

December 2004 Update Details

The updates to the software are described below. Many of the updates have been available for download from our web site, but there are additional updates to the software. In addition to the software updates, there are tutorials, newsletters and other printed documentation.

Note that you must have installed the December 2003 or new Master Load CD before installing this update.

1. User's Manual and Help files

- a. An updated user's manual and help files
- b. An updated PDF user's manual is included.

2. Multipag

- a. Enhancements to the Multipag program include the ability to specify different fonts, sizes and styles (bold, italic, etc) for the header, footer and text. Be sure to read the help file on the Print Setup screen for information about how the fonts will print. See the Multipag.pdf file in the DownLoads folder on this CD for detailed information on the new Multipag program.

To set the fonts:

1. Double click the Multipag icon.
2. When asked for the name of the file to print, click the Cancel button.
3. Click the **File** menu item on the Multipag menu, then click the **Print Setup** menu item.
4. To change the font information, click the Change button.

3. Real-time

- a. The ability to edit your real-time with the new Edit for Windows. See the updated user's manual or the RealtimeEdit.pdf file in the DownLoads folder on this CD for detailed information.
- b. The ability to pause audio synchronization. See the updated user's manual or the RealtimeEdit.pdf file in the DownLoads folder on this CD for detailed information.
- c. RT-SPELL has been added to the real-time program. See the updated user's manual for detailed information.
- d. RT-SPELLST has been added to the real-time program. See the updated user's manual for detailed information.
- e. RT-MINMAX has been added to the real-time program. See the updated user's manual for detailed information.
- f. Additional options for the smart acronyms (ie: @a@, @b@, @c@) have been added. They are @A.@, @A-@ and @A @. See the Dictionary Management chapter in the updated User's Manual.

4. Edit

- a. A number of issues have been fixed since the initial release of the Edit for Windows program on the December 2003 Master Load CD. See the EditUpdate.pdf and EditFAQ.pdf files in the DownLoads folder on this CD for detailed information.
- b. A new command (Alt+.) has been added which allows you to stitch a word (acronym) with periods. This command works just like the stitch word (Alt+T) command, but stitches with periods rather than hyphens.
- c. The ability to produce a PDF file has been implemented. To produce a PDF file, while in Edit, click on the File menu item, click on Export and then click PDF. The PDF file will be saved in your user folder under the name of the job with a .PDF extension (i.e. if the job name is SMITH, then the PDF file will be named SMITH.PDF).
- d. You can now change the background color of the edit window and/or the text color. **Note:** It is recommend that at this time you choose a light colored background and leave the text black. If you choose a dark colored background, then some of the other colored text such as conflicts, untranslates or automatic indexing text may not display clearly.

- e. You can now highlight one or more paragraphs and then use the Set Left Margin (Ctrl+OL) or Set Right Margin (Ctrl+OR) to set the left or right margins for all of the marked paragraph(s). Note that you must use the Ctrl+F5 function key (mark text) to highlight the paragraphs.
- f. A new command to format paragraph(s) for read-back or quoted material has been added. This command can be found on the Edit menu under Format and then click Set Indents. Click the associated help button for information about the various options. This is a new command and we welcome comments about changes or enhancements to the command.
- g. The Ctrl+U (abort) command from the old Edit program is now implemented as the ESCape key. Pressing Ctrl+U is the same as pressing the ESCape key.
- h. The ability to recall steno twice to see the English translation and, optionally edit an outline has been implemented.
- i. Ctrl+\ (Backslash) and Alt+\ (Backslash) have been implemented. When you are in the Ctrl+\ mode, then you can press a letter of the alphabet and the edit program acts as if you are holding down the Ctrl key. Same with the Alt+\ command. To exit the Ctrl+\ or Alt+\, press the SpaceBar. Note that when you are in one of these two modes, a Ctrl or Alt will appear on the bottom status line.

