OCRA CONVENTION
April 24th, 2016

Case CATalyst®

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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

MANAGE JOBS

Themes

Select your style set for:
- Toolbars
- File tabs
- Dialog pane margins
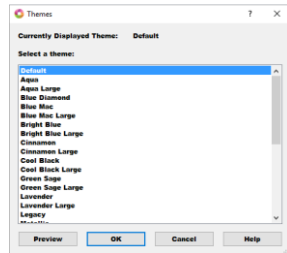- Drop-down menu colors
- Large or small icon and
  menu font sizes

Preview a Theme

1. Tools

2. Options

3. Themes

New Easy to read Font

✓ Changed from MS San Serif to Tahoma

ABCDEFGHIJKLMNO
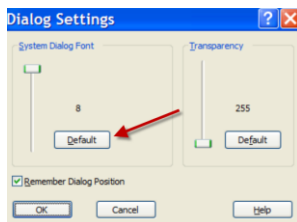PQRSTUVWXYZÀÅÉÎ
abcdefghijklmnopqr
stuvwxyzàåéîõøü&1
234567890($£€.,!?)

Insider Tip: Pick your Font

➢ Tools, Options, Manage Jobs General, Dialog

➢ Press and hold Ctrl + Shift, click the Default Button

Case Prep - Job Preparation

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

What's new and Improved?
More file choices

ASCII
PDF
E-Tran
Catalyst files

Case Prep – Tools menu
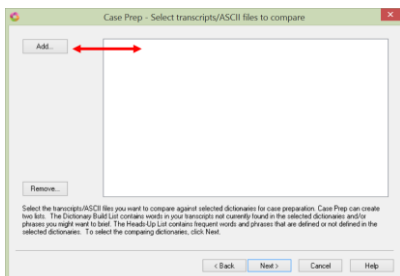
Add Files – from anywhere on your PC
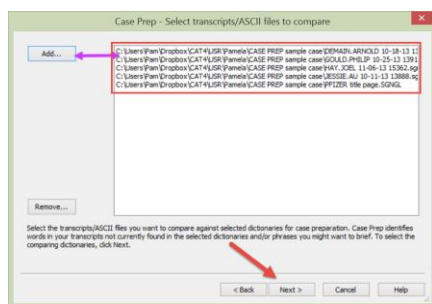
Select Dictionaries
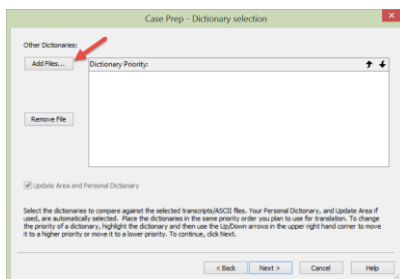
Select additional options

Summary of your selections

Include previously suggested Briefs or Reminders

Heads-Up List

Your Results

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

Personal Briefs

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

Personal Briefs:
[P] analysis /TPHALS [1/26]
[P] what do you mean /WHAUPL [3/25]
[P] indicated /KAEUTD [3/20]
[P] off the record /OFT [3/18]
[P] disagree /STKPWRE [4/18]
[P] providing /SRAOEUGD [4/16]
[P] technology /THROLG [3/15]
[P] I can't remember /KWRARPL [3/15]
[P] additional /TKEURBL [3/15]
[P] antibiotic /TPHAEB [1/14]
[P] court reporter /KROR [3/14]
[P] do you agree /TKOURG [3/13]
[P] contacted /KABGD [4/13]
[P] according /KWORG [4/12]
[P] argumentative /TKPWAOUFT [2/11]
[P] consultant /SKUPBT [4/11]
[P] depicted /TKWEUBGTD [2/10]
[P] entitled /SPWEULD [2/10]

Reminders

Reminders:
[R] talking about /TAUBG/PW-G [3/103]
[R] do you see that /TKAOETS [3/57]
[R] objection; form /OBGS/TPORPL
    [2/52]
[R] provided /PR*UD [3/45]
[R] understanding /STAUPBD/-G [3/41]
[R] objection; vague /OBGS/SRAEUG
    [3/36]
[R] literature /HREURT [3/29]
[R] if you can /TPUBG [3/25]
[R] hypothetical /HAOEUP/KAL [3/24]
[R] understand that /UPBD/STHAPBD
    [3/24]

