

STENOGRAPH PRESENTS:

CATalyst

Part II of III

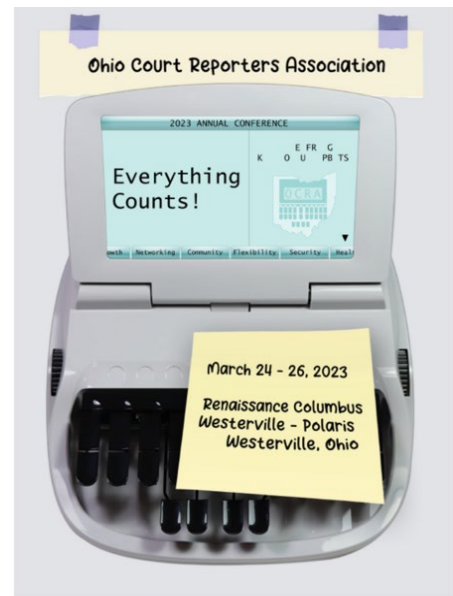
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Even if you use the services of an excellent professional scopist and/or proofreader, you still spend some time working with your transcript in Edit, and if you're pressing one more key than necessary, or spending one more second longer than you have to, that's time and effort that could be better spent elsewhere.

In this class we'll review some very simple but often overlooked features in CATalyst that can drastically reduce the amount of time you spend in front of your computer!



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Table of Contents

Faster, More Efficient Editing

Scroll Text	2
Play Audio with Scroll Text	2
Set Cursor Context	2
Set Cursor Size	3
Open/Close Panes without Clicking	3
Three Options for Insert Speaker Shortcuts	4
Cycle Homophones	6
Cycle Contractions	9
Cycle Possession	11

- **Scroll Text**

How many times have you pressed your **Down Arrow** (or **k**) or **Right Arrow** (or lowercase **L**)?

Depending on how long you've been using CATalyst, that number could be in the millions.

Here's how to find out. Open any file in edit, then **double-click** the name of the keyboard map (located on the status bar on the bottom of your screen). Click the **Usage Count** column heading.

Instead of advancing by pressing a key, you can use **Scroll Text Forward** to cause the text to advance a line at a time at your preferred reading speed.

- ✓ To scroll text forward, press **Ctrl+a**.
- ✓ To stop scrolling, press any key assigned to a navigation command.
- ✓ To adjust the scroll speed, click **Tools, Scroll Text, Scroll Text Speed** (or press **Alt+t, t, s**).

- **Play Audio with Scroll Text**

If you prefer to edit (or proofread) with audio playing, use **Play Audio with Scroll Text**.

- ✓ To begin playing audio and scrolling, press **Ctrl+Shift+F9** (if using the *Default* keyboard; or assign a preferred shortcut key for *CAT4 kbd*).
- ✓ To stop scrolling and stop audio, press any key assigned to a navigation command.
- ✓ To adjust scroll speed, adjust the speed of the audio in the Audio Playback dialog box. Drag the slider to the right to speed up audio; drag the slider to the left to slow down audio. Click **Normal Speed** to resume playing at the speed at which the audio was recorded.

- **Set Cursor Context**

You can control how much text you see above and below the cursor by adjusting the vertical position via **Set Cursor Context**.

1. Click **View, Set Cursor Context** (or press **Alt+v, d, e**).
2. Enter a number from **0-50**. **50** will position the cursor at the center line of the screen. A lower number will position the cursor lower on the screen.

- **Set Cursor Size**

If the text cursor is hard to see, make it thicker!

1. Click **View, Set Cursor Size** (or press **Alt+v, d, z**).
2. At *Cursor Type*, select the keyboard map you typically use – the **Default Keyboard Map** or **All Other Keyboard Maps**.
3. At *Cursor Size*, select a number from **1-20**. Lower numbers are thinner; higher numbers are thicker.

✍ **TIP:** Use two different thicknesses for Default and All Other Keyboard Maps. Use a higher number/thicker cursor for whatever your primary keyboard map and use a lower number/thinner cursor for whatever keyboard map you do not use often, so that you will be alerted if you have changed keyboard maps.

- **Open/Close Panes without Clicking**

CATalyst comes with pre-assigned shortcuts for the **Vertical Notes** pane (**Ctrl+n** in Default or **v** in *CAT4 kbd*), and the Reveal Codes pane (**Ctrl+Shift+r** in Default or **r** in *CAT4kbd*). But suppose you want a shortcut to open/close Brief It, or Cat Scratch, or Hotspots?

