

# **AristoCAT Software Update**

## **December 2003**

### **For Windows 95/98/Me/NT/2000/XP**

The December 2003 update consists of the AristoCAT Master Load software. Master Load software means the enclosed CD contains all of the AristoCAT software. This Master Load is used to install the software on a new computer or to completely update the AristoCAT software on an existing computer. This Master Load is for the Windows 95/98/Me/NT/2000/XP operating systems only.

**Note:** Any references to the Windows XP operating system include both the XP Home and XP Professional versions.

#### **Important Notes:**

1. Since this Master Load consists of the entire AristoCAT software, including all previous updates, you do not have to install any previous update diskettes before installing this update.
2. It is recommended that you gather all CDs and diskettes you have received from AristoCAT and place them in a folder or envelope. About a month after installing this update, if you do not encounter any problems with this update, you can dispose of the old CDs and diskettes. **Note:** We use removable labels on our diskettes. You can remove the labels from the diskettes, format them and then use them for other purposes.
3. Below is a brief overview of the changes in this update. Click the help buttons in each of the programs for detailed information about using the new features.
4. Because of the changes to the Read program, you will have to tell the software the type of writer you are using. To do this, start the ACAT Main Menu, click on Setup and then click on Choose Writer. You should only have to do this once.

#### **AristoCAT User's Manual**

The User's Manual icon now brings up the PDF version of the AristoCAT 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](http://www.adobe.com).

The HTML version of the user's manual is accessed under Help on the ACAT Main Menu. There is a tutorial on using both formats of the user's manual under Help on the ACAT Main Menu.

#### **File Management**

The following changes have been made to the File Management program:

1. You can now display a word and line count for transcripts. To bring up the word and line count, click on the file to highlight it and then click on the View menu item and then click 'Word Count'.
2. With this version you can easily send e-mails with attachments from the file management program. To see details on sending files as attachments, go to the File Management program, click on the E-mail menu item and then click on Help.

**Note:** The File Management program on this update is the same as on our website under General Downloads dated 10/21/03. You do not need to download and install the File Management update from the website unless there is a new version dated newer than 10/21/03.

#### **Dictionary Management**

The following changes have been made to the Dictionary Management program:

The review batch File, edit personal dictionary and edit job dictionary display has been changed. Instead of just one entry at a time appearing on the screen, multiple entries are displayed. The way you edit the entries is the same (i.e. press Y to keep the entry, press N to delete the entry and press E to edit the entry), but now there are more options. It is strongly recommended that you read the Help file when you are reviewing the batch file or editing your personal or job dictionary.

**Note:** The Dictionary Management program on this update is the same as on our website under Beta Downloads dated 10/21/03. You do not need to download and install the Dictionary Management update from the website unless there is a new version dated newer than 10/21/03.

### **Qprint**

The following change has been made to the Qprint program:

1. You now have the ability to print in Italics. Note that you have to use the new Edit for Windows to highlight text and then give it the Italics attribute. Note that there is no control command in the old edit to make text Italics.

### **Proofreader**

The following change has been made to the Proofreading program:

1. The English spell check dictionary has been enlarged. Note that this same spell check dictionary is also used by the new Edit for Windows and the real-time program. We are working on updating and enlarging the medical spell check dictionary.

### **AVSync**

The following change has been made to the Audio Synchronization program:

1. You can now fix some corrupted sound files. To fix a corrupted file, start the avsync program, click on the Edit menu item, click on Repair Corrupted file then choose file the sound (.WAV) to be fixed.

### **Multipag**

There is a new version of Multipag on our Beta download page that allows you to choose different fonts for the header, footer and text. This version is not on this Master Load CD, but you can download it from our website and try it out.

### **Real-time**

The following changes have been made to the Real-time program:

1. Audio synchronization is now built into the program. Be sure to choose the recording quality on the real-time options screen. You still have to tell the real-time program when to start recording with your RT-RECORD stroke or by pressing F4. When you start the recording, the record time will display in the bottom right corner of the screen.
2. You can use multiple job dictionaries without having to merge them together. For details, click on the Edit List button under Job Dictionaries on the real-time options screen and then press the Help button.
3. You can now define a RT-CONFLICTx stroke in your personal dictionary. The x should be a number from 1 through 5 (i.e. RT-CONFLICT2) and when you write that outline, the real-time program will look back to the last conflict you wrote and resolve the conflict to the number you wrote (in this example, it would resolve the conflict to the 2<sup>nd</sup> choice). Note that if you have three conflicts, you can write your strokes to resolve each of the three conflicts, one at a time.
4. When making a real-time define, you can press the ESCape key if you are not finished with the define and the real-time program will remember where you left off the next time you have time to make a define. Note that if you are not finished with a define and you click the Cancel button (or press Alt+C), the real-time program will not save the partial define.

