

## OCRA CONVENTION April 24<sup>th</sup>, 2016



presented by Pam Szczecinski  
[www.tutor4computers.com](http://www.tutor4computers.com)

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### What's new in Manage Jobs?



- Enhanced Theme Selections
- Better font for viewing
- Case Prep – better analyzing of all file types

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### MANAGE JOBS

Themes



Select your style set for:

- Toolbars
- File tabs
- Dialog pane margins
- Drop-down menu colors
- Large or small icon and menu font sizes

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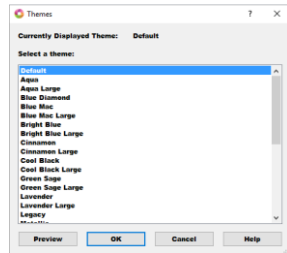
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## Preview a Theme

1. Tools
2. Options
3. Themes



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## New Easy to read Font

- ✓ Changed from MS San Serif to Tahoma

ABCDEFGHIJKLMNO  
PQRSTUVWXYZÀÁÊË  
abcdefghijklmnpqr  
stuvwxyzàáêëöü&1  
234567890(\$£€,!?)

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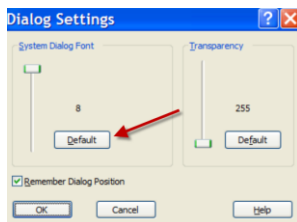
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## Insider Tip: Pick your Font

- Tools, Options, Manage Jobs General, Dialog
- Press and hold Ctrl + Shift, click the Default Button



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## Case Prep - Job Preparation



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## Why use Case Prep?

- Get suggested briefs for words and phrases
- Create a list of previously used or suggested briefs to remind you of what to be familiar with



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## What's new and Improved? More file choices

ASCII  
PDF  
E-Tran  
Catalyst files

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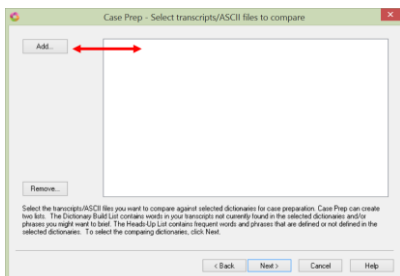
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## Case Prep – Tools menu



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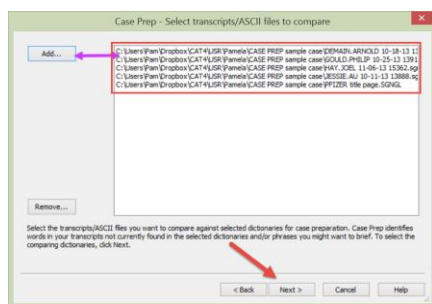
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## Add Files – from anywhere on your PC



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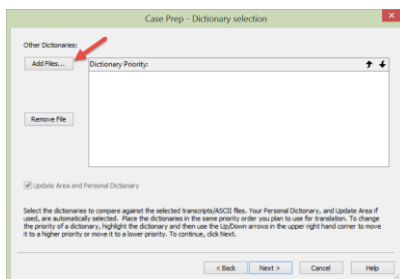
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## Select Dictionaries



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## Select additional options

Case Prep - Options

List:

☐ Words found/not found in dictionaries

☐ Phrases used/you might want to brief

☒ Both

Create Lists:

☒ Create Dictionary Builder List for undefined words/phrases

☒ Create Heads-Up List for defined and undefined words/phrases

☒ Include stone definitions in Heads-Up List

☒ Suggest briefs for phrases

Report words or phrases that occur at least  times.

Sort list(s) by:

☒ Frequency

☐ Words then phrases

☐ Phrases then words

Customize your Case Prep to suit your needs. Select what you want in the lists - words found/not found in dictionaries, phrases used/you might want to brief or both options. Select the list(s) you want to create and how you want the list(s) sorted. When selecting to create a Heads-Up list, you can include stone outlines and/or have briefs for phrases appear in the Brief II pane. To continue, click Next. If you selected to create a Heads-Up list and you have previously selected .apgl or .agcap files, the Case Prep - Briefs dialog box displays. If you selected to create only a Dictionary Builder List and/or you did not select .apgl or .agcap files for comparison, the Case Prep - Transcript and Dictionary Confirmation dialog box displays.