You can assign a shortcut key to any pane:

1. Open any file in Edit.
2. Double-click the name of your keyboard map to open it.
3. Select an available (unassigned) key and do one of the following to open the *Assign Key to Function* dialog box.
 - ✓ **Double-click** the key.
 - ✓ **Right-click** the key and select **Modify**.

- ✓ Press **Ctrl+m** or **Enter**.
 - ✓ Click the **Modify** button on the toolbar.
4. Under Functions, scroll down to and select the View function for the desired pane:
- ✓ View Brief It Pane
 - ✓ View Cat Scratch Pane
 - ✓ View Clipboard
 - ✓ View Connected Users Pane
 - ✓ View EZ Text
 - ✓ View Hidden Text
 - ✓ View Hotspots Pane
 - ✓ View Search Results
 - ✓ View Speaker List
 - ✓ View Track Changes Pane
5. Save the changes to the keyboard map. The shortcut will be active and available as soon as you save the changes. The same key assignment will both open and close the pane.

• **Three Options for Insert Speaker Shortcuts**


When you mis-identify or drop a speaker ID, you have to insert it. Typing in a speaker ID should never be necessary. There are numerous shortcuts you can set up.

1. Insert a speaker from the Speaker List pane.

If you use the Create EZ Speakers function before beginning or during translation, the Speaker List pane will be populated with shortcuts for each speaker. The Speaker List pane also has Common Speaker shortcuts (which can be customized).

- ✓ To insert from the Speaker List pane via the mouse:

A. Position the cursor where the speaker should be inserted.

 **NOTE:** If the cursor is positioned anywhere other than on or immediately after a <Question> format symbol, the speaker name will be entered in Colloquy format.

If the cursor is positioned on or immediately after a <Question> format symbol, the speaker name will be entered in <By-Line> format (according to the job's layout and options selected in *By-Line* options).

✍ **TIP:** Speakers inserted in Colloquy format appear as displayed in the Speaker field, preceded by a <Colloquy> format symbol. If you require additional formatting (e.g., bolded speaker text, a tab between the colon and the first word, or any other formatting), you can use a Personal Global table entry to automatically adjust the formatting.

B. Do one of the following:

- ◆ **Double-click** the desired speaker in the Speaker List pane
- ◆ **Right-click** the desired speaker and then click **Insert**.

✓ To insert from the Speaker List via a shortcut key:

A. Click **Edit, Insert, Speaker** (or press **Alt+e, i, s**).

👉 **TIP:** If you will be using this feature frequently, assign the *Insert Speaker* function to a key in your keyboard map.

👉 **TIP:** In the Extras Default and Extras CAT4 kbd keyboard maps (available via *Help, Exceptional Extras, Restore Extras.zip*) **F2** is assigned to *Insert Speaker*.

B. Type the number of the preferred speaker in the Speaker List pane, and then press **Enter**.

2. Create shortcuts via EZ Text.

A. Open the EZ Text file in the System Files case.

B. Double-click the preferred available line. Type the correct formatting for a speaker in colloquy (e.g., <Colloquy> followed by a placeholder for the speaker's name, followed by a colon and two spaces) or a By Line (e.g., <By-line> followed by the word *BY* followed by a placeholder for the speaker's name, followed by a colon, or perhaps <By-line (By [!EZ Speaker 01) <Cap Next>).

✍ **NOTE:** Using EZ Text is the equivalent of typing or inserting text, vs. defining. Extra spaces are not automatically created after the entry as they are with defines/globals; you have to type them. If you want two spaces after a colon, you must type two spaces.

3. Create a shortcut via Personal Globals.

✍ **NOTE:** To use Personal_Globals as shortcuts, in *Advanced Global Options*, the Apply E-defines to typed-in text and Use Personal Globals options must be set to Yes.

- A. Open the Personal_Globals table in the System Files case.
- B. Press **Ctrl+i** or **Insert** to open the *Insert Personal Global Entry* dialog box.
- C. At *Match Text*: type the shortcut for the speaker, (e.g., *col1* or *by1*).
At *Replacement Text*: type the desired formatting and text (e.g. <Colloquy>[!EZ SPEAKER 01]: and one space. Then, click **OK** (or press **Enter**).

