ARISTOCAT

*Proudly Serving the Court Reporting Community for over 22 years*

Help On Help
The most overlooked feature in any software is the 'HELP' button. Perhaps it is because during the early days some software vendors were notorious for the poor quality of their 'Help' files.

We here at AristoCAT have put a great deal of effort into the online files available within each and every program. Simply clicking on the 'HELP' button or going to the heading 'HELP' will give you the latest information on new features. Each time you download an update from our website the most up to date help file information is downloaded as well and is there at the click of button or menu item.

1-800-727-4786 or e-mail:
support@aristocat.com
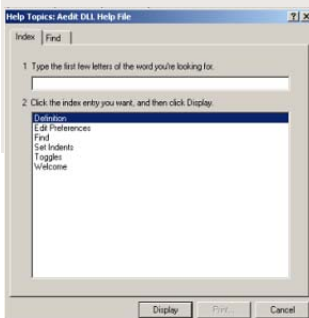
Multiple Formats

Your Information File is one of the most important parts of the AristoCAT Translation Software. It gives shape to your transcripts setting out the parameters for colloquy, transcript positioning and header & footer information. It sets the defaults for other programs like Edit & Real Time and which dictionary will be accessed for translation. Without an Information File you would be unable to do your work.

If you require different formats or have situations where you need to change header & footer information depending on the job it is much easier and less time consuming if you maintain separate Information Files. That way when you read a job in which requires a different format you only have to select the correct Information File.

To create a new Information File first open your original Information File. Next click on the heading 'FILE>SAVE AS. . .'. A Save As window will open prompting you for a new name. Type in the new name and click 'SAVE'. A small prompt window will appear asking whether you wish to use your Reporter Code as the Primary Reporter Code for this Information File. In most cases you would click 'YES'. You will now have a new Information File before you. Make whatever changes required in this new file and save out by clicking the EXIT button. Now whenever you read in a note file or start a Real Time session you will see this new Information File displayed along with the original. Select whichever of your Information Files which has the correct format and you're ready to go!

Someday. . .

Eventually it will happen to you. You edit into a file that you have been editing for a while, save out and when you go back into the file, none or few of your editing changes are there. What should you do?

1. If you edit into a job and you are presented with the message box that a temporary file has been found, choose Yes (that is the default button).
2. If you do not like what you see in the edit file, **DO NOT** save out (F10 or Alt+X). If you do, you will lose one of your backup files.

Instead abandon using the Ctrl+KQ command or click on the File menu heading, then click 'Abandon'. If you are asked *"Do you really wish to Abandon your Changes"* choose Yes.

3. Back up all of the files for this job to a floppy, CD or other drive before you do anything else. Note that you do not have to back up the .WAV file. Do this **before** you look at or open the other files for this job.
4. If you have a .TMP or .STM file, open them first. If you don't like what you see, be sure to 'Abandon' (Ctrl+KQ) instead of saving out.
5. If you don't have a .TMP or .STM file, look at the .BCK (first backup file), then the .BK2 (the second backup file.)
6. If you still don't see what you need, call AristoCAT tech support to see what we can do.

If you want to read the sequence about how the back up files are made, read the section on Edit Backup Files in the Edit chapter of the AristoCAT User's manual.

The Power of File Management

AristoCAT's File Management Program is a collection of powerful features geared to the specific needs of court reporters. From archiving finished work to emailing files the File Management program gives you everything you need to keep your workspace in order. And most importantly any time you erase a file(s) using the File Management Program it is sent to the recycle bin of your computer where you have a chance to get it back.

Before we get into the details of File Management's newer features we should take a moment to talk about how the File Management Program deals with the 2 newest storage media: CD-RW's & Flash Drives.