Use Briefs

Used Briefs:
[U] container /TAEURPB [1/6]
[U] manipulate /PHEUPLT [1/2]
[U] database /TK-B [1/1]

Dictionary Builder
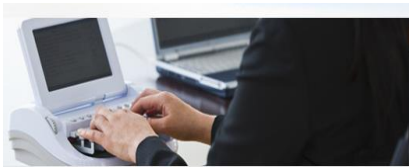
Dictionary Builder - List
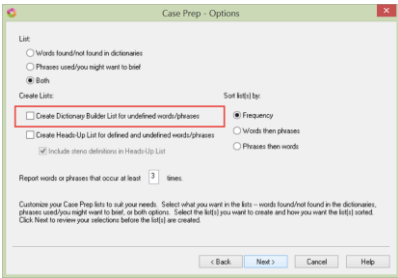
Your Results
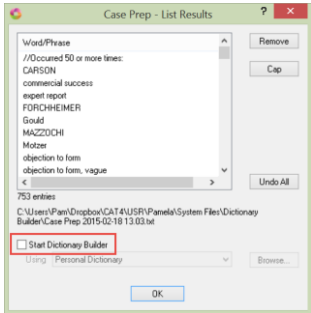
**Stroke from your writer
to build dictionary entries!**

Dictionary Builder Setup

Writer:	Diamante - USB
Comm Port:	COM4
Wordlist:	C:\Users\Pam\Dropbox\CAT4\USR\Pamela\System Files\Dictionary Builder\Case

◉ Start at beginning of file
○ Continue where I left off

Make sure your steno machine is connected and turned On.

OK   Cancel

Dictionary Builder

Word:	Aguilera
Steno:	

Next Word - /*FPLT	New Outline - /*RBGS
Previous Word - /STPH*	Delete - /*

Modify Steno Commands...	Done - /HR-FR

Dictionary Builder

Word:	Aguilera
Steno:	/AELG/RA

Next Word - /*FPLT	New Outline - /*RBGS
Previous Word - /STPH*	Delete - /*

Modify Steno Commands...	Done - /HR-FR

Dictionary Builder

✓Builder Tool located in Dictionary →

Tools menu

W5 Workshop
System Files   Dictionary Builder

✓Builder List stored in System Files →

Dictionary Builder Briefcase

EDIT TIPS

Clean up your transcript faster & easier!

Right Click – Global or Replace Dialog
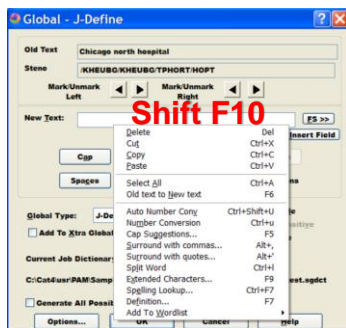
Edit shortcut keys

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

HOMOPHONES
Words that *sound* the same...
...but have different *meanings and spellings*

When to use?

