

StarCAT Manual

Version 0.1.20

StarCAT Manual

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starcatsteno.com

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Table of Contents

Installing **25**
- System requirements 25
- Install StarCAT 25
- Set up StarCAT the first time 27
- Where StarCAT keeps its files 28
- Move to a new computer 29
- Get Started 29
- StarCAT Manual 29

Licenses and Editions **30**
- Join the beta 30
- Free edition page limit 30
- Enter a license number 31
- Check-in and offline use 32
- When StarCAT locks 32
- License 33

Getting Started **35**
- Connect a writer 35
- Load a Dictionary 36
- Start a job 37
- Finish a job 38
- Fix a writer that sends nothing 39

Your Writer **40**
- Change writers during a job 40
- Save a writer as a favorite 40
- Connect a favorite 40
- Writer 40
- Keyboard Steno 41
- Key Map 42
- Connect/Disconnect Writer 43
- Change Writer Turn 44
- Virtual Realtime 45
- Writer Selection 45
- Writer Bar 45
- Number Bar as Dragged Key 45
- Number Bar Untrans 46

Dragged and Dropped Keys 46
Key Press 47

Appearance 48
Change the appearance 48
Set up the toolbars 48
Right-click a button 49
Appearance 51
Light 53
Dark 54
High contrast 55
Linen 56
Peach 57
Powder 58
Lavender 59
Navy 60
Charcoal 61
Navy lime 62
Pine 63
Slate 64
Midnight 65
Neon 66
Plum 67
Onyx 68
Use Appearance 68
Toolbar 1 68
Toolbar 2 68
Toolbar icons 69
Toolbar labels 69
Toolbar hotkeys 69
Toolbar icon lines 69
Toolbar icon color 69
Tab names 69
Frame Font 69
Switched on text 73

Settings 74
Find a setting 74
Back up your settings 74
Share settings with a student or another reporter 74
Import shared settings 74

Keep a second user 75
Backups and Users 75
Change User 76
Settings 76
Search 77

Dictionaries 79
Set the dictionary order 79
See how a word is written 79
Find briefs for the strokes you write most 79
Eclipse commands in entries 79
Case CATalyst commands in entries 80
digitalCAT commands in entries 81
Dictionaries 81
Dictionaries in Use 82
Edit Dictionaries 83
Dictionary Table Size 85
Go to Entry 85
Dictionary Builder 85
Look Up 88
Commands 88
Misstroke Guesses 89
Normalization Table 90
Endings Table 91
Compare Dictionaries 92
Export Dictionary to RTF/CRE 93
Brief My Dictionary 93
Case Prep 94

Jobs 95
Open a job 95
Put a job in a case 95
Jobs 95
Jobs list 95
Read notes from your writer 99
Default name codes 100
Breaking stroke 101
New Job 102
Open Job 102
Open a recent job 102
End Job 102

Job Statuses 102
Exit StarCAT 103
Retranslate to New Job 103
Retranslate Changed Paragraphs 103
Back Up Job 103
Send Job to Scopist 103
Restore Job 103
Save Marked Part as Job 104
Case 104
Save Caption to Case 105
Fill Caption from Case 106
Set Job Start Time 106

Translation 107
Turn a switch off 107
Translate Options 107
Translation 111
Write at Caret 111
Dialog Translation 112
Phonetic Translation 113
Theory 113
Teach Phonetic translation a sound 113
Extrapolate Undefined Suffixed Strokes 114
Use Closest Guess from Dictionary on Misstroke 115
Answer Conflicts Way You Answered Them Before 115
Brackets on Conflicts 115
Let New Punctuation Replace Previous 115
Smart Quotes 116
Smart Parentheses 116
Tuck Punctuation with Quoted Words 116
Punctuation 116
Oops 117

Defining 118
Define a word 118
Global a word 118
Realtime define 119
Pick from Potentials 119
Define box keys 120
Define box buttons 120
Define slots 121

Create a brief during Realtime 123
Define 124
Main Define 124
Case Define 124
Job Define 124
Define It 124
Cap Translation 125
Clear Field 125
One Stroke More on Left 125
One Stroke Fewer on Left 125
One Stroke More on Right 125
One Stroke Fewer on Right 125
E-Define 125
Define to Slot 126
Define Slots 126
Brief Words Behind 126
Brief Words Behind, Capped 126
Add Speaker 127
Add to Phrase List 127

Writing Window 128

Change the size of the transcript 128
Display the transcript as it prints 128
Arrange the panels 128
Open menus as tabs 129
Dialog Settings 130
Transcript Size 131
Zoom In 131
Zoom Out 132
Reset Zoom 132
Screen Font 132
Screen Font Size 132
Own Size While Raw Steno Shows 132
Line spacing 132
Transcript Font 132
Zen Mode 132
Zen Settings 133
Page boundaries 134
Cursor width 136
Cursor in RocketKeys 136

Cursor height 136
Frame Size 136
Raw Steno Size 136
Raw Steno Font 137
Writing Line Slider 137
Match Print Formatting 137
Formatting Marks 138
Show Headers and Footers 138
Reporter's Area 138
Ruler 139
Split Screen 139
Caret Follows Writing 140
Words Per Minute Here 140
Word Count 140
Next Mode 141
Collapse Left Column 141
Collapse Right Column 141
Second Right Column 141
Collapse Second Right Column 141
Collapse Bottom Rail 141
Collapse All Rails 141
Swap Right Columns 142
Tab Left Column 142
Tab Right Column 142
Tab Second Right Column 142
Tab Bottom Rail 142
Pin Panel in Left Column 143
Pin Panel in Right Column 143
Pin Panel in Second Right Column 143
Pin Panel in Bottom Rail 143

Panels 144

Send a word to the Paw Pad 144
Pin a row to the top 144
Read a script into the job 144
Infobar 144
Edit Infobar 145
Use Numbers While Editing 146
Infobar Row 146
Status Messages 147

Raw Steno 147
Steno Visualizer Panel 148
Team Editing Panel 150
Steno Visualizer 151
Phonetics 151
Globals List 151
Speakers List 151
Marked Lines 151
Includes Matching 152
Script 152
Open Script 152
Send Line 152
Codes 153
Codes Size 153
Codes Font 153
Set Focus to Codes 154
Paw Pad 154
Send to Paw Pad 154
Send Steno & Text to Paw Pad 154
Mark Misspellings 154
Mark Proofreading 154
Proofreading 155
Action Log 156
Edit Action Log 157
Byte Monitor 158
Close Menu 158

Navigation 159

Scan the marks 159
Scan with CAT Scan 159
Go to a page and line 159
Check a word and come back 160
Find the words written at 10:42 160
Back to Writing 160
Panic Stroke 160
Scan 160
Scan Backward 160
CAT Scan 161
Scan Stops 161
Read Through 162

Read Through Backward 162
Read Aloud 162
Next Untranslate 162
Previous Untranslate 162
Next Unresolved Conflict 162
Previous Unresolved Conflict 162
Next Conflict 162
Previous Conflict 163
Next Phonetic 163
Previous Phonetic 163
Next Misspelling 163
Previous Misspelling 163
Next Proofreading Mark 163
Previous Proofreading Mark 163
Next Marked Line 163
Previous Marked Line 164
Last Q 164
Last A 164
Next Question 164
Next Answer 165
Next Speaker 165
Previous Speaker 165
Last Edit Point 165
Bookmark Swap 165
Go to Page or Line 165
Go to Time 165
Next Word 165
Previous Word 166
Next Sentence 166
Previous Sentence 166
Next Punctuation Mark 166
Previous Punctuation Mark 166
Word After Next Punctuation 166
Word After Previous Punctuation 166
Next Character 166
Previous Character 166
Next Line 167
Previous Line 167
Start of Line 167
End of Line 167

Next Paragraph 167
Previous Paragraph 167
Start of Paragraph 167
End of Paragraph 167
Screen Up 167
Screen Down 168
Start of Page 168
End of Page 168
Top of Screen 168
Bottom of Screen 168
Start of Transcript 168
End of Transcript 168

Editing 169

Correct a word 169
Change the name in a by-line 169
Insert a table 169
Paste an earlier copy 170
Check spelling 170
Find and replace 170
Track changes 170
Use Mistran Watch 171
Seat the speakers 172
Remove a Question and its Answer from the writer 172
Select three words 172
Select Word 173
Block Mark 173
Select Sentence 173
Select Paragraph 173
Select Page 173
Select Next Word 173
Select Previous Word 174
Mark More 174
Mark Previous 174
Select Next Sentence 174
Select Previous Sentence 174
Select One Character Right 174
Select One Character Left 174
Select Back to Last Q 174
Select Back to Last A 175

Select Transcript 175
Drop Selection 175
Edit at Caret 175
Correct Steno 175
Type in Some Text 176
Force Translation 176
Overtype 176
Undo 176
Redo 176
History 176
Edits 177
Globals 177
Speakers 178
Name a speaker 179
Clear all speakers 179
Seating chart 180
Seating Chart 180
Show All Speakers 181
Hide All Speakers 182
Auto Hide Speakers 182
Spell Check 183
Check Spelling from Here 184
Typeover List 184
Autoreplacements 184
Add Autoreplacement 185
Special Character 185
Insert Table 186
Insert Row Above 187
Insert Row Below 187
Delete Row 187
Insert Column Left 187
Insert Column Right 187
Delete Column 187
Delete Table 187
Swap Rows 188
Copy Rows 188
Cut Rows 188
Paste Rows Above 188
Paste Rows Below 188
Split Table 188

Join Tables 188
Insert Image 188
Image Size 189
Align Image Left 190
Align Image Center 190
Align Image Right 190
Wrap Text 191
Find 191
Find Steno 192
Replace 192
Find Next One 193
Find One Before 193
List What Find Found 193
Delete False Start 193
Repeat Prior Sentence 193
Put in Time 193
Insert Time/Date 194
Search the Web 194
Copy 194
Cut 194
Delete 194
Paste 194
Keep Steno on Paste 195
Paste Words Only 195
Clipboard 195
Paste Clipboard Item 195
Track Changes 195
Display Changes 195
Track Changes Pane 195
Accept Change 195
Reject Change 195
Accept All Changes 196
Reject All Changes 196
Mistran Watch 196
Send to Mistran Watch 196
Send to Case Mistran Watch 196
Send to Job Mistran Watch 196
Open Mistran Watch List 196
Open Case Mistran Watch List 196
Open Job Mistran Watch List 196

Delete Pages 196
Delete Next Word 197
Delete Previous Word 197
Delete Word 197
Extend Sentence 197
Check Word 198
Delete Line 198
Delete to Start of Line 198
Delete to End of Line 198
Delete to End of Paragraph 198
Delete Next Character 199
Delete Character Before 199
Tab to Next Stop 199

Word Fixes 200

Correct a word from the writer 200
Change a marked block with one key 201
Alternate Spelling 201
Find Next Alternate 201
Alternate Words 202
Swap with Previous Word 203
Swap with Next Word 204
Write Number As 204
Convert Numbers 207
Format Federal Rule 207
Stitch Letters 208
Sticky Space 209
Toggle Apostrophe S 209
Cycle Possession 209
Contraction 210
Cap Word 210
Cap Previous Words 210
Move to Next Word on Capital 211
Move to Next Word on Punctuation 211
Lowercase Capital You Type in Front Of 211
Auto Capitalization on Delete 211
Quote Last Words 211
Quote Back to Start of Sentence 212
Single Quotes Round Last Words 212
Parentheses Round Last Words 212

Dashes Round Last Words 212
Hyphenate Back to Space 213
Squish 213
Split Word 213
Offer This Split First 213
Never Offer This Split 213
Split Words 214
Put Ending on Word 214
Remove Suffix 214
Shave Current Word 215
Shave Previous Word 215
Untranslate Word 215
Prefix/Suffix 215
Prefix/Suffix Keys 215
Punctuation 216
Ending Punctuation 216
Take Last Mark Off 217
Accept Guess 217
Fix Last Word 217
Search and Delete 217
Replace Last Untranslate 217
Apply Universal Table 217
User Definitions 218

Marks 219

Clear marks 219
Untranslate 219
Stop 219
Conflict 219
Phonetic 220
Resolved 220
Folded 220
Misstroke 220
Edited 220
Stale 220
Blank 221
Filled 221
Spelling 221
Bench 221
Unresolved 221

Suggestions/D-Briefs 222
Take a Live Suggestion 222
Stop a brief being suggested 223
Ask for suggestions on a word already written 223
D-Briefs 224
D-Briefs Panel 226
D-Briefs Settings 227
Accept D-Brief 231
Stop Suggesting Last One 231
Replace with Live Suggestion 231
Request Live Suggestion 232
Define Live Suggestion 232
Show Live Suggestions 232

Paragraphs 234
Change a paragraph style 234
Fix a Question written as an Answer 234
Break a long Answer where the witness paused 234
Start day two at page 1 of volume 2 234
Make Question 234
Make Answer 235
Make Colloquy 235
Swap Q and A 235
Quote Paragraph 236
Unquote Paragraph 236
Certify Question 236
Interrupted Q and A 236
Question/Answer Segue 237
Join to Previous Paragraph 237
Start New Paragraph 238
Continuation Paragraph 238
Change Paragraph Style 239
Insert/Modify Paragraph 239
Paragraph Here 239
Insert Speaker 239
Toggle Paragraph Style 239
Page Break 239
Page Layout from Here 240
First Line Indent 240
Line Numbers on This Page 240

Align Left 241
Paragraph Status 241
Status Graph 241
Paragraph Bar 241
Single Space 241
Page Number from Here 241
Delete Page Number Section 241
Volume from Here 241
Delete Volume 242
Paragraph Number from Here 242
Number Paragraph 242

Formatting 243

Bold, italic or underline a word 243
Keep the page and line numbers after a late correction 243
Bold 243
Italic 243
Underline 244
Superscript 244
Subscript 244
Strikeout 244
Plain 244
Font Color 245
Highlight 245
Keep Capitals 245
Redact 245
Keep on Line Above 245
Timestamps 246
Set the clock to a start time 247
Retime Selection 247
Set Elapsed Clock 248
Start Elapsed Clock Over 248
Pause Elapsed Clock 248

Print Layout and Includes 249

Pick a layout for a job 249
Create a layout 249

Print Layout 249
Layout 250
Paper 251
Line numbers 251
Format box 252
Header and footer 253
Page numbers 254
Paragraph styles 254
Create a paragraph style 258
Page Elements 258
Add a range 258
Includes 260
Library 261
Write an include 261
Signature 262
Samples 262
Blanks 263
Field lists 263
Insert Include 264
Write Matching Include 264
Fill in the Blanks 264
Add Blank 264
Convert Fields to Text 265

Transcript Index 266

Build the index 266
Change how the index prints 266
See what a code does 267
Export the witness and exhibit index 272
Export the word index 274
Index lines 276
Index 277
Index Entry 278
Mark Run of Exhibits 279
Find Index Entries 279
Mark Next Exhibit 280
Put Index in Transcript 280
What Indexes This Line 280
Attach Indexes 280

Numbers 281
Turn numbers on 281
Numbers 281
Quantities, Money and Ordinals 282
Digit grouping 284
Other switches 284
Vocabulary 284
Date fields 285
Keywords 285
Before, after and trigger 286
Default keywords 286
Rules 288
Custom formats 289
Currencies 289
Format a number from a Dictionary entry 289
Change one number after it is written 290

Keys and Macros 291
Change a key 291
Assign a command that takes a parameter to a key 291
Set up a mode 294
Build a macro 294
Run a macro 295
Make the steps work together 296
When a step does nothing 296
Ask for a parameter while it runs 296
Macros to run while writing 297
Things a step cannot do 298
Share macros 298
Record a macro 299
Keyboard 299
Next Keyboard 300
RocketKeys 300
Quick Shift (Toggle) 300
Arrows Exit RocketKeys 300
Cheat Sheet 301
Edit Cheat Sheet 301
Macros 302
Record Macro 303
Repeat Last Macro 303

Edit Right-Click Menu 303
Edit Toolbars 304

Realtime Output 306
Send a job to Caption Wire 306
Hold the words back 306
Read back and return to the writing 306
Realtime Output 306
Send What Is Held 308
Send Raw Bytes 308
Follow Realtime 309
Mark Line 309
Quick Issues 309
Color your marks 309
Time on Record 310
Copy to Memory 310
Paste Memory 310
Find Memory 311
Pick Conflict Choice 311
Realtime Statistics 311

CART Window 312
Show the job in a CART window 312
CART window on a second screen 313
Change how the CART window looks 313
Close the CART window 315

Team Editing 316
Team Editing 316
Host a job 316
Join a job 317
Chat 317

Export and Print 319
Print a transcript 319
Export a transcript 319
Export several files at once 319
Formats 320
Export captions for a video 321
Sign or encrypt a PDF 321
Export a condensed transcript 322
Print steno notes 324

Export 325
Print 326
Preview 327
Print This Page 328
Notes 329

Scopists and Proofreaders 330
Hand a job to a scopist during Realtime 330
The shading on sent writing 330
Send a whole job to a scopist 330
Send to Scopist 331
Scopist Hand-Offs 331
Import Proofreading 332
Send to Proofreader 332

Audio 333
Record a job 333
Recording Panel 333
Playback Panel 333
Waveform 334
Steno and Translation on the waveform 334
Playback Bar 335
Playback Bar at Bottom 335
Attach Recording 335
Video 335
Play from Cursor 336
Pause, or Resume 336
Stop 336
Back Few Seconds 336
Ahead Few Seconds 337
Slower 337
Faster 337
Normal Speed 337
Follow On and Off 337
Sync at Cursor 337
Sync to Timecode 337
Pause on Typing On and Off 338
Skip Quiet On and Off 338
Combine Recordings 338
Redacted audio 339
Recording 339

Start Recording When I Write 341

PractiCAT 342

PractiCAT 342

Write a take 343

Panel 344

Score 344

Grading 345

What to practice from 345

Practice from a job's steno 346

Start or Stop the Take 346

PractiCAT Settings 347

Troubleshooting 349

Writer does not connect 349

Writer is connected but nothing is written 349

Page fills with wrong words or nonsense 349

Every stroke shows as raw steno 350

Status reads "nothing heard for" a time 350

STPH appears only after the next stroke 350

Recording does not start 350

Words run together 350

Words are written but do not appear in the output 350

StarCAT says the license could not be checked 350

Print or export stops at 50 pages 351

StarCAT shows "Strokes not saved" or "Changes not saved" 351

StarCAT shows "settings.json would not read" 351

StarCAT shows "The last session ended on an error" 351

Frequently Asked Questions 352

Where is a command, menu or setting? 352

Do I need to save? 352

How do I open a job I had open recently? 352

How do I end a job? 352

How do I rename a job? 352

How do I delete one character? 352

How do I stop translating but keep the writer connected? 352

Is there a key or stroke to connect and disconnect the writer? 352

Does StarCAT remember my COM port? 352

How do I edit my Dictionaries? 353

How do I create a new, empty Dictionary? 353

Where do job defines go? 353
Can a Define take more strokes than the last one? 353
How do I export a Dictionary for my writer? 353
How do I compare two Dictionaries? 353
How do I fill in every blank? 353
What does CAT Scan do? 353
How do I remove the indent from one paragraph? 353
Can I see headers and footers in the writing window? 354
What does Split screen do? 354
How do I hide or show all side columns at once? 354
How do I change the writing window font? 354
How do I put a key press, such as Enter or an arrow, in a macro? 354
How do I type a symbol, such as a music note? 354
Can Realtime go to more than one place at a time? 354
Where do exported files go? 354
Does my scopist get the audio? 354
Why is some of my writing shaded? 354
Does StarCAT work offline? 355
Why did printing stop at 50 pages? 355
How do I report a bug or ask for a feature? 355

Bug Reports and Support 356

Report a problem 356
Send a bug report 356
trouble.log 356
Report a Problem 357

Key Mappings 358

Hotkeys: File 358
Hotkeys: View 358
Hotkeys: Edit 359
Hotkeys: Dictionary 360
Hotkeys: Paragraph 361
Hotkeys: Realtime 362
Hotkeys: Go to 363
Hotkeys: Select 364
Hotkeys: Word 365
Hotkeys: Format 366
Hotkeys: Settings 366
Hotkeys: Audio 366
Hotkeys: Help 367

RocketKeys: Eclipse Map 367
RocketKeys: StarCAT Map 370

Command List 373

Commands: File 373
Commands: View 374
Commands: Edit 378
Commands: Dictionary 382
Commands: Paragraph 384
Commands: Realtime 385
Commands: Go to 387
Commands: Select 390
Commands: Word 391
Commands: Format 393
Commands: Settings 393
Commands: Audio 394
Commands: Help 395
Entry codes: Joining 395
Entry codes: Capitals 396
Entry codes: Text 396
Entry codes: Paragraphs 397
Entry codes: Letters and numbers 398
Entry codes: Number formats 398
Entry codes: Numbers already written 399
Entry codes: Stitching 400
Entry codes: Corrections 401
Entry codes: Punctuation 401
Entry codes: Choices 402
Entry codes: Nothing 402
Entry codes: Strokes 402
Entry codes: Marks 402
Entry codes: Commands and macros 403

Index 405

Installing

The installer is named **StarCAT Setup** and the version number, such as StarCAT Setup 0.1.0.exe. It is signed by Northline Software LLC.

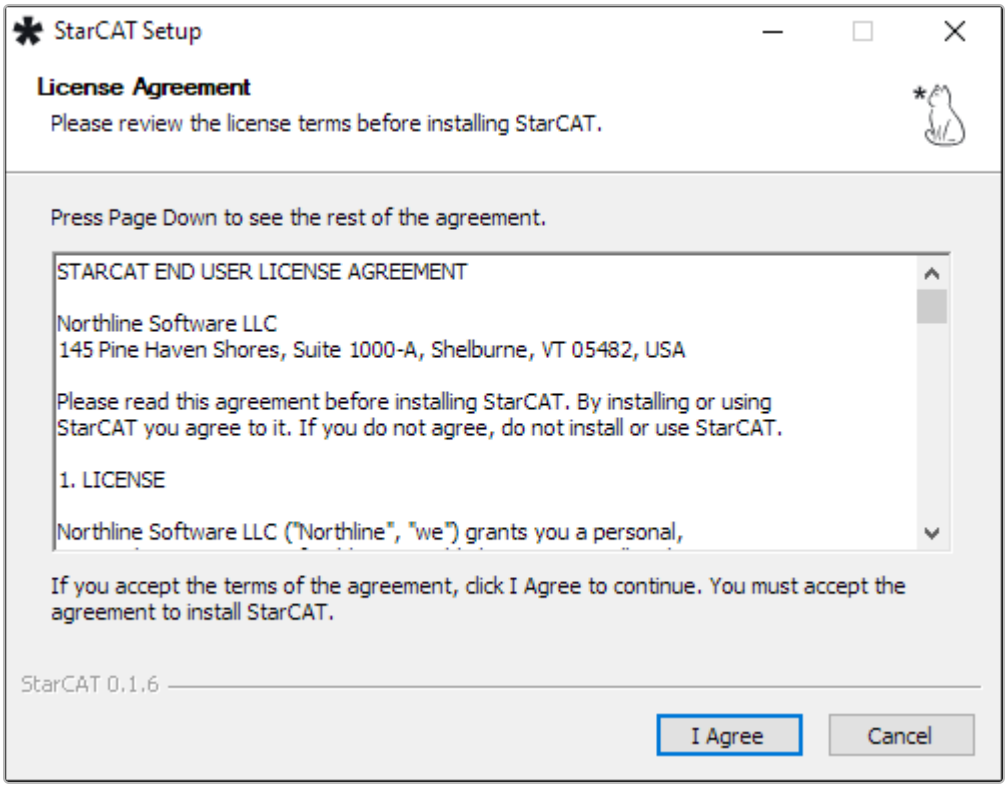
Download it from starcatsteno.com.

SYSTEM REQUIREMENTS

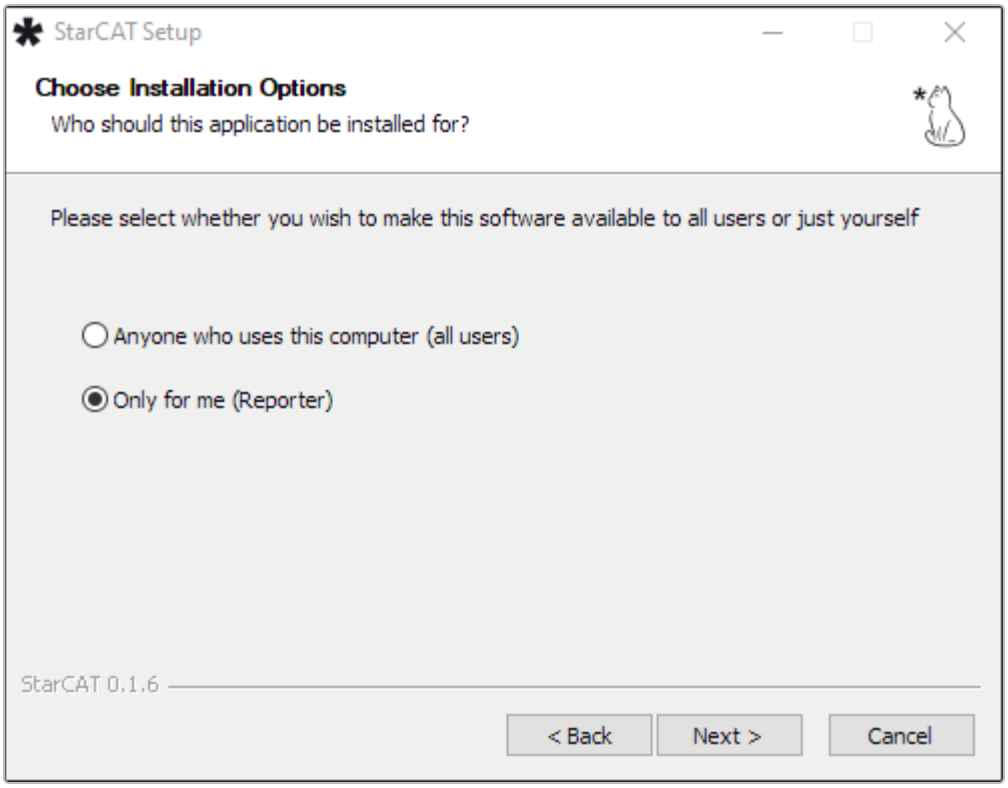
- 64-bit Windows 10 or 11
- ~600 MB disk space + additional storage for files
- Internet connection to join the beta; offline up to 14 days after

INSTALL STARCAT:

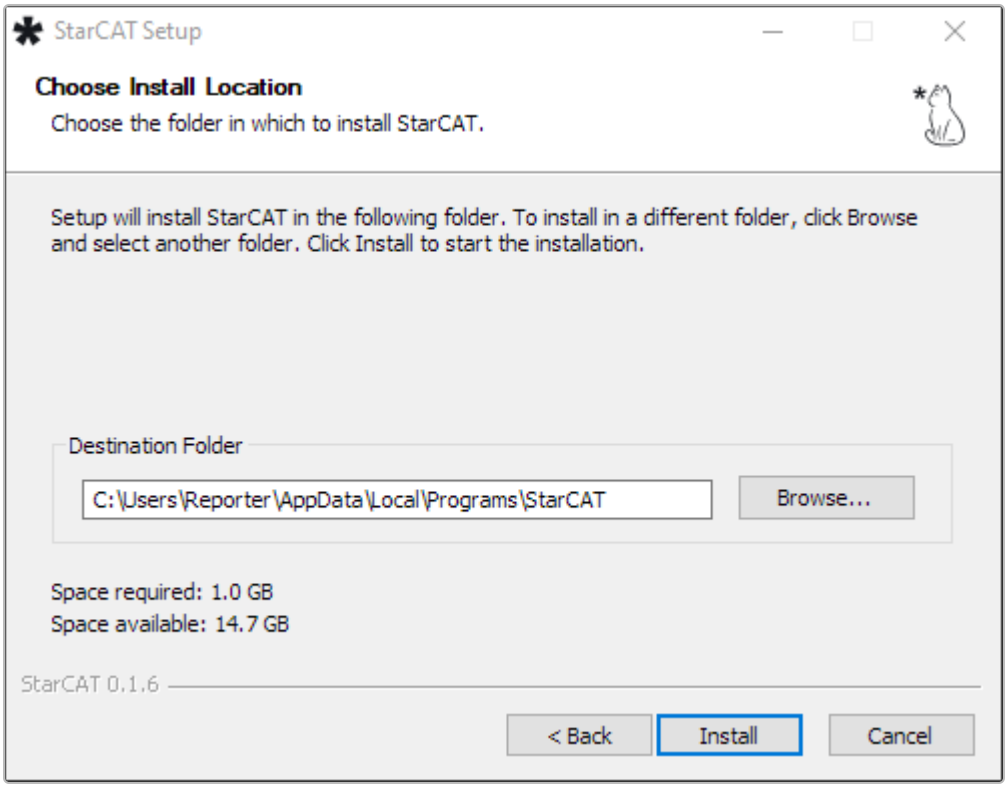
1. Run the installer (StarCAT Setup).
2. Read the license and click **I Agree**.
3. Leave **Only for me** selected and click **Next**. StarCAT then needs no administrator rights.
4. Select the install folder, or accept the one shown.
5. Click **Install**. A StarCAT shortcut is placed on the desktop.



License



Who StarCAT is installed for



Install folder

One copy of StarCAT runs at a time. Starting it again brings the open window to the front.

StarCAT updates itself. StarCAT checks for a new version when it opens and every six hours, downloads it, and after a minute with no strokes says so: "StarCAT 0.2.0 is ready to install", with the buttons **Restart Now** and **Later**. Later is the default; the new version then installs the next time you close StarCAT. An update never installs in the middle of a job. Running a newer installer over the existing installation also updates it.

The update takes about half a minute after StarCAT closes. Opening StarCAT in that time shows "StarCAT is finishing an update." Click OK and open it again in a minute.

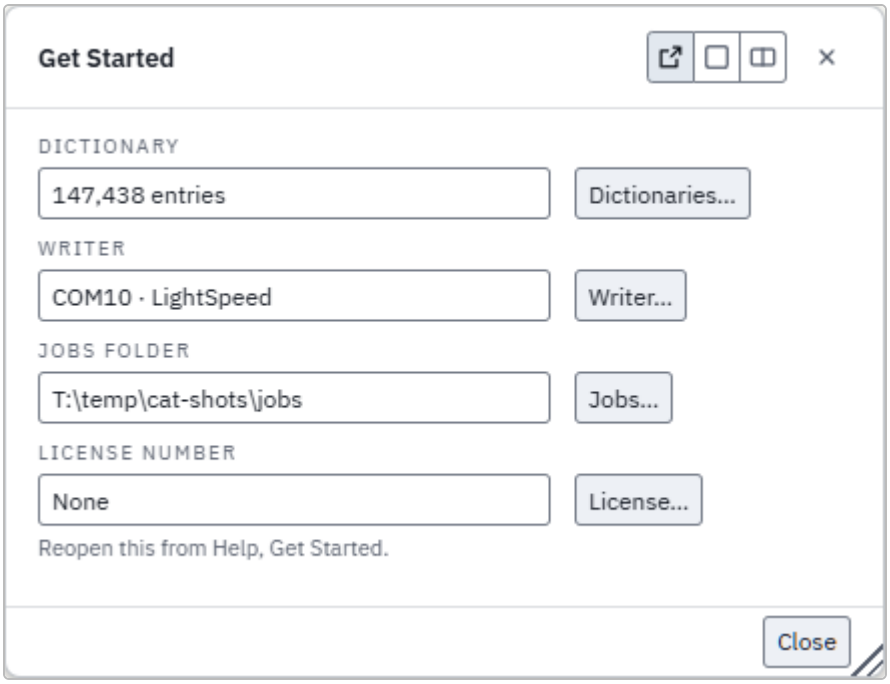
To stop StarCAT updating itself, open **License** and clear **Install updates**. To look for a new version now, click **Check for Updates**. To go back to the version you had before an update, click **Go Back** on the same menu. See Licenses and Editions.

Installing over an existing version keeps the Dictionaries, settings and jobs. They are kept in the Program data folder, not the install folder.

SET UP STARCAT THE FIRST TIME:

The first time StarCAT starts, the **Join the StarCAT Beta** box covers the window. After joining, the Get Started menu opens. It shows the Dictionary, writer, Jobs folder and license number, each with a button to its menu.

1. In the **Join the StarCAT Beta** box, enter your email, choose the edition and your current CAT software, and click **Join the Beta**. See Licenses and editions.
2. Open **Realtime > Writer**, select the writer and port, and click **Connect**. See Your writer.
3. Open **Dictionaries** and add a Dictionary. A new installation has none. StarCAT reads digitalCAT (.dct), Eclipse (.dix and its .db0 to .db9 backups), Case CATalyst (.sgdct), RTF/CRE (.rtf), Plover (.json and .py) and StarCAT (.cdx) Dictionaries.
4. Open **File > New Job** and write.



Get Started menu

WHERE STARCAT KEEPS ITS FILES

StarCAT uses four folders and a backup folder. Open **Backups and Users** to see, open or change each one.

Jobs. One folder per job: the .starcat file that opens it, the stroke log with its Steno and edits, the audio, the job dictionary, exhibits, and exports. Default: C:\StarCAT\jobs.

Program data. Dictionaries, macros, keyboard layouts, page layouts and settings. Default: C:\StarCAT\Program Data. Changing this folder copies every file to the new folder and restarts StarCAT.

Includes. Boilerplate/Block files and field lists. Set it to a shared network folder so an office uses one set of cover pages and appearances. Default: C:\StarCAT\Includes.

Exports. Where exported files are written. Default: C:\StarCAT\Exports.

Backups. Off by default. Pick a folder to turn it on. Every five minutes, StarCAT copies the open job, the Program data folder and the Includes folder there. The copy includes the job's audio. Only files that changed are copied. The row shows the time of the last copy, or why the copy failed. The Steno of the open job is copied within a few seconds of each stroke, so a computer that dies mid-job loses seconds, not hours. Pick a USB stick, a second drive, or a cloud folder: if OneDrive, Dropbox, Google Drive or iCloud Drive is on the computer, a **Use OneDrive** button sets it, and the cloud program syncs the copy off the computer. The audio of a recording in progress is copied once the recording stops.

Once an hour, StarCAT also keeps a dated copy of the open job in the backup folder's **Versions** folder, the newest 5 for each job. The copy beside it is replaced every five minutes; these are the copies from before, for a job that went wrong an hour ago. They leave out audio, which the main copy has.

MOVE TO A NEW COMPUTER:

1. Install StarCAT and open it once.
2. Close StarCAT. Copy the backup's Program Data folder over C:\StarCAT\Program Data, and its Includes folder over C:\StarCAT\Includes.
3. Copy the job folders into C:\StarCAT\jobs, or open them where they are from the Jobs list.
4. Open StarCAT and enter the license number.

Colors and panel layout are not in the five-minute copy. **Back Up to a File** on Backups and Users saves them.

The license is stored in license.json in the Program data folder. A settings backup leaves out the license; restoring it on a new computer does not move the license.

One license number works on one computer at a time, and moves between them. Enter the same number on a laptop and the license moves there; start StarCAT on the desktop and the license moves back. See Licenses and editions.

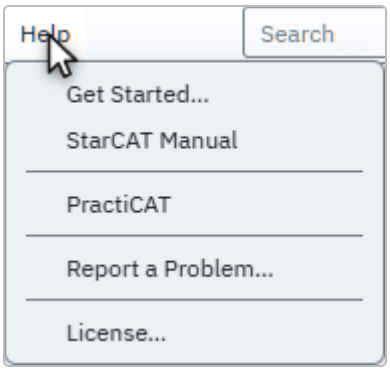
Get Started

Opens the Get Started menu. The menu also opens the first time StarCAT starts. See Set up StarCAT the first time. It shows the Dictionary, writer, Jobs folder and license number. **Dictionaries…**, **Writer…**, **Jobs…** and **License…** open their menus.

StarCAT Manual

`Shift+F1` `F1`

Opens this manual, at starcatsteno.com/manual, in your web browser. On the **Help** menu.



Help menu

Licenses and Editions

StarCAT has three editions. The license number sets the edition.

Reporter. The whole program.

Scopist. Everything except Translation, the writer and Realtime. No page limit.

Free. The whole program. Print, export and delivery (a bundle of files exported at once, with **Export the Bundle…**) stop at 50 pages. An installed copy with no license number runs as the Free edition.

Prices are on starcatsteno.com. During the beta there is no license to buy. Join the beta the first time StarCAT starts.

JOIN THE BETA:

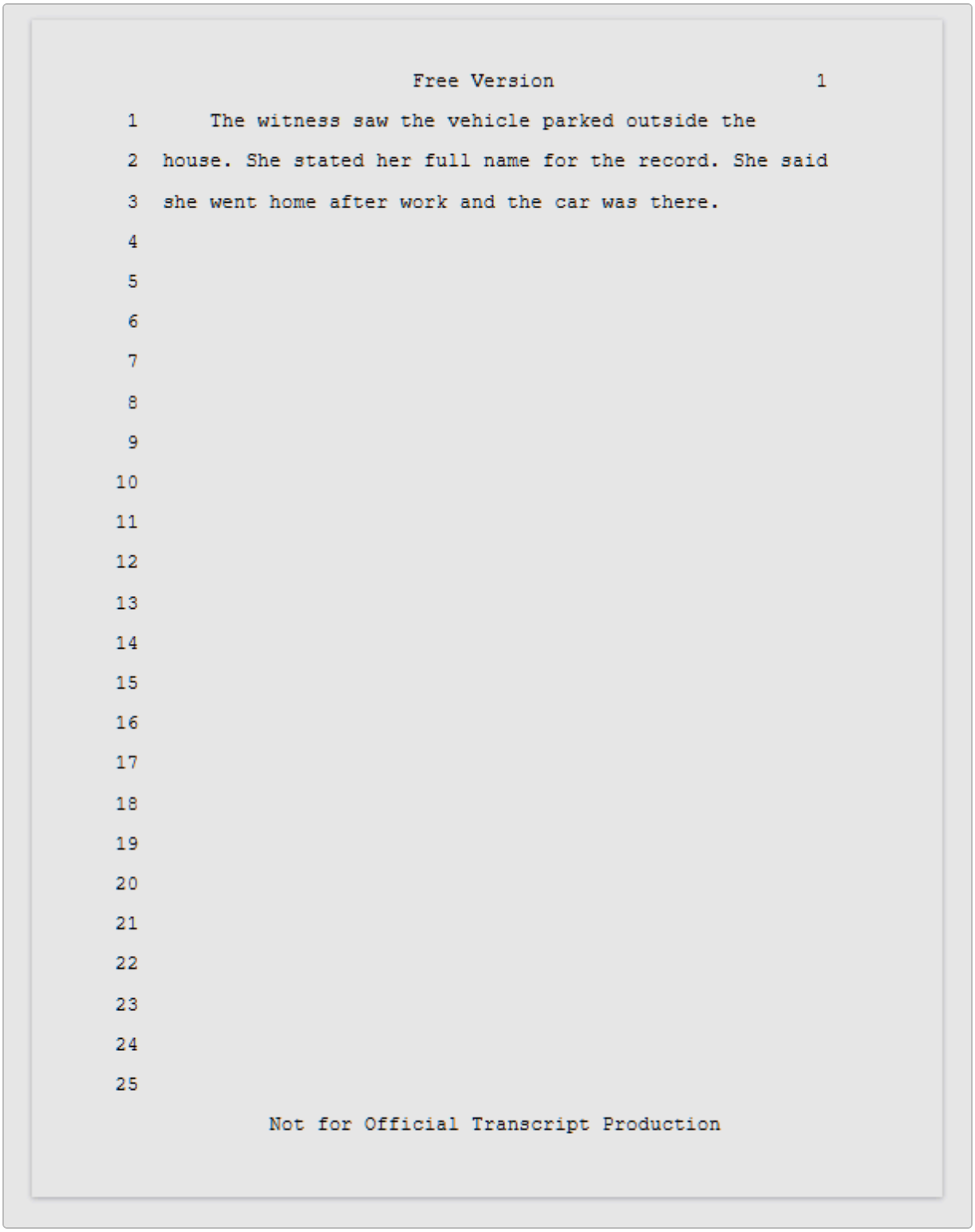
1. Open StarCAT. With no license number entered, the **Join the StarCAT Beta** box covers the window. Steno is not taken while it is open.
2. In **Email**, enter your email address.
3. In **Edition**, choose **Reporter** or **Scopist**.
4. In **Current CAT software**, choose the CAT you write on now. The other fields are optional.
5. Click **Join the Beta**. StarCAT contacts the license server and enters a beta license number. If it cannot reach the server, the box says so and stays open; connect to the internet and click **Join the Beta** again.

