interference from the flag signals.

Please see Chapter 6 for more information on adding an entry into your dictionary.

## LIST OF REALTIME COMMANDS

**Any Keyboard Command**
This command will let you enter any editing keyboard command as a realtime command. For a dictionary based version of this command use {@KBDCOMMAND(X)} where X is the keyboard command as it is listed in either the keyboard options or the parameter list in the command editor. For example the dictionary realtime command to execute the Edit Word keyboard command would be: {@KBDCOMMAND(Edit Word)}.

Example Entry: {@KBDCOMMAND(Edit Word)}
Parameters can be found in Keyboard Options or the Parameters list under Translator Commands.

**Continuation Paragraph**
This command will turn the previous paragraph into a continuation paragraph. This can be used to help eliminate some double Questions and double Answers.

Entry: {@CONTPARAGRAPH}

**Delete Last Character**
This command will delete the last character in a transcript or in the translation buffer. This command is similar to pressing the BACKSPACE key on your keyboard.

This command can be used multiple times in succession to delete more items.

Entry: {@DELETECHARACTER}

**Delete Last Word**

This command will delete the last word in the transcript or in the translation buffer. This command can be used multiple times to delete more items.

Entry: {@DELETEWORD}

**Interrupted Question**

This command allows you to place the dashes at the end of the previous question and the beginning of this question when someone interrupts the speaker. This lets you denote that it was an interrupted question. Please note that you must be on the second question paragraph to execute this command.

Entry: {@INTERRUPTEDQ}

**Make Case Number**

This command will automatically format a nine-digit number to be a Case Number.

Entry: {@MAKECASE}

**Make SS Number**

This command will format a nine-digit number to appear as a social security number. So long as the social security number is the previous number, you may stroke this command at any time after the fact. The program will search back for the number and format it correctly.

Entry: {@SSNUMBER}

**Make Phone Number**
This command will format either a seven-digit number or a ten-digit number to appear as a telephone number. This means that the number will be formatted correctly whether it has an area code or not.

Entry: {@PHONENUMBER}

**Make Cents**
This command will format the last set of written numbers as dollars and cents. For example, if you write 1440, then write the Make Dollar command, the amount will appear as $14.40. The decimal point is placed two numbers from the end, and a dollar sign is placed at the beginning of the number. Larger numbers that may have commas will also be formatted correctly.

Entry: {@CENT}

**Make Dollar**
This command will format the last set of written numbers as a dollar value. For example, if you write 1440, then write the Make Dollar command, the amount will appear as $1,440. The dollar sign is placed at the beginning of the number. Larger numbers that may have commas will also be formatted correctly.

Entry: {@DOLLAR}

**Dollars and Cents**
This command will instruct the program to format numbers as a dollar amount. If this command is written immediately after the numbers that it will format, it will also place a decimal point at the end of the numbers so that the next numbers written will attach as cent values.

Entry: {@$.}

**Make Date**
This command will instruct the program to format previously written numbers as a date. This command can be used multiple times in succession to alternate between different date possibilities.

Example: If you write the numbers 11999, you could mean a number of possible dates. Writing the Make Date command would go through the possible dates.

First time command is written:    1/19/99
 (January 19, 1999)

Second time command is written:    11/9/99
(November 9, 1999)

Third time command is written:    1/1999
(January of 1999)

Fourth time command is written:    11999
(Returns to the way it was written)

Entry: {@DATE}

**Make Time**
The Make Time command will format the last set of written numbers as a time value. For example, writing 330 followed by the Make Time command will result in 3:30. The colon will be placed in the correct location.

Entry: {@TIME}

E**NTER & Exit Command Mode**
This command was designed to be used when translating into a dialog. Please see "Dialog Translation" in Chapter 5. This command will send a key press of the ENTER key and exit Command Mode.

Entry: {@ENTERLEAVECOMMAND}

**ESC & Exit Command Mode**
This command was designed to be used when translating into a dialog. Please see "Dialog Translation" in Chapter 5. This command will send a key press of the ESC key and exit Command Mode.

Entry: {@ESCLEAVECOMMAND}

**Dialog Translation**
This command was designed to be used when translating into a dialog. Please see "Dialog Translation" in Chapter 5. This command will either turn Dialog Translation on, off, or toggle it on and off like a switch.

This command accepts the following parameters: TOGGLE, ON, or OFF. Toggle will tell the program to toggle Dialog Translation. If Dialog Translation is currently off, it will be turned on. If it is currently on, it will be turned off. On will tell the program to turn Dialog Translation on. Off will signal to turn it off.

Entry: {@DIALOGTRANSLATE(PARAMETER)}
Possible Parameters: TOGGLE, ON, OFF

**Insert Page Break**
The Page Break command will insert a page break at the current cursor location.

Entry: {@PAGEBREAK}

**Search**

This command will search back for the word written immediately before the command is entered.

This command accepts the following parameters: NORMAL and COMMANDMODE. NORMAL will instruct the program to stay in normal translation mode if and when a word is found. COMMANDMODE would instruct the program to enter Command Mode when the word is found. For more information on Command Mode, please see Chapter 5.

Entry: {@SEARCH}
Possible Parameters: NORMAL, COMMANDMODE

**Repeat Last Search**

Use this command to repeat the last search. This command will instruct the program to repeat the last search command given. This command remembers the location of the last found word and will continue the search from there. For example, if you wanted to search for the third occurrence back of a word, you would use the Search command to search for the first one, then you would use Repeat Search, Repeat Search to go to the third found occurrence.

Entry: {@REPEATSEARCH}

**Search and Replace**

Using this command will allow you to replace mis-translations with good translations. It allows you to make changes to text even when you are no longer on the same line!

To use this command, you would first write the word that you would like to replace. This would be the word that appears incorrectly. You would then write the correct

word as it is supposed to appear in the transcript. Finally, you would write the stroke for this command to execute the replace. The two words written for this command will be removed from the transcript once the command is executed.

Entry: {@SEARCHREPLACE}

**Search and Delete**
This command will instruct the program to search for the word written before it and remove the last occurrence of that word. For example, if you accidentally wrote the word "is" twice like in the following: Now is is the time for all good men to come to the aid of their country, you would write the word "is" followed by the Search and Delete command. The command will then search for the word written before it, "is." Once it finds the last occurrence of that word, it will be removed, leaving you with the correct sentence.

Entry: {@SEARCHDELETE}

**Replace Last Untranslate**
The Replace Last Untranslate command will allow you to replace the last untranslate in a document with a correctly written word. You would first write the correct word that the untranslate was supposed to be. You would then write this command to tell the program to replace the untranslate with that word.

Entry: {@REPLACEUNTRANSLATE}

**Edit Last Untranslate**
This command places the cursor at the last untranslate and brings up the Edit Word dialog.

Entry: {@EDITUNTRANSLATE}

**Delete Last Untranslate**
This command will remove the last untranslate from the document.

Entry: {@DELETEUNTRANSLATE}

**Define Last Untranslate**
This command will locate the last untranslate. It will then open an "Add Entry" window so that you may enter this untranslate into your dictionary. Please note that this command also places you in Dialog Translation mode while the "Add Entry" screen is open. You may use your steno machine to quickly add the dictionary entry.

This command accepts the following parameters: DICT1-DICT10, LISTCURRENT. Using a number between 1 and 10 with DICT will instruct the program to place the entry in the corresponding dictionary. DICT1 should be your Job dictionary. DICT10 should be your main dictionary. LISTCURRENT will open a list allowing you to choose to which of the currently active dictionaries you would like to add this entry.

For more help with the "Add Entry" window, please see Chapter 6. For more help with Dialog Translation, please see Chapter 5.

Entry: {@DEFINEUNTRANSLATE(PARAMETER)}
Possible Parameters: DICT1 - DICT10, LISTCURRENT

**Go To Last Untranslate**
Executing this command will find the last untranslate and will place the cursor there.

This command accepts the following parameters: STENOWINDOW and EDITORWINDOW. STENOWINDOW will instruct the program to place the cursor at the untranslate's position in the steno window of Transcript Editor. EDITORWINDOW will instruct the program to position the cursor on the untranslate in the editor window.

Entry: {@LASTUNTRANSLATE(PARAMETER)}
Possible Parameters:   STENOWINDOW, EDITORWINDOW

**Toggle Alternate Words**
This command will toggle the alternate words for the current word in the transcript. Please see Chapter 4 for more information on the Alternate Words command.

Entry: {@TOGGLEALTWORDS}

**Transpose Words**
This command will "transpose" words. This means that it will flip their order. The first word becomes the second, and the second becomes the first. For example, transposing "Am I" would result in "I am."

Entry: {@TRANSPOSE}

**Go To Last Bookmark**
This command will take you back to the previously marked bookmark. Please see the "Bookmarks" section of Chapter 5.

Entry: {@LASTBOOKMARK}

**Captioning Blank Video**
Entry: {@CAPTIONBLANKVIDEO}

**Captioning Mode**
Entry: {@CAPTIONMODEBLOCK(PARAMETER)}
Possible Parameters: PASS, TRANSPARENT, TOGGLE

**Captioning Stock**
Entry: {@CAPTIONSTOCK(PARAMETER)}
Possible Parameters: STOCK1 - STOCK10

**Captioning Style**
Entry: {@CAPTIONSTYLE(PARAMETER)}
Possible Parameters: STYLE1 - STYLE10

**Cap First Letter**
This command will capitalize the first letter of a word.

This command accepts the following parameters:
LASTWORD, OFF, ON, or TOGGLE. LASTWORD
will perform this function on the previous translation. On
will turn this command on, whereas Off will turn it off.
Toggle will toggle the command on if it is not currently
on, or off if it is currently on.

Entry: {@CAPWORD(PARAMETER)}
Possible Parameters: LASTWORD, OFF, ON, TOGGLE

**Caps Lock**
This command will capitalize all of the letters in a word.

This command accepts the following parameters:
LASTWORD, OFF, ON, TOGGLE. LASTWORD will
perform this function on the previous translation. On will
turn this command on, whereas Off will turn it off.

Toggle will toggle the command on if it is not currently on, or off if it is currently on.

Entry: {@CAPALL(PARAMETER)}
Possible Parameters:  LASTWORD, OFF, ON, TOGGLE

**CIC Transmit Toggle**
If you are currently transmitting out to a realtime-receive program, writing this command will instruct the program to stop transmitting.  If you are not currently transmitting, writing this command will instruct the program to begin transmitting.

Entry:  {@TOGGLECICTRANSMIT}

**Command Mode Stick**
This command will place you in Command Mode for one stroke only.  You do not have to exit Command Mode after using this command.  The stroke written after this command will be treated as a realtime command and will not be parsed through your dictionary.  Please see Chapter 5 for more information on Command Mode.

Entry: {@STICKCOMMANDMODE}

**Command Mode Toggle**
This command will place you in Command Mode if you are not currently in that mode.  It will also take you out of Command Mode if you are currently in that mode.  Please see Chapter 5 for a more detailed explanation of Command Mode.

Entry: {@TOGGLECOMMANDMODE}

**Delete Space**
The Delete Space command will remove previous spaces. It can be very useful when trying to join two words. Please note that no grammatical rules will be applied to endings attached with the Delete Space command.

This command accepts the following parameters: FIRSTSPACE, SECONDSPACE, and THIRDSPACE. FIRSTSPACE will delete the previous space. SECONDSPACE will remove the space before the previous space, and THIRDSPACE will remove the space before that space.

Entry: {@DELETESPACE(PARAMETER)}
Possible Parameters:  FIRSTSPACE, SECONDSPACE, THIRDSPACE

**Delete Stroke**
This command will remove a stroke from the current document.

This command can accept the following parameters: LASTPARAGRAPH and LASTSTROKE. LASTPARAGRAPH will remove the last paragraph stroke. LASTSTROKE will remove the previous stroke. For example, the asterisk might be defined as {@DELETE(LASTSTROKE)} to remove the previous stroke.

Entry: {@DELETE(PARAMETER)}
Possible Parameters:  LASTPARAGRAPH, LASTSTROKE

**Dictionary Off**

This command will turn off the dictionary specified in the parameter. DICT1 is your Job dictionary. DICT10 should be your Main dictionary. All other dictionaries are "counted" as they appear in the Dictionary Setup screen.

This command accepts the following parameters: ALLDICTS, DICT1 - DICT10, and LISTCURRENT. ALLDICTS will turn off all dictionaries. DICT1-DICT10 will turn off the specific dictionary. LISTCURRENT will display a list so that you may choose which dictionary to turn off.

Entry: {@DICTIONARYOFF(PARAMETER)}
Possible Parameters: ALLDICTS, DICT1 - DICT10, LISTCURRENT

**Dictionary On**

This command will turn on the dictionary specified in the parameter. DICT1 is your Job dictionary. DICT10 should be your Main dictionary. All other dictionaries are "counted" as they appear in the Dictionary Setup screen.

This command accepts the following parameters: ALLDICTS, DICT1 - DICT10, and LISTCURRENT. ALLDICTS will turn on all dictionaries listed. DICT1-DICT10 will turn on the specific dictionary. LISTCURRENT will display a list so that you may choose which dictionary to turn on.

Entry: {@DICTIONARYON(PARAMETER)}
Possible Parameters: ALLDICTS, DICT1 - DICT10, LISTCURRENT

**Dictionary Toggle**

This command, like the Dictionary On and Off commands, will turn a dictionary on or off. If the dictionary specified in the parameter is already on, then it will be turned off. If it is off, then it will be turned on.

This command accepts the same parameters as the Dictionary On and the Dictionary Off commands.

Entry: {@DICTIONARYTOGGLE(PARAMETER)}
Possible Parameters: ALLDICTS, DICT1 - DICT10, LISTCURRENT

**Dump**

This command will "dump" information from the translation buffer into the transcript.

This command accepts the following parameters: ALL and LASTWORD. Dumping ALL will tell the program to clear all information from the buffer into the transcript. Dumping the last word will dump one word into the buffer. Dumping the last word will clear the last word of the transcript out of the buffer.

Entry: {@DUMP(PARAMETER)}
Possible Parameters: ALL, LASTWORD

**Edit Commands**

Executing this command will bring up Command Editor. This program allows you to specify commands that you would like to use during realtime. Please see Chapter 5 for a more detailed explanation of this program.

Entry: {@EDITCOMMANDS}

**Hyphenate Previous**
This command will replace a previous space with a hyphen.

It accepts these parameters:  FIRSTSPACE, SECONDSPACE and THIRDSPACE.  FIRSTSPACE will replace the previous space.  SECONDSPACE will replace the space before the previous space.  THIRDSPACE replaces the space before that.

Entry: {@HYPHENATE(PARAMETER)}
Possible Parameters:    FIRSTSPACE, SECONDSPACE, THIRDSPACE

**Key Press**
A Key Press is a command sent from your steno machine that means the same as if a key was pressed on your computer's keyboard.  Please refer to Chapter 5 for more information on Key Presses and their use.

Entry: {@KEYPRESS(PARAMETER)}
Possible Parameters:  Any keyboard key, Special key names.

 Special key names:
 ADD,  ALT,  ARROWDOWN,  ARROWLEFT, ARROWRIGHT,  ARROWUP,  BACKSPACE,  CTRL, DECIMAL, DELETE, DEVIDE,  F1 - F12, END, ESCAPE,  HOME,  INSERT,  LEFTCLICK, NUMLOCK, MULTIPLY,  NUMPAD0 - NUMPAD9, PAGEDOWN,  PAGEUP,  PAUSE,  PRINTSCREEN, RIGHTCLICK,  SCROLLLOCK,  SHIFT,  SPACE, SUBTRACT,  TAB

**Key Stick**
Using the Key Stick command to make a key "sticky." What this means is that the key will be held down for one

more stroke.  For example, if you wanted to open the File menu by pressing ALT + F on your steno machine, you could write a Key Stick command for ALT, which would keep it "stuck" for the next stroke.  Then you would write the letter F.  The command ALT + F would then be sent to the program.

This command accepts the parameters:  ALT, CTRL, and SHIFT.

Entry:  {@KEYSTICK(PARAMETER)}
Possible Parameters:  ALT, CTRL, SHIFT

**Key Toggle**
Using the Key Toggle command will toggle a key on or off.  This is again useful when trying to press more than one key at a time, such as ALT + F.  To send ALT + F, you would toggle ALT on, write the letter F, then toggle ALT off.

This command accepts the parameters:  ALT, CTRL, and SHIFT.

Entry:  {@KEYTOGGLE(PARAMETER)}
Possible Parameters:  ALT, CTRL, SHIFT

**Open Dictionary**
This command will open the dictionary listed in the parameter field.

This command has the following parameters:  ALL, DICT1-DICT10, SETUP.  These parameters will open the dictionaries associated with the numbers as listed under Dictionary Setup.  To open Dictionary Setup, please use the SETUP parameter.

Entry:  {@EDITDICTIONARY(PARAMETER)}
Possible Parameters:  ALL, DICT1 - DICT10, SETUP

**Parenthesis Toggle**

This command will insert parenthesis in your document. The first time the command is written, an open parenthesis will appear. The second time the command is written, a close parenthesis will appear. ( )

Entry: {@TOGGLEPAREN}

**Quick Dictionary Entry**

This command will allow you to make a dictionary entry while in realtime.

Entry: {@QUICKDICTENTRY(PARAMETER)}
DICT1 - DICT10, LISTCURRENT

**Quote Toggle**

This command will open a quote the first time it is written. The second time, it will close the quotes.

Entry: {@TOGGLEQUOTE}

**Expand Quotes**

Executing this command will "quote" the previous word. Writing this command again will expand the quotes to surround the previous two words. Writing it a third time will expand the quotes to surround the previous three words. This command can be used multiple times to expand the number of words that appear within the quotes.

This command accepts the following parameters: DOUBLE and SINGLE. DOUBLE will instruct the command to place double quotes around the words ("). SINGLE will instruct the program to use single quotes instead (').

Examples:
　　Now is the time for all

First time command is written:
　　Now is the time for "all"

Second time command is written:
　　Now is the time "for all"

Third time command is written:
　　Now is the "time for all"

ENTRY:
{@EXPANDQUOTES(PARAMETER)}
Possible Parameters:  DOUBLE, SINGLE

**Record Macro**
This item will begin recording a realtime macro.  Running this command will create a new macro for you.  Please see "Run Macro" to play back this macro.  Writing this command a second time will stop the macro recording.  You MUST write this stroke the second time to end the macro!

Please note that realtime commands can be added together in a dictionary entry to make a macro.  Simply add all of the commands that you would need to do into your English Translation field.

Entry:  {@MACRORECORD}

**Run Macro**
This command will execute a recorded realtime macro.  It may be easier to simply string commands together in a dictionary entry to accomplish the same task.

This command accepts a number as a parameter. This number is the number of the realtime macro you wish to run. You can find the current list of macros under Translator->Realtime Macros. The numbering begins with the first macro in the dialog being zero.

Entry: {@MACRORUN(PARAMETER)}
Possible Parameters: Number of macro to run starting at zero.

**Resolve Last Conflict**
Running this command will select the item in the conflict that corresponds to the parameter passed to the command. For example, a conflict with three entries, such as [their|there|they're] can be easily resolved with this command. Passing the parameter ENTRY3 would resolve the conflict to be the word "they're."

This command accepts the following parameters: ENTRY1 through ENTRY5. The number associated with the parameter will select the corresponding entry in the conflict. This command can be assigned to multiple strokes with different parameters. You could have an entry to select the first word, one to select the second word, and so forth.

Entry:
{@RESOLVELASTCONFLICT(PARAMETER)}
Possible Parameters: ENTRY1 - ENTRY5

**Save**
This command will instruct the program to save the document. Please note that digitalCAT does have an automatic save feature. If you would like to press a Save command on your own, you may use this command.

Entry: {@SAVE}

**Scroll Screen Toggle**
Using this command will keep your screen from scrolling with written text in realtime. Writing this command again will allow your screen to again begin to scroll with the text.

Entry: {@TOGGLESCROLLSCREEN}

**Single Quote Toggle**
Like Quote Toggle mentioned earlier, this command will insert an opening single quote (') when written the first time. It will insert a closing single quote when written a second time (').

Entry: {@TOGGLESINGLEQUOTE}

**Sound Sync Pause**
This command will pause your audio recording or playback.

Entry: {@SOUNDSYNCPAUSE}

**Sound Sync Play**
This command will play the audio from the current position of the cursor.

Entry: {@SOUNDSYNCPLAY}

**Sound Sync Record**
If you have paused or stopped your audio recording, you may wish to write another stroke to begin recording again. Please note that digitalCAT does have the ability to automatically begin recording once a new stroke has been written. That way, you do not have to worry about forgetting to turn your recording back on.

Entry: {@SOUNDSYNCRECORD}

**Sound Sync Stop**
This command will stop audio recording or playback.

Entry:  {@SOUNDSYNCSTOP}

**Stitch Word**
Using this command will "stitch" or hyphenate each individual letter of a translation.  For example, if a person named John spells his name, it could appear as "J-o-h-n."

This command accepts the following parameters: LASTWORD, OFF, ON, TOGGLE.  LASTWORD instructs the program to stitch the previous translation. ON instructs the program to begin stitching.  The program will continue to stitch the words or translations that are written until stitching is turned off.  This can be useful if you are finger spelling.  OFF will instruct the program to stop stitching at this point.  TOGGLE will instruct the program to begin stitching if it is not currently stitching words.  It will also instruct the program to stop stitching if it is currently stitching.

Entry:  {@STITCHWORD(PARAMETER)}
Possible Parameters:  LASTWORD, OFF, ON, TOGGLE

**Toggle Answer/Witness**
Using this command will toggle the previous Answer symbol to appear as a colloquy paragraph with "THE WITNESS" as the speaker identification.  This command can also turn a colloquy paragraph beginning with "THE WITNESS" into an Answer paragraph.

Entry:  {@TOGGLEANSWERWITNESS}

**Toggle Apostrophe**
This command, when executed, will place an apostrophe in the previous translation that ends with a letter s. If an apostrophe already exists, or by pressing this command multiple times, the apostrophe may be moved to indicate plural possession.

Examples:  previous translate:  Plaintiffs
   First time this command is written:        Plaintiff's
   Second time this command is written:     Plaintiffs'
   Third time this command is written:      Plaintiffs

Entry:  {@TOGGLEAPOSTROPHE}

**Toggle Comma In Number**
Executing this command will automatically format a number to have commas or to not have commas.  This command can be particularly useful to remove the commas from zip codes.

Example:  The zip code for Stenovations' office is 25301. It translates as 25,301.
   First time this command is written:        25301
   Second time this command is written:     25,301

Entry:  {@TOGGLECOMMA}

**Toggle Last Q or A**
This command will toggle the last Question paragraph to an Answer paragraph or vice versa.

Entry:  {@TOGGLELASTQORA}

**Use Theory**
Using this command will tell the program whether you would like phonetic translations.  It accepts the following parameters:  OFF, ON, and TOGGLE.  ON turns on the

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phonetic theory file selected under Dictionary Setup. OFF turns said theory file off. TOGGLE will turn an off theory file back on, or turn an active theory file off.

Entry: {@USETHEORY(PARAMETER)}
Possible Parameters: OFF, ON, TOGGLE

# REALTIME MACROS

A macro is simply a combination of commands. In other words, it is a string of commands executed together to perform a function.

For example, you want to use the Expand Quotes command to automatically surround three words if you write a number three with the command. You could define the new command as a macro. In the dictionary, you would simply string the commands together like this:

{@EXPANDQUOTES(DOUBLE)}{@EXPANDQUOTES(DOUBLE)}{@EXPANDQUOTES(DOUBLE)}

By stringing the three commands together in the same dictionary entry, when you write the stroke entered in that entry, all three will be executed. In this example, that would make the double quotes surround the last three words.

*Add Entry Dialog*

## RECORDING REALTIME MACROS

If you would rather record a macro than stack commands in a dictionary entry, you may do so.  Recording a realtime macro will allow you to do the commands you wish to use in a single stroke.

To begin recording a macro, write your command for "Record Macro."  By default, this command is RO-RD while in Command Mode.  Please note that only commands defined under Command Editor may be recorded into a macro!

When you begin recording a macro, the Macro Information dialog will appear.

*Macro*
*Infomation*
*Dialog*
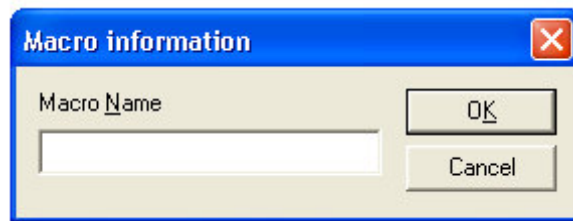


Type in a name for your new macro and press OK or ENTER.

You will see at the bottom of your screen that macro recording is on.
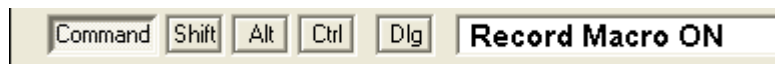


Again, please note that only commands listed under Command Editor can be used while recording a macro. Write the commands EXACTLY as you want them to be recorded.  ALL strokes will be recorded into the macro! When finished writing your commands, write the "Record Macro" command again to stop recording.

When finished recording your macro, you may review the listing of macros or add a command to run your macro.

To view the list of current macros:
• Press ALT + T to open the Translator menu.
• Press R for Realtime Macros.  The Macros dialog will open.
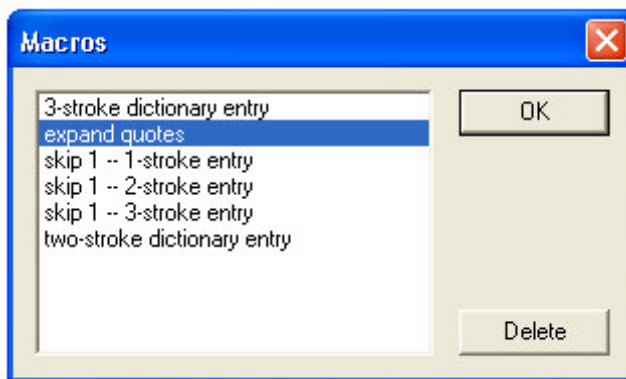
From this dialog, you can count the number that corresponds to the recorded macro.  If you wish to define a recorded macro in a dictionary entry, then you will have to know the number associated with the macro. Numbering begins at the top of the list at zero.  In the Expand Quotes example, the number of the macro is 1. This is because the first macro, "3-Stroke dictionary entry," would be counted as 0.

To add the macro to a dictionary entry:
• Bring up the Add Entry screen.
• For the English Translation, use the following command:
    {@MACRORUN(PARAMETER)}
• Replace the Parameter with the number of the macro you wish to run.  In the example shown above, where Expand Quotes is macro number 1, you would enter 1. The English Translation would then be:
    {@MACRORUN(1)}

- Place the steno that you would like to use to execute this command in the steno field.
- Press ENTER or click the ADD button to add this entry to your dictionary.
- For more information on adding an entry to your dictionary, please see Chapter 6.

To run a macro using Command Editor:
- Press ALT + T to open the Translator Menu.
- Press C for Commands.  The Command Editor program will open.

*Command Editor*
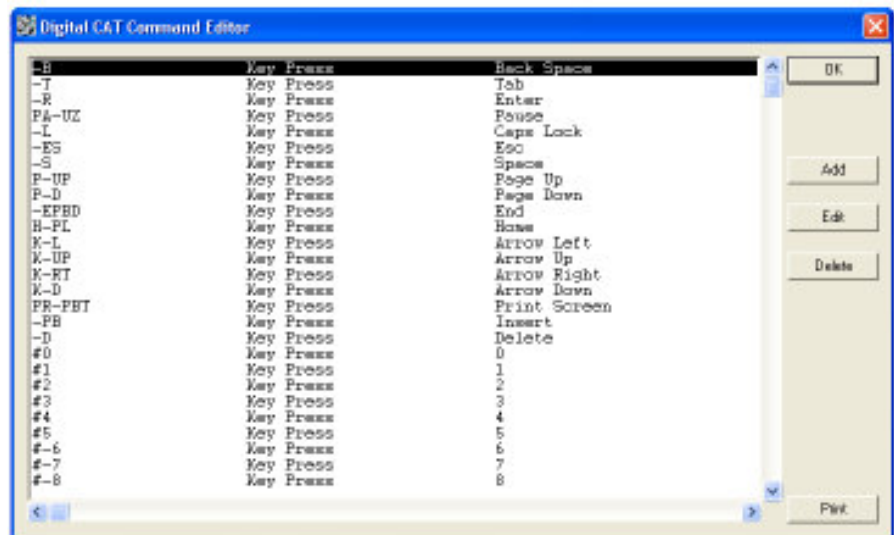


- Press ALT + A or click the Add button to add a new command.

*Command Entry Dialog*



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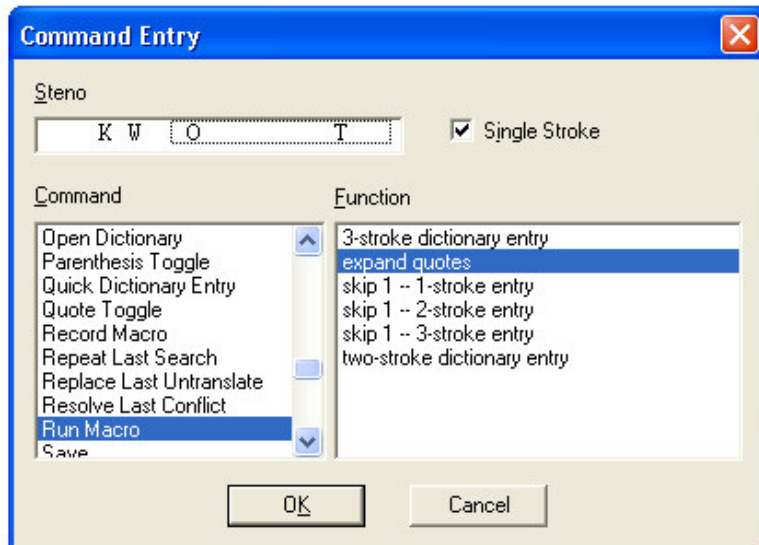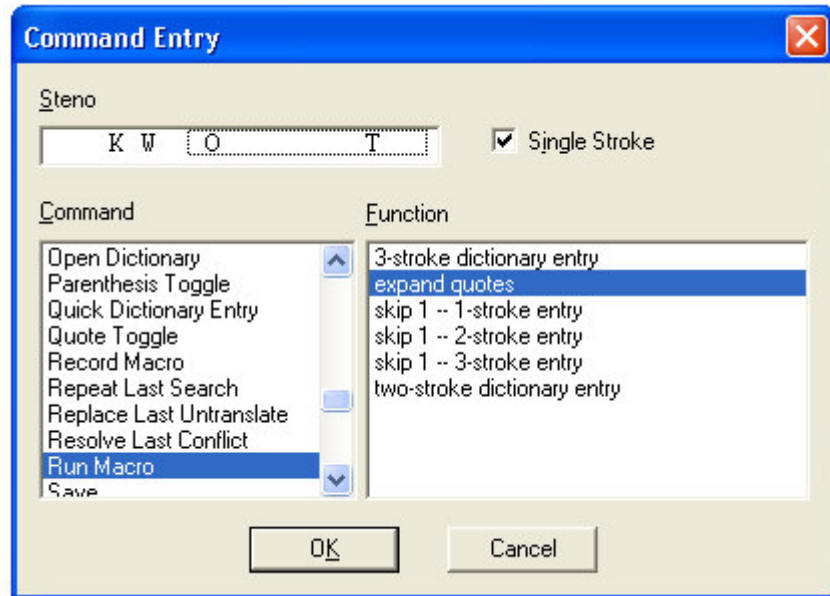
- Enter the steno that you would like to use to execute this command.
- If you would like to execute this command outside of Command Mode, press ALT + I to check the Single Stroke box.
- Select "Run Macro" from the Command list.
- Choose the macro you wish to run from the Function list.
- When done, press ENTER or click the OK button to close the dialog and add your new command.

# NOTES

# CHAPTER 6
# DICTIONARY
# ENTRIES



**Defining steno in a dictionary**

# DICTIONARY ENTRIES

This chapter is devoted to defining your steno notes as English in a dictionary. You will discover that one dictionary entry can instantly generate multiple entries for all possible misstrokes for an outline, as well as create outlines that incorporate final endings in the same stroke.

Although the methods for selecting text to define dictionary entries are covered in the Chapter 4, we will also discuss them here.

## MAKING A DICTIONARY ENTRY

The steps used to open the Add Entry dialog while editing are fully explained in Chapter 4.

### MAIN DICTIONARY ENTRIES

- From the transcript, highlight the text/untranslate to be defined, then press ENTER.
- Or move the cursor to the beginning of the desired text/untranslate, then press ALT along with the number of steno strokes associated with the text/untranslate (ie., ALT + 1, ALT + 2, etc.). Please note that this is a keyboard command and may not be defined in your current keyboard setup. If it is not defined in your current setup, please see the "Main Entry" section of Chapter 4.

## JOB DICTIONARY ENTRIES

- From the transcript, highlight the text/untranslate to be defined, then press SHIFT + ENTER.
- Or move the cursor to the beginning of the desired text/untranslate, then press CTRL along with the number of steno strokes associated with the text/untranslate (ie., CTRL + 1, CTRL + 2, etc.). Please note that this is a keyboard command and may not be defined in your current keyboard setup. If it is not defined in your current setup, please see the "Job Entry" section of Chapter 4.

Once you have done one of these methods, the Add Entry dialog box will open.

*Add Entry*
*Dialog*
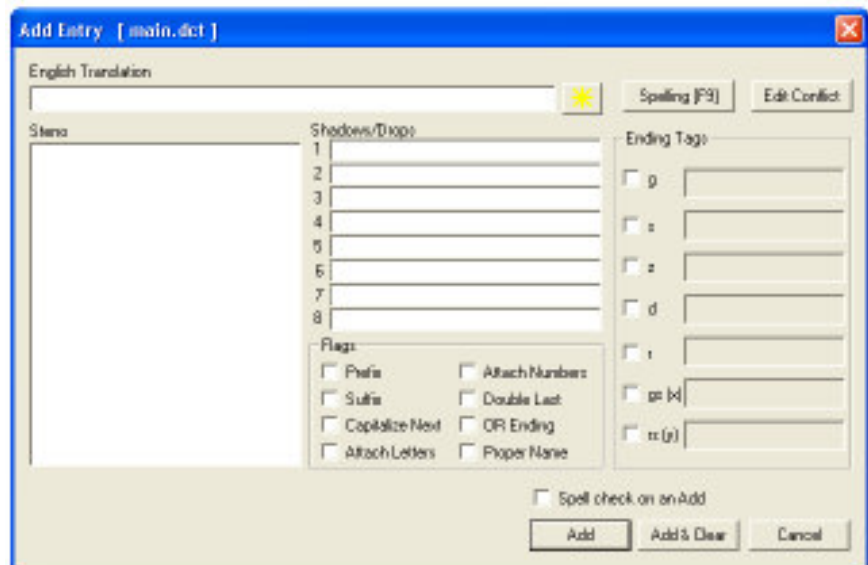
*Add Entry*
*Dialog*
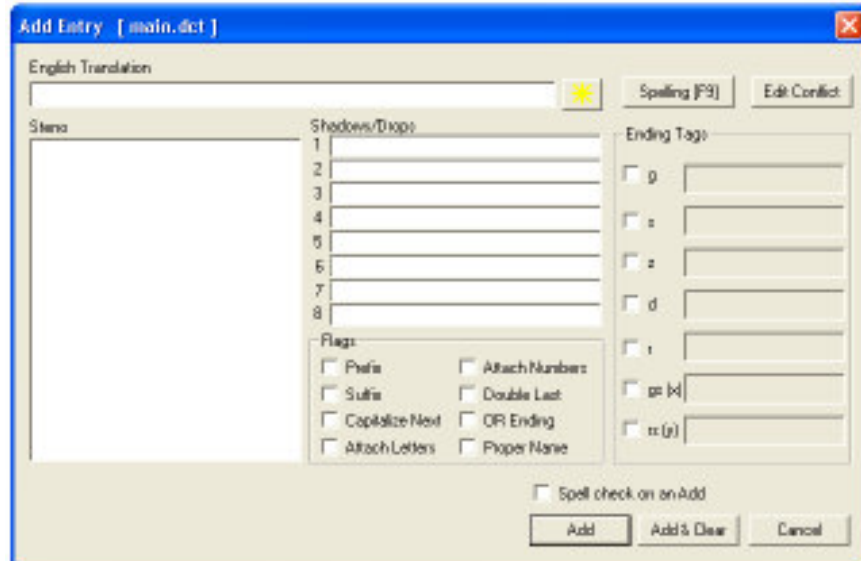


# ADD ENTRY DIALOG

## LOCATING THE DICTIONARY NAME

After the Add Entry dialog box opens, you may confirm that the dictionary entry will be placed into the appropriate dictionary.  The name of the dictionary in which the entry will be placed is located on the title bar enclosed by square brackets.  In the above graphic, the "main" dictionary will receive the entry.



You may change the destination dictionary in a number of ways.
• Pressing F11 will toggle through the active dictionaries.
• Pressing F12 will open the Dictionary List allowing you to select in which dictionary you would like to place this entry.
• You may also click the Pick A Dictionary button. Clicking this button will have the same effect as pressing the F12 key.

The Add Entry box will display the name of the new destination dictionary in the title bar of the dialog.

## ADDING OR REMOVING TEXT/STENO

Once text and its associated steno are displayed in the Add Entry dialog box, you may realize that you did not select the correct number of lines of steno needed to make the desired dictionary entry.

To add more lines of steno and English:
- Press SHIFT + DOWN ARROW.
  Each time this is pressed, one line of steno and its associated text will be added to the Add Entry dialog box.

To remove lines of steno and English:
- Press SHIFT + UP ARROW.
  Each time this is pressed, one line of steno and its associated text will be removed from the Add Entry dialog box.

## EDITING THE ENGLISH TRANSLATION

The English Translation can be the most important part of the entire dictionary entry. It is in this field that you will control what the translation of the steno will be.



There are a number of commands that you can do within the English Translation field to make editing the text easier.

- If you simply want to replace the current text with some other text, just begin typing. The old text will disappear and will be replaced by the text you type.

*Add Entry
Dialog*
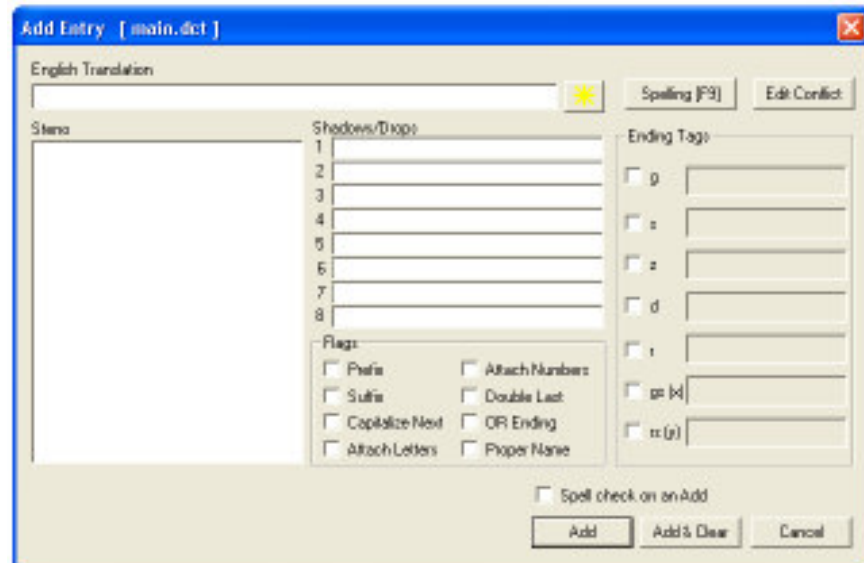


*English
Translation
Field*



- If you wish to add something to the end of the current word, press ENTER.  Pressing Enter will remove the highlighting and will place the cursor at the end of the text.

