Include Files

Include files, also know as boilerplate files, are saved pieces of text which are used over and over again in transcripts. Examples of include files include title pages, certificate pages and parentheticals. These include files are inserted into the transcript, either manually while editing and/or during translation. The proper setup and use of include files can save you quite a bit of time every transcript, no matter how short the transcript, since even a two page transcript has a title and certificate page.

The following is a comprehensive guide to include files: how to make them and how to insert them in your transcript, either manually while editing or automatically while you are writing the proceedings. No matter how long you have been an AristoCAT user, we strongly recommend that you read the following sections, as we sure there is something that will help everyone.

We still hear from customers, some of whom have been on the system for years, who, for every transcript, type in their title page, certificate page, and parentheticals from scratch. The sample title page shown would take a good typist 20 minutes to complete from scratch. Filling out the same title page set up properly and inserted as an include file can take as little as 90 seconds.

Whether you already have include files and need to change them up for optimum use, or need to make some from scratch, it shouldn't take more than an hour or two. This time investment will be recovered in your first few jobs. If you currently do not have any include files, we recommend making a title page, index/exhibit page and certificate page includes files to start with. Then make the other include files, parentheticals, sworn statements, etc. as you are editing future transcripts.

```
.ti on
     IN THE SUPERIOR COURT OF THE STATE OF [*State]

               IN AND FOR THE COUNTY OF [*County]
.ds off
_____

STATE OF [*State              )
                              )
          Plaintiff,          )
                              )
        vs.                   )        Case No. [*No.]
                              )
[*Defendant                   )
                              )
          Defendant.          )
_____

          VERBATIM REPORT OF PROCEEDINGS
_____

        NOW, on this [*Day] day of [Month.lst], 2000, at
[*Time] {a.m.\p.m.}, the above-entitled cause comes on
for [*Action] before the Honorable [Judges.lst], District
Judge, sitting in and for the County of [*County].

APPEARANCES:
     FOR THE PLAINTIFF:        [*Deputy DA]
                               Deputy Prosecuting Attorney

     FOR THE DEFENDANT:        [*Attorney]
                               Attorney at Law

Ima A. Reporter
Official Court Reporter, CRS 12345
.ti off
.cp
```

To make this process easier to learn, we have combined all of the information about include files in the following pages.

Notes:

Include Files

- All of the features and commands described below were shipped in the September '98 update. You should have all of the necessary programs and commands if you have installed the September '98 or later update or the master load software dated later than September of 1998.
- All of the features and commands will work with the AristoCAT software for all of the various operating systems, Concurrent DOS, MS-DOS, Novell DOS and Windows 95/98/Me/2000/NT/XP.
- The commands for the function keys described below may be different from your function key assignments, if you have changed your function keys. We also included the appropriate control or alt command as well as the function key assignment.

Type of Include Files
You can think of include files as falling into two different categories:
1) Those include files that are not modified after they are inserted into a transcript. Examples include:
    (Recess.)
    (Jury enters courtroom.)
2) And those include files where some of the text needs to be modified for each transcript. Examples include:
    (Exhibit Number [-] was marked.)
    (Proceedings ended at [time] {a.m.\p.m.})
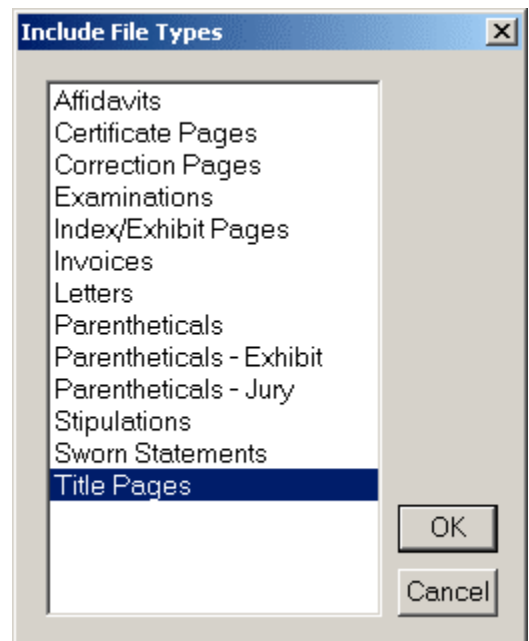   **Title pages**
    Index/Exhibit pages

When you make a new include file or change an existing one, you will want to indicate where variable information is changed through the use of scan stops (using the square brackets []), conflicts (using the curly brackets {}) and pick lists. After inserting an include file, pressing the Home key will cause the cursor to go to the next scan stop or conflict, where you can easily insert the desired information.