The beta is free and has no end date. Jobs written during the beta do not get the Free mark. Each computer and each email address joins once. A second try shows "This computer or this email has already joined the beta."

FREE EDITION PAGE LIMIT

Writing never stops at 50 pages. When a job is longer than 50 pages, print, export and delivery are refused with the message "Free Version prints and exports up to 50 pages."

Every page of a job started in the Free edition prints with the header **Free Version** and the footer **Not for Official Transcript Production**, added above and below the job's own header and footer. The mark is stored in the job, not in the export. Opening the job in the Scopist edition does not remove it. Opening it on a Reporter license does.



A Free edition page in Print preview

ENTER A LICENSE NUMBER:

1. Open **Help > License**.
2. In **License number**, type the number, in the form SC-XXXX-XXXX-XXXX-XXXX.

3. Click **Activate**. StarCAT contacts the license server. When the number is accepted, the menu shows the edition, the name the license is issued to, and the date the license works offline until.

If the number is not accepted, the menu shows one of these messages:

- **That license number is not recognized.** The number was mistyped or does not exist.
- **That license number is no longer active.** The license was canceled.
- **StarCAT could not reach the license server.** The computer is offline or the server did not answer. Connect to the internet and click **Activate** again.
- **StarCAT could not save the license. Check that its folder can be written to.** The license is saved in the Program data folder, and StarCAT could not write there. If that folder is on a drive that is unplugged or full, plug it in or free some space. Otherwise open **Backups and Users**, click **Change** beside Program data and pick a folder on this computer, such as C:\StarCAT\Program Data. Then click **Activate** again.

CHECK-IN AND OFFLINE USE

A licensed copy checks in with the license server at startup and every six hours while running. Each check-in renews a 14-day offline lease. A check-in with no answer changes nothing; the current lease stands until it runs out.

Three days before the lease runs out, StarCAT shows "Connect to the internet within 3 days to keep StarCAT working." at startup.

One license number works on any of your computers. Write on the laptop in court, then open StarCAT on the office desktop: the license moves to the computer that starts StarCAT, as often as you like.

A license does not cover two computers in use at once. StarCAT counts a day when two computers on the number are written on in the same ten minutes and one of them is offline, such as a laptop offline in court while the office desktop writes. On the third such day in 30, the number loses its offline use: StarCAT then runs only 12 hours without the internet, not 14 days. The license itself is not canceled. To get offline use back, email support@starcatsteno.com.

WHEN STARCAT LOCKS

StarCAT locks only when a job is opened, never in the middle of a job. A locked job opens, but nothing can be added to it. The reason is one of these:

- **This license is in use on another computer. Restart StarCAT to use it here.**
- **This license number is not recognized. Open Help > License and join the beta again for a new number.**
- **This license number is no longer active. Email support@starcatsteno.com.**
- **StarCAT could not check its license. Connect to the internet and restart StarCAT.** The 14-day lease ran out with no check-in.

A copy with no license number never locks.

License

Opens the License menu. Shows the edition, the StarCAT version, the name the license is issued to, the license number, and the date the license works offline until. Opens with no job open. See Enter a license number and Join the beta.

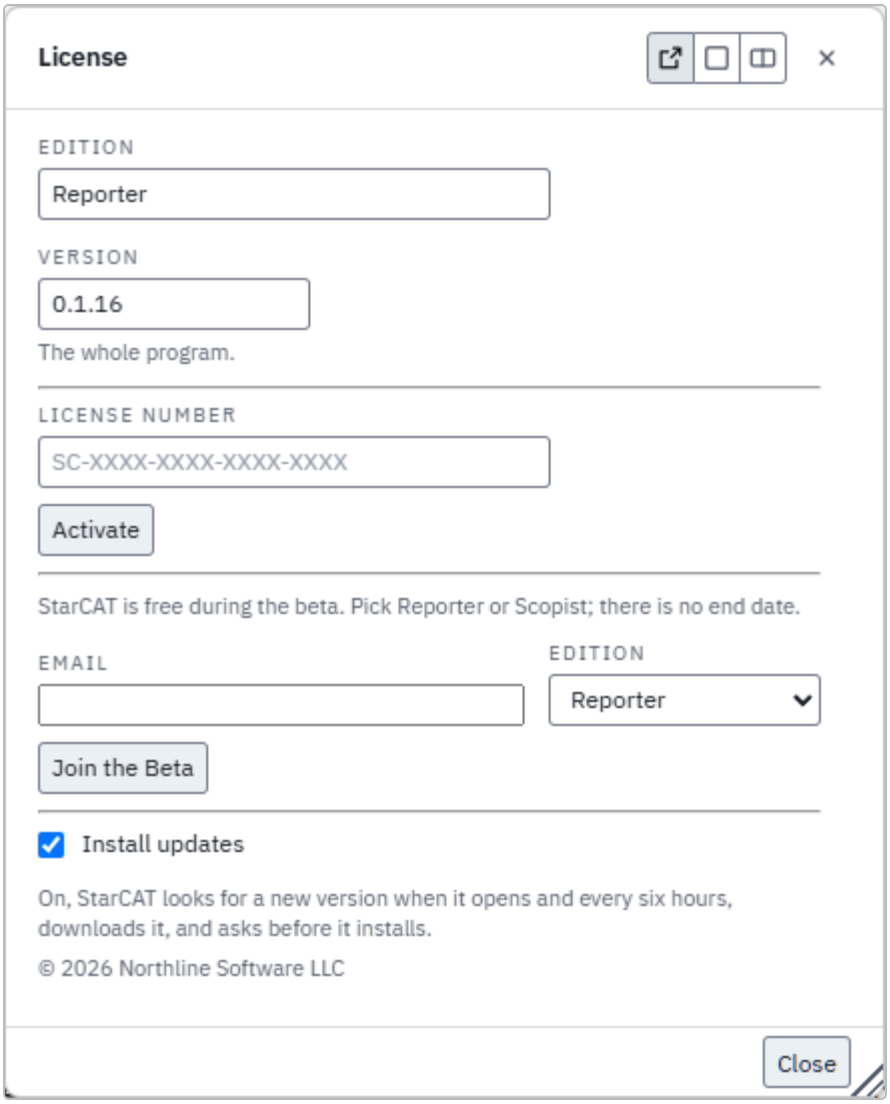
The Scopist edition also lists what it does not do. The Free edition says the page count where print, export and delivery stop.

During the beta, **Switch to** and **Switch Edition** change a beta license between Reporter and Scopist. Pick the edition, then click **Switch Edition**. The license number changes; jobs, dictionaries and settings are kept.

At the bottom, **Install updates** is the update switch. On, StarCAT looks for a new version when it opens and every six hours, downloads it, and asks before it installs. Off, it never looks.

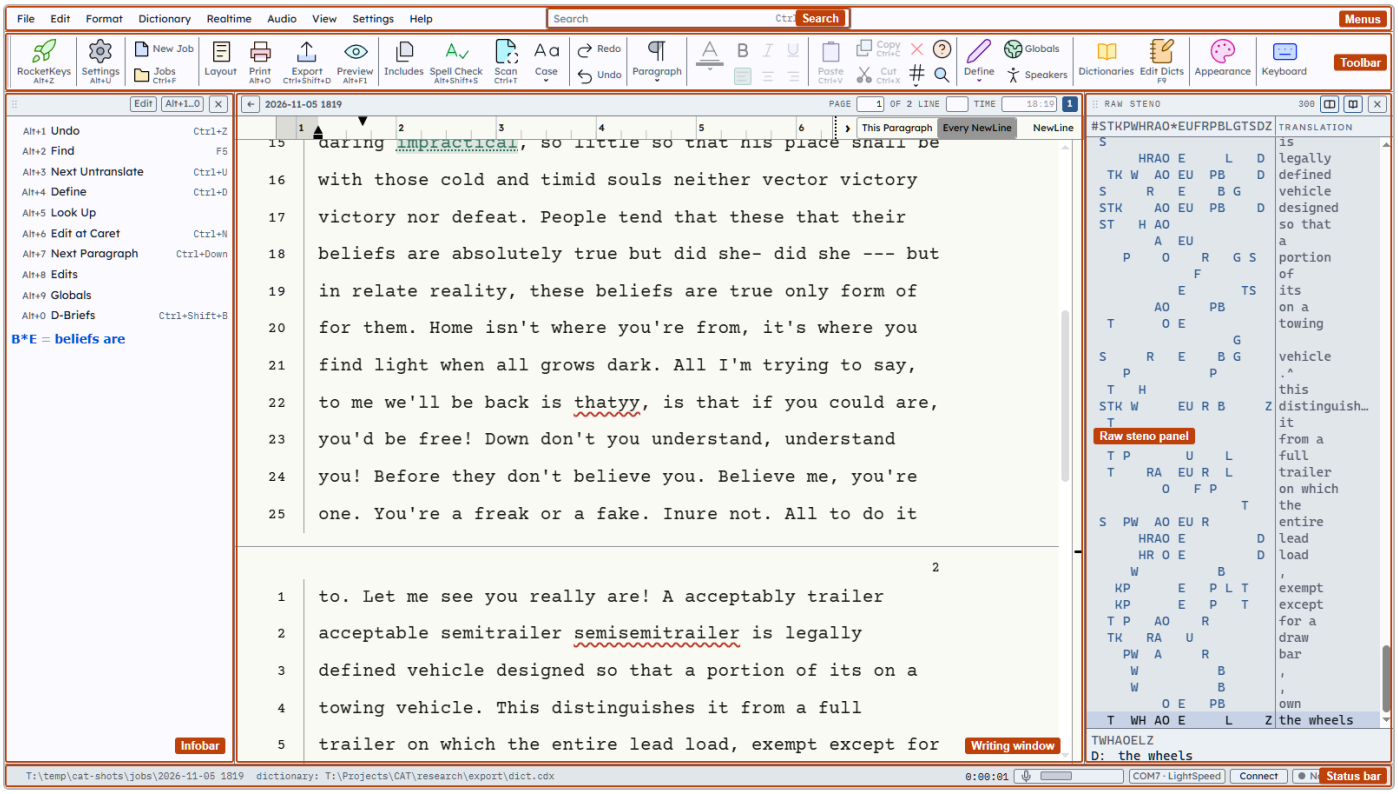
Check for Updates looks now, even with the switch off. A new version downloads and StarCAT asks to install it. This also brings back a version you went back from.

After an update, **Go Back** returns to the version you had, for example **Go Back to 0.1.3**, with the date of the update beside it. It downloads that version's installer, closes StarCAT and opens it again as the earlier version. The version you went back from is not offered again; the next one after it is. Dictionaries, settings and jobs are kept.



License menu with no license number entered

Getting Started



Main StarCAT window

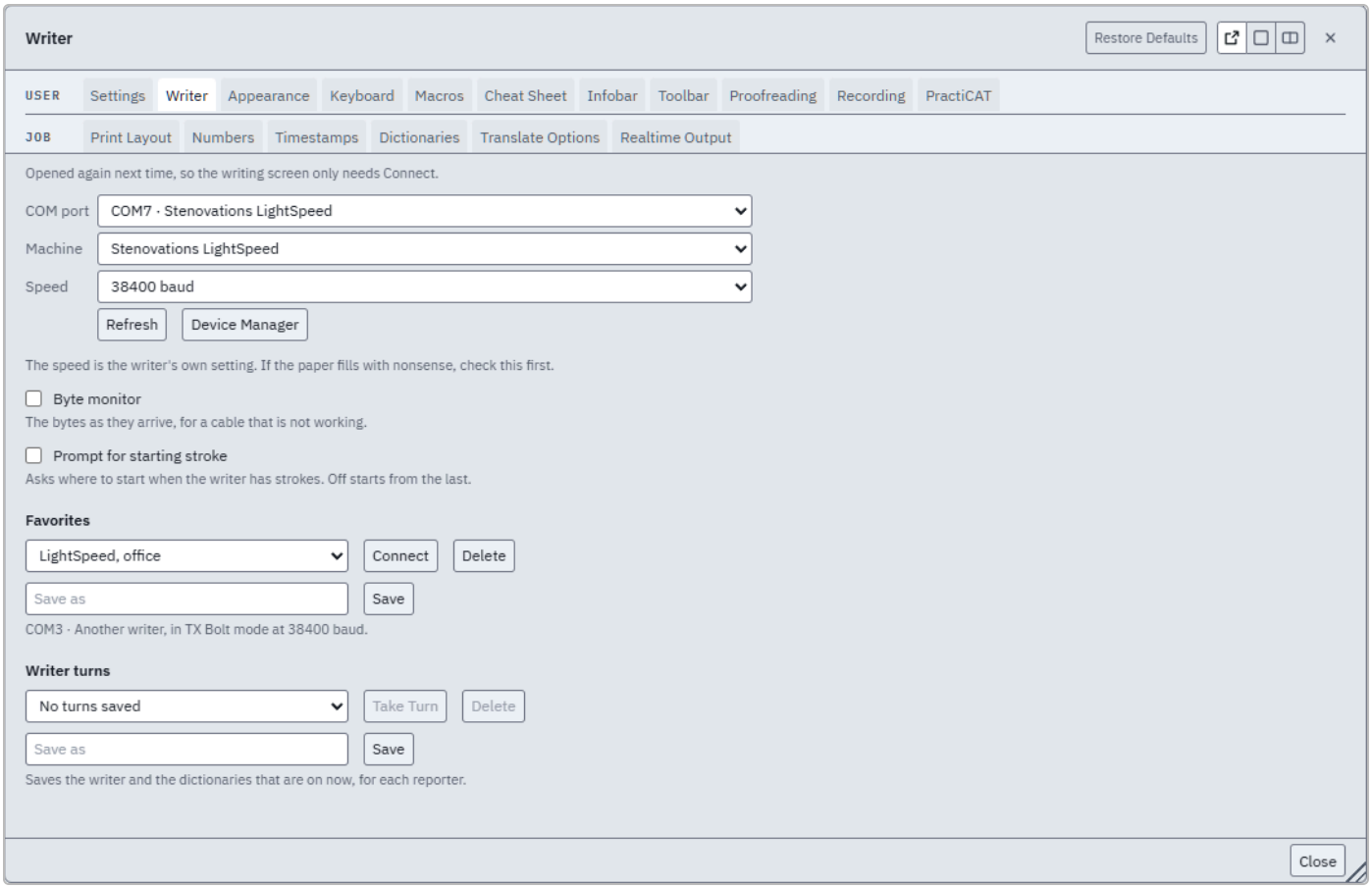
The Infobar is on the left. It lists the commands for what you are doing, with their hotkeys.

CONNECT A WRITER:

1. Plug in the writer and turn it on. Pair a Bluetooth writer in Windows before starting StarCAT.
2. Open **Realtime > Writer**.
3. Select the writer in **Machine**.
4. Select the port in **COM port**. Only usable ports are listed. Click **Refresh** after plugging in a cable.
5. Write a stroke. The Steno appears in the **Raw Steno** panel.

The writer setup is saved when the fields are set, even if the connection fails. For an unlisted machine, set the writer to TX Bolt mode and select **Another writer, in TX Bolt mode**.

To write on a keyboard, select **Plover HID keyboard** in **Writer** and **Keyboard** in **COM port**. **Disconnect** gives the keys back to the keyboard.

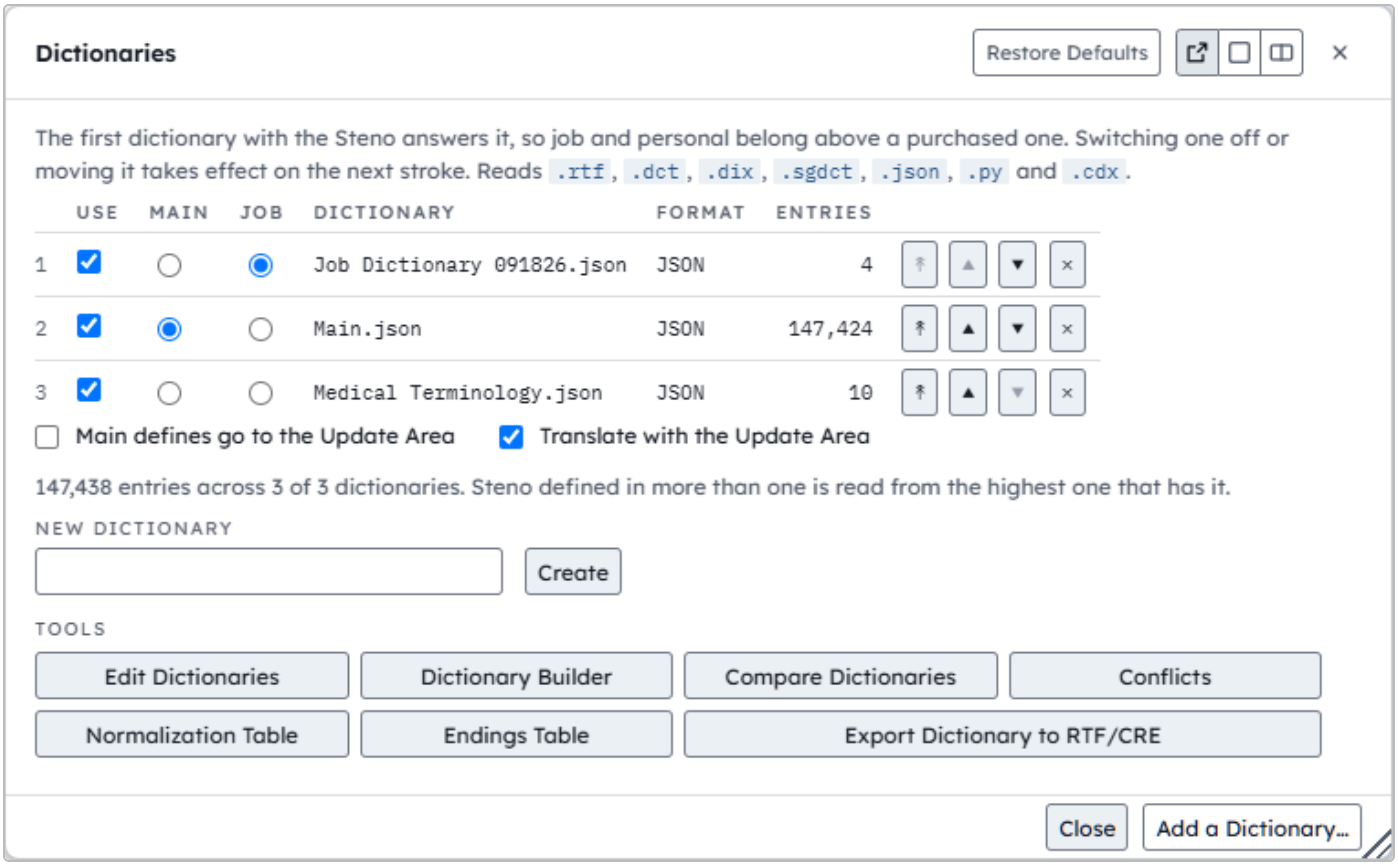


Writer menu

LOAD A DICTIONARY:

1. Open **Dictionary > Dictionaries**.
2. Click **Add a Dictionary…**, at the bottom right of the menu, and select the file. The Dictionary is added to the bottom of the list.
3. Order the list with the arrows on each row. The first Dictionary with an entry for a stroke supplies the Translation. The job dictionary is read before every Dictionary on the list, whatever the order.

Changes to the list take effect on the next stroke.

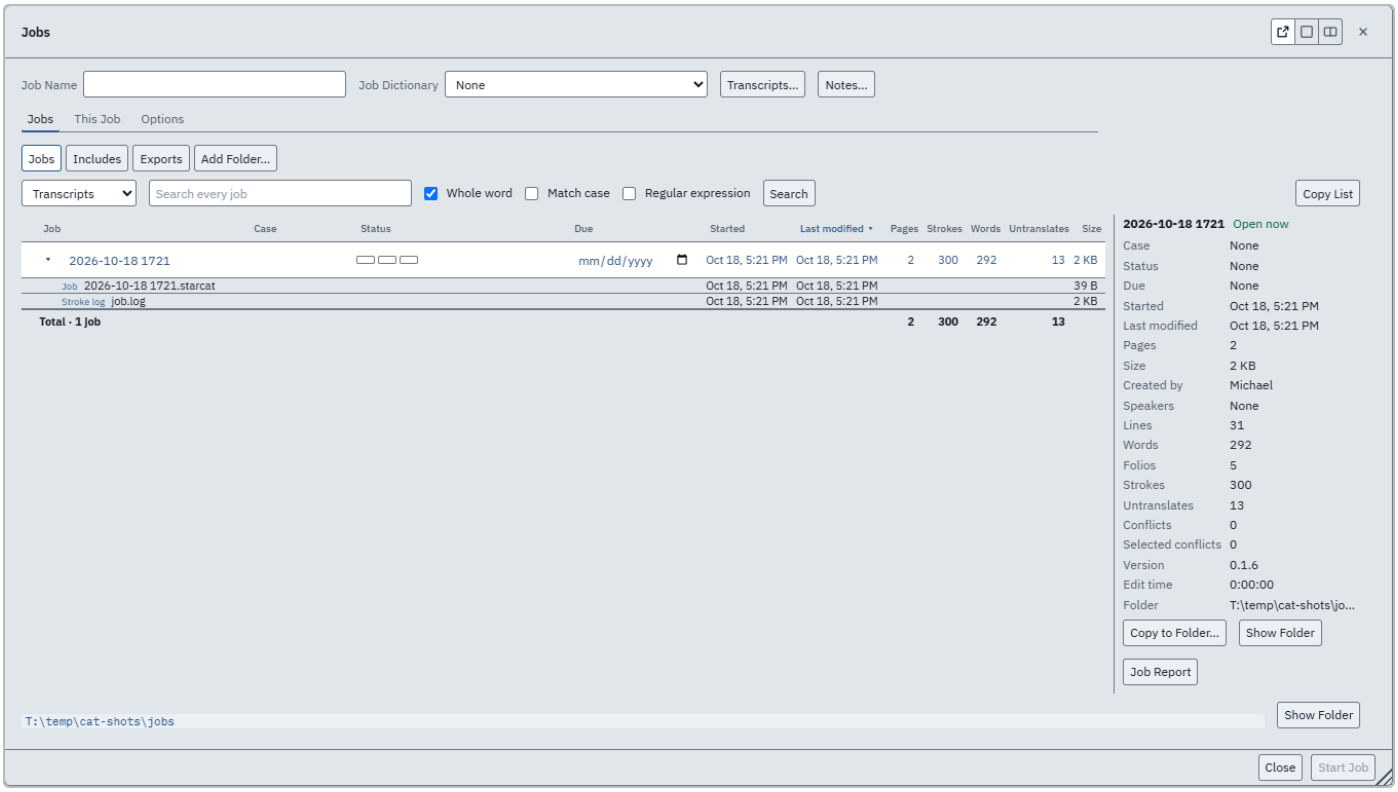


Dictionaries menu with three Dictionaries: the job dictionary, Main.json and Medical Terminology.json

START A JOB:

1. Open **File > Jobs**.
2. Type a **Job Name** and click **Start Job**.
3. Write. Strokes translate as they arrive. There is no Save: every stroke and edit is saved as it happens. To define a word as you write, see Realtime define in Defining.

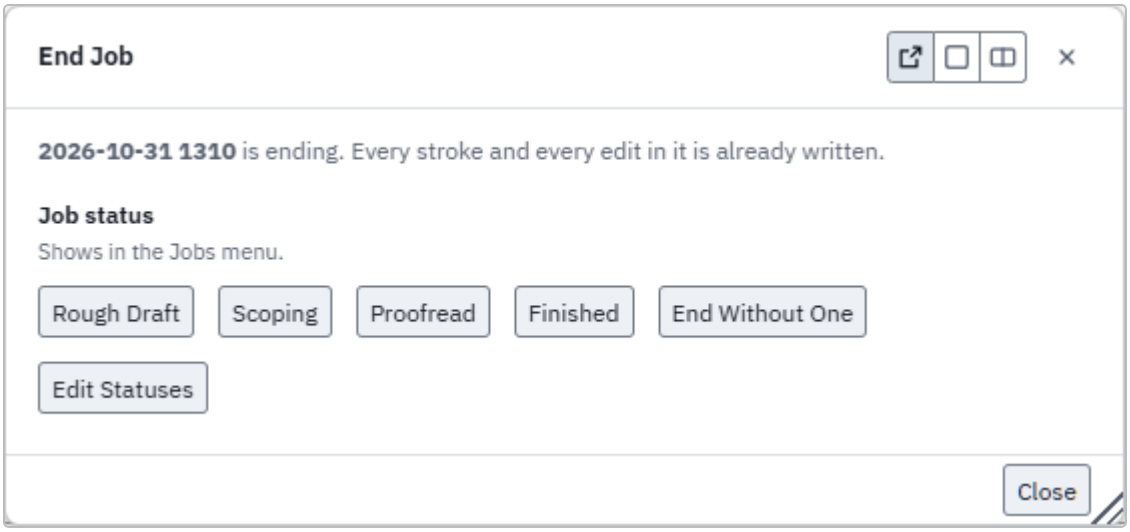
A case groups the jobs of one matter. Set the case on the **This Job** tab of the Jobs menu.



Jobs menu, Jobs tab

FINISH A JOB:

1. Open **File > End Job**.
2. Click a job status, or **End Without One**. The job closes.
3. Open **File > Export** to write the transcript as PDF, RTF, Word, plain text, or pages of Steno.



End job menu

FIX A WRITER THAT SENDS NOTHING:

1. Check that the writer is on and not in one of its own menus.
2. Check the port. Unplug the cable, click **Refresh**, plug the cable back in, and select the port that appears.
3. Check that the writer is in the selected mode. A writer in TX Bolt mode with a Stentura row selected sends nothing.
4. On the Writer menu, turn on **Byte monitor**. Bytes arriving: the cable and port work and the protocol is wrong. No bytes: the cable, port or writer is at fault.

Your Writer

CHANGE WRITERS DURING A JOB:

1. Click the writer on the status bar to open the Writer menu, then select the other machine and its port. The old port closes and the new one opens.
2. Write. The job stays open.

A port takes one writer at a time.

SAVE A WRITER AS A FAVORITE:

1. Open **Writer** and set the port, machine and speed.
2. Under **Favorites**, type a name in **Save as** and click **Save**.

CONNECT A FAVORITE:

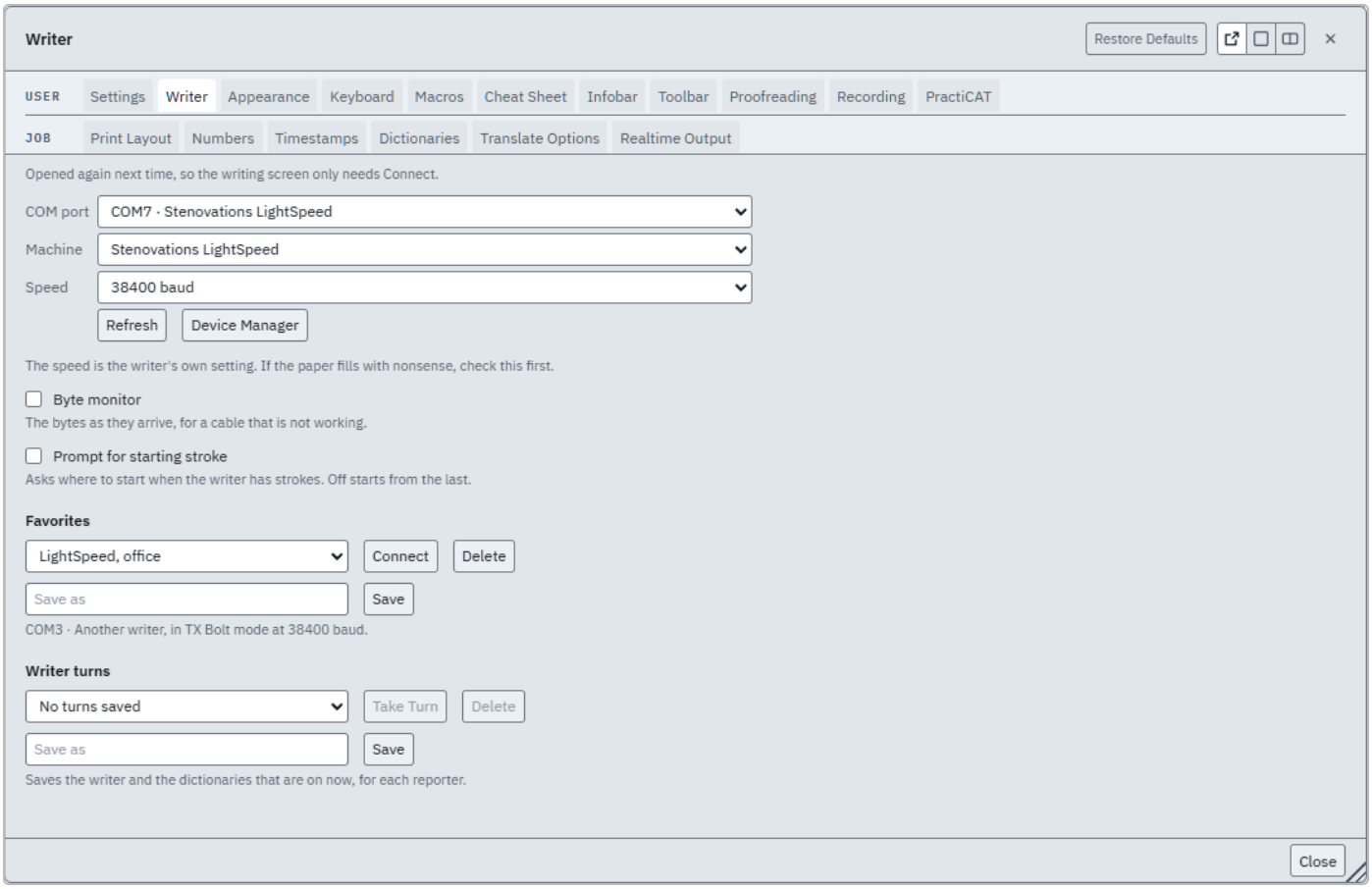
1. Open **Realtime > Writer**, select the favorite under **Favorites**, and click **Connect**. The three fields are set and the port opens. A favorite whose port is not plugged in connects when it appears.

Writer

Opens the Writer menu: port, machine and speed, **Device Manager**, **Favorites**, **Byte monitor**, **Prompt for starting stroke** and the **Writer turns** list. With **Prompt for starting stroke** on, a Stentura writer with strokes in memory asks where to start: **First Stroke** brings in every stroke on the writer, **Last Stroke** starts with the next stroke written, or pick a stroke from the list. Off, Translation starts with the next stroke written, and the strokes already on the writer are not brought in.

Second writer is for two reporters on one job: one writes while the other edits. Select the **COM port** and **Machine**, then click **Connect**. The button then reads **Disconnect**.

Delete on a row in **Favorites** removes that favorite. For a keyboard in place of a writer, see Keyboard Steno and Key Map.



Writer menu

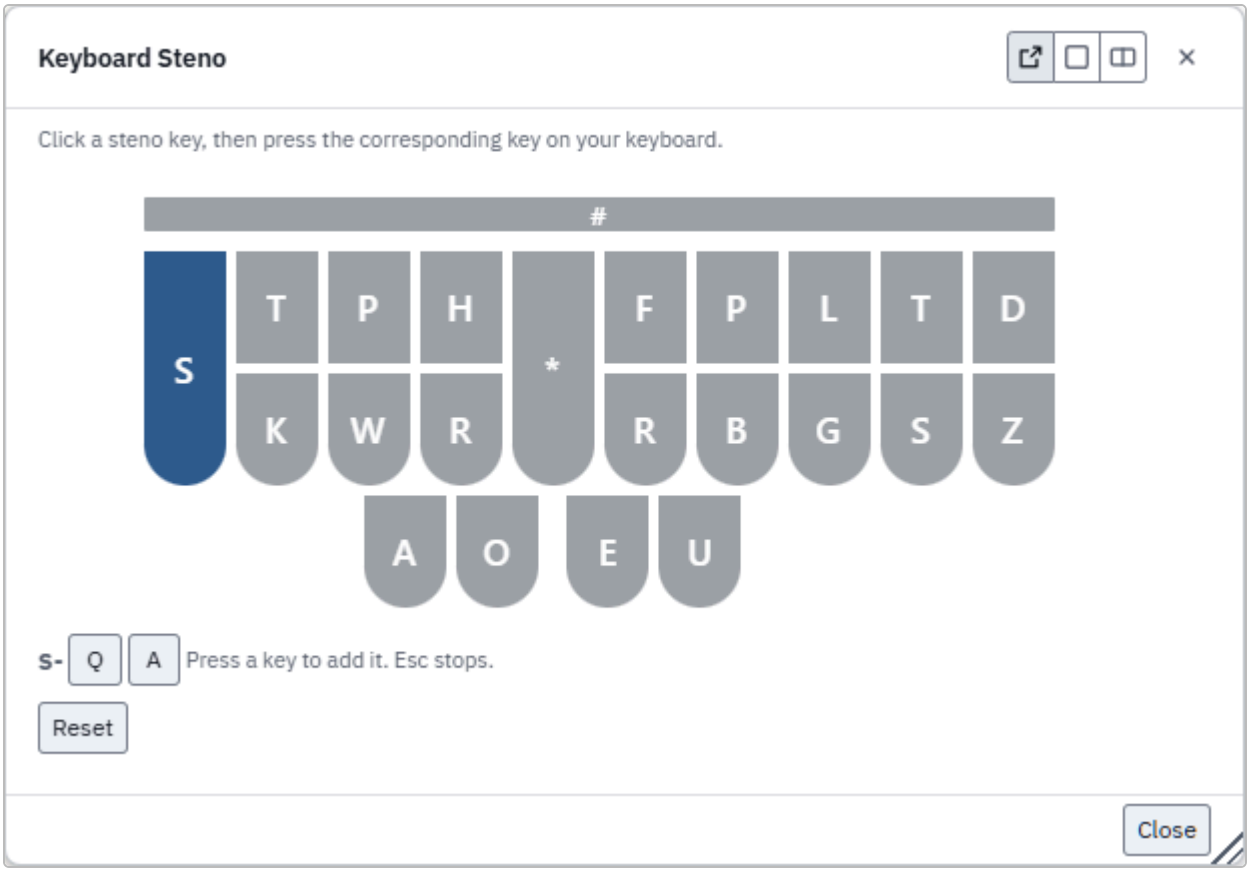
Keyboard Steno

Opens the Keyboard Steno menu, which sets the keyboard key or keys for each steno key when you write on a computer keyboard. The Writer menu has a **Keyboard Steno** button when **COM port** is **Keyboard**.

1. Click a steno key on the board. The key turns blue, and the line under the board lists its keys.
2. Press a key on the keyboard to add it. A key that already makes another steno key moves to this one.
3. To remove a key, click it on the line. Press Esc to stop.

Point at a steno key to see its keys. **Reset** puts back Plover's layout.

Arpeggiate, on the Writer menu when **COM port** is **Keyboard**, is for keyboards without N-key rollover, which cannot read many keys pressed at once. Press the keys one at a time, then the **Send key**, Space by default, to write the stroke. A steno key cannot be the send key.



Keyboard Steno menu, with S picked: Q and A make S

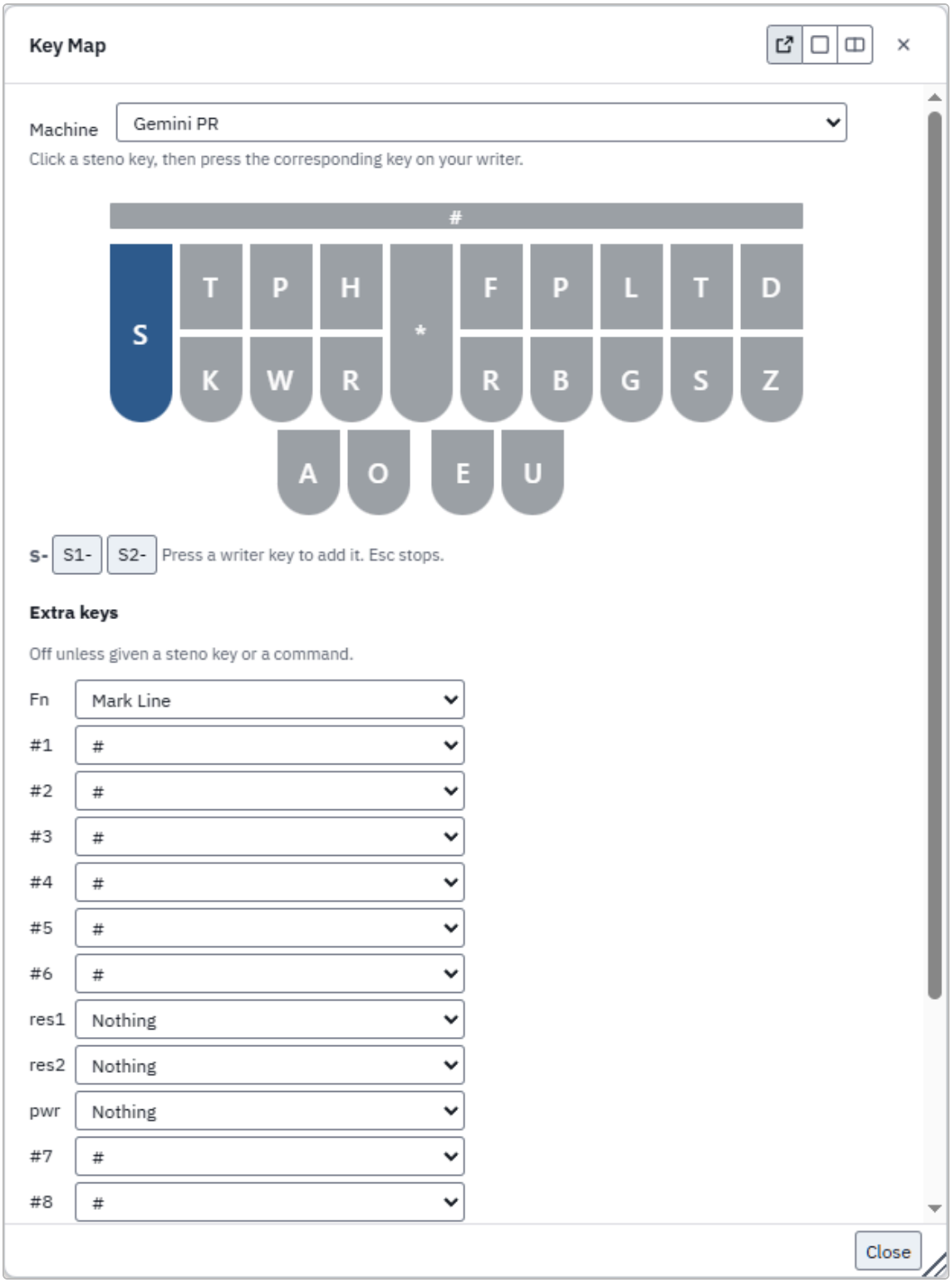
Key Map

Opens the Key Map menu, which sets the writer key or keys for each steno key on a Gemini PR, Plover HID, Tréal or Passport writer. The Writer menu has a **Key Map** button when one of these is the machine.

1. In **Machine**, select the writer's protocol.
2. Click a steno key on the board. While a key is picked, strokes go to the menu, not the job.
3. Press a writer key to add it. A writer key makes one steno key, and one steno key can have several writer keys. To remove a key, click it on the line. Press Esc to stop.

Extra keys lists the writer's other keys, such as Fn, res1 and pwr. Each is off unless given a steno key or a command. A key given a command runs that command, like a pedal button, and is never part of a stroke.

Reset puts back Plover's map. Each machine has its own map.



Key Map menu for Gemini PR, with S picked and Fn set to Mark Line

Connect/Disconnect Writer

Connects or disconnects the writer, the same as the **Connect** or **Disconnect** button. On a connected cable writer, stops and starts Translation; the port stays open, so running the command again turns Translation back on. On a keyboard writer, gives the keys back to the keyboard.



