

STENOGRAPH PRESENTS:

CATalyst

Part III of III

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Many of the corrections you make in Edit can often be made on-the-fly during realtime; if you know how to customize and use the tools available to you in CATalyst.

In this class, you'll learn how to use existing AccelerWriters provided by Stenograph and more importantly, create custom AccelerWriters that will enable you (and your team) to produce more accurate output and produce finals faster and with less post-session time and effort!



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AccelerWriters

- **What Are AccelerWriters?**

AccelerWriters are files that contain one or more edit commands that have been recorded and saved in a file. These recorded commands are played back during realtime translate & edit to recreate the result that would be achieved if you had used each command separately, one at a time via the computer keyboard.

The difference between the terms “macro” and an “AccelerWriter” is how they are played back. A macro is played back from the computer keyboard. An AccelerWriter is played back via a steno stroke (or voice command, for voice reporters using CATalyst VP).

- **When Do You Need an AccelerWriter**

Whenever you want to fix something during realtime translation that would require you to use the computer keyboard is a good candidate for an AccelerWriter.

✎ **NOTE:** The exception to this rule would be a global as, in most cases; steno and/or text are more efficiently defined via the steno keyboard via a Live Suggestion, Power Define, Scan Define, Text E-Define or EZ Speaker Define.)

Using Exceptional Extras AccelerWriters

Although the best AccelerWriters will likely be custom to your individual needs and translation results, there are certain shortcuts that many reporters have reported that they frequently need and use. These most popular macros have been pre-recorded for you and provided with CATalyst, along with a dictionary containing steno entries defined to invoke these specific realtime macros.

- **Before using any pre-recorded AccelerWriters:**

1. Click **Help, Exceptional Extras**, and then **read the Using Extras AccelerWriters** document. This explains what each macro in this package of sample files is designed to do, which steno outlines have been defined to execute those macros in the provided *Extras AccelerWriters Definitions* dictionary, and how to use them during translation.


👉 **TIP:** Make a note of the ones you believe will be helpful that you might use.


2. Obtain the pre-recorded macros you want and restore them to your user.

- a. Click **Help, Exceptional Extras (Alt+h, e)**.

- b. Click **Restore Extras.ZIP**.

- c. Under *Restore Jobs from*, **de-select** (uncheck the box next to) **Extras. ZIP**. Click the [+] next to **System Files**, then click the [+] next to the **Macros** case.
 - d. Each of the AccelerWriters macro files has a name beginning with *RT -*. Scroll down to and then select each file beginning with **RT -** that you want to use. (A complete description of each AccelerWriter is included on pages 2-17 in the *Using Extras AccelerWriters* document.)
 - e. Scroll down to the bottom of the list and select **Extras AccelerWriters Definitions**.
 - f. Select *Keep Case Structure* (if it is not already selected), and leave only your user name selected. Do not select any cases under your user name.

 **NOTE: It is very important to follow Step f as written.** If *Keep Case Structure* is not selected, the files and cases 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 no “undo” command for restore, and it can be time-consuming to move the files to the correct locations. Also, if you select *Keep Case Structure* AND select a folder such as System Files, then you will create an extra System Files case and Macro case inside of your pre-existing System Files case, and again, the macros will not work.
 - g. Click **OK (Enter)**.
3. Open the *Extras AccelerWriter Definitions* dictionary to review the steno (and modify it, as needed).
 - a. Double click the **System Files** case.
 - b. Double click **Extras AccelerWriter Definitions**.
 - c. Review the steno for each AccelerWriter that you plan to use and modify it if/as needed. The steno you choose should be a single steno outline that is easy to remember, easy to write, does not conflict with any other entry in your Personal Dictionary, and is not the first stroke of any other multi-stroke definition.

 **TIP:** Rather than select this dictionary for use in translation, Stenograph strongly recommends that when you finish reviewing the entries and modifying the steno for any entry you wish to use, you copy these entries to your Personal Dictionary.
 - 1) Select (click) an entry that you wish to copy to the Personal Dictionary.
 - 2) Right click the entry and select **Copy to Dictionary**.
 - 3) Select the **Personal Dictionary**.

Design, Record and Define a Custom AccelerWriter

- **Step 1: Identify the need (a.k.a. “become annoyed when you can’t do something”).**

Example: *I want to be able to write a note that tells me or my scopist about a specific change to be made later, e.g., correcting a word that was written earlier that I can’t correct myself on the fly right now. I may be outputting to CaseViewNet, or others may see my realtime screen; I don’t want that note to display in the transcript while I write it, or for it to affect the appearance of the transcript.*

👁 **NOTE:** It is highly unlikely you’ll be able to do this on the job. Expect that you will need to remember the problem and that you will deal with it later, during a practice session.