Making a New Include File

There are several methods to make a new include file.

1) Using the Make Include File Program – This is the easiest way to create your include files. This program provides over 100 sample include files that are categorized by type, title pages, parentheticals, certificate pages, etc. Within each category (see the sample screen to the right) are several sample include files..

To start the Make Include File program, go to the Make Include Files under the Includes Files menu in the File Management program or go to the ACAT main menu, click on File Backup/Restore, click on Include Files, then click on Make Include Files. Next select the category of the include file you wish to make. Once you have chosen the category, you will see the samples. For example, the Title Pages category has 19 different samples from which to choose. After

Include File Types

Affidavits
Certificate Pages
Correction Pages
Examinations
Index/Exhibit Pages
Invoices
Letters
Parentheticals
Parentheticals - Exhibit
Parentheticals - Jury
Stipulations
Sworn Statements
Title Pages

OK
Cancel

you find the sample title page closest to your format, click the Save button and give the title page a name. You need only supply the first part of the file name, eight characters or less. The system automatically adds the .inc extension.

After you have made an include file from the sample includes, you can edit the include file and customize it to your exact format. See the instructions below for editing an include file..
Typing from scratch – you can make a new include file by typing one from scratch from any transcript or creating a new blank include file.

   a) **While editing a transcript.**
      When you are editing a transcript and you come to a place where you are typing in text which should be an include file, use the following procedure.

- Insert one or more blank lines at the place in the transcript where you need the include file, using the Insert line function key (Shift+F5) or the new line command (Ctrl+N).
- Type in the include file text, using scan stops and conflicts as necessary. See the narrative below for typing in include file text, as well as the hints.
- Place the cursor on the first line of the include file, then press the Mark Text function key (Ctrl+F5). Now use the down arrow key to mark all of the lines of text to be included. **Hint:** If the include file is more than one screen full long, use the page down key to mark a screen full of text. If you page down too far, use the up arrow key to un-highlight lines of text you don't want as part of the include file.
- After all of the text of the include file is highlighted, press the Write Marked Text Alt+F11 function key (or Alt+W or Ctrl+KW) to write the marked text to the hard disk. You will be asked what you want to name the file. Type in the include file name (with the .inc extension) and press the ENTER key.
- The include file is now saved for future use, including later in this same transcript if desired.

   b) **Creating a New Include File**
      You can create a new include file in Edit and then type in the include file text. Double click the Edit icon. At the Open Edit File dialog box, click the Cancel button. You will the see a blank Edit menu screen. Click on File, click on New, then click Include File. At the New Include File dialog box, type in the name of the include file (you don't need to type the .inc extension.) Then click the Open button. Next you will be asked for your reporter code. Click on the appropriate reporter code, then click the Open button. See the text below for information about which reporter code to use if you have more than one format. Now type in the include file text, again using scan stops, conflicts and pick lists as appropriate. When you are done, save out of the file using the appropriate Save/Exit function key or Alt+X.

3) **Copying from an old transcript** – Another way to make a new include file is to edit into a transcript you have already finished which has the include text you wish to make or modify. Edit into a file which already has the text you wish to make an include file from (this is text you may have already typed in manually.) Place the cursor on the first line of the text and press the Mark Text function key (Ctrl+F5). Now use the down arrow key to mark off all of the lines of text you wish to use in the include file. After all of the lines of text are marked, press Alt+W. You will be asked what you want to name the include file. Type in the name and be sure to include the .inc extension. Now you may want to edit this new include file to make it more generic for use in future transcripts (i.e. add the scan stops).

