ARISTOCAT

Proudly Serving the Court Reporting Community for over 2 Decades

Backing Up Your Files

It is important to not only back up your personal dictionary, but also your include files, information file (s), proofreader update dictionary and many other files which keep track of your preferences (I.e. which type of ASCIIs you make, edit preferences, etc.) The easiest way to do this is to use the Backup option in the File Management program. The Backup option in the File Management program will back up all of your user files (but not any work), zip them together and then copy the zip file to a floppy or CD. The Backup option is a very easy way to move your user files to a new computer.

Important Note: When you are updating your dictionary and you are asked to put in a diskette, your personal dictionary is NOT being backed up, only your batch file entries. To back up your personal dictionary using the Dictionary Management program, you must use the Backup to Floppy Diskette under Backup/Restore Personal Dictionary menu. If you want to back up your personal dictionary to a CD, use the File Management Program.

ARISTOCAT *Software Updates Available for Download*

Did you know that you can now get ARISTOCAT software updates from our website (www.aristocat.com)?

The AristoCAT website now contains a Download section which has many AristoCAT software updates and over the last several months customers have successfully downloaded and made use of these software updates.

This Download section allows us to make updates available to you more quickly than having to wait until we have updated enough programs to justify the expense of producing and mailing out a CD. For example, if we mail out an update once a year and there are ten major program updates on the CD, then you would have had to wait a year for a program update which had been available for over ten months. In addition, should a program glitch occur, we can correct and make available the fix on the website on a more timely basis.

To visit the Download Page go to www.aristocat.com, click on the 'Support' heading and then click on the 'Download' heading. The Download Page is divided into three parts, General Downloads, Beta Downloads and Fun Downloads.

On the Download Page are instructions for downloading and installing the software updates.

The General Program Download Page includes both minor program updates and major program updates that have been successfully tested on the Beta Download Page as well as any fixes to the AristoCAT software.

The Beta Download Page generally consists of major program updates. Beta software, by its very definition, has a higher possibility of program glitches.   Before a program is put on the Beta Download Page, it is thoroughly tested by the in-house staff (programmers, support personnel, etc.) and then sent to Alpha testers for further testing.   After this testing the program is put on the Beta Download Page. If you install an update from the Beta Download Page, we encourage you to check the web site frequently for additional updates or fixes. If you have the latest update and encounter a problem, please call or e-mail us with a description of the problem. We try very hard to find, fix and make available for download any problems that are found, as quickly as possible. If a major program update is made available on the Beta Download Page, we do provide the ability to revert back to the old version of the

program in the event an unexpected fatal problem is encountered.   Note that not everyone will want to beta test a program.

The Fun Download page currently has Screen backgrounds for your Desktop.

Most of the programs downloaded run on a trial basis.   After 120 days of use these programs will become disabled and they will revert back to the older version of the program. If you are current with your Support and Update contract, you will be sent a non-trial version of the program update. Those customers not current with their Support & Update contract must renew their contract to get the updated programs.

Note that the new Edit for Windows is available to any AristoCAT user on a non-trial basis, regardless of the status of their support contract. There is no charge for Edit for Windows when downloaded from the website.

We are investigating several software solutions which will automatically notify you when an update becomes available. In the meantime, we post the date of when each program has been updated or when a new program update has been

December 2003 Update

We will begin mailing out at the end of the December, a new Master Load CD. This Master Load CD will contain the complete AristoCAT software with all updates, including the downloads from the website. Please remember that it takes a while to produce and ship the CDs to all of our customers, so it might be near the end of January before yours arrives.

New face, New features. . .

We here at AristoCAT are proud to announce the redesign of 2 of our signature programs; Edit & Dictionary Management. Now change can sometimes be difficult but our development staff have worked hard to maintain the same easy to use interface while including new features and a new look.

New Edit Program

The design goals for the AristoCAT Edit for Windows was 3-fold:

1. Stability— While the Old Edit is certainly outdated, it was, for the most part error free. It was important that the New Edit be as error free as possible.