5. Dictionary Management

- a. See the updated user's manual or the DictionaryManagement.pdf file in the DownLoads folder on this CD for detailed information on the new Dictionary Management program.
- b. You can now export your personal dictionary to RTF/CRE. To do this, click on Print Personal Dictionary, then choose RTF/CRE. Use this feature if you need to load your personal dictionary on the elan Mira or the ProCAT Stylus.
- c. There is an option to reorganize your batch file. Reorganizing your batch file will remove any deleted batch file entries (i.e. any entries you replied N to delete – the entries appear in red), any batch file entries that have already been updated (see next item) and any duplicate batch file entries.
- d. Normally it is recommended that you review all of the entries in your entire batch file before updating your personal dictionary. Now you can set an option that will automatically update just those entries that you reviewed when you exit the review batch file process. For example, if you have 1000 entries in your batch file and you review the first ten entries (i.e. you press Y to keep the entry and the entry color changes to green), when you exit the batch file review, just those ten entries will be updated into your personal dictionary. If you go back in later and review another 20 entries, when you exit, those 20 entries will be updated into the personal dictionary. To set this option, when you are reviewing your batch file, click on the Options menu item and then check the 'Update the Reviewed Entries' box.

7. Automatic Indexing

- a. There are sample automatic indexing files you can play with in the Tutorials folder on this CD. See the SampleFiles.pdf for information about this files.
- b. The tutorial on automatic indexing has been updated. The tutorial for automatic indexing is found under Help on the Automatic Indexing menu.

8. File Management

See the FileManagement.pdf file in the DownLoads folder on this CD for detailed information on the new features in the File Management program.

9. Predefined Pick Lists

The edit program supports pick lists. If you don't know what a pick list is or how to use them, run the PickList tutorial in the Tutorials folder on this CD. The following are predefined picklists available:

- a. DAYS.LST – the days of the week (i.e. Monday, Tuesday, etc.)
- b. MONTHS.LST – a list of the months (i.e. January, February, etc.)
- c. XxCOUNTY.LST – a list of counties in each state. Replace the xx with your two-letter state abbreviation. Examples: ORCOUNTY.LST is the list of counties in the state of Oregon, MOCOUNTY.LST is the list of counties in the state of Missouri.
- d. STATES.LST – a list of the 50 states.

10. DownLoads Folder

The DownLoads folder contains the PDF files from the AristoCAT web site that describes the changes to the software during the last year.

- a. Dictionary Management.pdf – this file describes the latest changes to the Dictionary Management program.
- b. EditFAQ.pdf – this file is a list of the frequently asked questions about the new Edit for Windows.
- c. EditUpdate.pdf – this file describes the changes made to the edit program over the last year or so.
- d. FileManagement.pdf – this file describes the changes to the File Management program.
- e. Multipag.pdf – this file describes the changes to the Multipag program.
- f. ReadtimeEdit.pdf – this file describes how to use the new Edit program to edit your real-time. It also describes the RT-PAUSE command for pausing audio synchronization.

11. NewsLetters Folder

This folder contains the Spring 2003, Winter 2003, Summer 2004 and the Winter 2004 newsletters. Note that the Winter 2004 newsletter is the latest newsletter.

12. Tutorials Folder

This folder contains tutorials and other reference material as described below.

- a. EditSummaryCard.pdf – this is a printable version of the tri-fold card which is a summary of the edit commands.
- b. KeyboardTemplate.pdf – this is a printable version of the function key assignments for edit.
- c. HookingToAttorneys.pdf – this file describes the hardware and setup procedures for connecting your real-time to attorneys.
- d. IncludeFiles.pdf – this file is a detailed description of include files, how to create and use them.
- e. IncludeFiles.exe – this is an interactive tutorial for include files.
- f. PickList.exe – this is an interactive tutorial on pick lists.
- g. SampleFiles.exe – this is an installation program which will install sample files for automatic indexing and some commonly used edit commands. See the SampleFiles.pdf for how to use these files.
- h. SampleFiles.pdf – this is a description of the samples files and how to use them.
- i. TopTenTips.pdf – this is a list of the top ten tips for various programs. This is highly recommended reading.

The AristoCAT Support Team