

STENOGRAPH PRESENTS:

CATalyst

Part I of III

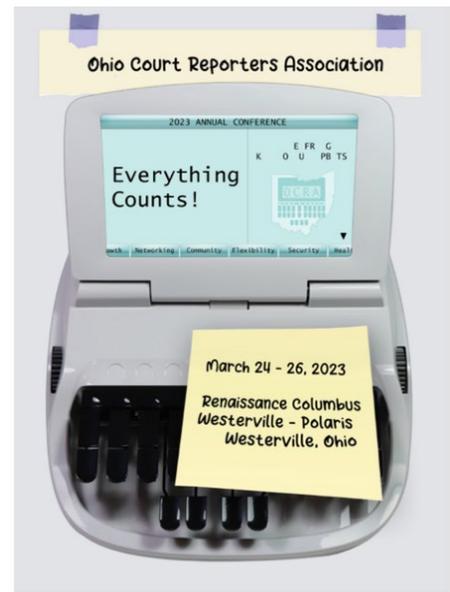
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Writing consistently is one major factor in accurate translation: the other is having a Personal Dictionary that accurately translates what you write! Your Personal Dictionary may have tens or hundreds of thousands of entries, not all of them serving you well. Reviewing each entry one at a time would be both time-consuming and inefficient.

In this class you'll learn how to identify problematic entries, sort, and filter related groups of entries, determine what changes need to be made to entries with similar problems and then correct multiple similar entries at the same time.



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Dictionary Improvement

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Before You Get Started

1. **BACK UP YOUR PERSONAL DICTIONARY NOW.** Before following any of the suggestion in this class, make a backup of your Personal Dictionary. If you decide that you don't like the results, you can restore it and return to what you had before you started making modifications.

👉 **TIP:** After you make modifications, re-name and then re-translate the steno from a few recent jobs to see the results. Compare the translation statistics to the original job translation statistics. Decide whether the results are as good as or better than before you modified your Personal Dictionary. If you are satisfied with the results, back up the modified dictionary. If you do not like the results, restore your previous backup.

2. **MAKE SURE YOU CAN SEE MANAGE DICTIONARY SCREEN ELEMENTS CLEARLY!**

The following steps will ensure that you can clearly see all of the information you need to see in the Modified Date, Usage Count and Used Date Columns.

- A. Open the Personal Dictionary.
- B. Click **View, Font, Other** (or press **Alt+v, f, o**). At Size, select **18**. Then, click **OK** (or press **Enter**).
- C. Close the Personal Dictionary.
- D. Re-open the Personal Dictionary.

👉 **TIP:** You can click **View, Font**, and also adjust the style and/or size for steno or text if increasing or reducing the font size or changing the font will make the entries more comfortable for you to read. Close the dictionary after making a font change and then re-open it to see the results.

Identify Old, Unused Entries and Move Them Out of Your Dictionary!

- **Unused Entries**

1. Click **View, Filter** (or press **Ctrl+y**), or click  the Filter button on the toolbar.
2. At *Filter On*, select **Entry Type**, then select **Unused Entries**.
3. Click **Filter** (or press **Enter**). In the lower left corner of your screen, the number of entries next to Filtered View is the number of entries in your Personal Dictionary that you have never used in translation.
4. Click the **Modified Date** column heading. This will sort the entries from oldest to newest.

Some entries will have been added to your dictionary relatively recently, say in the last couple of years. Those should be left alone, as you need time and thousands of pages of translation to

determine whether or not they will be useful entries.

The amount of time or number of pages of translation that take place and determine whether a dictionary entry is useful will vary from reporter to reporter. However, entries that have been in your dictionary for more than a few years, or more than several thousand pages of translation and have never been used are probably misstrokes that you just haven't written again. Words or phrases that don't come up likely won't be missed when they're removed from your dictionary.