Modifying an Existing Include File

Modifying or editing an existing include file is easy. You can edit into an existing include file using Edit and you have all of the editing commands, just as if you were editing a transcript.

When you double-click the Edit icon, you will be asked for the name of a file to edit. At the bottom of this window, under Filename is a small window named "Files of Type". Click on the down arrow on the right side of this window and you will see a list of the different types of files you can edit. Click on "Include Files (*.inc)". Now in the large white box you will see a list of all of your include files. Click on the include file you wish to edit, then click the Open button.
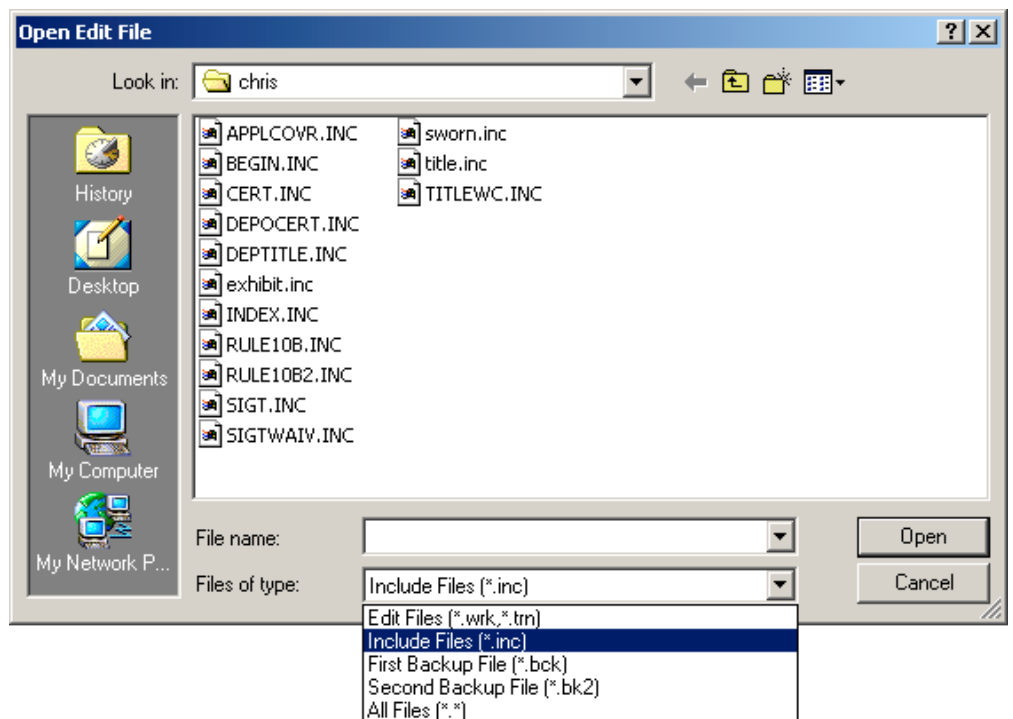
If you have not edited this include file before in Edit, you will be asked for your reporter code. Click on the appropriate reporter code, then click the Open button. See the text below for information about which reporter code to use if you have more than one format. You should now have the include file on your edit screen.

Entering your Reporter Code

When making a new include file or modifying an include file in Edit for the first time, you will be asked for your reporter code. If you only have one reporter code (information file) or if you will be using the include file for all of your formats, then use your primary reporter code (usually your name or initials.) If you have more than one reporter code and you will be using the include file for that transcript format, then type in that reporter code. For example, if you have a "court" and "depo" information file and you are creating a new court title page, then use the "court" reporter code.

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Typing in Include File Text

When typing in the text for include file, the function, control and alt keys all work the same as if you were editing a transcript. Also, all of the commands described below for setting up your include files can be used while editing a transcript.

When typing in a multi-line paragraph, as you get near the right margin, do not use the ENTER key (or Insert line function key) to start a new line. Instead continue to type the text and Edit will automatically wrap the text to the next line. Use this procedure even if you want to indent the second and subsequent lines of a paragraph. You may find that Edit automatically indents the second and subsequent lines when you want them to come back to the left margin or want them indented to a different column.   Later in this discussion we'll show you how to set the left margin. When typing in scan stops, do not use spaces within the opening and closing square brackets (i.e. []). If you use a space within the square brackets, you may find that the closing square bracket is wrapped to the next line. If you are typing in a conflict, it is okay to have spaces within the curly brackets (i.e. {}).