- **Step 2: Think about the precise conditions when and where the need will occur, break down the requirements and determine what elements are needed to meet those requirements.**

THINGS TO CONSIDER	SOLUTIONS
Cursor might be anywhere when I want to write this note, but it most probably will be at the end of a paragraph or right after a speaker ID.	Position the cursor at the end of a paragraph or right after a speaker ID when you begin recording the macro. It also means you should test the macro the end of a paragraph, the middle of a paragraph, and right after a speaker ID to see if the results vary.
I need to hide the note from everyone viewing the transcript via CaseViewNet. I don’t want to leave a blank spot that would screw up page and line numbers.	The note would have to be in a hidden text if only fellow CATalyst users editing the file are supposed to see it.
CATalyst won’t let me write and translate directly into a hidden text.	You could write the text and then copy and paste it into a hidden text.
The note shouldn’t be visible while I am writing it.	Bench Mode must be on to prevent others from seeing it.
The job text should appear as usual as soon as I’m finished inserting the note.	When finished copying and pasting the note into the hidden text, I will want to turn Bench Mode off so that translated text displays.

- **Step 3: Figure out whether you need new keyboard shortcuts or toolbar buttons to be able to record your macro.**

Once you’ve got a pretty good idea of *how* you can record a macro, you’ll need to make sure you know what keys to press or what menu items or toolbar buttons to click to record the edit commands into your macro. If any of the commands you will need don’t currently have shortcut key assignments, aren’t listed in a menu, or don’t have a toolbar button you can click, you’ll need to assign a keyboard shortcut or create a toolbar button for that command before you begin recording the macro.

Example: Prerequisites for a “private note to scopist” AccelerWriter:

- ✓ I will need to turn on Bench Mode before writing my note.
- ✓ To cut and paste my note, I will need to be able to highlight the text. To highlight the text, I have to know where the text begins. If I insert a <Bench Mode On> format symbol before I start writing my note, I will be able to search for the <Bench Mode On> format symbol.

Therefore: I need a keyboard shortcut to insert <Bench Mode On>.

- ✓ Because I will be searching for a format symbol at the beginning of the text I want to highlight, copy, and paste, and I need to make sure the cursor begins highlighting on the format symbol I will need to move the cursor into Reveal Codes to select and cut the text, and then move out of the Reveal Codes to paste the text into a hidden text. I can use the *Go To Reveal Codes after FS search* option in the Search For dialog to position the cursor in Reveal Codes, but I will need a way to move the cursor back out of Reveal Codes pane and into the transcript window.

Therefore: I need to assign the *Cycle between Edit/Reveal Codes* command to a key in my keyboard map.

- **Step 4: Write down the series of commands are before you record the macro.**

- A. Start a practice realtime session. Write text that translates with the issues that you want to be able to resolve on-the-fly.
- B. Walk through the commands required and take notes.


- **Step 5: Record and then define the macro.**

- A. Make sure the cursor is at the point of realtime translation where you expect it would be when you plan to execute the macro. For example, if you think you will most likely thing to perform the command immediately after writing a <Question> or <Answer>, write that and then stop writing.
- B. Walk through the commands you wrote down in Step 4.

For example:


1. Write a stroke defined as <Bench Mode On>
2. Write the note to the scopist.
3. Click **Tools, Macro, Record** and then perform the commands:

- [Search]
 - [KeyDown] (Alt + d)
 - [KeyDown] (F4)
 - [KeyDown] (I)
 - [Key down] [Alt + g]
 - [KeyDown] (Alt + b)
 - [KeyDown] (Enter)
- [Select Document Bottom]
- [Cut]
- [Cycle between Edit/Reveal Codes]
 - [Insert Hidden Text]
 - [KeyDown] (Ctrl + v)
 - [KeyDown] (Home)
 - [KeyDown] (Delete)
 - [KeyDown] (Enter)


 **NOTE:** If you make a mistake while recording, you will either have to start over or edit the macro after saving it.

If there are several keystrokes/commands that are incorrect, start over. If it's just one or two incorrect commands, continue and you can delete the incorrect command via the Macro Editor.

4. Click **Stop** in the *RecordMacro* dialog.
5. In the *Save Macro* dialog box, type a name for the macro, select the *Define in dictionary to invoke macro from writer* option, and click **Save**.

 **TIP:** If it's your macro, type a file name that begins with your initials. If it's a macro that you got from someone else, name it in a way that enables you to remember where you got it, so that if you have questions, you know whom to ask!

6. Type the steno for the AccelerWriter, then click **OK** (or press **Enter**) to define the AccelerWriter.

 **TIP:** When defining the AccelerWriter, pick a steno stroke that is both unique and easy to write. If you get a warning that the steno is the first stroke of a multi-stroke entry, choose a different steno stroke.

7. Test it and make sure it works.

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