5. You can now define the RT-^P command (to cap the previous word) with a number so that you can cap multiple previous words. The format is RT-^Px where x is the number of previous words you want to cap. Note that if you have a phrase 'city of bend', and you write RT-^P3 to cap the previous three words, the word 'of' (and other prepositions) will not be capped (just like in edit).
6. You can define different delete strokes for the asterisk delete option in your personal dictionary. For example, you can define \*R in your personal dictionary as RT-DELETE. You can define multiple asterisk delete strokes (note that you don't have to use the \* in the steno part of the definition), but each outline can have only one stroke. You can also specify a number in your information file under the Tran Options tab to have the \* and/or #\* to be used in addition to what you have defined in your personal dictionary. If you have a 0 (zero) in the asterisk delete option in your information file, then only those outlines you have defined in your personal dictionary as RT-DELETE will work as an asterisk delete stroke.

## **Edit for Windows**

The biggest enhancement on this Master Load CD is the new Edit for Windows. While the edit screen will look quite different, the editing commands are nearly identical. You should be able to start editing without having to read any of the enclosed material, but we strongly suggest that you read the following very carefully so that you completely understand it.

## **Known Limitations**

There are a couple of known limitations of the new Edit.

1. You cannot edit a real-time session, while the real-time session is active. You can edit the real-time session after you end out of real-time. You can still use the old Edit to edit the real-time session. See Going back to old Edit below for further information.
2. The only available screen background color is white with black letters. More colors will be available in future updates.

We are working on of these issues.

## **Some of the new Features**

1. The first time you edit into the new Edit, you should familiarize yourself with the new screen and toolbar.
2. Look at each of the menu items at the top of the screen. While most of the menu items will be familiar to you, there are some new ones, such as the ability to spell check while in Edit.
3. The first time you edit into the new Edit, click on the Edit menu item, then click on Preferences at the bottom of the screen. Fill out your editing preferences using the Help button to get a description of the various options.
4. When Edit auto-saves (or if you do it manually with Ctrl+KS), it will save the entire file, not just your changes. If you have a problem with a file, you do not want to fix the file with the old Fix Edit.
5. Audio synchronization is now built-in directly into the edit program. This means that when you edit into a file with a sound file, avsync will not start since avsync is not needed to play back the sound. The command (Ctrl+KM) for playing back a sound snippet is the same and in addition you can play back the sound continuously until you press the ESCape key.
6. You can have lines that automatically center themselves as you type in information. For example, the witness name at the beginning of a sworn statement. Note that this will only work for a single centered line. To set this up, place your cursor at column one of the line, press the Ctrl+T (delete word command). This will remove all spaces before the text to be centered. Then press the Ctrl+OC (center command) or click the Center button on the toolbar.

7. You can change the size and font of the text to make the text easier to read. This will not affect the way the transcript prints out.
8. You can cut and paste to and from other window's programs.

## **Edit for Windows FAQs**

- Q. Are my current edit files (i.e. .WRK, .GBL, .NOT) compatible with the new edit?
- A. Yes, all of your files are completely compatible. You can move files between two computers, one with the old edit and the other with the new edit. For example, if you have the new edit and your scopist has the old edit, you can still exchange edit files.
- Q. When I look at my transcript in the old Edit, I see new dot commands. What do these dot commands do?
- A. The new Edit uses dot commands for certain types of formatting, such as centering lines. You should leave these dot commands in the transcript. Remember that dot commands don't print, so they won't affect anything.
- Q. Can I change the screen colors in the new Edit?
- A. Not at this time. Eventually you will be able to change the colors.
- Q. I see that bold and underline text now appear bold and underlined. How do I delete the bold and underline markers?
- A. Highlight the text you wish to remove the bold or underlining from and press the bold or underlining command (i.e. Ctrl+PB).
- Q. How do the automatic indexing markers work in the new Edit?
- A. The new Edit doesn't use the # sign as automatic index markers. Instead it uses different colors for each type of automatic index markers. If you place your cursor on the colored text, the type of automatic indexing marker will display on the lower status bar near the left side of the screen.
- Q. How do I remove the automatic indexing markers?
- A. It works the same way as removing bold or underlining. Highlight the text and type in the automatic indexing command (i.e. Ctrl+PN) you wish to remove.

### **Notes:**

- A. The Edit for Windows program on this update is the same as on our website under Beta Downloads dated 1/02/04. You do not need to download and install the New Edit update from the website unless there is a new version dated newer than 1/02/04.
- B. If you encounter a fatal error with the new edit and there is not a fix on our website, you can go back to the old edit using the following steps:
1. Go to the AristoCAT icons and double-click on the MS-DOS prompt icon.
  2. At the MS-DOS prompt, type:  
c:\adcorp\oldedit      ENTER
  3. Close out the MS-DOS prompt window.

We hope you enjoy this update and that it will make you more productive. You should be able to install and use this update with a minimal learning curve.

Many of the changes made in this update were the result of suggestions of our customers. We would like to thank those customers who took the time to call or e-mail us with these suggestions and to report problems. If your suggestion was not implemented in this update, please be assured that they will be implemented in a future update.

As usual, we encourage you to install this update during normal AristoCAT support hours in the event you encounter an unexpected problem. In addition we encourage you to offer suggestions or report any problems you encounter with this update. Please call us at 800-727-4786 or e-mail us at [support@aristocat.com](mailto:support@aristocat.com).

**Important Note:** We encourage you to check our website frequently for updates to this Master Load CD as well as other program updates.

Your AristoCAT Support Team