Connect, before the writer is connected



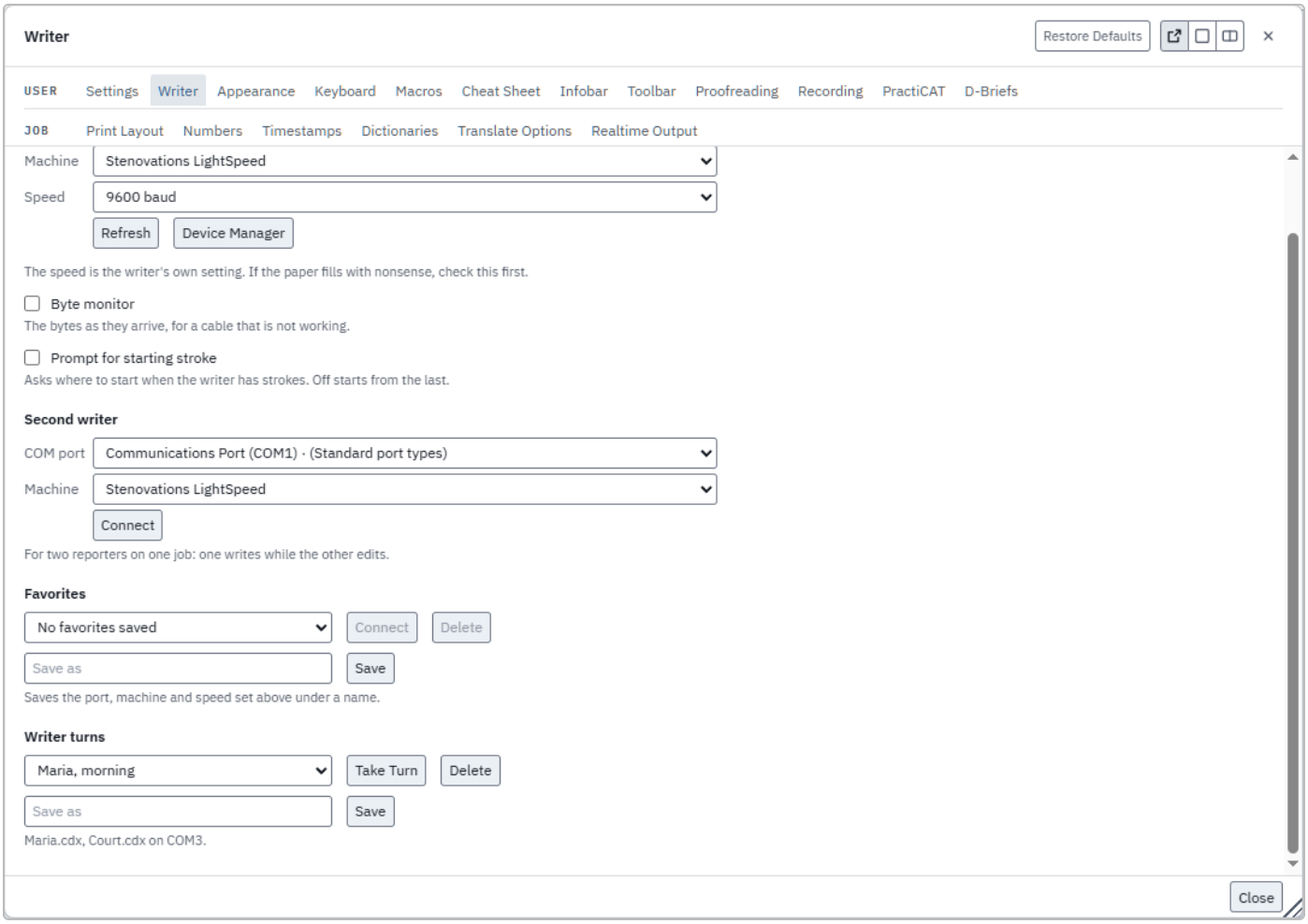
Disconnect, while the writer is connected



Writer bar, connected and waiting on the writer

Change Writer Turn

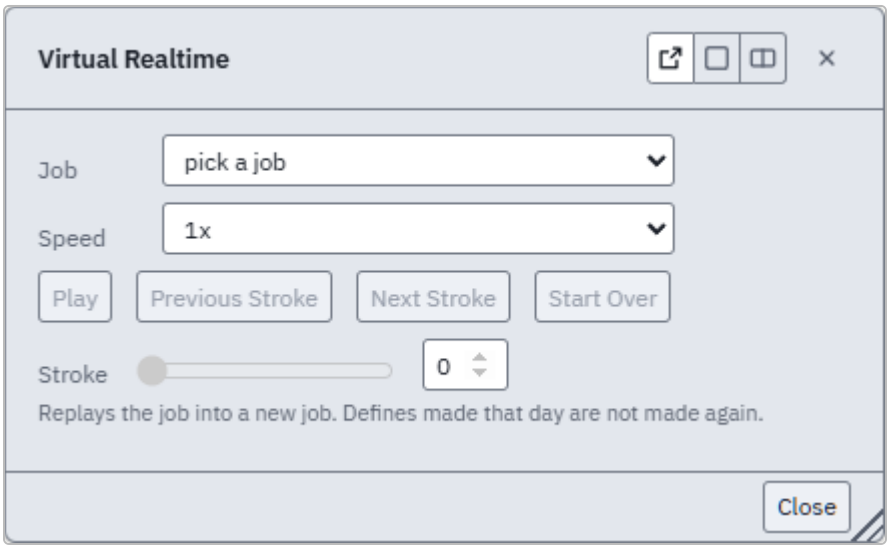
Opens the Writer menu at the **Writer turns** list. A writer turn is the writer and the Dictionaries that are on, saved under a name, for two reporters taking turns in one job. Type a name and click **Save** to save the current turn. Select a turn and click **Take Turn** to switch to it, or **Delete** to remove it.



Writer menu at the Writer turns list

Virtual Realtime

Realtime > Virtual Realtime replays a job's strokes into a new job, as written. Use it to test a Realtime output, such as captions, with no writer connected, or to watch a job come out stroke by stroke. It is a test, not a way to make a transcript. The menu sets the job, the speed (0.5x to 8x) and the starting stroke, with **Play**, **Previous Stroke**, **Next Stroke** and **Start Over**. Realtime outputs send as they did on the day. Defines made that day are not repeated. Closing the menu stops the replay. A menu opened over the replay pauses the replay until that menu closes.



Virtual Realtime menu

Writer Selection

Shows and hides the writer port and machine fields on the status bar. Off, the status bar shows the port and machine as text, or **No writer set up**; click the text to open the Writer menu. On by default.

Writer Bar

Shows and hides the writer bar, a bar at the top for the record button, writer selection and connection status. Off, they are on the status bar. Off by default. Right-click the bar to move it.



Writer bar, with no writer connected

Number Bar as Dragged Key

Turns the number bar as a dragged key on and off. On, an undefined stroke with the number bar down is read without the bar, unless every key in it is a digit. For example, an undefined #KAT reads as KAT, cat, because K is not a digit. #TA stays 25, since T and A are digits. On the Input tab of Translate Options. Off by default.

Number Bar Untrans

Turns Number bar untrans on and off. On, a stroke with the number bar down that reads as digits only is an Untranslate, unless your Dictionary defines it. Turning it on or off retranslates the job.

- Off: an undefined #SPH writes He lives at **134**.
- On: He lives at **[#SPH]**.

With **Phonetic translation** on, the Untranslate is then sounded out, so #SPH can come out as a word. On the Input tab of Translate Options. A job setting: a new job starts with the last job's choice. Off by default.

```
1    He lives at 134
1    He lives at [#SPH]
```

Number bar untrans off, then on

Dragged and Dropped Keys

Opens the Dragged and Dropped Keys menu.

A **dragged** key is one pressed by accident along with the stroke. A **dropped** key is one you meant to press that did not register.

StarCAT counts both from your fixes. Say you meant KAT, cat, but wrote KAOT, and KAOT is not in your Dictionary. The Infobar and the Define box offer cat, "without the O". Pick cat, and O gets one more on the Dragged side. Meant TKOG, dog, and wrote TOG: pick dog, "with a K", and K gets one more on the Dropped side.

Each key shows a bar and its count. A long Dragged bar means the key is too easy to hit: turn its sensitivity down on the writer. A long Dropped bar means turn its sensitivity up.

Check the keys that drag and the keys that drop, and click **Save**. **Use closest guess from dictionary on misstroke** then only takes off checked dragged keys and only adds checked dropped keys. With none checked on a side, StarCAT uses the keys next to each other on the keyboard. With all checked, any key on that side can come off or go on, which finds more guesses and more wrong ones; check only the keys that misbehave.



Dragged and Dropped Keys menu

Key Press

Sends one key press, with Ctrl, Alt or Shift if set, to StarCAT's fields, not to other programs. For macro steps and Dictionary entries.

Appearance

An appearance sets the colors of the frame, the paper, the text and the marks.

CHANGE THE APPEARANCE:

1. Open **Settings > Appearance**.
2. In the **Appearance** field, select an appearance. The built-in appearances are listed first, then their **Large** versions, then the appearances made on this computer under **Made here**.
3. To change a color or size, select the **Frame**, **Writing Window** or **Raw Steno** tab and change the setting. The appearance name shows "(changed)".
4. Click **Save** to keep the change in this appearance, or **Revert** to go back to how it was saved. To keep it under a new name, type the name in **Save as** and click **Save As**.

Show previews shows a preview of each appearance to click. **Delete** removes an appearance you made.

Built-in appearances cannot be changed; use **Save As**. Save also keeps the toolbars, and selecting the appearance puts them back. If you select another appearance with changes not saved, StarCAT asks to save them.

To remove an appearance you made, select it and click **Delete**. Built-in appearances cannot be deleted.

SET UP THE TOOLBARS:

1. Open **Settings > Edit Toolbars**.
2. Search for a command, select the bar in **Pin to**, and check the command's box. The command goes on the front of that bar. Clearing the box takes it off every bar.
3. For each bar, set **Location** (Top, Left or Right), **Show**, **Icon size** (Same as all, or a size of its own) and the options below it: **Toolbar on job bar**, **Show labels**, **Show hotkeys**, **Separators between categories** and **Compact**. **Toolbar on job bar** puts the bar in the job bar, the row across the top with the mode chips, instead of on a row of its own. One bar at a time can go there, and only at Top. **Compact** puts less space around the buttons. The arrows move the bar up or down the stack.
4. Type in a bar's name box to rename it. A bar with no name shows as Toolbar 1, Toolbar 2 and so on.

Toolbar 2 is off on a new installation. Turn it on from the **View** menu. It holds the formatting commands that are not on Toolbar 1: **Strikeout**, **Superscript**, **Subscript**, **Plain**, **Highlight**, **First Line Indent**, **Single Space**, **Start New Paragraph** and **Codes**.

A Left or Right bar stands on its side of the window with the icons in a column. Labels and hotkeys shrink to the width of the icons and never widen the column; a name that still does not fit is on the button's tooltip. Drag the grip at the start of a bar to another edge to move it. Bars with small icons (under 24 pixels) start with labels and hotkeys off.

Each command listed under a bar has a line color, a fill color, an **Icon** button that opens the icon picker, arrows that move it along the bar, and **Unpin**. A mode (RocketKeys, number mode and the rest) also has a **While on** color for its background while the mode is on. Drag a row onto another bar to move the command there.

Font and **Font Size** work like the font boxes in a word processor: pin them, click one, and pick from the list. They set the writing window's font and size, the same as **Transcript Font** and **Transcript Size** in **Appearance**. The one in use has a check mark. Neither one changes the printed transcript.

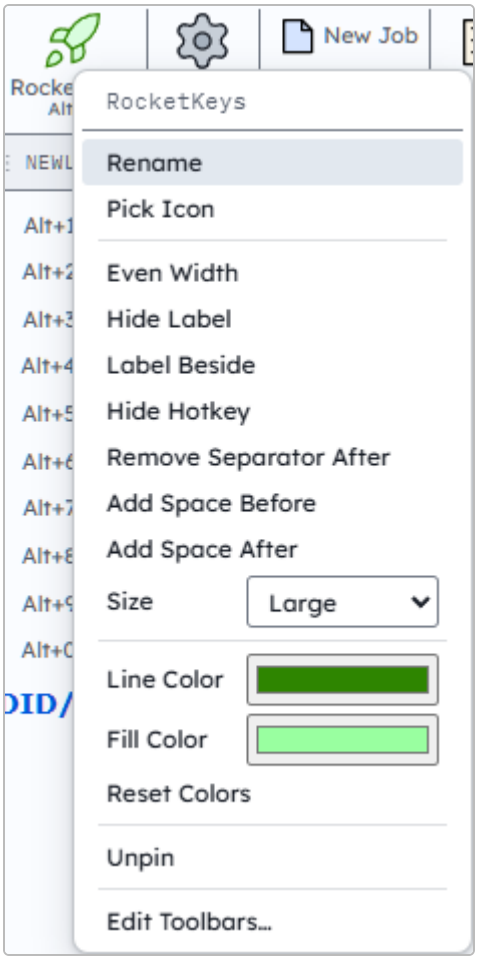
- **Unpin Everything** empties the bars.
- **Restore the Standard Set** returns the bars to the shipped commands.

RIGHT-CLICK A BUTTON:

The menu changes that one button.

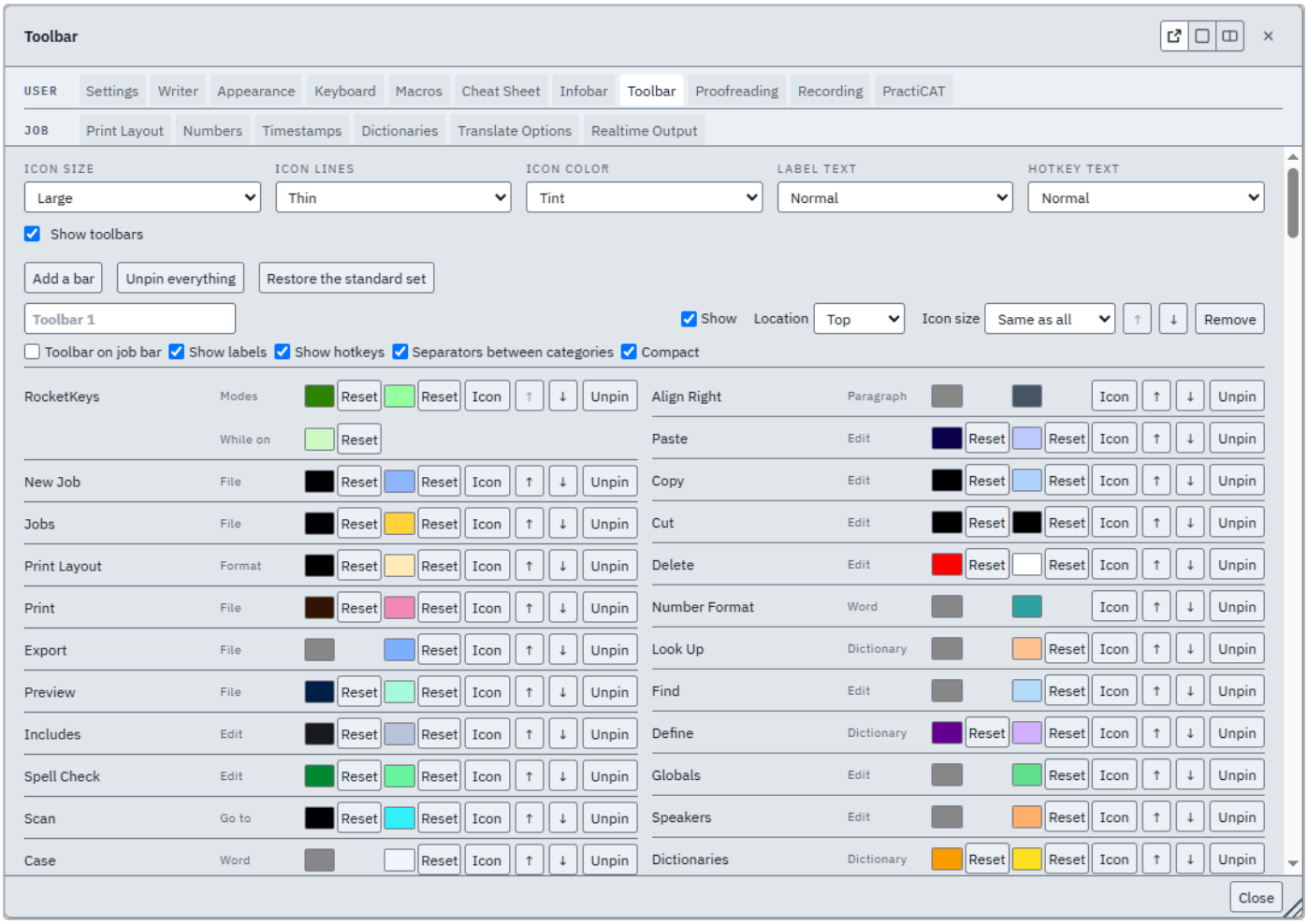
- **Rename** gives the button another name. **Use Shipped Name** puts the shipped name back.
- **Pick Icon** opens the icon picker at the button.
- **Change Hotkey** waits for a key and sets it. Modes set their key on the Keyboard menu instead.
- **Full Width**: the buttons on a bar share one width. This one takes the width of its own name. **Even Width** puts it back.
- **Show Label** or **Hide Label**, **Show Hotkey** or **Hide Hotkey**: this button's own choice, over the bar's. **Label Beside** puts the name beside the icon on a Top bar; **Label Under** puts it back.
- **Size**: the bar's size, or one of this button's own. At half the bar's size or less it stacks with the next small button: two in one slot, one above the other, with no label. **Unstack** puts it back in a slot of its own. Two small buttons stack only when no separator stands between them.
- **Add Separator Before** and **Add Separator After**, or **Remove Separator** when one is there. Separators between categories are on until you change them.
- **Add Space Before** and **Add Space After** add a blank slot the size of the button. Right-click the space for **Remove Space**.
- **Line Color** and **Fill Color** color this icon alone. **Reset Colors** returns it to the bar's colors.
- **Edit Toolbars** opens the Toolbar menu.

Icon colors are saved with the appearance, so each appearance has its own. To keep the same icon colors when you select another appearance, turn on **Keep Icon Colors** on the Toolbar menu.



Right-click menu on the RocketKeys button

Drag a button to move it. Buttons in the list under the arrow at the end of the bar drag onto the bar the same way, and a button dropped on the arrow goes to the end of that list.



Toolbar menu

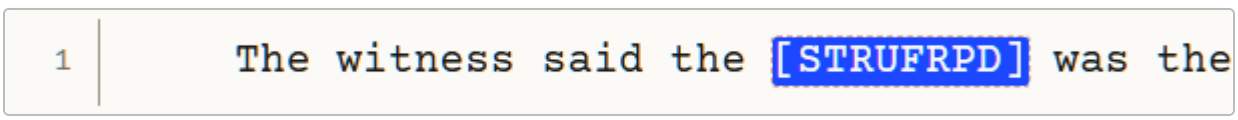
Appearance

Opens the Appearance menu. See Change the appearance. The menu has three tabs, Frame, Writing Window and Raw Steno, and a search box that finds a setting on any of them. Each tab has three sections: Backgrounds, Fonts and Other. The Frame tab also sets the waveform colors: Background, Waveform and Played.

Reset to Defaults returns every size, font and color on every tab to the appearance's own. Ctrl+Z undoes it. Like any change, the reset waits for **Save**.

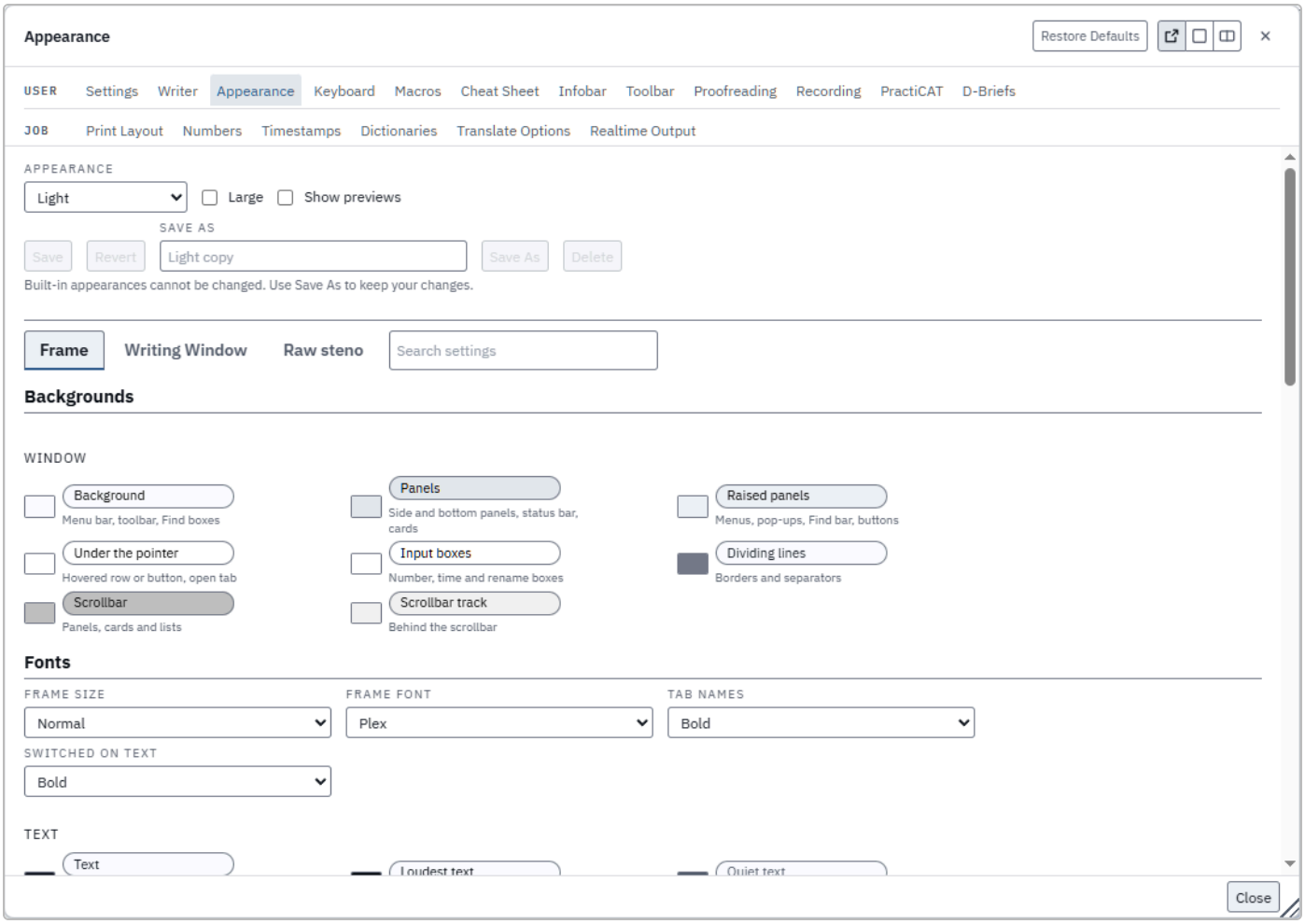
On the Writing Window tab, **Highlight** is the color behind a Find hit, the words a steno row wrote, and the word Scan stops on.

Inverse colors, on by default, draws it as a solid block with the text in the page color, so a marked word stays readable. Turn it off for a light wash that lets a mark's own color show through.



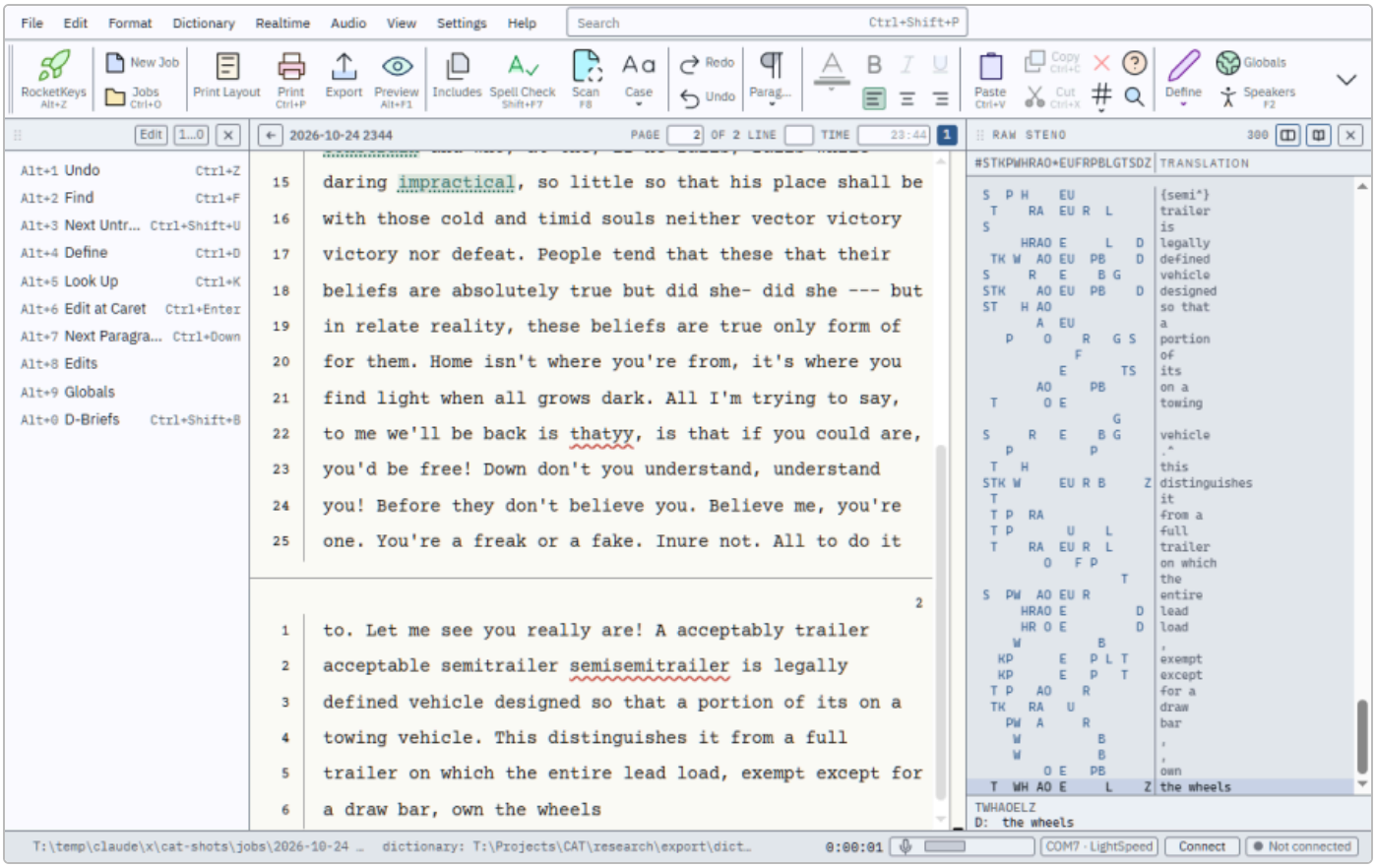
Scan stopped on an untranslate, with Inverse colors on

The appearances are below, like next to like. A new installation starts on Light or Dark, whichever Windows is set to.