< Back Next > Cancel Help

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## Summary of your selections

Case Prep - Source Files and Dictionary Confirmation

Source Files:

Change

C:\csl4user\PAM\CASE PREP sample case\DEMAIN\ARNOLD 10-10-13 1388.apgl  
C:\csl4user\PAM\CASE PREP sample case\DOUGL PHILIP 10-20-13 1391.apgl  
C:\csl4user\PAM\CASE PREP sample case\HAY JOEL 11-06-13 1342.apgl  
C:\csl4user\PAM\CASE PREP sample case\JESSIE AU 10-11-13 1388.apgl  
C:\csl4user\PAM\CASE PREP sample case\PFIZER title page.SONOL

Dictionaries:

Change

C:\csl4user\PAM\System Files\Update Area.apgl  
C:\csl4user\PAM\System Files\Personal Dictionary.apgl

Options:

Identify: Words and Phrases

Create: Dictionary Builder File and Heads-Up List with suggested briefs - Include Briefs which occur in at least 1 job(s) reminded at least 1 time

Sort: Frequency

Review the selected source files and dictionaries you want to compare and your selected options. If you selected to create both lists, the Heads-Up List opens in the background and Dictionary Builder List dialog box displays on top. To review the list results, click Finish.

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## Include previously suggested Briefs or Reminders

Case Prep - Briefs

☒ Report Briefs in Heads-Up List

☒ Personal Briefs and Reminders/Used

☐ Personal Briefs

☐ Reminders/Used

Minimum # of jobs a brief must appear in to be included in Heads-Up List:

Minimum # of times a brief must be suggested or reminded/used:

Selecting the Report Briefs in Heads-Up List option, reports Personal Briefs and Reminders & Used briefs in the Heads-Up List that displayed in your selected jobs. At the Minimum # of jobs/times... option, select the minimum number of jobs the matching personal briefs and/or reminders & used briefs must appear in and the minimum number of times suggested or reminded/used before displaying in the Heads-Up List. The minimum number of jobs cannot exceed the number of jobs originally selected. Personal Briefs and Reminders/Used are identified at the end of the Heads-Up List under a Briefs (Type: PRU) word, stone [Dis/occurrence] heading. A [PS], [PC] or [DC] displays, respectively, before each Personal Brief, Reminder and/or Used brief. For example, an entry as follows: [PS] all of a sudden AUPLD [2/35] means the Personal Brief "all of a sudden" with the stone AUPLD appeared in 2 of the selected transcripts for a total of 35 times. To review your selections before the list(s) are created, click Next.

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## Heads-Up List

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## Your Results

Occurred 50 or more times:	et cetera
carcinoma	intravenous
deposition exhibit	Mary
FDA	Morris
object to form	propylene
parenteral	solvent
Pfizer	Au
pH	carbocyclic
pharmaceutical	Category
solubility	CO-779
whereupon	certain document was marked Gould
CARSON	clinic
FORCHHEIMER	Defendants
	demethoxyapamycin
	et cetera

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## What to do with your Heads Up List

1. Review what you have & what you need
2. Query Entry
3. Text to Dict Define
4. Suggest a Brief
5. Send to Cat Scratch

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## Personal Briefs

### Briefs:

[Type P/R/U], word, steno  
[Docs/occurrences]

### Personal Briefs:

[P] analysis /T~~PHALS~~ [1/26]  
[P] what do you mean /W~~HAUPL~~ [3/25]  
[P] indicated /K~~AEUJD~~ [3/20]  
[P] off the record /OFT [3/18]  
[P] disagree /S~~TKPWRE~~ [4/18]  
[P] providing /S~~RAOEUGD~~ [4/16]  
[P] technology /T~~HROLG~~ [3/15]  
[P] I can't remember /K~~WRARPL~~ [3/15]  
[P] additional /T~~KEURBL~~ [3/15]  
[P] antibiotic /T~~PHABE~~ [1/14]  
[P] court reporter /K~~ROR~~ [3/14]  
[P] do you agree /T~~KOURG~~ [3/13]  
[P] contacted /K~~ABGD~~ [4/13]  
[P] according /K~~WORG~~ [4/12]  
[P] argumentative /T~~KPWAEUFT~~ [2/11]  
[P] consultant /S~~KUPBT~~ [4/11]  
[P] depicted /T~~KWEUGTD~~ [2/10]  
[P] entitled /S~~PWEULD~~ [2/10]

## Reminders

### Reminders:

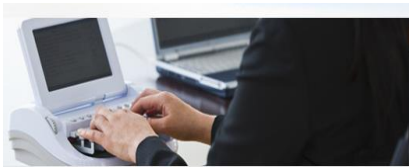
[R] talking about /T~~UBG/PW-G~~ [3/103]  
[R] do you see that /T~~KAOETS~~ [3/57]  
[R] objection; form /Q~~BGS/TPORPL~~  
[2/52]  
[R] provided /P~~R\*UD~~ [3/45]  
[R] understanding /S~~TAPBD-G~~ [3/41]  
[R] objection; vague /Q~~BGS/SRAEUG~~  
[3/36]  
[R] literature /H~~REURT~~ [3/29]  
[R] if you can /T~~PUBG~~ [3/25]  
[R] hypothetical /H~~AOEUP/KAL~~ [3/24]  
[R] understand that /U~~PBD/STHAPBD~~  
[3/24]