2. Compatibility— The New Edit works as much like Old Edit as possible. The control and alt commands are identical. You will be able to start using the New Edit without having to learn anything new.

3. New Features— Of course the Old Edit had many commands to speed up the editing process. The New Edit has these same commands, plus many new features such as auto-spell, auto-correct, auto-suggest, auto-save, built-in spell check, et. cetera. And this is only the beginning. Many more new features are planned.

We are sure we have met all of these goals.
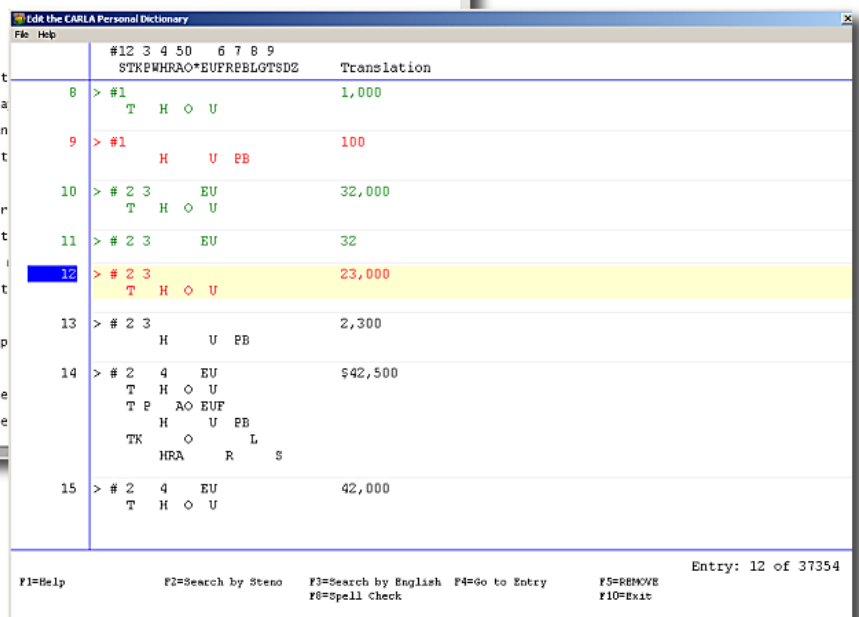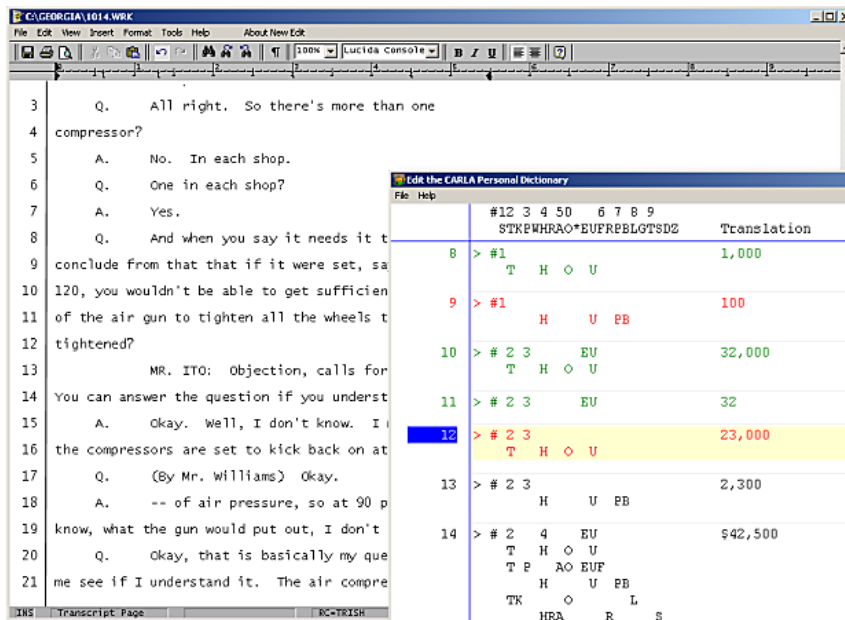
New Dictionary Management

As with the New Edit program our goal for the New Dictionary Management program is to maintain the same basic command structure while offering an updated interface with new features.

