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# COURT REPORTING SERVICES

State of Illinois



# CATalyst<sup>®</sup> PRO

Seminar 2024

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Save time by letting your software do more for you ...

## What is EZ Text?

The EZ Text table allows you to create up to 20 strings of text which you can insert into the transcript while editing. Each text line can contain up to approximately 900 characters including conflicts, scan stops, format symbols, fields and auto-includes. These entries can be inserted into the transcript while editing.

## How will this feature help you?

Instead of typing in long strings of text you can insert text quickly and easily with a keyboard shortcut, saving time in your editing process.


## Examples of How Reporters and Scopists Use EZ Text:

- ✓ Include files
  - Title pages, certificates, parentheticals
  - Headings - Examinations
- ✓ To insert non-verbal text to describe something
  - [sic]
  - (Indicating)
- ✓ Insert Speakers
  - Colloquy
  - By Lines
- ✓ Anything with Format Symbols
  - Quoted Text (Using User-Defined Styles)

## Step-by-Step Instructions to add entries to the EZ Text pane

- ✓ From Manage Jobs, do one of the following:
  - Double click the **System Files** case and then double click **EZ Text Table**.
  - Click **File, Open, List/Table, EZ Text Table**
- ✓ From Edit, do one of the following:
  - Click **Tools, Keyboard Customization, EZ Text Table**
  - Click **View, Panes, EZ Text**

## To modify an EZ Text table entry:

1. Select (single click) on an available line.
2. Click the  **Modify** icon on the toolbar, or press **Ctrl I+ m**.
3. Do any of the following:
  - ✓ Type text.
  - ✓ Create a shortcut that will include a file:
    - a. Click **Insert Auto Include**.
    - b. Click **Browse**.
    - c. Navigate to the location of the include file and double click the name of the file to be included.
    - d. Click **OK (Enter)**.

## To insert EZ Text entries into the transcript

- Press **F4** and the number of the entry in the EZ Text table.

***TIP:** You can also assign individual EZ Text entries to other keys in your keyboard map if you would prefer to press a different key combination.*

## What are Scanstops and OOPs format symbols?

A scanstop is a way to flag text in the file. OOPS will flag text and create a list of hyperlinks to the text.

### How will these format symbols help you?

They will make it easier to find things in your transcript. Search is an efficient command for looking for a word or phrase, but using these format symbols allows you to visually see it in the file (scanstops and OOPs will build a list of every spot it appears in the file and place it in a list which allows you to move your cursor directly to that location when you double click it.

### Examples of flagged text

- ✓ To check on spellings

- ✓ Check audio for dropped or mistranslated text
- ✓ To separate cases

### How to find each next case?

So now that you have a way to flag each different case which way do you find it?

- ✓ Use the scan key **F8**
- ✓ Use the Search command **Ctrl + F**
- ✓ Use the Hot Spots pane

### Set by step Instructions for NEXTCASE with Scanstops in EZ Text

Follow the steps above on how to modify an EZ Text entry. Add the text and the following format symbols.

- <Scanstop Begin>NEXT CASE<Scanstop End>

### Step by step Instructions for NEXTCASE with OOPS in EZ Text


Follow the steps above on how to modify an E-texts entry. Add the text and the following format symbols.

- <OOPS><Scanstop Begin>NEXT CASE<Scanstop End>

### Step Instructions to view entries in the Hot Spots pane

1. Click on the **View** menu
2. Click **Panes**
3. Click **Hot Spots**

**FYI:** The Hot Spots pane can also display untranslates and fields.

To see only your text flagged with <OOPS> click the Options button  on the Hot Spots toolbar and choose **No** to remove them from the list.

## What are Auto Includes

These are steno definitions, in your Personal, case or job dictionary that automatically bring Include files such as parentheticals, title and certificate pages into the job during translation.


### How will this feature help you?

Automatically include text during translation so that the text is already in your transcript. This will save you time by eliminating the need to later include it or type it.

### What Include files do you already have?

The filter command is an easy way to locate and even print a list of the steno strokes you may already have in your dictionary that you may have forgotten about or may not be working correctly.

#### ⇒ **Filter**

- Select the filter command by one of the following methods:
  - ◆ Click on the “**View**” menu choose “**Filter**”
  - ◆ Icon on toolbar that looks like a funnel 
  - ◆ Keyboard shortcut – Ctrl Y
    - 1. Choose “**Entry Type**” for your filter on
    - 2. Click on the drop-down arrow and choose “**Autoinclude**”

### Step-by-Step Instructions to Insert an Auto Include Dictionary Define

1. Open your Personal Dictionary, click **Edit** menu.
2. Click **Insert Auto Includes**
3. Type the steno that you will write to command the file to be included.
4. Click **Browse**
5. Double click the file that you want to Include
6. Click **Open**
7. Click **OK**

## What are Macros

Macros are files that contains a series (two or more) edit commands that have been recorded and saved, and then are played back to recreate the result that would be achieved if you had done each command separately, one at a time.

### How will this feature help you?

Think of Macros as a way to do many commands with a single keypress, or as a way to create a “new” command, made up from a series of separate commands.

### How do you use Macros?

- Macros can be played back from the keyboard in edit via any key, Shift + key, Ctrl + key or Shift + Ctrl + key.
- Macros can be played back from the toolbar in edit or in the dictionary.
- Macros can be played back from the writer while writing in realtime.

### Examples of Macros

- ✓ EDIT Macro – Change page number to page 1
- ✓ REALTIME Macro – Capping word or words globally in the file

### Step-by-Step Instructions to Insert an Auto Include Dictionary Define

1. Position your cursor in the location of the file where the action should be recorded
2. Click on the **TOOLS** menu, click **Macro**, click **Record**
3. When finished click **Stop** on the macro window
4. Type in a filename for the macro
5. Check the box to either save it to a keyboard command (for Editing Macros) or check the box to define to a dictionary (for Realtime Macros)
6. Click **Save**

***FYI:** Catalyst provides some macros. For a complete list look in the HELP menu, Exceptional Extras.*

- For more information on Macros visit my website <https://www.tutor4computers.com/webinars>
- Contact Stenograph Support
- Schedule a one on one personal training [pam@tutor4computers.com](mailto:pam@tutor4computers.com)

## What is Mark Start

The Mark Start and end command allow you to highlight large amounts of text to copy, cut or delete.

### How will this feature help you?

If you need to highlight a large selection of text it is faster to do that holding down the shift key and the down arrow.

### Step-by-Step Instructions to use Mark Start

1. Locate the text you want to highlight
2. Click on **Special Edit** menu
3. Click **Mark Start**
4. Once you move your cursor the text will begin to highlight, use the Search command **Ctrl + f** or Go to Page command **Ctrl + g** or double click on NEXT Case from your Hot Spots pane to move cursor to the selected text you want to highlight.
5. Once the text is highlighted you can cut, copy or delete.

FYI: it is only necessary to use the Mark End command if you want to move or do any other editing commands before you do something with the highlighted text.

Note: UnMark will delete select the highlighted text.