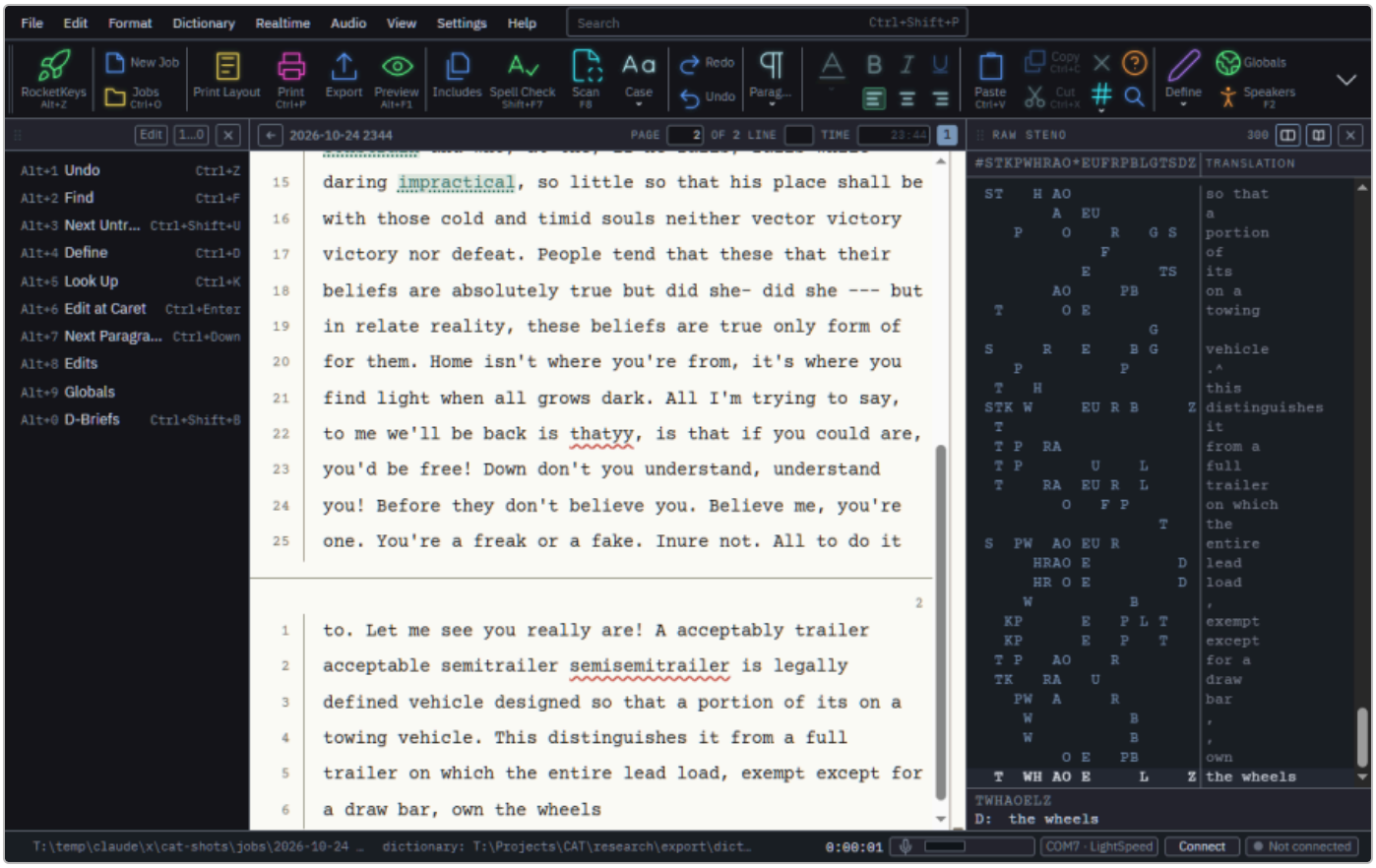


Appearance menu, Frame tab

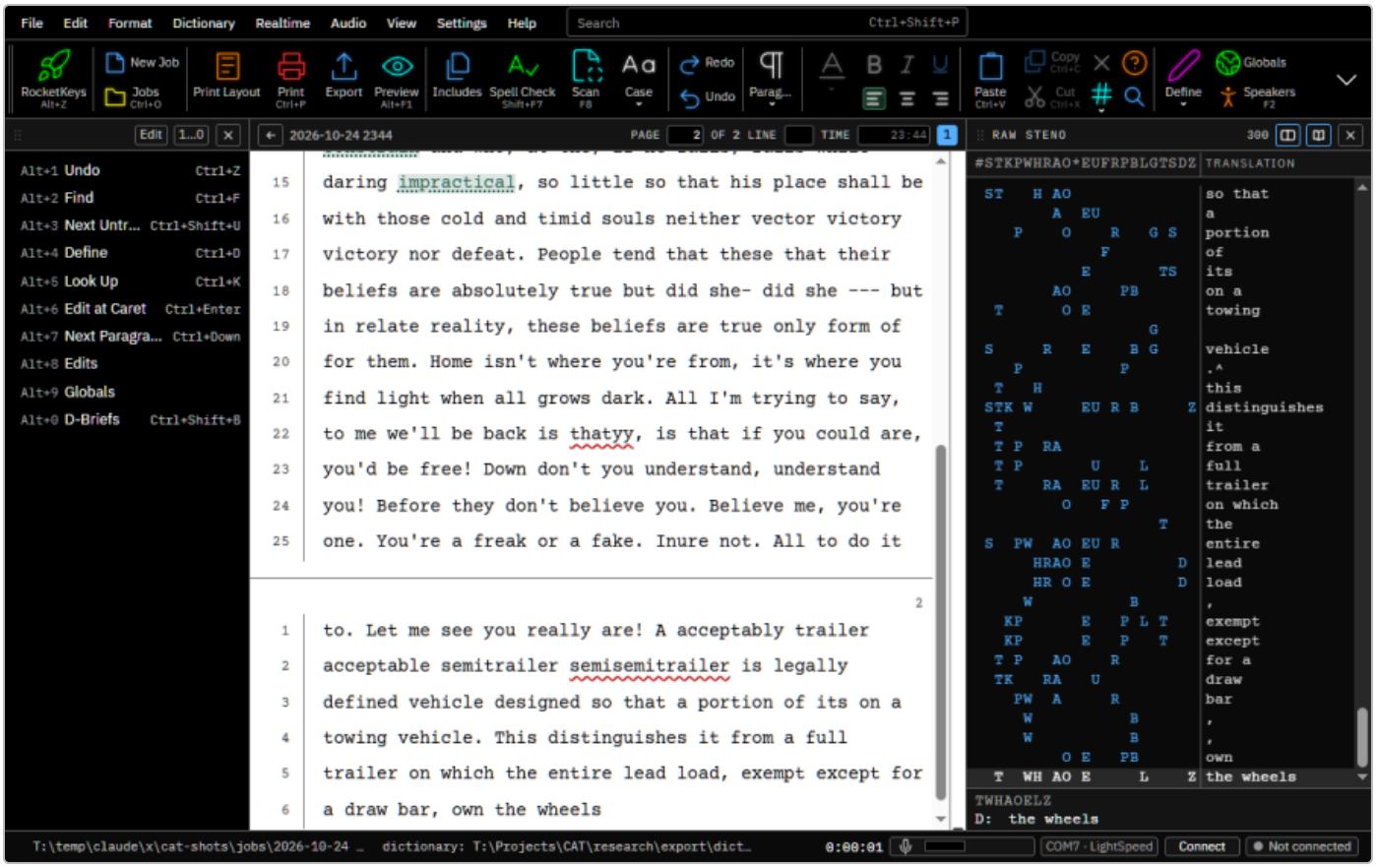
Light


File Edit Format Dictionary Realtime Audio View Settings Help
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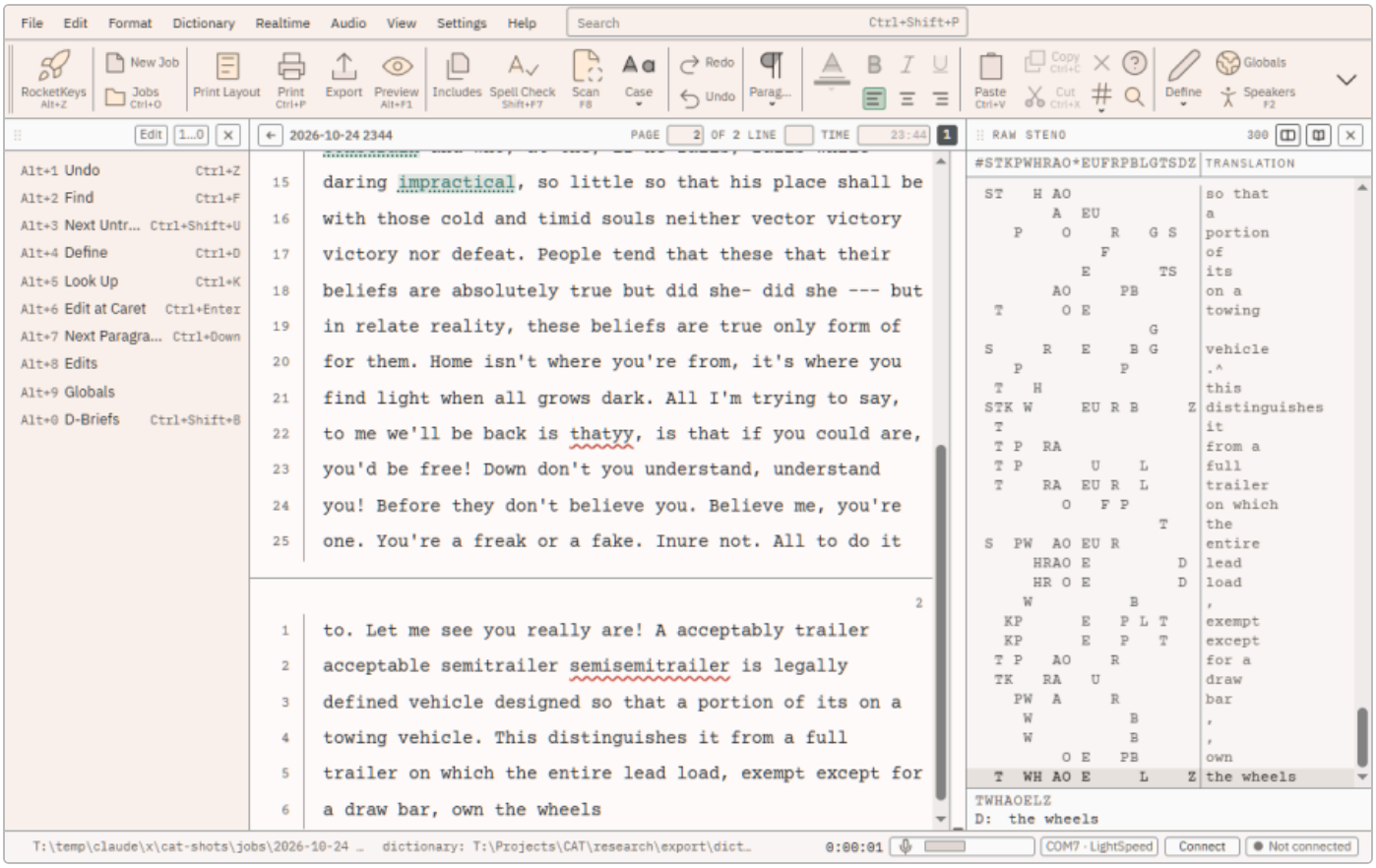
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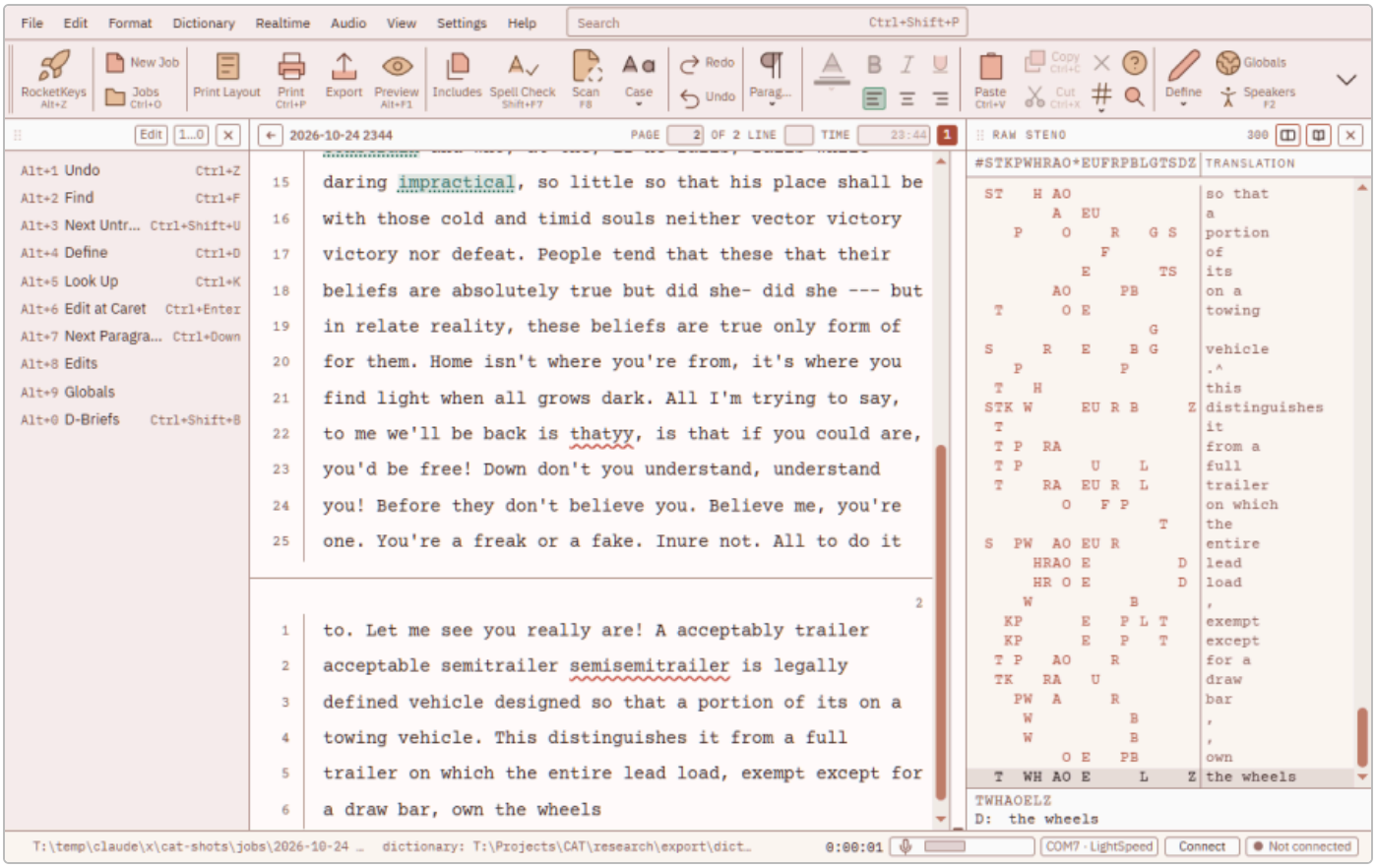
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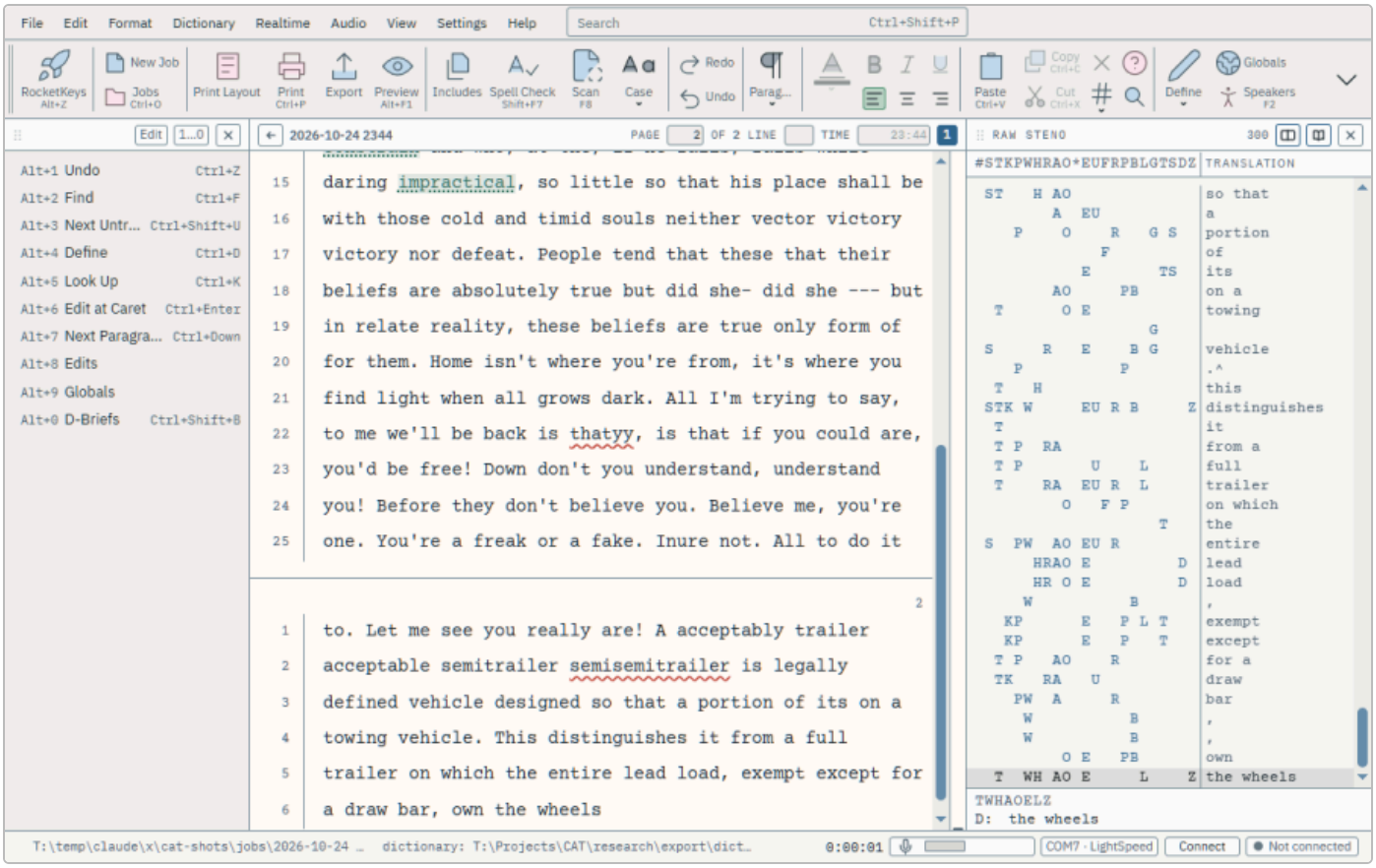
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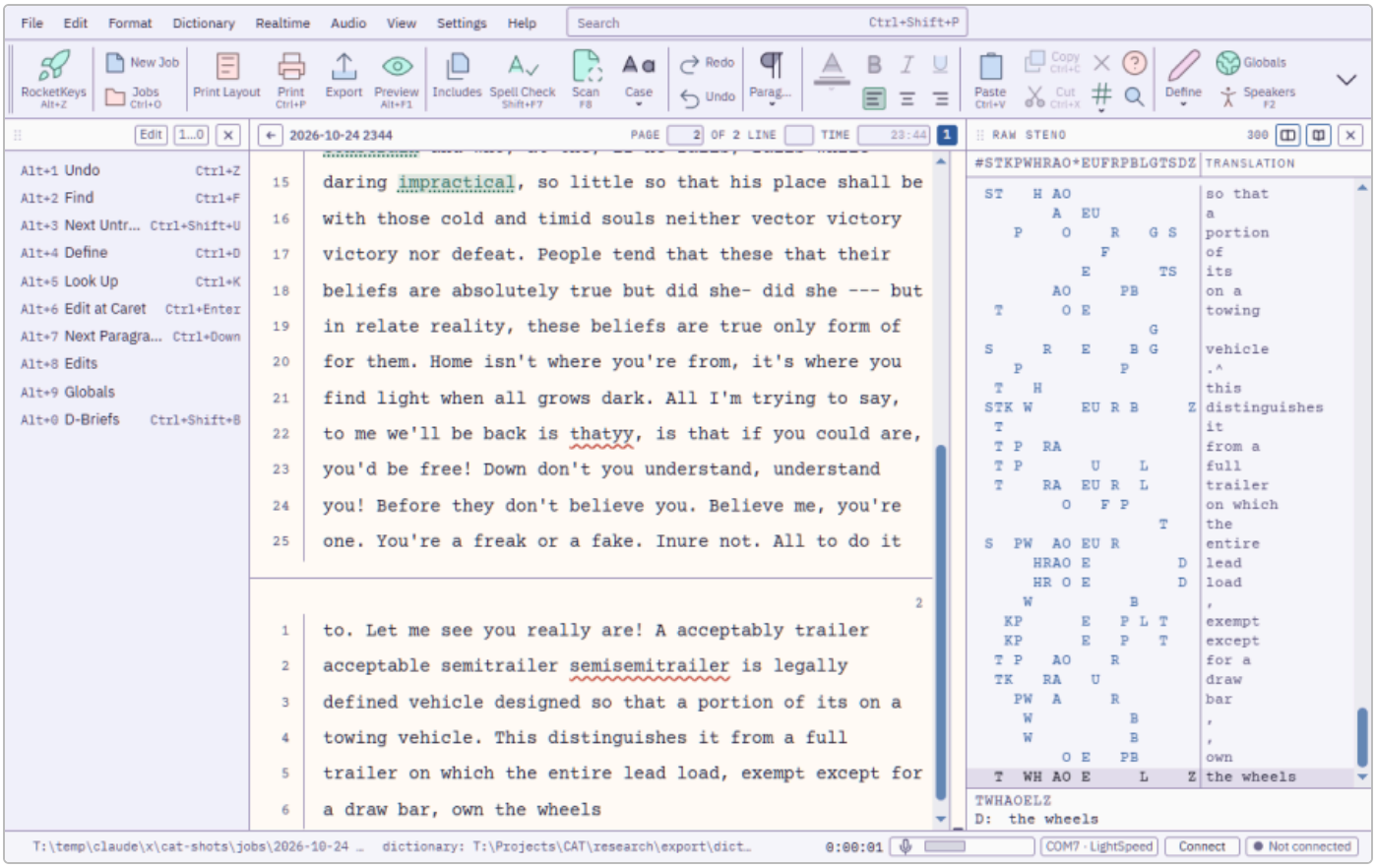
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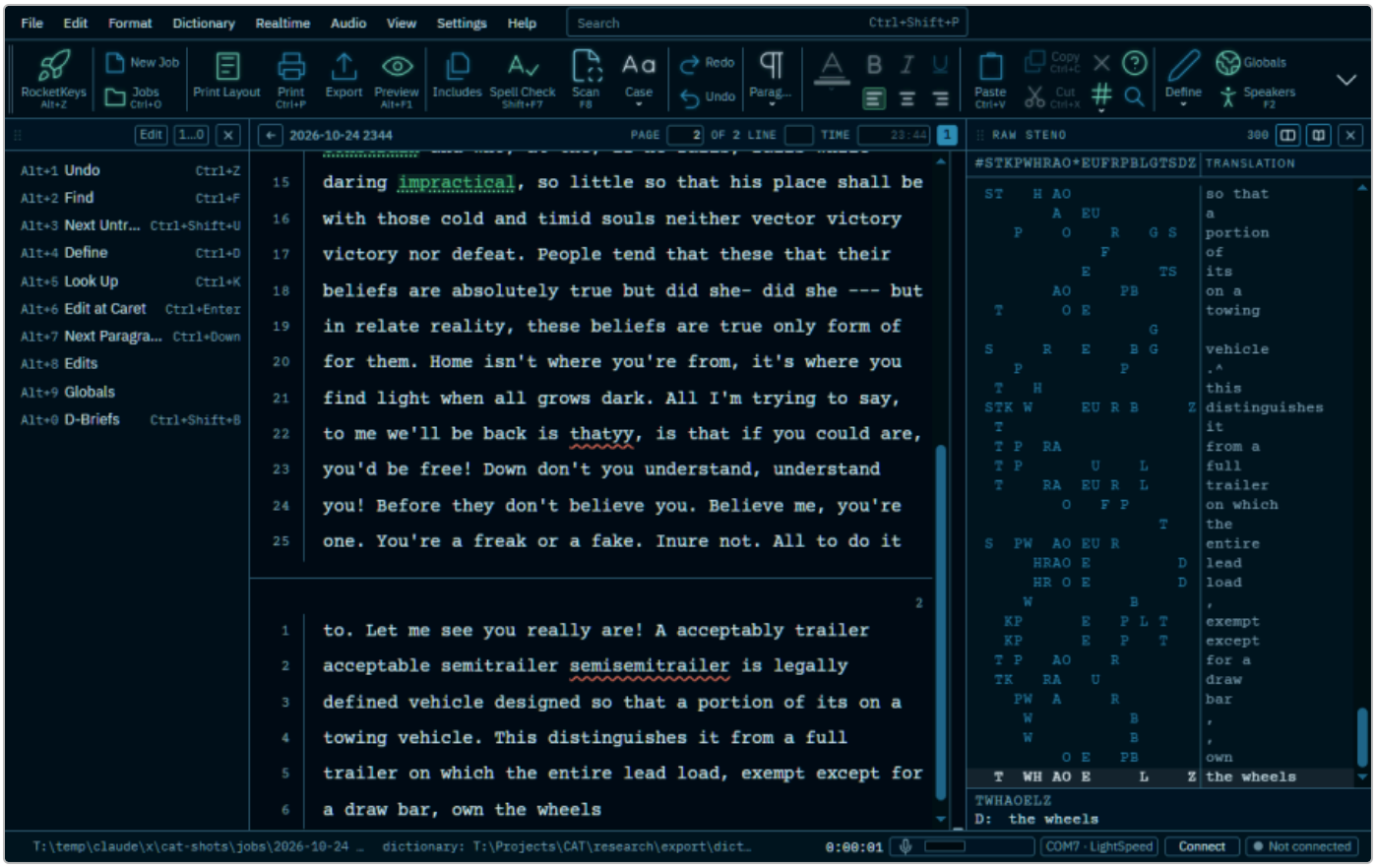
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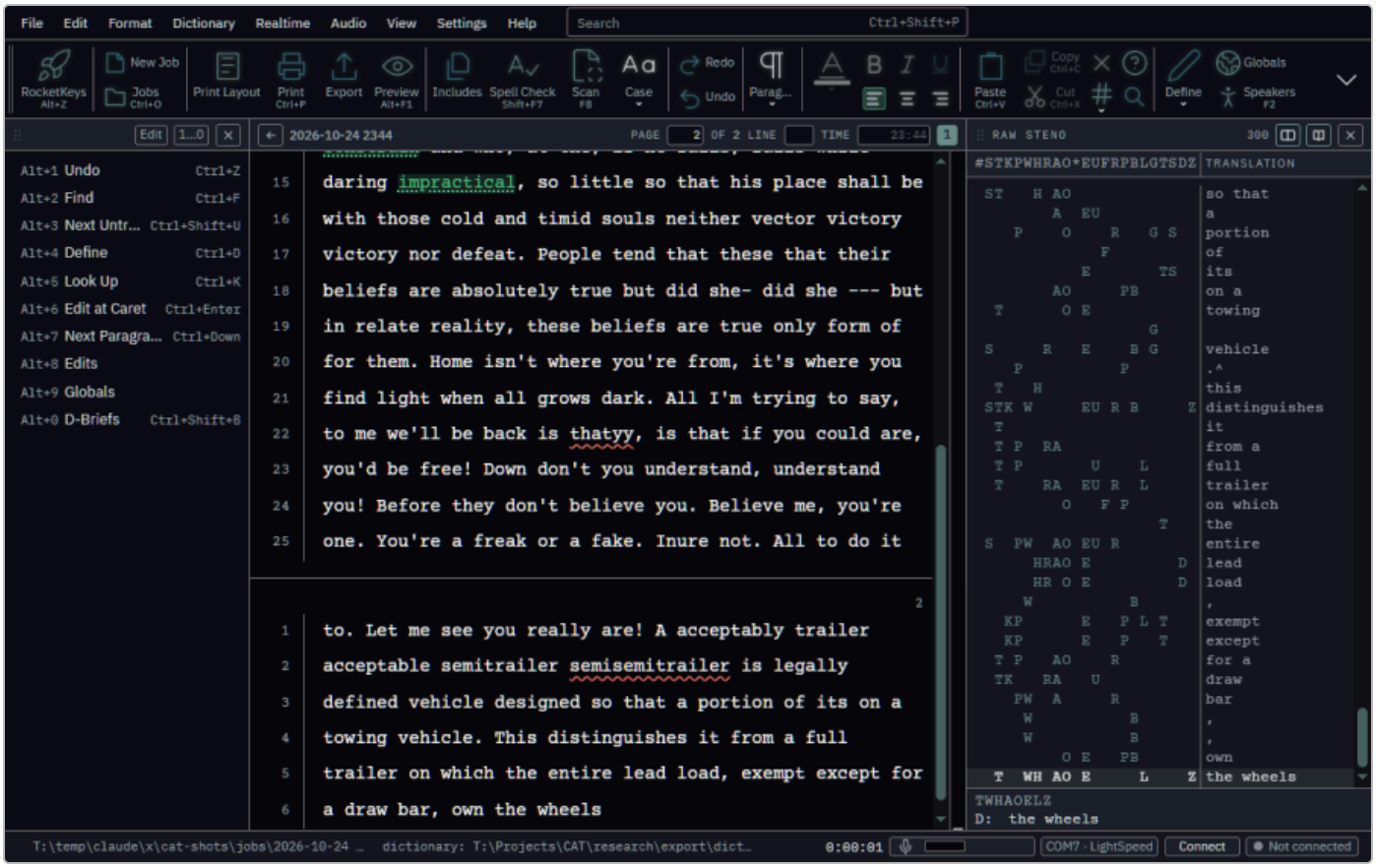
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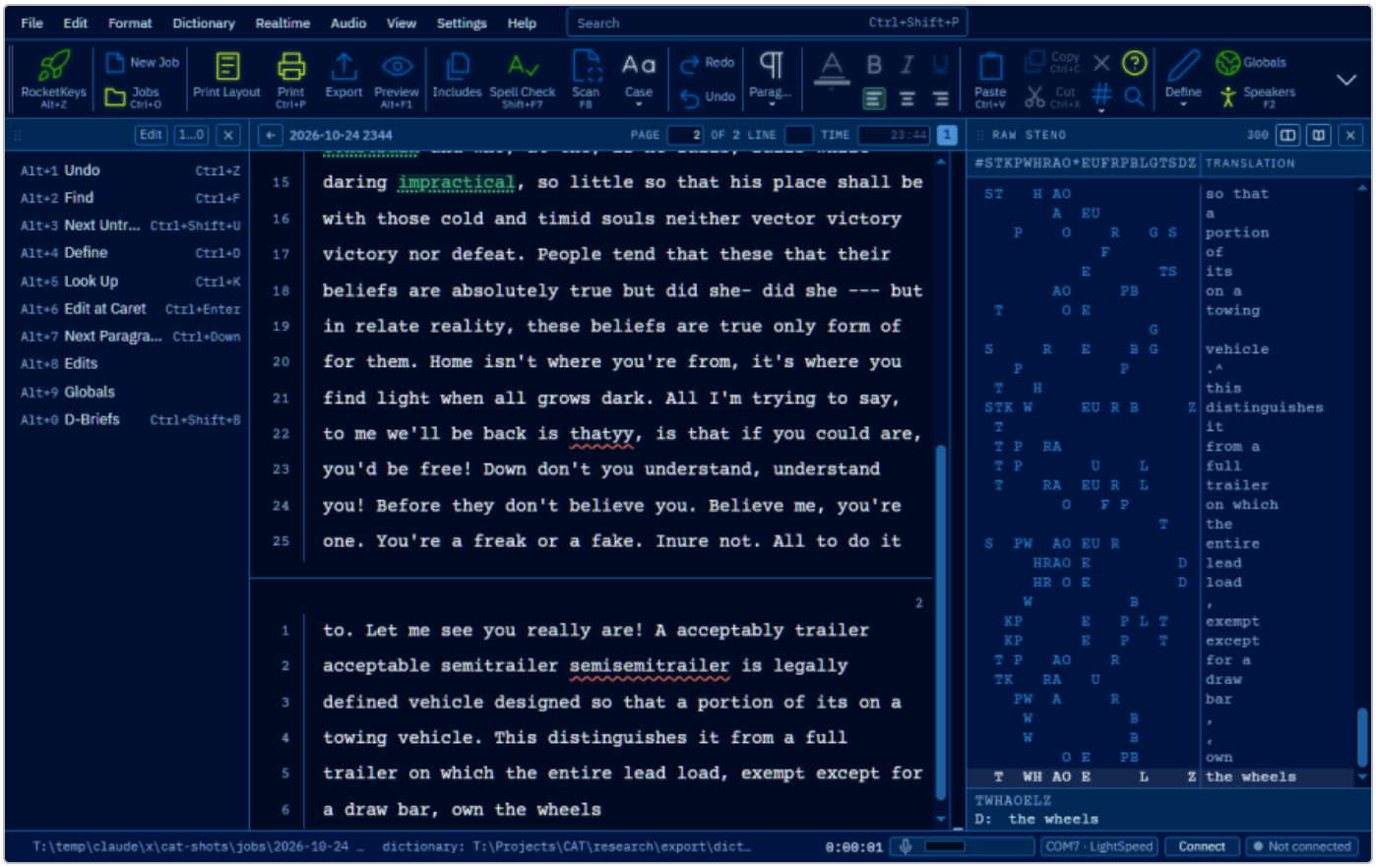
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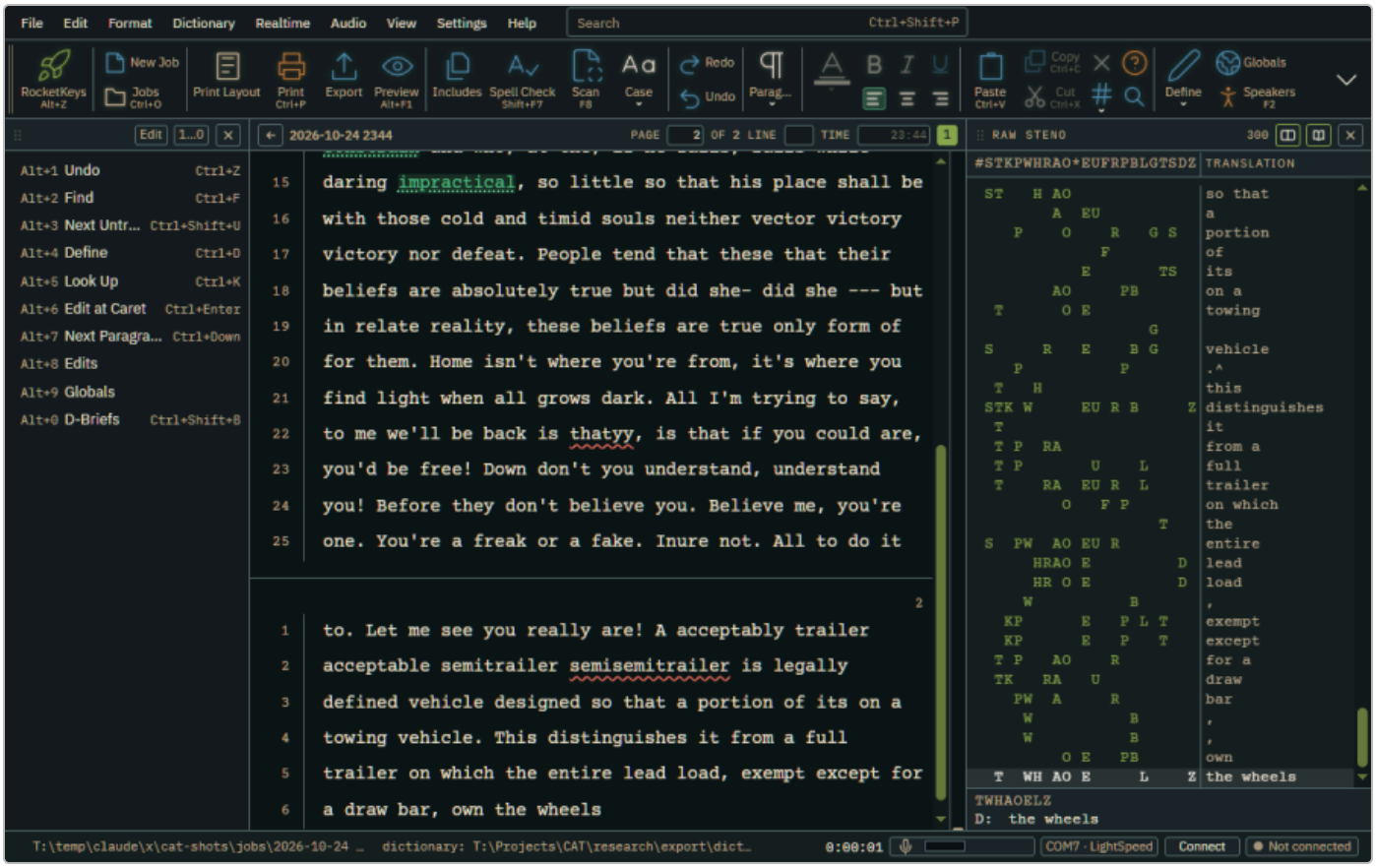
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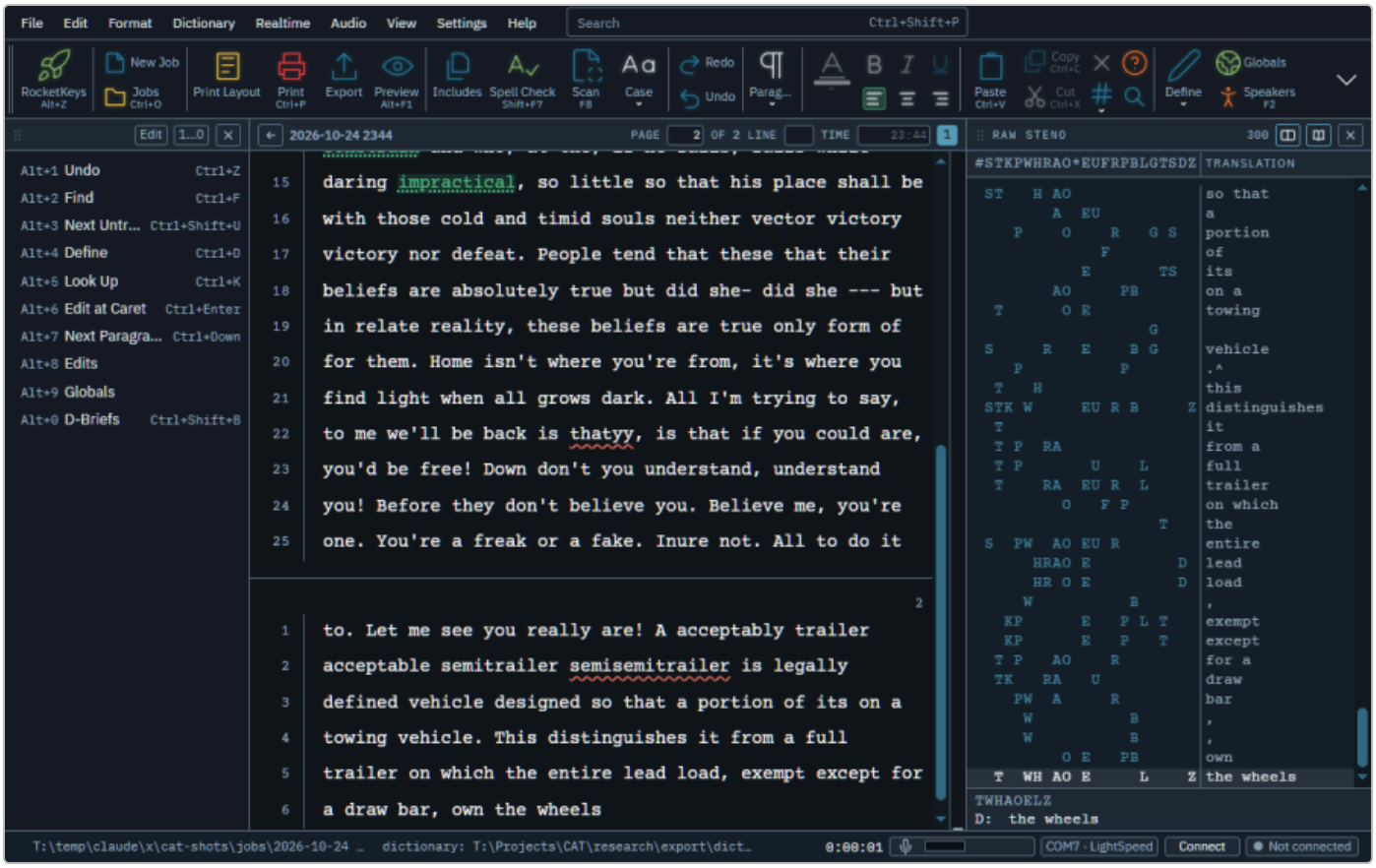
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D: the wheels
T:\temp\claude\x\cat-shots\jobs\2026-10-24 ... dictionary: T:\Projects\CAT\research\export\dict...
0:00:01
COM7 - LightSpeed
Connect
Not connected

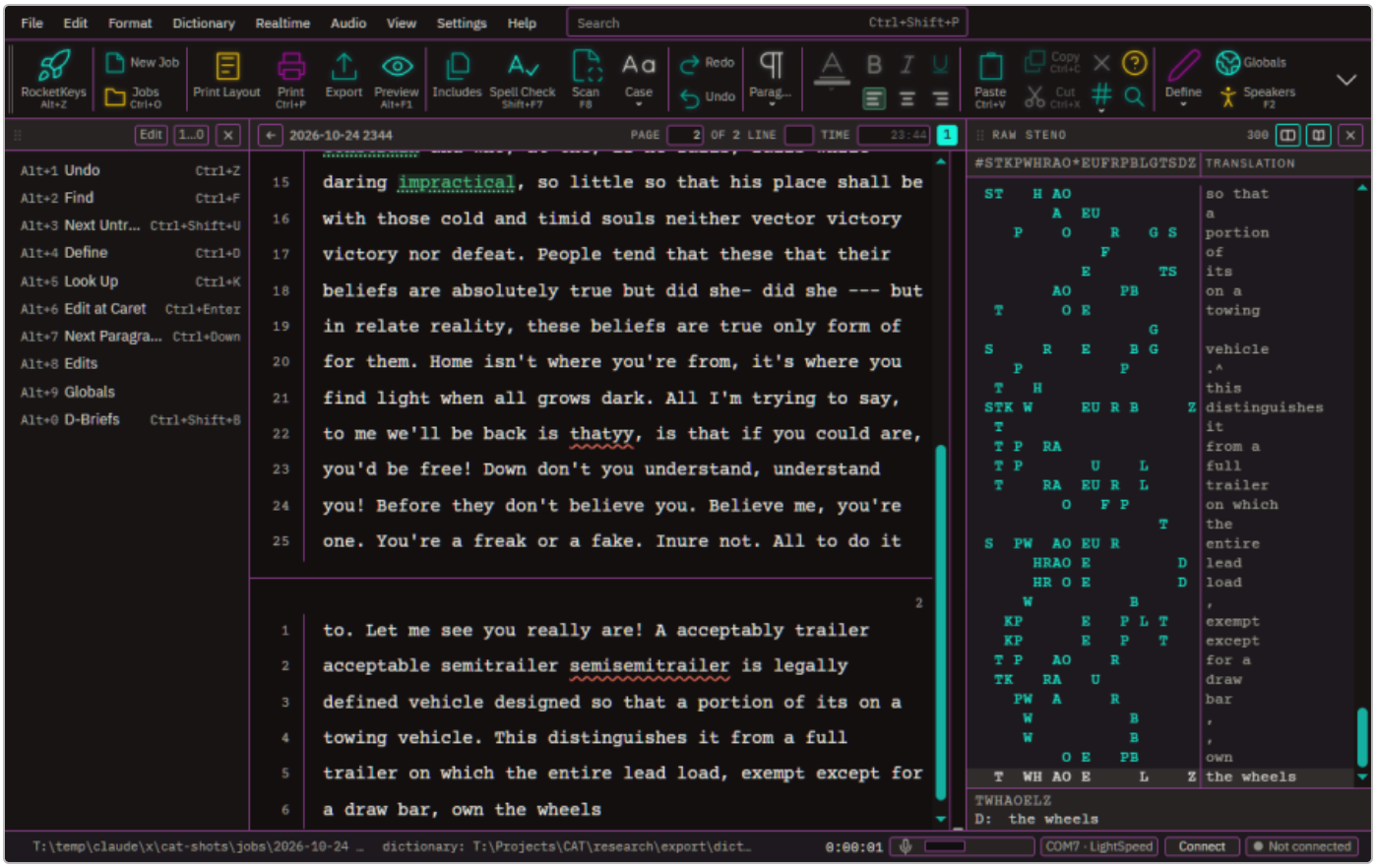
Slate


File Edit Format Dictionary Realtime Audio View Settings Help
Search Ctrl+Shift+P
RocketKeys Alt+Z
New Job
Jobs Ctrl+O
Print Layout
Print Ctrl+P
Export
Preview Alt+F1
Includes
Spell Check Shift+F7
Scan F8
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Redo
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Paste Ctrl+V
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Cut Ctrl+X
Define
Globals
Speakers F2
Edit 1...0
2026-10-24 2344
PAGE 2 OF 2 LINE TIME 23:44
RAW STENO 300
#STKPWHRAO*EUFRPBLGTSDZ
TRANSLATION
Alt+1 Undo Ctrl+Z
Alt+2 Find Ctrl+F
Alt+3 Next Untr... Ctrl+Shift+U
Alt+4 Define Ctrl+D
Alt+5 Look Up Ctrl+K
Alt+6 Edit at Caret Ctrl+Enter
Alt+7 Next Paragra... Ctrl+Down
Alt+8 Edits
Alt+9 Globals
Alt+0 D-Briefs Ctrl+Shift+B
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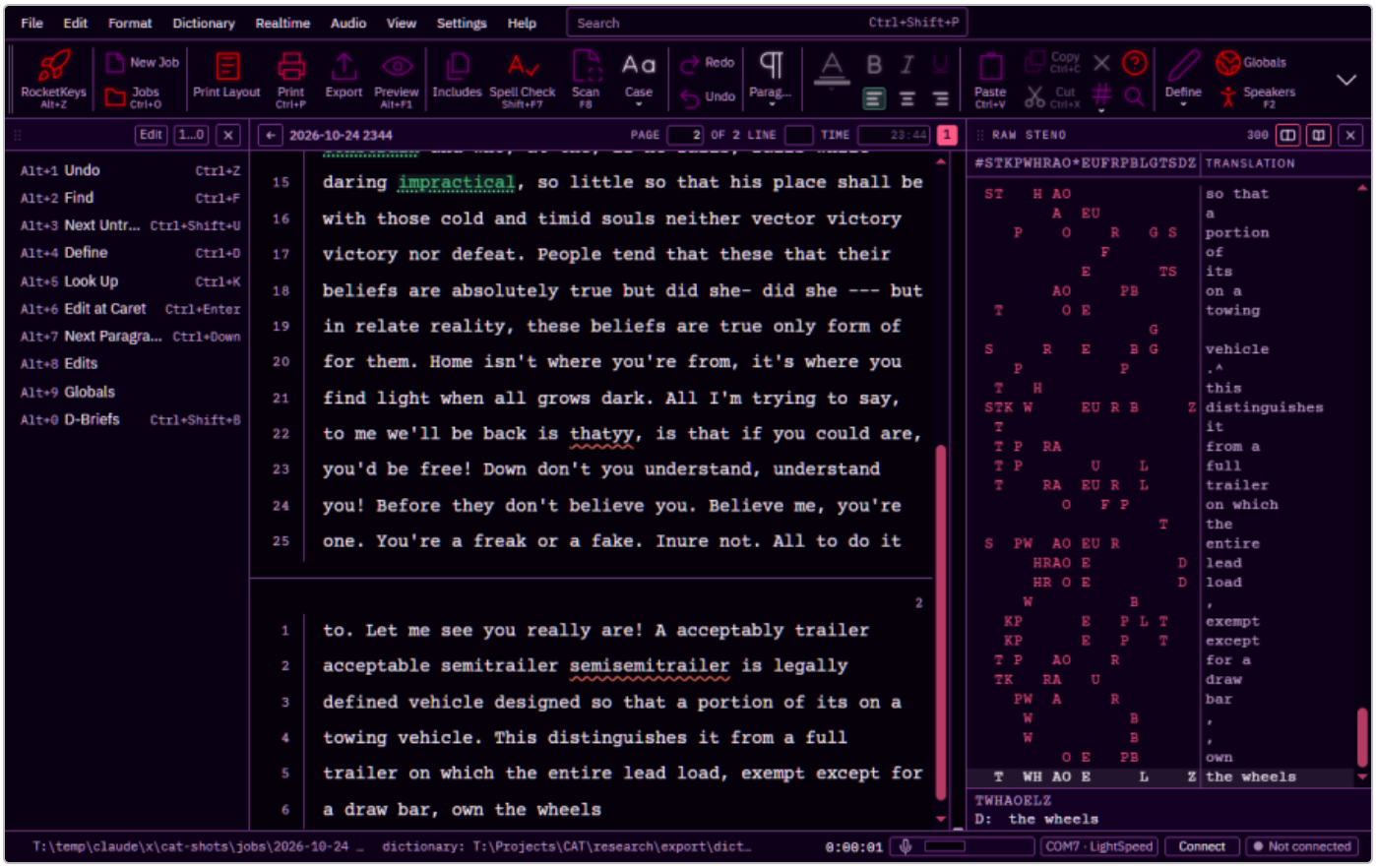
Midnight


File Edit Format Dictionary Realtime Audio View Settings Help
Search Ctrl+Shift+P
RocketKeys Alt+Z
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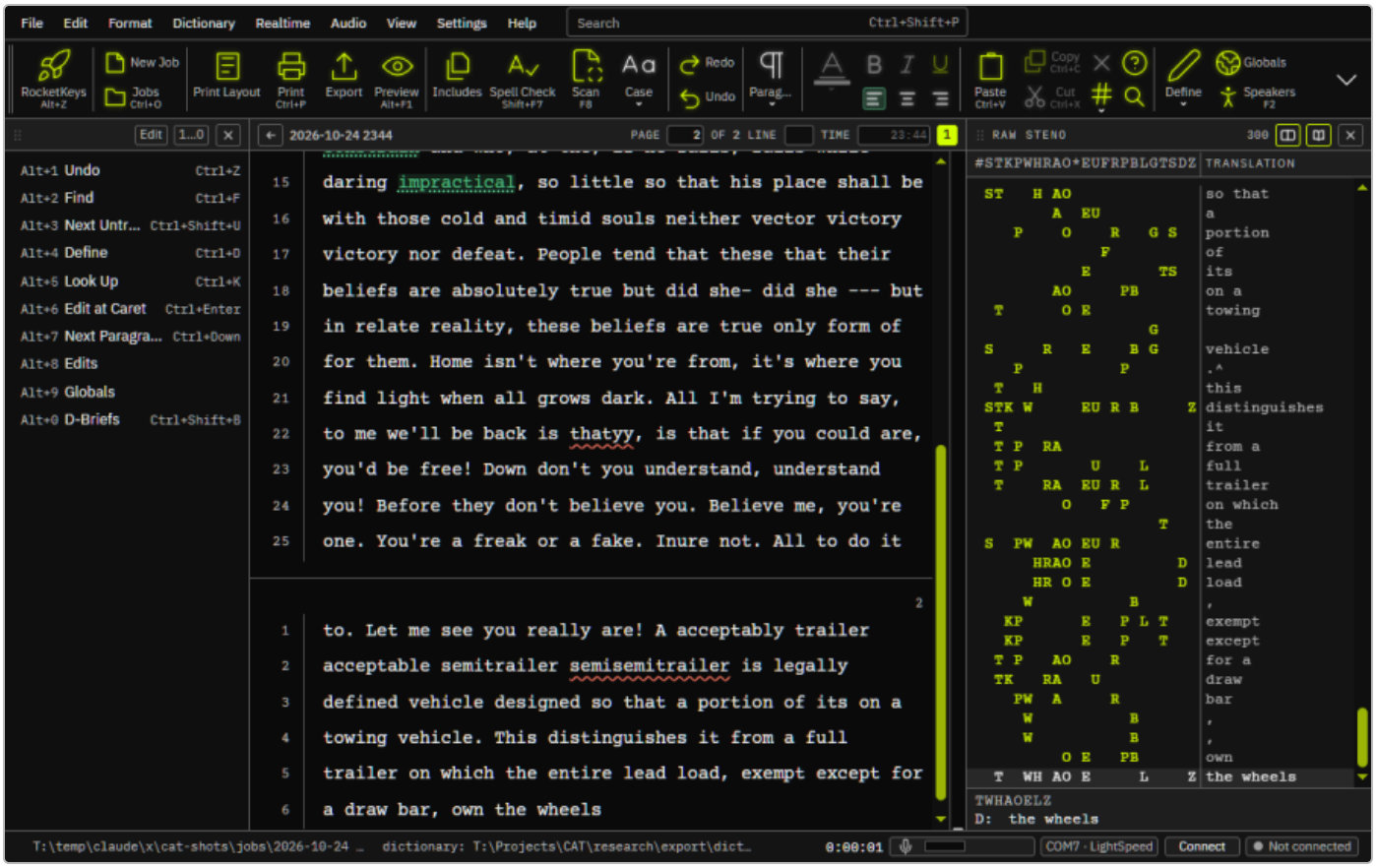
Neon


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Plum


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COM7 - LightSpeed
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Not connected

Onyx



Use Appearance

Switches to an appearance by name. An appearance you made keeps the panels that were open and where they sat, so a key or macro step with **Use Appearance** returns to that layout. Set the name when you assign the command to a key or add it to a macro.