When you first use the New Dictionary Program the most obvious change is the look and the listing of entries. Now our users will be able to see multiple batch file and dictionary entries in a windows display. As you scroll down through the entries those you decide to keep turn green and any deleted entries turn red.

Because the New Dictionary Management program is now a full Windows program you can also move about the entries using your mouse. Double-clicking an entry will call up the edit entry window where you can change either the steno and/or English entry.

The New Edit Program

The New Dictionary Management Program

Top Ten List – Tips for Better Production

The following list is the first 2 items of the top ten list for many of the programs. See our website for the entire list.

Read

1. You can highlight more than one file at a time and read them in as one note file.

2. With the Stentura/elan Mira, you can check the Convert HMS box and create a time stamp file without having to do real-time. You can then apply the time stamps to a printed transcript. ASCII files or to condensed print.

View Notes (Steno)

1. When viewing your notes, you can see English associated with the steno by pressing the F9=View English. Pressing the Home key will take you to the next untranslate and you can then define the untranslate. The define will automatically go into the job dictionary and you can put it in the personal dictionary batch file. You can, in the View Notes program, pre-define all of your untranslates and have 100% translation rate.

2. You can use the View Notes program to split a note file into two or more note files (i.e. split out a witness).

Personal Dictionary Entries

Getting entries properly defined in your dictionary can save you hours of editing.

1. Are answers showing up in the middle of a sentence rather than starting a new paragraph? Then your answer symbols are defined wrong. Answer symbols have to be defined as A_ (i.e. capital A followed by the underscore or shifted hyphen), not A. or just a capital A. If you want to define an answer symbol defined with another word, then define the answer symbol followed by one space followed by the word. Example: A_ No

2. Are your colloquy speakers showing up in the middle of a sentence? Colloquy speakers need to be defined with an A: (capital A followed by a colon) preceding the speaker name. Example: A:MS. JONES   The A: will start a new paragraph and automatically put a colon and two spaces after the speaker name. Note that the A: will not show in the transcript. How far the speaker name is indented and the indentation of the second line of colloquy is set by values you set in your information file under Line Layout.

Translate

1. Many of the RT- commands for real-time will work in the regular translation as well. Refer to the on-line user's manual to see which RT- commands work in regular translation.

2. The automatic text formatting options, such as automatically formatting numbers, filled out for real-time will work with the translation program and visa versa.

Edit Commands

1. Ctl+KT – copy title page. If you want to copy a title page from another transcript, edit from within the new transcript, place the cursor at the beginning and press Ctrl+KT. You will then be asked for the name of the .WRK file you want to copy the title page from. Then you will be asked if you want to copy the title page, title page plus index/exhibit pages or title page plus index/ exhibit pages plus sworn statement. This command works best if you use the .ti on/off and . ex on/off dot commands to surround the title and exhibit/ index pages. The command will still work if you don't use these dot commands, but you may get more text copied than you want, but you can then delete the excess text.

2. Alt+1, Alt+2, etc – you can define up to ten attorneys or other speakers (THE COURT, THE WITNESS) using an Alt+number. When you press Alt+ number and if you have not defined a speaker for that number, you will be prompted for the speaker name. Then place the cursor where you need the speaker and press the Alt+number. The Edit program will automatically format the transcript with the speaker name (colloquy). If you place the cursor on or before the Q of a question, the speaker name will be formatted as a BY Line. If you highlight an untranslate or mis-translate, the speaker name will appear in the define box preceded by an A: (i.e. A:THE SPEAKER) and you can then global the speaker name. Note that if you use A:LEFT1, A: RIGHT1, etc., when you define the attorney names, Alt+1 will automatically be assigned the attorney name for A:LEFT1, Alt+2 will be A:LEFT2, Alt+3 will be A:RIGHT1 and Alt+4 will be A:RIGHT2.