1) **Setting Margins**

   After you have typed in the text for a paragraph, you may want to change the left margin. To do this, first place the cursor on the first line of the paragraph. To set the left margin, press the Left Margin function key (Alt+F3) or Ctrl+OL. You will be asked for the left margin. Type in the column number you want the second and subsequent lines of the paragraph to be indented to and press the ENTER key. For example, if you want the text to start in column 10, type in a 10. If you typed in the wrong column number or just want to change the column number, just type in Ctrl+OL and type in the new column number. Note that the Ctrl+OL sets the left margin for the second and subsequent lines of a paragraph. To indent the first line of a paragraph (a single line or multiple line paragraph) use the Space Bar or Tab key to indent the first line. This allows the first line of the paragraph to have a different left margin than the rest of the paragraph.

2) **Paragraph Markers**

   When filling out an include file, sometimes the information may be more than one line long and you want the entire paragraph to automatically format to the correct margins as you fill in the information. As text is typed in a paragraph, the Edit program automatically formats all of the lines of the paragraph within the left and right margins. How does Edit know where a paragraph ends? At the end of each paragraph is a paragraph marker.

   Normally, you can't see the paragraph marker, but there is a command (Ctrl+QM) that will show you the paragraph markers. The paragraph marker (¶) displays at the end of each line that ends as a paragraph. In the sample screen to the right, we see
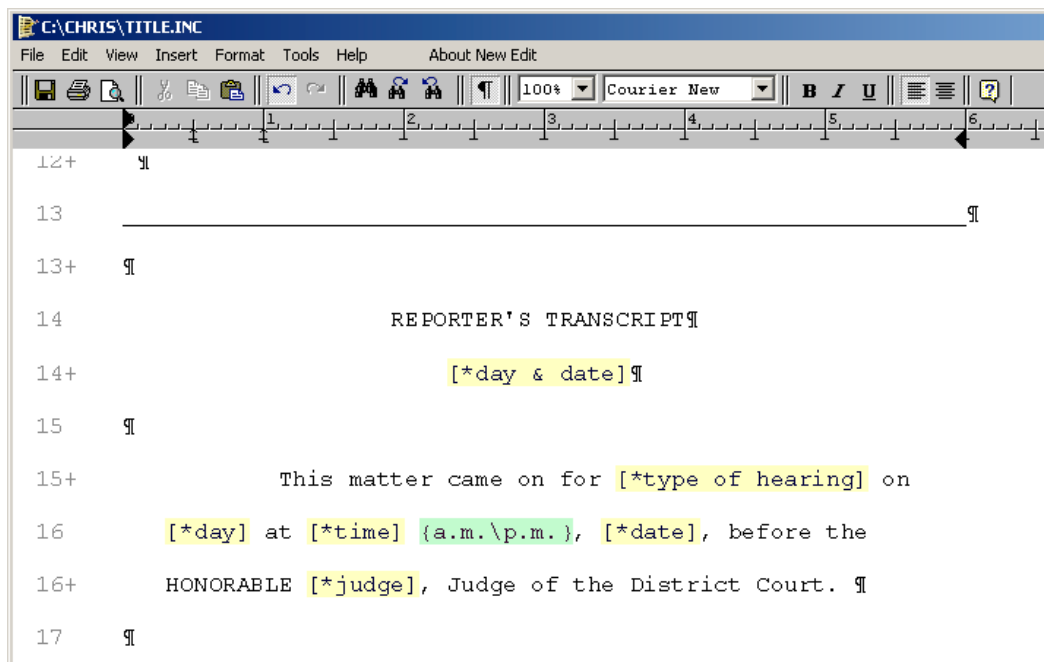
that there is a three line paragraph which starts with the word 'This' and ends with 'Court'. When we fill out this paragraph, as we insert text, the entire three lines of the paragraph will automatically format.