- **Entries That Haven't Been Used in Many Years**

You may also have entries in your dictionary for words or phrases that you used to write a particular way but have since changed; i.e., you've adopted a different theory, or found a shorter stroke. Even if you *have* used it before, if you haven't used it in a very long time, it's questionable whether you will write it the same way again.

👉 **TIP:** If you're an official with old, untranslated files dating back to the time when you wrote that way, it makes sense to back up your dictionary as is and save a copy of the dictionary with those old, untranslated files, so that you are more likely to have a closer match if you ever need to translate those files.

To view which entries are seldom-used, sort by **Usage Count**.

To view entries which have not been used in a long time, sort by **Used Date**.

- **Why It's a Good Idea to Move Seldom-Used Entries Out of Your Personal Dictionary**

Having a bigger dictionary doesn't necessarily equate to having better translation rate. What matters most is having dictionary entries that match what you write and the way you write it. A dictionary with entries that do not match how you write can adversely affect the quality of translation:

- ✓ Entries you haven't used that you think are available may result in confusing mistranslates.
- ✓ Brief It will not suggest steno that is defined in your dictionary. Removing entries that you don't use in translation will improve the quality of briefs suggested by Brief It!
- ✓ Removing unused multi-stroke entries can also make a difference in speed and accuracy of realtime translation results, because the system will not have to wait for longer matches (that you may not even be aware are in your dictionary)!

- **How to Move Selected Entries Out of Your Personal Dictionary**

1. Decide on a cut-off date for the entries you want to keep; for example, unused or seldom used entries that have not been used in translation for more than 10 years. Scroll through the dictionary and click/highlight the entry with that date. (For example, if I decide to keep all entries from 2012 or later, I will scroll back to the last entry that is dated in 2011 in the Modified Date column.)

2. Press **Ctrl+Shift+Home** to mark all of the entries from the cut-off date to the beginning of the Personal Dictionary.
3. **Right-click** the selected entries, and select **Move to Dictionary, Other Dictionary**.
4. In the *Move to Other Dictionary* dialog box, at *File name*, type a name for the dictionary that will hold these old unused entries, for example, **Pre-2012 Unused Dictionary Entries**. Then, click **Open** (or press **Enter**).

Identifying Other Potentially Problematic Entries in Your Dictionary

"Problematic" dictionary entries are ones that cause you to edit more than necessary. For example, if you have changed the way you write a homonym you should eliminate the conflict. If you have resolved a word boundary issue you should eliminate the entries that no longer reflect the way you write a particular word.

You will want to locate groups of problematic entries using Filter in Manage Dictionary, and then use the tools we'll discuss in the last section to modify entries that you want to keep but change (to make them more efficient).

Here are SOME ideas of entries you may want or need to fix in your Personal Dictionary:

- ✍ **NOTE:** In this class, we will not be addressing number definitions. For suggestions on what entries to remove from a Personal Dictionary for better results with Automatic Number conversion, click [HERE](#), or at the Ascend Training by Stenograph website, click Topics, Number Conversion, and open the handout for the Automatic Number Conversion webinar.
- ✍ **NOTE:** Rules vary from jurisdiction to jurisdiction. For example, reporters at the House of Representatives may not use <Orphan Control *n* lines> to prevent pages from breaking the way deposition and other official reporters may. Some reporters use one L for *canceled* and other use two Ls for *cancelled*. Understand that your rules/preferences may be different, and only follow advice for definitions that matches the customs for your particular area. If you are not sure, consult a trusted, knowledgeable colleague or supervisor from the court or firm for whom who are working.

The following suggestions are based on most common usage:

- **Titles:** All occurrences of titles such as Mr., Mrs., Ms., Dr., St., Mt., Lt., Sgt., Col., El, Los, San, Santa, etc., that are defined separately from other text should be defined as the abbreviation plus <Sticky Space> (e.g., Mr.<Sticky Space>, Los<Sticky Space>).
- **Titles with text:** All occurrences of steno defined as a title plus text, such as St. Vincent's or El Paso should be defined with a <Sticky Space> instead of a space, e.g., El<Sticky Space>Paso.