- If you wish to add another word to the end of the current English Translation, press the SPACEBAR.  Pressing it will remove the highlighting and place a space after the current text, allowing you to easily add another word.

- If you wish to place new text in front of the existing text, press SHIFT + ENTER.  Pressing this key combination will remove the highlighting and place the cursor before the current English Translation.

- If you simply want to make a change at the end of the current translation, press the BACKSPACE key.  Pressing the BACKSPACE key will not remove the entire English Translation, even if it is highlighted!  It will simply remove the last character, allowing you to easily add another ending to a word.

- If you would like to remove the spaces between the words of the current English Translation, press SHIFT + SPACEBAR. This will instruct the program to join the words in the English Translation field.

- If you wish to capitalize the first letter of the translation, press the F6 key while the text is highlighted. If the text is not highlighted, pressing the F6 key will capitalize the current letter. You may also capitalize the letter the cursor is currently on by tapping the SHIFT key once. This can only be done if you use the QuickShift feature. Please see Chapter 2 to enable this feature. This command is a toggle, which means using it a second time will undo it.

- If the translation has multiple words that need to be capitalized, press the F7 key. Pressing this key will capitalize all "important" words. That means that it will follow grammatical rules and not capitalize words like "the" or "a," but will capitalize the first letter of other words. Quickly tapping the SHIFT key twice will also accomplish this if you use the QuickShift feature. This command is a toggle, which means using it a second time will undo it.

- If you wish to capitalize all letters in the English Translation, press the F8 key. If you use the QuickShift feature, you may also quickly tap the SHIFT key three times. This command is a toggle, which means using it a second time will undo it.

- If you wish to insert a hyphen between the words currently in the English Translation field, press the hyphen key. It is important that this be done before the highlighting is removed. If the highlighting is removed, the hyphen will simply be placed at the location of the cursor.

*Add Entry*
*Dialog*
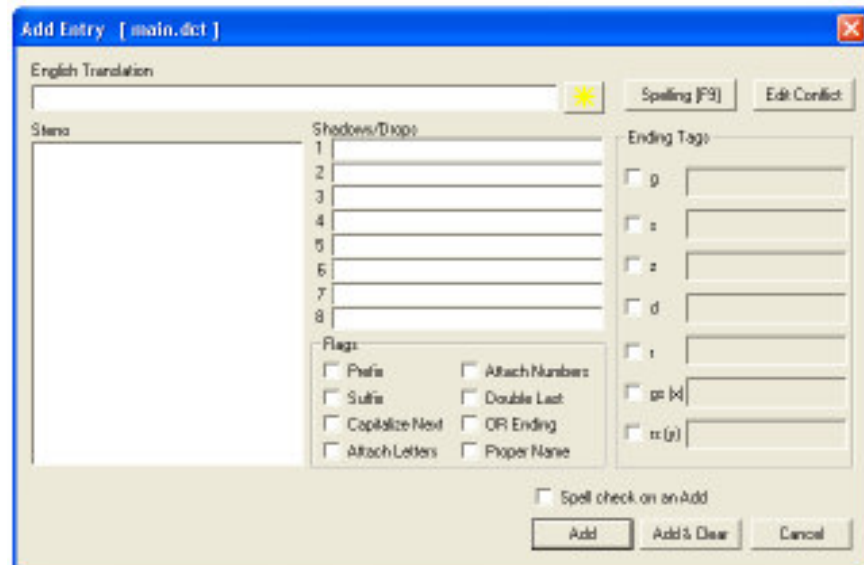


*English*
*Translation*
*Field*



- If you wish to remove highlighting, please use one of the above commands.  If you do not need to use one of the above commands, you can also use your arrow keys to remove highlighting and position the cursor.

- To add a special character, remove the highlighting using one of the above commands.
    - Press CTRL + S
      to open the Special Character window.
    - Highlight the character you wish to add to the entry.
    - Press ENTER or ALT + K to add the symbol to the current English Translation.

## EDIT CONFLICT

A conflict can easily be created for the current dictionary entry. If you use conflicts and would like to make this entry one, press ALT + F to open the Edit Conflict window.
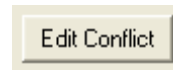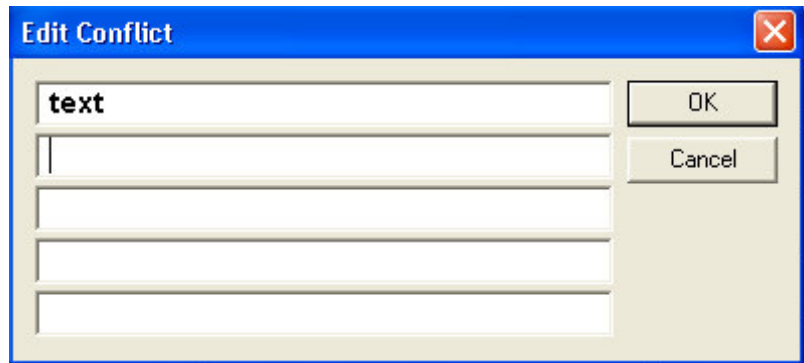
- The first line will display the word from the Add Entry window. Your cursor should appear in the second box.
- Type the second word of the conflict in this box.
- If you need to add more words to this conflict, press the TAB key to move down to the next box.
- When finished adding words to this conflict, press ENTER. The conflict will be displayed in the English Translation field.

## SPELL CHECK ENTRY

The spelling of the word(s) in the English Translation field can be checked before proceeding to the other sections of the Add Entry dialog box. You may spell the entry by clicking the Spell Check button or by pressing the F9 key.

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*Add Entry*
*Dialog*
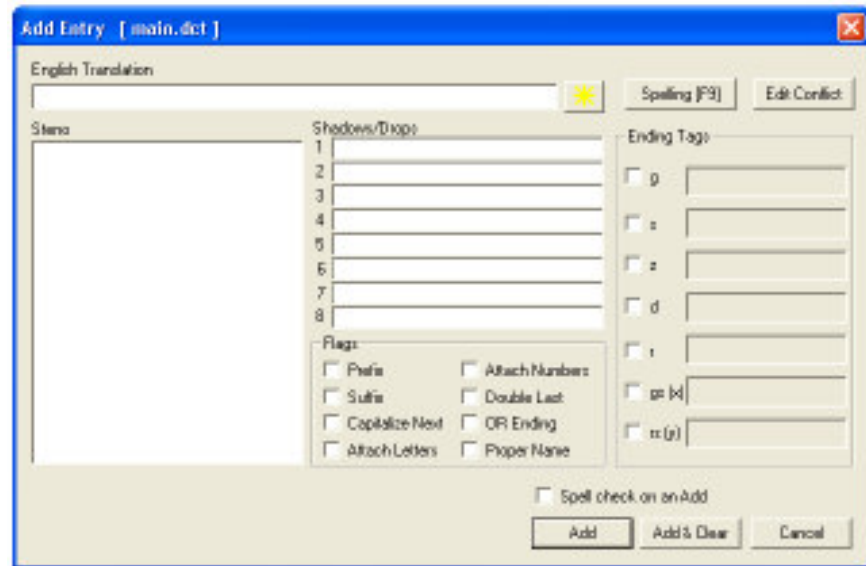


If the spelling is correct, the cursor will remain in the English Translation window and a message saying "Spell Check is Complete" will appear.

If the spelling is incorrect, a Correct Spelling window will appear allowing you to change the spelling.  Please see the Spell Checker section of Chapter 8 for help with this window.

*Correct*
*Spelling*
*Dialog*

*Image*
*Description*

```
Steno
┌─────────┐
┊ STKPWHR ┊
└─────────┘      FRPBLGTS
          AO*EU
```
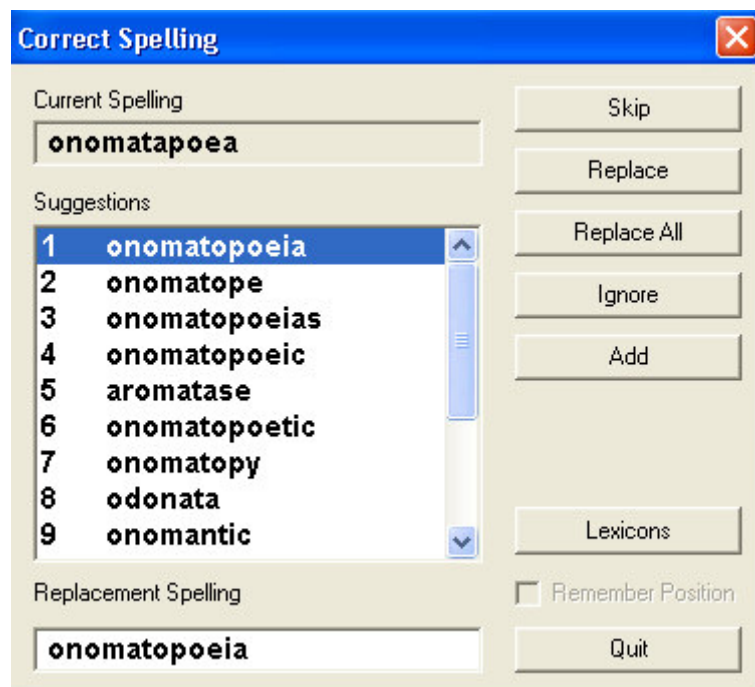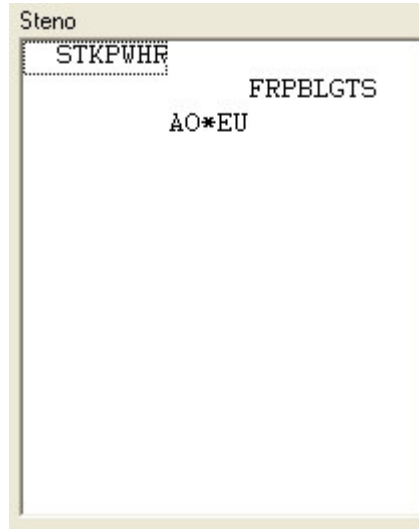
# EDITING THE STENO

When finished with the English Translation field, press the TAB key to move the cursor to the Steno box.
When the cursor is in the Steno box it is represented by a dotted rectangle. It can be moved around the steno box by pressing SPACEBAR or the ARROW KEYS.

To add letters to the steno that is inside the dotted rectangle, press the desired key from your keyboard.

If the dotted box is on the left side, any entered letter will be placed as it would be written from the initial side of the steno machine. For example, pressing the letter J here would add SKWR to this side.

If the dotted box is on the right side, any entered letter will be placed as it would be written on the final side of the steno machine. For example, pressing the letter N here would place PB on the final side.

Pressing a vowel key will move the cursor from the initial side to the final side. This allows you to easily add the final side letters without having to press the SPACEBAR or ARROW KEYS.

*Add Entry*
*Dialog*
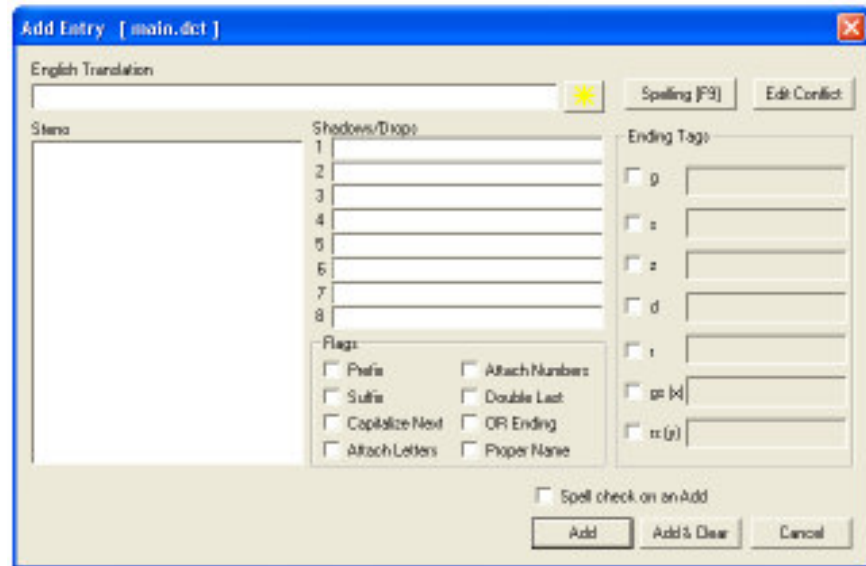


To remove letters from the steno inside the dotted rectangle in the Steno box, press the corresponding key from your keyboard. For example, to remove the L from FPLT, with the cursor on the final side, you would simply press L. Pressing a letter that does not currently appear in the steno will add that letter. Pressing a letter that does currently appear will remove that letter.

## SHADOWS/DROPS

*Shadows/Drops*
*Field*
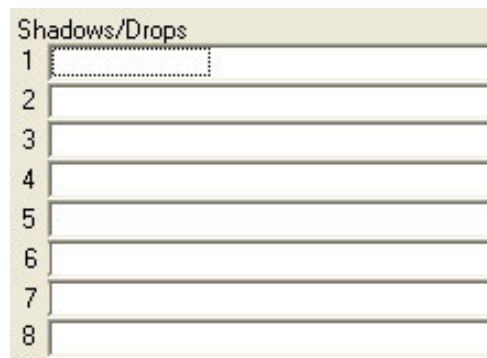


This feature of the Add Entry dialog is designed to automatically generate multiple dictionary entries for every possible misstroke you can make while writing the text shown in the English Translation field. This feature effectively eliminates the need to manually make individual dictionary entries for the inevitable misstrokes as they occur in the future.

**CAT-TIP**

Make sure that you add the misstrokes to the correct stroke. The first box should hold all shadows and drops that could occur on the first stroke. The second box would hold all the shadows and drops that could occur on the second stroke, and so forth.

The Shadows/Drops feature utilizes fields that correspond to the line of steno to its left. The cursor is again represented by the dotted rectangle when within these fields. To move it to the right-hand, or final, side of the Shadows/Drops box, press the SPACEBAR. Press TAB to move the cursor to the next field box. Press SHIFT + TAB to move the cursor to the previous field box.

Just as with the Steno field, when letters are pressed on the computer keyboard, they will be placed into the dotted box. If a letter already appears in the field, pressing it will be removed from the dotted box.

The misstroke entries will be created when the Add Entry dialog is completed and the ADD or ADD & CLEAR button is pressed. Once this occurs, the Misstroke Entries window will show you the entries that the program will attempt to automatically create. If the entries shown in this window already exist in your dictionary, they will be discarded. None of the generated entries will replace an existing entry!

- To move down the list, press M or the DOWN ARROW key.
- To move up the list, press I or the UP ARROW key.
- Press D to delete the highlighted entry from the list.



**269**
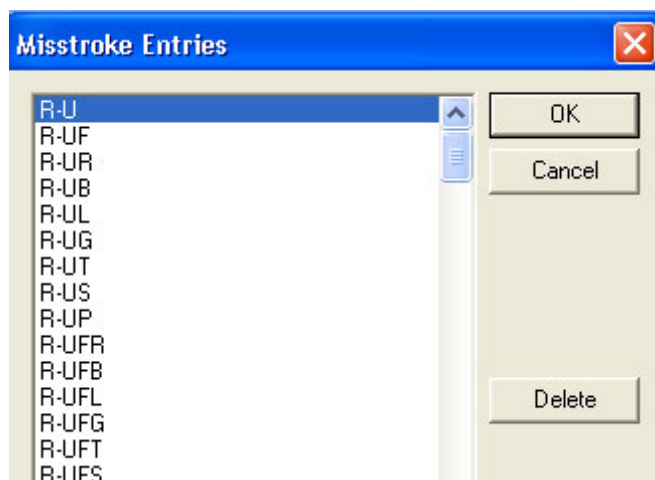
*Add Entry*
*Dialog*
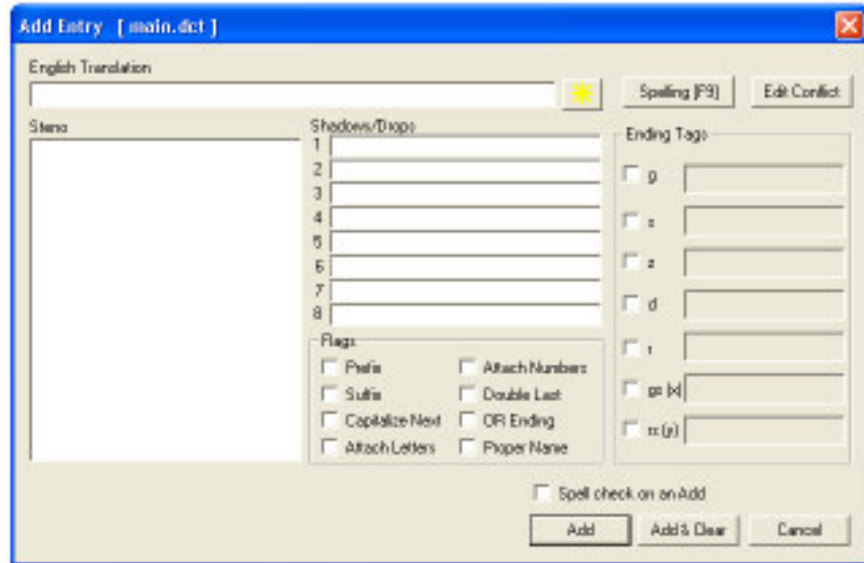


## FLAGS

*Flags Fields*
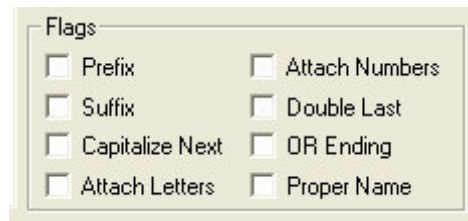


The flag section of this dialog allows you to control certain characteristics to be assigned to an entry. The flags that are checked will specify the way the word is handled when it is translated. For example, if text is flagged as a prefix, when it is translated or globaled it will attach to the text that follows it. More than one flag may be checked on any entry.

PREFIX:
An entry flagged as a prefix will connect to the text immediately following it, eliminating the space between the two words. Examples of words that this flag would apply to: anti, circum, con, inter, pre, Mr.^, trans and un.

Press ALT + P to place a check in the Prefix box.

SUFFIX:
An entry flagged as a suffix will connect to the text immediately in front of it (to the left), eliminating the space between the two words. Examples of possible suffixes are: tion, ary, ed, ing, cation, ectomy, emia and ful.

It is also important to note that the Suffix flag will also automatically perform any suffix grammatical rules. For example, attaching the –ing ending to the word "run" would automatically double the letter "n" to correctly spell "running."

Press ALT + U to mark the Suffix box.

CAPITALIZE NEXT:
Check this box to capitalize the text that follows this steno outline. Examples of words that this flag applies to: Mr.^, St.^ and Dr.^

This flag would apply to most punctuation marks, such as a period or a question mark. Because the words following these marks start a sentence, they will need to be capitalized. Checking this flag on a stroke will cause the next translation to be capitalized.

If you would like to make a "command" to simply capitalize the next word without putting any text into the transcript, simply create an entry, such as K-P, and leave the English Translation field blank. Check only the Capitalize Next flag.

Press ALT + C to mark the Capitalize Next box.

*Add Entry*
*Dialog*
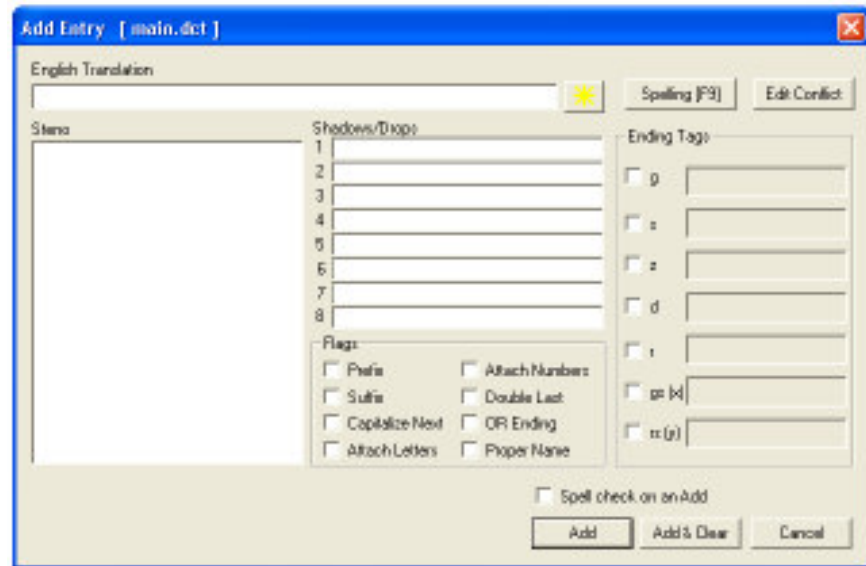
*Flags Fields*
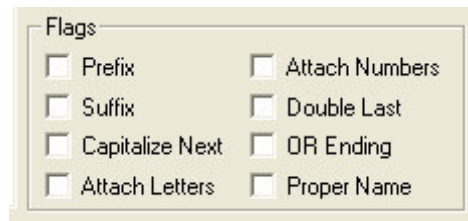
ATTACH LETTERS:
Use this option when defining your finger-spelling
alphabet(s).  This feature automatically joins the letters
together creating text.

Press ALT + L to place a check mark in the Attach Letters
box.

ATTACH NUMBERS:
This flag should be marked on individual numbers.  Using
this flag will instruct the program to attach any
surrounding numbers to this translation.  For example
writing the numbers 1, 2, and 3 would generate 1 2 3
without the flag checked.  With the flag checked, it would
create 123.  Please note that if you use digitalCAT's
Numbers Resolution feature, you may never need to use
this flag.  Numbers Resolution will format numbers
correctly without number entries in your dictionary.

This option should be marked when creating a dictionary entry for a decimal point. Any surrounding numbers will automatically be attached to the decimal point.

Press ALT + N to mark the Attach Numbers box.

DOUBLE LAST:
If this box is checked, the last letter of the dictionary entry will be doubled when certain suffixes are added, such as -y, -ing, -er and -ed. This option should be marked for words like "run," so when it is followed by the ending tag "-ing" it will translate as "running" instead of "runing." Because of grammar rules, the program does automatically format the word run correctly, but less common words, new words, foreign words, and exceptions to grammatical rules may need this feature marked.

Press ALT + B to place a check mark in the Double Last box.

OR ENDING:
If you write the suffix "er" it will translate as "or" for words that have this option marked. For example, the word "operate" should have the "or" ending attached instead of the "er" ending.

Mark this feature for each dictionary entry that should have the suffix "or" attached to it.

Press ALT + O to mark the OR Ending box.

PROPER NAME:
Mark this flag if the dictionary entry is a proper name. In this way, whenever the suffix "s" or "z" follows the proper name, its spelling will not change. Example: "Kennedy" will not turn into "Kennedies."
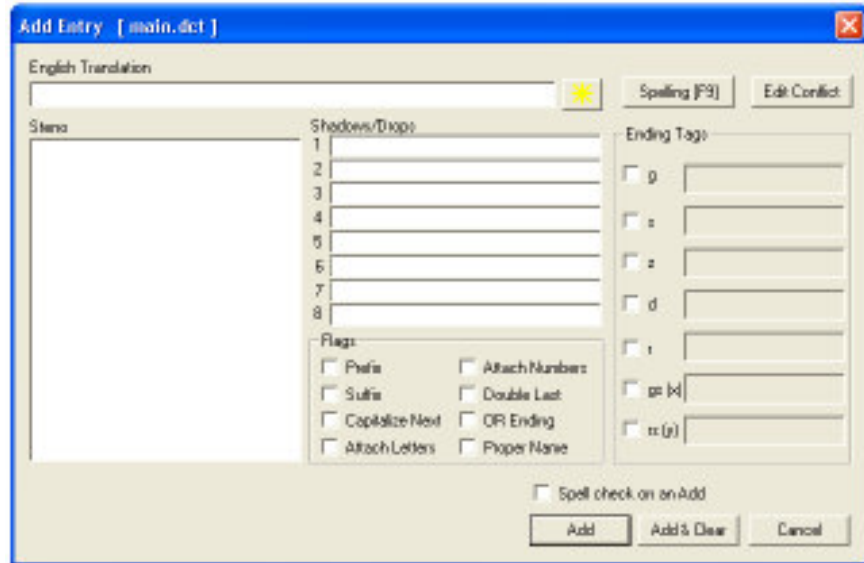
Checking this flag will stop all suffix grammar rules from being applied to translation, thus not allowing the spelling of the name to be changed.

Press ALT + M to mark the Proper Names field.

## ENDING TAGS

*Ending*
*Tags*



Ending Tags generate outlines containing suffixes included in the last stroke of the original outline being defined. When you mark an ending tag, the steno in the Steno box will change, displaying the additional outline.

The translation will appear to the right. The original steno will STILL be added as the original English Translation!

More than one Ending Tag can be checked. All entries will be added separately.

ENDING TAG "g":
The Ending Tag "g" represents the suffix "ing."

Press ALT + G to place a check in this box.

A "g" will be inserted into the steno stroke in the Steno box.
The word with the ending tag applied will appear to the right of the Ending Tags box.

If the steno stroke properly reflects the way you could write this word, then leave the check mark in the box in front of "g."
If the steno is an incorrect representation of your writing style, press ALT + G again to remove the check mark.

ENDING TAG "s":
The Ending Tag "s" represents the suffix "s."

Press ALT + S to place a check in this box.

ENDING TAG "z":
The Ending Tag "z" represents the suffix "s."

Press ALT + Z to place a check in this box.

ENDING TAG "d":
The Ending Tag "d" represents the suffix "ed."

Press ALT + D to place a check in this box.

*Add Entry
Dialog*
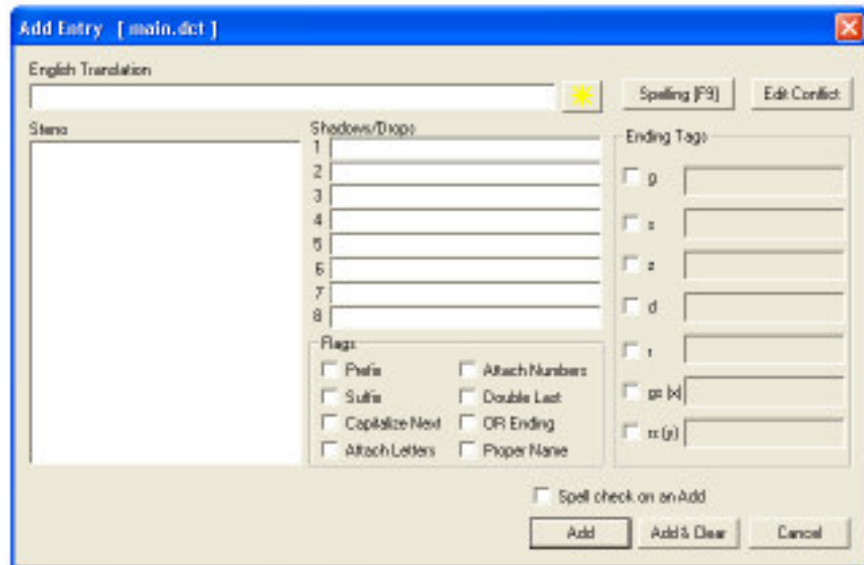
ENDING TAG "gs(x)":
The Ending Tag "gs" represents the plural suffix "ings."

Press ALT + X to place a check in this box.

*Ending
Tags*

Ending Tag "rs(y)":
The Ending Tag "rs" represents the plural suffix "ers."  If you have checked the OR Ending from the Flags box, then this will become the plural suffix "ors."

Press ALT + Y to place a check in this box.

**CAT-TIP**

The (x) and (y) in these Ending tags merely indicate the letter designated with the ALT key used to mark the tags. Because both the letters G and S and R and S are used to denote other ending tags, the letters X and Y are used to toggle these tags.

Once the ADD or ADD & CLEAR buttons are pressed, digitalCAT will attempt to automatically add the endings entries. If any entries are identical to an entry already present in your dictionary, a Duplicate Entry window will prompt you. Please see the Duplicate Entry section of this chapter for more information on that dialog.

GLOBAL
Use the Global radio buttons to determine how the steno globals will be applied in the open transcript.

This Occurrence: Press ALT + I to mark this option. This global will replace the text associated with the steno outline with the new dictionary entry. It will NOT replace any other occurrences of this text.

Here to End: Press ALT + H to mark this option. This global will replace the text associated with the steno outline with the new dictionary entry. All text associated with the original steno outlines will be replaced from the current location of the cursor to the end of the transcript.

We recommend using this setting because it can only alter the portions of the transcript that you have not yet edited. Using the Whole Transcript option may accidentally change something on a page you have already edited. This change may be difficult to notice, and could cause you to go back to pages you have already edited.

Whole Transcript: Press ALT + W to mark this option. This global will replace the text associated with the original steno outline throughout the transcript.

*Add Entry Dialog*
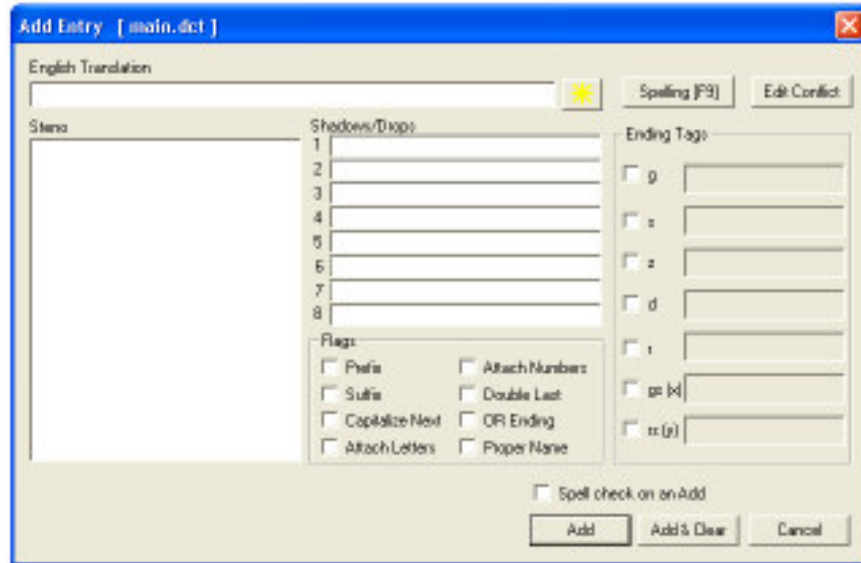


## SPELL CHECK ON ADD



If this item is checked, digitalCAT will automatically perform a spell check on the dictionary entry before it is placed into the dictionary.

Press ALT + K to mark the Spell Check on an Add box. If there is a misspelling, you will have the opportunity to correct it before the word is added to the dictionary.

## ADDING THE ENTRY TO THE DICTIONARY

Once the Add Entry dialog box has been completed, you may add the entry to your dictionary.

Press ENTER or click the ADD button to add the current entry and close the Add Entry dialog box.

If you need to add another entry, press the ADD & CLEAR button to add the current entry, but leave the Add Entry dialog open for the next entry. The Add Entry dialog will be cleared allowing you to begin adding the information for the new entry. Press ALT + E to use the ADD & CLEAR button.

# DUPLICATE ENTRIES

If digitalCAT finds that this steno outline has already been defined in your dictionary, it will present you with a Duplicate Entry dialog. This dialog will let you choose what action you would like to take with the duplicate entry.

*Duplicate*
*Entry*
*Dialog*
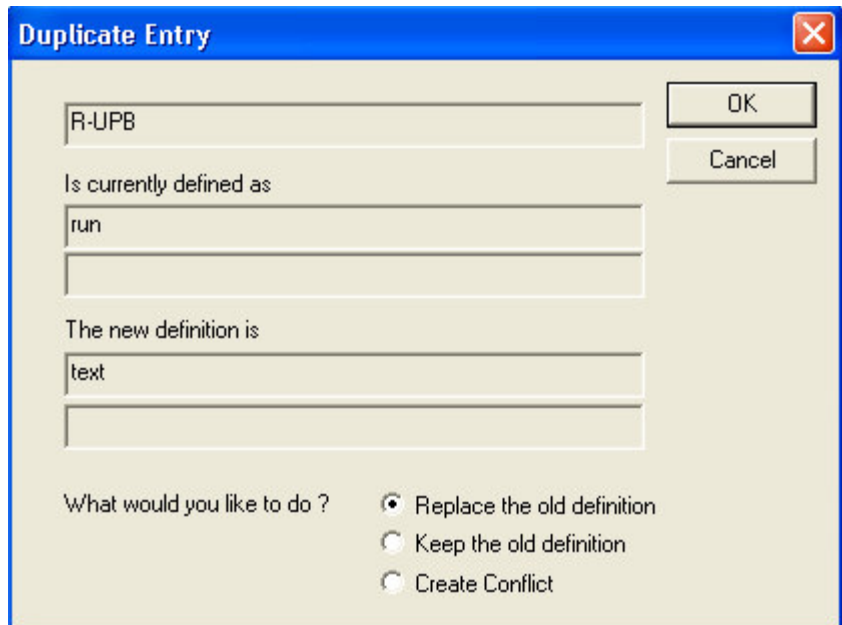


The top box of this dialog shows the steno that is duplicated.

IS CURRENTLY DEFINES AS:
This area shows you the current English definition in the top box, and the flags, if any, that are checked on the current entry.

THE NEW DEFINITION IS:
This area shows the new English definition in the top box, and the flags, if any, that are checked on the new entry.

Select one of the following options:
Press R to replace the old definition with the new one.
Press O to keep the old definition.
Press C to create a conflict between the two entries.

Press ENTER to tell digitalCAT to handle the duplicate entry in the manner selected.

# TOKENS

Tokens can be incorporated into a dictionary entry so it will perform a unique function in the transcript.  For a description of all tokens, please see Chapter 5.

An example of a token would be {C} for a Colloquy paragraph.  Chapter 5 lists the tokens as well as the shortcut keys used with them in the add entry screen.  The image below shows an example of a Colloquy paragraph with tokens.

## QUICK ENTRY LIST

Pressing the F5 key or clicking the yellow starburst to the right of the English Translation field, will bring up a window showing the commonly used tokens.  Using this window or the shortcut keys described in Chapter 5, you can easily add common tokens to your dictionary entry.



## INSERTING A HARD SPACE

A hard space is often used between two words that should never be separated at the end of a line.  In the transcript a space will appear between the two words and they will always be on the same line.  In the dictionary entry, the hard space is denoted by a caret, ^, which is SHIFT +  6.

Hard Space Token:  ^
   Example Entry:  Your^Honor
   Translates As:  Your Honor  (will never be separated at a line end.)



**CAT-TIP**

Do not use < or > in your dictioanry entries!  Other programs may have used those symbols to designate tokens, but digitalCAT uses French Brackets.  You MUST use your French Brackets for proper translation of tokens.  {  }

## INSERTING A TAB

A tab can be included in a dictionary entry. It is represented by a right angle or chevron, >.

Tab Token: >
Example Entry: Date:>>Location:
Translates As: Date:             Location:

## COMMANDS

Realtime commands can also be entered as dictionary entries. These commands can range from something like deleting the previous stroke by pressing the Asterisk key on the steno machine to automatically formatting numbers.

Please refer to Chapter 5 for an in depth explanation of all tokens and commands.

## DEFINING PUNCTUATION

Several options in the Flags area can be utilized when defining punctuation.

PREFIX:
Attaches punctuation to the next translation. This could be used for a hyphen or a special punctuation mark.

SUFFIX:
Attaches punctuation to the previous translation. This flag is checked on nearly all punctuation marks. This flag instructs the program to attach the punctuation mark to the end of the previous word.

CAPITALIZE NEXT:
Capitalizes the next translation. This flag is checked on sentence-ending punctuation marks, such as periods and question marks. Because the following words will need to be capitalized, this flag must be checked.

The Hard Space Token ( ^ ) can be inserted after the punctuation in the English Translation field to add one or more spaces after the punctuation when it translates. For example, adding a caret after a period, .^, will instruct the program to put an extra space after the period. This will bring the total number of spaces after the period to two. Every translation automatically has a space after it, unless the prefix flag is checked, or the suffix flag is checked on the next translation. Adding a single caret after the period will add one additional space. Because of the automatic space, there will be two spaces after the period.

## COMMA

To define a comma:
- Place the comma in the English Translation window pane. There must not be any spaces after the punctuation.
- Make certain the steno in the Steno box is correct.
- Place any letters you add or drop in the Shadows/ Drops box.
- Press ALT + U to mark Suffix in the Flags box. This feature ensures the comma is attached to the text that precedes it.
- Press ENTER to save the entry.

*Comma
Entry*
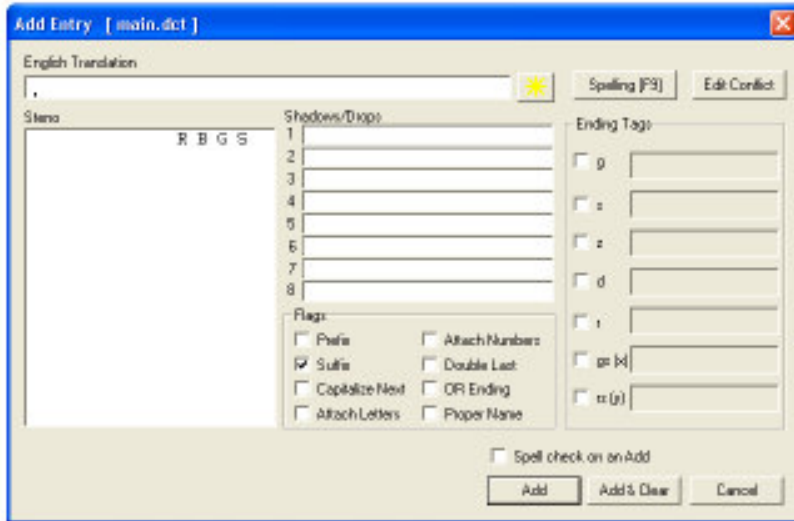
## PERIOD

To define a period:

- Place the period mark and the Hard Space Token ( ^ ) in the English Translation window pane. Do not leave a space between them or after the token.
- Make sure the steno in the Steno box is correct.
- Place any letters you may add or drop in the Shadows/ Drops box.
- Press ALT + U to mark Suffix in the Flags box. This feature attaches the period directly to the text preceding it.
- Press ALT + C to mark Capitalize Next in the Flags box. This feature ensures the text following the period is capitalized.
- Press ENTER to add the entry.