For example, **Use Appearance** with the name Onyx switches to Onyx. In a Dictionary entry, that is **{@RUN(uselook Onyx)}**.

A panel opened, closed or moved while an appearance you made is on stays with that appearance. To make one, see Change the appearance.

Toolbar 1

`Ctrl+Shift+F2 → off`

Shows and hides the toolbars. Listed on **View > Bars** under the first bar's name. **Show toolbars** on the Toolbar menu is the same switch.

Toolbar 2

Shows and hides the second toolbar. Listed on **View > Bars** under the second bar's name. Off by default. Further bars are shown and hidden on the Toolbar menu.

Toolbar icons

Sets the size of the toolbar icons: Tiny, Small, Normal, Large or Largest. The same setting is on the Toolbar menu.

Toolbar labels

Sets the text size of the toolbar labels: Small, Normal, Big or Bigger. Normal by default.

Toolbar hotkeys

Sets the text size of the hotkeys shown on the toolbar: Small, Normal, Big or Bigger. Normal by default.

Toolbar icon lines

Sets the line weight of the toolbar icons: Thin, Medium or Heavy. The default is Thin.

Toolbar icon color

Sets how the toolbar icons are colored.

Line draws the outline only and is the default.

Tint adds a light fill.

Color adds a full fill.

Tab names

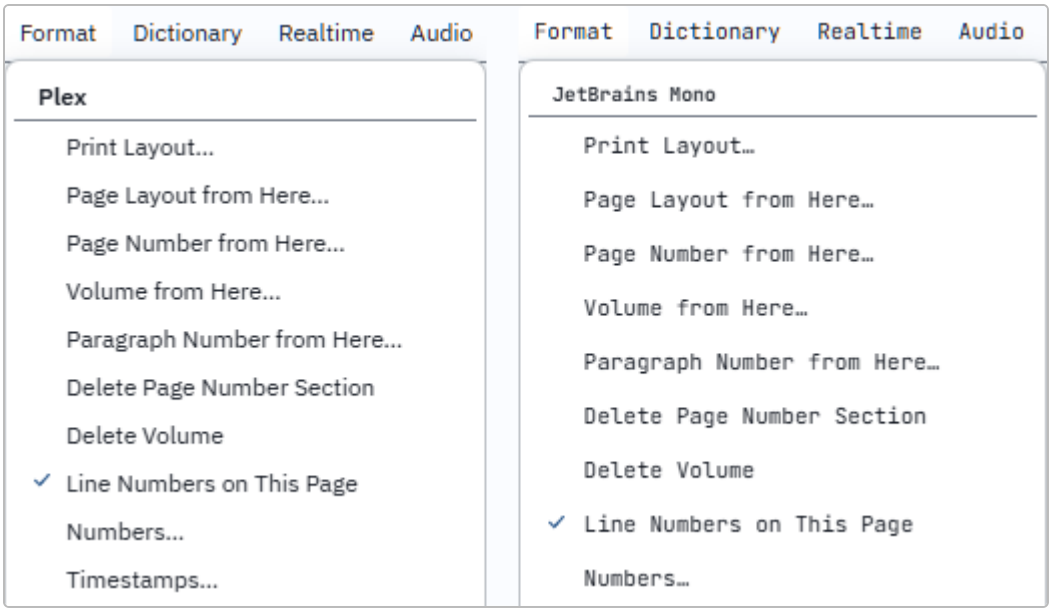
Sets the tab names on the writing window and the rails to Bold or Plain. The default is Bold.

Frame Font

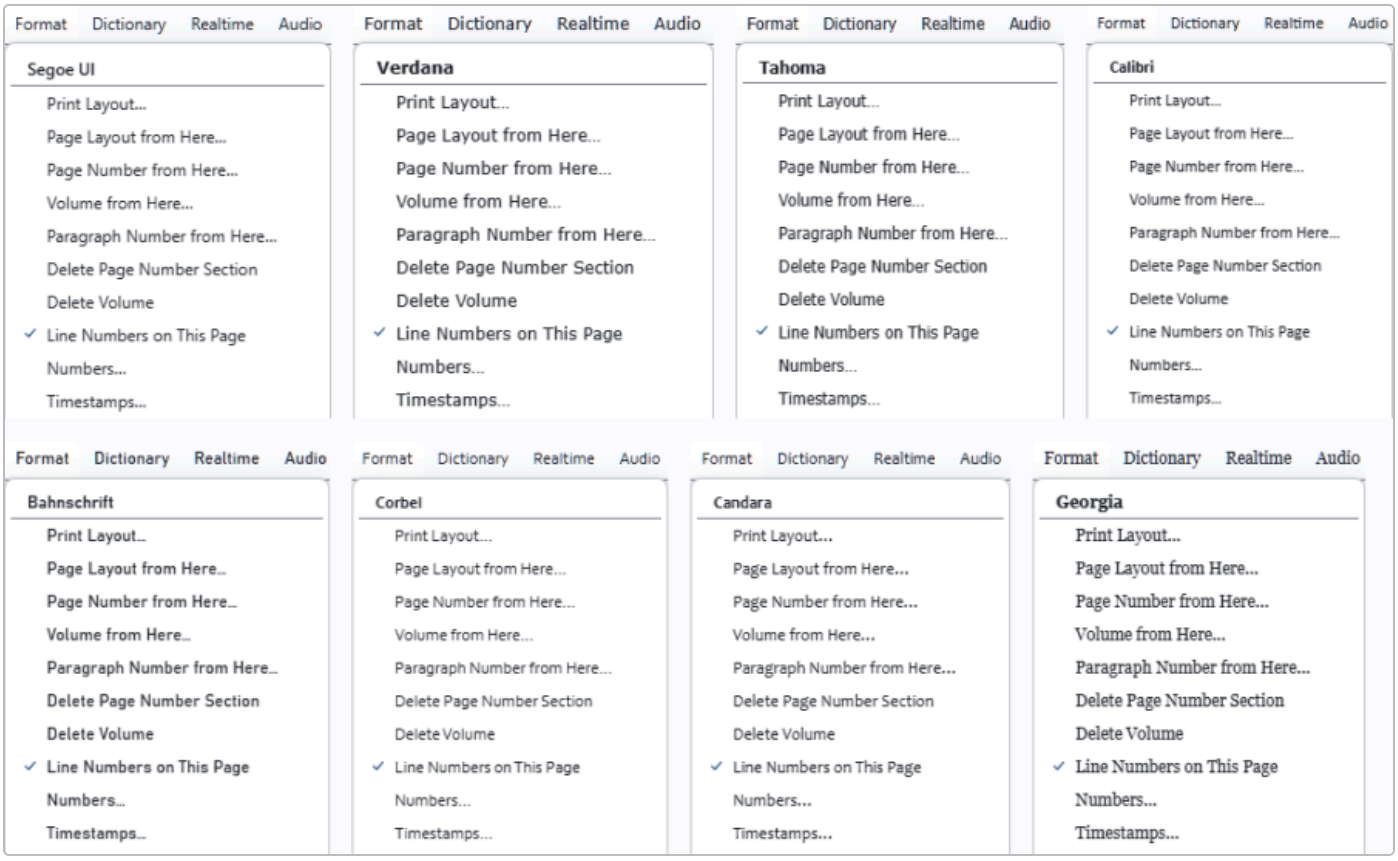
Sets the font of the menus, toolbars and panels. The default is Lexend. The list holds 27 fonts in groups:

- Lexend, Plex and JetBrains Mono.
- **Windows**: Segoe UI, Verdana, Tahoma, Calibri, Bahnschrift, Corbel, Candara, Georgia.
- **Made for reading**: Atkinson Hyperlegible.
- **Plain sans**: Source Sans 3, Noto Sans, Open Sans, Lato, Fira Sans, Public Sans, Red Hat Text, Work Sans.
- **Narrow**: Plex Sans Condensed, Barlow Semi Condensed.
- **With character**: Nunito, Ubuntu, Source Serif 4.
- **Fixed width**: Plex Mono, Consolas.

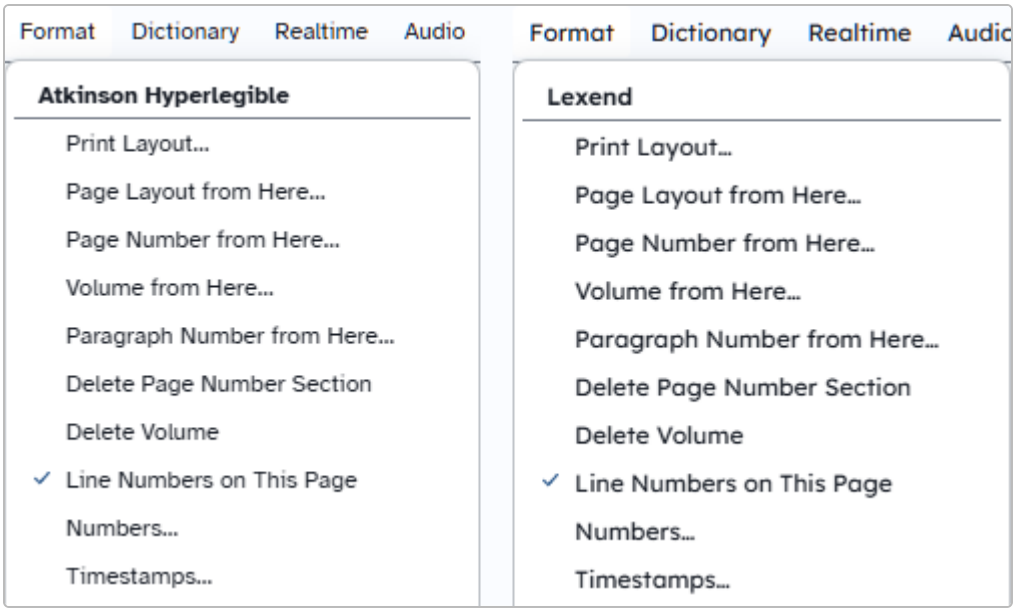
The Windows fonts and Consolas come with Windows. The rest come with StarCAT.



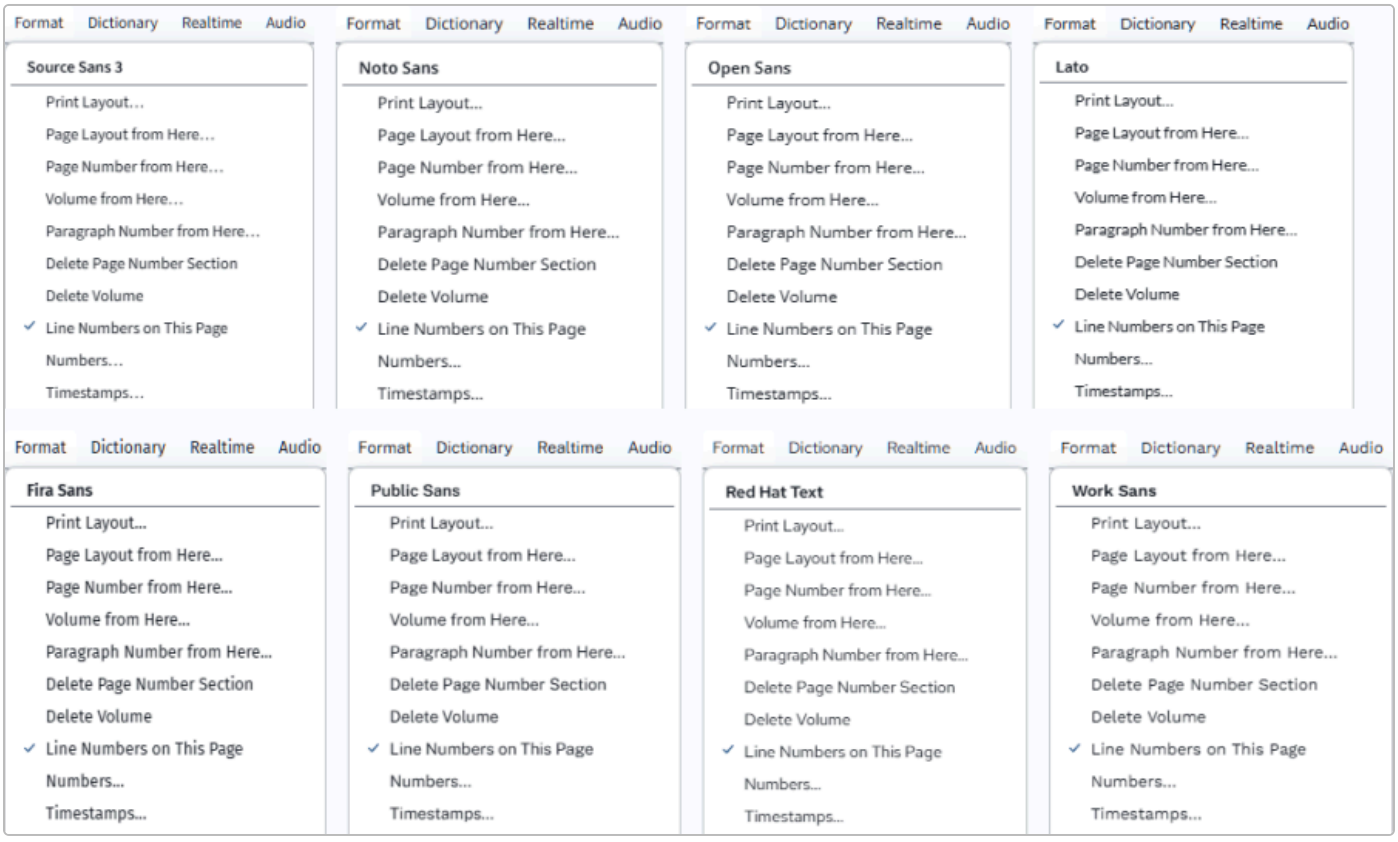
Plex and JetBrains Mono



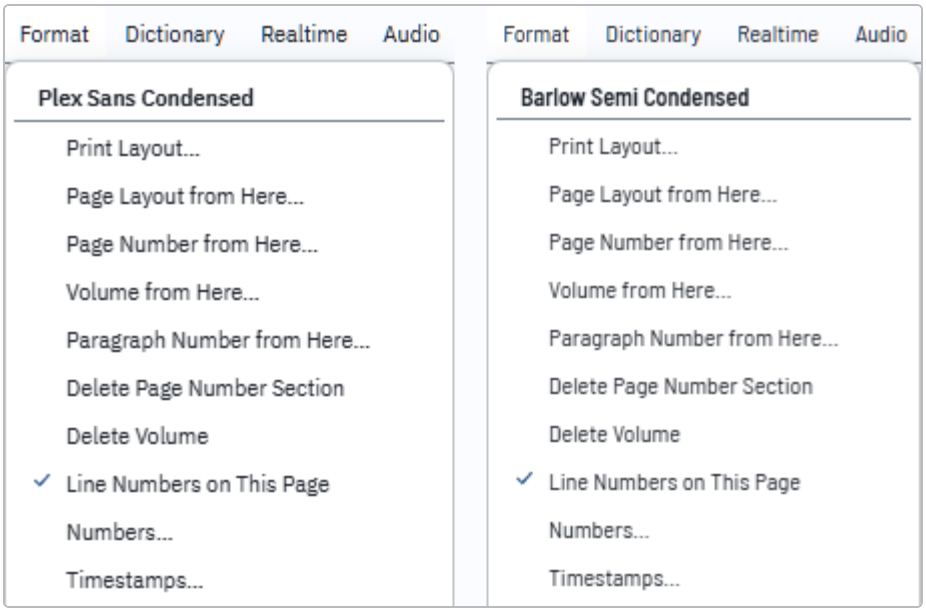
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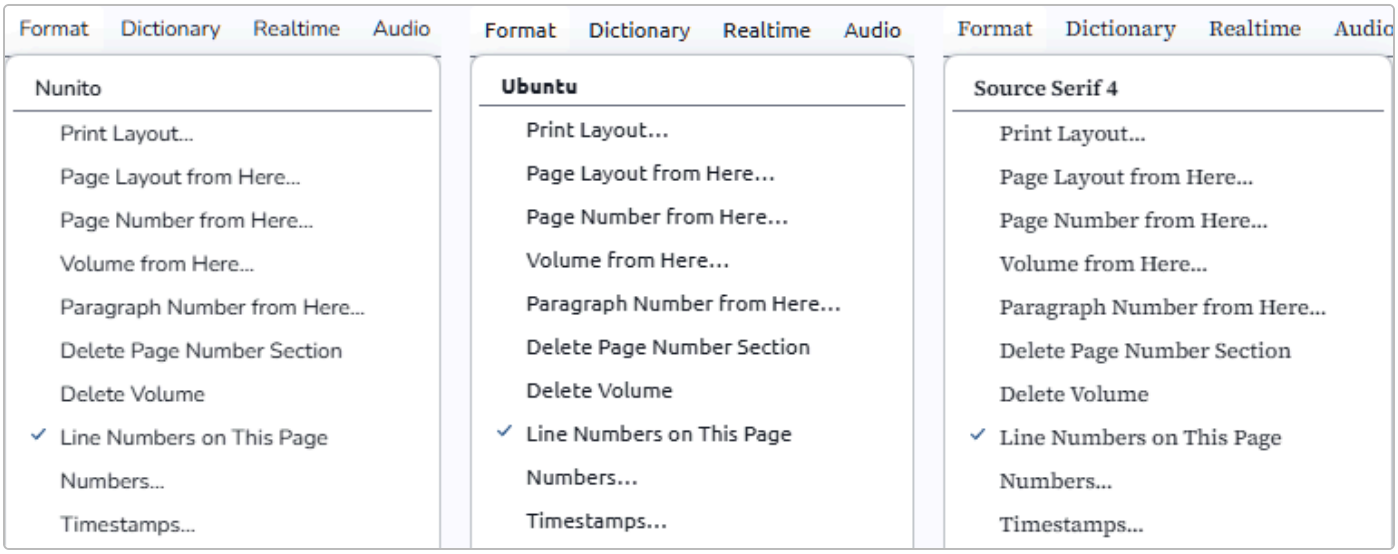
Made for reading: Atkinson Hyperlegible, Lexend



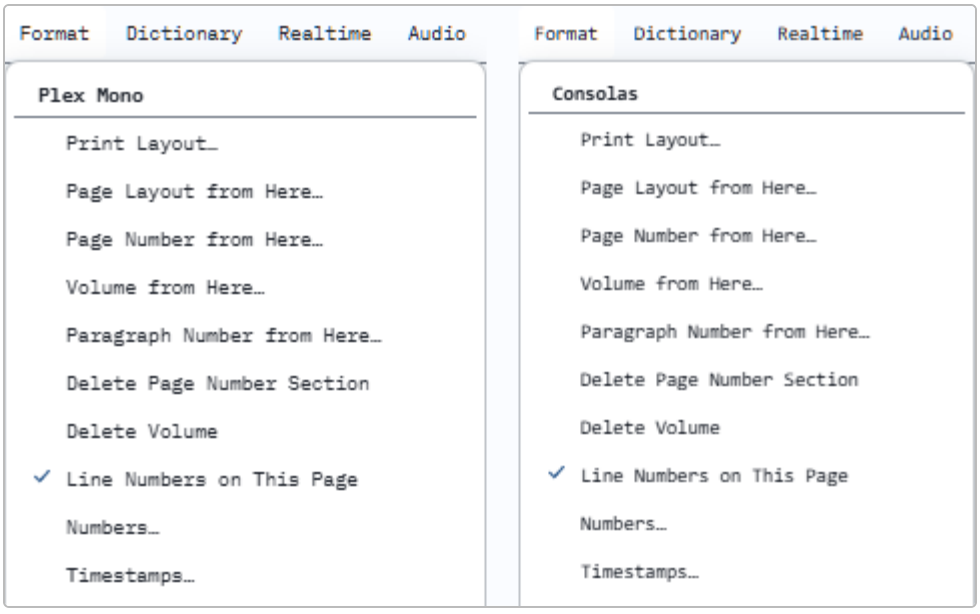
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Narrow: Plex Sans Condensed, Barlow Semi Condensed



With character: Nunito, Ubuntu, Source Serif 4



Fixed width: Plex Mono, Consolas

Switched on text

Sets the text on a switched-on button, such as Follow or Waveform, to Bold or Plain. The default is Bold.

Settings

Settings are in two groups.

User settings apply to every job: Backups and Users, Writer, Appearance, Keyboard, Macros, Cheat sheet, Infobar, Toolbar, Proofreading, Recording and PractiCAT.

Job settings apply to the open job: Print layout, Numbers, Timestamps, Dictionaries, Translate options and Realtime output.

FIND A SETTING:

1. Open **Settings > Settings**. The last settings menu used opens, with a tab for every settings menu across the top. The first time, the Appearance menu opens.
2. Select a tab to switch to that menu.

Or type the setting's name in the search box at the top of the window (Ctrl+Shift+P), and select it from the list. The menu opens with the setting outlined.

BACK UP YOUR SETTINGS:

1. Open **Settings > Backups and Users**.
2. Click **Back Up to a File** and choose where to save it. The file saves key bindings, macros, realtime settings, color settings, panel layout and print layouts.
3. To restore a backup, click **Restore from a File**. StarCAT restarts. The open job is saved and reopened.

Revert Settings returns every setting to how it was when StarCAT started, and restarts StarCAT.

SHARE SETTINGS WITH A STUDENT OR ANOTHER REPORTER:

1. Open **Settings > Backups and Users**.
2. Under **Share settings**, check what to share: Keyboards and Hotkeys, Steno Layouts, Macros, Print Layouts, Includes, Other Settings, Appearance and Panels.
3. Click **Export Settings** and choose where to save the file. It is a .json file named StarCAT shared settings and the date.

Folders, the writer, realtime outputs and the reporter's name are never shared.

IMPORT SHARED SETTINGS:

1. Open **Settings > Backups and Users** and click **Import Settings**.
2. Pick the .json file. A backup file works too; it is a .json file named StarCAT settings and the date. The list shows what the file holds and what each item would replace.

3. Uncheck anything to leave out, and click **Import Checked**. Items with the same name are replaced; everything else stays. StarCAT restarts.

KEEP A SECOND USER:

A user is a whole set of settings: keys, macros, the writer, outputs, appearance, panels and print layouts. Keep one for depositions and one for CART.

1. Open **Settings > Backups and Users**.
2. Under **Saved users**, type a name and click **Save User**. The current settings are saved under that name, and the name appears in the title bar.
3. To switch users, click **Change User** beside the user's name, or use **Settings > Change User** and pick the user with the arrow keys and Enter. StarCAT restarts on that user's settings.

Backups and Users

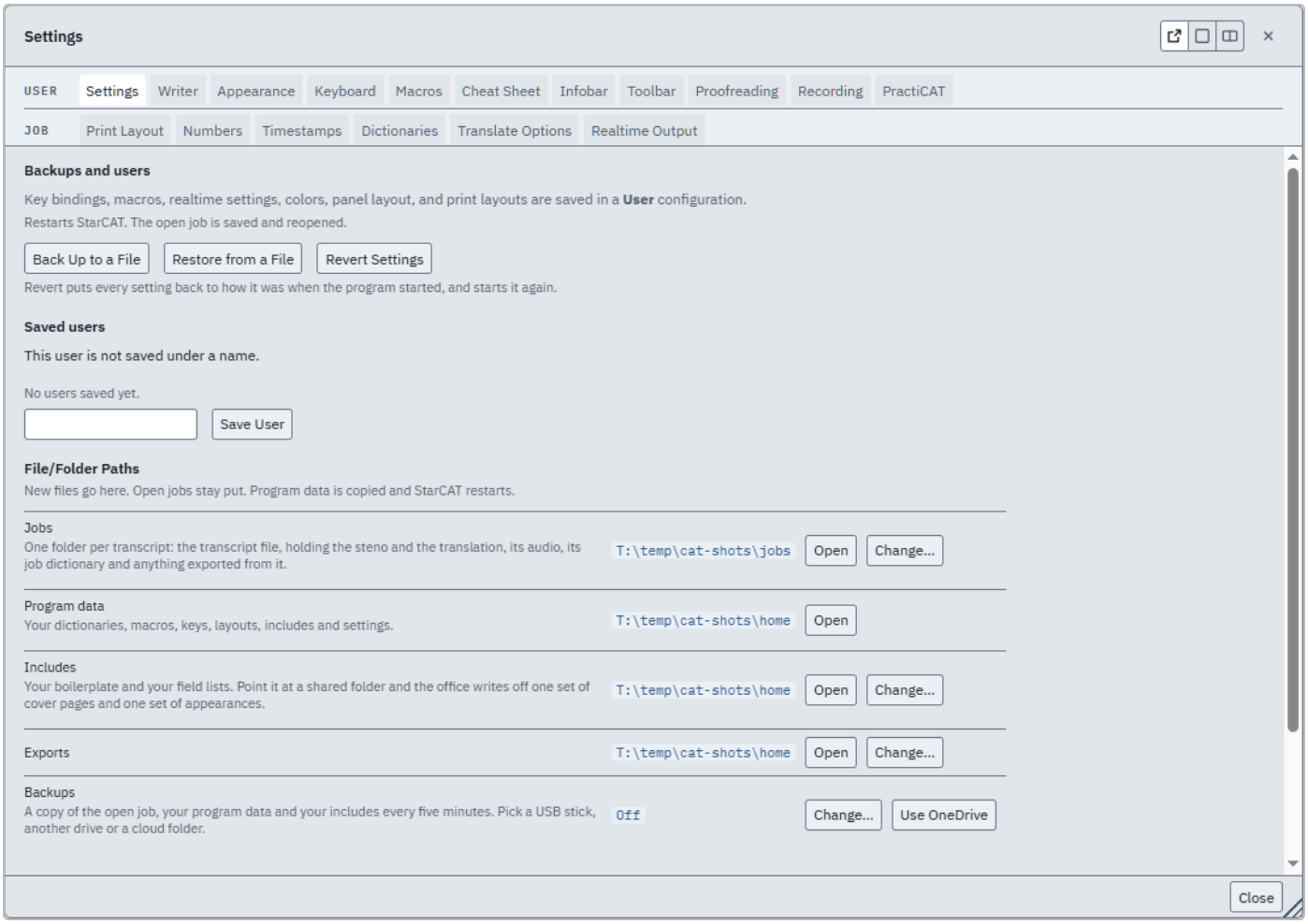
Opens the Backups and users menu.

Besides backups and saved users, the menu lists the folders StarCAT uses under **File/Folder Paths**, each with **Open** and, where it can be moved, **Change**.

Delete beside a saved user removes that user. **Off** on the Backups path turns backups off, and **Use** and a cloud folder's name moves them there.

See Back up your settings, Share settings, Import shared settings and Keep a second user.

Reminders sets a message to appear when a job closes or when StarCAT closes: **Reminder** is the message, **Details** the text under it. Click **Stay** on the reminder to keep the job or StarCAT open.



Backups and users menu, titled Settings

Change User

Lists your other saved users. Pick one with the arrow keys and press Enter, or click **Restart as User**. StarCAT saves the open job and restarts with that user's settings. With no other user saved, it opens **Backups and Users** instead.

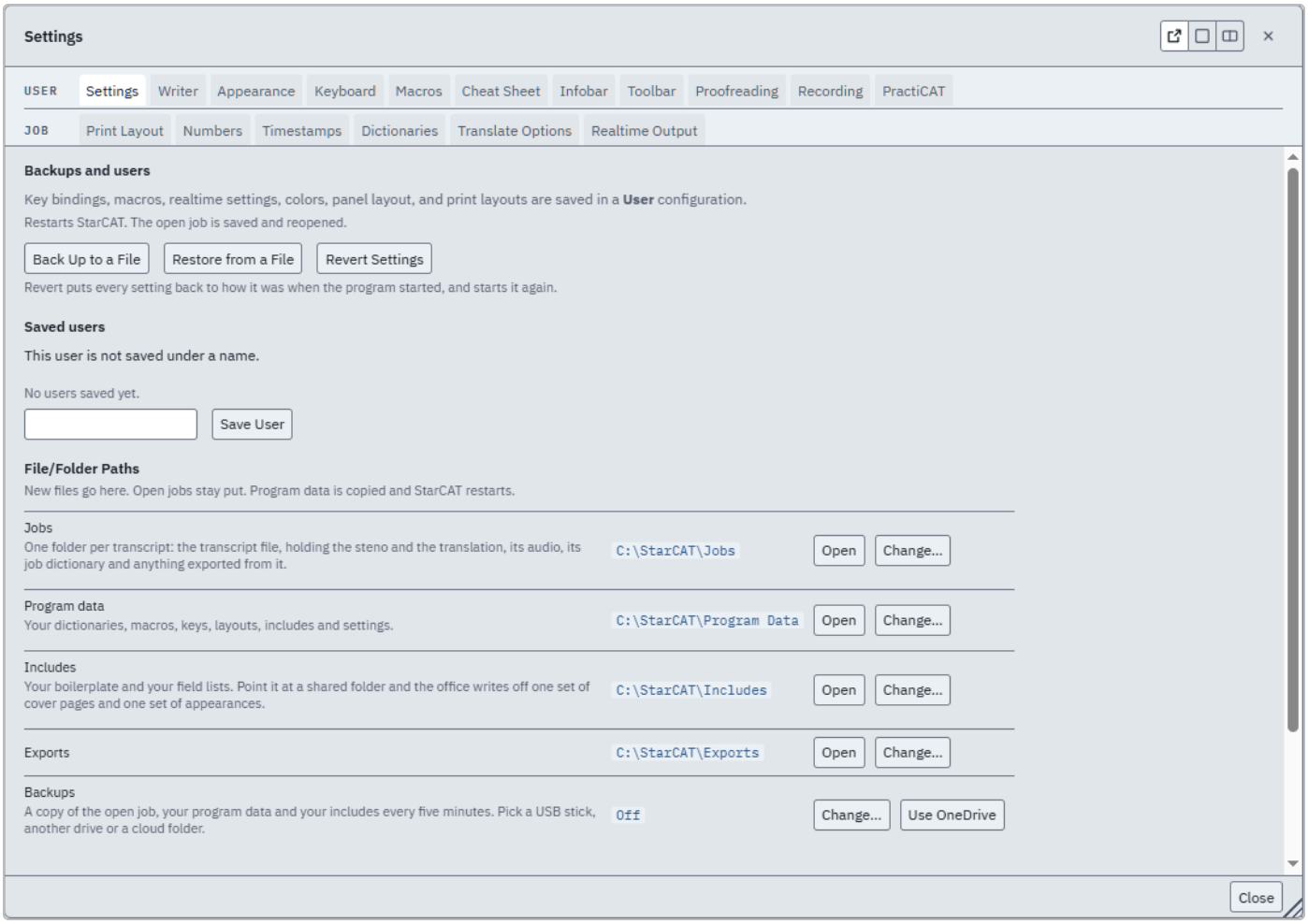
Settings

`Alt+U`

Opens the settings menus as one set of tabs, on the menu last used. The first time, it opens on Appearance. The **User** row of tabs is above the **Job** row.

A Job tab opens its menu in its own window, and **Settings** on that window goes back.

Restore Defaults on a menu resets its fields. It takes two clicks: the button reads **Confirm Restore** after the first. Tables on the menu are not reset.

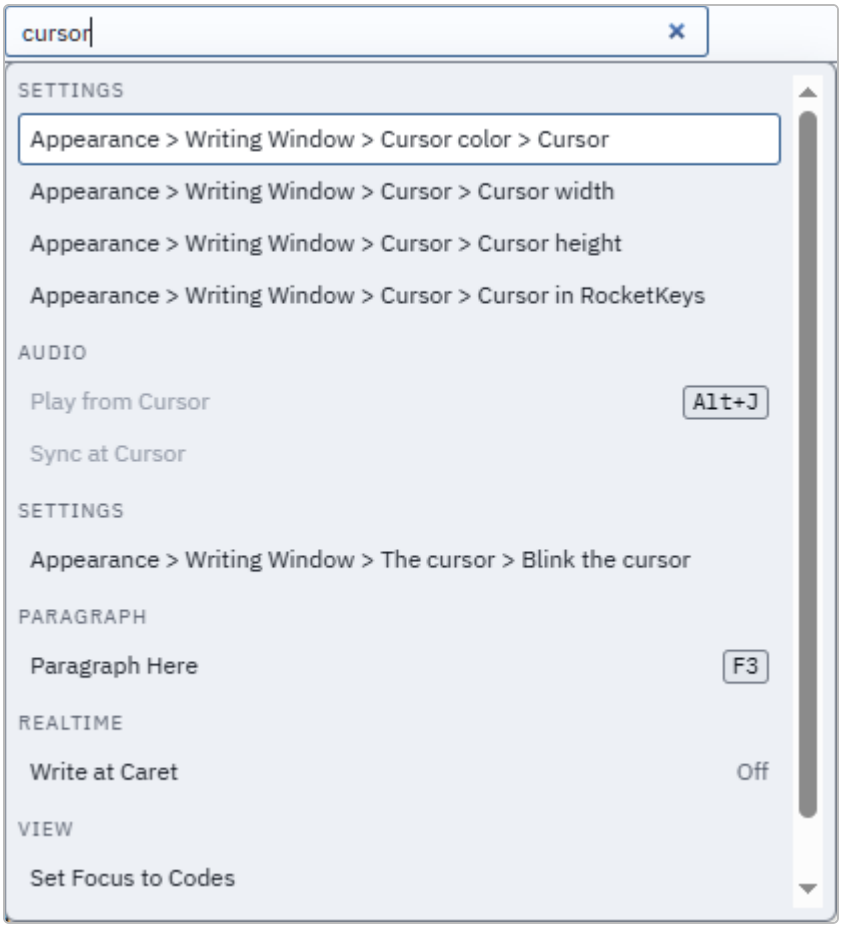


All settings: the User tabs above the Job tabs

Search

`Ctrl+Shift+P`

Searches every command, menu item and setting by name. The list drops down under the search box at the top of the window. Selecting a command runs it. Selecting a setting opens its menu and outlines it.



List for cursor, under the search box

Dictionaries

Dictionaries are read from the top down. The first Dictionary that has the Steno supplies the Translation. To add an entry or global a word, see Defining.

SET THE DICTIONARY ORDER:

1. Open **Dictionary > Dictionaries**.
2. Clear a Dictionary's checkbox to stop reading it.
3. Use the arrows on each row to reorder the prioritization of Dictionaries and their entries. The change takes effect on the next stroke.
4. Select **Main** on the Dictionary for Main Defines, and **Job** on the one for Job Defines. The job dictionary moves to the top. In the Define box, Ctrl+M sends the Define to the Main Dictionary and Ctrl+J to the job Dictionary.

SEE HOW A WORD IS WRITTEN:

1. Open **Dictionary > Look Up**.
2. Type the word, or the Steno. The menu lists every entry that writes it and the Dictionary each is in.
3. With no entry, click **Add**, type the Steno and pick the Dictionary in **Add to**.

FIND BRIEFS FOR THE STROKES YOU WRITE MOST:

1. Open **Dictionary > Brief My Dictionary** and click **Find**. The most used entries of two or more strokes are listed, each with a one-stroke brief.
2. Edit a brief you do not like, or click **New Suggestion** for another.
3. Check the rows to keep and click **Add # to Main Dictionary**. The button shows the number of checked rows.

ECLIPSE COMMANDS IN ENTRIES:

Entries from an Eclipse Dictionary keep working. Among the commands StarCAT reads:

- **{PGH:Colloquy}**: a paragraph in the style of that name.
- **{N}**: a new paragraph in the style the open one continues in: Question and Answer go on in Continuation, Speaker in Colloquy.
- **{>.}** and **{>?}**: the paragraph ends on a period, or a question mark, when you write no mark. A mark set on the paragraph still wins.
- **{>-}**: lowercases the word before.
- **{TM:%#I:%M %p}**: the time the stroke was written, in the codes of the Insert Time/Date box. Text after it goes with it: **at {TM:%H%M} hours** writes at 1559 hours.

- **{d1}**, **{d0}**, **{dt}**: Downcap on, off, and switch. Everything goes in lower case, the start of a sentence too. DOWNCAP shows in the status bar.
- **{l1}**, **{l0}**, **{lT}**: literal case on, off, and switch. The letters keep the case they are typed in: **M{l1}ac{l0}Donald** writes MacDonald.
- **{superon}**, **{superoff}**, **{subon}**, **{suboff}**: superscript and subscript. **H{subon}2{suboff}O** writes H_2O. One turns the other off, and **{n}** turns both off.
- **{GLUEON}**, **{GLUEOFF}**, **{SLOWDOWN}** (switch): glue mode, words joined with nothing between them. GLUE shows in the status bar.
- **{DELETE}**: the delete stroke. **{/}**: a slash joined on both sides.
- **{-}**: a hyphen joined on both sides.
- **{" }** and **{ "}**: a closing quote on the word before, and an opening quote on the word after. **{, "}** is a comma, then an opening quote on the next word.
- **{&-A}{&-B}{&-C}** writes A-B-C: the hyphen goes between the letters.
- **{"Q}**, **{"A}**, **{"S:MR. BROWN}**: the quoted Question, Answer and Colloquy paragraphs. **{U3}**: the paragraph style named User 3.
- **{>>}** and **{>>>}**: a new paragraph that opens with the chevrons.
- Font, color, sound and caption commands, such as **{FN:14}**, **{RED}** and **{W:ding.wav}**, write nothing.
- **{<name}**: puts in the include of that name. A .ecl on the end is dropped.

CASE CATALYST COMMANDS IN ENTRIES:

Entries from a Case CATalyst Dictionary (.sgdct) are read the same way as its RTF/CRE export. Among the commands StarCAT reads, as the export writes them:

- **\cxds**: Delete Space. **{\cxds ing}** joins ing to the word before. **\cxdstroke** is the delete stroke.
- **\~**: Sticky Space. **Your\~Honor** never breaks at a line end.
- **{\cxconf [{\cxc there}|{\cxc their}]}**: a conflict. Both readings are kept.
- **\par\s1** and **\par\s2**: a new Question and Answer. Each style number is read off the file's stylesheet, so Colloquy and the other styles come through by name.
- **\b**, **\i**, **\ul**, **\strike** and **\caps**: bold, italic, underline, strikethrough and all caps.
- **\cxfc** and **\cxfl**: Cap Next and Lowercase Next.
- **\cxsgcapprev1** to **\cxsgcapprev9**: capitalize the 1 to 9 words before. Written after supreme court, **\cxsgcapprev2** makes it Supreme Court.
- **\page** and **\tab**: a page break and a tab.
- **\cxsingle** and **\cxdouble**: Single Space on and off. **\cxlienum** and **\cxlienum0**: Line Numbers on and off.
- **\cxsgbench1** and **\cxsgbench0**: Bench on and off. **\cxsgdef**: Define. **\cxsgstitch**: Stitch.
- **\super**, **\sub** and **\nosupersub**: superscript, subscript, and both off. **H{\sub 2}O** writes H_2O.
- **{\cxsgfield [!NAME]}**: a field. Its text comes through.

- A command with no match writes nothing, and the import lists it under Commands left out. Oops, **\cxsgoops**, is one today. An entry with a command StarCAT cannot read is left out and counted.