✍ **NOTE:** Using a Personal Global is a global; one extra space always appears after the entry is inserted, just as with any other define/global. If you want two spaces after a colon at the end of an entry, you should only type one space.

- D. Save and close the Personal_Globals file.

When you need to insert a speaker, you can type the shortcut text in the Personal_Globals table for the desired speaker and then press the Spacebar (or type it into the *Insert Conflict/Text* dialog box and press Enter).

• Cycle Homophones

How should you fix multiple occurrences of a mistranslate? Define it as a conflict, or with another word in a phrase when appropriate. However, when a define isn't a practical or efficient solution, use Cycle Homophones to save keystrokes!

✓ *One time only:* **Assign a shortcut key in your keyboard map to the Cycle Homophones command.**

1. Open your keyboard map file. Double click the name of the keyboard map in the System Files case, or double click the keyboard map listed on the Status Bar in Edit.

2. Select the key to which you would like to assign the *Cycle Homophones* command (for example, **Ctrl+Shift+h** if it is available).
 3. Do one of the following to open the Modify function:
 - ✓ **Double-click** the line, or press **Enter**.
 - ✓ Click **Edit, Modify**, or press **Ctrl+m**.
 - ✓ **Right-click** the selected line and click **Modify**.
 - ✓ Click the Modify icon on the toolbar.
 4. In the *Assign Key to Function* dialog box, in the *Function Information* section under *Filter by*, select *All*. Then, scroll down to *Cycle Homophones* and either double click the command, or select and then click **Assign** (or press **Alt+a**).
 5. Click **Close** (or press **Alt+c**).
 6. **Right-click** the keyboard map tab and select **Save and Close** (or use your preferred method to save and close your keyboard map).
- ✓ Each time you need to fix a mis-translate:

Position the cursor on the word or select (mark) the phrase that you wish to be able to change via *Cycle Homophones*, and then press the shortcut key assigned to the *Cycle Homophones* command in your keyboard map.

✍ **NOTE:** If the word or phrase does not have any entries in the Homophones table, nothing will happen. When that happens:

1. Do one of the following:
 - Click **View, Homophones...** (or press **Alt+v, h**)
 - Click **Tools, View/Edit Homophones** (or press **Alt+t, p**).







The message: "*The word was not found. Would you like to add it?*" may be displayed. Click **Yes** (or press **Enter**) to proceed.

2. The *Homophone Editor* dialog box displays with the word on which the cursor is positioned or the phrase that was marked prior to opening the dialog box shown in the Search field. You can do *any* of the following:

- **Search:** If you positioned the cursor on the incorrect word or did not select the correct phrase, type the correct word or phrase into the *Search* field and then click Search.

If the word or phrase is in the current *homophones* file, the homophones for that word or phrase will be listed under *Homophones in order*. The words or phrases for which the current word is listed as a homophone for other words will be displayed under *Also a homophone of*.

If the word or phrase is not in the current *homophones* file, you'll be prompted to select Yes or No to "*The word was not found. Would you like to add it?*"

- **Delete all homophones:** If you do not like the homophones being used with the current word or phrase, you can delete them. (For example, the name *Carol* has homophones of *carol, carrel, Carroll, Carole, Carrol, Caryl, Karel, and Karol*. If you didn't want any or most of these, you could delete all of them at once and, if desired, add back only the ones you want.)
- **Homophones in Order** display box: Displays the current homophones associated with the current word in the order in which they will cycle.
 - ♦ To add a new homophone, click  (the **New** button), then type the text and press **Enter**.
 - ♦ To delete an individual homophone, select the homophone and then click  (the **Delete** button).
 - ♦ To change the order in which the homophones will cycle, select the word or phrase you want to move in the list, and then click the  (Move Up) or  (Move Down) buttons.
- **Also a homophone of** display box: Displays other words in which the current word is listed as a homophone.
 - ♦ To add the current word to another homophone, click  (the **New** button), type the text and press **Enter**.
 - ♦ To remove the current word from being a homophone for an entry in the *Also a homophone of* dialog box, click  (the **Delete** button).