*Period
Entry*
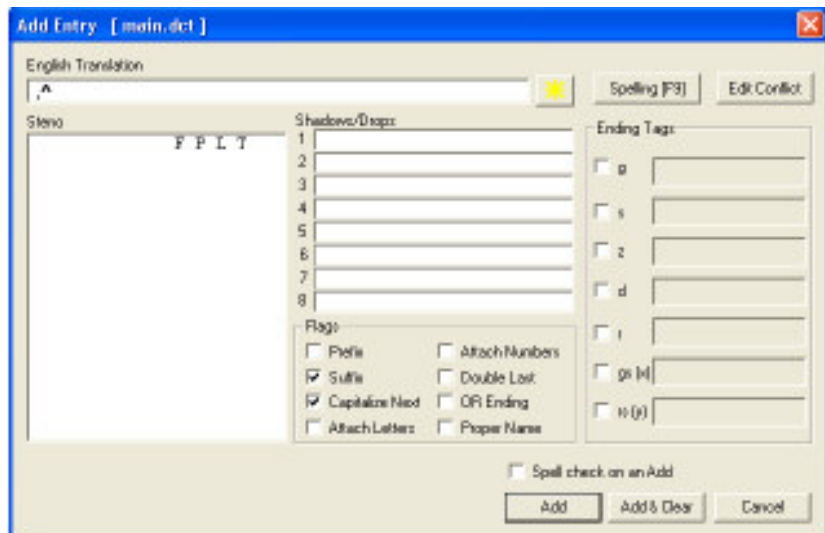
## QUESTION MARK

- Place the question mark and the Hard Space Token ( ^ ) in the English Translation window pane. Do not leave a space between them or after the Hard Space token.
- Make sure the steno in the Steno box is correct.
- Place any letters you may add or drop in the Shadows/ Drops box.
- Press ALT + U to mark Suffix in the Flags box. This feature attaches the question mark directly to the text preceding it.
- Press ALT + C to mark Capitalize Next in the Flags box. This feature ensures the text after the question mark is capitalized.
- Press ENTER to add the entry to your dictionary.
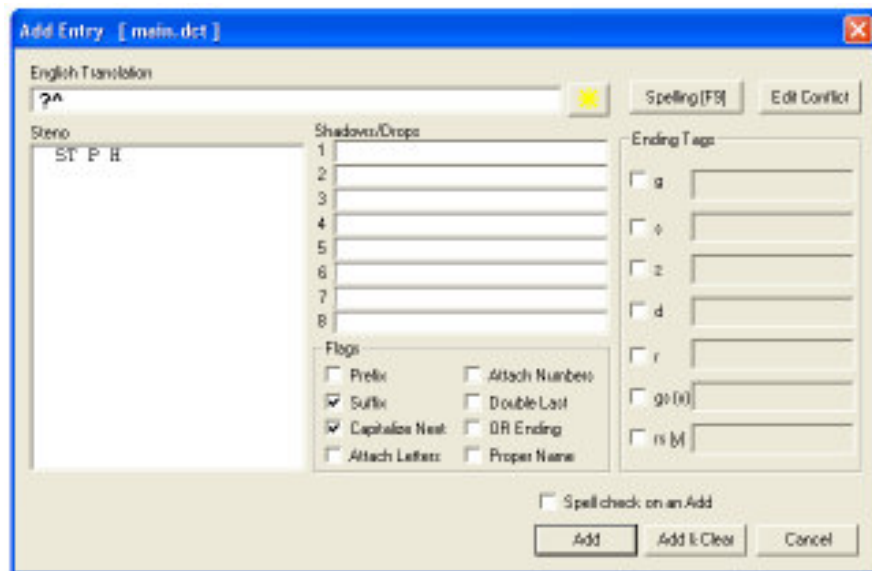


## Colon, Ending Quotes, Close Parenthesis

These three punctuation marks should be defined in the same manner as the question mark was defined in the above example.

Add the Hard Space token ( ^ ) after the punctuation mark and check both the Suffix and Capitalize Next flags in the Flags box.

## DECIMAL POINT

To defne a decimal point:
- Place a period in the English Translation window pane.
- Make sure the steno in the Steno box is correct.
- Place any letters you may occasionally add or drop in the Shadows/ Drops box.
- Press ALT + N to mark Attach Numbers. This feature will attach any surrounding numbers to the decimal point.
- Press ENTER to add the entry.

## COURTESY TITLES OR SALUTATIONS

Courtesy titles such as Mr., Mrs., Ms., or Dr., can be defined so they remain on the same line in the transcript as the name that follows.

In this example the courtesy title Mr. will be defined. The other courtesy titles should be defined in the same manner.

To define Mr.:
- Place Mr. and the Hard Space Token in the English Translation window pane. Make certain there is not a space between the period and the Hard Space symbol.
- Make sure the steno in the Steno box is correct.
- Place any letters you may add or drop in the Shadows/ Drops box.
- Press ALT + P to mark the Prefix in the Flags box. This feature will ensure that the courtesy title will be attached to the name following it and will never break at the end of a line.
- Press ALT + C to mark the Capitalize Next box. This will ensure the word following the courtesy title is capitalized.
- Press ENTER to add the entry.

# DICTIONARY MAINTENANCE

Most dictionary maintenance features and functions can be found in the Dictionary Maintenance program included with digitalCAT.

## OPENING DICTIONARY MAINTENANCE

To open Dictionary Maintenance:

If Transcript Editor is open:
• Press ALT + T to open the Translator menu.
• Press D for Dictionaries.
• Highlight the dictionary you wish to edit from the list of active dictionaries.
• Press ALT + E or click the Edit button.  The dictionary will open in the Dictionary Maintenance program.

If Transcript Editor is not open:
• Go to START
• Place your cursor over PROGRAMS or ALL PROGRAMS.
• Place your cursor over DIGITALCAT.
• Click DICTIONARY MAINTENANCE to open the program.

*Dictionary Maintenance Icon*



Dictionary Maintenance

*Dictionary
Maintenance*
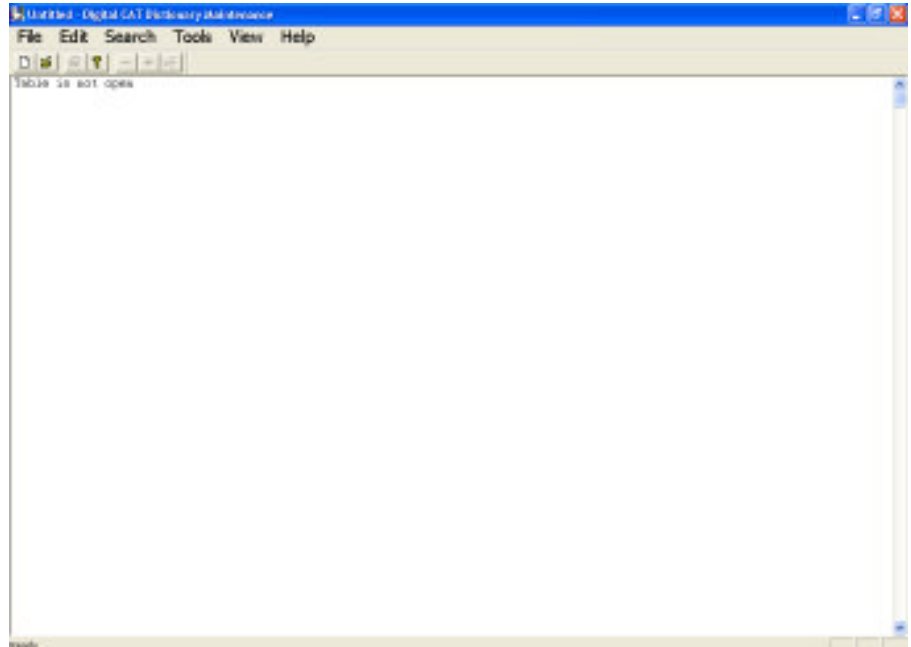


## USING DICTIONARY MAINTENANCE

To create a new dictionary from Dictionary Maintenance:
- Press ALT + F to open the File menu.
- Press ENTER for NEW.
- Choose a name for the new dictionary.
- Press ENTER or click the Save button to save the new dictionary.

To open a dictionary once in Dictionary Maintenance:
- Press ALT + F to open Dictionary Maintenance's File menu.
- Press O for Open.
- Press SHIFT + TAB to place the cursor in the list of dictionaries.
- Use the ARROW KEYS to highlight the dictionary you would like to open.
- Once the correct dictionary is highlighted, press ENTER to open that dictionary.

Once a dictionary is open, you will notice that the Dictionary Maintenance window is divided into three columns. The first column shows the steno. The second shows the English that corresponds to that steno. The third column indicates with letters which flags are checked.

*An Open Dictionary*



- P indicates the Prefix flag is checked.
  You can toggle this flag by pressing CTRL + P.

- S indicates the Suffix flag is checked.
  You can toggle this flag by pressing CTRL + U.

- C indicates the Capitalize Next flag is checked.
  You can toggle this flag by pressing CTRL + C.

- L indicates the Attach Letters flag is checked.
  You can toggle this flag by pressing CTRL + L.

- N indicates the Attach Numbers flag is checked.
  You can toggle this flag by pressing CTRL + N.

- Or indicates the OR Ending flag is checked.

- Pr indicates the Proper Name flag is checked.

## NAVIGATING IN DICTIONARY MAINTENANCE

Moving around in Dictionary Maintenance is easy. Use the following commands to move around in your dictionary.

- Press the UP ARROW or the letter I to move up one entry.
- Press the DOWN ARROW or the letter M to move down one entry.
- Press the PAGE UP key to move up a page of entries.
- Press the PAGE DOWN key to move down a page of entries.
- Press the HOME key to move to the top of the dictionary.
- Press the END key to move to the bottom of the dictionary.

There are a number of ways to add an entry through Dictionary Maintenance:
- Press the letter A to Add an entry.
- Press the INSERT key.
- Press ALT + E to open the Edit menu, then press A to add an entry.
- Click the "Plus" sign on the toolbar.

There are a number of ways to remove an entry through Dictionary Maintenance:
- Press the letter D to Delete an entry.
- Press the DELETE key.
- Press ALT + E to open the Edit menu, then press D to delete the entry.
- Click the "Minus" sign on the toolbar.

There are also a number of ways to edit an existing entry through Dictionary Maintenance:
- Press the letter E to Edit the highlighted entry.
- Press the SPACEBAR.
- Press ALT + E to open the Edit menu, then press M to modify the highlighted entry.

Adding an entry through Dictionary Maintenance will open the Add Entry window similar to the one described earlier.

*Add Entry*
*Dialog*

Editing an entry will display the Edit Entry dialog. Most of the features displayed here are the same as on the Add Entry dialog. Please see the sections on adding an entry at the beginning of this chapter.

The Edit Entry dialog will also display the last date the entry was used. This can be useful when trying to do an automatic cleanup of your dictionary. Old entries that haven't been used for a while can be removed.
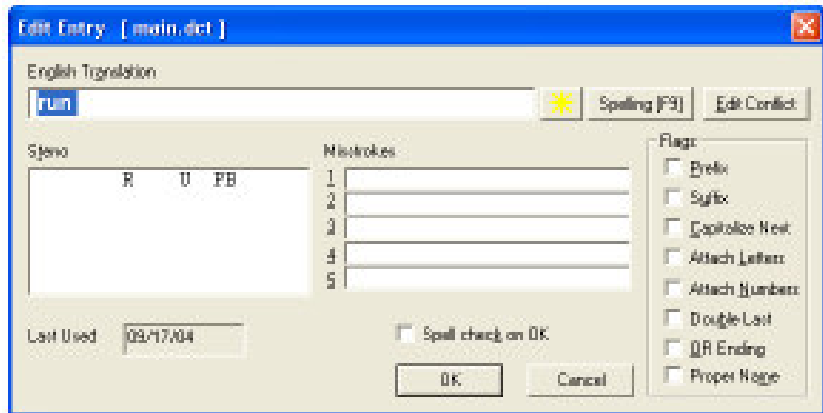


## PRINTING THE ENTRIES

Dictionary Maintenance allows you to print the entries within a dictionary. You may choose to print all of the entries or just specific entries. Before attempting to print, you should set your Print Options.

To set your print options:
• Press ALT + F to open the File menu.
• Press T to open the Print Options screen.

From this dialog, you can choose to print all entries or just specific ones. Once you have set your options, you may print the dictionary.

To print the dictionary:
• Press ALT + F to open the File menu.
• Press P for Print.
• Press ENTER or click OK to send the entries to your printer.

## MERGING TWO DICTIONARIES

To merge a dictionary into another:
• Make sure the target dictionary is open.  This will be the dictionary to which entries will be added.
• Press ALT + F to open the File menu.
• Press M for Merge Dictionary.
• An Open dialog will appear.  Press SHIFT + TAB to move the cursor up into the list of dictionaries.
• Use the ARROW KEYS to highlight the correct dictionary.
• Once the dictionary is highlighted, press ENTER or click the Open button to merge that dictionary into this one.
• Please note that the second dictionary will remain intact.

## EXPORT A DICTIONARY

You may export a dictionary to two formats, RTF and Stentura 8000.  Exporting to RTF could be used to transfer files between different CAT systems.  Exporting to your Stentura 8000 will allow you to see your translations appear on your machine's screen.

Please see the ConvertSten8000 section of this chapter for information on exporting your dictionary for your Stentura 8000.

To export a dictionary to RTF format:
• Make sure the dictionary you wish to export is open.
• Press ALT + F to open the File menu.
• Press E for Export to RTF.
• Type a name for the RTF copy of your dictionary.
• Press ENTER or click the Save button to save the RTF file.

To import an RTF dictionary:
- Make sure a blank dictionary is open. You may create a new dictionary by going to File->New.
- Press ALT + F to open the File menu.
- Press I to Import RTF.
- The entries contained within the RTF dictionary will be added into this previously blank dictionary.

## BACKING UP A DICTIONARY

Make sure the dictionary you wish to backup is not open!
If it is open, press ALT + F to open the File menu.
Press C to close the open dictionary.

To backup a dictionary:
- Press ALT + F to open the File menu.
- If you wish to backup the dictionary to a floppy disk, press F to choose that option.
  If you wish to backup the dictionary to some other location, press B.
- Press SHIFT + TAB to place the cursor in the list of dictionaries.
- Use the ARROW KEYS to choose the dictionary you wish to backup from the list.
- Once the dictionary is highlighted, press ENTER or click the Open button to begin the backup process.
- If you chose to backup to another location, choose your location from the next window.
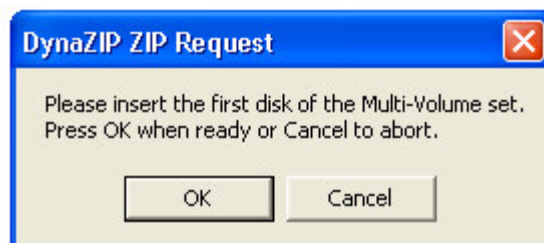


Follow the on-screen prompts to complete the dictioanry backup.

A message will inform you when the dictionary backup is complete.  Until you see that message, follow any prompts the program may give you.  If you are backing up your dictionary to floppy disks, make sure to keep the disks labeled.  The order of the disks is very important!

*Backup Completed*

**Dictionary Maintenance**

⚠ Backup of Dictionary Successfully Completed

OK
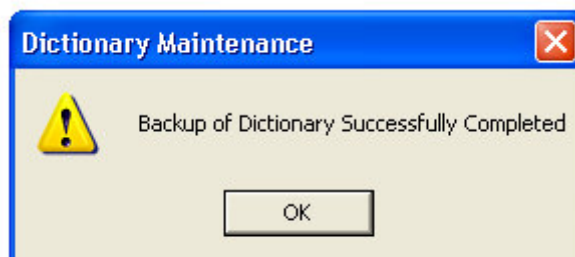
To restore an archived dictionary:
- Press ALT + F to open the File menu.
- If your dictionary is on floppy disks, press S.
- If your dictionary is not on a floppy disk, press R.
- Choose the location of the dictionary and the name of the dictionary you wish to restore.
- Press ENTER or click Open to begin the restoration process.
- A message will tell you when the dictionary has been restored.

*Restore Completed*

**Dictionary Maintenance**

⚠ Restore of Dictionary Successfully Completed

OK

# REMOVING OLD ENTRIES

Dictionary Maintenance keeps a record of the last time each entry was used. You can remove your old dictionary entries automatically. This can help to keep the "clutter" in your dictionary to a minimum.

Make sure you make a backup of your dictionary BEFORE utilizing this function!

To remove old entries:
- Make sure the dictionary you would like to work with is open.
- Press ALT + E to open the Edit menu.
- Press R for Remove Old.
- The Remove entries dialog will appear.
- Use this dialog to enter the date. If an entry has not been used since that date, it will be removed.
- Press ENTER or click OK to remove the old entries.
- A warning will tell you that all entries older than the specified date will be removed. If the date is correct, press ENTER to continue removing the old entries.

*Removing Old Entries*
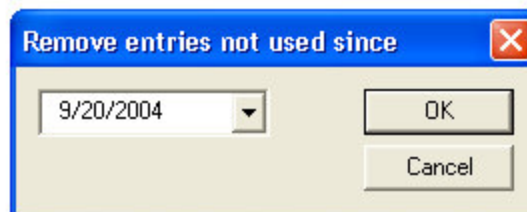
## COPYING AND MOVING DICTIONARY ENTRIES

Dictionary Maintenance also allows you to easily move or copy entries from one dictionary to another.

To move or copy an entry to another dictionary:
• Press ALT + E to open the Edit menu.
• Press V to Move an entry to another dictionary, or press C to Copy an entry to another dictionary.
• A dialog will appear.

**Copy To Another Dictionary** ☒

○ Selected entry                              [ OK ]
○ Entries that contain                        [ Cancel ]
   ☐ Phrases
   ☐ Numbers
   ☐ Conflicts
   ☐ Proper Names
○ Briefs
   Single Strokes with English longer than [8] letters.
○ Partial Steno
   [                                        ]
○ Words that begin with
   [            ]
○ Words that end with
   [            ]
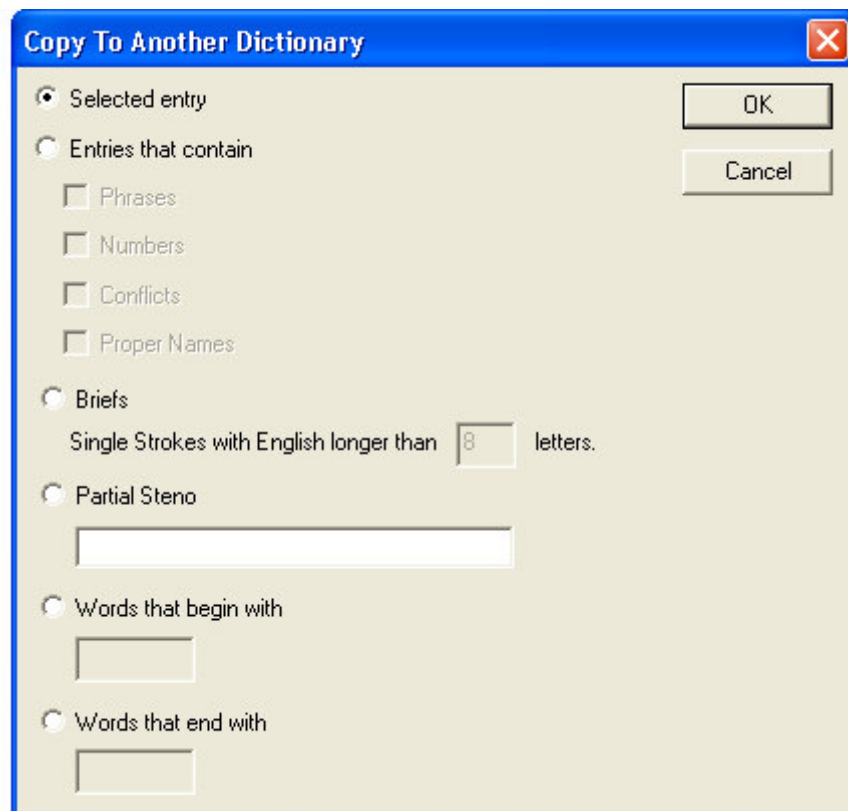
SELECTED ENTRY:
This item will only send the highlighted entry to the other dictionary.

ENTRIES THAT CONTAIN:
Selecting this item will allow you to send only dictionary entries that are:
  Phrases:  entries that consist of multiple words
  Numbers:  entries that contain numbers
  Conflicts:  conflict entries
  Proper Names:  entries with the Proper Name flag checked

BRIEFS:
Selecting this item will allow you to send single stroke dictionary entries that have an English translation longer than the number specified in this box.

PARTIAL STENO:
Selecting this option will allow you to send dictionary entries that contain the steno specified in the box below this option.

WORDS THAT BEGIN WITH:
This option will allow you to send dictionary entries that begin with the English written in the box below the option. This will allow you to send only entries that contain certain prefixes.

WORDS THAT END WITH:
This option will allow you to send dictionary entries that end with the English written in the box below the option. This will allow you to send only entries that contain certain suffixes.

- Once you have made your selection, press ENTER to continue moving or copying the entries to another dictionary. A "Choose Dictionary" dialog will appear.
- Press SHIFT + TAB to place the cursor in the list of dictionaries.
- Use the ARROW KEYS to highlight the dictionary to which you wish to add the entry or entries.
- Once the correct dictionary is highlighted, press ENTER or click the Open button to send the entries to the selected dictionary.

*Choose*
*a Dictionary*
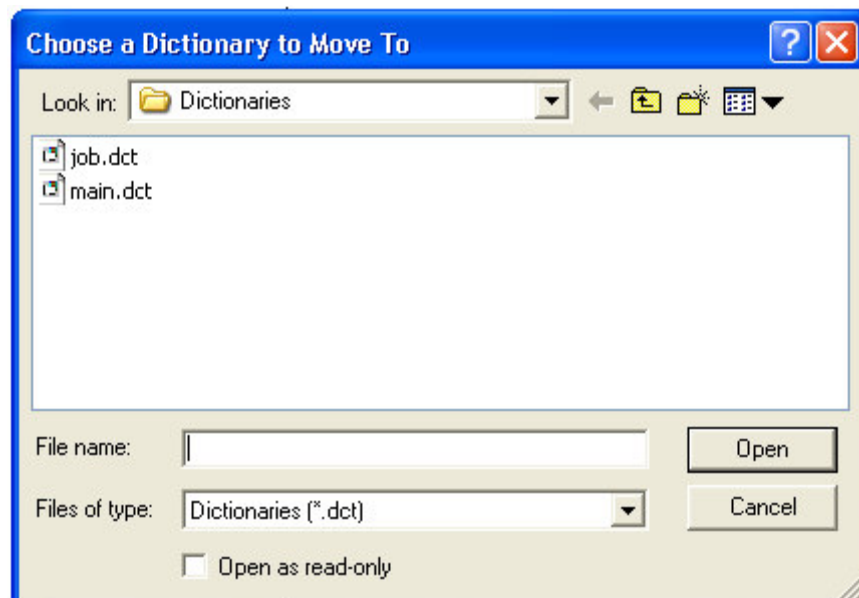
## THE SEARCH MENU

The Search menu allows you to sort the dictionary by English or by steno, find a particular entry or replace English or steno with other English or steno.

Press ALT + S to open the Search menu.

*Search Menu*

| Search | Tools | View | Help |
|---|---|---|---|
| Go to English | | | Ctrl+E |
| Go to Steno | | | Ctrl+S |
| Search English | | | |
| Search Steno | | | |
| Search Partial Steno | | | |
| Replace English | | | |
| Replace Steno | | | |
| Replace Partial Steno | | | |

GO TO ENGLISH:
Selecting this item from the menu will sort the dictionary alphabetically to the English selected.  The cursor will be placed at the first occurrence of the English requested.

With the Search menu open, press E for this option.
Without the menu open, press CTRL + E.

GO TO STENO:
Selecting this item from the menu will sort the dictionary by steno to the steno requested.  The cursor will be placed at the first occurrence of the Steno requested.

With the Search menu open, press S for this option.
Without the menu open, press CTRL + S.

*Search Menu*

SEARCH ENGLISH:
Selecting this item will find the occurrences of the English words requested.  To repeat the last search and find the next occurrence, simply press F3.

To select this item, press N under the Search menu.

SEARCH STENO:
Selecting this item will find the occurrences of the Steno requested.
To repeat the last search and find the next occurrence, simply press F3.

To select this item, press S under the Search menu.

SEARCH PARTIAL STENO:
Selecting this item will find the occurrences of the Steno requested, even if it the steno exists with other steno.  To repeat the last search and find the next occurrence, simply press F3.

To select this item, you may use the ARROW KEYS to highlight the menu item.  Press ENTER once it is highlighted.

REPLACE ENGLISH:
This item will allow you to replace occurrences of English with other English.

With the Search menu open, press G to open the Replace dialog.
From this dialog, selecting flags will also check the flags of the entries in which the English is being replaced.

REPLACE STENO:
This item will allow you to replace occurrences of steno with other steno.

With the Search menu open, press O to open the Replace Steno dialog.

REPLACE PARTIAL STENO:
This item will allow you to replace occurrences of steno with other steno, even if it exists with other steno.

With the Search menu open, press P to open the Replace Partial Steno dialog.

## DETERMINING THE NUMBER OF ENTRIES

To get an entry count:
- Press ALT + T to open the Tools menu.
- Press E for Entry Count.  The number of entries contained within this dictionary will be displayed.

*Entry*
*Count*



**Dictionary Maintenance**

Entry Count = 60268

OK
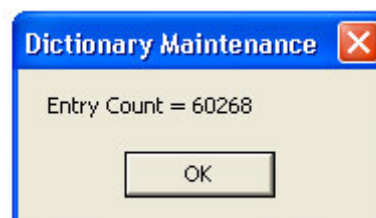
## SPELL CHECK ON ADD

To keep the Spell check on add box checked on every Add Entry screen:
- Press ALT + T to open the Tools menu.
- Press S for Spell Checker.
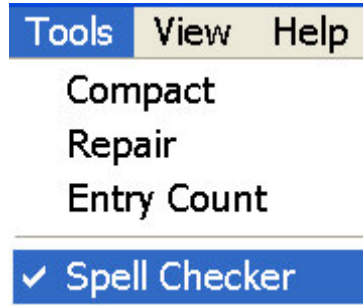
## COMPACT & REPAIR

These two options can help with some dictionary problems.  If your dictionary experiences problems, please contact our technical support department for assistance.  Compact and Repair should only be performed on a dictionary that has been backed up.

## CONVERTSTEN8000

To convert your dictionary for use on your Stentura 8000 machine:
- Open the START menu at the bottom of your Windows screen.
- Place your cursor over PROGRAMS or ALL PROGRAMS.
- Place your cursor over DIGITALCAT.
- Click ConvertSten8000 to open the Stentura 8000 Disk Builder.
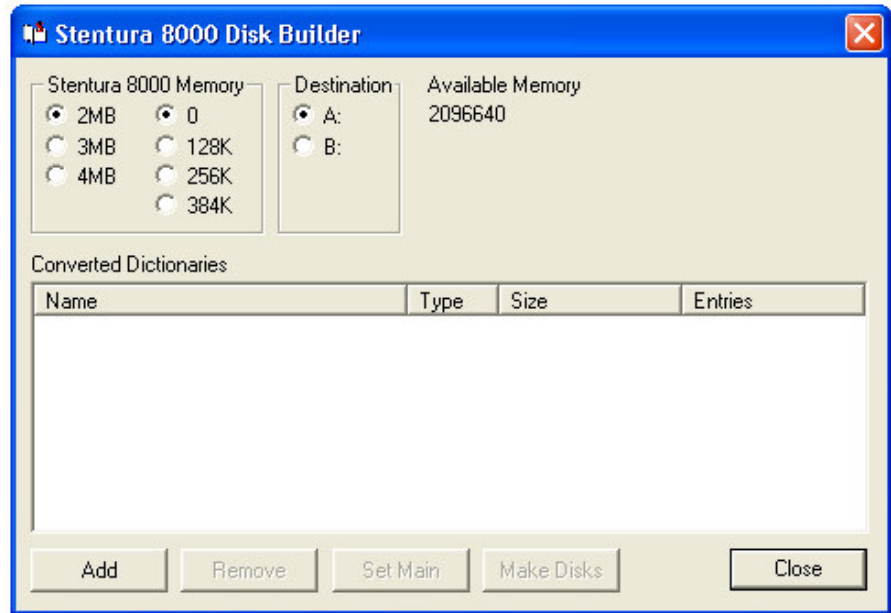
- If you know the amount of memory is in your machine, select the correct amounts from the Memory section. If you do not know the amount of memory, please try the default values.
- Set the destination to the A: if you have a floppy disk in your A drive.  Set it to B: if you have a floppy disk in your B drive.
- Press ALT + A to add a dictionary to the list of dictionaries to be converted.
- The Open dialog will appear.  Press SHIFT + TAB to move the cursor into the list of dictionaries.
- Use the ARROW KEYS to highlight the dictionary you wish to convert.
- Once the dictionary is highlighted, press ENTER or click the Open button to add the dictionary to the list.
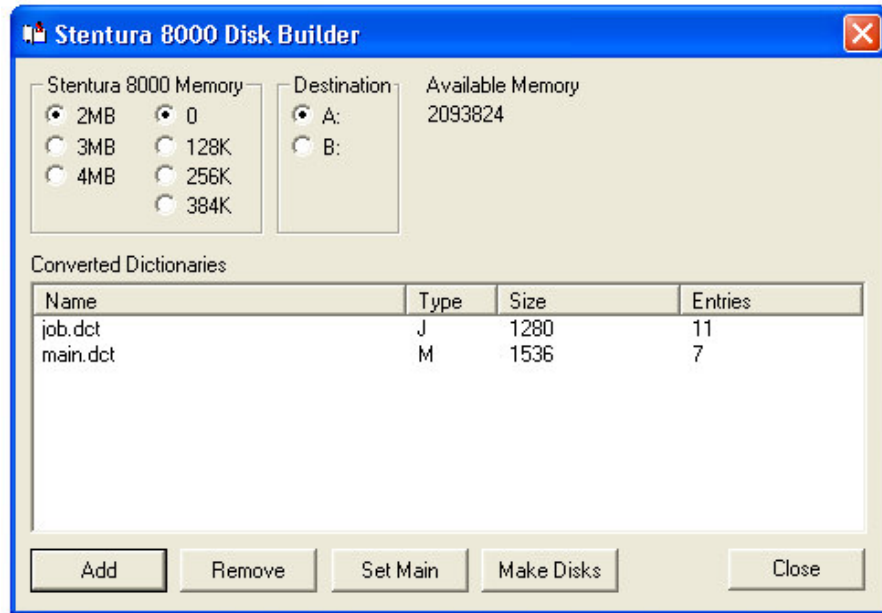
- Once dictionaries have been added, you may select which dictionary will be the main dictionary by highlighting it and clicking the Set Main button or pressing ALT + S.
  You will notice that a letter M will appear under the TYPE column for that dictionary. All other dictionaries will be listed as J, or Job dictionaries.
- To begin converting the dictionaries, press ALT + M or click the Make Disks button. This will instruct the program to begin converting the dictionary.
- If you receive a message that there will not be enough memory on your machine for all of the entries, please try removing one or more of the dictionaries from the list.

# NOTES

# CHAPTER 7
# FORMATTING



**Formatting your page layout**

# FORMATTING

This chapter will cover the formatting procedures necessary to set page margins, typeface, and paragraph styles.  This chapter will also show you how to save these changes as a template so that they may be applied to any future transcript.

Let us do it for you!  If you would like us to create your format template, contact us at (304) 346-8363.  There is no charge for this service.

A transcript template contains the settings for margins, borders, line numbers, page numbers, paragraph styles, headers and footers.  Any number of templates can be created to conform to the different transcript styles you may need.  You may have multiple templates, especially if you work for different firms.

The information in the default template will be applied to each new transcript unless another template is manually selected.  Any other template can always be applied to an open transcript.

As you go through the following sections, you may wish to preview the document by going to Print Preview.  This will show you how your new settings will look when printed.  Please see Chapter 8 for information on Print Preview.

## THE FORMAT MENU & PRINT PREVIEW
Basically all formatting changes are going to be made under the Format menu or through the Print Preview screen.  These locations contain all of the items that control how your transcript looks and prints.

Doing formatting changes in the Print Preview screen is very beneficial. It can make formatting much easier because you can see your changes on the screen exactly as they would print.

# FONT

The font option under the Format menu is designed to change the font of a specific item. This is designed to be a temporary change. It should not be used to try to change the font of specific paragraph styles or the default font of transcripts. The changes made using this dialog are for a single transcript only and will not be saved to a template. Changing the default font of a document will be explained under the paragraph style section of this chapter.

To change the font of a word or selection:
- Highlight the area that you wish to change.
- Press ALT + M to open the Format menu.
- Press ENTER or F to select Font.
- The Font dialog will appear. Make any changes you like.
- Press ENTER or click OK when done.

*Font Dialog*
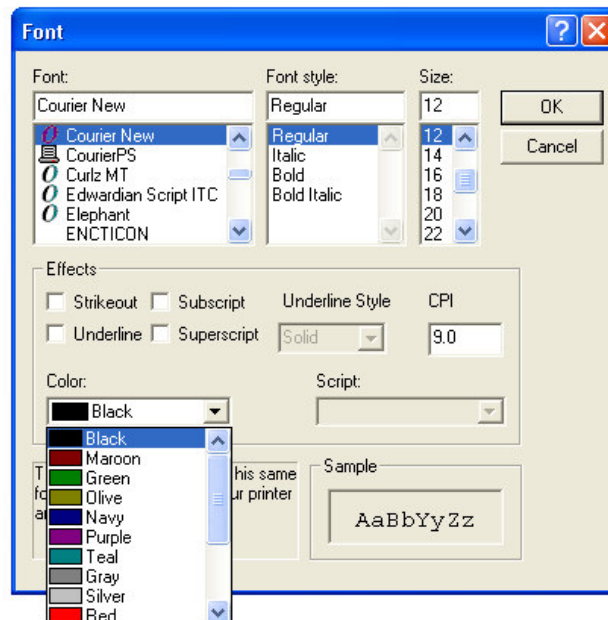
# PARAGRAPH STYLES

Editing paragraph styles allows you to customize the appearance of individual paragraphs.  These settings allow you to control where the Q and A symbols line up as well as where the colloquy speaker identifications go.

To adjust your individual paragraph styles:
• Press ALT + M to open the Format menu.
• Press P for Paragraph.
• Press E for Edit Styles.
• The Select Paragraph Style dialog will appear.
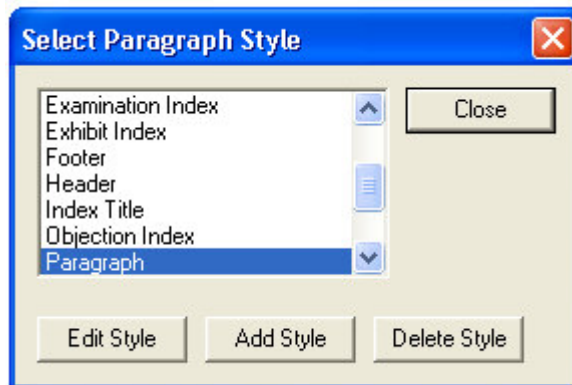
• Select the paragraph style that you would like to alter from the list.  You may use the arrow keys to move the highlight, or simply start typing the name of the style you wish to change.  The highlight will move to match your typing.
• Once the style is highlighted, press ALT + E or click the Edit Style button to begin adjusting the settings for this paragraph style.  The Format Paragraph dialog will appear.

You may also add a new style by pressing ALT + A.  Again, the Format Paragraph dialog will appear.  If the current document is blank, you can also delete a highlighted style by pressing ALT + D.
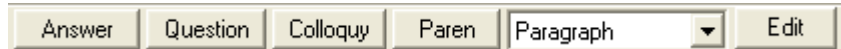
In the Print Preview screen, you can also edit your paragraph styles.  The most common styles are listed as buttons on the top toolbar.  The Answer, Question, Colloquy and Paren buttons will allow you to quickly edit those paragraph styles.  Simply click on the style that you would like to change.

You may also other paragraph styles while in the Print Preview screen.  Click the drop-down arrow next to the word Paragraph to see a list of styles that you can change.  Highlight the style that you wish to alter and click the Edit button.



Once you click on one of these buttons, the Edit Style dialog will appear.

*Format Paragraph Dialog*
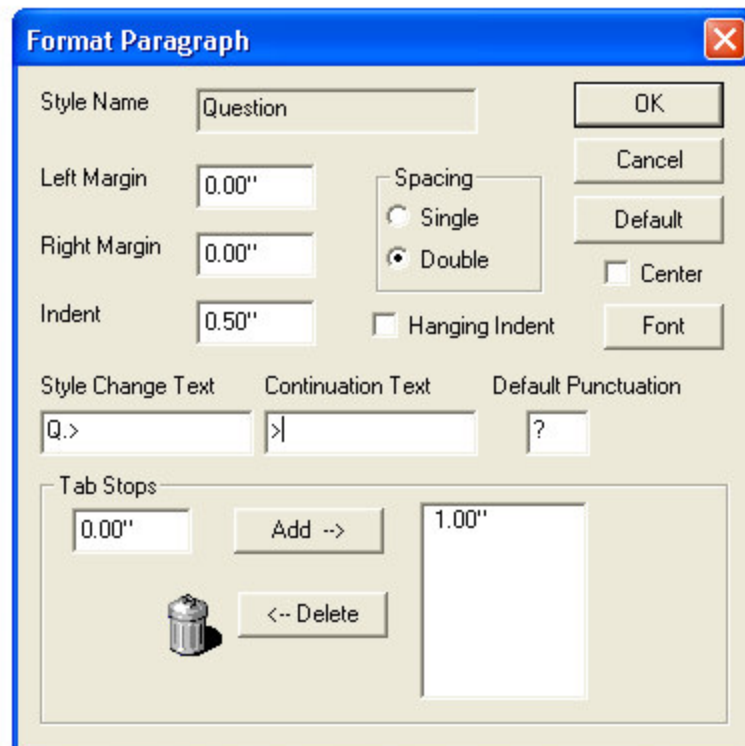
*Format
Paragraph
Dialog*
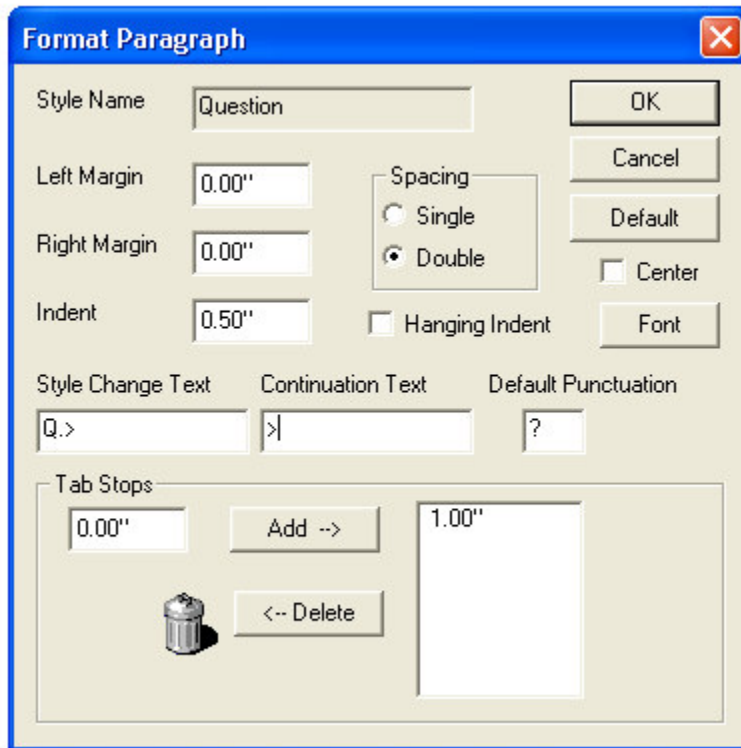


STYLE NAME:
This box displays the name of the style.

LEFT MARGIN:
This box allows you to set a secondary left margin for this particular style.  This is the distance, in inches, that the left margin of this style should be from the left transcript margin.  Please note that this margin is measured from the left TRANSCRIPT margin, not the left edge of the page.

If the cursor is not in the left margin box, press the letter L.

RIGHT MARGIN:
This box allows you to set a secondary right margin for this paragraph style.  This is the distance, in inches, that the right margin of this style should be from the right transcript margin.  Please note that this margin is

measured from the right TRANSCRIPT margin, not the right edge of the page.

Press R to move the cursor to the right margin box.

INDENT:
If the first line of this paragraph style should be indented, place the distance it should be indented in this box. This distance is measured from the left transcript margin.

Press I to move the cursor to the Indent value box.

HANGING INDENT:
If the subsequent lines of this paragraph style should be indented from the left hand margin (a hanging indent), then press G to place a check mark before Hanging Indent.

Press G to mark Hanging Indent.

SPACING:
If this paragraph should be double spaces, select Double. If this paragraph style should be single spaced, select Single.

Press S to select Single.
Press D to select Double.

