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**Proudly Serving the Court
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over 20 years**

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Sending 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 Multi-pag, 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 it.

Doing our part to save a tree...



We're the first to admit our history with newsletters has been spotty this last year. They can be expensive to produce and require a lot of resources, both human and environmental. Having said that we also recognize a newsletter can be an important tool in informing and maintaining contact with our customers. The devil is in the detail.

Our solution to these problems of expense and accessibility will be to provide the information formally found in the printed newsletter on

our web site (www.aristocat.com). In the future we'll be using two methods for delivering newsletters; e-mail and an archive version on the web site. Not only will this allow you instant access to the newsletter, it will have less impact on the environment. And we will mail a printed newsletter from time to time.

As part of a general trend, we plan to make more and better use of the Internet in interactions with you, the customer. The 'Tips & Tricks' and 'Frequently

Asked Questions' (FAQ) sections of the web site will be updated at least twice a month. Recently we created a special download page on our web site. The Download page will eventually allow user's access to patches, updates and specific program add-on's. We also are in the process of developing an online searchable database of solutions to common problems.

If you have any ideas to improve our communications please e-mail us at: support@aristocat.com

Backup! Backup! Backup!

We here at the Support Desk have noticed a bit of confusion when it comes to backing up your work. The most common questions occur when folks wish to move material from one computer to another; whether it be their personal dictionary or all files associated with a particular job.

Personal Dictionary— The ACAT Dictionary Management Program is the best way to move your Personal Dictionary. From the menu under the heading 'Personal Dictionary'. select 'Backup/Restore' and from the resulting menu select 'Backup to Floppy Diskette'. You will need to have a floppy disk in the 3 1/2"

drive. Once the backup is completed you can bring this Personal Dictionary to another computer running AristoCAT and follow the same procedure except at the final step select 'Restore from Floppy Diskette'.

Moving a Job— The easiest way to move work from one computer to another is to use the File Management program. Once in the program, click on "Job Files (job.*)" under "View Files of Type". This will list files with the same name together in the User Folder window. Then when you select job(s) to copy to a diskette, the file management program will copy all files associated with the job. If you run out of room on the floppy, you will be prompted to insert another

blank, formatted diskette. Do not use this method if you are moving sound files unless you are copying to a recordable CD. While this method is the easiest, you may end up copying more files than you want, i.e. the backup files. The second method would be to choose "All Files (*.*)" under "View Files of Type" and then highlight each of the files you want to copy. You will want to copy at least the .WRK (or .TRN), .NOT, and .GBL files. If you are building an on-going job dictionary then you will also want to copy the .JOB file.

Moving files to a New Computer— there is a very easy way to move all of

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All Burned Up— The confusing World of CD-Burners

Many computers now sold come with CD-RW drives (some even come with DVD-RW drives, which can not only read and write to DVD media, but also to CD media). These CD-'Burners', as they're commonly called, greatly increase the amount of storage capacity available to the computer user. A single blank CD can hold as much data as 500 3-1/2" floppy disks. Note that the following discussion, for the most part, also is applicable for recordable DVD media, which is now being offered as an option when purchasing a computer.

There are 2 kinds of blank CD media: CD-R ('R' stands for Recordable) and CD-RW ('RW' stands for ReWritable). CD-R's can only be written to once and CD-RW can be written to up to about a thousand times. Although CD-R's can only be written to only once, additional files can be added to any files already on the CD-R. For example, if you back up your user folder on a CD-R and it takes 50Mb of space on the CD-R, you can never use that 50Mb again, i.e. you cannot erase or format the CD-R and then reuse that space. You can, however, keep adding additional files to the CD-R until the CD-R is full. CD-R's are useful for archiving material on a permanent basis. CD-RW's works much the same way a 3-1/2" floppy diskette does, allowing you to reuse the space over and over again.

No application software, such as Quickbooks, Microsoft Word, AristoCAT, etc. can write to either a CD-R or CD-RW without some 3rd party CD-burning software being installed on the computer (except for Windows XP which we'll talk about later.) Examples of 3rd party CD-burning software include Easy CD Creator and Nero. With the use of this 3rd party CD-burning software, there are two methods of burning information on a CD. One method uses 'projects' and the second method uses a method called UDF (we won't worry about what UDF

stands for.) Writing to a CD using the project method is analogous to building a job dictionary. You would start your CD burning software and tell it what files you want to add to the project. After you have told it all of the files you want to add to the project, you then burn the CD. The advantage of this method is that the CD is readable on virtually all computers with a CD drive. The second method treats your CD burner just like a floppy diskette. You can copy, erase and rename files through the AristoCAT File Management program (and any other program). The disadvantage of this method is that you have to have additional CD-burning software installed on your computer and the CD's created this way may not be readable on other computers unless they have the UDF reader software installed on them. This may sound complicated, but the good news is that this additional software usually comes with the 3rd party CD-burning software and once installed, you can use your CD-burner just like a floppy diskette. The most popular software using this second method (UDF) is called DirectCD which comes with Easy CD Creator from Roxio (formerly Adaptec). A detailed description of DirectCD and how it works can be found on www.roxio.com (link: www.roxio.de/english/products/ecdc5/dcdfaq.html#q1).