Wrong word written…
➢ they're, their, there

Switch between Acronyms and full name…
➢ FBI, Federal Bureau of Investigation

Mistrans…
➢ commission, communication

Cycle Homophones

Assign a keyboard shortcut key

Kbd Map: Default

Homophone
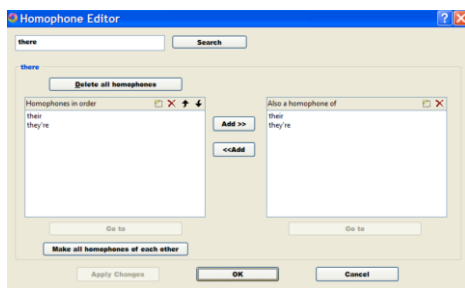## add/delete or check

In Edit

✓ View menu → Homophones

✓ Tools → View/Edit Homophones

Homophone
Editor

Search for Words
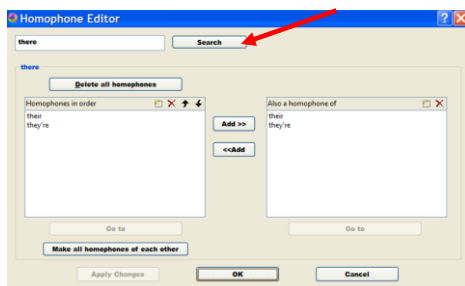
Add or delete Words
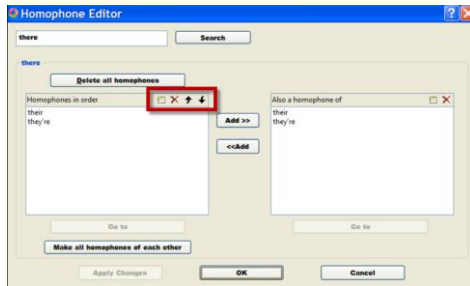
Smarter Punctuation

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

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

Enhanced Smart Punctuation

Remove the existing punctuation by typing the same one!

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

Smart Parentheses
Translate Option

Tools, Advance Edit Options

Tools, Advance Edit Options
<u>Yes</u> to remove or <u>No</u> to keep

Punctuation Improvements

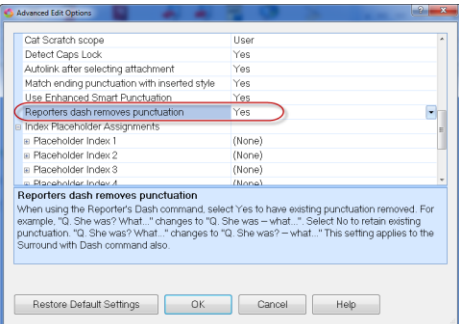Toggle Punctuation on & off now

- Quotes – "
- Single Quotes – '
- Parens – (

Reporters Dash – improved!

Insert your dashes Ctrl / and leave the existing punctuation

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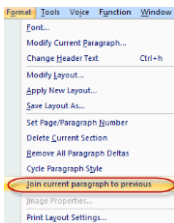Question mark
Comma
semi colon
Colon
Exclamation mark

Join current paragraph

No matter where you cursor is on the line!

Format   Tools   Voice   Function   Window
Font...
Modify Current Paragraph...
Change Header Text   Ctrl+h
Modify Layout...
Apply New Layout...
Save Layout As...
Set Page/Paragraph Number
Delete Current Section
Remove All Paragraph Deltas
Cycle Paragraph Style
Join current paragraph to previous
Image Properties...
Print Layout Settings...

Removes colloquy
speaker name and colon
automatically !

Tip! Assign a keyboard shortcut
for command

Translate using CART View display
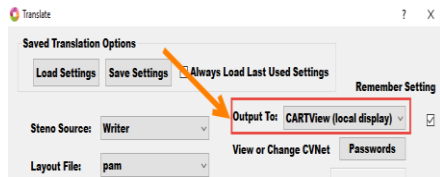
Right Click & change the CART View display
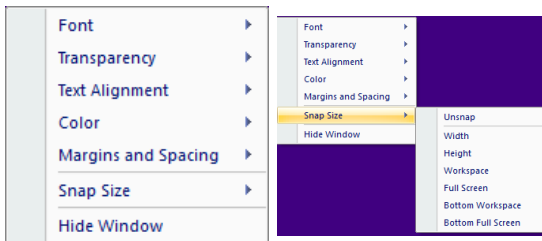
Resize, pick your colors

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

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

Toggle on/off

- Hide Active CARTView

  – Right click

- Show Active CARTView

  – View menu

CARTView - BCS

➢ Pre-scripted text

✓ Lectures

✓ Church Services

CARTView - BCS
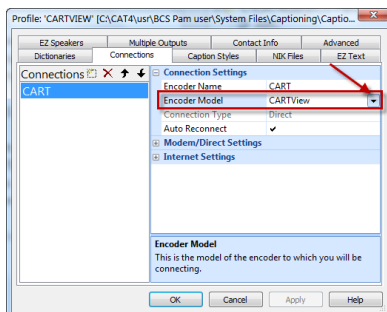
Top 3 tips…

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

thank you for attending

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Questions?

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