As anyone who has purchased a new computer knows the tried and true 3 1/2" floppy drive is being replaced by CD-RW drives. Because of limitations in the Windows file directory system for external media there are a finite number of files which can be copied to the root directory of a CD-RW or Flash Drive regardless of how much space is left on the disc or drive. The File Management Program sidesteps this inherent limitation by first creating a folder (named for

your Reporter Code) on the CD-RW or Flash Drive and then copying your material into that folder. This will allow you to move as many files into this folder as the media will hold.

NOTE: *When the File Management Program accesses either a CD-RW or Flash Drive it first looks for this folder. If the files are not inside of a folder then no files will display in the bottom window of the File Management Program. If you use any method other than File Management for moving files to a CD-RW or Flash Drive then be sure to create a folder on the medium named for your Reporter Code and place all your files into this folder.*

Most AristoCAT users are familiar with the standard functions of the File Management Program such as 'COPY', 'ERASE', 'RENAME' & 'ARCHIVE'. These are the most often used functions. We've noticed some confusion about how to use other features:

BACKUP– This feature is used when you have a new computer and want to move all your important files from your old computer to the new or you wish to create a quick backup of all the important day to day files in case something happens to your computer. When you select BACKUP on the old computer the following files are zipped into an archive called ABACKUP.ZIP and copied to whichever drive is selected on the bottom right of the File Management window drive assignment area:

♦   All Information Files
♦   All Include Files
♦   Function Key settings (keys.

dat)
♦   Proofreader User's Dictionary
♦   Your Personal Dictionary and related files.
♦   Many other files

Next you simply copy the file ABACKUP.ZIP into the Reporter Folder of the new computer, locate the zip file in the upper window, select it and from the headings chose 'ZIP>UNZIP FILES'. All the files in the zip archive will be copied to your new computer's Reporter Folder and a message will tell you how many files were unzipped.

ZIP– Though the zip archive is a long time tool there are still many people who don't utilize its benefits. A zip archive can contain 1 or 100+ files. In the same manner as taking the air out of balloon what were rather large file sizes are compressed to a more manageable size when placed in a zip archive. When you select one or more files and click on ZIP>ZIP FILES a small window appears prompting you to name the zip archive. Type a name for the archive and click the OK button and the zip archive is created in your Reporter Folder (*.zip)

NOTE: *Files are copied to a zip archive and still exist in their original form.*

EMAIL– This is a new feature in the File Management Program and allows you to select one or more files and email a message with the selected files automatically attached to the message. This
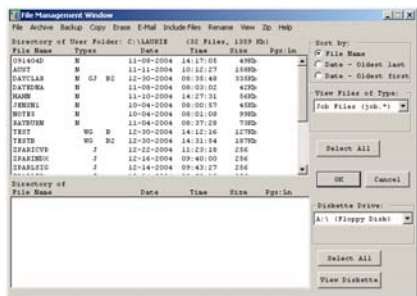
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process only works if you are using an email program installed on your computer. If you use a remote email server like Hotmail or Yahoo where you access your account through a web browser then the email feature will not work. The process has been tested with the Outlook, AOL & Pegasus email programs and works fine as long as you have one of these programs designated as your default email program.

The process is quite straightforward. When you select one or more files to send and click on the heading E M A I L > E M A I L F I L E S immediately an ENTER ZIP NAME prompt appears. Before sending one or more files through the internet we've found it is important to protect them from alteration by some of the more aggressive anti-spam and anti-virus programs used by internet service providers. As these programs scan email attachments for viruses & spam they can leave footprints behind and thereby change aspects of a text document. Commonly these footprints take the form of random pound signs (#) scattered throughout a document. To prevent this the File Management program will copy the selected files to a zip archive which the program then attaches to your email message. The program prompts you to name the archive. Once named and you click OK a blank email message from your email program appears with the zip archive attached. Enter a send to address, subject and any message information and click

on SEND. The message is then sent to the outbox of your email program. You will still need to send the email thru your email program.

HELP– Perhaps the most underutilized feature of any program. We work very hard to maintain accurate up to date Help information in all AristoCAT programs. The File Management Program Help files contain an explanation of every feature available. There is also a tutorial. If there are things you don't understand or fail to find in the printed manual then take a minute to click on the HELP heading. Its well worth your time.

