How to Use:

Reveal Codes Pane

Reveal Codes is an Edit feature that displays formatting information along with the transcript text inside a dialog pane. Use the Reveal Codes pane to identify and delete unwanted formatting information such as paragraph styles, format symbols or hidden text.

Facts

✓ Reveal Codes is also useful to view the formatting differences of text displayed in the transcript with a different color.
✓ The background color of the Reveal Codes pane is gray when the cursor focus is in the body of the transcript.
✓ When the cursor focus is in the Reveal Codes window, the background color is the same as the transcript background and the cursor is fatter.
✓ Click and delete unwanted formatting codes.

Example of Reveal Codes Pane

Default Position of open Reveal Codes Pane is on the bottom of your monitor.

Open Reveal Codes Pane in Edit:

View (Alt+v) -OR- Panes (e) Ctrl+Shift+R Reveal Codes (r) (toggle)
How to Use:

**Vertical Notes Pane**

**Purpose**

Vertical Notes is an Edit feature that displays the steno notes in paper tape format within the Vertical Notes dialog pane.

- You can edit the job, making dictionary definitions from vertical notes pane.
- Steno outlines in the vertical notes that display in light gray can indicate the steno outline:
  - was deleted using asterisk delete from the writer
  - was deleted using the Delete key on the computer keyboard
  - was written while power defining.
  - is a number converted by a Number Conversion or Number Trigger
  - was written for an AccelerWriter

**Facts**

Shortened Example of Vertical Notes Pane

TIP: Pushpin horizontal=auto hide; vertical=no auto hide.

TIP: Re-dock = double-click on header bar

Default Position of open Vertical Notes Pane is on the right side of your monitor.

Open Vertical Notes Pane in Edit:  
_View_ (Alt+v)  _OR_  Panes (e)  Ctrl+N  _Vertical Notes_ (v) (toggle)
How to Use:

EZ Text Pane

Purpose

The EZ Text table allows you to create up to 20 strings of text which you can insert into the transcript or the Text field of a dialog box.

Facts

✓ Each text line can contain up to approximately 900 characters including conflicts, scan stops, format symbols, etc.
✓ EZ Text lines are stored in the EZ Text table located in the Systems Files case.

Examples of Common EZ Text Entries

Include into Edit file:
1. Press F4, then number of text
   a) Ex: F41 to include Title Include File
2. Highlight entry and click on Insert icon on toolbar
3. Double-click on the entry

TIP: Pushpin horizontal=auto hide; vertical=no auto hide.
TIP: Re-dock = double-click on header bar (shown on lavender)

Open EZ Text Pane in Edit:
View (Alt+v)
Panes (e)
EZ Text (e)
How to Use:

Speaker List Pane

The Speaker List contains speakers created using the Create EZ Speakers feature, typed speaker names entered before translating in the Translate Speaker List, and Common Speakers added in Field Options.

✓ The Speaker List pane in Edit allows you to insert speaker names or other fields directly into the job.
✓ Insert a speaker name or field into the job from the Speaker List by double clicking the entry or highlighting the entry and clicking the Insert button.
✓ Speakers from the Speaker section insert into the transcript as Colloquy, unless the cursor location is immediately before or after a Question, then Case CATalyst inserts it as a By Line.
✓ Using the speaker names from the Speaker List, you can create a graphical Seating Chart, viewable in the MiniViewer at the top of the Speaker List dialog pane or on the computer screen.

Facts

✓ Pushpin horizontal=auto hide; vertical=no auto hide.
✓ Re-dock = double-click on header bar

Options Button must be explored to customize the Speaker List. The default settings may not meet your needs.

Open Speaker List Pane in Edit: View (Alt+v) Panes (e) Speaker List (k)
How to Use:

Hidden Text Pane

The Hidden Text feature displays the Hidden Text dialog pane which shows all the Hidden Text in the transcript along with the page location.

