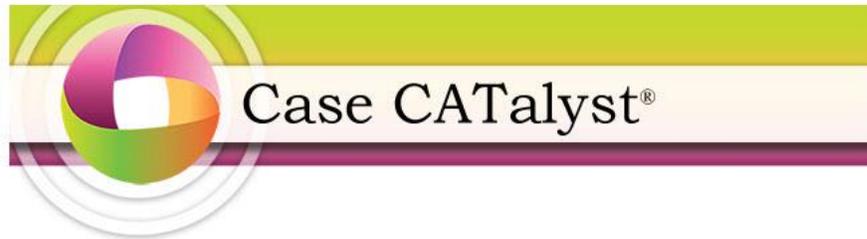




# Ohio Court Reporters Association

*Real People. Real Quality. Realtime.*



**Making Great Includes**

**Sunday March 26<sup>th</sup> 8:20 a.m. – 10:30 a.m.**

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## Creating Include Files

- ⇒ Begin the parenthetical with the <Parenthetical> format symbol.
- ⇒ <Use the <Orphan control> format symbol to keep the parenthetical together on the same page. Enter the value of how many lines the parenthetical needs to keep it together or should be left on the page.
- ⇒ If using any conflicts within the body of the parenthetical, press Ctrl + i to insert the conflict.
- ⇒ Use creation date in Words field to have the software put the date on your title page automatically.

### How to create a new include file:

1. Open the Includes Briefcase first (if your include files are located there) Click on the **New document** icon in Manage Jobs or press CTRL N
2. Type in a filename (make sure to verify the correct layout is chosen for the file if you have more than one layout)
3. Click “Open”
  - For parentheticals use the parenthetical style found in the FS icon (you must have setup this style in your page layout) press Shift F4 to quickly open the format symbol list
  - Turn on single space = F4 S (uppercase ON lowercase OFF)
  - Turn on Underline = F4 U (uppercase ON/lowercase OFF)
  - Insert new Line = F4 L
  - Uncap next word = F4 F5
  - Insert new Page = F4 N
  - Center text = F4 F
  - Insert a paragraph – F4 P
  - Turn line numbers off = F4 z (to turn back on use uppercase Z)
  - Create a scanstop = F4 O (letter O)
  - Create a conflict use CTRL + I type in a caret ^ (shift 6) leave a space then type the first word then a space and insert another caret for the 2<sup>nd</sup> word. e.g. ^ a.m. ^ p.m.
  - To insert a field Use CTRL + I click on the Insert Field Button – use a “Creation Date in Words” if you want the date to automatically be inserted into your title page from when you wrote the job
  - To keep lines together on the same page, use the Orphan control format symbol located in the Format Symbol icon FS If it's a 2 line parenthetical the value would be 2

## **Title Page using Scan stops & Tables**

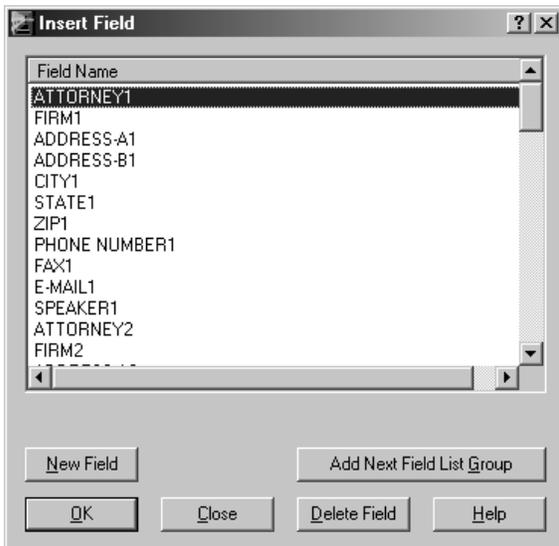
- Use **scan stops** to create variables on your title page **F4 +O**
  - Use **Fields** to build lists of text that you can choose from press **CTRL + I** click “insert Field”
  - Tables enable you to align text in columns without affecting other text printing on the same horizontal line. They also enable you to have multiple text alignments (left, centered, right) on the same horizontal line.
- 
- **When to Use Tables**
    - ⇒ Titles, Signature Pages, Appearance pages
- 
- **Insert Table**
    - ⇒ Click Edit (or press Alt + e), Table (or press b) Insert Table (or press t)
      - ⇒ Enter # of columns 1 row

## **Appearance Page**

Fields can be used to create a database for all your law firms. These fields are stored in a file called “Fill in Fields List” which is located in your System Files briefcase.

CTRL + R = to replace existing scanstops or carets with a field

CTRL + I = to insert a field



Select each field you want on your appearance page, usually the name of the firm, the attorney's name, the address, city, state, zip, phone number and email if you put it on your appearance page.

Your first appearance will be FIRM1, the 2<sup>nd</sup> appearance will be FIRM2 etc.

APPEARANCES:

```
[!FIRM1]
BY:  [!ATTORNEY1]
[!ADDRESS-A1]
[!CITY1], [!STATE1] [!ZIP1]
|
    Appearing on behalf of the
^ Plaintiff ^ Plaintiffs;

[!FIRM2]
BY:  [!ATTORNEY2]
[!CITY2], [!STATE2] [!ZIP2]
    Appearing on behalf of the
^ Defendant ^ Defendants.
```

Use your scan key to move to these fields when editing your file.

**You can add your law firms to your database one of two ways.**

1. Open your **"Fill in fields"** file (found in System Files briefcase)
2. Press CTRL + I to insert and type in information

-or-

1. Fill in when working on your transcript press SCAN **F8** to move to the field
  - a. Click on the **"New List Entry"** button when the Fill in Field window appears, and type in the information.

## Automatically Include Files During Translation

*You can define a steno outline as a command to include standard pages and parentheticals. These definitions are called Auto Includes.*

### ➤ Auto Include Definitions

- ⇒ Before you create an Auto Include, you will need the following items:
  - An include file (standard page or parenthetical)
  - You must know the location of the include file (at the main level of Manage Jobs, inside a case, inside a case within a case, in another user, etc.)
- ⇒ Insert An Auto Include Dictionary Define
  - In CATalyst is an Auto Include “wizard” to help you with inserting new Auto Include definitions:
    1. In Manage Dictionary, click Edit (or press Alt + e)
    2. Click Insert Auto Includes (or press n)
    3. Type the steno that you will write to command the file to be included.
    4. Click Browse (or press Alt + b)
    5. Double click the file that you want to Auto Include, or select the file and click Open
    6. If the page layout should be brought along with the file when included during translation, click Bring Page Layout (or press Alt + p)
    7. Optional: If you wish to have all possible misstrokes for the steno defined as this Auto Include, click Generate All Possible Misstrokes (or press Alt + m).
    8. Click OK (or press Enter)

