

Function Keys

All editing commands can be performed using the function keys and cursor keypad. Refer to the AristoCAT Keyboard Template for the Function Key Assignments. Note that each key (F1-F12) has four different functions: unshifted, shifted, Ctrl and Alt.

Cursor Keypad

Up Arrow* cursor up one line
Down arrow* cursor down one line
Left arrow* cursor one word left
Ctrl+left arrow* cursor one character left
Right arrow* cursor one word right
Ctrl+right arrow* ..cursor one character right
Insert toggles text insert/overwrite
Home Scan to next untran or conflict
Ctrl+Home go to beginning of job
Page Up scroll text up one screenful
Ctrl+Page Up cursor to top of screen
Delete* deletes character under cursor
End cursor to end of line
Ctrl+End go to end of job
Page Dn scrolls text down one screenful
Ctrl+Page Dn cursor to bottom of screen
BackSpace* deletes char to left of cursor
Tab moves cursor to next tab stop

Home Row Commands

In addition to the function keys and cursor keypad, all editing commands can also be executed from the Home Row, by using the Ctrl or Alt Key in conjunction with the designated letter. For example, AltH means hold down the Alt Key and press the letter H. Note that you do not have to use capital letters. The Ctrl and Alt commands are case insensitive.

Cursor Movement

Move up one line* CtrlE
Move down one line* CtrlX
Move character Left* CtrlS
Move character Right* CtrlD
Word Left* CtrlA
Word Right* CtrlF
Next tab stop* TAB key

Top of screen CtrlQE
Bottom of screen CtrlQX
Go to left margin CtrlQS or AltB
Go to right margin CtrlQD
Display previous page PgUp key or CtrlR
Display next page PgDn key or CtrlC
Go to beginning of file CtrlQR
Go to end of file CtrlQC
Go to page CtrlQG or AltG
Scroll up one line CtrlW
Scroll down one line CtrlZ

Formatting

Center text on current line CtrlOC
Stitch⇌Unstitch Word** CtrlOM or AltT
Cap⇌Uncap Letter** CtrlOU or AltC
Cap⇌Uncap Word** CtrlOW
Hyphenate words** Alt-
Change Punctuation CtrlOY or AltY
Switch next two words CtrlOZ
Text⇌Number CtrlON or AltN
ANSWER⇌WITNESS CtrlQW or AltA
QUESTION⇌COURT CtrlQZ or AltQ
Colloquy speaker ID (0-9) Alt(0-9)
Join two paragraphs CtrlOO or AltJ
Reformat paragraph CtrlB
Set left margin CtrlOL
Set right margin CtrlOR
Bold print on/off** CtrlPB
Underline on/off** CtrlPS

To Insert:

New Line CtrlN
Question CtrlOQ
Answer CtrlOA
Paragraph CtrlOP or AltP
Colloquy Paragraph CtrlOI
Interruption of Q or A CtrlOV or AltD
Include File CtrlKR or AltI

To Delete:

Char to left of cursor* BackSpace
Char under cursor* CtrlG or DELETE key
Word to right CtrlT
Entire line CtrlY
To end of line CtrlQY or AltE
Block of text CtrlKY
Restore deleted text (undo) CtrlQI or AltU

Marking & Copying Text

Scan to Next Untranslate or Conflict Home key or AltH
Mark Word CtrlKB or AltM
Mark Text CtrlKK
Copy marked text to clipboard CtrlKC
Copy text from clipboard into file CtrlKV
Copy Title Page CtrlKT

Search\Replace

Search for text CtrlQF or AltF
Search and replace text CtrlQA or AltR
Repeat last search\replace CtrlL

Steno Control

Recall steno CtrlOS or AltS
Recall steno w\English translation CtrlOS (twice) or AltS (twice)

Edit Toggles

Home to untranslates only* CtrlQU
Auto Home to next [-] or {}* CtrlOF
Add define to personal dict (ld)* CtrlOD
Add define to job dict (lj)* CtrlOJ
Add define to global file (lg)* CtrlOG
Automatic punctuation* CtrlOB

*The preferences for these functions are set in the Reporter Information file (F5=Edit).

Dot Commands

Dot commands are special instructions to the print program. All dot commands are placed on a separate line within the transcript and must start with a period (.) in column one. They are case insensitive.
To: Enter
Set beg page number to xpn x
Page numbers on/offpn on/off
Start new pagecp
Start new page unconditionallypa
Double spacing on/offds on/off
Line numbering on/offln on/off
Set header 1 to texth1 text
Set header 1 to text and centerh1 ~text
Start/end title pageti on/off
Start/end exhibit-index pageex on/off
Start/end other pageot on/off

Saving your Work

Save changes & resume edit CtrlKS
Save changes & Exit CtrlKX
Abandon changes made during this editing session CtrlKQ

- EDIT automatically does a partial backup of your transcript every 50 keystrokes.
- The quick save command (Ctrl KS) also does a partial backup of the transcript as well as saves the globals you have made to the hard disk. You should do a quick save about every 15 minutes.
- The Save & Exit F10 function key command (Ctrl KX or Alt X) does a complete save of the transcript and globals as well as updates the backup files. You should Save & Exit at least every hour or when taking a break (or more often if it is a particularly hard job or if you are new on the system.)