CENTER:
If this paragraph should be center-aligned on the page, place a check in this box.

You may mark Center by pressing the letter C.
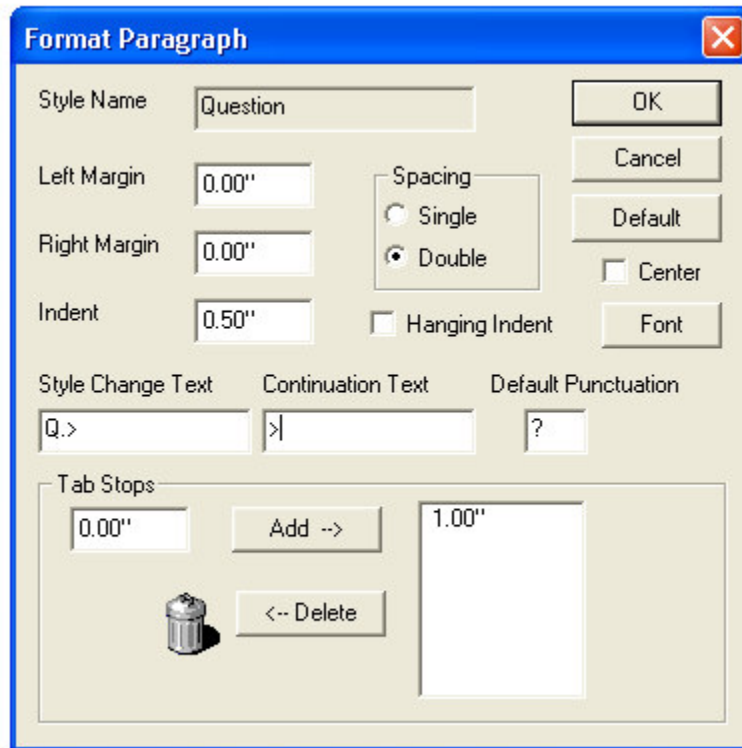
STYLE CHANGE TEXT:
This is the default text to be applied each time this type of paragraph starts. Observe the following examples:

Question Paragraph:      Q.>
Answer Paragraph:        A.>

The first example would tell the program to place a capital letter Q followed by a period and a tab before every Question paragraph. The second example would tell the program to place a capital letter A followed by a period and a tab before every Answer paragraph. If you do not use periods after your Question and Answer designations, then you would remove them from the Style Change Text box.

NOTE: The right angle, or greater than sign, denotes one tab in this dialog.

Press the letter H to place the cursor in this box. You will have to press the ALT key with any other letter to again change the cursor's location from this box.

CONTINUATION TEXT:
Enter the text that should be applied whenever a new paragraph is started while in this paragraph style. An example of this would be breaking a long answer down into multiple paragraphs. In that case, if a tab symbol (>) were placed in the continuation text for the Answer style, each subsequent paragraph would line up with the first words of the first Answer paragraph, instead of aligning with the A.

You will have to press the ALT key with any other letter to again change the cursor's location from this box.

DEFAULT PUNCTUATION:
Place the ending punctuation for the paragraph in this box. This mark will be automatically added to the end of the paragraph if you do not write a specific punctuation mark at the end of the paragraph and a new paragraph is started.

Examples of default punctuation would be:

Question paragraph:      **?**
Answer paragraph:        **.**
Colloquy paragraph:      **.**

The default punctuation is added when you do not write an ending punctuation mark at the end of a paragraph. If you do write a punctuation mark, your mark will not be automatically changed.
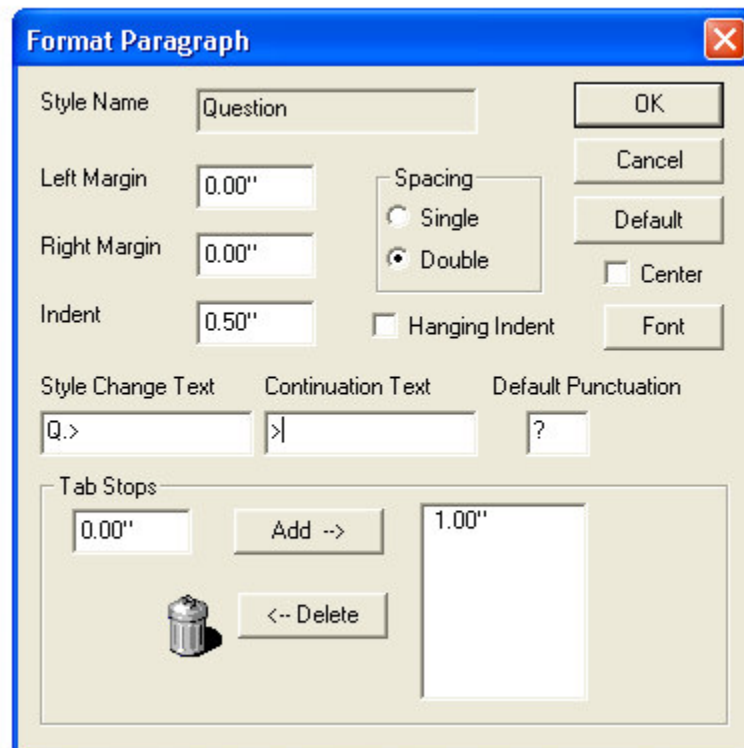
Press the letter P to place the cursor in this box. You will have to press the ALT key with any other letter to again move the cursor out of this box.

TAB STOPS:
This area lets you control where tabs will place the cursor.

To add a tab stop:
• Press T to move the cursor to the Tab Stops box.
• Enter the tab stop, in inches.
• Press A to Add the tab, and it will be moved over to the active tab stop box.

To delete a tab stop:
• Highlight the tab to be removed from the active tab stop box.
• Press ALT + E or click the Delete button to remove the tab stop.

**CAT-TIP**

Font changes made to paragraph styles will be saved to a template. If you need to change the default font of a transcript, you must change the fonts of the individual paragraph styles.

DEFAULT:
This button will set the values of this paragraph style to the values of the Default paragraph style. You may change the default values by changing the Default style.

You may select the default values by pressing the letter U.

FONT:
By pressing this button, you can specify the font and color to be used for this paragraph style. This is an excellent feature as it allows your different paragraph styles to be different fonts or colors. For example, you could have blue questions, red answers and black colloquy paragraphs.

You may change the font for this style by pressing the letter F. When the font dialog appears, press ALT + C to change the color of the font.

When finished making changes to this paragraph style, press ENTER or click the Ok button. You will be returned to the Select Paragraph Style dialog. Edit as many paragraph styles as you need. When done, press ALT + C or click the Close button to close the dialog.

Be sure to save your template after any changes have been made to your styles! Please see the template sections of this chapter.

# PAGE MARGINS

The margins are the distances from the outside edges of a standard 8.5 by 11" sheet of paper to the actual document text.

To adjust your margins:
- Press ALT + M to open the Format menu.
- Press G for Page.
- Press ENTER or the letter M for Margins.
- The Margins dialog will appear.

*Margins Dialog*
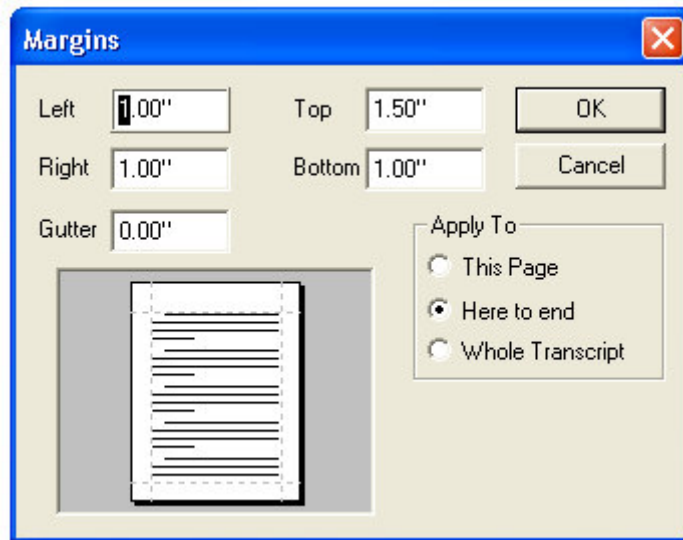


You can also adjust your page margins in the Print Preview screen by clicking on the Margins button on the toolbar.



Margins are measured in inches, or hundredths of an inch, from the corresponding outside edge of the page. For example, the left margin is measured from the left edge of the page. The right margin is measured from the right edge.

LEFT:
The value in this box tells the program how much distance should exist between the transcript text and the left edge of the paper.

RIGHT:
The value in this box tells the program how much distance should exist between the transcript text and the right edge of the paper.

TOP:
This value tells the distance from the top of the page to the actual document.

BOTTOM:
This value tells the distance from the bottom edge of the page to the actual document text.

GUTTER:
The gutter is designed to be used when printing duplex, or double-sided. The gutter is the distance on either side of the paper allowed for binding or hole-punching.

APPLY TO:
This area of the dialog lets you apply your changes to this page only, from this point on, or throughout the whole document. If you are making changes to be saved to a template, you probably want to select "Whole Transcript."

Press G to mark "This Page."
Press H to mark "Here to End."
Press W to mark "Whole Transcript."
Be sure to save your template once you alter your margins! Please see the template sections of this chapter.

# PAGE NUMBERS

Page numbers can be placed anywhere on the transcript page and can have their own font style.

To adjust the page numbers:
* Press ALT + M to open the Format menu.
* Press G for Page.
* Press P for Page Numbers.
* The Page Numbers dialog will open.

*Page Numbers Dialog*
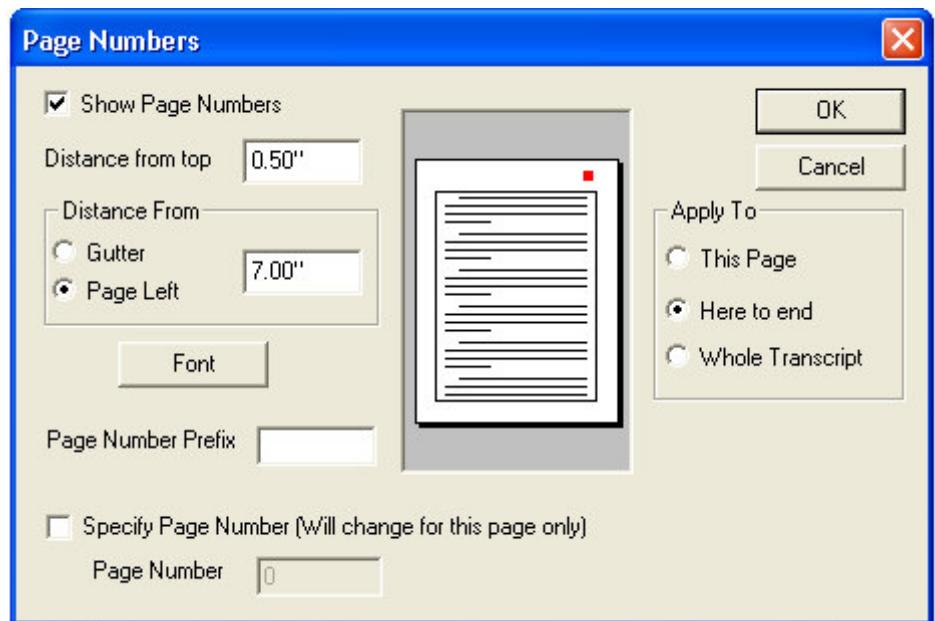


You can also adjust your page numbers by clicking on the Page Numbers button on the Print Preview tool bar.
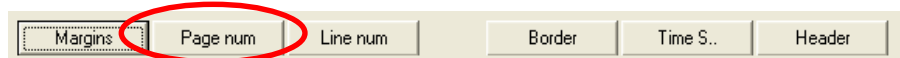


SHOW PAGE NUMBERS:
When checked, this item instructs the program to display the page numbers.

You can toggle this option by pressing the letter P.

**CAT-TIP**

Please note that turning off page numbers for a single page will NOT save in your template. If you would like to create a Page Style so that you do not have to go through these steps again, please see the Page Style section of this chapter.

To turn page numbers off for a single page:
• Uncheck "Show Page Numbers" by pressing the letter P.
• Mark "This Page" by pressing the letter T. This will hide the page numbers for this page only.
• Press ENTER or click the OK button to close the dialog.

DISTANCE FROM TOP:
This value controls how far down the page the numbers will appear. Smaller numbers will appear closer to the top of the page. This object is measured in inches, or hundredths of an inch.

Press D to change the Distance from Top.

DISTANCE FROM GUTTER/PAGE LEFT:
Press G to mark Gutter in the Distance From box if you set a gutter distance in the Page Margins box. This is usually used for people who print duplex, or both sides of the page.

Press E to mark Page Left in the Distance From box if you did not set a gutter in the Page Margins box.

Press TAB to move the cursor to the Distance From box. Enter the distance from either the gutter or page left that the page numbers should be located.

FONT:
Press the letter O to adjust the font of the page numbers.

PAGE NUMBER PREFIX:
This box would contain the prefix, if used, for page numbers. For example, if your page numbers appear in the top right corner as Page 54, then you would enter the word "Page " in this box. If you wanted to insert the

**Page Numbers**

☑ Show Page Numbers

Distance from top    0.50"

Distance From
○ Gutter                7.00"
● Page Left

[ Font ]

Page Number Prefix

☐ Specify Page Number (Will change for this page only)
    Page Number    [0]

[ OK ]
[ Cancel ]

Apply To
○ This Page
● Here to end
○ Whole Transcript
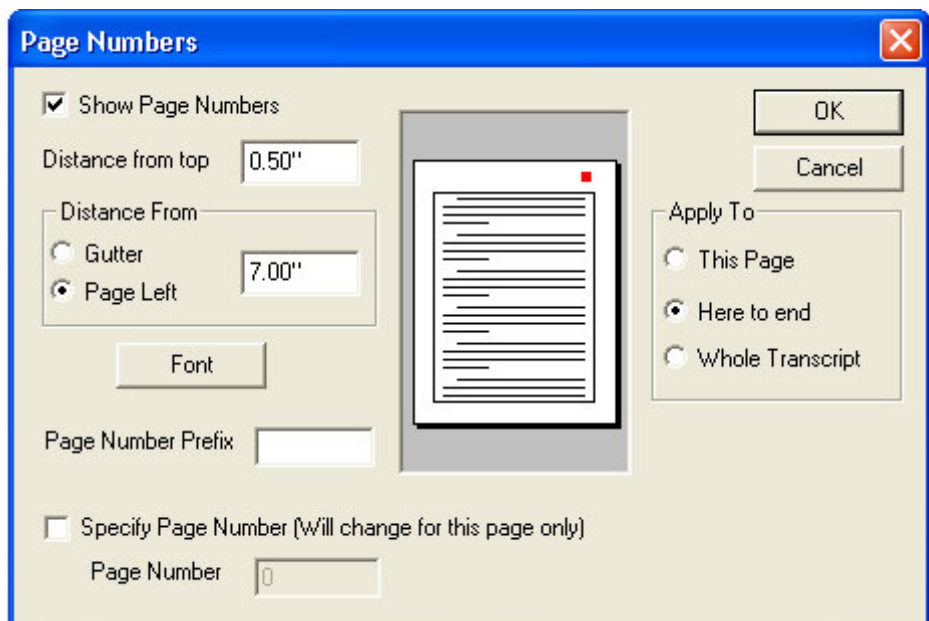
volume number as a prefix, such as Vol. II  54, you
would enter
"Vol. II "  into this box.

Please note that there is a SPACE typed in after the
prefixes.  This space will separate the prefix from the
actual page numbers.

Press the letter R to change the Page Number Prefix.

SPECIFY PAGE NUMBER:
A transcript or section of a transcript can begin with any
page number.  Use this option to alter the page
numbering.

To change the starting page number:
•  Place the cursor on the first page of the transcript that
   needs to be changed.
•  Press ALT + M to open the Format menu.
•  Press G for Page.
•  Press P for Page Numbers.
•  Use the mouse to left-click Specify Page Number to
   place a check in the box.

- Press M to move the cursor to the Page Number box.
- Enter the new page number for the current page.
- Make sure "Here to End" is selected under Apply To.
- Press ENTER to save your changes and close the dialog.

This item WILL change the page numbers from this page throughout the rest of the transcript. If you need to adjust the page number, you must come back to this page. The Specify Page Number box will only be checked and show your changes if your cursor is on the page that you have changed.

APPLY TO:
This area tells the program how you would like your changes applied. You can apply them to this page only, from this point on, or throughout the entire transcript.

Press T to mark "This Page."
Press H to mark "Here to End."
Press W to mark "Whole Transcript."

Press ENTER or click OK when done changing this dialog to close it and apply your changes. If you have made changes that need to be saved to your template, please see the template sections of this chapter.

# LINE NUMBERS

The lines on a page are automatically adjusted to fit the page margins.  This window allows the number of lines to be changed.  Other formatting parameters, such as position, may also be changed here.

To format the line numbers:
*   Press ALT + M to open the Format menu.
*   Press G for Page.
*   Press L for Line Numbers.
*   The Line Numbers dialog will appear.

*Line
Numbers
Dialog*
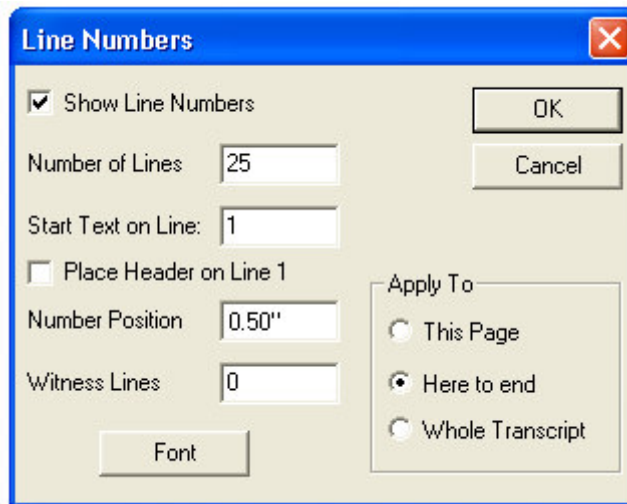


You can also adjust your line numbers from within the Print Preview screen.  Click on the Line Numbers button.



SHOW LINE NUMBERS:
When checked, this box will instruct the program to print the line numbers on your transcript.  If you did not want the line numbers to print, say for a cover page or if you have pre-printed paper, please see the following steps.

To turn off line numbers:
- Make sure the cursor is on the page where line numbers should be turned off.
- Press ALT + M to open the Format menu.
- Press G for Page.
- Press L for Line Numbers.
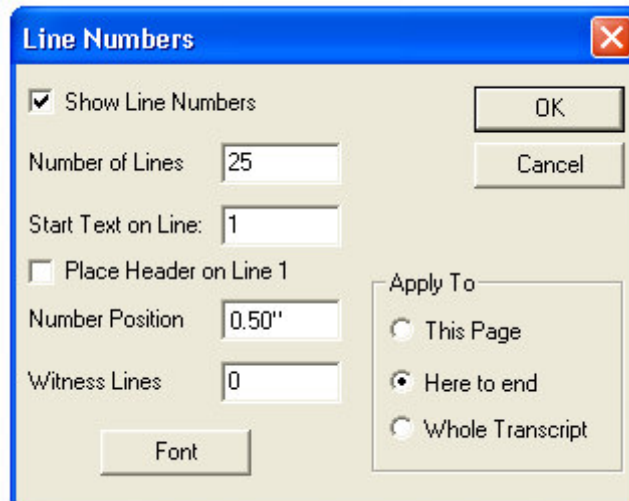
- Press L again to uncheck the box to Show Line Numbers.
- Make sure that the correct selection is indicated under Apply To.  If this is a change for one page only, make sure "This Page" is selected.  If this change is for the entire transcript, select "Whole Transcript."
- When finished, press ENTER or click the OK button. The line numbers will still appear on your monitor but will NOT print.

NUMBER OF LINES:
This item controls the number of lines that will appear on each page.

Press N to place the cursor in this item.

START TEXT ON LINE:
This box was designed to be used by people who place their header as the first line of their transcript. In that case, their text would begin on line number two. They would therefore enter the number two into this box.

Press ALT + S to move the cursor to the Start Text on Line box. Don't forget to check the "Place Header on Line 1" box!

PLACE HEADER ON LINE 1:
This box will instruct the program to place the header as the first line of each page. "Start Text on Line" MUST be set to a value larger than one if this box is checked!

Press ALT + P to check this box.

NUMBER POSITON:
This is the position, measured in inches from the left-hand edge of the page, that the line numbers should appear.

Press ALT + U to move to the Number Position box.

FONT:
This button allows you to specify the font for the line numbers.

Press ALT + F to open the Font dialog.

APPLY TO:
This area of the dialog lets you apply your changes to this page only, from this point on, or throughout the whole document. Please note that changes that affect a single page will not be saved to a template.

Press ALT + G to mark "This Page."
Press ALT + H to mark "Here to End."
Press ALT + W to mark "Whole Transcript."

Press ENTER or click OK when done making changes to your line numbers. Don't forget to save your changes to your template! Please see the template sections later in this chapter.

## PAGE BORDER

Borders can be added, removed or modified in this window.



You may adjust your border from within Print Preview screen by clicking on the Border button.

To adjust the page border:
• Make sure the cursor is on the page where adjustments should begin.
• Press ALT + M to open the Format menu.
• Press G to open Page.
• Press B for Border.
• The Border dialog will appear.

*Border Dialog*
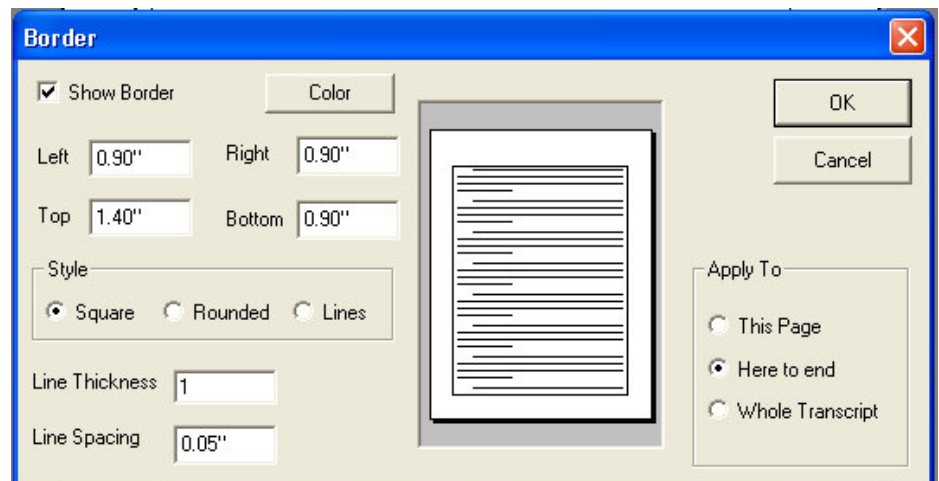
SHOW BORDER:
If this option is checked, then the program will print a border on this page.

Press S to toggle the border on or off. Make sure that the "Apply to" section correctly indicates how this change should be applied.

COLOR:
If you will be using a color printer and would like a colored border, press C to open the Color window. Select the color you would like to use. Press ENTER to save your selection.

Press C to select the color.

LEFT:
The value in this box controls where the left-hand side of the border will be printed. This value is measured in inches, or hundredths of an inch, from the left edge of the paper.

Press L to place the cursor in the Left box.

RIGHT:
The value in this box controls where the right-hand side of the border will be printed. This value is measured in inches, or hundredths of an inch, from the right edge of the page.

Press R to place the cursor in the Right box.

TOP:
The top value measures the distance from the top of the page to the top of the border. This value is in inches, or hundredths of an inch.

Press the letter T to place the cursor in this value box.

BOTTOM:
This value measures the distance from the bottom of the paper to the bottom of the border. This value is also in inches, or hundredths of an inch.

Press the letter B to place the cursor in the Bottom box.
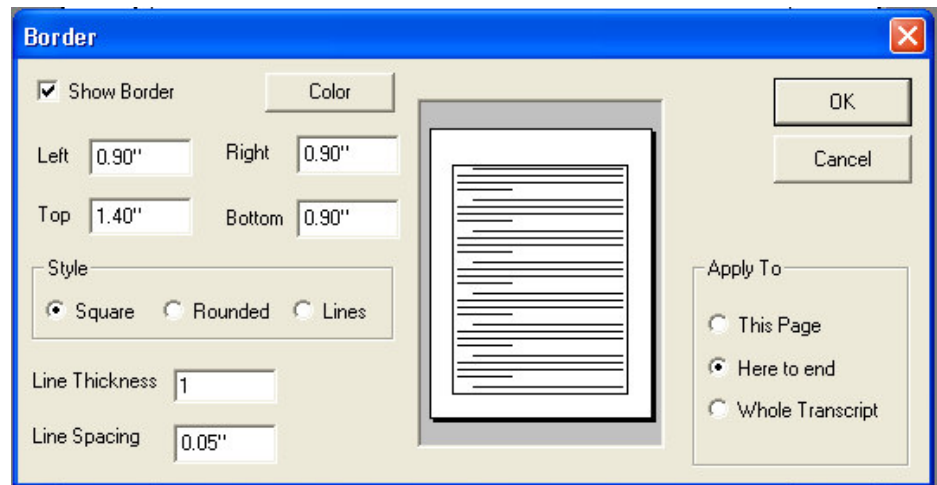
*Border*
*Dialog*



STYLE:
digitalCAT offers you three distinct border styles.

Press Q to select a Square border. This is a box border. Press O to choose a Rounded border. This is a box border with rounded corners instead of sharp corners. Press I for Lines. With this style, two vertical lines will be on the left side of the page and another vertical line will be on the right.

LINE THICKNESS:
The number entered in this box will determine the width of the line that makes up the border. Enter only whole numbers into this box. The larger the number, the thicker the border will be.
Press N to move the cursor to this box. Once the cursor is in this box, you will have to press the ALT key with any other letter to move the cursor back out of this box.

**CAT-TIP**

To print only one line on the left side of the page with the Lines border style, enter 0.00" in the Line Spacing box.

LINE SPACING:
If the "Lines" border has been selected, the value in this box will control the spacing between the two vertical lines on the left side of the page.
Press P to move the cursor to the Line Spacing box. Please note that the ALT key must be pressed with any other letter to move the cursor back out of this box.

APPLY TO:
This area of the dialog lets you apply your changes to this page only, from this point on, or throughout the whole document. If you are making changes to be saved to a template, you probably want to select "Whole Transcript."

Press G to mark "This Page."
Press H to mark "Here to End."
Press W to mark "Whole Transcript."

When finished making changes to your border, press ENTER or click the OK button to close the dialog and apply your changes. Don't forget to save the changes to your template! Please see the template sections later in this chapter.

## TIMESTAMP FORMATTING

Time stamps are always created during realtime. The Time Stamp window allows for changes in the appearance of the time stamps when they are printed.

To adjust your time stamp settings:
• Place the cursor on the page where time stamping should begin.
• Press ALT + M to open the Format menu.
• Press G for Page.
• Press T for Time Stamp. The Time Stamp dialog will appear.

You can also adjust your Time Stamps by clicking the Time Stamp button on the Print Preview toolbar.



*TIme Stamp
Dialog*
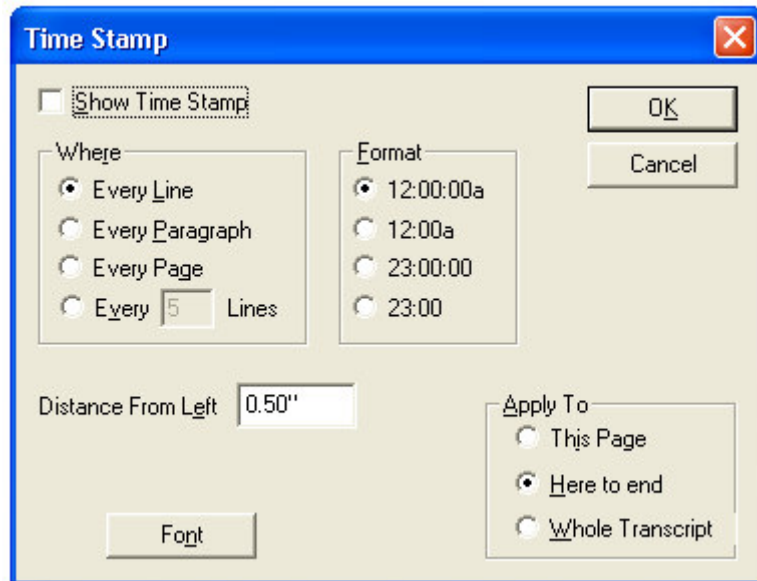


SHOW TIME STAMP:
If this item is checked, time stamps will appear on the printed transcript.

Press S to toggle the appearance of time stamps.

WHERE:
This area of the dialog controls the frequency time stamps will be displayed.
Press L to place time stamps on every line.
Press P to place time stamps on every paragraph.
Press G to place time stamps on every page.
Press V to specify your own frequency. Once you have pressed the letter V, press the TAB key to place the cursor to the Every box. Enter how often time stamps should appear.

**CAT-TIP**

You can change the starting time of a transcript after the fact without changing your clock! Just go to Options and Timestamp. Please see Chapter 2 for full details.
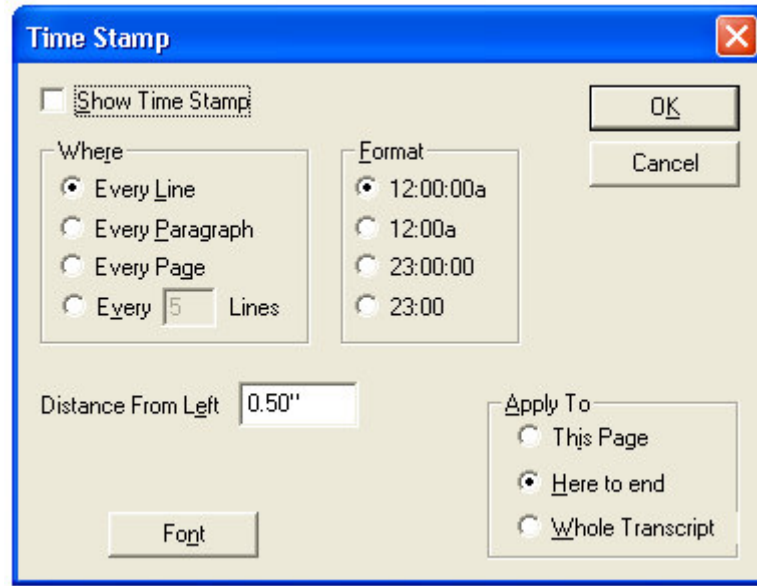
FORMAT:
This area of the dialog allows you to select how you want your time stamps to appear. You can choose standard time or military time. You can also choose to display seconds or not.

Press the letter F to move the cursor to the Format section of the dialog. Then use the arrow keys to select the time format that you would like to use.

DISTANCE FROM LEFT:
This value controls the distance, in inches, from the left edge of the paper that the time stamps will be printed. The smaller this number, the closer the time stamps will be to the left edge of the page.

Press the letter E to move the cursor to this box. Enter the distance that the time stamp will appear from the left edge of the page. Remember to take into consideration the left margin, left border and the line numbers.

FONT:
The font used for timestamps can be different from the
fonts used elsewhere in the transcript.

Press the letter N to open the Font dialog.

APPLY TO:
This area of the dialog lets you apply your changes to this
page only, from this point on, or throughout the whole
document.

Press I to mark "This Page."
Press H to mark "Here to End."
Press W to mark "Whole Transcript."

When finished making changes to your time stamp
options, press ENTER or click OK to apply the changes
and close the dialog.  If you have made changes that you
would like to apply to future jobs, don't forget to save
these changes as a template.  Please see the template
sections later in this chapter.

HEADERS AND FOOTERS FORMAT

This area of the program allows you to position your
headers and footers anywhere on the transcript page.  You
can also adjust the headers and footers by clicking the
Header button on the Print Preview toolbar.
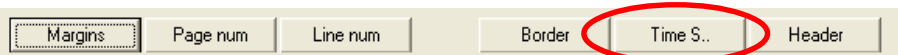


To adjust the positions of your headers and footers:
• Place the cursor on the page formatting should begin.
• Press ALT + M to open the Format menu.
• Press G for Page.
• Press H for Header/Footer.
• The Headers/Footers dialog will appear.

*Headers/Footers*
*Dialog*
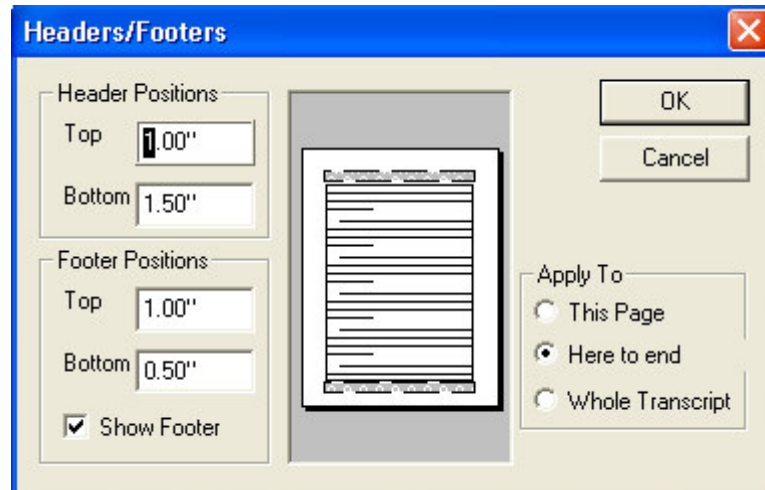


HEADER POSITIONS:
This area of the dialog controls the position of the header on the page.

The value in the Top box measures how far the top of the header is from the TOP of the paper, in inches.  Press E to move the cursor into the Top box for the header.

Press the TAB key to move to the Bottom box.  The value in the Bottom box measures how far the bottom of the header is from the TOP of the page.  Again, this value is measured in inches, or hundredths of an inch.

FOOTER POSITIONS:
This area of the dialog controls the position of the footer on the page.

Press the letter F to move to the Top box in the Footer area.  The Top box here measures, in inches, how far the top of the footer is away from the BOTTOM of the paper.

Press the TAB key to move to the Bottom box in this area.  This box measures how far the bottom of the footer is away from the BOTTOM of the page.  Again, this value is measured in inches, or hundredths of an inch.

SHOW FOOTER:
If this box is checked, the footer will be printed on this page. If you would like to turn the footer off on any portion of the transcript, use the mouse to uncheck this box. Make sure the correct value is selected in the "Apply To" section!

APPLY TO:
This area of the dialog lets you apply your changes to this page only, from this point on, or throughout the whole document. If you are making changes to be saved to a template, you probably want to select "Whole Transcript."

Press G to mark "This Page."
Press H to mark "Here to End."
Press W to mark "Whole Transcript."

When finished making changes to the positions of your headers and footers, press ENTER or click the OK button. If you have made changes that you would like to apply to future transcripts, please see the template sections of this chapter.

## SAVING THE DEFAULT TEMPLATE

When formatting changes are made in any transcript, they will be applied only to the open transcript. To make these changes permanent they must be saved to a template.

Any changes made to a template will not be automatically applied to existing transcripts. To apply an altered template to a transcript, please see the "Applying a Template" section of this chapter.

Changes saved to the default template will apply to all future transcripts. Changes that you would like to make to fewer of your transcripts should be saved as a separate template that can be applied at any time.

To save changes as the default template:
- Press ALT + F to open the File menu.
- Press A for Save As.
- Press P for Template. The Save As window will open.

*Saving a Template*
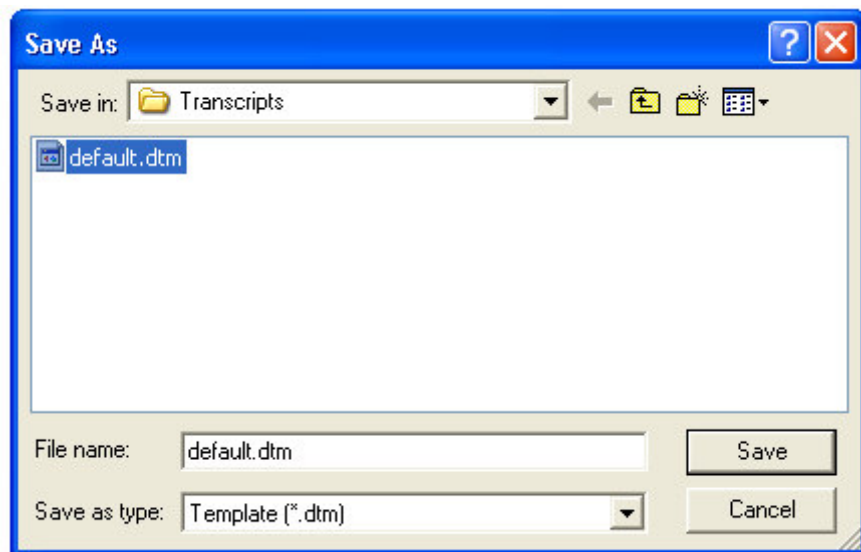


- Make certain "default" is listed in the File Name box.
- Press ENTER to save the changes in the default template.
- If a dialog informs you that the file already exists, choose Yes to overwrite the old file with your new settings.

*File Exists*
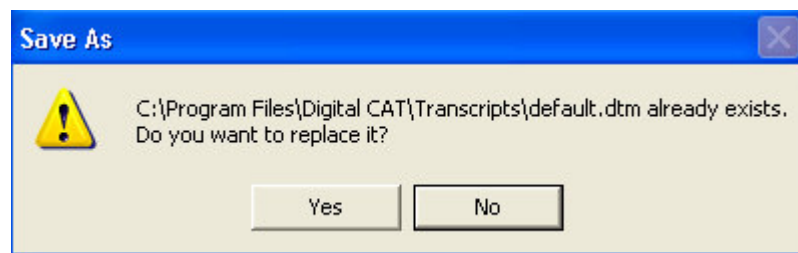
Each time a new transcript is started, the formatting information in the default template will be applied automatically. If you use a variety of templates, you may wish to start your translation sessions using "New Session." You may need multiple templates if you do court and deposition work or work for a variety of firms. New Session allows for changes in Steno Source, Dictionaries, and choice of template.
To start a translation with New Session, please see the end of chapter 3, Translating.

To save changes as another template:
* Press ALT + F to open the File menu.
* Press A for Save As.
* Press P for Template. The Save As window will open.
* Enter a new name for this template style. Do not use the name default!
* Press ENTER to save the template changes under the new template style name.

## APPLYING A TEMPLATE

Although a transcript may have been created with one template, another template can be applied at any time. Follow the steps listed below to apply a template to an existing transcript.

To apply a template:
* Make certain the transcript that needs the formatting change is open. A template can be applied right after a new transcript file is created in realtime, during editing or whenever necessary.
* Press ALT + E to open the Edit menu.
* Press Y for Apply Template. An Open dialog will prompt you to select the template you wish to apply.
* Press SHIFT + TAB to move the cursor up into the window.

- Use the Up and Down Arrow keys to select a new template style.
- Press ENTER to apply the template to the open transcript.

## PAGE STYLES

A page style is saved formatting information that can be applied to individual pages.  Page styles are applied to one page at a time.

Page styles can save settings for individual types of pages, for example a cover page.  If you do not print a border, page numbers or line numbers on your cover page, you may turn those off for that page.  Please see the appropriate sections of this chapter for instructions.

Once the formatting changes have been made to this page, you can save them as a page style.

To save a page style:
- Press ALT + M to open the Format menu.
- Press S to Save a Page Style.  The Save As dialog will appear.