Flash Drives

USB Flash Drives are the latest innovation in removable storage devices for computers. These small portable devices are easier and faster to use than a CD-RW or a floppy drive and they are much more reliable than a floppy diskette. They are extremely useful for transferring files between computers (home and work) and can be used to store and install AristoCAT software downloads (especially those downloads which won't fit on a floppy diskette). The drives come in varying sizes from 32 megabytes to 2 gigabytes. The larger the drive size, the more expensive. Stores such as OfficeMAX and Staples are

offering the smaller drives (32Mb) for as little as $10. These drives work great with the AristoCAT File Management Program. What size drive should you get? If you are not using Avsync with the large sound files, then the smaller drives will work just fine. If you are transferring sound files from Avsync between computers, then get a Flash Drive with at least 256Mb of capacity.

Essentially Flash Drives act as removable drives for your computer and will show up as E, F or G drives under the "My Computer" icon of your computer. For computers with Windows Me, 2000 or XP there is no need for additional software to access a Flash Drive. You simply plug them into a free USB port on your computer and the operating system will automatically recognize the type of device and automatically install the software drivers. The first time you plug one of these Flash Drives into a computer, a small balloon window will appear announcing 'NEW HARDWARE FOUND' and then the operating system will take a couple of minutes to install the software driver. When the process is finished you will be informed the drive is ready to use. After the first installation the computer will automatically recognize and access the device almost immediately each time you plug it into your computer. If you are using a Flash Drive on a Windows 98 computer you will need to visit the vendor's web site and download the appropriate software driver or some Flash Drives come with a CD or floppy diskette with Windows 98 drivers. Please read

Flash Drives
(continued from page 3)

all installation instructions. Some manufacturers of Flash Drives refer to their software drivers for Windows 98SE, which is the Second Edition of Windows 98. We have used the SanDisk USB Flash Drive with the first edition of Windows 98 with no problems. Note that Windows 95 and Windows NT do not support USB devices, so if you have a computer with Windows 95 or NT, you will not be able to use the Flash Drive with that computer

Once a Flash Drive is plugged into the computer you will be able to access the drive using the AristoCAT File Management program. This means you can now copy files from your reporter folder to the drive by selecting the appropriate drive assignment from the drop down menu (Diskette Drive) that appears to the right of the bottom window in File Management and the drive will be named '(Removable Disk)'.

Note: You might consider placing a README.txt file containing contact information on the Flash Drive. If you should lose the drive its possible an honest soul will return it to you.

2005 Seminar Schedule

March 12th, 2005
Georgia Technology Seminar
This event is highly recommended.
Visit www.aristocat.com for more info

March 19th, 2005
Hampton Inn
Bend, Oregon
Visit www.aristocat.com for more info

April 1-3, 2005
NCRA Mid-Year Convention
Philadelphia, PA
Visit www.aristocat.com for more info

Watch our web site as we are planning other seminars.

Support Calls

While we strive to answer every support call with a live person, there will be times when you reach voice mail instead. There are a couple of things which will help us to get back to you quicker.
1. At the very beginning of the call please say your name and return phone number, slowly and clearly so that we can understand and have time to write down the phone number.
2. After your name and phone number, if applicable, leave a brief description of your question or problem. Sometimes when we call back, we get your voice mail and oftentimes we can leave an answer or solution.
It is our goal to respond to every call and e-mail as quickly as possible and with your cooperation, we can achieve this goal.

www.aristocat.com
The Place to Be

It is recommended you visit our web site regularly. Our web site will be our primary method of communicating with you. On our web site you will find:

- Program updates
- Manual Updates
- Seminar and Training Schedules
- Tips and FAQs
- Tips on Buying Hardware

We have tried to supply clear, concise instructions on the website for downloading any of the material offered. It is strongly recommended that you print out the instructions to have in hand when you are ready to download.