- You can search, modify, delete and print items.
- You can sort the list by clicking a column heading.
- Double clicking an entry in the Hidden Text dialog pane moves the cursor to the location in the file where the selected Hidden Text occurs.
- Highlight an entry and press Delete or click the Delete icon to remove the Hidden Text entry from the transcript. Choose Yes at the confirmation prompt.

To create Hidden Text:
Edit | Insert | Hidden Text

To delete Hidden Text:
- Click entry in Hidden Text Pane
- Press Delete on keyboard or click Delete icon on Hidden Text Pane toolbar

TIP: Pushpin horizontal=auto hide; vertical=no auto hide.
TIP: Re-dock = double-click on header bar

Open Hidden Text Pane in Edit:
View (Alt+v)
Panes (e)
Hidden Text (h)

TIP: To quickly insert Hidden Text, assign “Insert Hidden Text” function to your Keyboard Map.
Hotspots is a dialog pane that contains occurrences of:
(a) Oops format symbol, (b) an empty (undefined) field, or (c) an untranslate in the transcript.
You may want to display the Hotspots dialog pane before leaving the proceedings so you can verify spelling of names with the participants.

Displays:
1. Oops format symbol (pink)
2. Empty field (blue)
3. Untranslate (green)

Double click a Hotspots entry to move the cursor to that location in the transcript.

Open Hotspots Pane in Edit:
View (Alt+v)  
Panes (e)  
Hotspots (o)
How to Use:

**Clipboard Pane**

**Purpose**

Clipboard is an Edit feature that allows you to copy and cut text, storing up to ten items while editing.

**Facts**

- No limit to the amount of text you can copy or cut for each item.
- Selecting Copy twice on the same highlighted text automatically opens the Clipboard. (Selecting Copy again, toggles the display of the Clipboard.)
- Newest item is stored at the top of the list.
- Clipboard remain available for all edit files during the current Case CATalyst session.
- You can lock a Clipboard item, preventing it from being removed from the list as new entries are added. (Right-Click | Lock)

**Insert Copied Text into File:**

1. Left-Click on Entry
2. Paste with Control+V -OR-
3. Right-Click on Entry | Paste

**Highlight text and Copy (Control+C) to insert text into Clipboard.**

**Open Clipboard Pane in Edit:**

View (Alt+v) 
Panels (e) 
Clipboard (b)

**TIP:** Pushpin horizontal=auto hide; vertical=no auto hide.

**TIP:** Re-dock = double-click on header bar
How to Use:

Brief It Pane

Brief It is a translation feature that suggests conflict free brief forms for words and phrases that you write during a realtime job.

**Purpose**

- When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form in one of your dictionaries and displays it in the Brief It dialog pane.
- There are three types of briefs: (a) Reminder (light green); (b) Personal (light orange); (c) Suggested (light yellow).
- The more often the same brief is suggested without being written, the darker the background color.
- If you write a Suggested brief, the background color for the brief turns gray and the used brief moves to the end of the list.

**Facts**

- When you write three or more steno strokes, Case CATalyst generates a brief form or reminds you of an existing brief form in one of your dictionaries and displays it in the Brief It dialog pane.
- There are three types of briefs: (a) Reminder (light green); (b) Personal (light orange); (c) Suggested (light yellow).
- The more often the same brief is suggested without being written, the darker the background color.
- If you write a Suggested brief, the background color for the brief turns gray and the used brief moves to the end of the list.

**Options**

**Options Button** must be explored to customize Brief It. The default settings may not meet your needs.

- **TIP:** Pushpin horizontal=auto hide; vertical=no auto hide.
- **TIP:** Re-dock = double-click on header bar.

**Open Brief It Pane in Edit:**

- View (Alt+v)
- Panes (e)
- Brief It (t)

**Before Translation:**

Translate | Options | Realtime

**Realtime Aids**

- Brief It
- Live Suggestions
How to Use: Cat Scratch Pane

Purpose

The Cat Scratch dialog pane is designed to be a virtual scratch pad. You can add notes you normally jot down on paper or the job sheet to the Cat Scratch pane. The notes remain with the job and cannot become misplaced.