*Save As*
*Page Style*
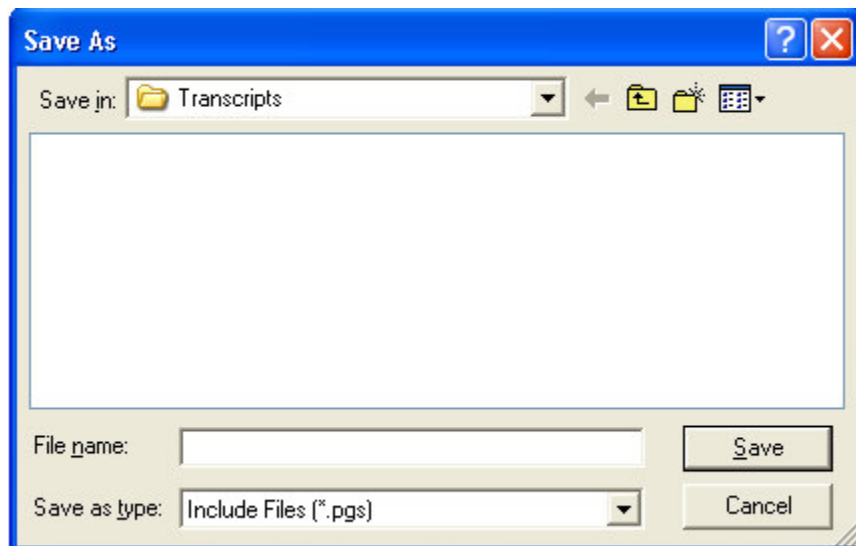
- Choose a name for the page style. For example, you may call the cover page style Cover.
- When finished, press ENTER or click the Save button to save your new style.

To apply a page style to a page:

- Make sure the cursor is on the page that the style is to be applied.
- Press ALT + M to open the Format menu.
- Press A to Apply a Page Style. The Open dialog will appear.
- Press SHIFT + TAB to place the cursor in the list of page styles.
- Use the Arrow keys to highlight the appropriate style.
- Once the style is highlighted, press ENTER or click Open to apply the style to this page.

# CREATING HEADERS AND FOOTERS

In this section the content of the headers and footers will be defined. The methods for positioning the headers and footers on the transcript are described earlier in this chapter.

## INSERTING A NEW HEADER

There can be more than one header in a transcript. Once a header is created, the pages following the page on which it was made will display the same header. You may add additional headers to a transcript. When a new header is created, it will take the place of any previously created headers from that page forth.

To Create a Header
• Place the cursor on the first page of the transcript that the header should appear.
• Press ALT + M to open the Format menu.
• Press H to open the Header sub-menu.
• Press N to create a New Header.  The Create New Header window will open.

*Enter*
*New Header*
*Dialog*



• Enter the text for the header.
• To enter more than one line in the header, use CTRL + ENTER to move down to the next line.  Pressing ENTER alone will cause the box to close, applying your changes.
• Press ENTER when finished to save the header's content and apply it from the current page to the end of the transcript or until a new header is inserted.
• The current header will be shown on the status bar directly below the open transcript.



To preview the header and confirm its appearance:
• Press ALT + F to open the File menu.
• Press V for Print Preview.
• Press ENTER on Transcript.  The Print Preview window will open.  The header(s) will be displayed on their appropriate pages.
• Press C to close the Preview Transcript window.

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To add another header:
- Place the cursor on the page to display a different header.
- Press ALT + M to open the Format menu.
- Press H for Header.
- Press N to add another New Header.
- The previous header will be listed in the Headers window.

*Previous Header is shown in the dialog.*
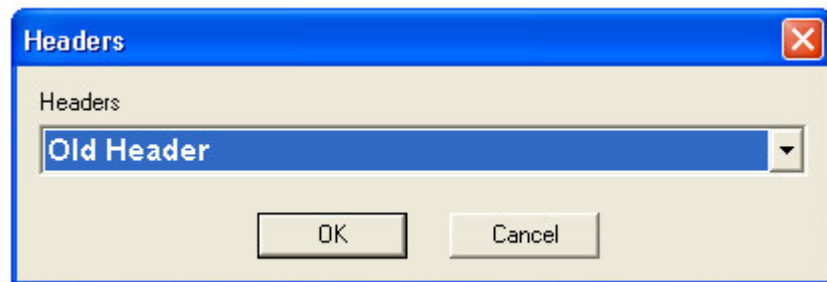


- Press ENTER to create another header. The Create New Header window will appear.
- Type in a different header or edit the text of the current header.
- Press ENTER to apply this header from the current page of the transcript through the page a new header is created.

Repeat the above steps to create additional headers.

## EDIT A HEADER

To edit an existing header:
- Place the cursor on any page that contains the header to be edited.
- Press ALT + M to open the Format menu.
- Press H for Header.
- Press E for Edit Header. The current header will appear in the Edit Current Header window.
- Make the needed changes, then press ENTER.

**CAT-TIP**

To change the font of a header or a footer, or to make them centered on the page, edit the Header or Footer paragraph styles as described earlier in this chapter. You may have to re-type the header/footer to apply the changes.

## DELETING A HEADER

To delete a header:
- Place the cursor on a page that contains the header you would like to delete.  The header will be displayed on the status bar below the transcript.
- Press ALT + M to open the Format menu.
- Press H for Header.
- Press D for Delete Header.  The header will be deleted, and the status bar at the bottom of the screen should reflect this change.
- If other headers were added to the transcript, they will remain intact.  Only the pages containing headers identical to the one deleted will have the headers removed.  Please note that if any pages before the current page had headers inserted, that header will "flow" over to the pages whose headers have been removed.

## FOOTERS

Unlike headers, there can be only one footer per template used throughout the transcript; however, the footer may hidden on selected pages.

To use footers, the option "Show Footer" in the Header/ Footer window must be checked.  Please see the Headers and Footers Format section of this chapter.

To Create a Footer:
- Open the transcript that requires a footer.
- Press ALT + M to open the Format menu.
- Press O for Footer.  The Edit Current Footer window will appear.

*Edit Current Footer*

- Enter the text for the footer. To enter more than one line in the footer, use CTRL + ENTER to move down to the next line. Pressing ENTER alone will close the window and apply your changes.
- Press ENTER when finished. The footer will be applied to each page.

# INCLUDE FILES

Include files contain text and fomatting information for blocks of text. Examples of include files would be cover pages or certificate pages. Once an include file has been created, it can be inserted into a transcript during realtime and/or editing.

Include files, as can all Windows files, can be saved with descriptive names up to 255 characters long. The use of shorter names, however, will make it easier to create autoincludes, as the name will be typed into a dictionary entry.

## CREATING AN INCLUDE FILE

To create an include file:
- Create a new transcript file. You can do this by selecting New from the file menu. Press ALT + F to open the File menu. Then press ENTER for New.
- Type the text to be included in the file exactly as you want it to appear when included.

- If you need to center or single space some text, change the paragraph styles. You may want to highlight the text that you are going to change. Press ALT + M to open the Format menu. Press P for Paragraph. Then press ENTER for Change Current Style. Select the correct style from the list. For example, if you were going to center something, you would select Center. Single Spaced will make text single spaced, and SS Center will make text single spaced and centered.
- Don't forget to use Stoppers! The Find Next Untranslate command will stop at any text enclosed by square brackets. [ ] Stoppers can be used around text such as [Defendant | Defendants] and [DATE]. This is text you can easily come back to and fill in once the include file is inserted into a transcript.

To save an include file:
- If the include file is the only text in this transcript, skip this step. If there is other text in this transcript, highlight the portion of the text that you wish to save as an include file.
- Press ALT + F to open the File menu.
- Press A for Save As.

*Save As*
*Include File*
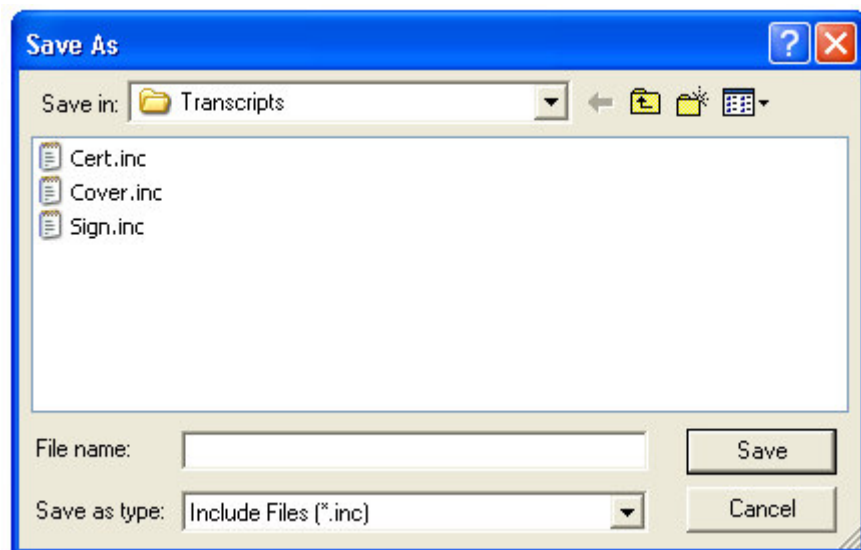
- Press I for Include file.  The Save As dialog will appear.
- Choose a descriptive name for the include file, like Cover or Title.
- Press ENTER or click the Save button to save the file.

## STOPPERS

Place square brackets [ ] where text will need to be added or altered.  The Find Next Untranslate command can find these stoppers.  This will allow you to easily type in the text that needs to be added.

If the text will appear in other locations, such as [DATE], you can use the Search and Replace command to replace the stopper with the correct text.

Place a "pipe" (SHIFT + BACKSLASH is a pipe '|') between two or more words within a stopper, such as [Plaintiff|Plaintiffs].  When the cursor is at the beginning of the stopper, or conflict, press the number one on  your keyboard to select the first word, the number two for the second word, and so on.  Up to four words can be easily selected from the keyboard.

# NOTES

# CHAPTER 8
# FINISHING
# A JOB

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---

**Putting on the final touches**

# FINISHING A JOB

You have finished editing and formatting your job, and now you are ready to put on the final touches. This chapter will help you insert your include files, like your cover pages and certificate pages. It will also show you the different ways to run a spell check. Finally, you will be shown how to export your file as an ASCII, RTF, or Microsoft Word Document.

## INCLUDE FILES

You are ready to insert your include files into the document.

To insert an include file:
- Position your cursor where you would like the include file to be inserted.
- Press ALT + E to open the Edit menu. (Please note that if ALT + E is defined as a keyboard command, you may need to press and release the ALT key, then press the letter E.)
- Once the Edit menu is open, press the letter I for Insert Include File.
- An Open dialog will prompt you to select the include file you wish to insert.

*Insert Include File Dialog*



**Insert Include File**

Look in: Transcripts

Cert.inc
Cover.inc
Sign.inc

File name:

Files of type: Include Files (*.inc)

Open

Cancel
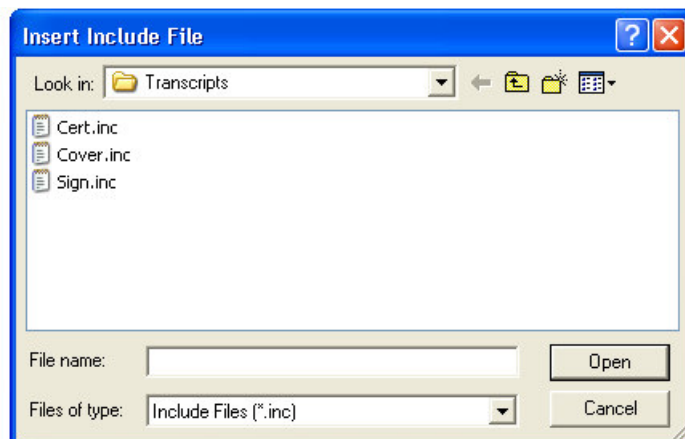
- Press SHIFT + TAB to place focus on the list of include files.
- Use the arrow keys to highlight the include file you wish to insert.
- Press ENTER or click the Open button to insert the include file.
- The include file should now appear on the screen at the location of the cursor.

# SPELL CHECK

Spell checking a file is a simple operation that can be accomplished in a number of ways. You can spell check a single word, the entire document or only part of the document.

## SPELL CHECK DIALOG

*Spell Check Dialog*
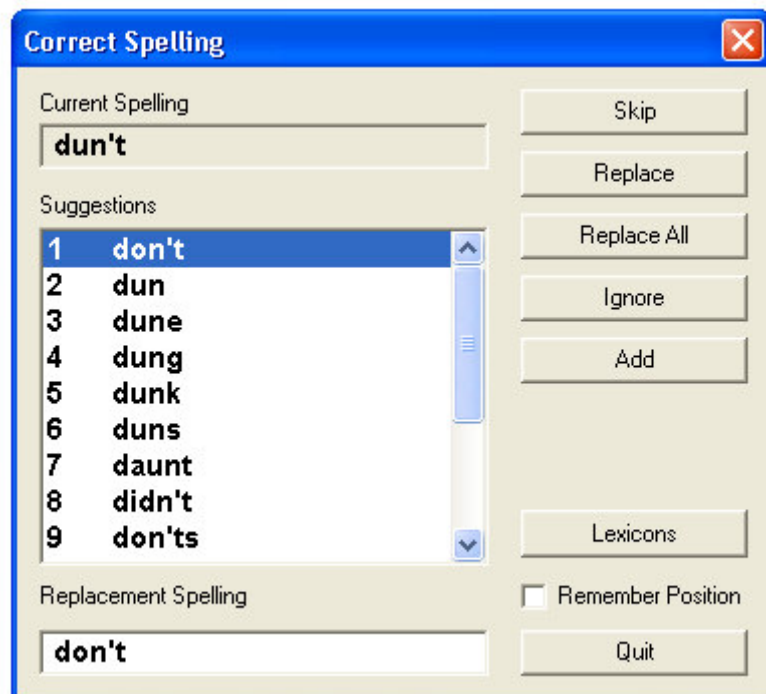


When the spell checker finds something that it thinks may be an error, it will report its findings to you in the spell

*Spell Check*
*Dialog*
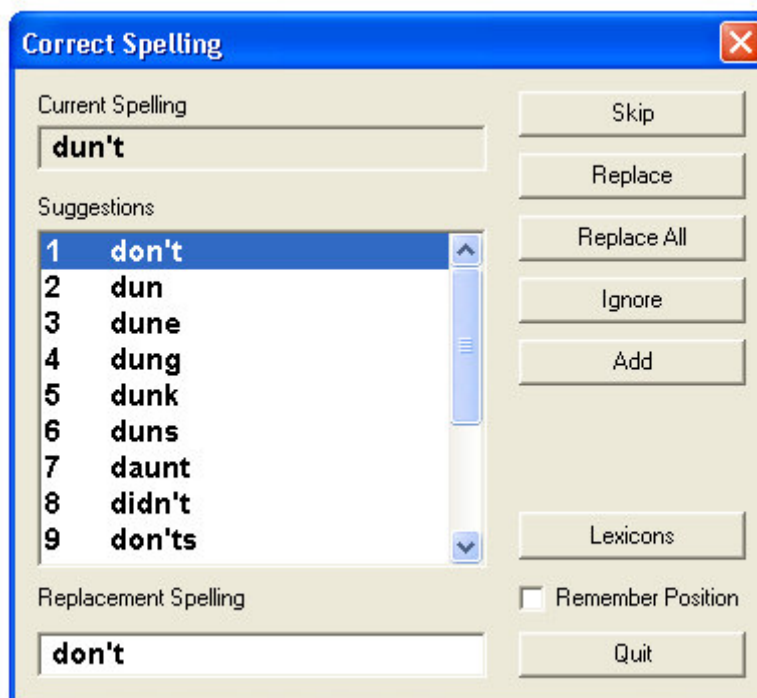


checker dialog.  This dialog allows you to skip the word, ignore it, or replace it with another spelling.

MOVING THE DIALOG
Sometimes the spell check dialog will cover the word that it is asking you to check.

If this happens:
• Click the top blue bar of the spell check dialog where it says "Correct Spelling."
• Keep the mouse button held down and drag the mouse in a direction away from the word you want to see.
• You will be dragging the dialog to another position. When the dialog is at its new location, release the mouse button.

CURRENT SPELLING:
This box tells you how the word currently appears in the transcript.

SUGGESTIONS:
A list of possible replacement spellings appears in this box. If you would like to use one of these suggestions, you can simply press the number to the left of the item. If you would like to pick one of the suggestions that does not have a number beside of it, make sure that the item you wish to use is highlighted and press ENTER or click the Replace button.

REPLACEMENT SPELLING:
This box will show what the word will look like if it is replaced.

SKIP:
The skip button will skip only this occurrence of a spelling.

REPLACE:
This button will tell the program to replace the misspelled word with the word that appears in the "Replacement Spelling" box.

REPLACE ALL:
This button will tell the program to replace every occurrence of this misspelling with the word that appears in the "Replacement Spelling" box. This will replace only occurences within this transcript.

IGNORE:
Ignore will tell the spell checker to skip all occurrences of this word throughout this transcript. This change applies only to this transcript.

ADD
This button will add this spelling into your lexicon list. This means that the spell checker will consider this

*Spell Check*
*Dialog*

### Correct Spelling

**Current Spelling**
dun't

**Suggestions**
| | |
|---|---|
| 1 | don't |
| 2 | dun |
| 3 | dune |
| 4 | dung |
| 5 | dunk |
| 6 | duns |
| 7 | daunt |
| 8 | didn't |
| 9 | don'ts |

**Replacement Spelling**
don't

Skip
Replace
Replace All
Ignore
Add
Lexicons
☐ Remember Position
Quit

**CAT-TIP**

It is important to press the Quit button immediately after marking "Remember Position" for this feature to work properly.
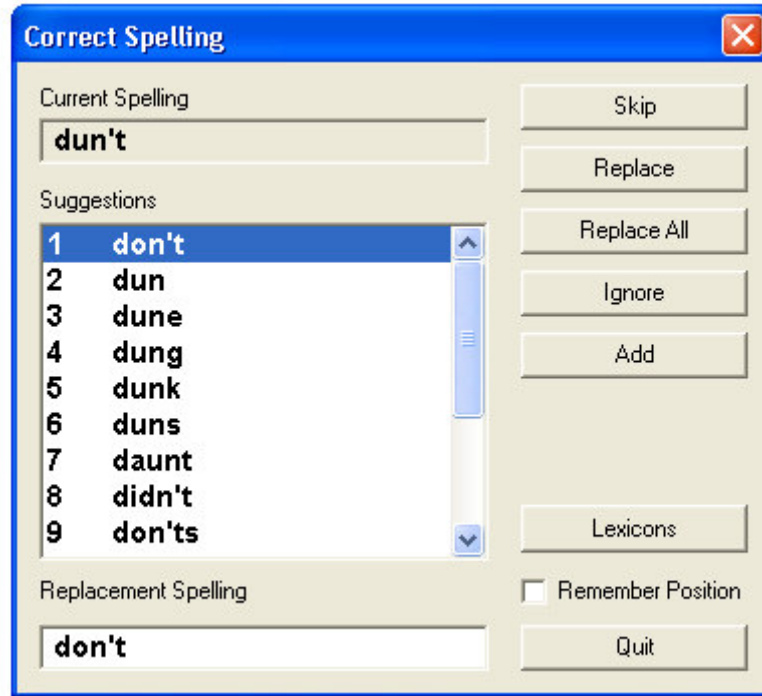
spelling to be correct throughout this transcript as well as all future transcripts.

LEXICONS:
This button will bring up the Lexicons dialog. This dialog is explained later in this chapter.

REMEMBER POSITION:
If you see something that you need to change, you may "pause" the spell checker. Click this box to place a check mark in it. Then click the Quit button. The Remember Position box tells the software to remember where the spell checker left off. That way, you can make your editing changes, and when you restart the spell checker, it will start at the point it left off instead of going back to the beginning of the transcript.

QUIT:
Quit stops the spell checker and closes the spell check dialog.

## SPELL CHECK A SINGLE WORD

To spell check a single word, you can use the "Spell Check Word" command. To invoke this command, place your cursor on the word you would like to check. You can then hit F9 to spell check the word.

You can also spell check a word through the menus.

To spell check a word through the menus:
- Press ALT + L to open the Tools menu.
- Press ENTER to select Spell Checker.
- Press W for Check Word.
- If the word was found to be incorrect, the spell check suggestion box will appear. If the word is typed correctly, then it will be highlighted to show you that the spell check is finished.

Should you wish to see a message confirming the completion of the spell check along with the highlight, go to the Options menu and select "Spell Checker." Place a check in the box for "Confirmation message on Completion." This will enable a message informing you when the spell check is complete. It will also confirm that a word is correct after spell checking a single word.

## SPELL CHECK THE DOCUMENT

You may also run a spell check on the entire document.

To spell check the entire document:
- Press ALT + L to open the Tools menu.
- Press ENTER for Spell Checker.
- Press ENTER again for Check Transcript.
- The spell checker will begin from the beginning of the document.

## SPELL CHECK HERE TO END

You can also spell check the transcript from a certain point through the end of the document. This allows you to quickly bypass certain areas, such as include files, or to spell check a recently appended or added portion of the transcript.

To spell check a portion of the document:
• Place your cursor where you would like to begin checking.
• Press ALT + L to open the Tools menu.
• Press ENTER for Spell Checker.
• Press "H" for "Check Here to End."
• The spell check will begin from the location of the cursor.

## BATCH SPELL CHECK

The batch spell check is an advanced feature of digitalCAT that can save you a lot of time spell checking a file. This feature goes through the file and populates a list of all errors it finds. Once the list is displayed, you can go straight to the errors you need to change, ignoring the proper names, medical terms, and any other errors that do not need to be altered. Because you are skipping the common types of errors that would normally slow you down, you will save time spell checking the document.

To run a batch spell check:
• Press ALT + L to open the Tools menu.
• Press ENTER for Spell Checker.
• Press B to run the Batch Spell check.

Once the Batch Spell check has been done, you may bring the box up again without re-running the spell check.

To view the batch spell check:
- Press ALT + L to open the Tools menu.
- Press ENTER for Spell Checker.
- Press V to view the batch list.

## BATCH SPELL CHECK DIALOG
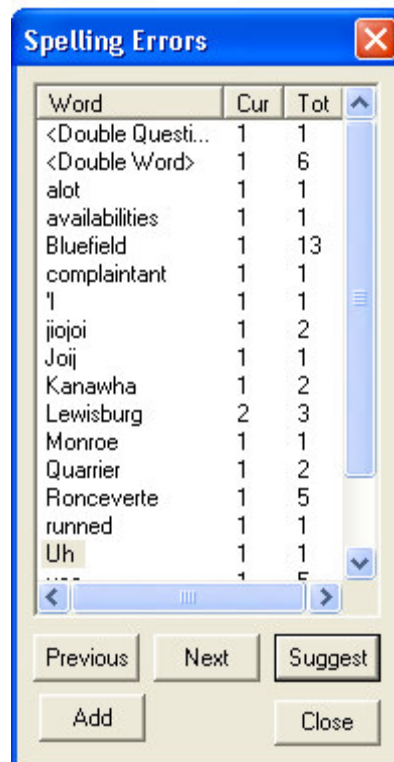
The batch spell check will display the Spelling Errors dialog to show you the errors it has found.

WORD:
This column shows how the word(s) currently appear within the transcript.

CUR:
This column shows the current number of the item you are working on. For example, if an incorrect spelling appears three times throughout the transcript, and you are checking the second appearance, this number would indicate two.

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*Batch Spell*
*Check*

**Spelling Errors**

| Word | Cur | Tot |
|------|-----|-----|
| <Double Questi... | 1 | 1 |
| <Double Word> | 1 | 6 |
| alot | 1 | 1 |
| availabilities | 1 | 1 |
| Bluefield | 1 | 13 |
| complaintant | 1 | 1 |
| 'I | 1 | 1 |
| jiojoi | 1 | 2 |
| Joij | 1 | 1 |
| Kanawha | 1 | 2 |
| Lewisburg | 2 | 3 |
| Monroe | 1 | 1 |
| Quarrier | 1 | 2 |
| Ronceverte | 1 | 5 |
| runned | 1 | 1 |
| Uh | 1 | 1 |
| | 1 | 5 |

Previous    Next    Suggest

Add                    Close
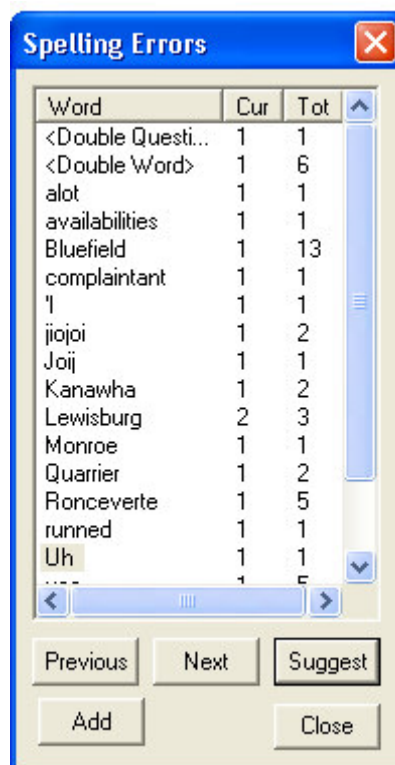
TOT:
This column shows the total number of occurrences of this error.  For example, if an error appears three times throughout a transcript, this column would indicate a three.

PREVIOUS:
This button will take you to the previous error found.  This would either be the error above the current error in the list or the previous occurrence of the current error.

NEXT:
This button will take to you the next error found.  This would either be the next occurrence of the current error or the next error down the list.

SUGGEST:
This button displays the normal spell check dialog.  It allows you to correct the error by offering suggestions or allowing you to type in your own correction.

ADD:
The Add button tells the program to add this word to the spell checker lexicons. This means that the error is added to the list of correct words and will not be displayed as an error again.

CLOSE:
The Close button closes the Spelling Errors dialog.

With the cursor in the column listing of the dialog, you can use your arrow keys to quickly highlight any error that you need to correct. Because you can simply press the arrow key again to skip words that you know are correct, they do not take up your time during a spell check. The batch check, therefore, can save you time during the final stages of your transcript.

## LEXICONS

The lexicons are your spelling dictionary entries. The lexicons are the lists of correct spellings to which the spell checker compares your words.

To view your lexicons:
- Press ALT + L to open the Tools menu.
- Press ENTER for Spell Checker.
- Press L for Lexicons. The Lexicons dialog will appear.
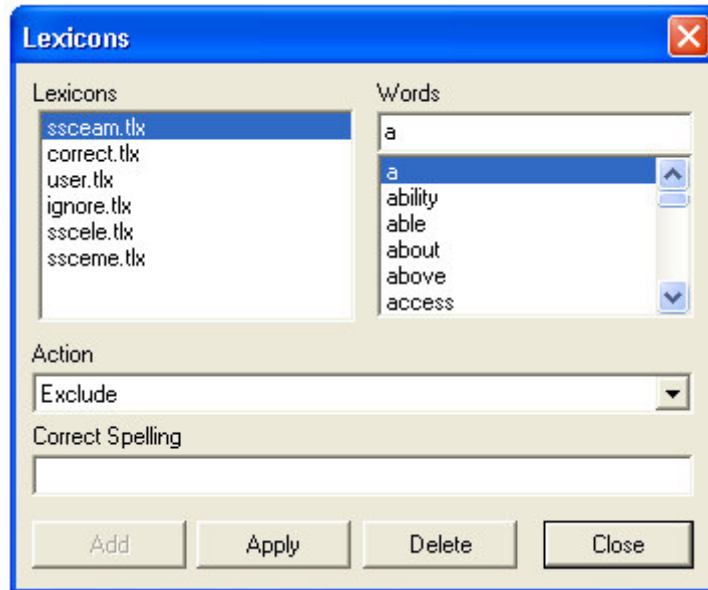
## LEXICONS DIALOG

This box displays the files that contain your spelling entries, the words contained within those files and the action the spell checker should take when an occurrence is found.

To see the words contained within a file, highlight the file in the left box labeled Lexicons. All user defined spell check entries should be listed in the user.tlx file. All other files are for the software's use. Do not be alarmed if some files appear blank. These files may be populated per individual transcript.

LEXICONS:
This box lists the files that contain spelling entries to which your words will be compared. Most of these files are controlled by the program and the spell check dialog. If you would like to make entries, please try to do so in the user.tlx file. Some changes need to be made within the other files, but the majority of user entries should be made within this file.

**CAT-TIP**

If you would like to use the Lexicons dialog to add spell check entries, please add those entries to the user.tlx file. This is the file specifically designated for user entries. Please note that some entries must be made in the other files.

WORDS:
This box shows a listing of the words contained within the file selected in the Lexicons box. Do not be alarmed if some files appear to be blank. This is perfectly normal.

ACTION:
The Action box tells the spell checker what action to perform when it finds this occurence of a word. The options are:

Auto change using corrected case: This option tells the program to automatically change this occurrence with the correct case. For example, the word dawn could be automatically corrected to be the name dawn.

Auto change using original case: This option tells the program to automatically change this occurrence to the correct spelling and to keep the original case. For example, if the incorrect spelling "Teh" appears in a transcript at the beginning of a sentence, then the spell checker can automatically replace it with the correct spelling "The." Note that the first letter would remain capitalized. This option tells the program to keep the original case or capitalization. For more information on auto-change, please see the "Auto-correct common misspellings" section of this chapter.

Conditionally change using corrected case: This option tells the program to list the word you enter in the Correct Spelling box as correct as the first suggestion in the spell check dialog. That way, if the word comes up and needs to be changed, you can simply press the number one during the spell check to change it to the correct spelling. This would be useful for example mentioned earlier, dawn. Sometimes the word dawn is used as a slang term to mean a bathroom rather than

the name.  You could set a conditional change so that the name would appear as the first suggestion offered. This change would have to be made in the correct.tlx file because the spell checker does not usually stop at the word dawn.  Any entries made to the correct.tlx file will cause the spell checker to stop on those entries, even if they are normally correct spellings.

Exclude and/or Ignore:  These options tell the spell checker to ignore this spelling.  In other words, the spell checker will assume that this is a new correct spelling.  This is useful for medical terms that frequently appear.

*Lexicons*
*Dialog*
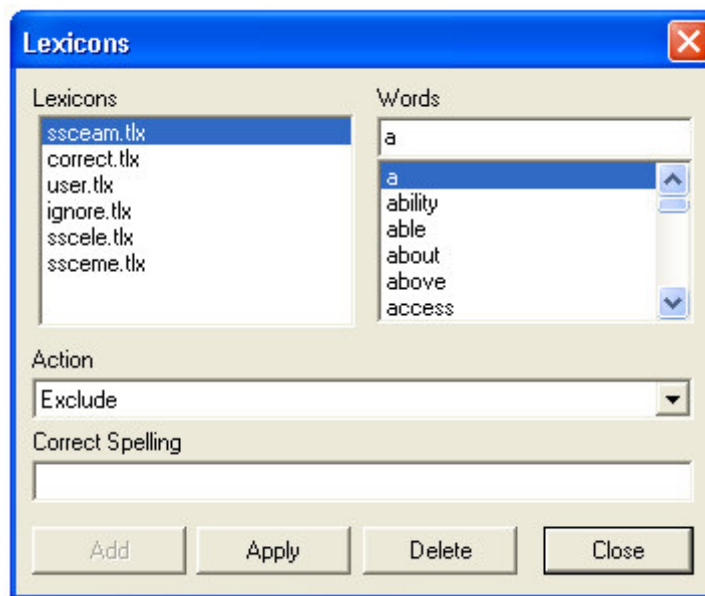


CORRECT SPELLING:
This box will contain the correct spelling of the entry.

To use the Lexicons dialog to add a correct word:
• Highlight the user.tlx file in the Lexicons box.  You may do this as soon as the dialog appears by pressing the Down arrow key until the file is highlighted.
• Press the TAB key to place focus on the Words box.
• Type in the spelling in this box.

- Press TAB to put focus on the Actions box.
- Press the letter E for Exclude.
- Press ALT + A to add this entry.
- You may close the dialog by pressing ENTER.

## AUTO-CORRECT COMMON MISSPELLINGS

Some misspellings are very common. For example, the word "the" can often be misspelled as "teh" when the user is typing at high speeds. Although the spell checker will catch such a word, the appearance of this word in the spell check may slow you down. You have to devote a small amount of time to correcting this error. The spell checker, through the power of lexicons, can automatically correct this common error as well as any other common mistake.

To add an auto-correct entry to the lexicons list:
- Press ALT + L to open the Tools menu.
- Press ENTER for Spell Checker.
- Press L for Lexicons. The Lexicons dialog will appear.
- Press the Down arrow key until the user.tlx file is highlighted.
- Press TAB to place the cursor in the Words box.
- In the Words box, type the INCORRECT spelling of the word you wish to auto-correct. In this example, it would be "teh."
- Press TAB to place the cursor in the Action box.
- In this box, select what you would like the spell checker to do when it crosses this item. For this example, you would select "Auto-change using original case." This item will not change the word's capitalization. For example, if I misspelled the word at the beginning of a sentence, the auto-correct would leave the first letter capitalized.
- Press TAB to place the cursor in the Correct Spelling box.

- Next, type the CORRECT spelling into the Correct Spelling box.
- Press ALT + A or click Add to add this item to your user lexicon list.

# PRINTING A TRANSCRIPT

## PRINT SETUP

*Print Setup*
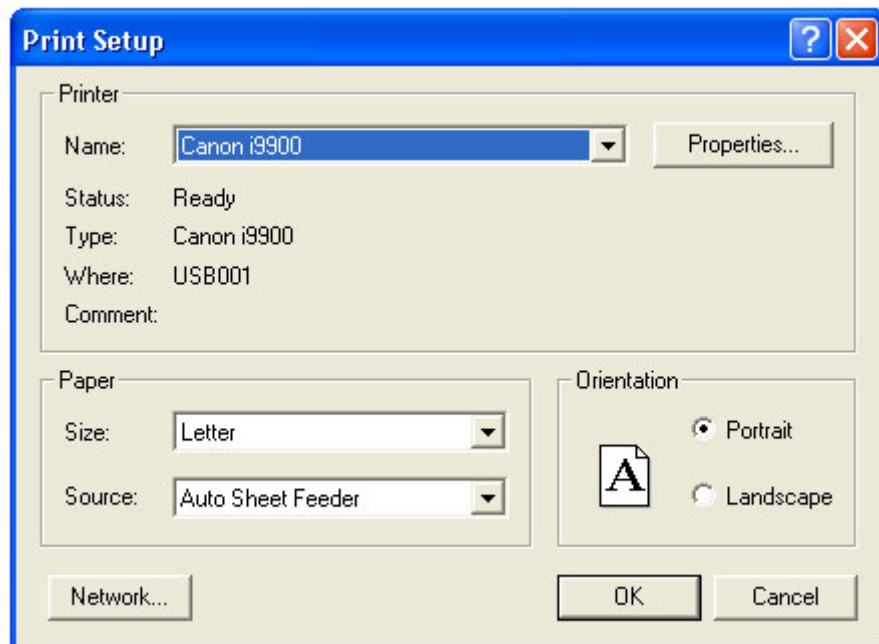


Print setup allows you to select the printer and paper you wish to use.

To use Print Setup:
- Press ALT + F to open the File menu.
- Press R for Print Setup. The Print Setup dialog will appear.
- Click the down arrow to the far right of the Name box. All the printers that have been installed on your system will be displayed. Select the one that you would like to use. If you wish to use a network printer that does not appear in the list, press the Network button.

- Verify that the correct paper size appears in the Size box.
- Make sure the proper orientation is selected.  Portrait is the normal orientation of transcripts.
- Press ENTER to accept the settings and close the window.

## PRINT PREVIEW

Print Preview shows the information that will be sent to the printer on your screen.  This preview can be used to make sure you have the correct printer settings.  It can also show you what your transcript will look like before it is printed out.

| Print... | Next Page | Prev Page | Two Page | Zoom In | Zoom Out | Close |
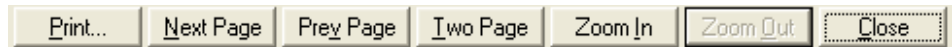
When you request a preview, the preview menu appears at the top of the screen.

PRINT:
This button will send your document, as it appears on your screen, to the printer.

Press P to send the document to the printer.
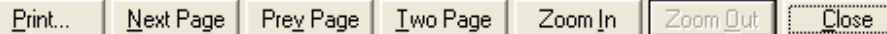
NEXT PAGE:
This button will scroll the preview to the next page of the document.

Press N to go to the next page.

PREV PAGE:
The Prev Page button will scroll the preview to the previous page of the document.

Press V to go to the previous page.

| Print... | Next Page | Prev Page | Two Page | Zoom In | Zoom Out | Close |

**TWO-PAGE:**

Two-page mode will display the document as two side-by-side pages instead of the normal single-page view. Please note that you must be "zoomed out" for this feature to work.

Press T to change to Two-page mode. Press the letter O to return to single-page view.

**ZOOM IN:**

This button will zoom in to, or magnify, the document.

Press I to zoom in.

**ZOOM OUT:**
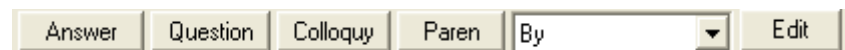
This button will zoom out, or decrease magnification, of the document.

Press O to zoom out.

**CLOSE:**

This button will close the Print Preview screen and return you to your normal document view.

Press C to close the Print Preview window.

## FORMATTING IN PRINT PREVIEW

| Answer | Question | Colloquy | Paren | By ▼ | Edit |

| Margins | Page num | Line num | | Border | Time S.. | Header |

Formatting information can be easily adjusted in the Print Preview display. Doing this allows you to see your formatting changes before you print them out. Please see Chapter 7 for specific instructions on using these features.

# PRINT AND PRINT PREVIEW MENUS

There is basically only one difference between the Print and Print Preview menus listed under the File menu. The Print menu will send the document straight to the printer. The Print Preview menu will display the information that would be sent to the printer on your screen.

To open the Print menu:
• Press ALT + F to open the File menu.
• Press P for Print.
• Press the letter that corresponds to what you would like to print. These options will be explained in a moment.

*Print
Menu*

| Print | ▶ | Transcript |
| Print Preview | ▶ | Current Page |
| Print Setup... | | Capitalized Transcript |
| | | Reduced |
| | | Landscape Reduced |
| | | NoteScript |
| | | Index |
| | | Steno |
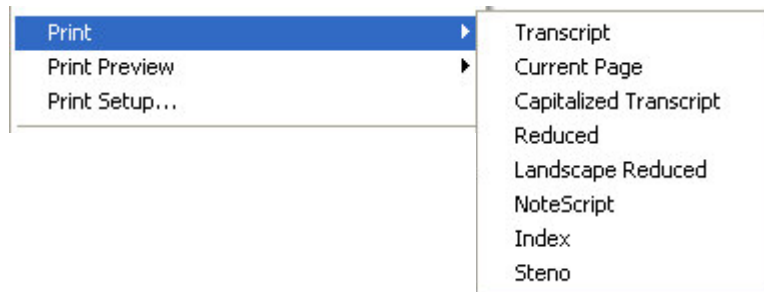
To open the Print Preview menu:
• Press ALT + F to open the File menu.
• Press V for Print Preview.
• Press the letter that corresponds to what you would like to print.

*Print Preview
Menu*

| Print | ▶ | |
| Print Preview | ▶ | Transcript |
| Print Setup... | | Capitalized Transcript |
| | | Reduced |
| | | Landscape Reduced |
| | | NoteScript |
| | | Index |
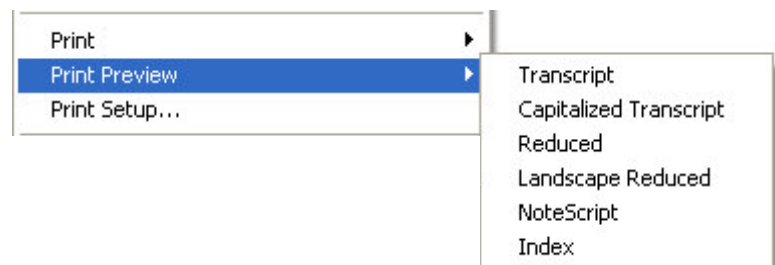
## PRINT OR PREVIEW TRANSCRIPT

This selection will send the entire transcript to the printer or to be previewed.  If you are previewing the transcript, the preview will begin at the page the cursor is currently located.