In some instances, you might have one or more include files in which every line of a paragraph might have a paragraph marker. To get rid of paragraph makers where they don't belong, follow these steps:

- Press Ctrl+QM so that the paragraph markers display. **Note:** Pressing Ctrl+QM a second time will turn off the display of the paragraph markers.
- Place the cursor on the first line of the paragraph.
- Press the join paragraph function key, Shift+F8 (or Alt+J), to remove the paragraph maker for all of the lines of a paragraph except for the very last line of the paragraph.

If you need to insert a paragraph marker, use the Insert Line function key, Shift+F5 (or Ctrl+N), at the point where you want the paragraph to end.

3) **Scan stops**

Scan stops look exactly like an untranslate, except that you can type any text you wish between the open and close square brackets. The text you might type between the brackets might be a reminder of what information you might fill out (i.e. [time] [date] [witness]) or it might be a simple scan stop (i.e. [-] or just an open square bracket immediately followed by a close square bracket (i.e. []).

There are two types of scan stops. One is the open/close [] square bracket, which works as normal. The second is just the open [square bracket. When you home to, and fill in a scan stop which consists of an open/close square bracket, any text (and the paragraph) which follows the close bracket is formatted based on the length of the text you type in (just like an untranslate). If you home to, and fill in a scan stop that consists only of an open square bracket, then any text that follows will not be moved. This second type of scan stop is useful for filling out the caption and the exhibit page. Examples:

```
[plaintiff                          )
[                                   )
           vs                       )        Case No. [-]
[defendant                          )
[                                   )
```

When you fill out the above caption page, the left parenthesis, used to block off the defendant's and plaintiff's information, will not shift to the right or left.

```
Exhibit No.            Exhibit Description                Page
[                      [                                  [-]
[                      [                                  [-]
```

Again, when you fill out the above exhibit page, the scan brackets will not move left or right as you will out each line. Note that it is important that you put a closing bracket after the last open bracket on the line, or at least, put several spaces after the open square bracket. Note that in the examples above, we have a close bracket for the Case No. and a closed bracket for the Page number, since these are the last brackets on these lines.

Simplifying Title and Index Pages

Certain pages in your transcript (e.g. title pages, appearance pages, index and exhibit pages) may have a different format than the testimony pages. For example, your title page may not have line numbers, a page number, a box, et. cetera. There are dot commands that can be used (and dot commands that should not be used) to accomplish this formatting. There are three sets of dot commands that should be used at the beginning and end of pages that have different formatting than the testimony pages:

1. .ti on and .ti off   used at the beginning and end of the title page
2. .ex on and .ex off   used at the beginning and end of index/exhibit pages
3. .ot on and .ot off   used for any other pages which need special formatting

The use of these dot commands at the beginning and end of these pages reduces the need for other dot commands and makes it possible to use other features of the AristoCAT software such as automatic indexing and the copy title page command (Ctrl+KT).

Let's consider the title page (see the sample title page at the beginning of this tutorial). At the very beginning of the title is a .ti on, which indicates that this is the beginning of the title page. At the end of the page, is a .ti off, which indicates that this is the end of the title page. There is a .cp dot command which forces a new page. In the information file under the Page Layout tab (or F4=Format for the older information file programs) we can indicate what special formatting we want for the title page (see picture to right). As you can see, you can indicate whether or not you want a page number, line numbers, spacing, footers and a box or lines. The only other dot commands you might need on the title page is the .ds on/off to turn double spacing on and off. This eliminates the need for the .pn on/off, .ln on/off dot commands. Notice also on the sample title page that we don't need a .ds on dot command to turn double-spacing back on. That is because the .ti off not only indicates the end of the title page, but also turns off all special formatting and the next page that prints will have the format for the Transcript Page, for which we have double spacing on.   If the next page following the title page starts with a .ex on, then that next page will have the formatting as indicated under Exhibit Page and the .ex off at the end of the index/exhibit page(s) will turn off the formatting.

Inserting Include Files into the Transcript

Now that you have created your include files, how do you get them into the transcript? There are three ways to insert an include file into a transcript.