In addition to personal notes, the Cat Scratch pane provides quick access to briefs, dictionary entries, power define definitions or newly created AccelerWriter definitions.

Facts

- There are two sections to the Cat Scratch dialog pane: (1) Text section (all text items without steno), and (2) Text/Steno section (all items containing text and steno).
- Text Section Examples: (1) copied text; (2) text typed directly into the Cat Scratch pane such as a name, transcript order instructions, terminology or anything you want to remember.
- Text/Steno Examples: (1) used briefs; (2) sent briefs; (3) most used Case dictionary entries; (4) newly created AccelerWriters, Power Defines or manually selected dictionary entries.
- The availability of information in the Cat Scratch dialog pane for the job depends on the selected Cat Scratch scope: job, case or user.
- You can copy an individual item, multiple items or all the entries in the Cat Scratch pane from your job and paste them into the Cat Scratch pane of another job regardless of scope.

Options Button must be explored to customize Cat Scratch. The default settings may not meet your needs.

Send text to Cat Scratch:

Highlight text
Right-click
Send to Case Cat Scratch

Open Cat Scratch Pane in Edit:

View (Alt+v)
Panes (e)
Cat Scratch (c)
How to Use:

Search Results Pane

Purpose

When you invoke a Search in Edit with the List Search Results option selected, Case CATalyst searches the transcript and automatically displays the results of the Search in the Search Results dialog pane.

Facts

✓ The text content, page, line and section reference display for each occurrence of the searched item.
✓ Double click an entry to move the cursor to that location in the current transcript.

TIP: Pushpin horizontal=auto hide; vertical=no auto hide.
TIP: Re-dock = double-click on header bar

Open Search Results Pane in Edit:
View (Alt+v)
Panes (e)
Search Results (s)

TIP: Control+f is the Windows command for Search.
How to Use:

Track Changes Pane

Purpose

The Track Changes feature, when active, tracks non-global changes made to a transcript.

Facts

✓ Begin Track Changes in Edit, click on Special Edit, then Track Changes.
✓ Must be checked during each Edit session. To always Track Changes in Edit, change No to Yes within the Application/Computer Options box. To access, Tools | Options | Application/Computer Options.
✓ Double click a Track Changes entry to move the cursor to the location in the file where the selected edit occurs.

TIP: Pushpin horizontal=auto hide; vertical=no auto hide.
TIP: Re-dock = double-click on header bar

Must be in Normal View when using Track Changes (View | Normal).

Open Track Changes Pane in Edit:

View (Alt+v)
Panes (e)
Track Changes (a)

Begin Track Changes:
Special Edit (Alt+s)
Track Changes (t)
How to Use:

**CaseViewNet Connected Users Pane**

**Purpose**

The CaseViewNet Connected Users dialog pane displays the connection status of CaseViewNet/iCVNet users connected via a network connection (wireless or Ethernet cable) and/or Cloud connection.

**Facts**

- If there is a Cloud connection, a 'cloud' icon will display.
- User connection status includes connected with save right, connected without save rights, disconnected and blocked.
- Connection details for each CaseViewNet user is viewable in the CaseViewNet New Connected User dialog pane for the current session.
- Basic and Advanced Modes display detailed connection information in a message bubble that is available by resting the cursor on a user name.
- Right clicking on a user name in the CaseViewNet Connected User dialog pane allows you to manage user connections.

**TIP:** Pushpin horizontal=auto hide; vertical=no auto hide.

**TIP:** Re-dock = double-click on header bar.

**TIP:** Set command “View CaseViewNet User List Pane” to a key on your Keyboard Map and toggle on/off this pane.

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Open CaseViewNet Connected Users Pane in Edit:

- View (Alt+v)
- Panes (e)
- CaseViewNetUsers (u)