With the menu open, press the letter T to print or preview the entire transcript.

You can easily print the current transcript from the menu bar by clicking the button that looks like a printer.



You can also easily preview the current transcript from the toolbar by clicking the Preview Transcript icon.
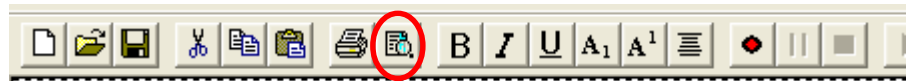


*Print
Menu*
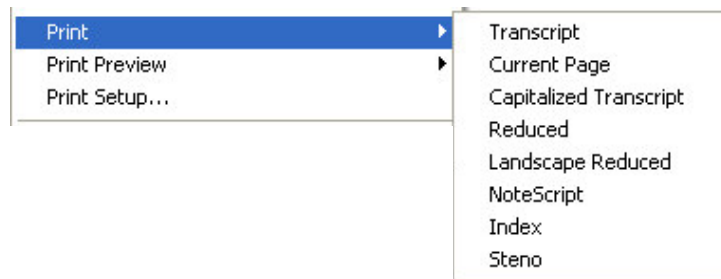


## PRINT CURRENT PAGE

This selection only exists under the Print menu.  This selection will send only the page the cursor is on to the printer.  This will allow you to see how formatting information, such as borders and margins, will appear.  By only printing a single page, you can also print a corrected page without wasting a lot of paper or ink on a full transcript.

With the Print menu open, press the letter C to send only the current page.

## PRINT OR PREVIEW CAPITALIZED TRANSCRIPT

This selection will print or display a version of the transcript in all capital letters, even if the transcript doesn't appear in all capital letters.

Press the letter A to print or preview a capitalized version of the transcript.

## PRINT OR PREVIEW A REDUCED TRANSCRIPT

A reduced transcript is sometimes referred to as a mini-transcript or a condensed transcript.  It is a transcript printed as four small pages on one page.

To print or preview a reduced transcript, press the letter R.  The Reduced dialog will appear.  We suggest that you preview the reduced transcript before printing it.

*Preview Reduced Dialog*



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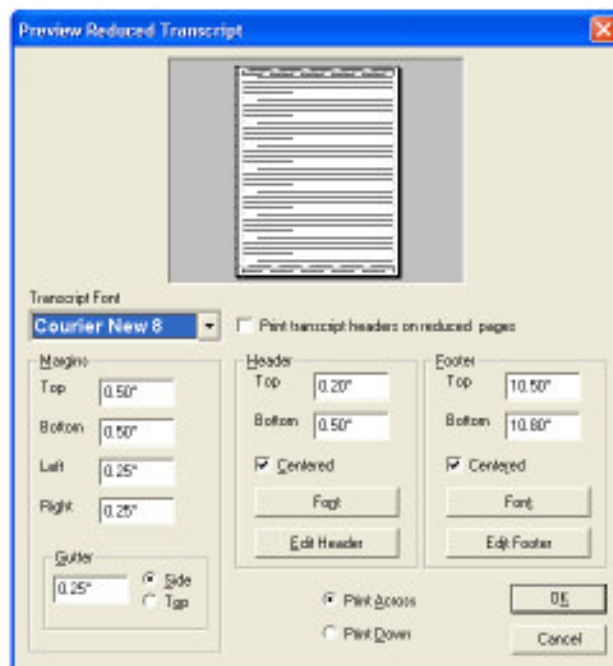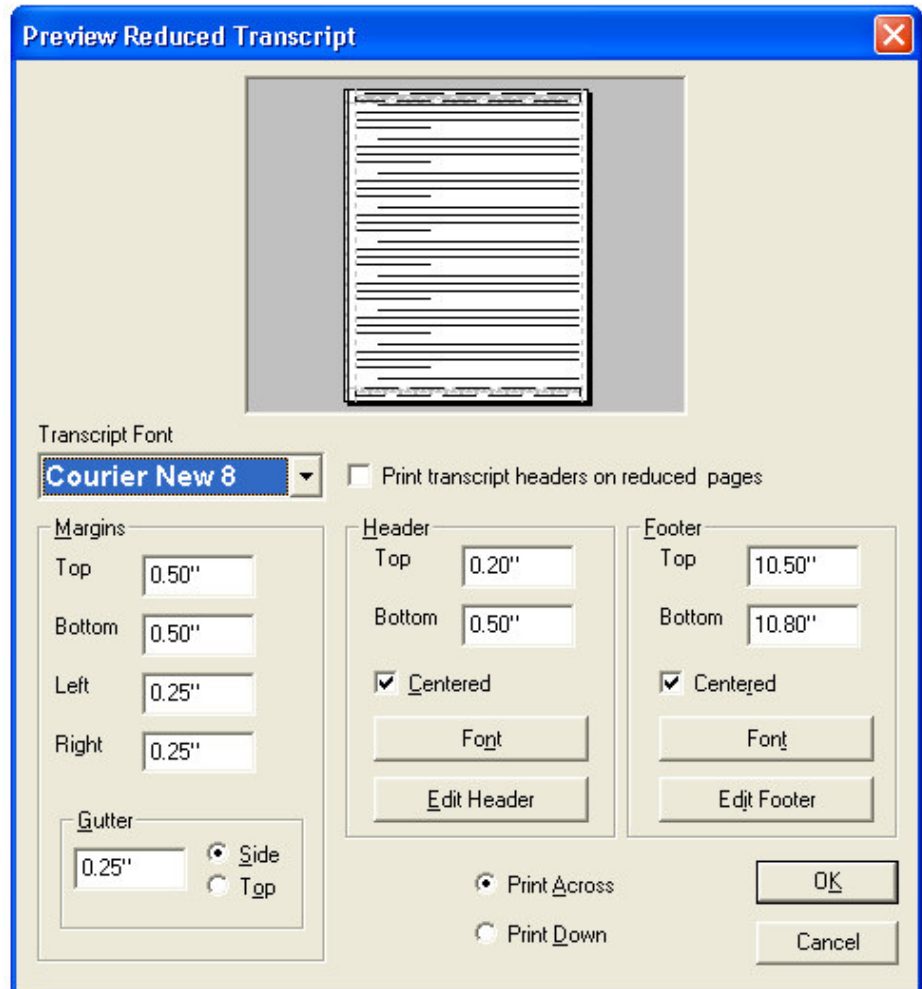
TRANSCRIPT FONT:

This setting allows you to set which reduced print font you wish to use. Some fonts are larger than others, and may cause the reduced print to become misaligned. Please preview the reduced transcript before printing.

Some fonts are listed multiple times with numbers following them. The number is the size, or pitch, of the font. The larger the number, the larger the size.

MARGINS:

Margins are the distances from the edges of the page to the actual document. These values control the position of the document on your paper.

**CAT-TIP**

Because the software gives you the freedom to move your header and footer, it is possible to move them BEHIND the reduced document. If your header or footer does not appear on your reduced document, it may be hidden behind the text. Adjust the position until it becomes visible.

GUTTER:
The gutter is the amount of space to allow for binding or hole-punches. The gutter should be used to measure this instead of the left margin for duplex printing purposes. The gutter can be set to the side of the page if the binding or holes will be on the side. It can also be set to the top of the page if the binding or holes will be at the top.

PRINT TRANSCRIPT HEADERS
ON REDUCED PAGES:
This setting will tell the program to show the headers that appear on each page at the top of each page in the reduced document. This can be used if you use multiple headers in a document, say to denote different witnesses or different examinations.

HEADER:

The top and bottom boxes are used to position the header on the page. The Centered box, when checked, will tell the program to display the reduced header centered on the page.

The font button allows you choose in which the font the header should appear.

The Edit Header button allows you to type in the text of the reduced header.

*Edit
Reduced
Header
Dialog*
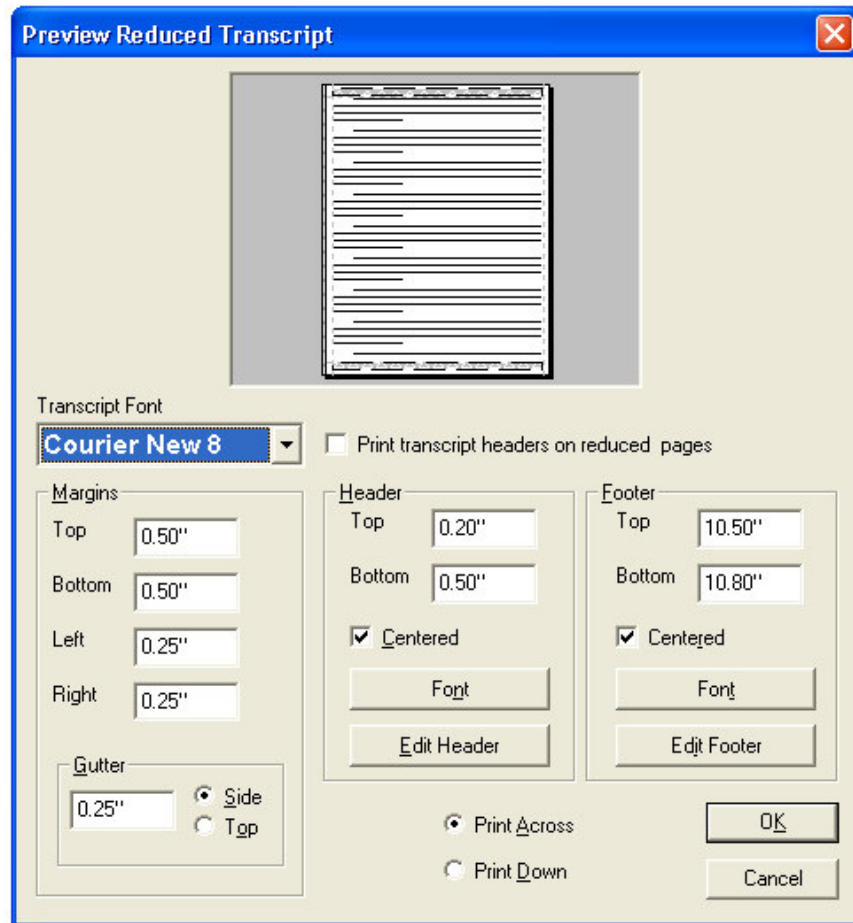


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*Preview
Reduced
Dialog*



FOOTER:

The top and bottom boxes are used to position the footer on the page. The Centered box, when checked, will tell the program to display the reduced footer centered on the page.

The font button allows you choose in which the font the footer should appear.

The Edit Footer button allows you to type in the text of the reduced footer.

*Edit Reduced Footer*

**Edit Reduced Footer**

Footer

| OK | Cancel |
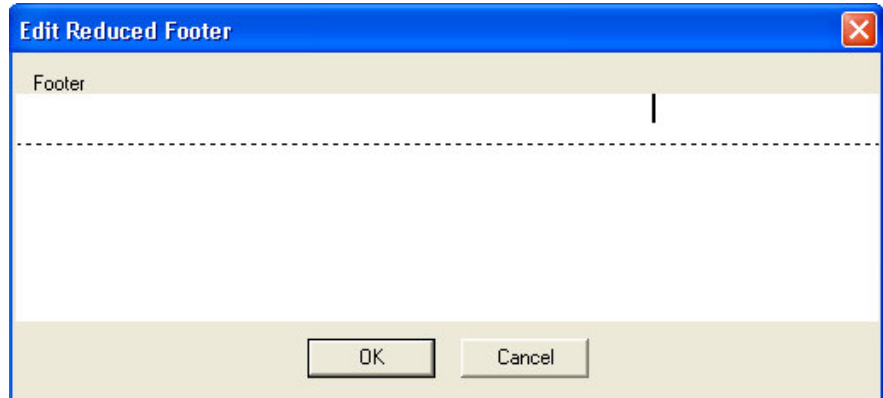
PRINT ACROSS:
This setting will tell the program to print the pages consecutively across the paper.  In other words, page number one would be in the upper left corner of the paper.  Page two would be directly to the right of it in the upper right corner.

PRINT DOWN:
This setting will tell the program to print the pages consecutively down the paper.  In other words, page number one would still be in the upper left corner of the paper, but page two would now be directly below it in the bottom left corner.

When done setting your reduced options, press ENTER or click the OK button to preview or print the reduced document.  Once the reduced options have been set, they will remain set until you again alter them.

*A Reduced
Print Preview*
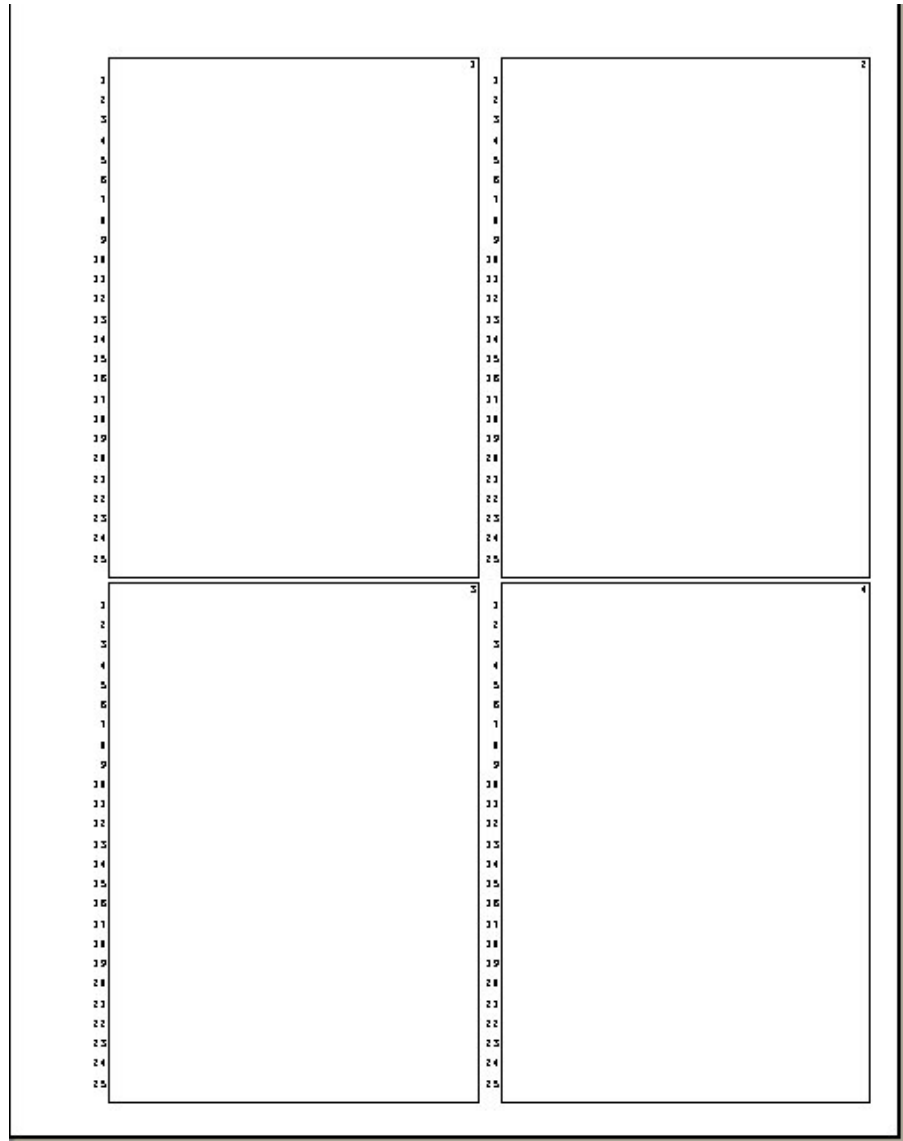
## PRINT OR PREVIEW A LANDSCAPE REDUCED TRANSCRIPT

This feature will print two reduced pages of transcript sideways across a standard sheet of paper.

With the menu open, press the letter L to print or preview a landscape reduced transcript. The Landscape Reduced dialog will appear.

*Landscape Reduced Dialog*
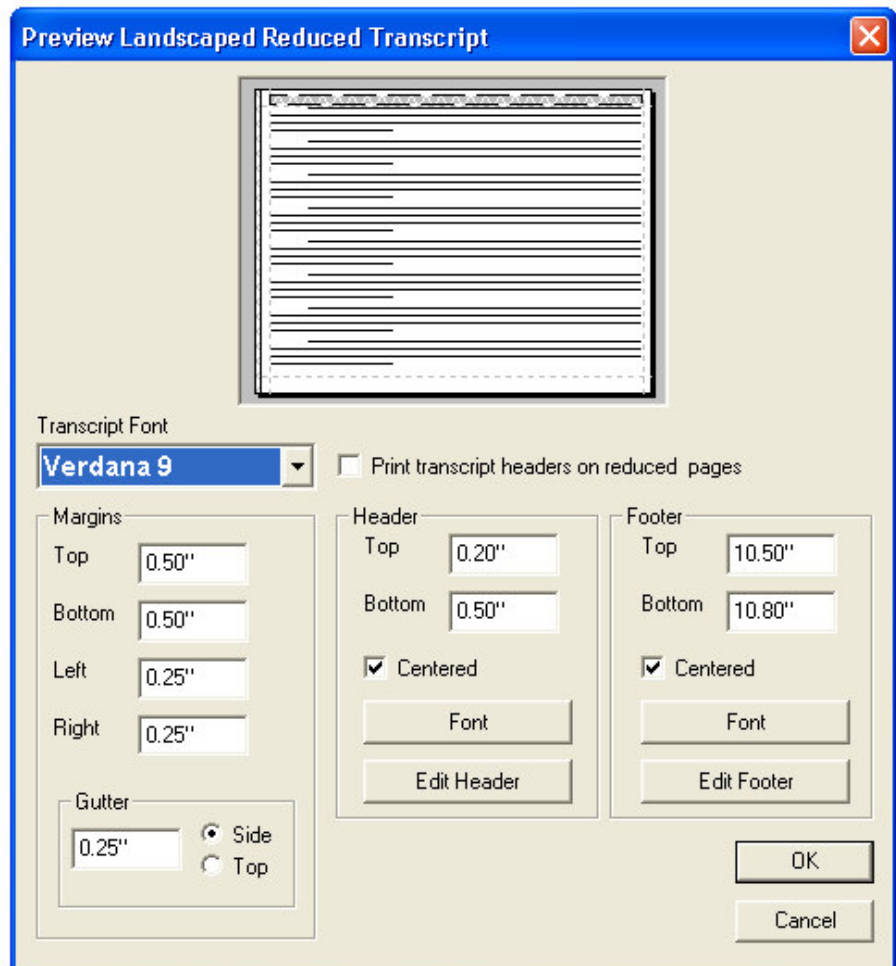


This dialog allows you to control how the landscape reduced transcript will appear.

TRANSCRIPT FONT:
This setting tells the program which font you would like to use for the reduced transcript.

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**Preview Landscaped Reduced Transcript**

Transcript Font

Verdana 9

☐ Print transcript headers on reduced pages

Margins
Top       0.50"
Bottom   0.50"
Left      0.25"
Right     0.25"

Gutter
0.25"     ⦿ Side
          ○ Top

Header
Top       0.20"
Bottom   0.50"
☑ Centered
Font
Edit Header

Footer
Top       10.50"
Bottom   10.80"
☑ Centered
Font
Edit Footer

OK
Cancel

MARGINS:
Margins are the distances from the edges of the page to the actual document. These values control the position of the document on your paper.

GUTTER:
The gutter is the amount of space the program should allow for binding or hole-punches. The gutter should be used to measure this instead of the left margin for duplex printing purposes. The gutter can be set to the side of the page if the binding or holes will be on the side. It can also be set to the top of the page if the binding or holes will be at the top.

PRINT TRANSCRIPT HEADERS
ON REDUCED PAGES:
This setting will tell the program to show the headers that appear on each page at the top of each page in the reduced document. This can be used if you use multiple headers in a document, say to denote different witnesses or different examinations.

HEADER:

The top and bottom boxes are used to position the header on the page. The Centered box, when checked, will tell the program to display the reduced header centered at the top of the page.

The font button allows you choose in which the font the header should appear.

The Edit Header button allows you to type in the text of the reduced header.

FOOTER:

The top and bottom boxes are used to position the footer on the page. The Centered box, when checked, will tell the program to display the reduced footer centered at the bottom of the page.

The font button allows you choose in which the font the footer should appear.

The Edit Footer button allows you to type in the text of the reduced footer.

*Landscape*
*Reduced*
*Preview*
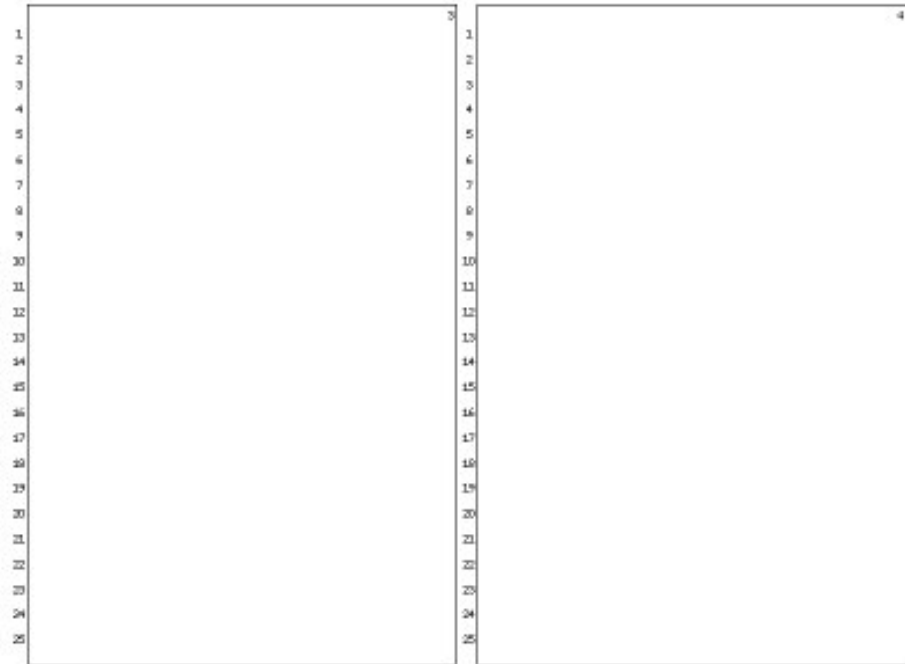
## PRINT OR PREVIEW A NOTESCRIPT TRANSCRIPT

A NoteScript version of the transcript resembles the reduced, or four-to-a-page, version.  It, however, only has two reduced pages per page.  The rest of the space is taken up by lines used for writing notes.

With the Print or Print Preview menu open, press the letter N to display the EcoNote dialog.
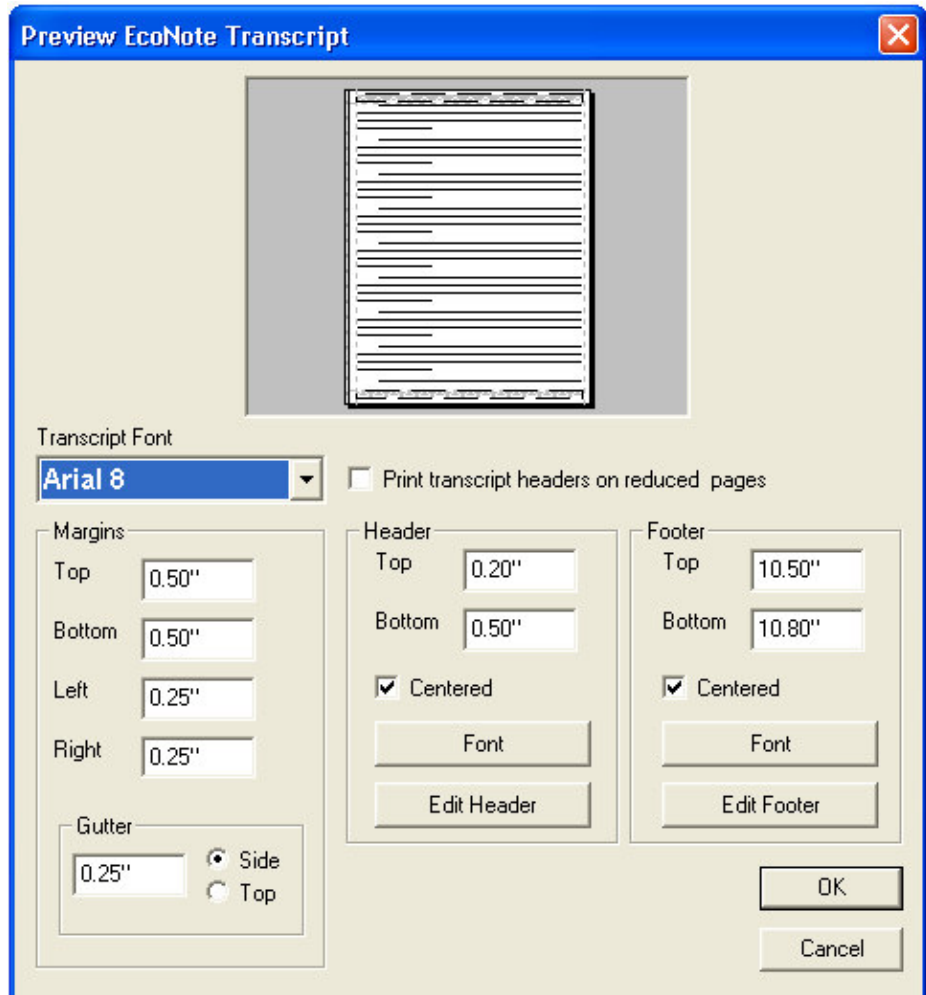
**TRANSCRIPT FONT:**
This setting tells the program which font you would like
to use for the reduced transcript.

**MARGINS:**
Margins are the distances from the edges of the page to
the actual document.  These values control the position of
the document on your paper.

**GUTTER:**
The gutter is the amount of space the program should
allow for binding or hole-punches.  The gutter should be
used to measure this instead of the left margin for duplex
printing purposes.  The gutter can be set to the side of the
page if the binding or holes will be on the side.  It can

also be set to the top of the page if the binding or holes will be at the top.

PRINT TRANSCRIPT HEADERS
ON REDUCED PAGES:
This setting will tell the program to show the headers that appear on each page at the top of each page in the reduced document.  This can be used if you use multiple headers in a document, say to denote different witnesses or different examinations.

HEADER:

The top and bottom boxes are used to position the header on the page.

The Centered box, when checked, will tell the program to display the reduced header centered at the top of the page.

The font button allows you choose in which the font the header should appear.

The Edit Header button allows you to type in the text of the reduced header.

FOOTER:

The top and bottom boxes are used to position the footer on the page.  The Centered box, when checked, will tell the program to display the reduced footer centered at the bottom of the page.

The font button allows you choose in which the font the footer should appear.

The Edit Footer button allows you to type in the text of the reduced footer.

*NoteScript*
*Preview*

# PRINT OR PREVIEW
# A WORD INDEX

Transcript Editor can automatically create a word index
for you.  With the Print or Print Preview menu open,
press the letter I for Index.  The Create Index dialog will
appear.

*Create Index*
*Dialog*
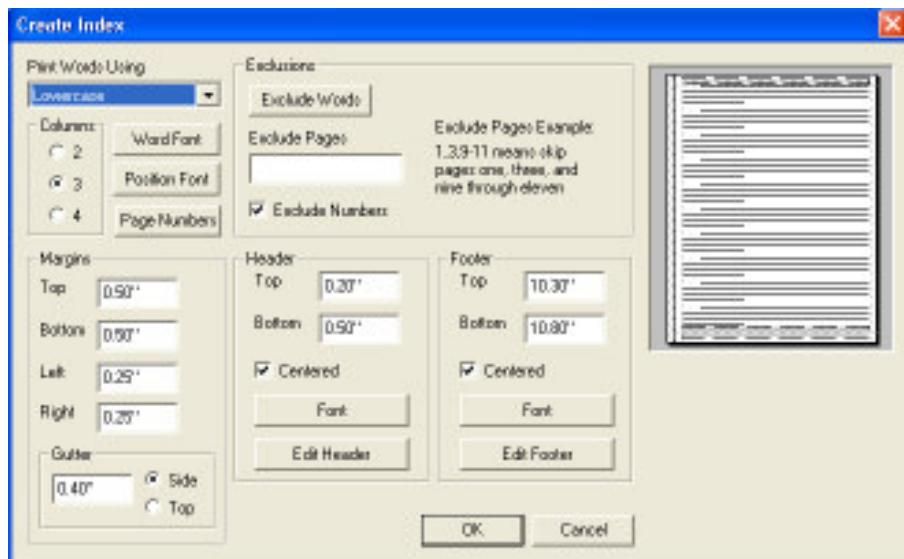


PRINT WORDS USING:
This setting controls how words appear in the word
index.  The options are Lowercase, Uppercase, and First
Occurrence.

  Lowercase:  This option will print all words in
  lowercase letters.

  Uppercase:  This option will print all words in
  uppercase letters.

  First Occurrence:  This setting will print the words as
  they first appear.  This setting is useful for names, as
  they will appear capitalized in both the transcript and

the index.  This setting, however, will cause words that make their first appearance at the beginning of a sentence to also be capitalized in the index.

COLUMNS:
This setting controls how many columns of words appear on each page.  The higher this number, usually the more words that appear on the page.  This is very useful in large transcripts as it cuts down on the amount of pages the index takes up.

WORD FONT:
This setting controls the font for the words listed in the index.

POSITION FONT:
This setting controls the font for the locations where the words can be found.

PAGE NUMBERS:
This button allows you to control the position and appearance of page numbers on the index pages.

MARGINS:
The margin values control how much space exists between the edges of the page and the actual document.

GUTTER:
The gutter controls the variable amount of space allowed on pages for binding or hole-punching.  This value can be set to the side if binding will be done on the side.  It can also be set to the top of the document if the document will be binded or hole-punched at the top of the page, say if it were printed landscape.

*Create Index
Dialog*
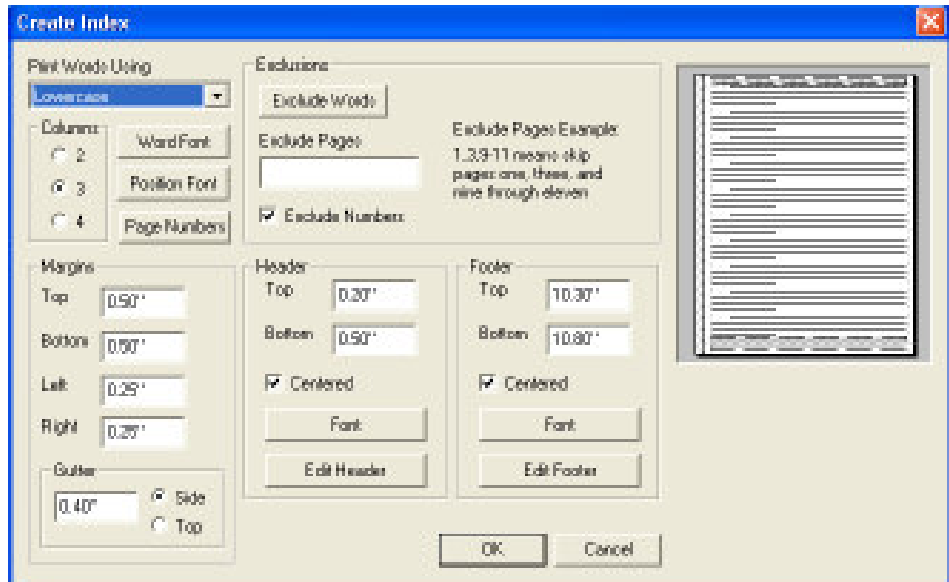


EXCLUDE WORDS:
Pressing this button will bring up the Excluded Words
dialog.  You may add or remove words to be left out of
the index using this dialog.  Use the Add button to add a
new word to exclude.  Use the Delete button to remove
the highlighted exclude word.

*Excluded
Words
Dialog*
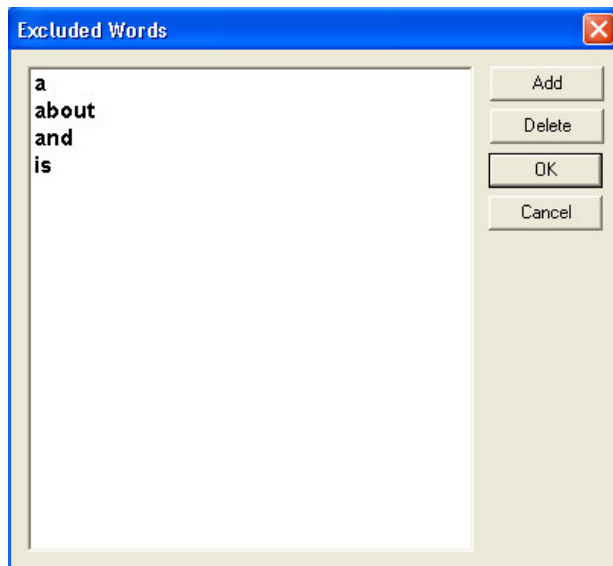


EXCLUDE PAGES:
This box tells the program to not include certain pages in
the index.  This can be used to tell the program to ignore
your include files.  Simply enter the pages that you would

like to have excluded in this box. Ranges of pages can be entered with a hyphen. Separate pages must be entered with a comma separating them. For example, entering 1-3, 5, 14-16 will tell the program to ignore pages 1 through 3, page 5 and pages 14 through 16.

EXCLUDE NUMBERS:
If this box is checked, then numbers will not be listed in the word index.

HEADER:

The top and bottom boxes are used to position the header on the page.

The Centered box, when checked, will tell the program to display the reduced header centered at the top of the page.

The font button allows you choose in which the font the header should appear.

The Edit Header button allows you to type in the text of the reduced header.

FOOTER:

The top and bottom boxes are used to position the footer on the page. The Centered box, when checked, will tell the program to display the reduced footer centered at the bottom of the page.

The font button allows you choose in which the font the footer should appear.

The Edit Footer button allows you to type in the text of the reduced footer.

## PRINT STENO

This feature only exists in the Print menu. It allows you to print the steno notes from a file. This feature can also be used to print the notes even if they come from a paperless machine!

With the Print menu open, press the letter S for steno. The Print Steno dialog will appear.

*Print Steno*
*Dialog*
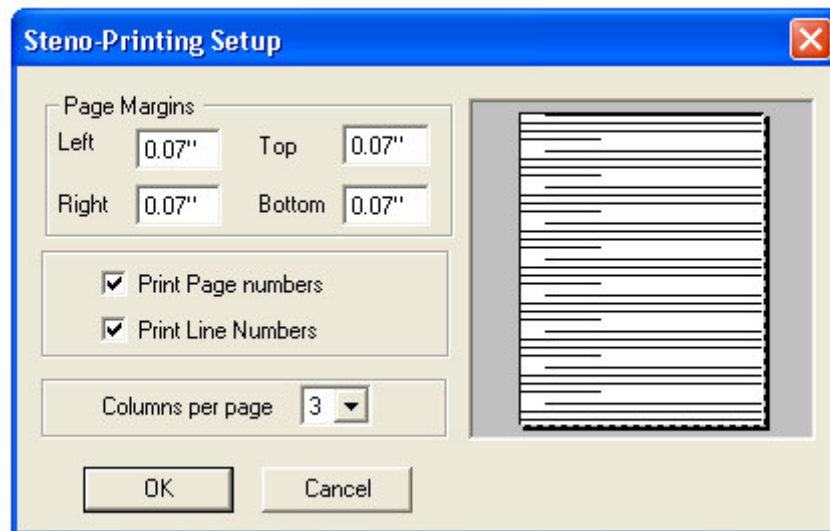
PAGE MARGINS:
The margins are the distances from the edges of the page to the area where the steno will actually print.

PRINT LINE NUMBERS:
This setting, when checked, will number the lines of steno on each page.

PRINT PAGE NUMBERS:
This setting, when checked, will print page numbers at the bottom of each page of steno notes.

COLUMNS PER PAGE:
This setting controls the number of columns of steno notes that will be printed on each page.

# EXPORTING TO ASCII

Transcript Editor offers a number of file formats in which you may save a file. These formats include ASCII, RTF, and Microsoft Word.

An ASCII file is a simple text-only file. Some attorneys request ASCII copies of transcripts. Transcript Editor allows you to save your file in any of numerous ASCII formats.

To save an ASCII:
• Press ALT + F to open the File menu.
• Press "A" for Save As.
• Press "A" again for ASCII.
• You will be presented with a number of different ASCII formats.

AMICUS AND AMICUS ZX
These formats are preferred by certain litigation-support software programs.

Press the letter A to select Amicus or the letter M to select Amicus ZX.

PAGE IMAGE AND SPECIAL PAGE IMAGE:
These two formats are somewhat universal and can be used with many litigation-support and word-processing programs.

Press the letter P to select Page Image. Press the letter E to select Special Page Image.

CAPITALIZED PAGE IMAGE:
This ASCII format will save a file in ALL capital letters, even if the file was not created in all capital letters.

Press the letter C for Capitalized Page Image.

WITH HEADERS AND FOOTERS:
This format is similar to the Page Image format, but it also includes the transcript's headers and footers.

Press the letter H to select With Headers and Footers.

SUMMATION:
This format is preferrred for use with Summation litigation-support software.

Press the letter S to select Summation.

• Once you have made the selection of what type of ASCII file to save, a Save As dialog will appear.

*Save As*
*Dialog*
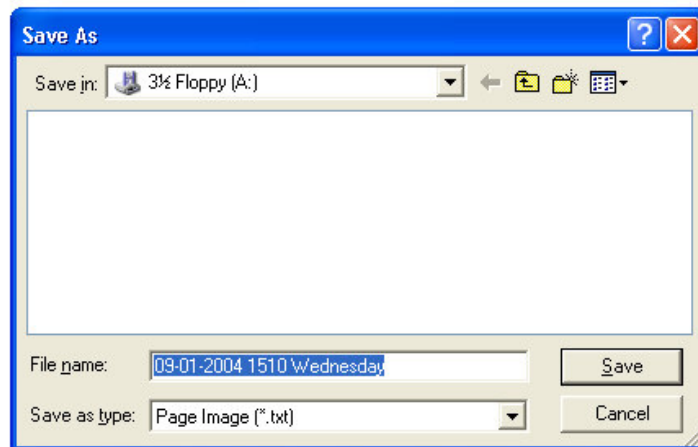


• Choose a name for the ASCII file and press ENTER. If you would like to keep the name the same as your transcript file, simply press ENTER.
• Once you have chosen a name, the ASCII Options dialog will appear.

*ASCII Options*
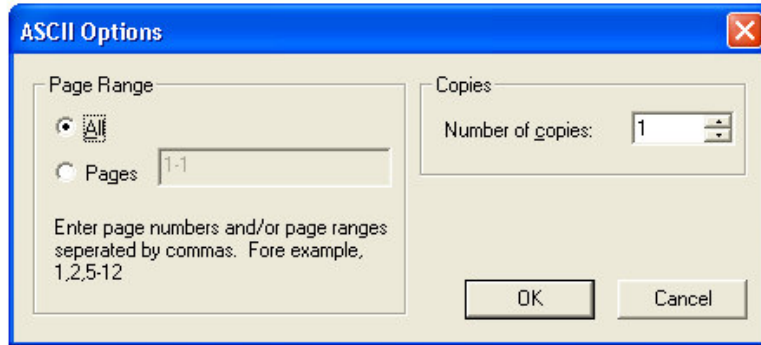
PAGE RANGE:
If All is selected, then all of the pages of the transcript will be saved as the ASCII file.