- **Titles followed by “and” or “or”:** All occurrences of steno for titles followed by the word “and” or the word “or” should be defined with <Sticky Space><Uncap Next> in between the title and the word. For example, /PHR/APBD would be defined as **Mr.<Sticky Space><Uncap Next>and.** /TKR/OR would be defined as **Dr.<Sticky Space><Uncap Next>or.**
- **Proper Noun Suffixes:** All steno for suffixes that follow proper nouns such as Jr., Sr., Inc., II, III, IV, RPR, M.D., Ph.D., etc. should be defined beginning with <Sticky Space>. For example, if you write steno for “the third” that should appear as a Roman numeral after a name, the definition for the suffix would be <Sticky Space>III
 - ✓ **Steno for suffixes that end in a one-period abbreviation** such as Jr., Sr., Inc. etc., that is NOT followed by steno for a period should be defined ending with <Uncap Next>. For example, /SKWR-R would be defined as **,<Sticky Space>Jr.<Uncap Next>.** (*Steno for suffixes that end in a two-period abbreviation such as Ph.D., M.D., a.m., or p.m., do not require an <Uncap Next> after the abbreviation.*)
 - ✓ **Steno for suffixes that end in a one-period abbreviation plus steno for a period** should be defined with one space after the period and a <Cap Next format symbol. For example, /SKWR-R/-FPLT would be defined as **,<Sticky Space>Jr. (space)<Cap Next>.**
 - ✓ **Steno for suffixes that end in a two-period abbreviation plus steno for a period** should be defined with one space after the period For example, /PH*D/-FPLT would be defined as **<Sticky Space>M.D. (space).** (*A <Cap Next> is not required after a two-period abbreviation.*)

- **Prefixes and Suffixes:**

If you use a “word-part” theory such as “Phoenix” or “RealWrite” that does not make use of root words and suffixes that may change the spelling of the root word, your word parts are typically defined with <Delete Space> format symbols.

For all other theories that use root words that combine with prefixes and suffixes, prefixes should be defined as ending with {Prefix} and suffixes should be defined as beginning with {Suffix}.

If you define using {Prefix} and {Suffix} translation commands, you should select the *EZ Link* and *Exclude Caps* features in the *Input* tab of *Translate Options* in CATalyst, or the *Options* tab of *Caption Options* in BCS.

- **Paragraph Styles**

- ✓ **Steno for Questions:** Steno for a question paragraph should be defined as <Question>. There should be no preceding punctuation and no <Cap Next> after the <Question> format symbol.
- ✓ **Steno for Questions plus text:** Steno for a question paragraph combined with a word, e.g., /STKPWHR-PBT meaning Q. *In the* should be defined as the <Question> format symbol and the word(s) in lower case; e.g., **<Question>in the.**

- ✓ **Steno for Answers:** Steno for an answer paragraph should be defined as <Answer>. There should be no preceding punctuation and no <Cap Next> after the <Answer> format symbol.
- ✓ **Steno for Answers plus text:** Steno for an answer paragraph combined with a word, e.g., /TPHO-FRPBLGTS meaning A. No should be defined as the <Answer> format symbol and the word(s) in lower case; e.g., <Answer>no.
- ✓ **Steno for Colloquy:** In most of the U.S., Colloquy should be defined as <Colloquy>NAME: (space). If the name will not change, e.g., STKPWHR-FRPBLGTS defined as <Colloquy>THE COURT: the name should be typed in all caps. If the name will or *may* change, a placeholder that the editor can easily fill in or define should be used instead of NAME. The most efficient placeholder would be a field such as **[!EZ SPEAKER 01]**. Scanstop-surrounded text, such as <Scanstop Begin>ATTY1<Scanstop End> that can be E-defined will also work.
 - 👉 **TIP:** If the name will also appear in a header, it is best to use a placeholder field, so that the field can be used in the header (to reduce the amount of text needing to be typed).
- ✓ **Steno** that should start a new paragraph but not identify a new speaker should be defined as <Continuation Paragraph>. The paragraph will be indented according to the value for Continuation for the current paragraph style in the layout.
- **Capitalization:** Only proper nouns should be defined with initial caps. All other words (except all-capped acronyms) should be defined in lower case.