## Use Briefs

### Used Briefs:

[U] container /T~~AEURPB~~ [1/6]  
[U] manipulate /P~~HEUPLT~~ [1/2]  
[U] database /T~~K-B~~ [1/1]

# Dictionary Builder



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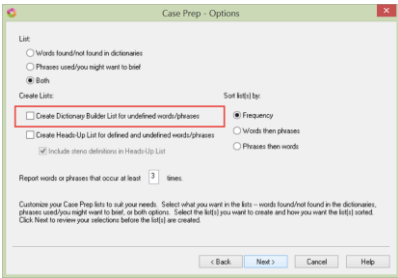
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## Dictionary Builder - List



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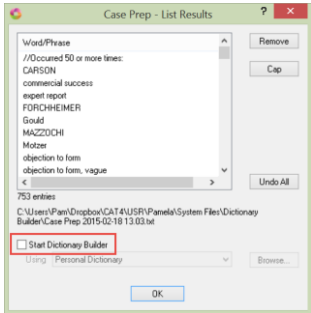
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## Your Results



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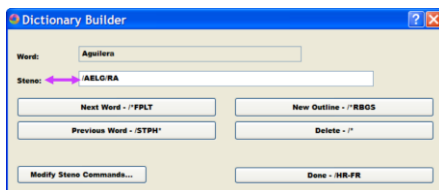
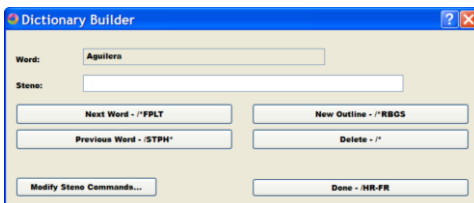
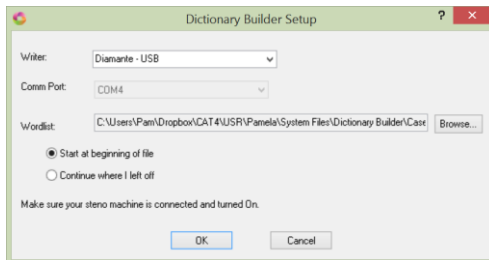
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Stroke from your writer  
to build dictionary entries!



## Dictionary Builder

- ✓ Builder Tool located in Dictionary → Tools menu



- ✓ Builder List stored in System Files → Dictionary Builder Briefcase

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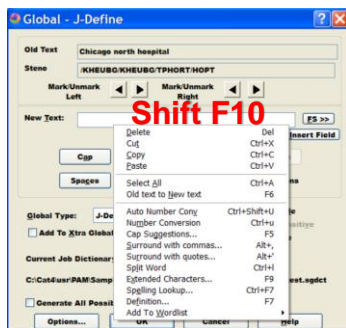
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## EDIT TIPS

Clean up your transcript faster & easier!



## Right Click – Global or Replace Dialog



## Edit shortcut keys

Delete	Del
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A
Old text to New text	F6
Auto Number Cony	Ctrl+Shift+U
Number Conversion	Ctrl+u
Cap Suggestions...	F5
Surround with commas...	Alt+,
Surround with quotes...	Alt+'
Split Word	Ctrl+l
Extended Characters...	F9
Spelling Lookup...	Ctrl+F7
Definition...	F7
Add To Wordlist	



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## When to use?

Wrong word written...

- they're, their, there

Switch between Acronyms and full name...

- FBI, Federal Bureau of Investigation

Mistrans...

- commission, communication

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## Cycle Homophones

Assign a keyboard shortcut key

Kbd Map: Default



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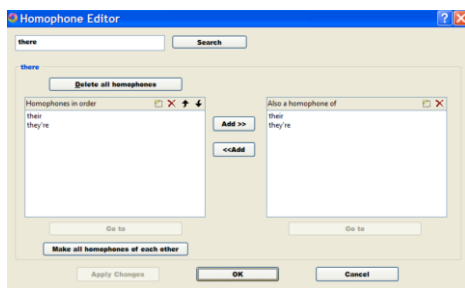
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## Homophone add/delete or check

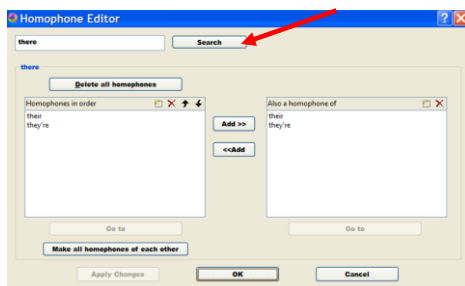
In Edit

- ✓ View menu → Homophones
- ✓ Tools → View/Edit Homophones

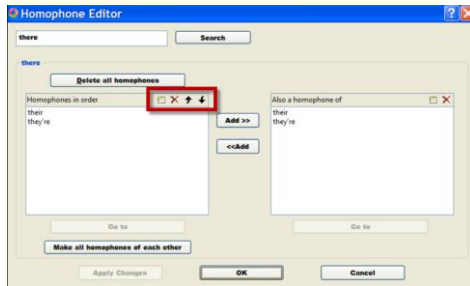
## Homophone Editor



## Search for Words



## Add or delete Words



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## Smarter Punctuation

Ending sentence punctuation after abbreviations fixes automatically! No more double punctuation!