- **Add >>**: Takes the highlighted word in the *Homophones in order* list and causes the current word (in the Search field) to become a homophone for the highlighted word. For example, suppose you searched *Shari*, clicked *New* and added *Sherry*. You also want to be able to land on *Sherry* and change it into *Shari*, so you click *Add>>*
 - **<<Add**: Takes the highlighted word in the *Also a homophone of* dialog box and makes it a homophone of the current word. For example, you search for *Curt* and see nothing listed for *Homophones in Order*, but you see that *Curt* is a homophone of *Kurt*. In other words, you could land on *Kurt* and change it to *Curt*, but you cannot land on *Curt* and change it into anything. If you click **<<Add**, you can land on *Curt* and change it into *Kurt*.
 - **Go To**: Enables you to change the current search word or phrase with one of the homophones listed under *Homophones in order* or *Also a homophone of*.
 - **Make all homophones of each other**: Makes all of the words and phrases in both lists to be homophones of each other.
 - **Apply Changes**: Click this button to save all the changes you have made and then continue working in the dialog box.
- ✍ **NOTE**: If you make changes and click **OK**, without clicking *Apply Changes*, the changes are saved and the dialog box closes. If you make changes and click **Cancel**, without clicking *Apply Changes*, the dialog box is closed, and the changes are not saved (after asking you if you're *sure* you want to *Cancel*).

• Cycle Contractions

You can position the cursor on a contraction (for example, *he'll*) and change it into a compound phrase (*he will*, or *he shall*). You can also position the cursor on the first word of a compound phrase (*he will*, or *he shall*) and change it into the contraction (*he'll*).

It is faster to press one key or one key combination than to select and replace or delete and re-type the desired contraction or compound phrase.

✓ *One time only*: **Assign Cycle Contraction to a key in your keyboard map.**

1. Open your keyboard map file. Double click the name of the keyboard map in the System Files case, or double click the keyboard map listed on the Status Bar in Edit.

2. Select the key to which you would like to assign the *Cycle Homophones* command (for example, **Ctrl+Shift+'** if it is available).
3. Do one of the following to open the Modify function:
 - **Double-click** the line, or press **Enter**.
 - Click **Edit, Modify**, or press **Ctrl+m**.
 - **Right-click** the selected line and click **Modify**.
 - Click the Modify icon on the toolbar.
4. In the *Assign Key to Function* dialog box, in the *Function Information* section under *Filter by*, select **All**. Then, scroll down to *Cycle Contraction* and either double click the command, or select and then click **Assign** (or press **Alt+a**).
5. Click **Close** (or press **Alt+c**).
6. **Right-click** the keyboard map tab and select **Save and Close** (or use your preferred method to save and close your keyboard map).

✓ **How To Use Cycle Contraction**

When you want to change a contraction to a compound phrase or you want to change a compound phrase to a contraction:



1. Position the cursor at the beginning of the contraction or compound phrase that you wish to change.
2. Press the key you assigned to *Cycle Contraction*.
3. If the result is not what you want, press the key again to cycle to the next option.

✓ **How To Modify the Contraction or Expansion Rules**

There may be occasions when Case CATalyst's default rules for expanding a contraction to a compound phrase or contracting a compound phrase to a contraction may not provide the desired results. For example, if you position the cursor on *where's*, Cycle Contraction would expand to *where is* or *where has* but not *where does*. If you position the cursor on *where does*, Cycle Contraction would not contract it to *where's*.

When this occurs during edit, you can modify the contraction or expansion rules to meet your needs for this feature.

- ✓ To add a rule to change a compound phrase into a preferred contraction, or to expand a contraction to a preferred compound phrase:

1. Click **Tools, Options, Contraction Rules...**
2. Click  the **New** button in the *Contraction Rules* tab.
3. Do one of the following:
 - In the *Edit Contraction Rule* dialog, at *Root Word*: type the word that should be contracted, and then at *Contracted form*: type the associated contraction. For example, If you want the word *does* combined with another word in a phrase to change to 's (e.g. *where does* should be *where's*). Then, click **OK**.
 - Click the **Expansion Rules** tab, then double-click the rule which includes the specific contraction that you want to modify. For example, if you want 's to expand to the word *does*, double-click the existing apostrophe rule for that contraction ('s-->is,has). Then, in the *Edit Expansion Rule* dialog, click  the **New** button, type *does* and then press **Enter**. Then, click **OK** (or press **Enter**) to close the dialog box.

• Cycle Possession

This command enables you to cycle through singular, singular possessive, plural and plural possessive forms of a word. It's faster to press one key or a key combination to do this series of actions, regardless of the root word, rather than select and replace, or delete and type the preferred form of a word.

Position the cursor on the noun that needs to be modified to a different possessive state and press **Ctrl+'** (apostrophe).

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