If you are using a version of Windows other than Windows XP (i.e. 95/98/Me/NT/2000), then if your computer came with a CD-burner then it most likely came with 3rd party CD-burning software and that software was probably installed on the computer. If you purchased a CD-burner (internal or external) to add to a computer, then the CD-burner probably came with a CD which has 3rd party CD-burning software and you will have to install this software after you have successfully installed CD-burner. If you are using CD-

burning software other than Easy CD Creator, then contact the manufacturer of that software to make sure that their software supports UDF if you want to be able to use your CD-burner just as if it were a floppy diskette. If you cannot locate CD burning software on your computer then check the packet of material you received when you purchased the computer or CD-burner. Please take time to review the manual which comes with this software.

The Windows XP operating system has limited CD-burning capabilities built-in to the operating system (assuming you have a CD-burner installed on your computer). With this limited, built-in capabilities, you can read and write files to your CD-burner without the need for 3rd party CD-burning software. Note that you can read and write files, but you cannot erase or rename them. To use your CD-burner like a floppy diskette under Windows XP you will still need 3rd party CD-burning software.

The built-in CD-burning capabilities of Windows XP involves first copying the files to a 'Staging Area'. After a few seconds, Windows XP will see these files in the 'Staging Area' and ask you if you want to burn these files on a CD. Note that with the latest AristoCAT update currently being shipped, when you try to copy files to your CD-burner under Windows XP, the File Management program will try to copy these files directly to your CD-burner. If it can't (because you don't have any 3rd party CD-burning software), then the File Management program will copy the files to this 'Staging Area'. After a few moments, you will be prompted by Windows XP as to whether or not you want to burn the material onto the CD from the Staging Area. Essentially, if you're not using 3rd party CD-burning software, it becomes a 2-step process, the files

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A Word from Larry...

We are just finishing up sending out our latest update. The update is being sent to all customers who received the February 2002 Master Load CD and those who purchased the software since February of 2002. The update consists of several minor enhancements plus fixes to a couple of glitches found in the February 2002 update.

On the update CD currently being shipped is AristoCAT's TotalView for Windows. This program allows your judge, attorneys and others to see your real-time on their computer. TotalView is CaseView compatible and allows the user to view, search and annotate current and previous testimony.

While TotalView is not as full featured as some of the other litigation support software, such as LiveNote or Summation, it is easy to use and is quite adequate for many situations. This is free to our customers and you may give it to your clients. Note that support for TotalView and setting up serial ports, cables etc. is available only on our web site.

Also on the real-time screen is a CSpeech menu option. This allows you to try a demo version of CSpeech. CSpeech allows sending real-time to virtually any windows program, including word processors, chat rooms, etc and can be used for medical transcription, Internet captioning and many other applications. Detailed information and purchasing information can be found at www.cspeech.com.

Most of our development efforts have been spent programming the new Edit for Windows, which has taken longer than expected. The design goals for the new Edit was three-fold:

1. Stability – while the old Edit is certainly outdated, it was, for the most part error free. It is important that the new Edit be as error free as possible.
2. Compatibility – the new Edit should work as much like the old Edit as possible. The control and alt commands will be identical.

The way commands work and the cursor moves, etc. will be as identical as possible. You will be able to start using the new Edit without having to learn anything new. Note that the screen, of course, will look different.

3. New features – the old Edit had numerous commands to speed up the editing process. The new Edit has these commands, plus many new features such as auto-spell, auto-correct, auto-suggest, auto-save, built-in spell checker, et. cetera. And many, many more new features are planned.

With the new Edit and the remainder of the Dictionary Management program nearing completion, we have started scheduling user's training seminars around the country. Watch our web site for the latest news about upcoming seminars, locations and dates.

Scheduled Seminars

The NCRA Midyear seminar will be held April 11th to 13th, 2003 at the New York Marriott Marquis (1535 Broadway, New York, New York, 10036. Telephone is 212-398-1900.)

The AristoCAT seminar is scheduled for April 11th from 2:00 to 3:30 in the O'Neill Room, 4th Floor. It will cover our new Edit program for Windows. Attendees will be given an update consisting of the new Edit program. Contact the NCRA for registration information. Web site: www.ncraonline.org. CE points will be available for this seminar.

In addition, we will have a user's training seminar on Sunday, April 13th. The seminar is scheduled at the Renaissance New York Hotel Times Square, Two Times Square, 714 Seventh Avenue at W. 48th Street, New York, NY, 10036. Phone: 1-212-765-7676. The Renaissance is approximately one block from the Marriott Marquis. The seminar time will be from 10:00 am to 5:00 pm in the Salon A & B

rooms, 4th Floor. The cost of the seminar will be \$25.00 to cover the cost of the room rental.