If you would like to specify pages to be saved:
• Select Pages by pressing ALT + G.
• Then press the TAB key to place focus in the Pages box.
• Enter the page(s) you would like to save in the ASCII box. Separate pages or ranges must be separated by a comma. For example, typing in 1-15, 17, 20-25 would tell the program to save pages 1 through 15, page 17, and pages 20 through 25 to the ASCII file.

COPIES:
You can specify how many copies of this ASCII disk you would like to save here. If you need to make more than one copy of this ASCII file, enter the number you need in this box. The program will prompt you when it is time to insert the next disk.

When finished making changes to the options, press ENTER to save the ASCII file. If no changes need to be made to the options, you can simply press ENTER to accept the defaults and save the file.

# EXPORTING AN RTF FILE

An RTF (also known as RTF/CRE) version of your file
may be saved from Transcript Editor.  This type of file
holds a little more formatting information than does an
ASCII file.  It can also be used to transfer files from one
CAT system to another, provided that system supports
RTF import.

To save an RTF copy of your file:
• Press ALT + F to open the File menu.
• Press "A" for Save As.
• Press "R" for RTF.

| Save | |
|---|---|
| Save As | ▶ Transcript / Template / RTF / MS-Word Document / Archived Transcript / Include File / ASCII ▶ |
| New Session... | |
| Print | ▶ |
| Print Preview | ▶ |
| Print Setup... | |
| Create audiOdepo Files | |
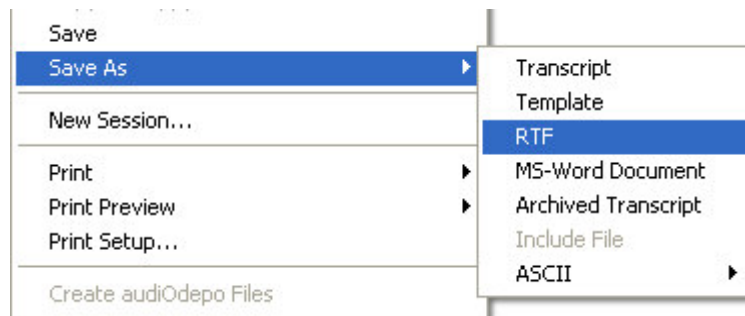
• A Save dialog will prompt you to name and save the
RTF file.  Choose the name and saving location of the
file.
• If any changes need to be made to the file name, do so.
When done, press ENTER or click the Save button to
save the file and close the dialog.

# EXPORTING A MICROSOFT WORD FILE

Transcripts can also be exported as Microsoft Word files. This type of file, unlike ASCII and RTF, holds all formatting information. A Word file will hold your border, page numbers, line numbers and other formatting information exactly as it appears in your transcript. To save your transcript in Microsoft's Word format, you MUST have Microsoft Word installed on your computer.

To save a transcript as a Word file:
- Press ALT + F to open the File menu.
- Press "A" for Save As.
- Now, press "W" for MS-Word Document.

*Save As Menu*
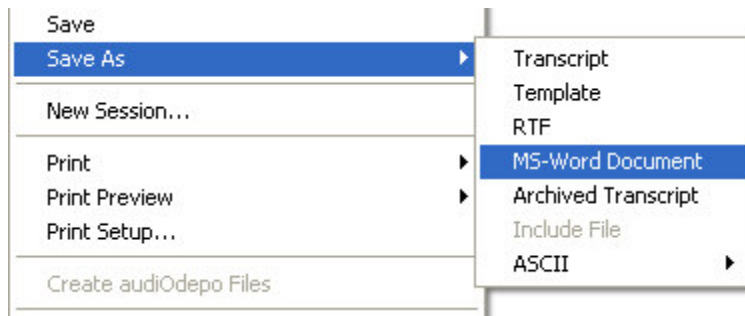


- The Save As dialog will appear.
- If needed, change the name or saving location of the file .
- Press ENTER or click the Save button to save the file and close the dialog.

# NOTES

# CHAPTER 9
# FILE MANAGEMENT

**Managing your digitalCAT files**

# FILE MANAGMENT

This chapter will discuss the different aspects of file management.  It will help you organize and archive your files.

## FILE EXTENSIONS

Each time a transcript is created, a number of other files associated with that transcript are also created.

**.trn** is the transcript file.
**.dm** is the audio file.
**.stn** is the steno file.
**.dct** is the dictionary
**.glb** is a global file, created if and when global
   replacements are used during editing.
**.bak** is the backup file.
**.bk2** is the second backup file.
**.bk3** is the third backup file.
**.tr_** is an archived transcript
**.dc_** is an archived dictionary

You should keep the files associated with the transcript together.  When you move one file, you should move the rest.

## WINDOWS EXPLORER

Windows Explorer is a very powerful tool that comes with Windows.  With Windows Explorer, transcript files can be moved, copied, renamed or deleted.  In addition, Windows Explorer will quickly display the amount of free space left on a floppy disk, an external drive or on the hard drive.

Windows Explorer is such an effective tool that it has been integrated directly into digitalCAT.

To open Windows Explorer:
- Press ALT + L to open the Tools menu.
- Press W for Windows Explorer. The Windows Explorer will open, and the contents of the digitalCAT Transcript folder will appear in the right side pane.

*Windows Explorer*
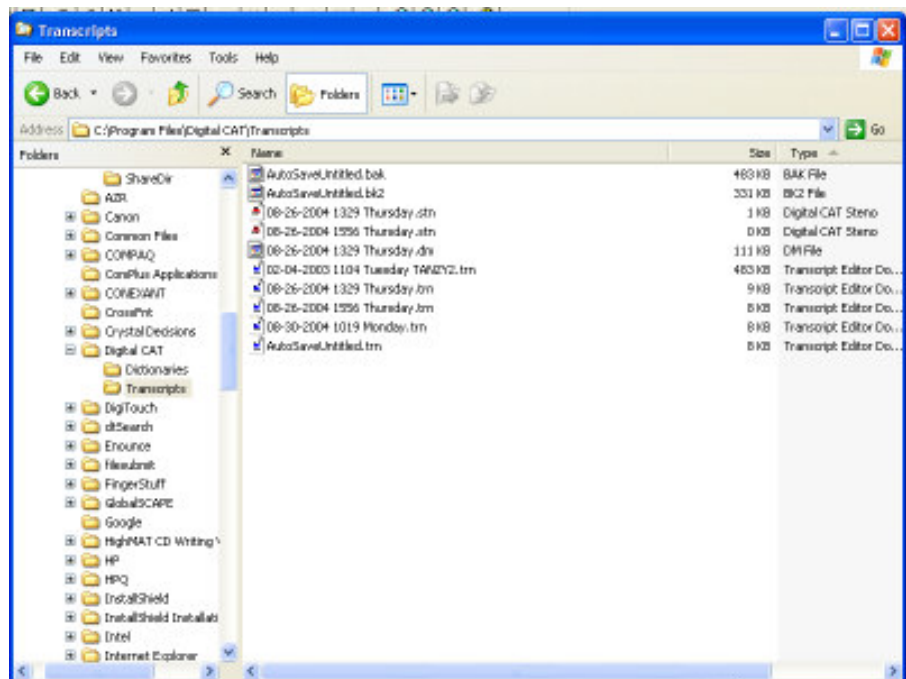


## VIEWING TRANSCRIPTS

To change the appearance of the files in the right window pane:
- Click VIEW.
- Select how you would like the files displayed from: Tiles, Icons, List and Details. The "Details" view will display the name of each file, its size, its type and the last time it was modified.

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## SHOWING FILE EXTENSIONS

Most versions of Microsoft Windows actually do not
show file extensions by default.  If you would like to see
file extensions, follow these steps.

To show file extensions:
- If you have Windows 98, under Windows Explorer, go
  to the View menu.
- If you have Windows XP, under Windows Explorer, go
  to the Tools menu.
- Click "Folder Options."
- The Folder Options dialog will appear.  Click the View
  tab at the top of this screen.

*Folder
Options*
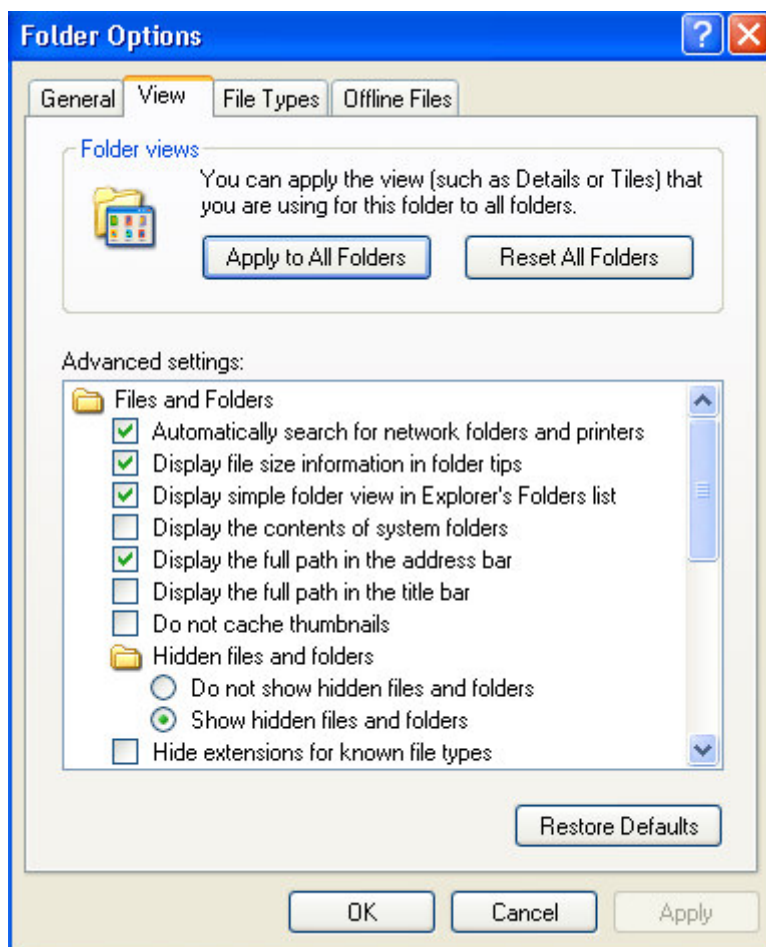
- Uncheck the box marked "Hide extensions for known file types"
- Click OK.
- You should now be able to see the extensions on your files.

# ORGANIZING FILES

## ADDING FOLDERS
## IN WINDOWS EXPLORER

You can add a folder to the directory to improve your file organization. You can place all depositions from a single case into a folder. You can also organize all transcripts done within a certain month into separate folders. Your files can be organized in any manner.

To create a new folder:
- Make sure Windows Explorer is open.
- Under Windows Explorer, click FILE.
- Highlight NEW.
- Click FOLDER.
- A new folder will automatically be added to the right pane.
- While it is still highlighted, type a name for the folder and press ENTER.
- If it was not renamed right away, highlight it by left-clicking on it one time. Press the F2 key on your keyboard to enter the rename mode.

*New Folder*

## MOVING FILES INTO FOLDERS

To move a file, click and drag the file until it is directly over the folder you would like it to be moved, then release the mouse button.  The file will seem to "disappear" from view, but has just been moved into its new location.
To verify that it has been successfully moved, open the folder it was moved into.  The file should be listed there.
To return to the previous display, press the BACK button on the top far left of Windows Explorer.

## MOVING MULTIPLE FILES

To select multiple files to click and drag at the same time, hold down the CTRL key while you left-click each file name.

If all the files are in a row, you could also click on the first item in the list, then hold down the SHIFT key and click on the last item.

Do not release the mouse button after clicking the last item!  With the button still held, drag the files to their new location, then release the mouse button.

## DELETING FILES AND FOLDERS

Simply highlight the file(s) or folder(s) to be deleted, and press the DELETE key on the computer keyboard.
A message will ask you to confirm the deletion.

*Confirm
Delete
Dialog*
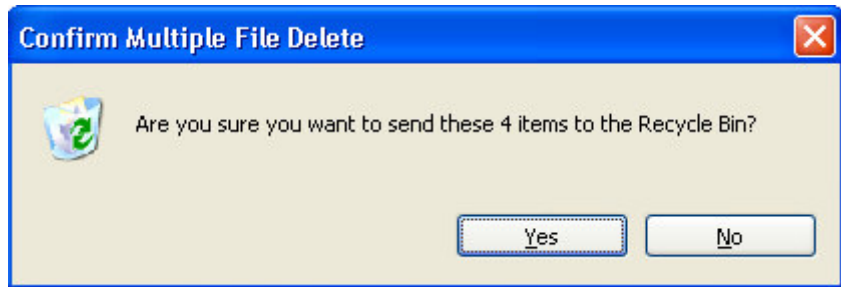


Upon clicking Yes on the dialog, the deleted items will be sent to the RECYCLE BIN located on the computer desktop.

To reinstate, or "bring back," a deleted item:
• Double-click on the Recycle Bin located on your computer's desktop.

*Recycle Bin*



Recycle Bin

• Highlight the item you wish to undelete.
• Press the restore button.

Caution: Do not rely on the Recycle Bin to store deleted items for long periods of time. It is only a temporary holding site.

## VIEW CONTENTS OF A FLOPPY DISK

To view the files that have been stored on a floppy disk:
• Place the disk in the disk drive.
• Click on the A: drive in the left pane of Windows Explorer.



3½ Floppy (A:)

• The right pane will display the contents of the disk.

# CHECKING FREE SPACE
# ON A DRIVE

To check the amount of space
left on a drive:
• Place the disk in the appropriate drive.  If you are
  checking the free space on a hard drive, ignore this
  step.
• Right-click on the drive you wish to check in the left
  pane of Windows Explorer.
• From the menu that appears, click Properties.
• A pie graph will display the used and free space on the
  disk.

*Used and
Free Space*

**CAT-TIP**

You can free up
space on your hard
drive by archiving
your files, especially
your audio files, to a
CD-ROM.  You can
then remove the files
from your hard
drive.
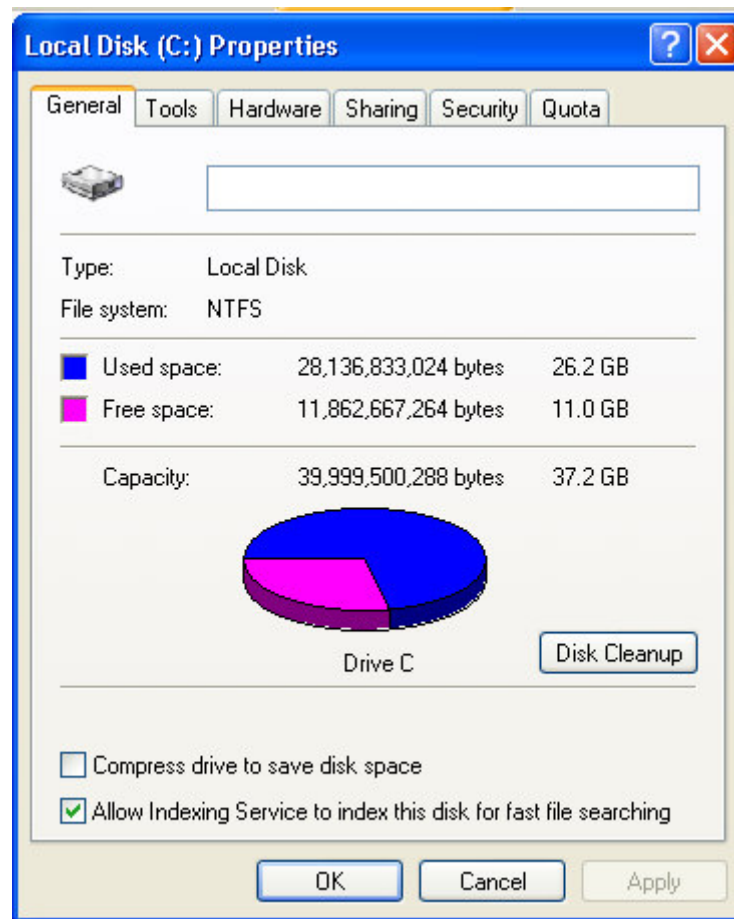
## FORMATTING A FLOPPY DISK

Floppy disks usually come preformatted.  Follow the steps below to format or reformat a disk.  Please note that ALL items on the disk will be erased.

To format a floppy disk:
- Place the floppy disk in the disk drive.
- Click on the A: drive in the left pane of Windows Explorer to highlight it.
- Click the FILE menu.
- Click FORMAT.
- Choose your options and the name (label) for the disk. You will probably only want "Quick Erase" selected if you just want to erase the contents of the disk.  If you want to perform a full format of the disk, uncheck "Quick Erase."
- Press the START button at the bottom of the dialog to begin formatting.

## ARCHIVING FILES

When a transcript is complete, you want to keep copies of the files in case you need them later.  This section discusses the different aspects of archiving your files.

## COPYING FILES TO AND FROM A FLOPPY DISK

If you need to copy files onto a floppy, it is preferable to use the Copy to Floppy option in digitalCAT's Transcript Editor.  Please note that this feature copies a compressed version of ONLY your transcript to the floppy disk. Audio files are much too large to fit on a floppy disk.

**CAT-TIP**

We recommend saving at least two backup copies of your files.

To copy to a floppy:
- Make sure the transcript you wish to save to disk is open.
- Make sure that a floppy disk is in the drive.
- Press ALT + F to open the File menu.
- Press the letter C to designate Copy to Floppy.
- A small status window will appear in the upper left-hand corner indicating the progress of the compression and copy.  When this window disappears, the copy is successful.

*File Menu*
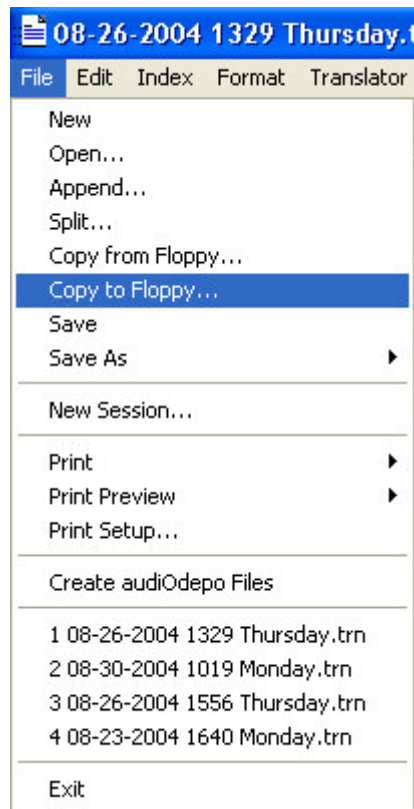


To copy from a floppy:
- Make sure the floppy disk is in the drive.
- Press ALT + F to open the File menu.
- Press the letter F again to signal Copy from Floppy.
- An Open dialog will appear asking you to select the files you wish to restore.  Select the file you wish to open and press ENTER.
- The file will be uncompressed, and will then open.

## BURNING FILES TO CD

Audio files can be saved onto a Zip drive or onto a writeable CD-ROM.  They cannot be saved to a floppy disk because of their size.  Windows XP has built-in support for CD burning.  The following process will walk you through sending a file to a CD.  If you do not use Windows XP, you will have to use a third party burning program to send your files to a CD.

To copy a file to a CD in Windows XP:
• Locate and select the file(s) you wish to burn to a CD from the right pane of Windows Explorer.
• Right-click on any selected file.
• Place the mouse cursor over SEND TO.
• Choose your CD drive from the list of locations to send the file.

*Send To
Menu*
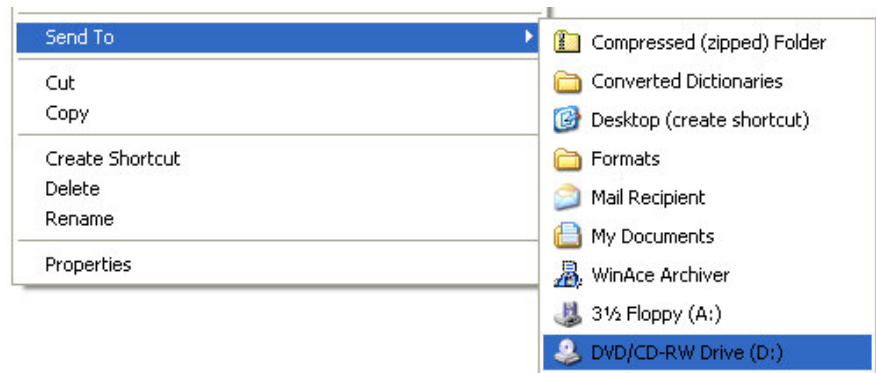


• A "balloon" should appear in the bottom right corner of your screen telling you that you have files waiting to be written to the CD.  Click that balloon.

*Balloon
Message*
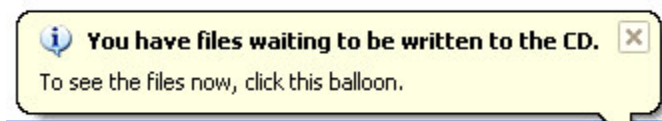
• A new window will open showing the files that you have sent to the CD. THESE FILES HAVE NOT YET BEEN PLACED ON THE CD! To write the files, you must click "Write these files to CD" either on the left hand side of the screen or under the file menu.
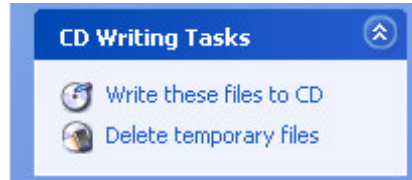
*Write these files to CD*



• Follow the steps of the on-screen wizard to complete the burning process.

*CD Writing Wizard*



## OPENING A BACKUP FILE

Transcript Editor automatically saves a backup of your files. Should it ever become necessary to open one of these backup files, follow these steps.

**CAT-TIP**

To set the time interval for automatically saving your transcripts, please see the General Options secton of Chapter 2, beginning on page 32.

To open a backup file:
- In Transcript Editor, press ALT + L to open the Tools menu.
- Press the letter W for Open. The Windows Explorer window will appear.
- Find the transcript that you wish to open. You will see a number of files with the same name. Highlight one that ends in .bak, .bk2 or .bk3.
- Press the F2 key to rename the file. Rename it something other than the original transcript name. The file MUST now end in .trn! You must put .trn at the end of the name!
- To open the file, double-click on it.
- The backup file should now be open.

# DISABLING DISK CACHING

In some instances, Windows XP will not allow our backups to save. This may be because of its disk caching feature. This feature of Windows instructs it to save files to RAM instead of the hard drive. A power outage, equipment failure, or computer error may cause you to lose the file. If you have Windows XP, you will probably want to disable disk caching in order for the program to properly save your backup files.

To disable disk caching:
• From the computer's desktop or START menu, open the My Computer Icon.

*My Computer*



My Computer

*Local Disk Properties*

• Right-click on the hard drive, usually the C drive.
• From the menu that appears, click Properties.



**404**
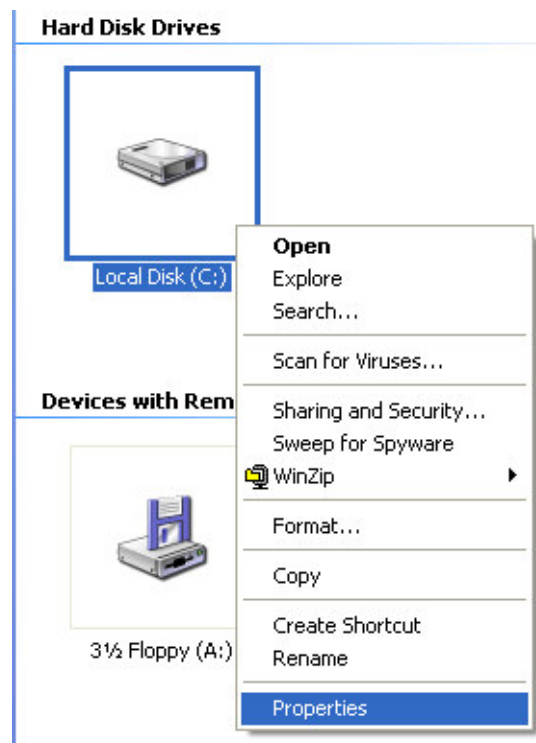
• Go to the Hardware tab at the top of the screen.
• Click the Properties button at the bottom right of that screen.

*Hardware*
*Tab*
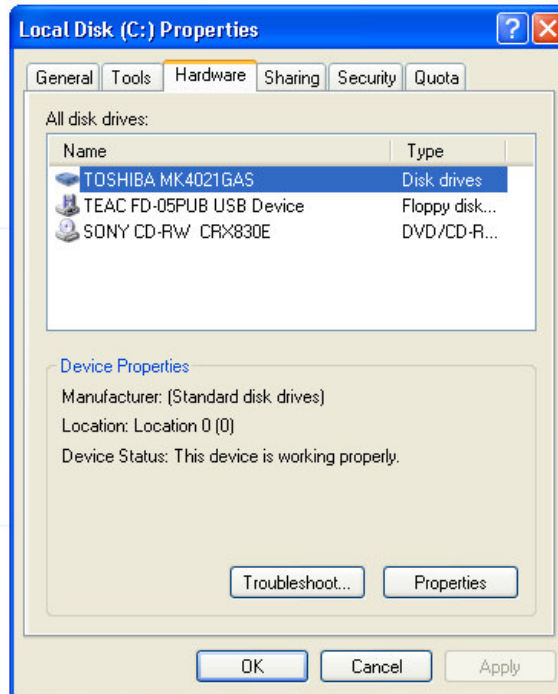


• Go to the Policies tab on the new screen.
• Uncheck the box marked "Enable disk caching on the disk."

*Policies*
*Tab*

# NOTES
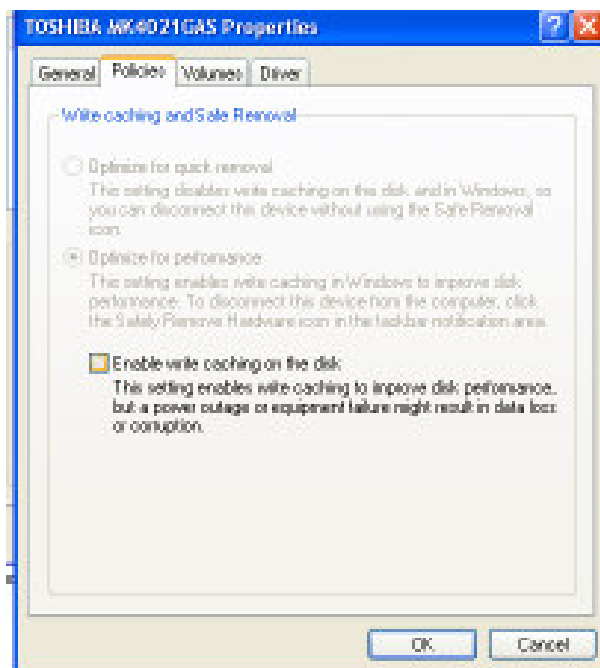
# CHAPTER 10
# STENO EDITOR



**Using the Steno Editor program**

# Steno Editor

Steno Editor allows you to write steno, download steno from the machine's memory, or pull steno from a disk without translating.  The steno can then be archived and translated at another time.  This program allows you to edit steno strokes, insert steno and even append steno files.

To open Steno Editor:
• Press the START button at the bottom of your Windows screen.
• Place your cursor over PROGRAMS.
• Place your cursor over the DIGITAL CAT folder.
• Click STENO EDITOR.  The program window will open.

*Steno Editor Icon*

*Steno Editor Program Window*
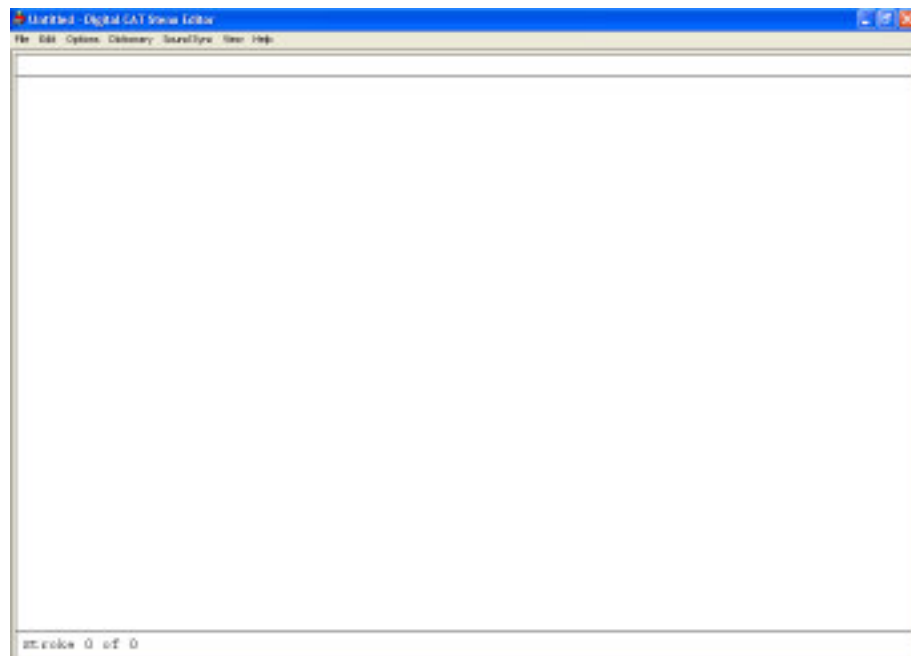
# WRITING REALTIME INTO STENO EDITOR

Realtime writing can be done in Steno Editor. This program can also record audio for synchronization when you translate the file.

To set your realtime options in Steno Editor:
- Press ALT + O to open the Options menu.
- Press R for Realtime.
- The Realtime Options dialog will appear.
- Select the type of writer you have from the Source list.
- Designate the correct COM port in the Port list.
- If you would like to designate any realtime commands to be used in Steno Editor, enter the steno in the boxes beside the appropriate command.
- Press ENTER or click OK when done to save your changes to this dialog.

*Realtime Options Dialog*
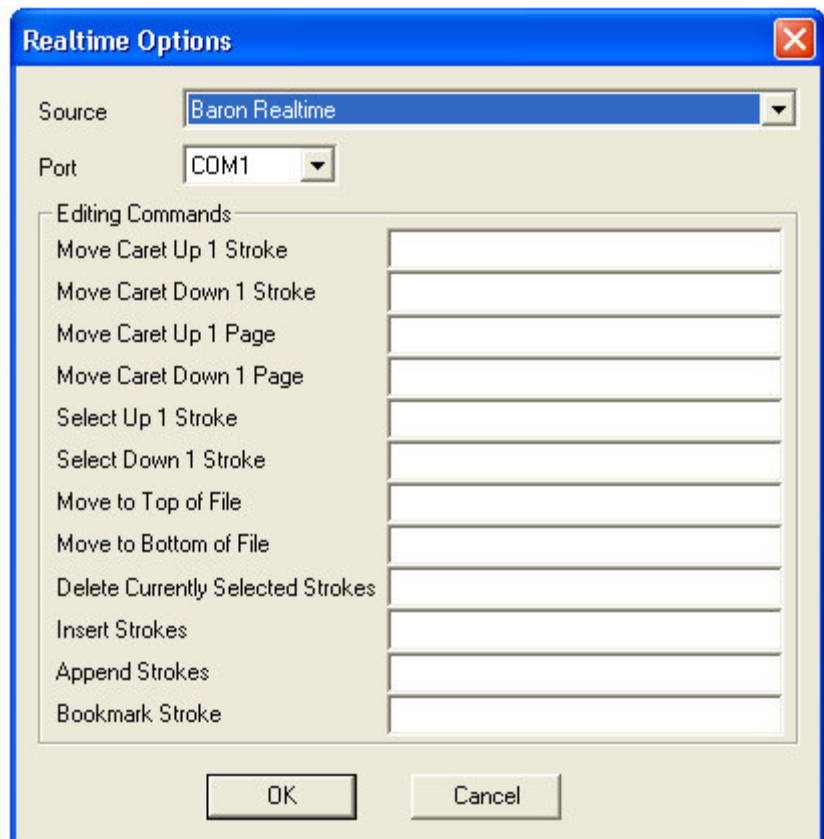
To start a realtime session in Steno Editor:
- Press ALT + F to open the File menu.
- Press R for Realtime.
- A Save As dialog will prompt you to save the file as a digitalCAT steno file.  Transcript Editor can translate this type of file.
- Press ENTER once a name has been entered to save the file.
- You may now begin writing.

To start/stop audio recording/playback:
- Press ALT + S to open the Sound Sync menu.
- Press R to record.
- Press P to play.
- Press S to stop.
- Press A to pause.

To download from the machines memory or from a floppy disk:
- Press ALT + F to open the File menu.
- Press N for New.
- Use the arrow keys to highlight the brand of writer you have and the task that you wish to do.  For example, if you want to download from a Stentura's memory, you would select Stentura Download.

To append strokes to the end of an existing steno file:
- Make sure that the steno file that will receive the additional strokes is open.
- Press ALT + F to open the File menu.
- Press P for Append.
- Choose the brand of machine and task you would like to perform.

To insert strokes at a specific position of an existing file:
- Make sure that the steno file that will receive the additional strokes is open.
- Place the cursor (highlight) at the position where you would like to insert the new steno file.
- Press ALT + F to open the File menu.
- Press I for Insert.
- Use the Arrow keys to select the type of machine you have and the task you would like to perform.
- The program will insert the new strokes at the position of the cursor.

Once a steno file has been loaded, you can edit the file.
- Press the SPACE BAR to edit an existing stroke.
- Press INSERT to insert a new stroke.
- Press CTRL + D to remove a stroke.

## TRANSLATING THE STENO FILE

To translate the saved steno file:
- Open Transcript Editor. You can translate this steno as a new transcript file or add it to the end of an existing transcript file. If you wish to add it to another transcript file, open the target file. If you wish to make a new transcript, Transcript Editor, when opened, is automatically in an untitled new transcript.
- Press ALT + T to open the Translator menu.
- Press T again for Steno Source.
- When the Steno Source dialog appears, select "Digital CAT Steno File" from the source list.

*Steno Source*
*Dialog*
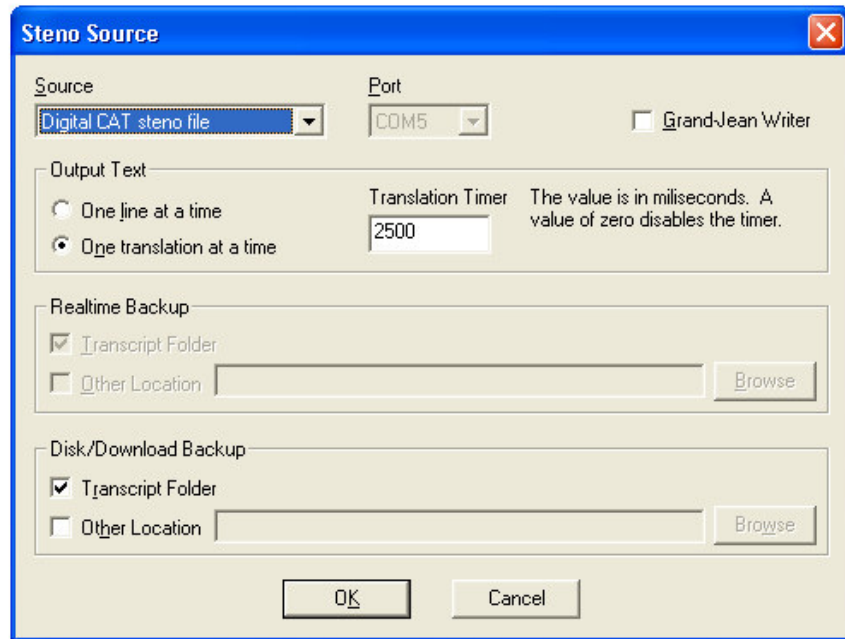


- Once this source is set, press ENTER or click OK to save the change.
- Press ALT + T again to open the Translator menu.
- Press ENTER to begin translation. An Open dialog will appear.

*Select Steno*
*File Dialog*
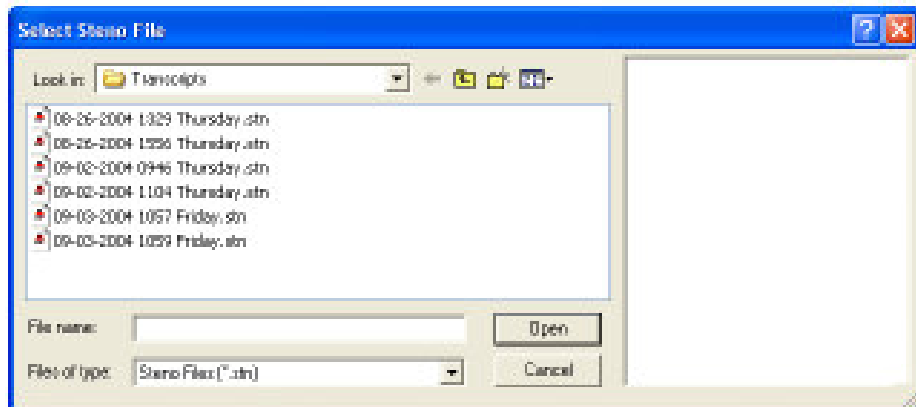


- From this screen, press SHIFT + TAB to place the cursor in the list of steno files.
- Use the Arrow keys to highlight the steno file you wish to translate.

- Once the file has been highlighted, a preview of the steno will appear on the right hand portion of the dialog.
- Look at the preview to make sure this is the file you wish to translate. If this is the correct steno file, press ENTER or click the Open button to load this file.
- The Translator will now prompt you to save the new transcript. Give it a name or accept the default name of the date and time that the program offers. It is recommended that you keep this default name and add more descriptive text at the end, such as the deponent name.
- When done naming the transcript, press ENTER or click the Save button to save the document.
- Translation should begin, and you should see your strokes being translated on your screen. Once translation is complete, you will be presented with a Translation Statistics dialog. After you close this dialog, you may begin editing your new transcript.

*Translator Statisstics Dialog*

**Translator Statistics**

Untranslated Strokes

Total Strokes

Untranslated %

OK

# NOTES

# CHAPTER 11
# THEORY &
# LOGIC EDITOR



**Customizing your phonetic translations**

# THEORY & LOGIC EDITOR

## THEORY FILE

The theory file is a very powerful tool offered by digitalCAT. When it is activated, you will see a considerable decrease in the number of untranslates that appear on your screen. Using this file can therefore help to eliminate the need to create numberous dictionary entries and it may lower your editing time.

When the Theory File is enabled and you write a word that is not defined in an active dictionary, the Translator will refer to the Theory File in order to produce a phonetic translation. That phonetically spelled word will appear in the transcript instead of an untranslate.

Once the proper Theory File is selected and modified, most words translated phonetically will be spelled correctly. Of course, there are exceptions to this rule, such as proper names and briefs. In many instances, even proper names will appear very close to their actual spelling. The spell-check feature will also catch any misspelled phonetic translations.

If you are just beginning your dictionary building, take the time to customize the Theory File before spending hours creating dictionary entries. You will find that the majority of words, with the exception of briefs and proper names, will translate correctly, and those words will not have to be entered into your dictionary!

## ENABLING A THEORY FILE

In order to use the Theory File during the translation process, it must be activated, or turned on. This is done through the Dictionary Setup window.

To activate a Theory File:
- Press ALT + T to open the Translator menu.
- Press D for Dictionaries
- Locate the Theory box, approximately halfway down the window.
- Press ALT + U to turn Theory File on or off. When the USE button appears pushed in and a lighter color, the Theory File is "turned on," or enabled.
- Press the TAB key until the ellipsis button on the far right of the Theory box is highlighted.
- Press ENTER to open the Select Translation Logic window.
- Use SHIFT + TAB to move the cursor into the list of theories. Then use the arrow keys to highlight the name of the logic (theory) file that matches your steno theory.
- Press ENTER to accept your choice of Theory File, and you will be returned to the Dictionary Setup window. The name of the Theory File you selected will appear in the Theory box.