DIGITALCAT COMMANDS IN ENTRIES:

StarCAT writes commands the way digitalCAT does, so most entries from a digitalCAT Dictionary (.dct) need no change. Among the commands StarCAT reads:

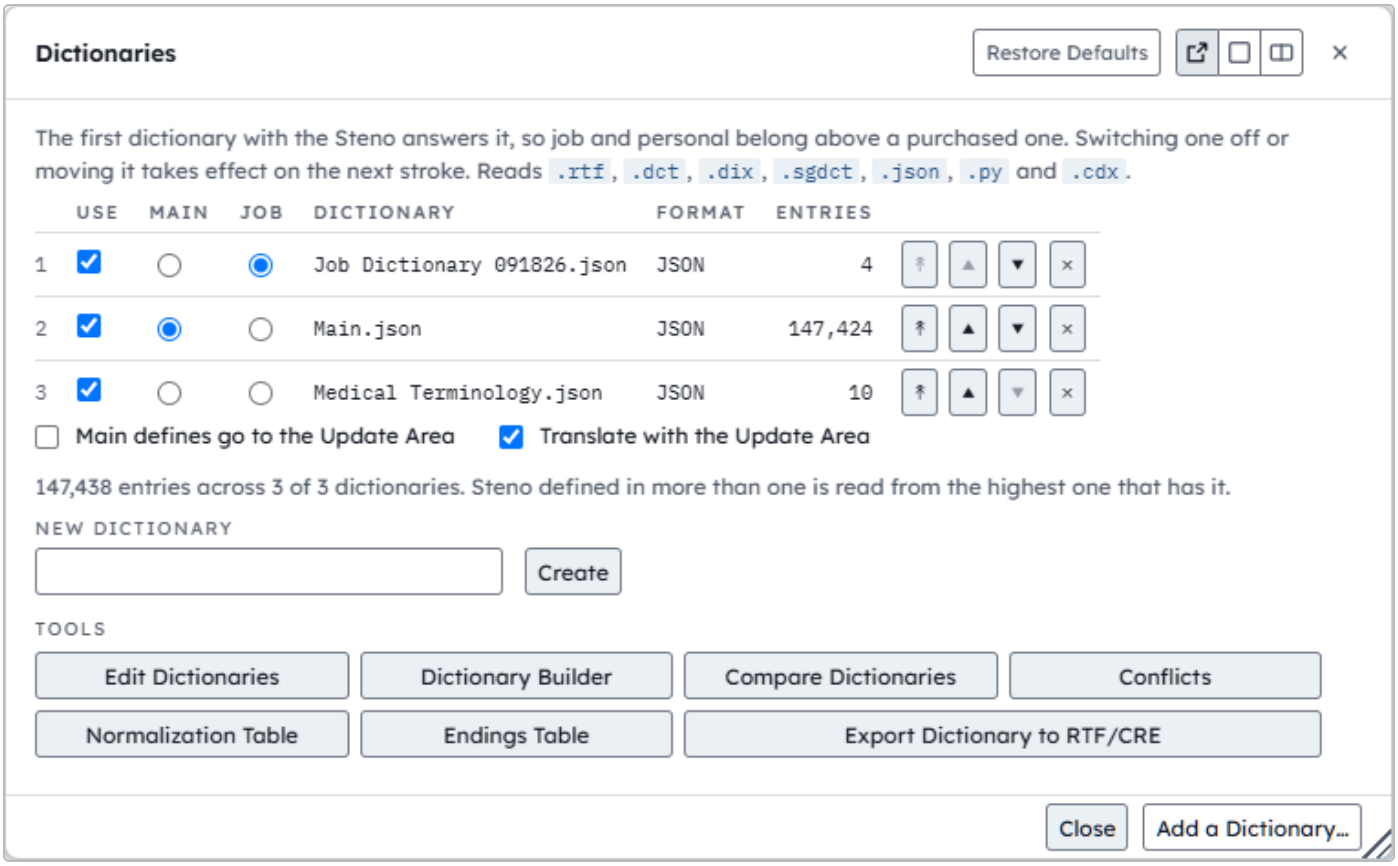
- The Prefix, Suffix and Capitalize Next flags.
- **{P Colloquy}**: a paragraph in the style of that name. **{<}**: a new paragraph.
- **Your^Honor**: the caret in the middle is a hard space. **Mr.^**: the caret at the end capitalizes the next word.
- **{@DELETE(LASTSTROKE)}**: the delete stroke.
- **{@CAPWORD(LASTWORD)}**, **{@CAPALL(ON)}**, **{@STITCHWORD(ON)}**: cap the word before, all caps, and stitching.
- **{@DUMP(ALL)}**: send what is held.
- **{@RESOLVELASTCONFLICT(ENTRY3)}**: picks the third reading of the last Conflict. ENTRY1 to ENTRY5.
- **{b}words{b}**: bold.
- **{T}**: the time, where the command sits in the entry.
- **{K}** and **{K Check Audio}**: an Oops mark, with its note.
- **{I Cover}**: puts in the include of that name.
- The **>** tab is read as text, a > character.

Dictionaries

Opens the Dictionaries menu. Each row has a checkbox to use it, the **Main** and **Job** radio buttons, the arrows that move it, and the entry count. **Main** picks the Dictionary a Main Define goes into, and **Job** the one a Job Define goes into. See Set the dictionary order. StarCAT reads .dct, .dix (and .db0 to .db9), .sgdct, RTF/CRE .rtf, .json, .py and StarCAT .cdx.

- **Add a Dictionary…**: adds a Dictionary file to the list.
- **New dictionary** and **Create**: makes an empty Dictionary with that name.
- **Tools**: Edit Dictionaries, Dictionary Builder, Compare Dictionaries, **Conflicts**, Normalization Table, Endings Table and Export Dictionary to RTF/CRE.

On each row, the double arrow moves the Dictionary to the top, and **×** takes it off the list. A row with changes waiting shows **Write in**, which puts them in the Dictionary file.



Dictionaries menu with three Dictionaries: the job dictionary, Main.json and Medical Terminology.json

The Update Area is a holding Dictionary for entries meant for the Main Dictionary, so you can check them before they are kept. It is off on a new installation. The controls under the list:

- **Main defines go to the Update Area**: a Define to the Main Dictionary goes to the Update Area instead.
- **Translate with the Update Area**: entries in the Update Area translate as if they were already in the Main Dictionary.
- **Review the Update Area (#)**: opens the entries in the Dictionary editor. Move an entry to the Main Dictionary to keep it. This button shows only while **Main defines go to the Update Area** is checked or the Update Area holds entries.

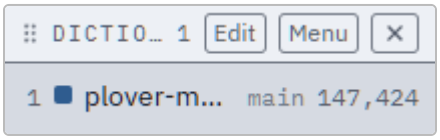
Dictionaries in Use

Turns the Dictionaries panel on and off. The panel lists the Dictionaries in use, in reading order.

Right-click a Dictionary in the panel:

- **Edit this dictionary**: opens it in Edit Dictionaries.
- **Turn off** or **Turn on**: stops or starts using it.
- **Move up**, **Move down**, **Move to the top**: change the order.
- **Make this the main dictionary**: Main Defines go into it.
- **Make this the job dictionary**: Job Defines go into it, and it moves to the top.

- **Remove from the list**: takes it off the list.

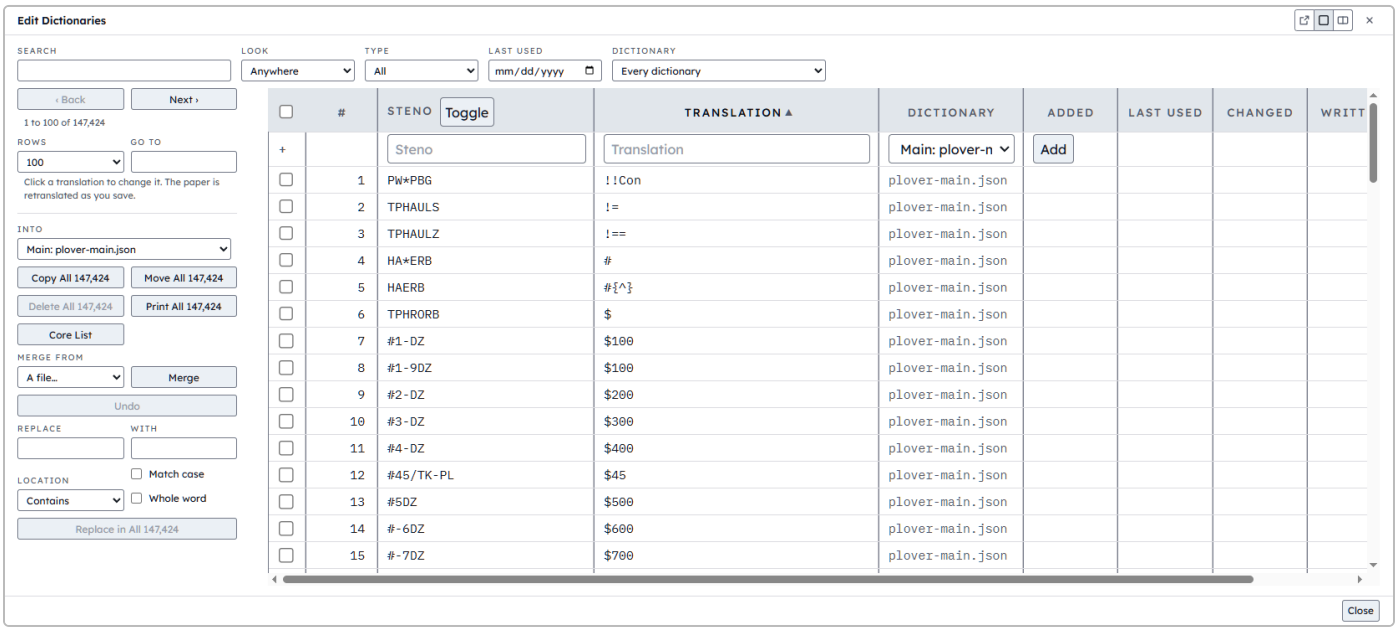


Dictionaries panel with one Dictionary

Edit Dictionaries

`F9`

Opens the Edit Dictionaries menu. A changed or added entry rewrites the job at once. To have it wait for **Retranslate Changed Paragraphs** like other Dictionary edits, turn off **Retranslate on Edit Dictionaries saves** in Translate options.



Edit Dictionaries menu

Filters, across the top:

- **Search**: finds text in the entries. **Look** sets where: **Anywhere**, **Steno** or **Translation**.
- **Type**: shows one kind of entry, such as **Conflicts**, **Numbers**, **Macros**, **Two strokes**, **Never written** or **Deleted**.
- **Last used**: shows entries last written before this date.
- **Dictionary**: **Every dictionary** or one Dictionary.

Paging, at the top left:

- **Back** and **Next**: move a page.
- **Rows**: the number of rows on a page.
- **Go to**: jumps to the first row holding this text, without filtering the list.

The list:

- Click a translation to change it. Double-click a row to open the entry in the define box.
- Up and Down move between entries. **Enter** or **Alt+L** opens the entry in **Edit Entry**. On an entry that plays a macro, **Alt+L** opens that macro in **Macros** instead.
- **Edit**, **Delete** and **Revert** show under **Rows** for the selected row. **Revert** takes off a change and puts back what the Dictionary says. On a deleted entry, **Restore** puts it back.
- Type in the top row and click **Add** to add an entry to the Dictionary chosen in that row.
- Click a column head to sort. Drag a head to move the column, and drag its edge to size it. Right-click a head to show or hide columns and table lines.
- **Toggle**, in the Steno head: shows steno as notation or as tape columns.
- Right-click a row for **Edit**, **Delete** and **Add Entry**.

The buttons on the left act on the checked rows. With no rows checked they act on every entry the filters match, and they say so: **Copy All 147,424**, or **Copy 3** with three rows checked.

- **Into**: the Dictionary that **Copy**, **Move** and **Merge** write to.
- **Copy**: copies the entries into the **Into** Dictionary.
- **Move**: copies the entries into the **Into** Dictionary and takes them out of the Dictionary they were in. An entry StarCAT can't take out of its Dictionary file stays there too, and the line under the buttons gives the count.
- **Delete**: deletes the entries. They go to the **Deleted** type, where **Restore** puts them back. With no rows checked, this button requires a **Last used** date.
- **Print**: prints the entries in list order, with steno as **Toggle** shows it.
- **Core List**: saves a .txt file of the words and phrases, once each, in alphabetical order, without the steno. Each translation of a conflict is listed. Entries with no letter or digit are left out. This is the list to give a scopist.
- **Trim Spaces**: shows when **Type** is **Broken**. Takes the spaces off both ends of each translation.
- **Merge from** and **Merge**: brings entries into the **Into** Dictionary from **Personal**, from any Dictionary on the list, or from **A file…**, which takes the Dictionary file types StarCAT reads. **Search** and **Type** narrow a merge from a Dictionary on the list.
- **Undo**: takes back the last change to the **Into** Dictionary. The button names it.

If an outline in **Copy**, **Move** or **Merge** is already defined differently in the **Into** Dictionary, a table asks what to do with it. Clicking a column head sets every row.

- **Keep old**: the translation in the **Into** Dictionary stays. On **Move**, the entry also stays where it was.
- **Keep new**: the incoming translation replaces it.
- **Conflict**: the outline keeps both translations as a conflict.
- **Neither**: the outline comes out of the **Into** Dictionary.

Replace, for Translations only:

- **Replace** and **With**: the text to find and the text to put in.
- **Location**: **Contains**, **Begins with**, **Ends with** or **Exact match**.
- **Match case** and **Whole word**: narrow the search.
- **Replace in**: runs it on the checked rows, or on every entry the filters match. **Undo** on the line under it takes it back.

Dictionary Table Size

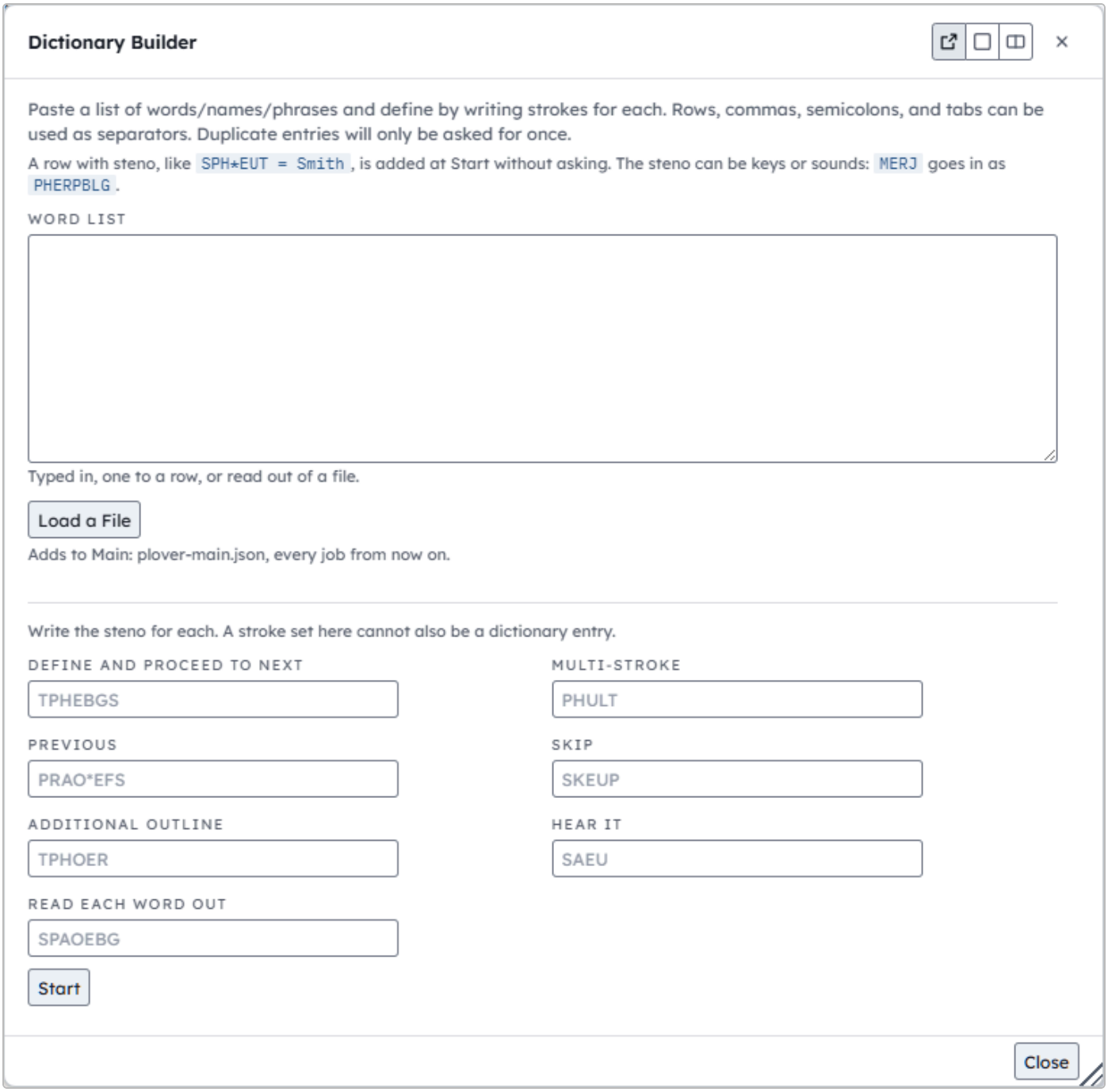
Sets the text size of the Edit dictionaries table. Ctrl and +, - or 0, or Ctrl and the mouse wheel over the table, also change it. Larger by default.

Go to Entry

Goes to an entry in Edit dictionaries without filtering the list. Opens the menu if it is closed and moves the cursor to its **Go to** box. Type the steno or word and press Enter. The menu says **Not in the list:** when there is no match.

Dictionary Builder

Opens the Dictionary Builder, for defining a list of words by writing the Steno for each one.



Dictionary Builder

To build a list:

1. In **Word List**, type or paste the words, or click **Load a File**.
2. Choose the Dictionary the entries go into, if the menu asks.
3. To run the list from the writer, assign a stroke to each command in the boxes under the list.
4. Click **Start**. The first word comes up.
5. Write the Steno for the word. One stroke defines it and the next word comes up. For more than one stroke, check **More than one stroke**, write the strokes, and click **Define**.

6. Repeat for each word. Use **Skip** to pass a word and **Back** to return to one.
7. Click **Done**, or finish the last word. The list of what was defined comes up. Click **Take Back** on any entry to remove it.

The list:

- **Word List**: type or paste the words, names and phrases. Rows, commas, semicolons and tabs separate them. A duplicate is asked for once.
- **Load a File**: adds a .txt or .csv file to the list.
- A row with Steno, like `SPH*EUT = Smith`, is added at **Start** without asking. The Steno can be keys or sounds: `MERJ` goes in as `PHERPBLG`.
- With more than one place to go, radio buttons choose the Dictionary the entries go into. With one, the line under **Load a File** names it.

The boxes under the list assign a stroke to each command, so you can run the list from the writer. Each is one stroke, and that stroke can't also be a Dictionary entry during the build.

- **Define and proceed to next**: defines the word and moves on.
- **Multi-Stroke**: turns **More than one stroke** on or off.
- **Previous**: goes back a word.
- **Skip**: moves on without defining.
- **Additional outline**: defines the word and stays on it.
- **Hear it**: says the word.
- **Read each word out**: turns that checkbox on or off.

While a word is up, your writer goes to this list. Nothing written here reaches the transcript.

- **Steno**: write the stroke. One stroke defines at once. With **More than one stroke** checked, strokes wait for **Define**. The asterisk takes one back.
- **Define**: defines the word with what is in **Steno**.
- **Additional Steno**: defines it and keeps the word up for another outline. If you already write the word, a line says so, and this adds an outline without taking that one away.
- **Board**: opens a steno keyboard for building the stroke with the mouse.
- **Read each word out**: says each word as it comes up. **Hear It** says it once.
- **Suggest Steno**: offers outlines from the theory in force, fewest strokes first. Clicking one defines the word.
- **Back**, **Skip** and **Done**: go back a word, move on, or end the list.

A stroke can bring other entries with it. They show as a checked list: uncheck any you don't want and click **Add Them and Go On**.

If a pasted Steno is already defined in the Dictionary it goes into, StarCAT doesn't overwrite it. It shows both, with **Replace** on each row and **Replace All** for more than one.

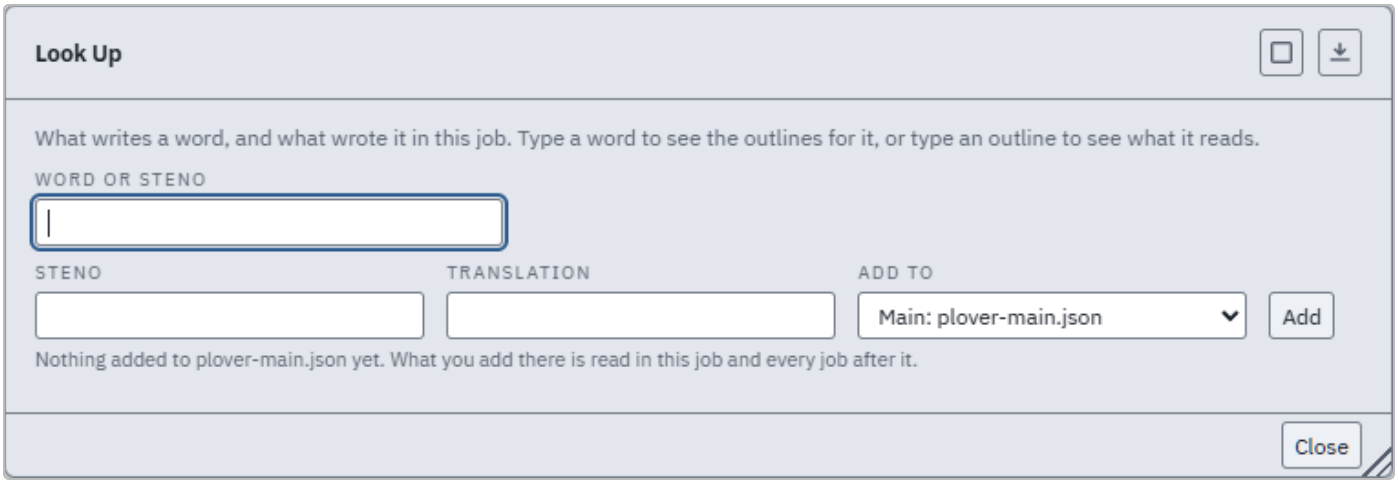
Done lists what was defined. **Take Back** removes an entry, and a replaced entry goes back to what it was. **Build Another List** starts again.

Look Up

Looks up a word or Steno. Type in **Word or steno**. A word lists the entries that write it, and Steno lists what it translates to. **Delete** on a row deletes that entry.

With **Word or steno** empty, the menu lists the entries added to the job dictionary and the Main Dictionary. **Delete** or **Restore** on a row deletes the entry or puts it back.

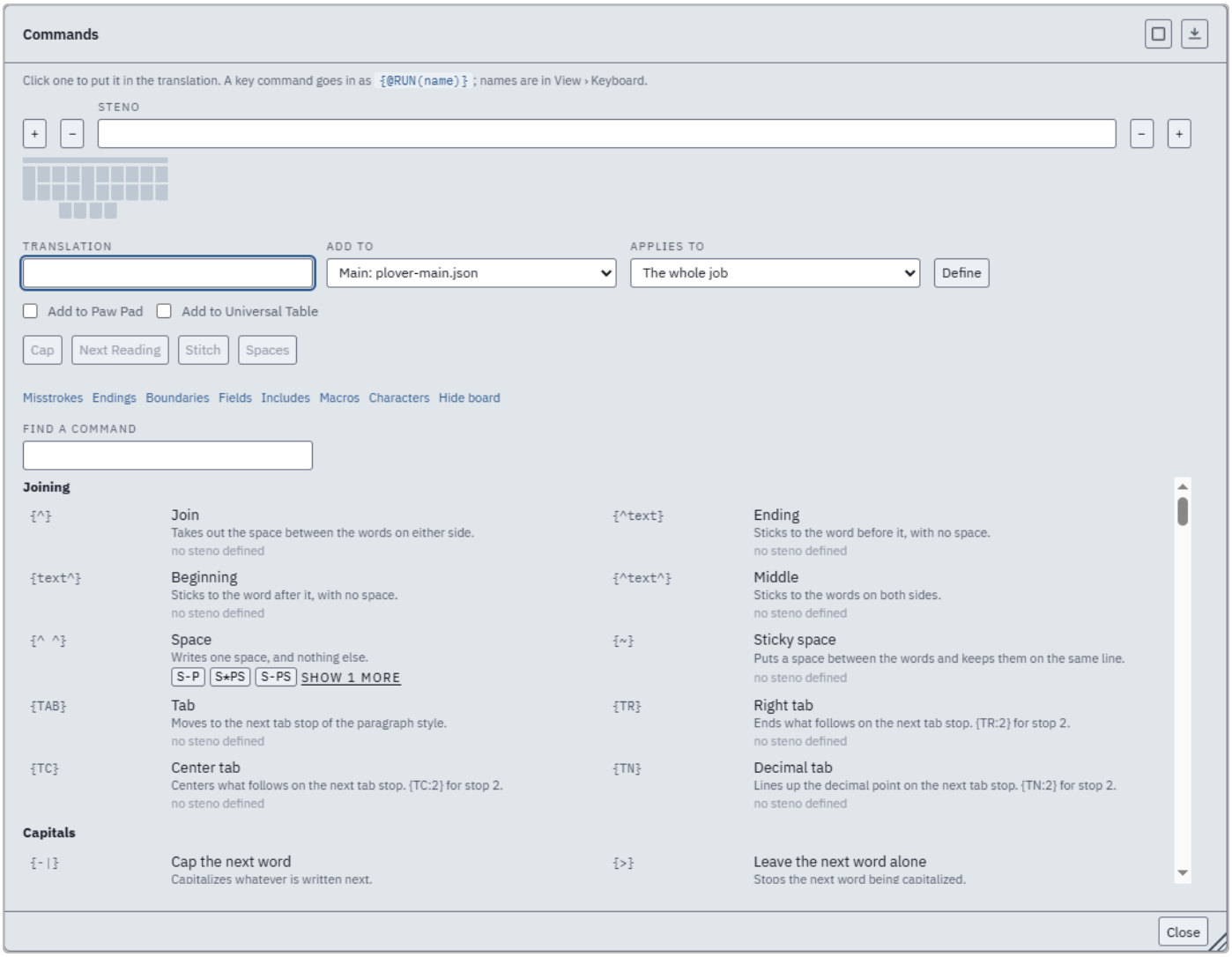
To add an entry, fill in **Steno** and **Translation**, select the Dictionary in **Add to**, and click **Add**.



Look up menu

Commands

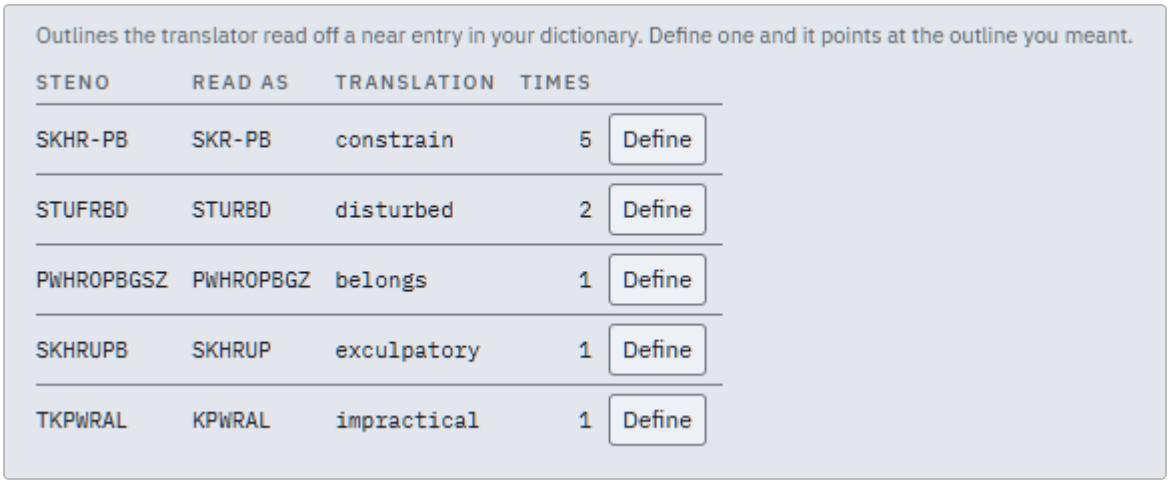
Opens the Define menu with the commands list open. The list shows the formatting commands an entry can use. **Find a command** narrows the list. Click a row to put it in the Translation box. See Define box keys and Define box buttons.



Commands menu

Misstroke Guesses

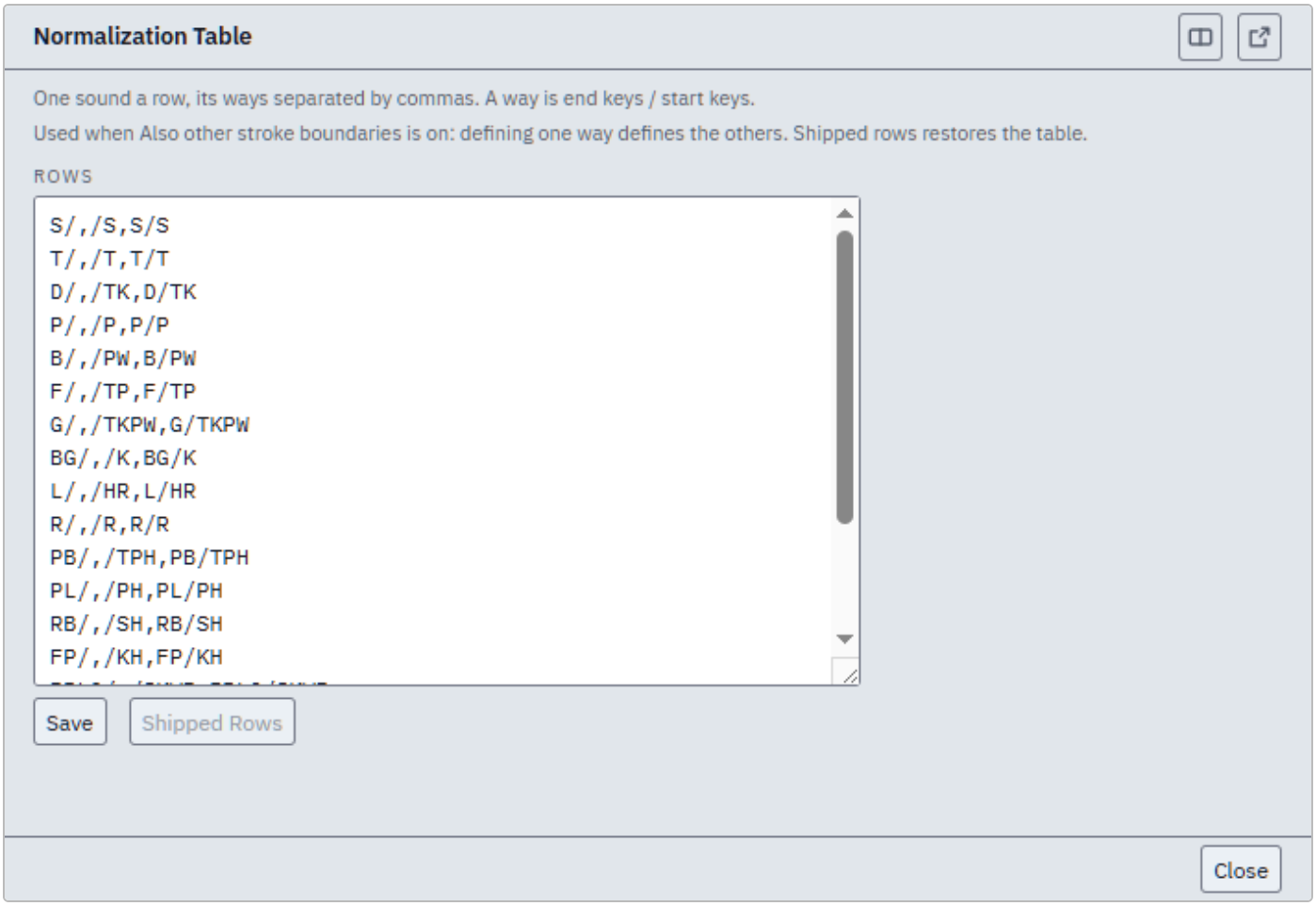
Lists the Misstrokes the translator matched to the nearest entry in a Dictionary. Defining one points its Steno at the intended entry. Nothing is defined until you click a row's **Define**.



Misstroke guesses, each row with its Define button

Normalization Table

Opens the Normalization table. Each row is one sound and the ways it splits between two strokes, written as end keys/start keys, separated by commas. The Define menu's **Boundaries** pane uses it, so one Define also covers the other splits: with **Boundaries** open and the T row, T/,/T,T/T, a Define of PET/TEUGS as petition also defines PET/EUGS and PE/TEUGS. **Save** keeps your changes. **Shipped Rows** restores the shipped table.



Normalization table

Endings Table

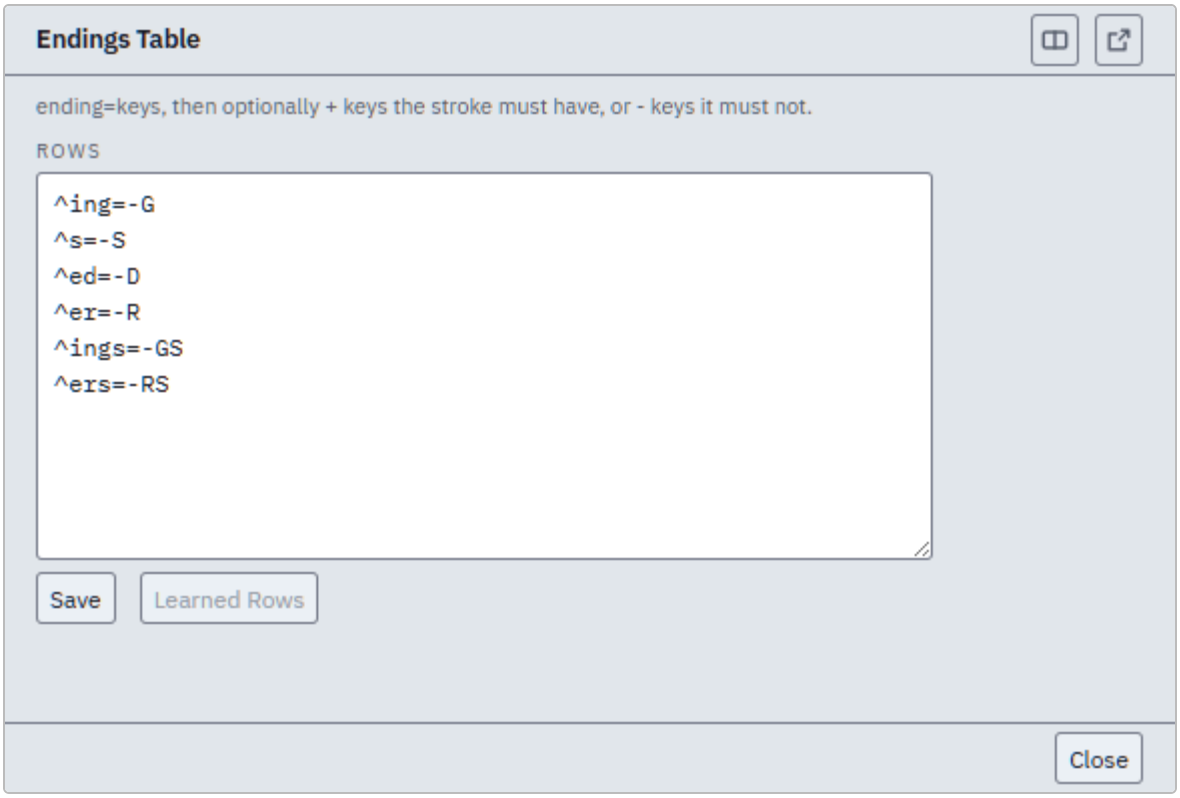
Opens the Endings table. The Define menu's **Endings** pane uses it. Each row is the ending, =, then the keys that write it. Rows from Eclipse's Integral prefix and suffix table copy in as they are. **Save** keeps your changes. **Learned Rows** restores the rows read from the Dictionary. Ending extrapolation does not read this table: it has four fixed keys of its own, listed under Extrapolate undefined suffixed strokes.

- **^ed=-D**: **-D** on the last stroke writes **ed**.
- **dis^=STK**: a caret after the letters makes a prefix. **STK** goes on the first stroke.

A comma and a check can follow the keys. The check looks at the stroke the ending goes on.

- Keys with no + are keys the stroke must not have. **^ing=-G,-TSDZ**: **RUPB** gets **RUPBG** for **running**, and **RUPBS** gets no **-G**, because it has **-S**.
- Keys after a + are keys the stroke must have, one of them at least. **^s=-Z,+-D**: **HRAPBD** gets **HRAPBDZ** for **lands**, and **RUPB** gets no **-Z**, because it has no **-D**.

The hyphen in **-D** marks a final-side key, as it does in any Steno. It does not mean "must not".



Endings table

Compare Dictionaries

Compares two Dictionaries. Select **Dictionary** and **Against** and click **Compare**. The menu lists Steno in both with different Translations, 50 rows a page.

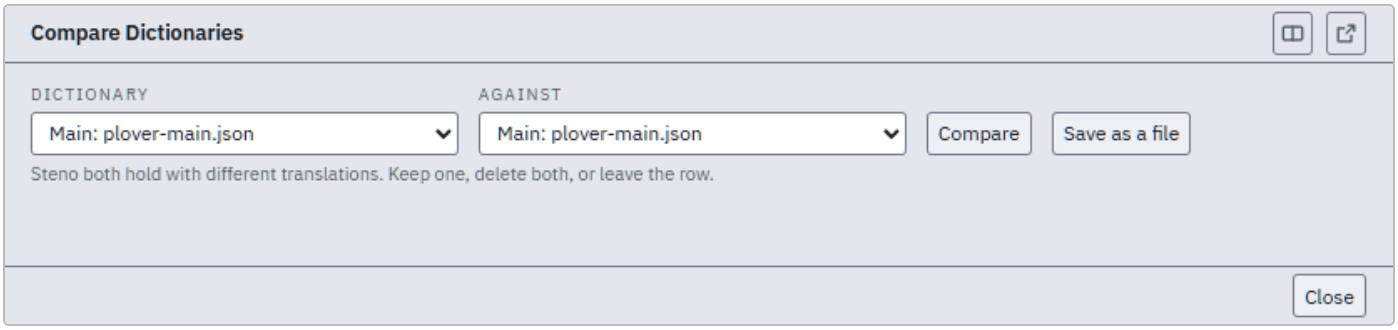
Keep writes that Translation into the other Dictionary.

Delete from both removes the Steno from both.

Undo reverses a settled row.

Back and **More** move between pages.

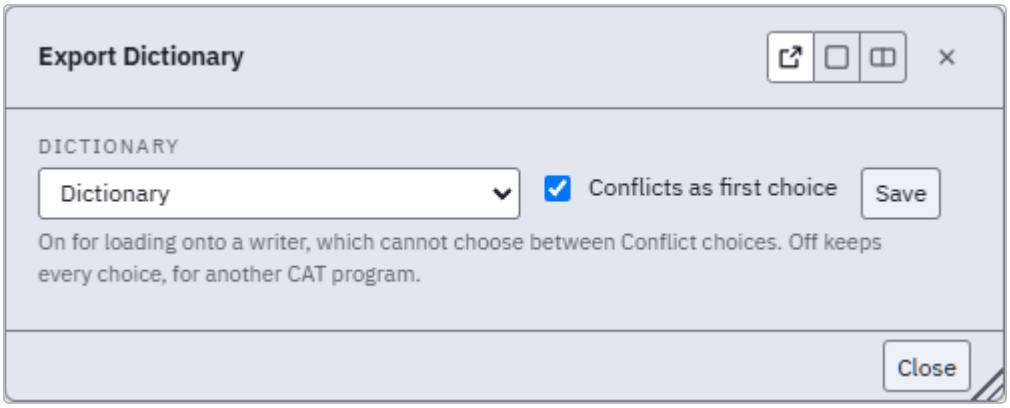
Save as a File writes the comparison to a text file (.txt).



Compare dictionaries menu

Export Dictionary to RTF/CRE

Exports one Dictionary to RTF/CRE. Select it in **Dictionary** and click **Save**. Check **Conflicts as first choice** for a Dictionary you load onto a writer, which cannot choose between Conflict choices: each Conflict is written as its first choice. Clear it for another CAT program, which keeps every choice. Nothing else changes. Entries that write no text, such as paragraph commands, macros, fields and speakers, are left out and counted.