Miscellaneous

1. Use the .cp (conditional page break) dot command to fill out title pages, exhibit/index pages rather than blank lines. That way if you add or delete lines on the title page, you don't have to adjust the number of blanks lines. The .cp dot command will start a new page. Use the .cp dot command after the last line of title and exhibit/index pages and use the . cp dot command at the beginning of include files inserted at the end of the transcript, such as the certificate page. Make the .cp part of the include file so that you don't have to type it in each time.

2. Would you like to change the box thickness or text darkness or font on your print jobs? Double click the Print icon, click on Cancel when asked for the name of the job to print. On the Qprint Program, click on the File menu item and then click on Print Setup.

A complete list of Larry's Top Ten is on our website.

Making ASCII's for E-Transcript?

When creating a Page Image ASCII you will prompted to enter a 'Page Offset' value. In most cases, especially if you are creating the ASCII for use with E-transcript, you will want to set the 'Page Offset' value to '0' (zero).

Help with Anti-Virus

The latter half of 2003 has seen an explosive growth in new kinds of computer viruses, trojans & worms. Although some can be very destructive to your computer most are meant to cause small disruptions in the way your computer operates.

Since new viruses are created every day you must make sure your anti-virus software has the latest virus definitions. When you purchase your subscription to anti-virus software you must make sure to set the software to update its virus definitions at least once a month. This update process contacts the vendor and downloads the latest definitions into your computer. **Please take the time to inform yourself about the update process for your particular anti-virus software**.

ARISTOCAT *Software Updates Available for Download*

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added and you can check the website periodically to see what has new updates are available.

We would like to thank those customers who took time to call, e-mail and send us sample files. This feedback was immensely helpful.

In the last year or so, much of our development efforts have been with the Edit for Windows. While we have many more ideas for enhancements for the new Edit, we now have more time to spend on other program updates as well. Watch our website for these updates as they become available.

Info about elan Mira

We've had inquires about whether AristoCAT is compatible with the elan Mira, Stenograph's paperless writer. Currently we can read the diskette and the flash compact card and do real-time through the serial port. We are working on exporting your personal dictionary to the Mira.

It is important to note that Stenograph is not releasing the programming interface information for the Mira to any of the other CAT vendors. This is their attempt to leverage the sales of their software with their virtual monopoly of writers. It has been our experience that when you call in and say you have AristoCAT, their response is that it doesn't work with AristoCAT. If you call in and say you are on Eclipse, their response is it doesn't work with Eclipse. Apparently the strategy is to make it sound like there is something wrong with your CAT software. In order to take advantage of the Mira's features, we will have to spend our valuable programming time learning the elan Mira's format.

Please watch our website for further information about updates to the elan Mira.

Sending Support Emails:

Our AristoCAT mail server monitors several e-mail accounts. With the volume of spam and viruses being sent over the Internet, we are very careful about the e-mail we open. Even though our ISP filters both spam and viruses, we still get a tremendous volume of junk e-mail. There are a number of things you can do to help ensure that we get and respond to your e-mail:

1. **Send the e-mail to support@aristocat.com**
2. **Use a meaningful subject. When appropriate, use a program name such as Multipag, Real-Time, etc. in the subject line: something we can use to identify you as an AristoCAT customer.**
3. **Do not send an attachment unless we ask you to. If we get an e-mail with an unexpected attachment, we almost always delete the e-mail without opening.**

2004 Seminar Schedule

We are currently finalizing details for several events across the country. We will be updating our website with specifics on dates, times & locations. We strongly suggest you check out our website (www.aristocat.com) under the heading 'NEWS' for the latest information. Listed below are the seminars we have committed to:

GSRA Spring Tech Seminar
March 20, 2004
Clayton State College, Morrow, GA
AristoCAT Seminar—9 Hours
www.gsra.org

This is a well run event now in its 2nd year. Visit the GSRA website for registration information.

NCRA Midyear Conference
April 2, 2004
San Francisco, CA
AristoCAT Seminar — 1.5 Hours
www.ncraonline.org