1. While editing a transcript you can insert an include file by using the Insert File function key, Ctrl+F7 (or Alt+I or Ctrl+KR). Place the cursor where you want the include file inserted and press the Insert File command. You will be asked for the name of the file to

insert. Type in the name of the include file (with the .inc extension) and press ENTER. You can now press the Home key to go to the next scan stop or conflict to fill out the include file, if necessary.

2. In your information file under the Tran Options tab, you can type in the name of up to two include files which will automatically be inserted at the beginning of the transcript and up to two include files which will automatically be inserted at the end of the transcript during translation.

   Under Beginning of Transcript 1, enter the name of the first include file you wish to have automatically included at the beginning of the transcript (e.g.. title.inc) and under Beginning of Transcript 2, enter the name of the second include file, if any, you wish to have included after Beginning of Transcript 1 (e.g.. Index.inc). Under End of Transcript 1, enter the name of the first include file you wish to have automatically included at the end of the transcript (e.g.. cert.inc) and under End of Transcript 2 enter the name of a second include file, if any, to be inserted at the end of the transcript after End of Transcript 1.

3. During the proceedings, you can write an outline which will bring in an include file during translation (either regular or realtime translation). Described below is the procedure to make a definition in your personal dictionary which will allow an include file to be inserted,

   From the AristoCAT icons double-click the Dictionary Management icon. After entering your reporter code, you will have the Personal Dictionary Menu. Select the Add Entries to Batch File option to put the entry into your batch file for updating into your personal dictionary. Type in the steno that you intend to use for the block of text.

   Let's assume each time you write SWORPB/SWORPB you want the translate program to insert an include file named SWORN.INC into the transcript at that point. Simply type in the steno (SWORPB), one stroke at a time, with each stroke followed by the ENTER key. After typing in the steno, press the right arrow key to move the cursor over to the translation column. In the translation column you will type in: .df sworn.inc   (.df stands for data file). Now while you are writing the proceedings, when you write

   SWORPB/SWORPB, the translate program will look for an include file named sworn.inc and automatically insert it into the transcript. After you have made all of your include file dictionary entries, exit from the Add Entries to Batch file (using the F10 function key) and then update your dictionary.
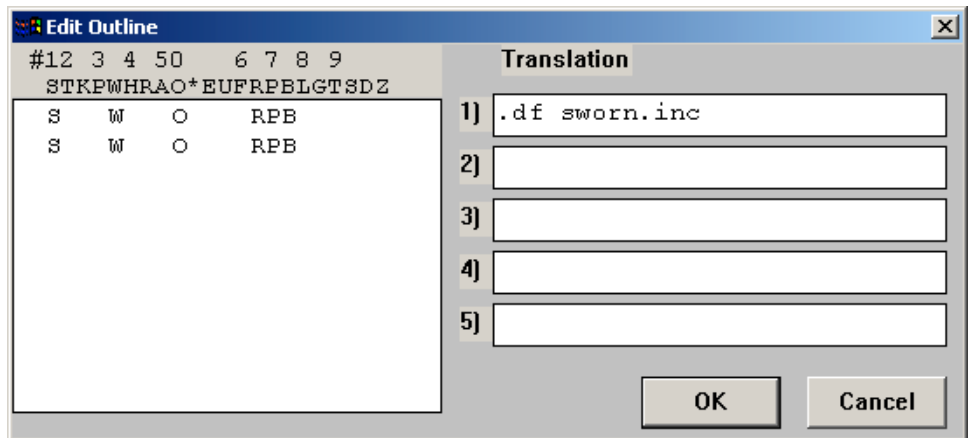
Trouble Shooting Insertion of Include Files
If your include files are not being inserted into the transcript, then you need to look at two possible problems:
1. If, when you write SWORPB/SWORPB, you get an untranslate or mis-translate (e.g.

[SWORPB] [SWORPB] or sworn sworn), then this means this outline is not in your personal dictionary. Make sure that you have updated your personal dictionary after making the include file entries and that you are writing the correct steno. If this happens during realtime, it might also mean that, depending upon your stroke and time delay, that you are not writing the steno fast enough.