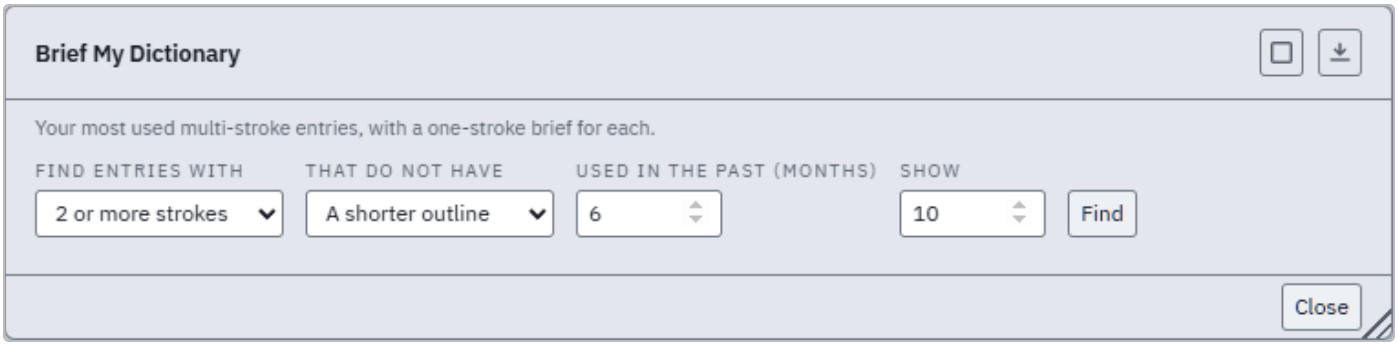
Export dictionary menu

Brief My Dictionary

Lists the multi-stroke entries you write most, with a one-stroke brief for each: **Dictionary > Brief My Dictionary**. The count comes from the strokes you have written, not from the Dictionary. Set the fields and click **Find**.

- **Find entries with**: **2 or more strokes** or **3 or more strokes**.
- **That do not have**: **Shorter Steno** leaves out an entry whose words another entry already writes in fewer strokes. **One-stroke Steno** leaves out only words that already have a one-stroke entry.
- **Used in the past (months)**: only entries written in that many months. 6 by default; 0 counts every stroke ever written.
- **Show**: how many rows to list, most used first. 10 by default.

Each row shows **Used** (times written), the Translation, the Steno and the suggested **Brief**: one stroke that no Dictionary has. **None free** means no brief was found, and the row cannot be checked. Edit a brief, or use **New Suggestion** or **Stop Suggesting** on a row. **Stop Suggesting** means that entry is not suggested for a brief again, here or while you write. **Add # to Main Dictionary** adds the checked rows.



Brief My Dictionary menu

Case Prep

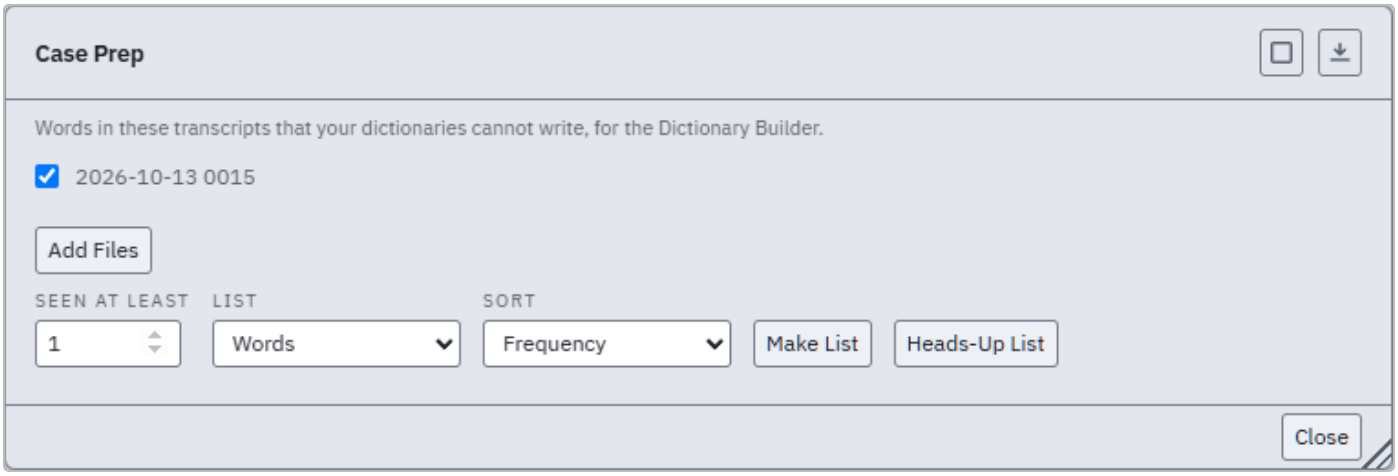
Lists the words in a set of transcripts that the Dictionaries cannot write. Check the jobs to read. Jobs in the current case and the open job start checked. **Add Files** adds other files.

- **Seen at least**: leaves out anything that comes up fewer times than this.
- **List**: **Words**, **Phrases** or **Both**.
- **Sort**: **Frequency** or **A-Z**.
- **Create List**: makes the list.

On each row, **Cap** cycles the capitalization and **Remove** takes it off the list. **Undo All** puts the list back as it was made. **Save List** saves it to a file.

Heads-Up List prints a sheet to read before the job. The words are grouped by how often they occur. Words a Dictionary writes come first, with their Steno; the words no Dictionary writes follow.

Start Dictionary Builder puts the list in the Dictionary Builder.



Case Prep menu, with the open job checked

Jobs

A **job** is the steno, transcript, audio, job dictionary and speakers of one sitting. A **case** groups the jobs of one matter, with their shared case caption (the court, parties and case number that head the transcript).

Team Editing, scopists and proofreaders have chapters: Team Editing and Scopists and Proofreaders.

OPEN A JOB:

1. Open **File > Jobs**. The **Jobs** tab lists every job in the Jobs folder.
2. Double-click the row, or click it and click **Open**.

File > Open Recent lists the last 10 jobs opened.

File > Open Job opens a job folder from anywhere else, such as a thumb drive.

PUT A JOB IN A CASE:

1. Open **File > Jobs**, the **This Job** tab.
2. Type the case name in **Case** and click **Save**. The list under the box offers the cases you have. A new name makes a new case.

The next job in the case starts with the case caption. See Case.

Jobs

`Ctrl+F`

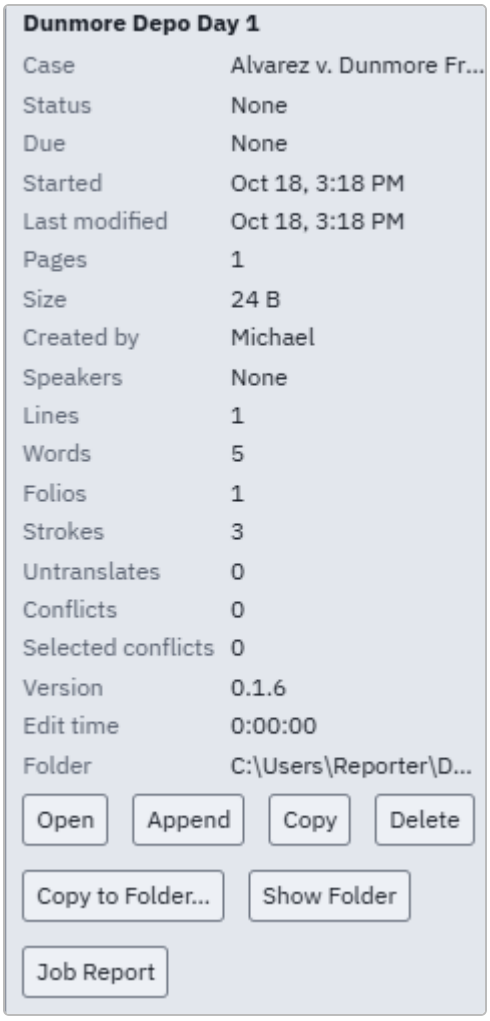
Opens the Jobs menu: start a new job, open a job from the list, set the case and job dictionary, and append another job. It has three tabs: **Jobs**, **This Job** and **Options**. The menu opens on the last tab used.

JOBS LIST

- **Jobs**, **Includes** and **Exports** are folders shown as tabs. **Add Folder** adds any folder as a tab. Ctrl+Left and Ctrl+Right move between them.
- The × on a folder tab takes the tab off. The folder stays. **Up** goes up one folder.
- Click a column heading to sort by it. Drag a heading to move the column. Drag the right edge of a heading to make the column wider or narrower. Double-click the edge for the default width.
- Right-click a heading to show or hide columns: **Read-only**, **Started**, **Last modified**, **Pages**, **Strokes**, **Words**, **Untranslates** and **Size**. Check **Read-only** on a row and the job writes no file of any kind when it opens or closes.
- Type in the **Job** box to rename a job, or in the **Case** box to move it to another case. Press Enter to keep the change or Esc to undo it.
- Pick a **Status** on the row. **Edit Statuses** at the bottom of the list opens Job Statuses.

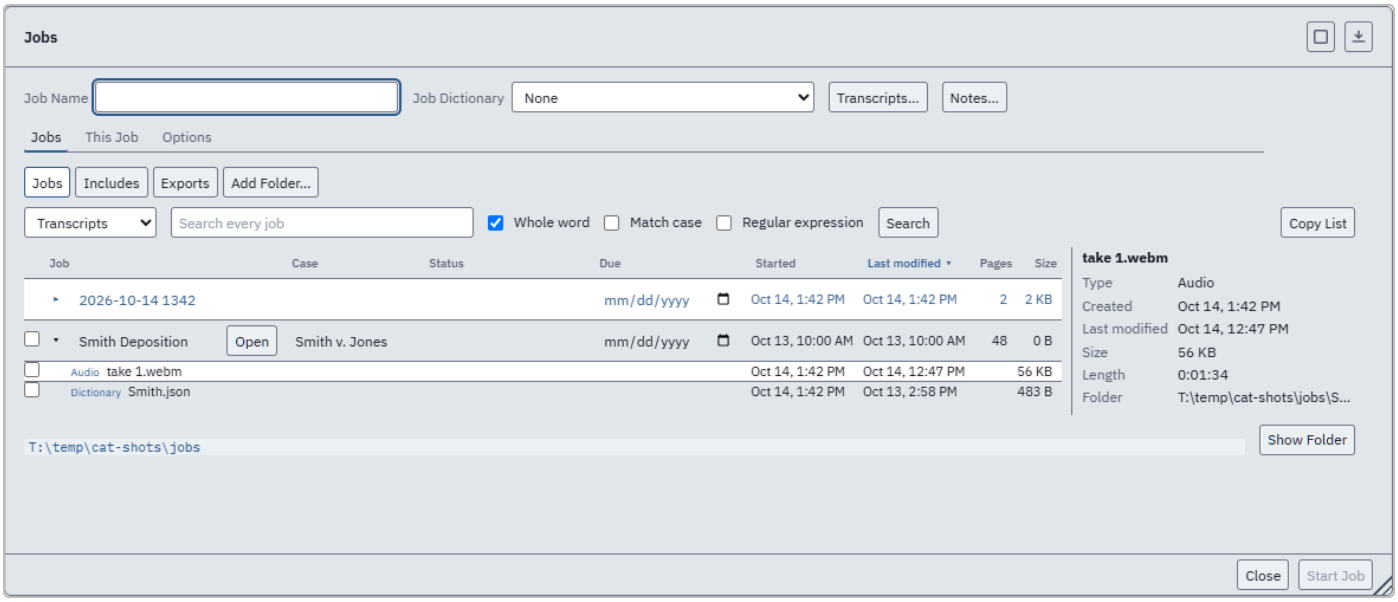
- Pick a **Due** date on the row. Click the **Due** heading to see what is due first. A job past its date shows in orange, unless its status is Finished. Clear the box to take the date off.
- Click **Open**, or double-click the row, to open the job.
- Click the arrow by the name to list the job's files: Job, Stroke log, Notes, Audio, Dictionary, Exhibit and Export. Job is the .starcat file. Double-click it in File Explorer to open the job in StarCAT. Stroke log (job.log) lists every stroke and edit in the job. Notes is a .stn notes file of the job's strokes, written when the job closes, for anyone who asks for your notes. Double-click a file to open it in its own program.
- Check the boxes and press Delete to send jobs or files to the Recycle Bin. The open job cannot be deleted.
- **Search every job** finds words in every transcript, or in every job Dictionary. Pick **Job info** to search what the pane beside the list shows: "Michael" finds every job Michael created or edited, and "Created by: Michael" only the jobs he created. **Copy List** copies the list to paste into a spreadsheet.
- The picker beside **Search every job** picks what to search: **Job Name**, **Transcripts**, **Dictionaries** or **Job info**.
- In **Search every job**, ? is one unknown letter and * is any number of them. Click **Search**.
- **Whole word** and **Match case** narrow the search. Whole word does not show for Job Name or with Regular expression.
- **Regular expression** reads the box as an expression. **Expressions** puts a ready-made one in the box. Neither shows for Dictionaries.
- **This case only** searches the open job's case. It shows when the open job is in a case.

The pane beside the list shows the selected job: Case, Status, Due, dates, pages, size and folder. Once a job has been opened, it also shows who created it, who last edited it, its speakers, and its lines, words, folios, strokes, untranslates, conflicts and selected conflicts, and the fields you filled in, such as WITNESS. A selected conflict is a Conflict whose Translation StarCAT picked and nobody has confirmed yet. A folio is 72 words. **Edit time** is the time spent working in the job. A break of more than five minutes counts as five.



Info pane beside the Jobs list

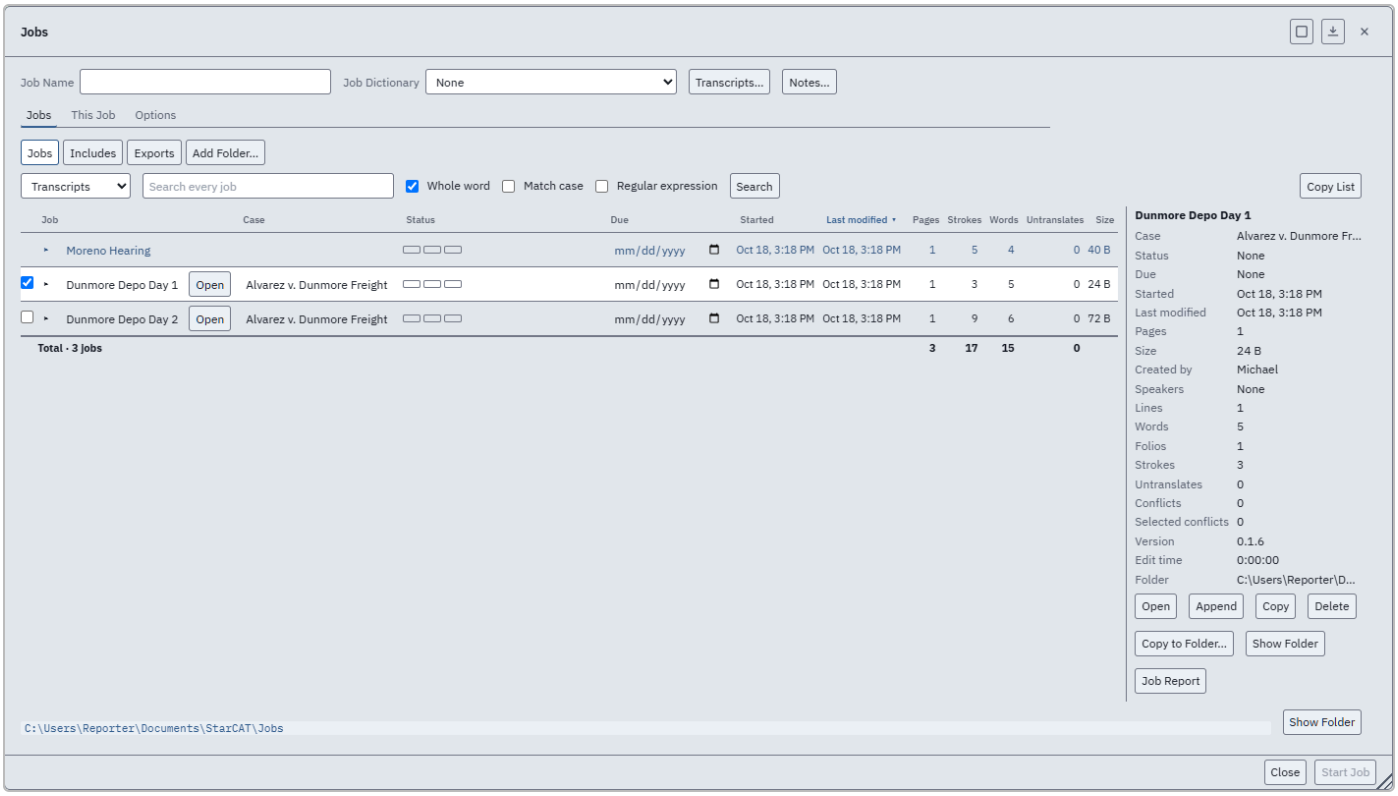
Click a file in a job's list of files to show it in the pane: its type, dates, size and folder. A dictionary also shows how many entries it has, and an audio file shows its length.



A job's audio file in the info pane

- **Append** creates a new job: the open job, then the selected job after it. The new job is named "<open Job> with <selected Job>" and opens. The two jobs it came from do not change. Use Append to put the volumes of a long day together.
- **Copy** creates a copy named "<name> copy" on the list.
- **Copy to Folder** copies the job out of StarCAT, such as to a thumb drive.
- **Show Folder** opens the job's folder in File Explorer.
- **Job Report** prints what the pane shows, on one sheet: the job's dates, pages and folder, its statistics, and its fields.

Open, **Append**, **Copy** and **Delete** show only for a job that is not open.



Jobs menu, with a job picked that is not open

At the top of the menu:

- **Job Dictionary**: the Dictionary for the new job. **New one for this job…** shows **Name**, to name it. **Choose a file…** picks one from anywhere.
- **Transcripts…**: makes jobs from .rtf, .txt, .asc or .ecl transcripts. Select one file or several.

On the This Job tab:

- **Job Dictionary**: the same picks, for the open job. Click **Save**.
- **Translate settings**: a saved set of the writer's port and protocol, the outputs and the Print Layout. Pick a set and click **Use**. This sets the writer but does not connect it. To save the current settings, type a name in **Save as** and click **Save**. **Delete** deletes the set picked.
- **Writer…**, **Print Layout…**, **Dictionaries…** and **Translate Options…** open those menus.

On the Options tab: Save to is the folder new jobs go in. **Change…** picks another.

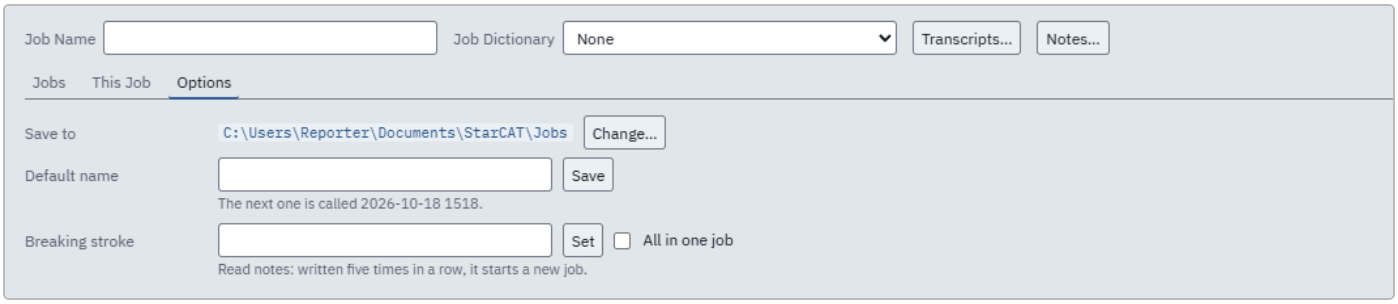
READ NOTES FROM YOUR WRITER:

Your writer saves every stroke to its memory as a notes file, even when not connected. **Notes…**, at the top of the Jobs menu, makes a job from that file. StarCAT reads .stn, .not and .ecl files, and StarCAT job.log files.

1. Copy the notes file off the writer onto the computer.
2. Open the Jobs menu and click **Notes…**.

3. Select one file, or several. Each file becomes its own job, translated with your Dictionaries.

All in one job, on the Options tab, puts several files into one job instead.



Notes… at the top of the Jobs menu, and Breaking stroke and All in one job on the Options tab

DEFAULT NAME CODES

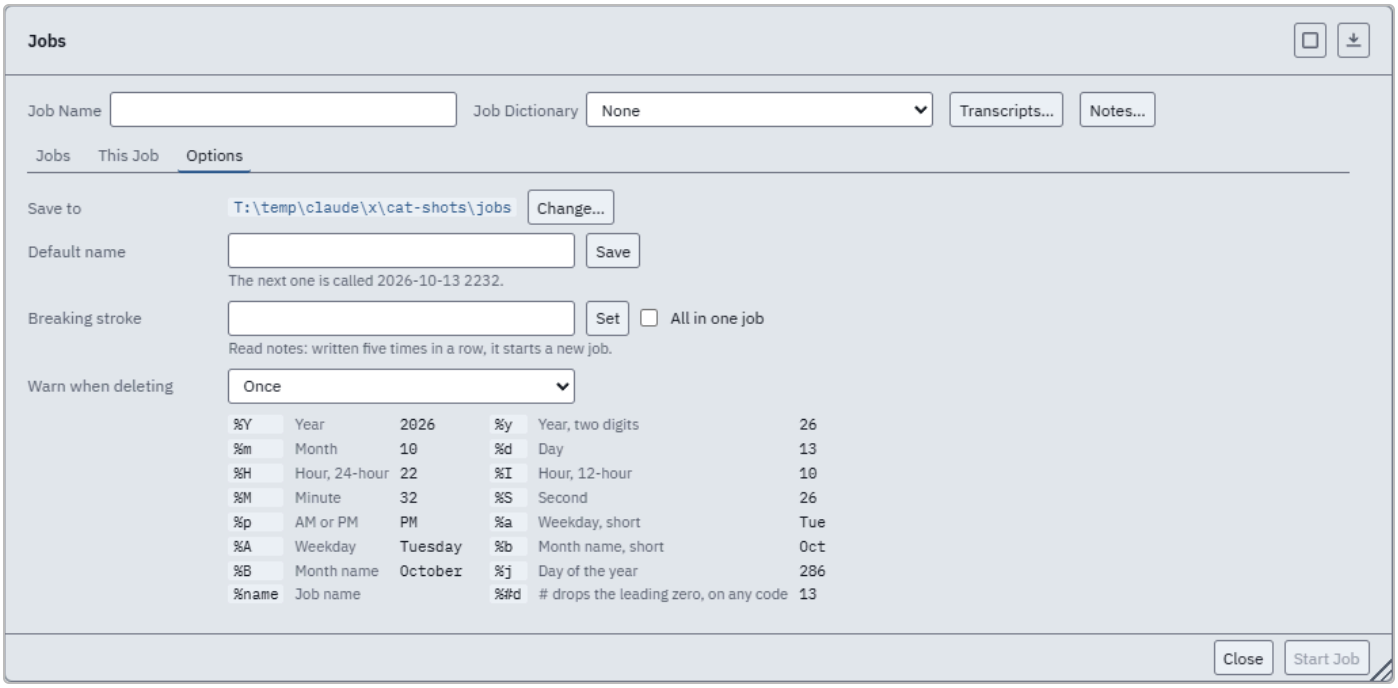
Default name, on the Options tab, names each new job. Click **Save** beside it to keep it. Type plain text, codes, or both. **%name** is the name you type in the **Job Name** box. Each other code is replaced by the date or time the job starts. Examples are for Tuesday, October 13, 2026 at 2:05:09 PM.

- **%name**: the name you typed
- **%Y**: year, 2026
- **%y**: year, two digits, 26
- **%m**: month as a number, 10
- **%B**: month, October
- **%b**: month, short, Oct
- **%d**: day of the month, 13
- **%o**: st, nd, rd or th for the day, so %#d%o is 13th
- **%A**: weekday, Tuesday
- **%a**: weekday, short, Tue
- **%w**: weekday as a number, Sunday is 0, 2
- **%H**: hour, 24-hour clock, 14
- **%I**: hour, 12-hour clock, 02
- **%p**: a.m. or p.m., p.m.
- **%P**: AM or PM, PM
- **%M**: minutes, 05
- **%S**: seconds, 09
- **%j**: day of the year, 286
- **%U**: week of the year, 41
- **%x**: date, 10/13/26
- **%X**: time, 14:05:09

- **%c**: date and time, 10/13/26 14:05:09
- **%z** or **%Z**: this computer's time zone, Eastern Daylight Time
- **%%**: a percent sign

Put **#** after the percent sign to drop a leading zero: **%#I** is 2, not 02. A code not on this list stays as you typed it.

Example: **%name %m%d%y-%H%M** names a job "Smith 101326-1405".



Jobs menu, Options tab

BREAKING STROKE

Use a breaking stroke when you write two proceedings in one notes file, such as two depositions in one day without turning the writer off.

- Pick one stroke you never write in a transcript, such as STPH-FPLT.
- Write it **five times in a row** between the two proceedings.
- When you read the notes, StarCAT starts a new job at each run of five. The jobs are named after the file with 1, 2, 3 on the end. The breaking strokes are left out.
- Written fewer than five times, the stroke is ordinary writing and stays in.

To set it, open the Options tab, click **Set** beside **Breaking stroke**, and write the stroke on your writer. You can also type the Steno in the box. Leave the box empty to create one job per file.

On the Options tab, **Warn when deleting** asks before each job, once for all of them (the default), or never.

New Job

Ends the open job and opens a new one, translating, with no menu. A job with nothing written is discarded. The new job takes the **Default name** from the Jobs menu.

Open Job

Opens a job folder from any location, such as a thumb drive or archive drive. Dragging the folder onto the window does the same.

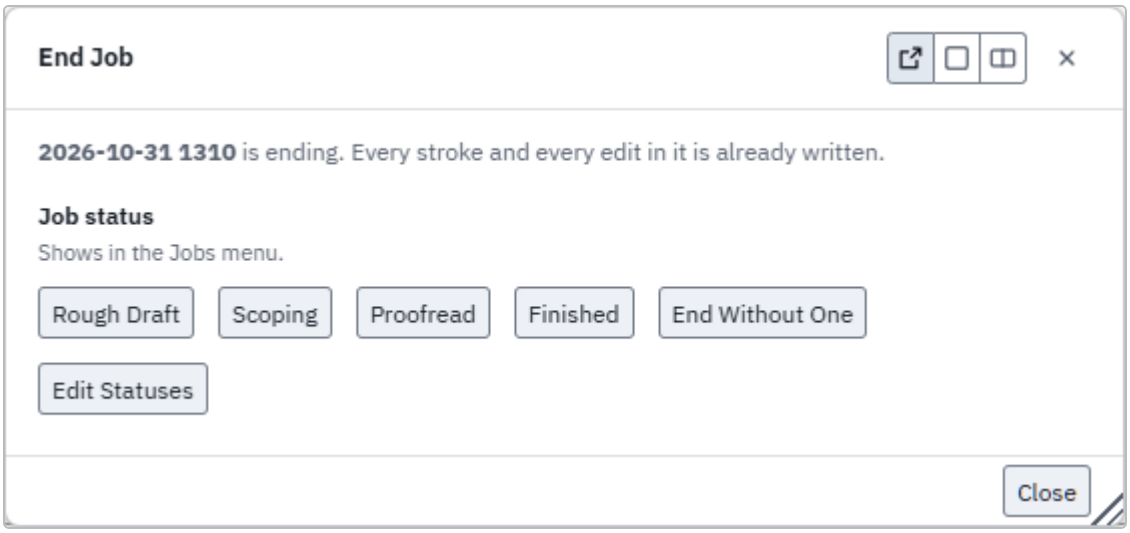
OPEN A RECENT JOB

File > Open Recent lists the jobs you last opened, newest first, up to 10. The open job is not listed, nor is a job you have since deleted or moved. Click one to open it. Jobs 1 to 9 are numbered: type the number and press Enter.

End Job

`Ctrl+Q`

Ends the open job. A job with nothing written is discarded; otherwise the End Job menu opens. Every stroke and edit is already saved. Click one of your job statuses or **End Without One**. The status shows on the Jobs list. **Edit Statuses** opens Job Statuses. An empty job opens in its place, so the next stroke is not lost. The job's defines are then written into the dictionary files, and the Jobs menu opens.



End job menu

Job Statuses

The statuses you pick from on the Jobs list and when you end a job. StarCAT comes with Editing, Sent to Scopist, Proofread, Read, Final Edit, Draft Print, Final Print, Invoiced and Done. The last three are Finished.

- Click **Add Status** and type its name.

- Check **Finished** on a status that means the job is done. A job with a Finished status never shows as past due.
- Change a name and every job with it takes the new name.
- Click **Delete** to take a status off the list. Jobs that have it keep it.

Exit StarCAT

`Alt+X`

Closes StarCAT, the same as the X at the top right. Every stroke and edit is already saved. A reminder set for Closing StarCAT shows first.

Retranslate to New Job

File > Retranslate to New Job retranslates the job's strokes with the current Dictionaries into a new job named "<title> retranslated". Edits and paragraph labels are not copied. The original job keeps its edits.

Use it when the Dictionary was wrong for the whole job and you typed over words it now gets right: the new job starts clean, without those edits. To keep your edits, use Retranslate Changed Paragraphs instead.

Retranslate Changed Paragraphs

Edit > Retranslate Changed Paragraphs lists the paragraphs that read differently with the Dictionaries as they are now. Click a row to go to its paragraph. **Retranslate Changed Paragraphs** updates them in the open job.

Use it after you fix Dictionary entries while editing. Your edits stay; one typed over words that now translate differently is marked Stale. To start over without your edits, use Retranslate to New Job.

Back Up Job

Saves the open job to one .scjob file: the job folder (Steno, job Dictionary, audio and exhibits), without exports. The save dialog opens at the Exports folder.

Send Job to Scopist

Saves the open job, its audio, and the Dictionaries that are on, with their changes, to one .scjob file for a scopist. Python Dictionaries are not included. On the scopist's computer the Dictionaries apply to that job only.

Restore Job

Opens a .scjob file as a new job folder. An existing job is never overwritten. A file that is not a job is refused and nothing is written.

Save Marked Part as Job

`B W (RocketKeys)`

Saves the marked part of the job, with its audio, as a new job named "<title> part". The open job is not changed. Mark the part first, one of two ways:

- On the Raw Steno panel (**View > Panels > Raw Steno**), press the first stroke's row and drag to the last, or click the first row and Shift+click the last.
- In the transcript, select the words. The strokes that wrote them are the part.

A Raw Steno mark of two or more strokes comes first.

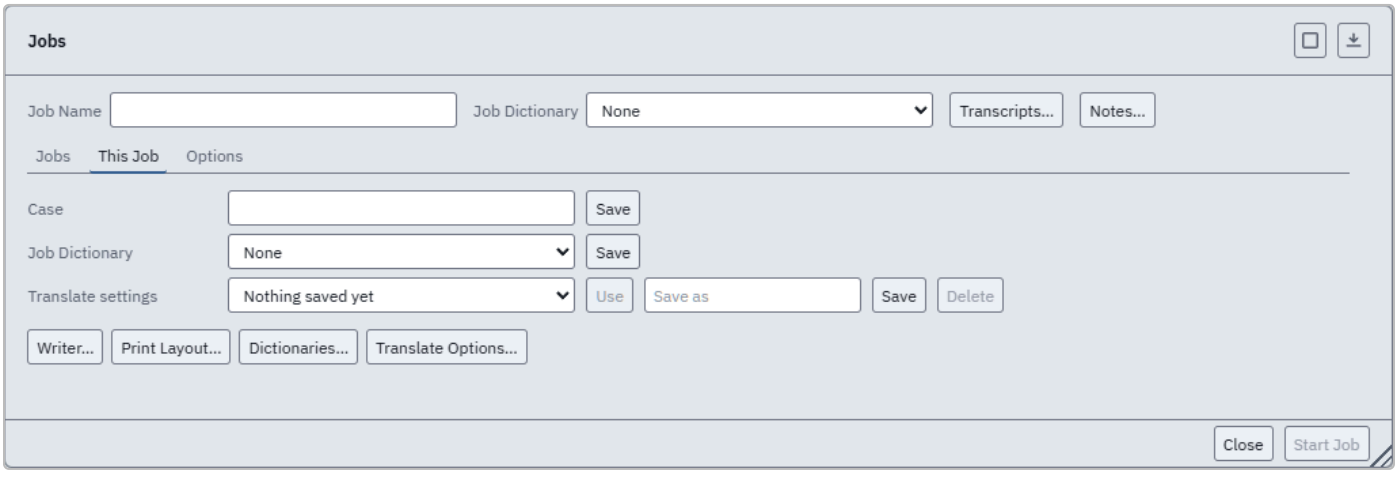
Case

Opens the Case menu. Select a case to show its case caption (the court, parties and case number that head the transcript), jobs and index. The next job in the case starts with the case caption on the menu. Put a job in a case on the **This Job** tab of the Jobs menu.

- **Case**: selects the case. **Save** saves what is on the menu to it.
- **Fill This Job from the Case**: see Fill Caption from Case. Gray unless the open job is in that case.
- **Caption**: **Field**, **Answer** and **Add** add a field. Empty an answer to remove the field from the case; the witness, date, time and place stay on the job.
- **Parties**: come from Save Caption to Case. Edit a name in place. Empty a name to remove it.
- **Jobs in this case**: **Job**, **Started** and **Last modified**, oldest first.
- **Index**: **Read the Index** lists the entries across the case, with **Category**, **Item** and **Where**, as volume, page and line. The volume is where the job falls in the case, oldest first. **Print** is gray until the index is read.



Case menu, before any case is named



Jobs menu, This Job tab

Save Caption to Case

Writes the open job's case caption to its case, replacing the one already there.

Fill Caption from Case

Fills the open job's unanswered blanks (fields) from its case. Answered blanks are not changed.

Set Job Start Time

Fills the JOB START TIME or JOB END TIME field with the time of the last stroke, as HH:MM. Assign it to a key (Change a key, Assign a command that takes a parameter to a key), or use it in a Dictionary entry such as **{@RUN(jobstarttime)}**.

Translation

Translation turns strokes into words using the Dictionaries.

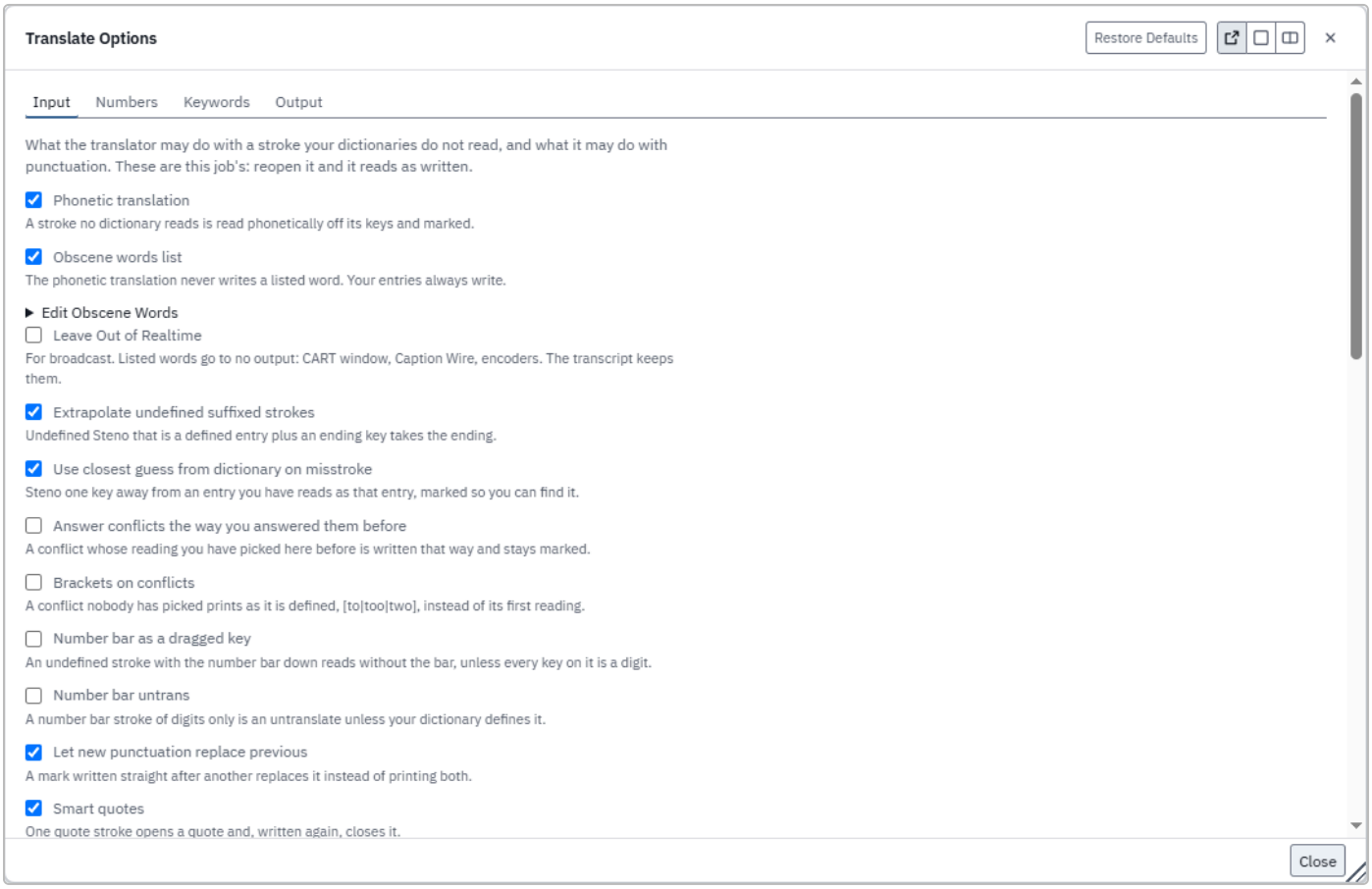
The Input tab switches are job settings: a reopened job translates as it was written. **Number bar as a dragged key** is a User setting.

TURN A SWITCH OFF:

1. Open **Realtime > Translate Options**. The **Input** tab opens.
2. Clear the switch, such as **Smart quotes**.
3. Close the menu. The job keeps the choice, and the next new job starts with it.

Translate Options

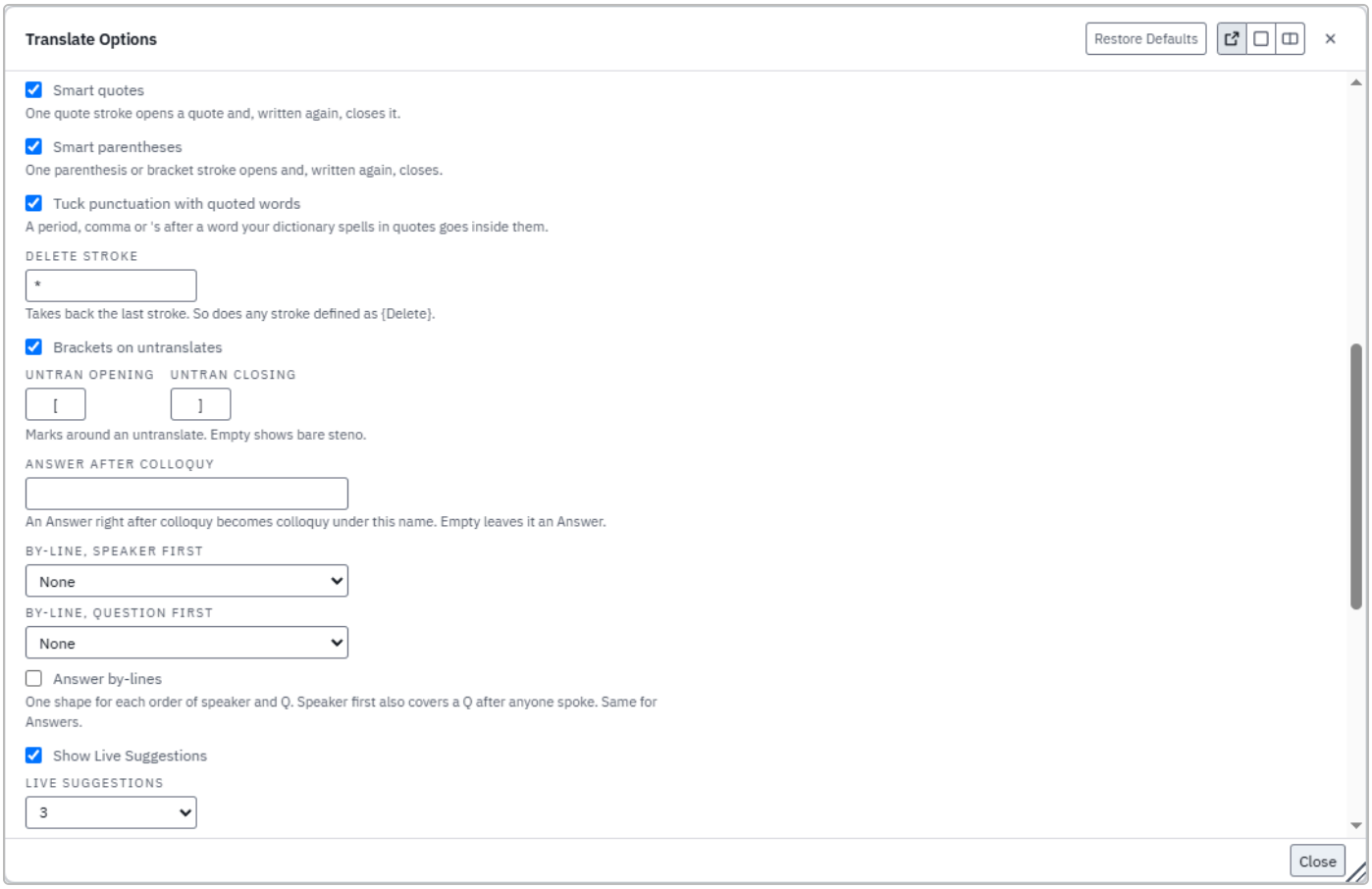
Opens the Translate Options menu, with four tabs: Input, Numbers, Keywords and Output.