How to Resolve Conflicts in Your Dictionary

If there are entries defined as conflicts in your dictionary that you have resolved by writing differently, and you want to re-define the entry as one of the choices, do the following:

1. Click **View, Filter** (or press **Ctrl+y**), or click  the Filter button on the toolbar.
2. At *Filter On*, select **Entry Type**, then select **Conflict**.
3. Review each conflict. For any you wish to resolve, click the entry, then press Ctrl+1 to select the first choice, Ctrl+2 to select the second choice, Ctrl+3 to select the third choice, etc.
4. When prompted *Are you sure...* select **Yes** (or select No if you change your mind about replacing that particular conflict). If you do not want to be prompted to confirm your choice, click the *I understand the consequences of my actions. Please stop asking* option and then click **Yes**.

How to Fix Entries Via Search & Replace

Use this command when you want to make identical changes to the text of more than one dictionary entry.

1. Click **Edit, Search and Replace** (or press **Ctrl+r**).
2. In the *Search and Replace* dialog box:
 - a. At *Search For*, type the text (and/or insert the format symbols and/or fields and/or spaces) that you want to replace.
 - b. At *Location*, specify the location in the dictionary entry of what you wish to replace.
 - c. At *Direction*, select the direction for the search and replace:
 - ✓ Forward - Search and Replace will search forward from the cursor position in the dictionary, pause at each entry it finds and prompt you to confirm whether you wish to replace the item with the replacement text.
 - ✓ Backward - Search and Replace will search backward from the cursor position in the dictionary, pause at each entry it finds and prompt you to confirm whether you wish to replace the item with the replacement text.
 - ✓ Replace All - All occurrences in the dictionary will be found and changed to the replacement text without stopping for confirmation of any individual entry.
 - d. At *Replace With*, type the text (and/or insert format symbols and/or fields) that should replace the incorrect text in the Replace With field.
 - e. Click **OK**.

How to Fix Steno or Text Entries via Dictionary Macros

When you want to perform the same modifications to a group of entries and the modifications do not just involve replacing text characters, you can record the steps required to modify an entry in a macro, and then play back that macro to modify each entry that requires the same modification.

1. **ONE TIME ONLY:** Double click *Kbd Map: Default* to open the Dictionary keyboard map. Then, right click the Default tab and then select *Save & Close*. This ensures that when you are prompted to save a macro file and assign it to a key in the Dictionary keyboard map, you will have a keyboard map file available.
2. Walk through the steps you plan to take to modify the entry, and write them down, if necessary.

3. Record and save the macro:
 - a. Click **Tools, Macro, Record** (*Alt+t, m, r*).
 - b. Perform the commands required to modify the entry.
 - c. **NOTE:** As with Edit and realtime macros, you may use the mouse to select commands from a toolbar or a menu; otherwise, you must use keystrokes to perform recordable actions. Also, once a dialog box is open, you must use keystrokes – any point or click actions will not be recorded as part of the macro.
 - d. Click **Stop** in the *RecordMacro* dialog.
 - e. In the *Save Macro* dialog, type a name for the macro.
 - f. Select *Assign After Saving*. Do not select (or de-select) *Define in dictionary to invoke macro from writer*.
 - g. Click **Save** (*Enter*).
4. In the *Assign Key to Function* dialog:
 - a. The macro you just recorded has already been selected. Select the key, key plus Shift, key plus Ctrl or key plus Shift and Ctrl that you wish to press to play back the macro.
 - b. Click **Assign** and then click **Close**.
5. Right click the **Default** dictionary keyboard map tab and select **Save & Close**.

To play back the macro, position the cursor on the entry to be modified, and press the key you assigned to the macro.

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