2. If you get the following text in the transcript:

.df sworn.inc - [Note] Include file not found.

This indicates that the translation program cannot find an include file named sworn.inc. Make sure you have the correct include file name and that you have the include file on your hard disk.

Backing up your Include Files

After you have spent all this time and effort making your include files, make sure that you back them up in case of computer failure or to move them to another computer. There are a couple of ways to do this:

1. Go into the File Management program. On the upper right-hand side of the screen, under "View Files of Type", click on the down arrow and then click on "Include Files". Now all of your include files will appear in the large white box. Now click on the "Select All" button, which will highlight all of your include files. Now at the top of the window click on Copy and click on Copy to Diskette (make sure you have a blank, formatted disk in your floppy drive).

Changing the Year in Include Files

There is an program available which will search all of your include files and change the year in the include files. For example, you can tell the program to change all occurrences of the year 2004 to 2005. It is highly recommended that you backup your include file before changing the year. To change the year in your include files, go to the File Management program. Now at the top of the window click on Include Files and then click on "Change Date in Files". Now just follow the instructions on the screen.

Specific Ctrl Commands
Ctrl+KH   hide/unhide inserted include file
Ctrl+KK   Mark lines of text
Ctrl+QM   Show/hide paragraph markers
Ctrl+OL   Set left margin
Ctrl+OR   Set right margin
Ctrl+KW (Alt+W)   Write out text
Ctrl+KR (Alt+I)   Insert an include file

Hints & Factoids

- Set up your attorney appearances as include files. Why type in the attorney name, the firm name and address every transcript?
- Don't insert blank lines to fill out the title page (or other pages) to make that page be

exactly one page long (i.e. 25 lines). Instead use the .cp (conditional page break) dot command to force a new page. This saves editing keystrokes and, if later, you add or delete lines from the title page, you don't have to add or delete the blank lines to fill out the page.

- There is also a .pa (page break) dot command to force a new page. The difference between the .pa (unconditional page break) and .cp (conditional page break) is that if the .pa follows a page that is exactly 25 lines long, you will get a blank page printed. The print program prints the 25 lines, starts a new page and then sees the .pa page break and then starts another new page. With the .cp dot command, a new page is started only if the previous page is less than 25 lines long. If the previous page is exactly 25 lines long, it will not print a blank page (that is why it is called a conditional page break.)

- When filling out the scan stops in an include file, don't press the backslash to global or dictionary add the scan stop.

- There is an exception to the previous factoid. If you have several scan stops that have the same information, then you can global the scan stop so that you only have to fill it out once. For example, let's assume that the witness name appears on the title page, index page, sworn statement and certificate page. You can set up this scan stop in the various includes files as [witness]. Then when you come to the first occurrence of where you type in the witness name, you can global the witness name. Just don't add it to a dictionary.

- The difference between the Mark Word (unshifted F5) command and the Mark Text command (Ctrl+F5) is that Mark Word marks one word at a time and is limited to marking only three lines. Mark Word is used for marking a word or phrase for globalling purposes.   Mark Text marks a whole line at a time and is used for marking lines of text to write out, delete or copy. With the Mark Text command, you can mark as many lines of text as needed.

- When you mark one or lines of text with the Mark Text command, and then write out the marked text or copy the marked text to the clipboard, after the command is done, the highlighted text will not be highlighted any more. However, the Edit program remembers which lines were marked and you can use the Ctrl+KH command to re-highlight the lines.

- When you use the Insert File command (Ctrl+F7 or Alt+I) to insert an include file, the Edit program will know what lines have been inserted and you can use the Ctrl+KH command to highlight these inserted lines. This can be useful for modifying an include file while editing a transcript. For example, you can insert an include file, make changes to it, use the Ctrl+KH to highlight the include file (this can be quicker then having highlight each line of the include file) and then do the Alt+W to write out the modified include file. **Note:** If you add or delete lines within the include file after inserting it, then the Ctrl+KH command won't work correctly. You will have to remark the lines with the Ctrl+F5 function key command.