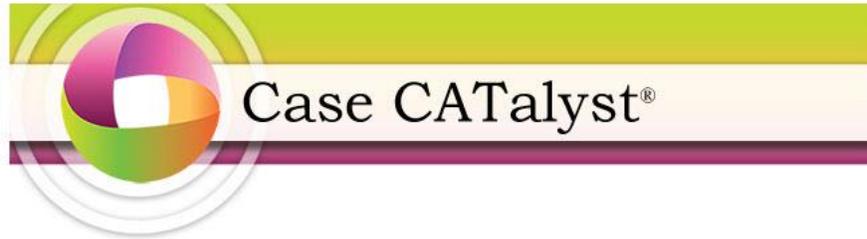




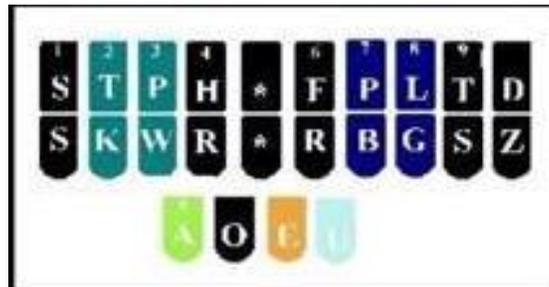
Ohio Court Reporters Association

Real People. Real Quality. Realtime.



TUTOR4COMPUTERS

WHAT COULD YOU BE
WRITING IN REALTIME



Course # 1 – 4:45 p.m. – 5:45 p.m.

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Realtime Commands

Case CATalyst includes a Realtime Commands dictionary, and is located in the System Files briefcase and can be edited through Manage Dictionary.

- **DEFINE**, use it to make dictionary definitions for job, case or personal dictionary. The default stroke is TKEF/TKEF.
- **SCAN-DEFINE**, use it to move back to the last untranslate and open the Power Define box, with the untranslated steno displayed in the steno field. The default stroke is SKAPB/SKAPB.
- **TEXT E-DEFINE**, use it to make English define. The default stroke is EF/EF.
- **LIVE SUGGESTIONS** use it to define or replace untranslated steno. The default stroke(s) are 1-R, 2-R, 3-R for replacing the stroke, or 1-D, 2-D, or 3-D to define the steno.
- **CONFLICT 1,2,3**, use it to make conflict selections during realtime. The default stroke(s) are 1*, 2* or 3*. It will go back to the last 64 strokes.
- **BENCH**, use it to blank out the text from the realtime screen. The default stroke is PW*EPB/PW*EPB. You can choose whether or not to “Show” Bench mode on the Realtime Tran/Edit screen.
- **FOLLOW-REALTIME**, use it to toggle the cursor between following the realtime data and the last edit location. The default stroke is TRABG/TRABG or /TPRAO*EL
- **CAP PREVIOUS**, use it to capitalize the previous one, two or three words, e.g. green street or north shore bank. The default strokes are KAP/1 or KAP/2 or KAP/3.
- **WEB** use it to automatically format website and email addresses. The default stroke is /W*EB

 *It's important if using to have your ending address to have the stitch off command, suggested steno outlines include: /TKAUPL = .com{Stitch Off} /TKAUD = .edu{Stitch Off} /TKAUF = .gov{Stitch Off} /TKAUT = .net{Stitch Off} /TKAURG = .org{Stitch Off}*

- **PREFIX APOSTROPHE**, use it to place an apostrophe in front of a number, e.g. '99. The default stroke is A*E.
- **NUMBER CONVERSION**, use it to fix a number after you've written it.
- **NUMBER TRIGGER** use it to automatically fix a number such as phone or social security.

Restore and Use Extras AccelerWriters

The best, most helpful realtime macros are the ones that meet your specific needs. The best sources for ideas for helpful macros come from recognizing a situation where you have been using the same series of commands, over and over again, during Realtime.

Before using any of the pre-recorded AccelerWriters, you should:

1. Click **Help, Exceptional Extras, Using Extras AccelerWriters** to review a document explaining what each AccelerWriter in this package of sample files does and how it would be used.
2. Restore the Extras.ZIP file to your user:
 - a. Click **Help, Exceptional Extras (Alt+h, e)**.
 - b. Click **Restore Extras.ZIP**.
 - c. Make sure *Keep Case Structure* is selected.

✍ **NOTE:** It is very important to ensure that *Keep Case Structure* is selected. If this option is not selected, all 78 of the files contained in the Extras.ZIP backup will be restored to the main level of Manage Jobs. These files must be in the proper locations inside the System Files case in order to function properly. There is (currently) no “undo” command for restore, and it can be time-consuming to move the files to the correct locations.

- d. Click **OK (Enter)**.
3. Open the *Extras AccelerWriter Definitions* dictionary to review (and modify the steno, if needed).
 - a. Double click the **System Files** case.
 - b. Double click **Extras AccelerWriter Definitions**.
 - c. Review the steno for each AccelerWriter and modify it if/as needed to make it easy to remember, easy to write and to ensure that the steno does not conflict with other entries in your Personal Dictionary or other dictionaries you may use in translation during realtime.

✍ **TIP:** If you're not sure whether or not the steno may conflict with other entries in your Personal Dictionary or other dictionaries, open the dictionary and then filter for all steno in that dictionary that begins with that steno. You will not only see whether or not there is a conflict with the specific steno, you will also see if that outline is the beginning of a multi-

stroke entry. Using an outline that is also used for a multi-stroke entry will delay the execution of an AccelerWriter (so that the system can see whether there is a longer match) and for some AccelerWriters, a delay may cause improper execution of the commands.

4. When starting realtime translation, select the *Extras AccelerWriter Definitions* dictionary as one of the dictionaries used for translation.

✍ **NOTE:** If you would prefer not to select the *Extras AccelerWriter Definitions* dictionary each time you translate, you can copy any/all desired entries from the *Extras AccelerWriter Definitions* dictionary to your Personal Dictionary.