*Theory Selection*

Theory

| Use | D:\Programs\Digital CAT\Digitext(tm).lgc | ... |

## TESTING THE THEORY FILE

If you are not certain of the name of the Steno Theory you learned, or would like to see accuracy of the theory file, you may test it.

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## CAT-TIP

Extensive use of the theory file will not slow down the translation process.

The best way to see how the Theory File performs is to turn off the dictionaries and create a short realtime transcript.  Because all of the dictionaries are off, only the Theory File will be translating your steno.

To test the theory file:
- Press ALT + T to open the Translator menu.
- Press D for Dictionaries.
- Press ALT + O to turn off the dictionary that is highlighted in the Dictionaries box.
- Use the arrow keys to move the highlight down, and press ALT + O to turn off each active dictionary.
- When all the active dictionaries have been turned off, press ALT + K to close the Dictionary Setup window.
- Begin a realtime translation.  (Please see Chapter 3 for help starting realtime.)
- Check to see if word beginnings are translating correctly, such as bl, gr, z, and n.
- Check the word endings, like -tion, -th, -st, -mp.
- Check the word endings with vowels added.

If only a few words are translating correctly, you may have selected the wrong Theory File.  Please feel free to go back and try another one.

If most beginnings and endings are correct, make note of the ones that need to be altered, and follow the steps in the next section, Modifying the Theory File, to make the necessary changes.

# LOGIC EDITOR

NOTE: If you will be modifying the Theory File, please close all digitalCAT programs before continuing.

Although the Theory File you have selected may be the theory you were taught in school, you may have made some changes along the way. The changes you have implemented in your writing can also be made to the Theory File so that it will still offer an accurate translation.

The digitalCAT program Logic Editor will be used to edit your theory file. Since the Logic Editor is a separate program, it is recommended that all other digitalCAT programs be completely closed before continuing.

To open the Logic Editor:
- Press the START button in the lower corner of your computer's screen.
- Place your cursor over PROGRAMS.
- Place your cursor over DIGITAL CAT.
- Click LOGIC EDITOR. The Logic Editor Open window will appear.



Logic Editor
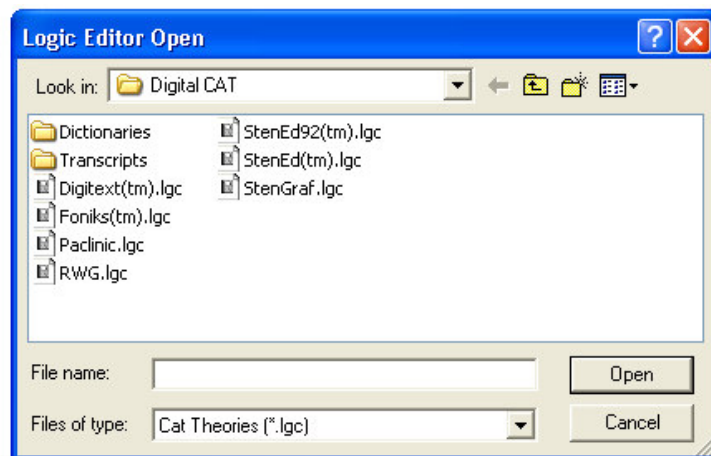
- Press SHIFT + TAB to move the cursor into the list of theory files.
- Use the arrow keys, to highlight the Theory File to be opened.  Make sure you open the same Theory File you designated in Transcript Editor.
- Once the correct theory file is highlighted, press ENTER to open it.  The Logic Editor window will open with the Theory File displayed.

*Logic Editor*
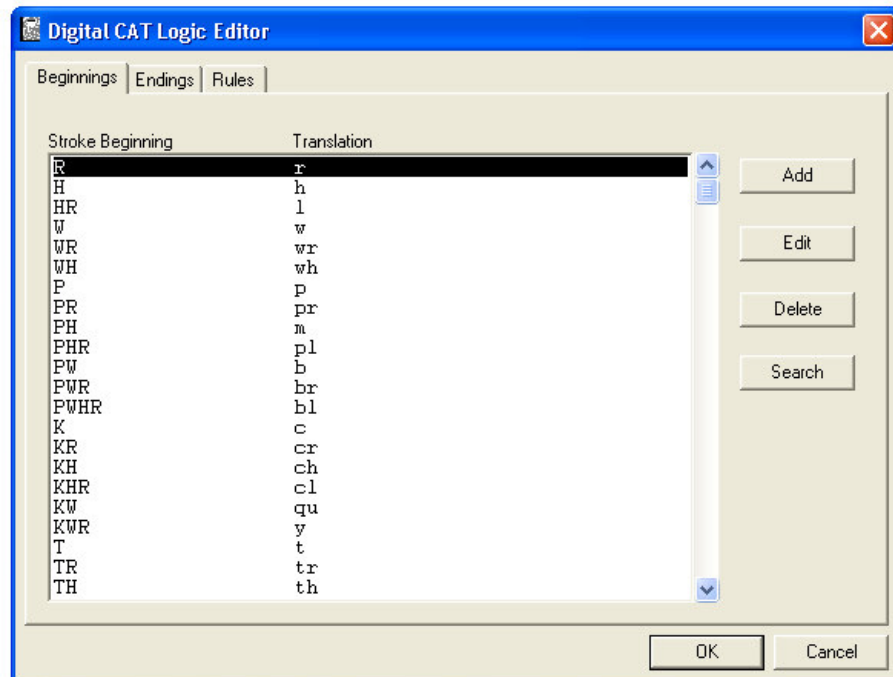


There are three tabs across the top of the Logic Editor window:  Beginnings, Endings and Rules.  The Logic Editor divides the phonetic translation of steno strokes into these three categories.  To switch to another section, use the mouse to click on the tab to be opened.
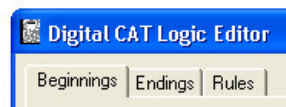
# BEGINNINGS

This tab contains the steno stoke combinations that can be made with the LEFT bank of keys on the steno machine. No vowels are included here.

*Beginnings Tab*
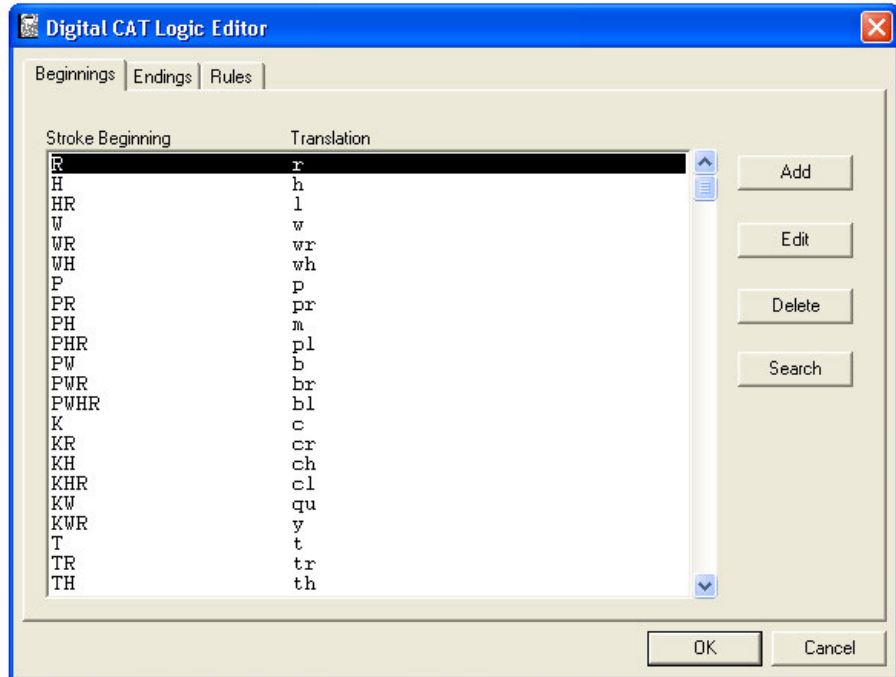


STROKE BEGINNING:
This column lists the steno outlines that can be made with the LEFT bank of the steno keyboard.

TRANSLATION:
Under this column is a corresponding list showing the way each steno stroke will be translated into English.

Use the down arrow key to quickly view each outline and its English counterpart to verify that they match your writing style. If you find an entry that does not match your style of writing, you may edit that entry.

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To edit an entry:
- Make sure the entry is highlighted.
- Press E to open the "Stroke Beginning and Translation" window.

*Edit Entry Window*
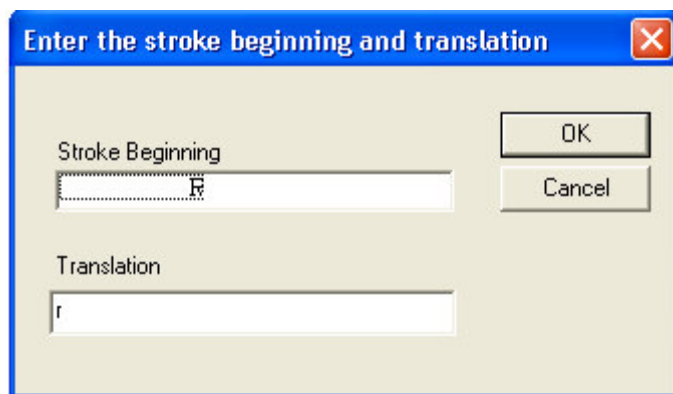


- Make any changes needed to the Stroke Beginning box.
- Press TAB to move to the Translation box, and make any changes needed to the translation field.
- When the necessary modifications have been made, press ALT+ K or ENTER to save the changes and close the window.

Did the Entry Seem to Disappear?  When a steno outline is changed, it will be put in steno order within the list.  It did not disappear; it was simply sorted into its new location in the list.  You may press the letter S to open the Search for Steno window to find the new entry.
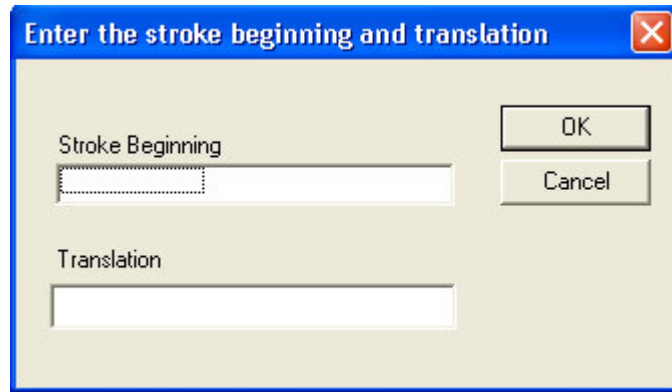
To delete an entry:
- Use the arrow keys to highlight the entry to be deleted.
- Press D to delete the entry.
- A warning window will appear, asking you to verify the deletion.  If you wish to continue deleting the entry, press ENTER.  Otherwise, press N to cancel.

**CAT-TIP**

Changes that need to be made to the theory file are one-time only changes.  Even if a large number of changes need to be made, the theory file can save you a lot of time by translating words that were previously untranslates.

Adding an Entry:
• Press A to open the blank Enter the Stroke Beginning and Translation window.

*Add Entry Window*



• Type in the new Stroke Beginning.
• Press TAB to move to the Translation box.
• Type in the phonetic translation for the stroke beginning.
• Press ENTER to save the new entry and close the window.
• The entry will now be listed in the Logic Editor in alphabetical steno order.

## ENDINGS

To view the steno endings, use the mouse to click on the tab entitled "Endings." The Logic Editor will now display the Endings page.
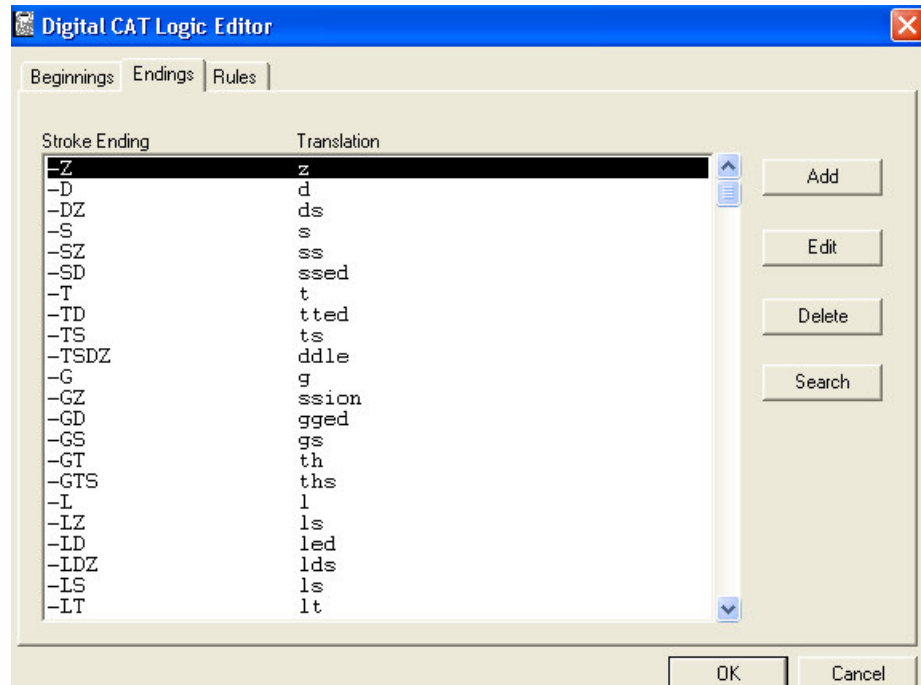
STROKE ENDING:
This column contains a list of steno outlines that can be made with the RIGHT bank of the steno keyboard. Further down the column, the VOWEL combinations have been added to each right bank outline.

TRANSLATION:
The Translation column shows how each steno stroke will translate phonetically.

This page contains many more steno outlines than the Beginnings page. To locate a certain ending, it is best to use the SEARCH feature.

To search for a steno outline:
• Press S to open the Search for Steno window.
• Type in the steno outline to search for, and then press ENTER to initiate the search.
• The steno outline that matches your search will appear at the top of the Endings page.
• If the phonetic translation is not correct, you can Edit or Delete the entry.

To edit an entry:
• Locate the entry to be changed by using the Search feature, or use the arrow keys to highlight the entry.
• Once the correct outline is highlighted, press E to open the Stroke Ending and Translation window.

*Edit Entry Window*
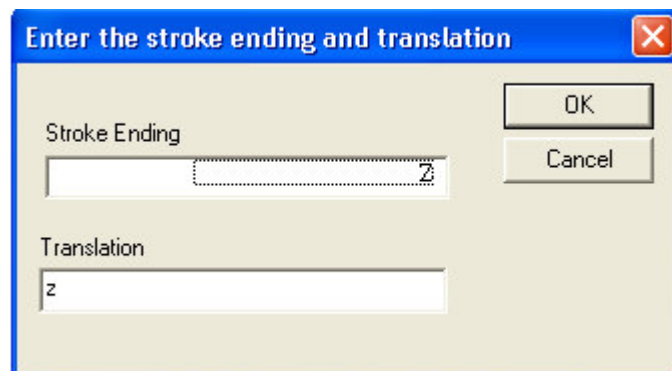


• Make any changes needed to the Stroke Ending box.
• Press TAB to move to the Translation box.
• When the necessary modifications have been made, press ALT+ K or ENTER to save the changes and close the window.

Don't Forget the Vowels!
The Endings page also contains every vowel coupled with every right bank steno outline. When an ending is edited, each vowel and ending steno combination should also be edited.

The vowel combinations are:  A, O, E, U, AO, EU, AE, AU, OU, OE, AEU, AOE, AOU, OEU and AOEU.
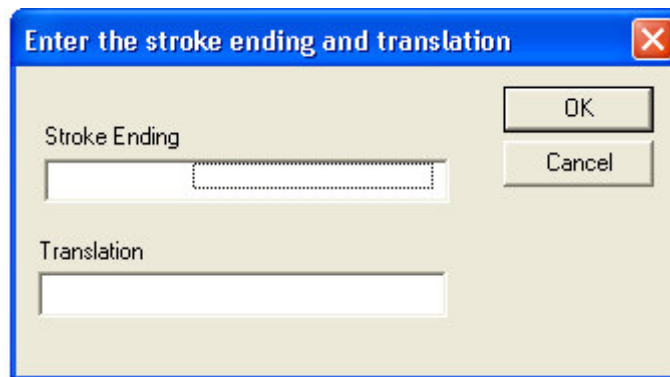
To delete an entry:
- Use the SEARCH feature or the arrow keys to highlight the entry to be deleted.
- Press D to delete the entry.
- A warning window will appear, asking you to verify the deletion.  If you wish to continue deleting the entry, press ENTER.  To cancel the operation, press N.

To add an entry:
- Press A to open the blank Enter the Stroke Ending and Translation window.

*Add Entry*
*Window*



- Type in the new Stroke Ending.
- Press TAB to move to the Translation box.
- Type in the phonetic translation for the stroke ending.
- Press ENTER to save the new entry and close the window.
- The entry will now be listed in the Logic Editor in Alphabetical Steno order.

## RULES

To view the rules used by the Logic Editor to determine the phonetic translation, use the mouse to click on the Rules tab.  These are the basic rules used to determine whether a steno stroke will be translated into a word, prefix, suffix or untranslate.
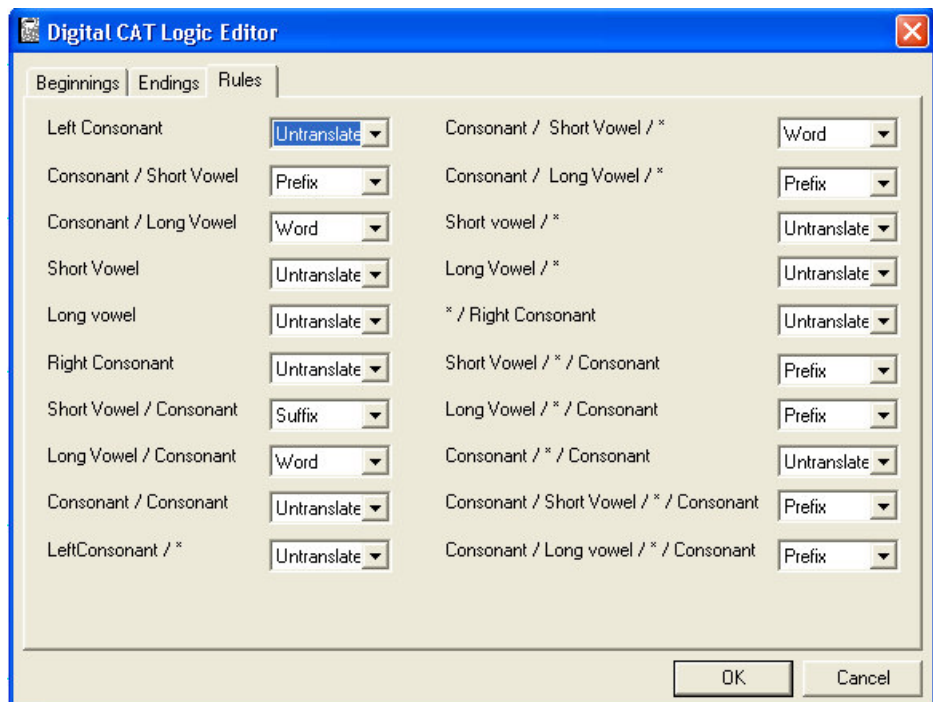


Look at the rule boxes and set them to function according to your writing style.  For example, if you always use an asterisk with a left bank consonant to indicate a prefix, then the selection "Left consonant/*" should have "Prefix" showing in its option box.  You can modify all of these rules to fit your style of writing.

# NOTES

# CHAPTER 12
# WINDOWS REVIEW



**Reviewing Terms, Properties & Settings**

Whether you are completely new to using Windows-based applications or just need a quick refresher on the basic fundamentals, this Windows review should be quite helpful.

This chapter will describe the basic Windows terms, give a general overview of the desktop tools and explain the taskbar.

This is just a brief summary of the many Windows features.  It is not meant to replace or substitute for any Microsoft Windows manual.  For a more in-depth discussion of any terms or techniques discussed here, please refer to an authorized Microsoft Windows manual.

## TERMS & DEFINITIONS

These terms apply when using digitalCAT as well as many other Windows-based programs.

*Arrow*

POINT:  Use the mouse to move the arrow around the screen.  When pointing to an object or word, the tip of the arrow should hover directly over that item.

CLICK:  Press the left mouse button one time when the mouse arrow is directly over the item to be selected.

DOUBLE-CLICK:  Press the left mouse button twice in quick succession when the mouse arrow is directly over an item.

LEFT CLICK:  Same as Click.

RIGHT CLICK:  Press the right mouse button one time. Oftentimes, a pop-up menu will appear with various selections pertaining to the item the mouse arrow is presently over.

SCROLL:  A scroll bar on a window means there are more items to view in the window than are currently showing.  They can be accessed by scrolling up or down on a vertical scroll bar or right and left on a horizontal scroll bar.

*Scroll Bar*

To scroll:
- Click on either of the small arrows at the ends of the bar to scroll the window.
- Or click and drag the rectangular button on the scroll bar, pulling the button in the direction you wish to scroll.

CLICK AND DRAG:  After placing the arrow over an item, hold down the left mouse button – do not let go – then move the mouse.   You are now dragging that item to a new location.

Release the left mouse button when the item is poised over its new location, and it will "drop" right into place. This feature is used extensively when working in Windows Explorer.

SELECT and HIGHLIGHT:  To select an item means to place the mouse arrow directly over that item and left-click.

INSERTION POINT/CARET:  Terms for the cursor, which is the blinking bar or box indicating where the next text will be added.

## KEY COMBINATIONS

Windows utilizes key combinations to perform certain steps and eliminate the need to use the mouse to carry out commands.

Whenever you need to press two or more keys at one time, a plus sign (+) will appear between the keys. For example, ALT + F means to press the ALT key AND the F key at the same time. Do not press the + key.

<u>F</u>ile  <u>E</u>dit  <u>I</u>ndex  For<u>m</u>at  <u>T</u>ranslator  <u>O</u>ptions  Too<u>l</u>s  <u>V</u>iew  <u>H</u>elp

When opening a menu from the menu bar (File, Edit, Index, Format, etc.), it may be necessary to press and release the ALT key, and then press the associated letter. In some keyboard setups, a command may be defined as that ALT + LETTER. If you press that key combination, it will execute the command instead of opening the menu. For example, in the default digitalCAT keyboard setup, ALT + O is defined as Open File. If you press ALT + O, a dialog prompts you to select a file. It does not open the Options menu. By first pressing and releasing the ALT key, then pressing O, the Options menu will open.

## MOVING AROUND IN WINDOWS

It is entirely possible to move around in digitalCAT without using the mouse. Nearly every command and task can be accomplished with the keyboard.

### MENU SELECTION

<u>F</u>ile  <u>E</u>dit  <u>I</u>ndex  For<u>m</u>at  <u>T</u>ranslator  <u>O</u>ptions  Too<u>l</u>s  <u>V</u>iew  <u>H</u>elp

The menu bar that lies horizontally across the top of a program lists the main menus for that application. To open one of those main menus, two keys must be pressed at the same time.

Notice that each menu name contains one underlined letter.  In Windows XP, you may need to press the ALT key to see those underlined letters.  To open the menu, hold down the ALT key and press the key that corresponds to the underlined letter in the menu name.

Example:  To open the FILE menu, press ALT + F, since F is the letter that has the underscore below it.

## SELECTING AN OPTION FROM THE OPENED MENU

*File Menu*
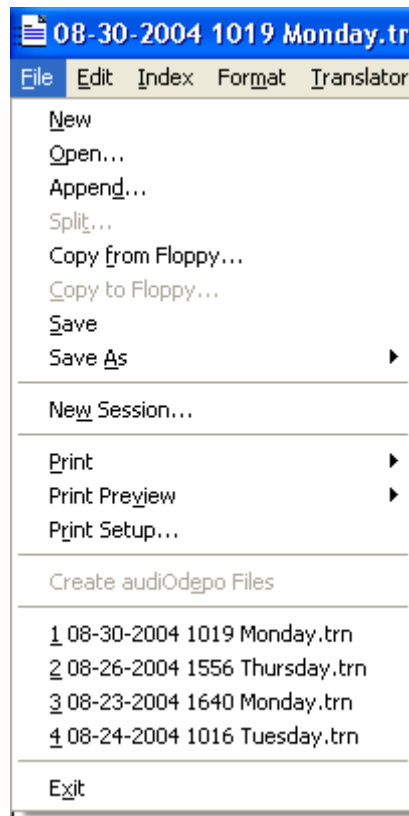


Once a main menu is open, simply press the key that corresponds to the underlined letter of the selection you wish to make.  It is NOT necessary to use the ALT key once the drop-down menu has been opened.

Once the main menu has been opened, the arrow keys can also be used to move down the menu.  Tap the down

arrow key until the option you wish to select is highlighted, then press the ENTER key.

## ESCAPING FROM MENU SELECTION

If the ALT key was used to open a menu and you decide to back out from, or cancel, that operation without using the mouse, press the escape key (ESC).

## MOVING THE CURSOR FROM ONE BOX TO ANOTHER

When there is a window with fill-in boxes, simply press the TAB key to move from one box to another. Pressing SHIFT + TAB will move the cursor to the previous box.

*Margins*
*Dialog*
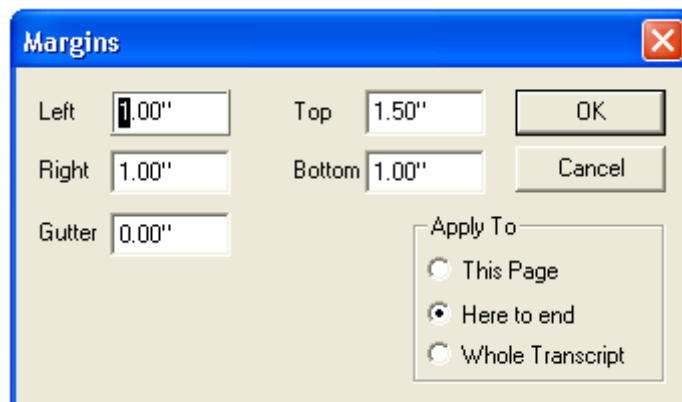


## TASKBAR

One of the many great features of Windows is the ability to open more than one application at a time. However, when a second program is opened, it will cover up the first. The taskbar is a component built into all of the latest versions of Windows that allows you to easily access the covered programs. It is a narrow strip of icons usually located across the very bottom of the monitor screen.

The taskbar keeps track of the various applications that are open, allows for switching between programs, displays the current time, and gives access to the Start menu.

*Windows XP
Taskbar*



On the far left of the taskbar is the START button. By clicking on the start button, any program may be started or the computer can be shut down.



The middle portion of the taskbar is reserved for listing programs that have been opened. Once an application is opened, a rectangular button appears on the taskbar listing the program's icon and name. The button that appears to be a lighter color and pushed in is showing which program is currently active.



## SWITCHING BETWEEN APPLICATIONS

To switch between programs that are open and listed on the taskbar, simply click on the rectangular button that lists the name of the application you wish to make active. Switching between programs can also be done from the keyboard by pressing ALT + TAB. This will bring up a window that lists all programs on the taskbar. The last program that was used will be highlighted. To switch to that program, simply release the ALT and TAB keys. To choose another program, keep the ALT key pressed down and tap the TAB key again. The next application will be highlighted. Keep tapping the TAB key until the program you wish to make active is highlighted. Then release both keys at once.

### CAT-TIP

ALT + TAB is very useful when there is a lengthy pause in the proceedings. Another transcript can be opened, and you can be working on it. When you need to go back to the current transcript, simply press ALT + TAB.

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## CLOSING PROGRAMS
## ON THE TASKBAR

Before shutting down the computer, take a quick look at the taskbar. All programs listed on the taskbar should be saved and closed before the computer is turned off to prevent accidental loss of data.

To close and save programs quickly:
- Right-click a program button on the taskbar.
- From the menu that pops up, click CLOSE.
- If the file hasn't been recently saved, a dialog will prompt you to save the file before it closes.

## A PROGRAM WON'T OPEN

If you click a button on the taskbar and the application does not open, right-click on that button. From the menu that pops up, click MAXIMIZE. The program should fully display on your screen.

## THE SYSTEM TRAY

Located at the far right side of the taskbar is the system tray. The clock is located here, along with additional icons that represent various features of the computer's properties. We will cover the most useful ones here.

*Windows XP*
*Taskbar*



### Clock

*Clock*



By holding the cursor over the time, a small box will appear displaying the current day and date. You should not change your computer time with digitalCAT installed.

Doing so may cause your current authorization code to prematurely expire. If you need to change your time to synchronize with that of say a videographer, please use our TimeStamp feature described in Chapter 3. This feature is explained on page ###.

If you must change your computer time, you may have to call our technical support department for another authorization code.

## Speaker Icon



Click once on the speaker icon and a volume control box will appear.
Drag the bar to change the volume, or click the MUTE box to turn the volume off.

*Volume
Control*

## Recording Volume



*Playback Volume Control*
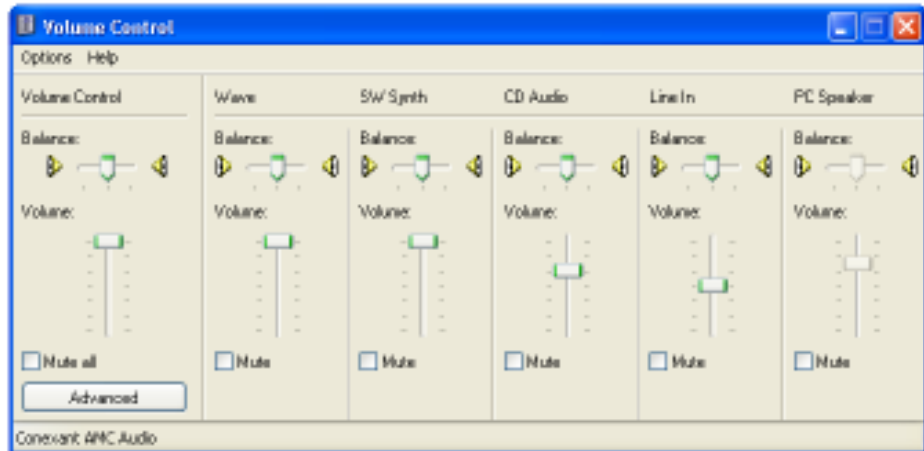
Double-click on the speaker icon and the Volume Control window will appear.  The window you see represents the playback volume.

To switch to the recording volume window:
*   Click the Options menu.
*   Click Properties.
*   Click the option button in front of RECORDING.

*Partial View of Properties Dialog*
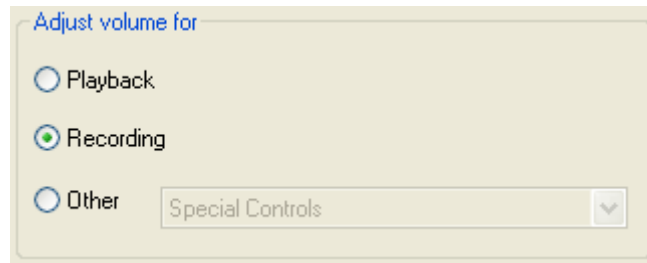


*   Click OK.  The recording volume controls will appear.
*   Make sure there is a check mark is in the Select box under Microphone.  If there is not, click once in the Select box place a check in it.  Microphone must be selected before recording can occur.
*   Once you  have adjusted your volume, you may close the dialog.

## Battery Icon

This icon appears on laptop computers only when they are using battery power.  By holding the mouse arrow over the battery icon, a small box will appear displaying the current amount of battery charge and the estimated amount of time that charge can operate the computer.

## <u>FILES</u>

For help finding and controlling files, please see Chapter 9, File Management.

# NOTES

# APPENDIX A
# SETUP
# CHECKLIST



**Important setup tasks**

# SETUP CHECKLIST

There are a number of setup features that should be reviewed and personalized for your writing and editing style. Almost every function in digitalCAT may be modified to suit your preferences and/or set to perform the same as another software program you may have used.

Although it is not necessary to complete every aspect listed here before using digitalCAT, your translation and editing process will be faster and easier.

The major setup tasks are listed here.

## <u>Checklist</u>

☐ Place a shortcut to Transcript Editor on the computer desktop for easy access.
   Chapter 2, page 20

☐ Select dictionaries to be used for translation.
   Chapter 3, page 66

☐ Select the keyboard file you wish to use.
   Chapter 1, page 6 & Chapter 2, page 40

☐ Print Out Active Standard Key Commands
   Chapter 4, page 99

☐ Print Out Active Quick Key Commands
   Chapter 4, page 99

☐ Choosing Artificial Intelligence options for translation
   Chapter 3, page 71

☐ Defining Sound Sync Properties
   Chapter 2, page 28

☐ Selecting General Options
   Chapter 2, page 32

☐ Setting Document Options
   Chapter 2, page 41

☐ Designating Editor Options
   Chapter 2, page 43

☐ Editing the default template
   Chapter 7, page 335

☐ Editing Paragraph Styles (Question, Answer & Colloquy)
   Chapter 7, page 310

☐ Creating Headers/Footers
   Chapter 7, page 339

☐ Create Include Files
   Chapter 4, page 343

☐ Choosing a Theory File
   Chapter 11, page 416 & Chapter 3, page 75

# APPENDIX B
# TOKENS &
# COMMANDS LIST

**A listing of tokens and commands**

# TOKEN AND COMMAND LIST

This appendix lists the commands and tokens used by digitalCAT.  Please refer to Chapter 5 for a complete description of each token and command.

## COMMANDS

| TASK | COMMAND | PARAMETERS |
|---|---|---|
| Any Keyboard Command | KBDCOMMAND | Any keyboard command |
| Cap First Letter | CAPWORD | LASTWORD, OFF, ON, TOGGLE |
| Caps Lock | CAPALL | LASTWORD, OFF, ON, TOGGLE |
| Captioning Blank Video | CAPTIONBLANKVIDEO | |
| Captioning Mode | CAPTIONMODEBLOCK | PASS, TRANSPARENT, TOGGLE |
| Captioning Stock | CAPTIONSTOCK | STOCK1-STOCK10 |
| Captioning Style | CAPTIONSTYLE | STYLE1-STYLE10 |
| CIC Transmit Toggle | TOGGLECICTRANSMIT | |
| Command Mode Stick | STICKCOMMANDMODE | |
| Command Mode Toggle | TOGGLECOMMANDMODE | |
| Continuation Paragraph | CONTPARAGRAPH | |
| Define Last Untranslate | DEFINEUNTRASLATE | DICT1-DICT10, LISTCURRENT |
| Delete Last Character | DELETECHARACTER | |
| Delete Last Untranslate | DELETEUNTRANSLATE | |
| Delete Last Word | DELETEWORD | |
| Delete Space | DELETESPACE | FIRSTSPACE, SECONDSPACE, THIRDSPACE |
| Delete Stroke | DELETE | LASTPARAGRAPH, LASTSTROKE |
| Dialog Translation | DIALOGTRANSLATE | TOGGLE, ON, OFF |
| Dictionary Off | DICTIONARYOFF | ALLDICTS, DICT1-DICT10, LISTCURRENT |
| Dictionary On | DICTIONARYON | ALLDICTS, DICT1-DICT10, LISTCURRENT |
| Dictionary Toggle | DICTIONARYTOGGLE | ALLDICTS, DICT1-DICT10, LISTCURRENT |
| Dollars and Cents | $. | |
| Dump | DUMP | ALL, LASTWORD |
| Edit Commands | EDITCOMMANDS | EDITCOMMANDS |
| Edit Last Untranslate | EDITUNTRANSLATE | |
| ENTER & Exit Command Mode | ENTERLEAVECOMMAND | |
| ESC & Exit Command Mode | ESCLEAVECOMMAND | |
| Expand Quotes | EXPANDQUOTES | |
| Go to Last Bookmark | LASTBOOKMARK | |
| Go to Last Untranslate | LASTUNTRANSLATE | STENOWINDOW, EDITORWINDOW |
| Hyphenate Previous | HYPHENATE | FIRSTSPACE, SECONDSPACE, THIRDSPACE |
| Insert Page Break | PAGEBREAK | |
| Interrupted Question | INTERRUPTEDQ | |
| Key Press | KEYPRESS | ANY KEYBOARD KEY, SPECIAL KEY NAMES |
| Key Stick | KEYSTICK | ALT, CTRL, SHIFT |
| Key Toggle | KEYTOGGLE | ALT, CTRL, SHIFT |
| Make Case | MAKECASE | |
| Make Cents | CENT | |
| Make Date | DATE | |
| Make Dollar | DOLLAR | |
| Make Phone Number | PHONENUMBER | |

| | | |
|---|---|---|
| Make SS Number | SSNUMBER | |
| Make Time | TIME | |
| Open Dictionary | EDITDICTIONARY | ALL, DICT1-DICT10, SETUP |
| Parenthesis Toggle | TOGGLEPAREN | |
| Quick Dictionary Entry | QUICKDICTENTRY | DICT1-DICT10, LISTCURRENT |
| Quote Toggle | TOGGLEQUOTE | DOUBLE, SINGLE |
| Record Macro | MACRORECORD | |
| Repeat Last Search | REPEATSEARCH | |
| Replace Last Untranslate | REPLAEUNTRANSLATE | |
| Resolve Last Conflict | RESOLVELASTCONFLICT | ENTRY1-ENTRY5 |
| Run Macro | MACRORUN | NUMBER OF MACRO TO RUN, STARTING WITH ZERO |
| Save | SAVE | |
| Scroll Screen Toggle | TOGGLESCROLLSCREEN | |
| Search | SEARCH | |
| Search and Delete | SEARCHEDELETE | |
| Search and Replace | SEARCHREPLACE | |
| Single Quote Toggle | TOGGLESINGLEQUOTE | |
| Sound Sync Pause | SOUNDSYNCPAUSE | |
| Sound Sync Play | SOUNDSYNCPLAY | |
| Sound Sync Record | SOUNDSYNCRECORD | |
| Sound Sync Stop | SOUNDSYNCSTOP | |
| Stitch Word | STITCHWORD | LASTWORD, OFF, ON, TOGGLE |
| Toggle Alternate Words | TOGGLEALTWORDS | |
| Toggle Answer/Witness | TOGGLEANSWERWITNESS | |
| Toggle Apostrophe | TOGGLEAPOSTROPHE | |
| Toggle Comma in Number | TOGGLECOMMA | |
| Toggle Last Q or A | TOGGLELASTQORA | |
| Transpose Words | TRANSPOSE | |
| Use Theory | USETHEORY | OFF, ON, TOGGLE |

| Task | Token | Shortcut Key in Add Entry Screen |
|---|---|---|
| Question Paragraph | {Q} | CTRL + Q |
| Answer Paragraph | {A} | CTRL + A |
| Colloquy Paragraph | {C} | CTRL + C |
| Centered Paragraph | {P CENTER} | |
| Continuation Paragraph | {<} | |
| Parenthetical Paragraph | {P Paren} | |
| By Paragraph | {P BY} | CTRL + Y |
| Bold Text | {b}Text{b} | CTRL + B |
| Italicized Text | {i}Text{i} | CTRL + I |
| Underlined Text | {u}Text{u} | CTRL + U |
| Subscript Text | {B}Text{B} | CTRL + T |
| Superscript Text | {S}Text{S} | CTRL + R |
| | | |
| Symbols: | | |
| Hard Space | ^ | |
| Tab | > | |
| Special Tokens: | | |
| Bookmarks | {K ???} | |
| Include Files | {I ???} | |
| Current Time | {T} | |
| Musical Note | {M} | |
| Lowercase Letter | {l+} and {l-} | |

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# INDEX

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