Examples: a.m. p.m M.D. Etc. Ph.D.

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## Enhanced Smart Punctuation

Remove the existing punctuation by typing the same one!



Punctuation includes:  
Period  
Question mark  
Comma  
semi colon  
Colon  
Exclamation mark

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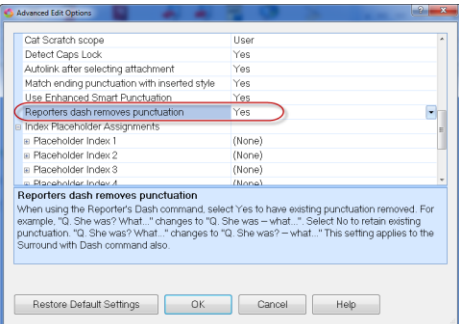
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[illegible]

When using the Reporter's Dash command, select Yes to have existing punctuation removed. For example, "Q. She was? What..." changes to "Q. She was – what...". Select No to retain existing punctuation. "Q. She was? What..." changes to "Q. She was? – what..." This setting applies to the Surround with Dash command also.

## Punctuation Improvements

Toggle Punctuation on & off now

- Quotes – “
- Single Quotes – ‘
- Parens – (



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## Reporters Dash – improved!

Insert your dashes Ctrl / and leave the existing punctuation



Punctuation includes:  
Period  
Question mark  
Comma  
semi colon  
Colon  
Exclamation mark

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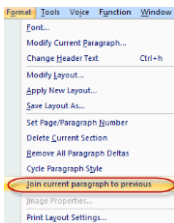
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## Join current paragraph

No matter where you cursor is on the line!



Removes colloquy  
speaker name and colon  
automatically !



Assign a keyboard shortcut  
for command

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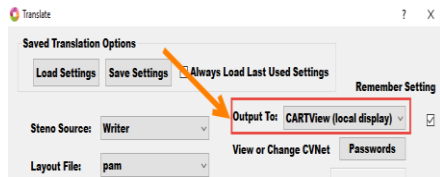
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## Translate using CART View display



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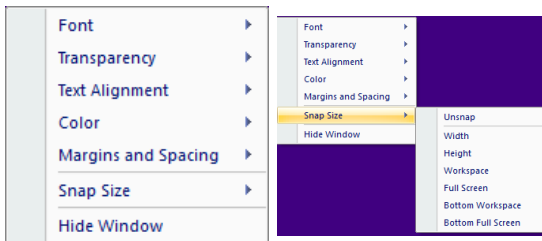
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## Right Click & change the CART View display



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## Resize, pick your colors

Catalyst version 16. There's a lot of new things in this software version and we'll start with manage jobs. First in manage jobs there's just a new features called

Catalyst version 16. There's a lot of new things in this software version and we'll start with manage jobs. First in manage jobs there's just a new features called

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## Toggle on/off

- Hide Active CARTView
  - Right click
- Show Active CARTView
  - View menu

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## CARTView - BCS

- Pre-scripted text
  - ✓ Lectures
  - ✓ Church Services

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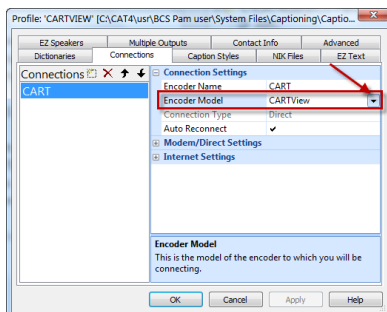
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## CARTView - BCS



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### Top 3 tips...

1. How to get better briefs
  - Eliminate never used 1 stroke briefs
    - ✓ Filter
2. Numbers – a number has translated to a digit and you prefer the word (or vice versa)
  - W\*RDZ or TPHUPL/TPHUPL
3. Job defines from one file are showing up on the next file in your writer, how to get rid of them
  - Dict, J-Defines, Clear

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thank you for attending



presented by Pam Szczecinski  
[www.tutor4computers.com](http://www.tutor4computers.com)

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Questions?



Case CATALyst®



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[www.tutor4computers.com](http://www.tutor4computers.com)  
(312) 912-7132

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