About Edit Backup Files

The EDIT program maintains two sets of backup files of your work. The first backup file is named jobname.bck and the second backup file is named jobname.bk2 (where jobname is the name of your edit file.) If you edit into a file, and it is messed up, don't save out, instead press Ctrl KQ to abandon out of the file. Then edit into the first backup file by giving the job name plus the .bck extension. If this first backup file is also messed up, then edit into the second backup file. If you need to edit into your second backup file, just edit into the job and type in the job name along with the .bk2 extension.

Fixing an Edit File

If Edit is ended without saving (like a power outage), most of the editing changes may be recovered using the FIXEDIT option. Please refer to the AristoCAT User's Manual for details and instructions.

Creating & Using Include Files

Include Files are blocks of repetitive text, such as title pages, certificates, parentheticals, that can be inserted easily into the transcript. Include files can be created from any text in any edit file. It is recommended that you create the include files as you edit and come to a place where an include file is needed.

Enter the Text

- Insert one or more blank lines in the transcript where the include file is needed.
- Type in the text for the include file, including any formatting desired.

Marking the Text

- Place the cursor on the first line of the text that is to be in the include file.
- Press **Ctrl**F5 (Mark Text) and that line will be highlighted. Note that the message "Marking is On" appears on the upper left corner of the screen.
- Move the cursor to the last line of the desired text. As you move the cursor down, each line of text will be highlighted. If you go too far, press the up arrow key.

Saving the Marked Text

- Press **Alt**F11. The Block Write dialog box appears prompting for the name of the file to write to. Enter an appropriate name (eight characters or less) followed by .inc and press **ENTER** (ie: cert.inc). If you already have a file by that name, the system will warn you before you overwrite it.
- Once you have named and saved the file, note that the message on the upper left of your screen has changed to "Marking is Off". You can then move you cursor to another block of text, press the Mark Text function key to begin the block and make another include file. If you are finished blocking text, just press the Escape key again to get out the blocking mode.

- The include files that you just made are now in your user area, ready to use.

Printing Your Include Files

- If you would like to printed copy of all your include files, go to ACAT Main Menu, File Backup and Restore, Include Files, Print Include Files. The printed listing will show line and column numbers along with the file name so that you can easily see how they will fit into your transcript.

Inserting the Include Files

- Move the cursor to the place where you want to insert the Include File. Insert a blank line if necessary.
- Press **Ctrl**F7 (Insert file) or **Alt**I
- Type in the name of the include file when prompted and press **ENTER**.

Changing an Include File

- Press **E** for Edit at Edit Menu.
- When prompted for the name of the file to edit, type the name of the include file plus the .inc extension (ex: title.inc) or
- Insert the Include File into a transcript.
- Make the desired changes.
- Mark the text of the include file (See Marking Text above).
- Press **Alt**F11. Type in the same file name and press **ENTER**. You will be notified that a file with this name already exists, press **R** to replace the old include file with the new text.

Deleting a Block of Text

- Mark the text block to be deleted (See Marking Text above).
- Press **Alt**F10 (Delete Marked Text)

Copying Text

- To copy up to 27 lines of text:
- Mark the text to be copied (See Marking Text above).
 - Press **Shift**F12 (Copy Marked Text)

Insert Copied Text

- Move the cursor to where you want to place the previously copied text.
- Press **Ctrl**F12 (Paste Copied Text)

Merging Multiple Note Files Before Translation

Open the first note file in the Build Job Dictionary Program (STENO) and press **F6**. The system prompts for the Note File name to be appended to the end of the current file. Repeat as desired.

Defining Special Strokes

To Define:	Enter:
Question	Q_
Answer	A_
New Paragraph (indentation).....	P:
New Paragraph (no indentation)	N:
Appearance of Mr. Smith	A:MR. SMITH
Answer with text.....	A_ No
Open Quote	"
Close Quote	@
Delete space	@
Cap next word	^
Hold together (shifted hyphen)	_
Comma, period, question mark, semi-colon, colon, open and close parenthesis , apostrophe are defined normally (Ex: , . ? ; : () ').	

Creating a Conflict

To create a conflict, highlight the word or untranslate, type an open curly bracket ({) followed by the first choice, then a backslash (\), the next choice, backslash, the last choice followed by a close curly bracket (}). Example: {their\there}. Note: be sure to use the backslash(\), not the forward slash (/) which is under the question mark (?).

To change a conflict, highlight the conflict and then type in the conflict the new way as described above.



Edit Command Summary & Reference

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This card contains a condensed summary of editing commands and frequently used editing procedures. Please refer to the AristoCAT User's Manual for a more detailed explanation and examples of these editing commands and procedures.