- Georgia Shorthand Reporters Association Technology Seminar. This seminar consists of 10-hour training sessions with one of the sessions specifically for the AristoCAT software. The seminar will be held on Saturday, May 17, 2003 at Brown College of Court Reporting in Atlanta, Georgia. Contact person is Bill Abel. His phone number is: 770-535-7123 and his address is P. O. Box 383, Murrayville, GA, 30564. In addition, if there is enough interest we can meet on Sunday for half a day.
- NCRA Annual Convention in Reno, Nevada. July 31st through August 3rd, 2003.

The AristoCAT seminar is scheduled for Thursday, July 31st from 8:00 am to 5:00 pm. Contact the NCRA for registration information. Web site: www.ncraonline.org. CE points will be available for this seminar.

We hope to also schedule an all-day seminar on Sunday, August 3rd in Reno. Please watch our web site for details about this seminar.

Additional seminars are being planned around the country. As each seminar is scheduled, we will post the information on our web site and mail letters to those customers in the vicinity of where the seminar will be held.

Classmate's Weekly Cartoon



"I need a card that says
'Sorry I erased your hard drive'."

CD-Burners (Continued from page 2)

being sent to the Staging Area and then Windows XP burning the files on the CD. The good news is that the CD created this way is readable on most CD drives.

Based on our testing and feedback from customers, we know that if your CD-burning software is properly installed, you can use the File Management program to read, write, rename and erase files on your CD-burner in exactly the same way you would write to a floppy diskette.

Note: If you decide to use a different method of writing files to your CD-burner other than the file management program, such as Windows Explorer, then create a folder on the CD with the same name as your user folder and copy the files to this folder. That way you can still use the file management program to copy the files from the CD to your hard drive.

ASCII Tips

Did you know that one of the options in producing an ASCII file is to have the ASCII program automatically resolve untranslates and conflicts? If you check one or both of these options when making an ASCII, any untranslates will be phonetically spelled in lower case without the square brackets and any conflicts will be resolved to the first conflict. These options can be helpful when making 'dirty ASCII's' or practicing for tests.

Did you know you can view an ASCII file you just made? After making an ASCII file, start the ASCII program again and when asked for the file name, click the Cancel button. Now click the View menu item.

Help with Help

The AristoCAT User's manual has been updated and is now available in both HTML and PDF format. There is a tutorial on using both formats of the user's manual under Help on the ACAT Main Menu.

The HTML version of the user's manual is accessed from either the User's Manual icon or under Help on the ACAT Main Menu. The HTML version of the user's manual is the same format as the previous User's Manual.

The PDF version of the user's manual is found under Help on the ACAT Main Menu. You must have Adobe Acrobat Reader installed on your computer before you can use the PDF version of the user's manual. The advantage of the PDF format is that it is easier to read and to print individual chapters. If you do not have Adobe Acrobat reader already installed in your computer, you can download it for free from www.adobe.com. If you want to print sections of the user manual, printing the PDF version of the manual will give you the best results.

With the on-line manuals and help files stored on your computer, you will always have easy access to program questions and functionality.

Goodbye Floppy Drive, Hello CD Burner.

The 3 1/2" floppy disk has been a mainstay in the computer industry for well over a decade. Anyone who works on a computer probably has stacks of floppy diskettes cluttering up drawers and shelves. Certainly court reporter's have depended on these little workhorses in many aspects of their work.

Several computer manufacturers (Dell, Gateway) recently announced they will no longer include floppy disk drives as a standard component on their computer models. Starting this year buyer's will have to ex-

plicitly request a floppy drive when ordering a computer. As yet its not clear whether there will be an additional charge. It's expected that other large manufacturers will follow suite and so begins the phasing out of the floppy diskette as a portable medium. The age of the CD- Rewritable Drive has begun.

Of course this means you'll have to start paying attention to the details when purchasing a new computer. Make sure you bring up the issue of a floppy drive when discussing a purchase with a salesperson.

If you should find yourself in a situation where the computer you've purchased does not have a floppy drive it is possible to purchase an external floppy drive. These external floppy drives are usually connected by a USB cable.

Also note that most laptop computers now do not have a built-in serial port for real-time. AristoCAT's real-time and TotalView programs do work with USB to Serial adapters. If you are hooking up with your judge or attorneys you can use two USB to serial adapters.

Backup! Backup! Backup!

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your user files (information files, personal dictionary, include files, programmed function keys, proofreader user dictionary, etc., etc., etc.) to a new computer. Click on the Backup menu item in the File Management program. All of your user files will be zipped together and copied to a floppy in one step. You can then unzip this backup file on the new computer and all of your user files will be on your new computer.

Note that no work (i.e. .NOT, .WRK, etc) will be included in the backup, only your user files.

"The penalty for laughing in a courtroom is six months in jail; if it were not for this penalty, the jury would never hear the evidence." -H.L. Menchen

www.aristocat.com

For all the latest information about AristoCAT software and support services please visit our website. Details about upcoming events, Tips & Tricks to improve your performance and advice on what to look for when buying hardware all in an easy to use format. Recent additions to the support section of our web site include what to look for in purchasing a new printer, what to look for in purchasing a new computer, achieving 100% translation and using CD-R and CD-RWs.