Translate Options, Input tab

The switches at the top of the Input tab each have an entry below. The rest of the tab:

- **Obscene words list**: Phonetic translation never writes a word on the list. Your Dictionary entries always write. On by default. **Edit Obscene Words** opens the list, one word to a line. Empty puts back the list StarCAT ships. A User setting.
- **Leave Out of Realtime**: for broadcast. Words on the list go to no output: the CART window, Caption Wire, encoders. The transcript keeps them. Off by default. A User setting.



Translate Options, Input tab, lower down: Delete stroke, brackets and by-lines

- **Delete stroke**: the stroke that takes back the last stroke, * by default. A stroke defined as {Delete} does the same.
- **Brackets on untranslates**: an Untranslate shows between **Untran opening** and **Untran closing**, [and] by default: **[TKPWHR]**. Clear the switch, or empty both boxes, and it shows bare Steno: **TKPWHR**.
- **Answer after colloquy**: an Answer written right after colloquy or a parenthetical becomes colloquy under this name. Empty, the default, leaves it an Answer. Example, with THE WITNESS: in the box: THE COURT: Objection, then the Answer stroke and cat, becomes **THE WITNESS: Cat.**, not **A. Cat.**
- **By-line, speaker first**: the by-line written when you write a speaker, then the Question stroke. None by default. **BY MR. SMITH:** and **BY Mr. Smith:** go on a line of their own. **Q. (BY MR. SMITH)**, **Q. (By Mr. Smith)**, **Q. (BY MR. SMITH):** and **Q. (By Mr. Smith):** go in front of the question. After anyone else speaks, the next Question gets the by-line again, with the last name used.
- **By-line, question first**: the by-line written when you write the Question stroke, then a speaker. Only the forms in front of the question. While this is set, a by-line goes in only where you write the speaker.

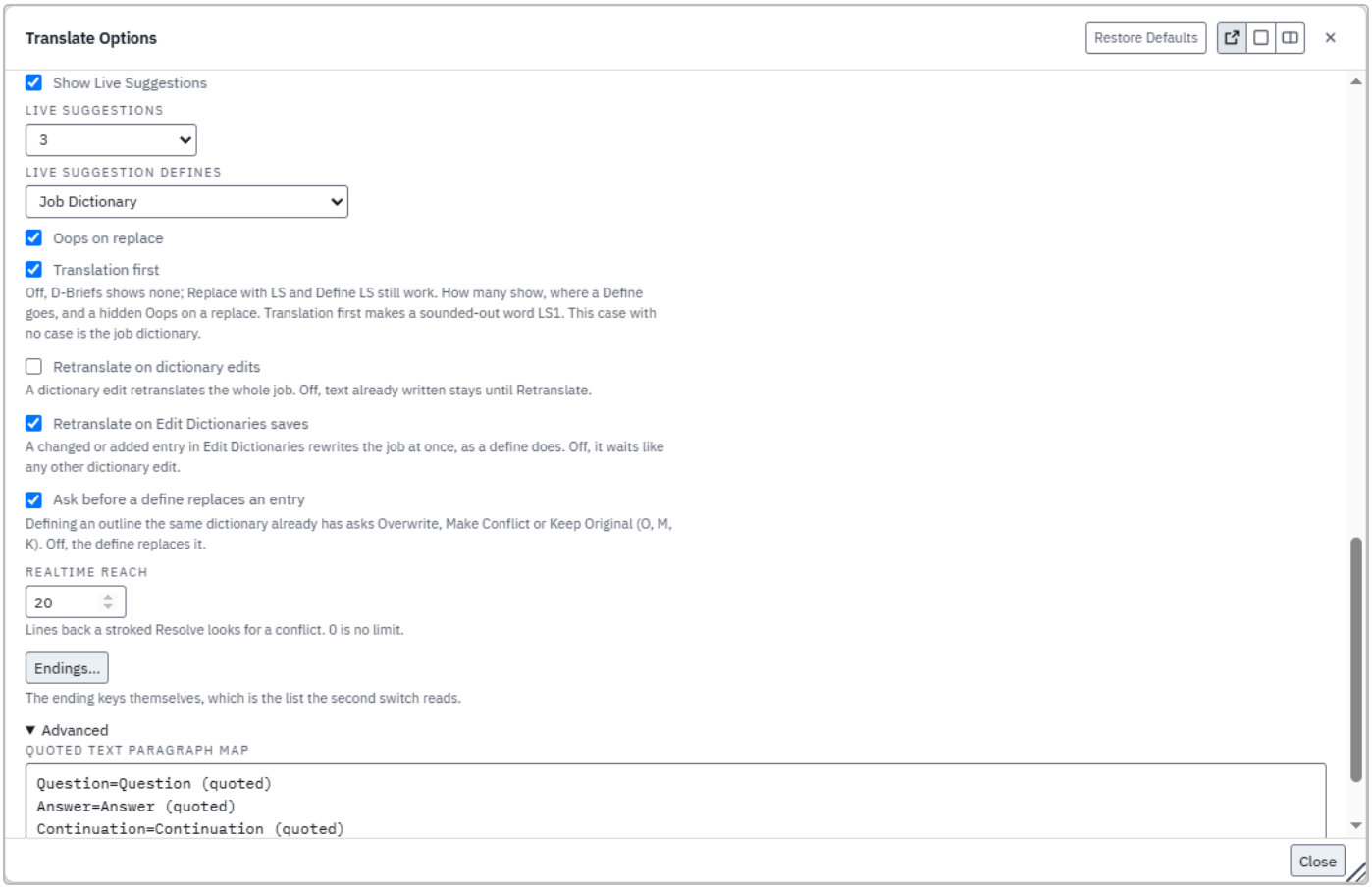
- **Answer by-lines**: an Answer written next to a speaker gets a by-line too, such as **BY THE WITNESS:**. Off by default.

Example, with **By-line, speaker first** set to BY MR. SMITH:

Written	Becomes
MR. SMITH's speaker stroke, the Question stroke, did	**BY MR. SMITH:** on its own line, then **Q. Did?**
THE COURT's speaker stroke, objection	**THE COURT: Objection**
The Answer stroke, yes	**A. Yes.**
The Question stroke, did	**BY MR. SMITH:** on its own line, then **Q. Did**

With **By-line, question first** set to Q. (BY MR. SMITH), write the Question stroke, then MR. SMITH's speaker stroke and did: **Q. (BY MR. SMITH) Did**.

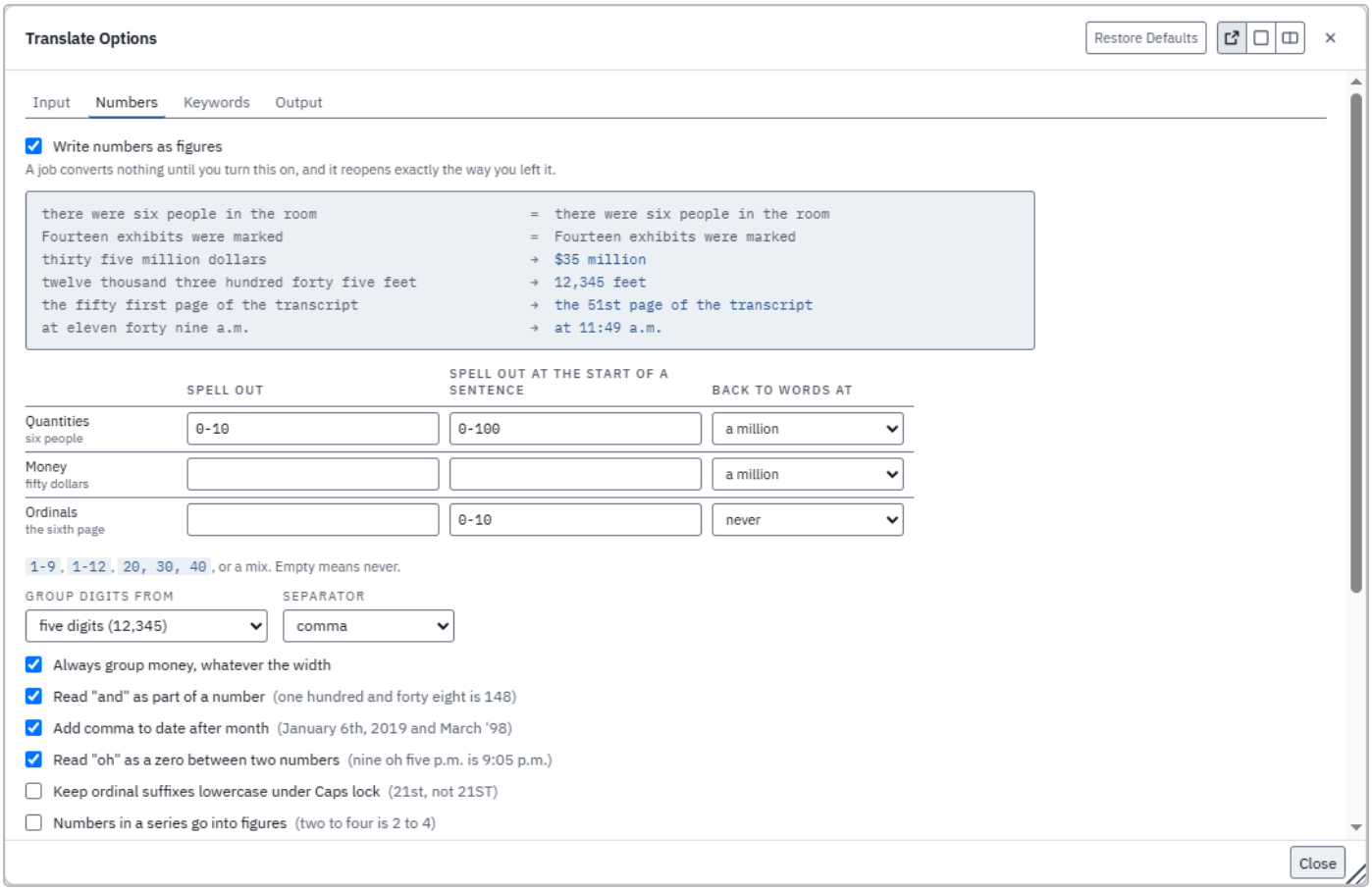
The by-lines, the Answer name and the brackets are job settings.



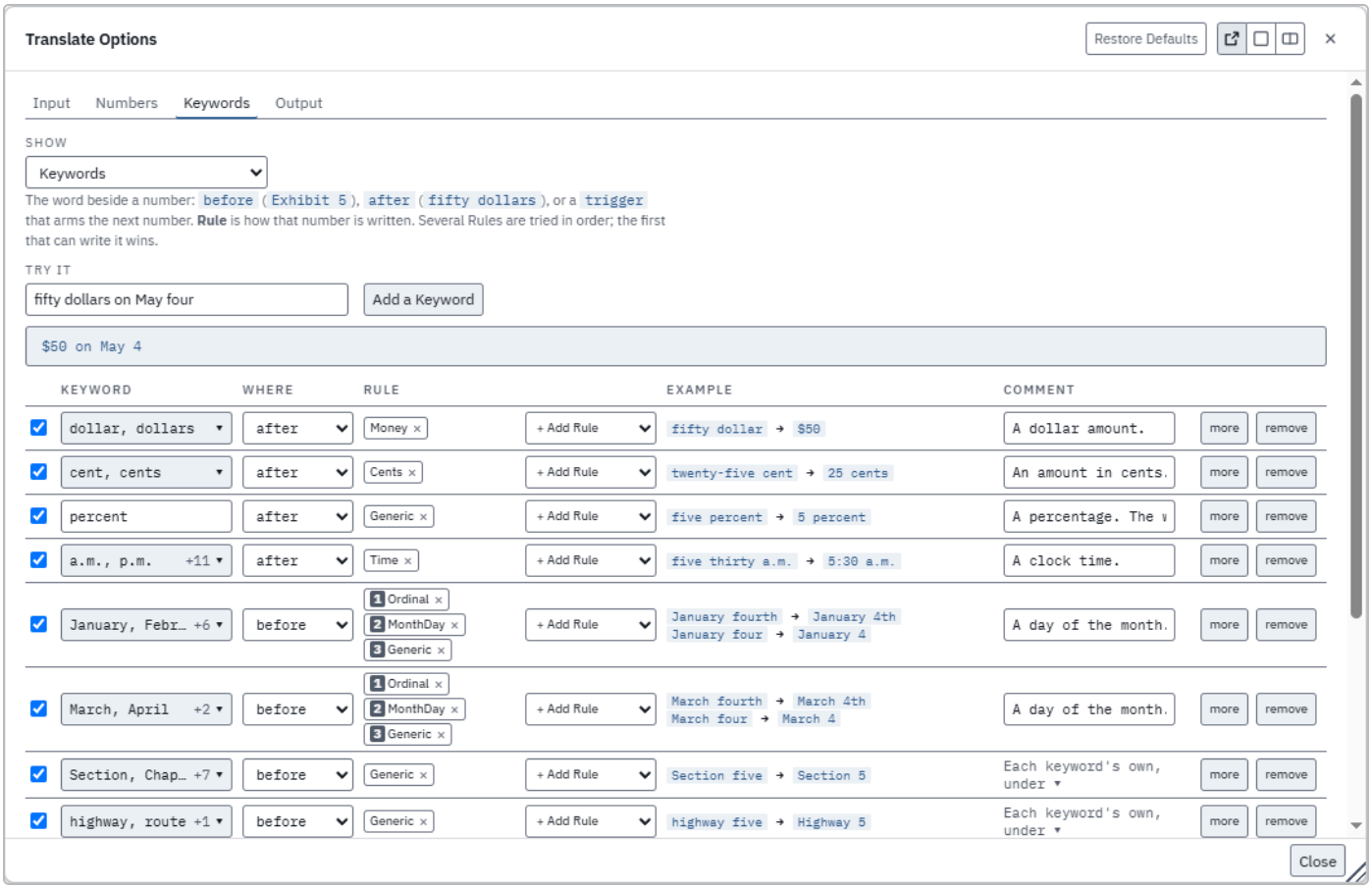
Translate Options, Input tab, bottom: Live Suggestions, Retranslate, Realtime reach and Advanced

- **Show Live Suggestions**, **Live Suggestions**, **Live Suggestion defines**, **Oops on replace** and **Translation first**: see Show Live Suggestions.

- **Retranslate on dictionary edits**: a Dictionary edit retranslates the whole job. Off by default: text already written stays as it is until you Retranslate. A User setting.
- **Retranslate on Edit Dictionaries saves**: see Edit Dictionaries.
- **Ask before a define replaces an entry**: see Defining.
- **Realtime reach**: see Pick Conflict Choice.
- **Prefix/Suffix Keys...** opens Prefix/Suffix Keys: the Ctrl+Alt+Shift keys that put an ending on the word at the cursor. **Extrapolate undefined suffixed strokes** does not use them.
- **Advanced**, **Quoted text paragraph map**: see Quote.



Translate Options, Numbers tab



Translate Options, Keywords tab

Translation

Turns Translation on and off. Off, strokes from the writer are not translated and are not recovered later. Turned back on, the status bar shows how many strokes were not translated.

Write at Caret

Writes strokes at the cursor instead of at the end of the job. Off by default, and off again each time StarCAT starts. On, the status bar shows **AT CARET**.

> **Warning: use Write at Caret only when editing.** Turn it off before you write live. On, every stroke from the writer goes in at the cursor, not at the end of the job.

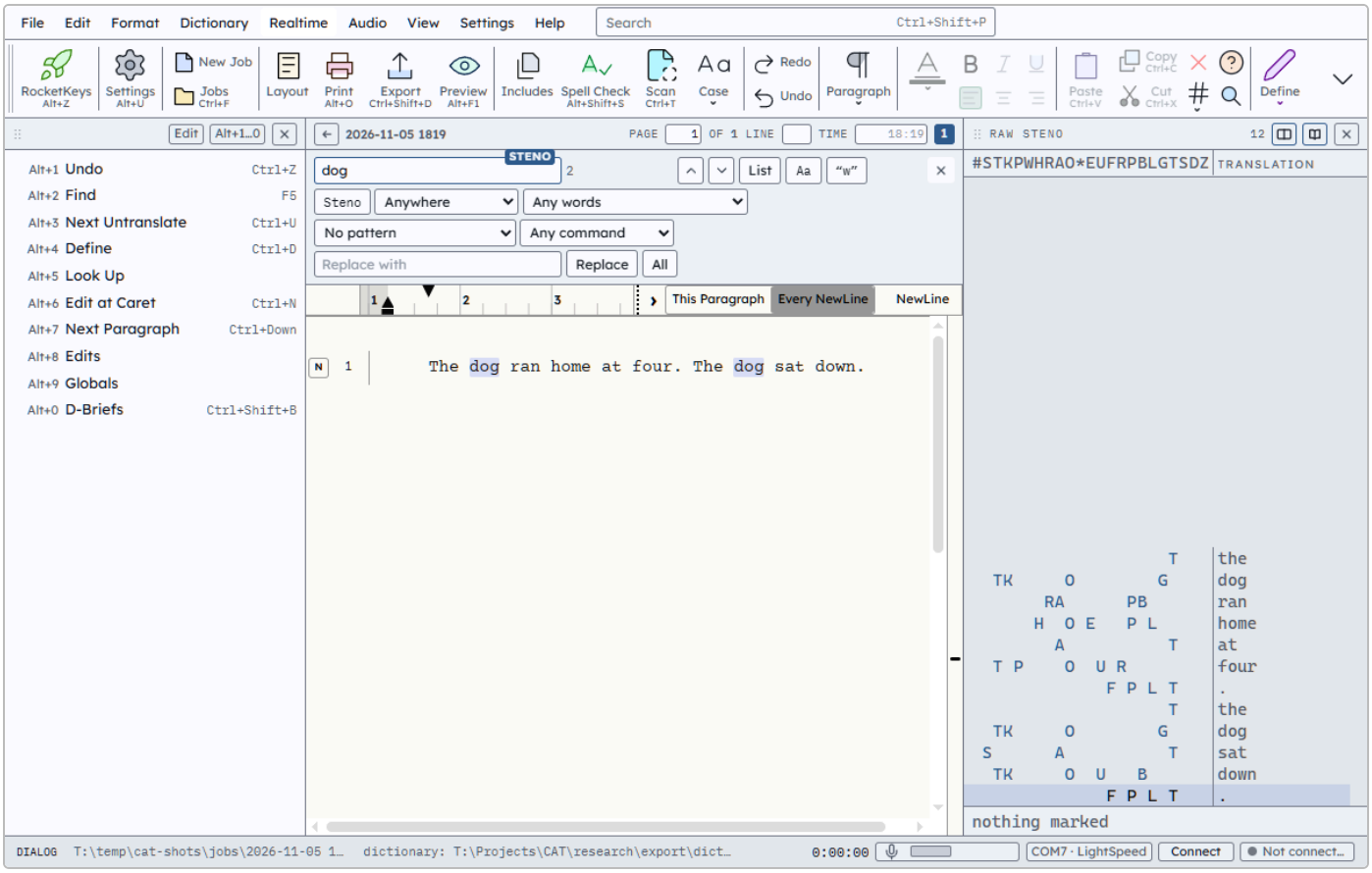
- Each stroke goes in at the cursor, and the cursor moves on after it.
- Highlighted words are replaced by the next stroke.
- The asterisk takes back the last stroke written at the cursor.
- When the highlight is part of one stroke, or the words on both sides of the cursor were edited, the stroke goes on the end of the job and the status bar says so.

Dialog Translation

Turns Dialog Translation on and off: **Realtime > Dialog Translation**. On, when the cursor is in a text box on a menu, such as Find, strokes from the writer go into the box, translated through the job's Dictionaries. Off by default. Once turned on, it stays on the next time StarCAT starts.

While it is on, the status bar shows **DIALOG**, and the box taking the strokes shows **STENO** on its top edge.

Example: open **Edit > Find**, click in the box and write TKOG. The box reads **dog**, and nothing is added to the job.



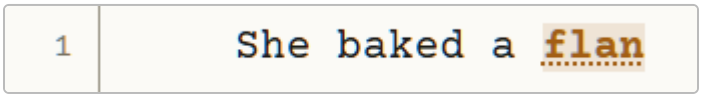
Dialog Translation on: dog written into the Find box, STENO on the box, DIALOG in the status bar

> **Warning: a stroke written into a box is not in the Job.** With Dialog Translation on, words written while the cursor is in a box do not go on the record.

- Highlighted text in the box is replaced by the next stroke.
- The asterisk takes back the last stroke. With no stroke written yet, it deletes the word before the cursor.
- A stroke defined as Enter or Esc works as the menu's OK or Cancel. A stroke defined as Tab moves to the next box or button.
- A stroke defined as a command runs the command.
- In Find's Steno search, each stroke is added as Steno, not as Translation.
- The Define box always takes strokes, with Dialog Translation on or off.

Phonetic Translation

Turns Phonetic translation on and off. On, a stroke with no Dictionary entry is read phonetically from its keys and marked Phonetic. On by default.



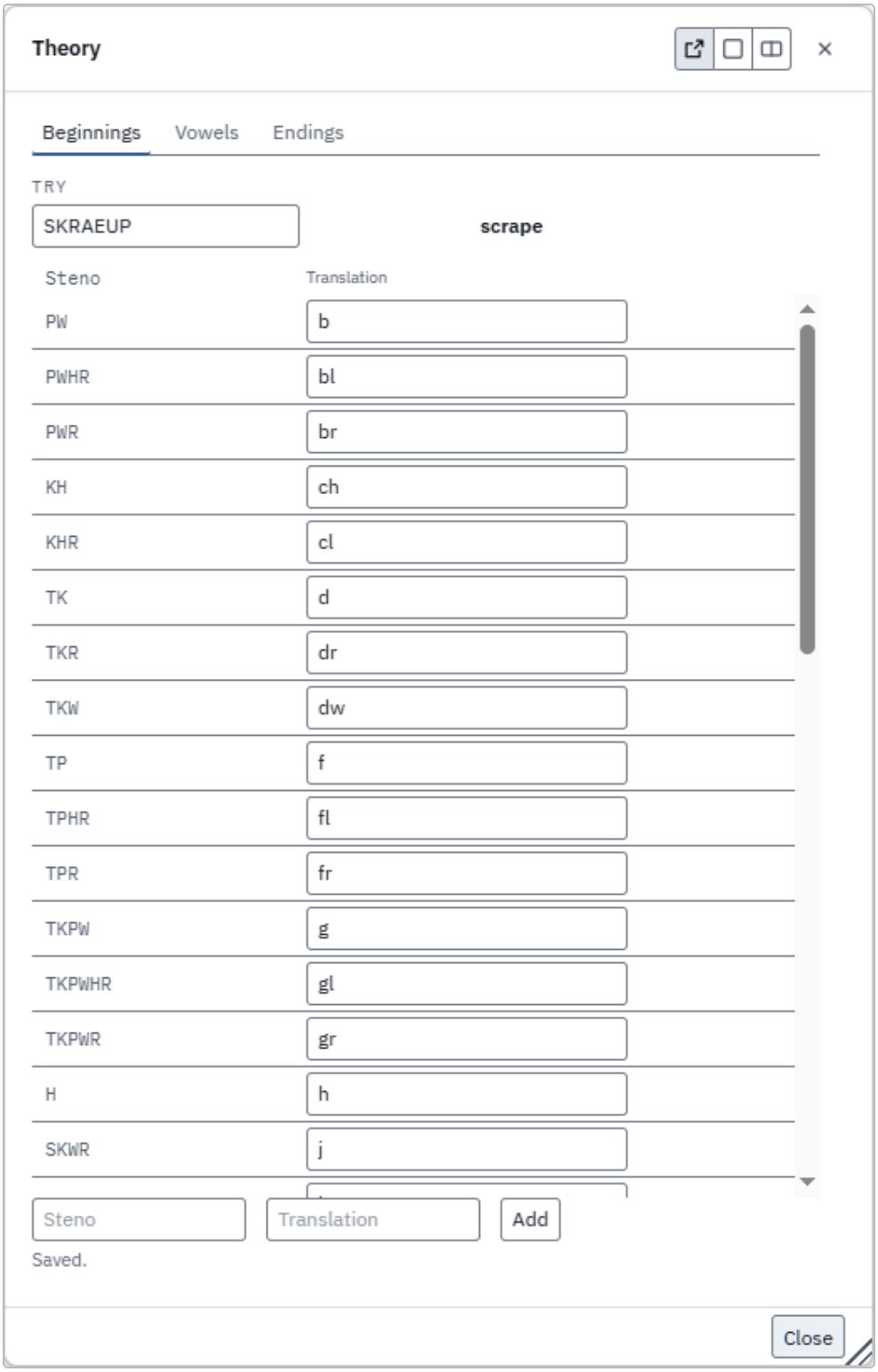
TPHRAPB translated phonetically as flan

Theory

Opens the Theory menu: the rows Phonetic translation sounds out with, as Beginnings, Vowels and Endings, each a Steno and its Translation. Your rows replace the shipped ones. The rows are kept in theory.txt, a plain text file in the Program data folder.

TEACH PHONETIC TRANSLATION A SOUND:

1. Open the **Theory** menu. **Try**, at the top, shows how a stroke reads with the rows as they are now. Type SKRAEUP: it reads skrape, because no row says SKR is scr.
2. Click the tab for the keys: Beginnings for SKR.
3. Type the **Steno** and the **Translation**, SKR and scr, and click **Add**.
4. **Try** now reads scrape, and so does every undefined stroke that starts with SKR.
5. To go back, click **Reset** on your row. A changed row returns to the shipped Translation; a row you added is removed.



Theory menu, Beginnings tab: SKRAEUP in Try reads scrape once SKR is added as scr

Extrapolate Undefined Suffixed Strokes

Turns ending extrapolation, **Extrapolate undefined suffixed strokes** on the Input tab, on and off. On, an undefined stroke that is a defined stroke plus one of these keys takes the ending, marked Ending folded on. On by default.

- **-Z** or **-S**: s
- **-G**: ing
- **-D**: ed

These four keys are fixed. Two other things in StarCAT are named Endings:

- The Endings Table: the ending forms a Define adds.
- Prefix/Suffix Keys: keys that put an ending on the word at the cursor.

```
1    He worked at nights
```

TPHAOEUTDZ, at plus the ending, as at nights

Use Closest Guess from Dictionary on Misstroke

Turns **Use closest guess from dictionary on misstroke** on and off. On, a stroke one key away from a Dictionary entry reads as that entry, marked Misstroke, nearest entry. On by default.

```
1    The witness called the dog
```

KAULGD, one key from called

Answer Conflicts Way You Answered Them Before

Turns **Answer conflicts the way you answered them before** on and off. On, a Conflict picked before is written the same way and marked Conflict answered for you. On by default. A new job starts with the last choice.

Brackets on Conflicts

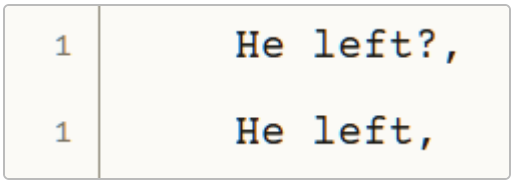
Turns **Brackets on conflicts** on and off. On, an unpicked Conflict prints as defined, such as [to|too|two], instead of its first Translation. On by default. A new job starts with the last choice.

```
1    She was late and because of the
1    She was late [and because of|and what his] the
```

Off, then on

Let New Punctuation Replace Previous

Turns **Let new punctuation replace previous** on and off. On, a punctuation mark written straight after another replaces it. Off, both stay. A mark you type, or one written next to it, always stays. On by default.



A question mark, then a comma: off, then on

Smart Quotes

Turns **Smart quotes** on and off. On, the quote stroke opens a quote and, written again, closes it. One left open closes where the paragraph ends; Backspace on it takes it off. On by default.

Smart Parentheses

Turns **Smart parentheses** on and off. On, the parenthesis or bracket stroke opens and, written again, closes. One left open closes where the paragraph ends; Backspace on it takes it off. On by default.

Tuck Punctuation with Quoted Words

Turns **Tuck punctuation with quoted words** on and off. On, a period, comma or 's after a word the Dictionary spells in quotes goes inside the quotes. On by default.

Punctuation

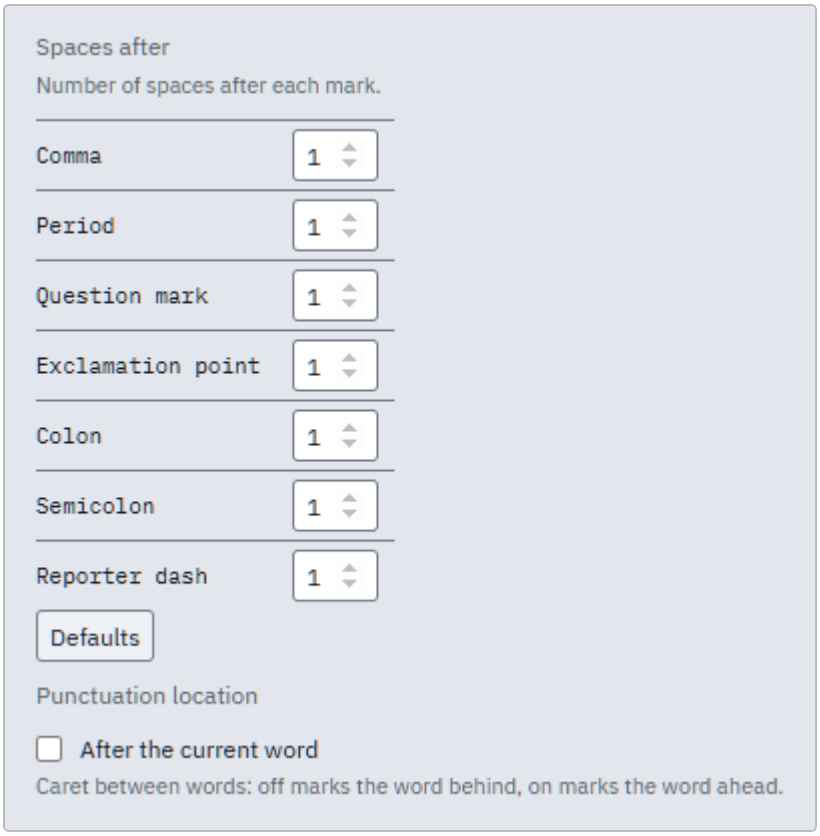
Opens the Punctuation menu.

Spaces after sets the spaces written after each punctuation mark.

Defaults resets them.

After the current word sets where a mark goes when the cursor is between words: off, on the word behind; on, on the word ahead.

Abbreviations: a comma after one of these keeps its period. One a line, without the period. A word with a period inside, like e.g., always keeps it. The list saves when you leave the box. **Defaults** under it puts the shipped list back.



Punctuation menu

Oops

Puts an Oops mark on the words written before the stroke, or on the cursor's words when used from a key. The mark does not print, and a second stroke does not remove it. Its word is "Oops" unless the entry gives another. In a Dictionary entry: **{@RUN(oops)}**. To go from one Oops mark to the next, define a stroke as **{@RUN(nextmark Oops)}**.

To remove an Oops mark, put the cursor on its word and use Mark Line.

Defining

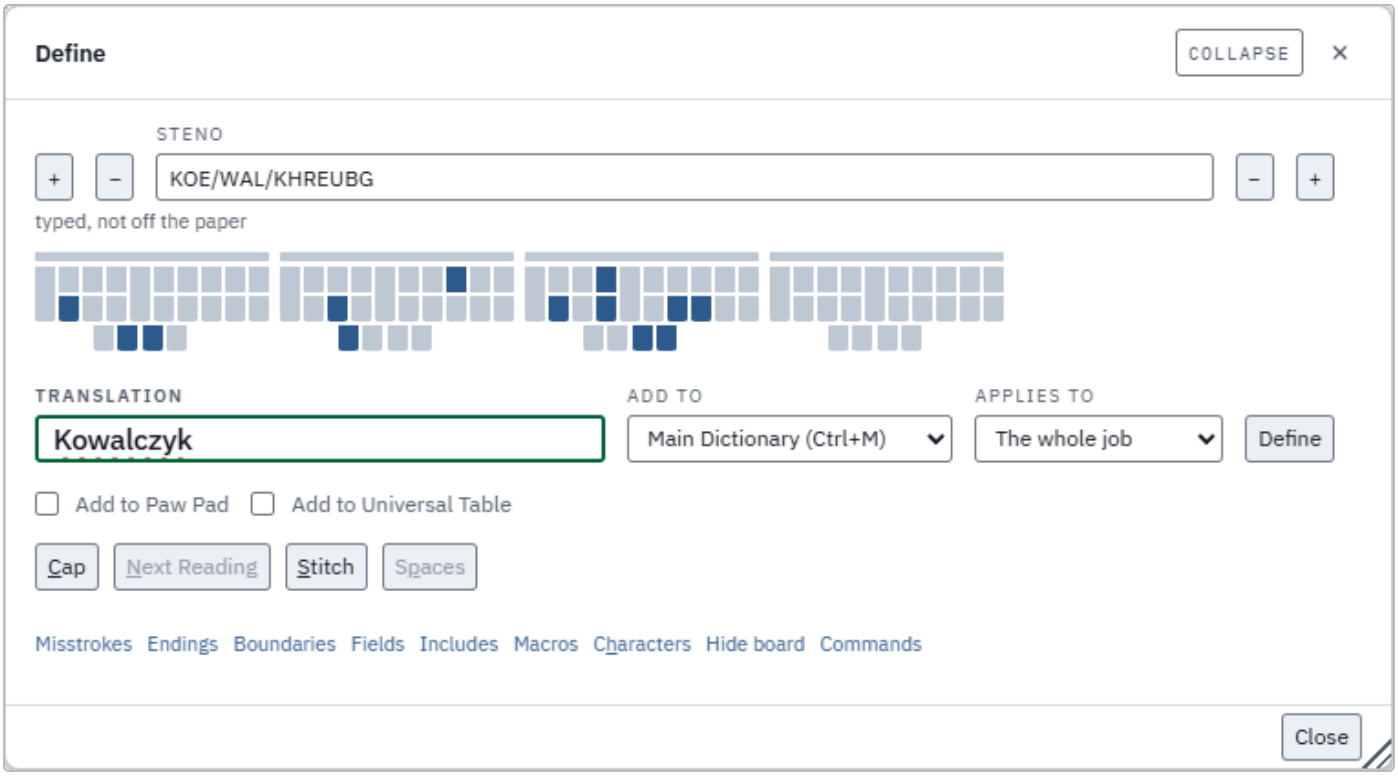
A Define adds the Steno under the cursor and its Translation to a Dictionary, and the job retranslates.

Each entry is a command. Assign any of them to a key or a stroke, or add it to a toolbar: see Keys and Macros.

DEFINE A WORD:

1. Put the cursor on the word, or use **Edit > Go to > Next Untranslate**.
2. Open **Dictionary > Define** (Ctrl+D). The Define box opens with the Steno in **Steno**.
3. Type the Translation in **Translation**.
4. In **Add to**, select the Dictionary: the job dictionary, the case, or a Dictionary on the list.
5. Click **Define**.

If **Steno** shows one stroke too few or too many, use **One Stroke More on Left** or **One Stroke Fewer on Left** before step 5.



GLOBAL A WORD:

A Define is a Global. **Applies to** sets how far it reaches:

- **The whole job**: every place the Steno is written, before and after.
- **Here forward**: from the cursor to the end.

- **This section**: the section the cursor is in. A section runs from a paragraph set to **Page Number from Here** to the next one. A job with none is one section.

Local in **Add to** (Ctrl+L) changes the job and puts nothing in a Dictionary. Its **Applies to** has two choices instead:

- **This spot**, the default: only the Steno at the cursor.
- **Rest of job**: every place the Steno is written, from the cursor to the end.

Every Global is listed in **Edit > Transcript > Globals** and on the Globals List panel. Right-click a row to edit or remove it. The **Type** column says where each one went: Main Define, Job Define, Case Define, E-Define, another Dictionary by its name, or Local. To change a word everywhere without its Steno, use **E-Define** (Ctrl+E on the StarCAT key map).



Globals: one for this job only, two Main Defines

REALTIME DEFINE:

Define while you write, without stopping. Example: the witness says "Kowalczyk" and it comes out as an Untranslate.

1. Press Ctrl+D. The Define box opens on the last stroke written. On the Eclipse map, G does the same in RocketKeys, the mode Alt+Z turns on, where plain keys run commands.
2. Type Kowalczyk in **Translation** and press Enter. The Untranslate becomes Kowalczyk, and every later stroke of it writes Kowalczyk.
3. Keep writing.

PICK FROM POTENTIALS:

Under **Translation**, the Define box lists words the Steno could be, numbered 1 to 9 and 0. The list is open when the Steno is an Untranslate; click **Potentials** to open it otherwise. While the list shows and **Translation** is empty, typing a row's number defines it at once.

F9 turns the list into slop strokes: rows that come from a Dictionary entry show its Steno as **{=STENO}**, with the words it writes beside it. Picking one puts **{=STENO}** in the Translation, so the entry follows that entry when it changes. Use it for a misstroke: define the stroke your hand writes by mistake as **{=STENO}** of the right one. When you later change the right entry, or resolve its conflict, the misstroke writes the new words too, with nothing to fix twice. Press F9 again for the words. With the list folded or no such rows, F9 opens **Characters**.

Ask Google in Potentials, in the **Spell Check** menu (**Edit > Spelling > Spell Check**), adds a last row marked **from Google**: the Steno sounded out, as Google spells it. It is for names written by ear. It is off until you turn it on, and then only the sounded-out Steno is sent, only while the list is open.

DEFINE BOX KEYS:

- **Enter**: Define.
- **Ctrl+M**, **Ctrl+J**, **Ctrl+H**: define at once to the Main Dictionary, the job dictionary or the case.
- **Ctrl+1** to **Ctrl+8**: define at once to the other Dictionaries in **Add to**, in list order.
- **Ctrl+L**: define at once as Local, This spot. **Ctrl+T**: Local, Rest of job.
- **Ctrl+W**: select E-Define.
- **Ctrl+[** makes the box small; **Ctrl+]** shows the whole box.
- **F9**: slop strokes, or Characters.

Add to shows each key beside its Dictionary.

DEFINE BOX BUTTONS:

These change the Translation:

- **Cap** (Alt+C): cycles capitalized, all caps, lowercase.
- **Next Reading** (Alt+N): reads a conflict the other way.
- **Stitch** (Alt+S): puts hyphens in or takes them out.
- **Spaces** (Alt+P): cycles sticky spaces, no spaces, plain spaces.

These open a pane in the box. Clicking the button again hides it.

- **Misstrokes**: keys that could drag or drop. Each misstroke is defined with the entry unless the Dictionary has it.
- **Endings**: ending forms, defined with the entry unless the Dictionary has them. A word that takes an ending opens this pane on its own. See Endings table.
- **Boundaries**: the same sounds split differently between two strokes, defined with the entry unless the Dictionary has them. See Normalization table.
- **Fields**: inserts a field, a blank the job fills in later.
- **Includes**: makes the stroke write an include from the library.
- **Macros**: makes the stroke run a macro.

- **Characters**: inserts a special character. **F9** opens it too.
- **Board**: a steno keyboard for building the Steno with the mouse.
- **Commands**: inserts a formatting command. **Find a command** narrows the list.

Checkboxes:

- **Add to Paw Pad**: puts the define on the Paw Pad too.
- **Add to Universal Table**: keeps it in a table you can apply to any job.

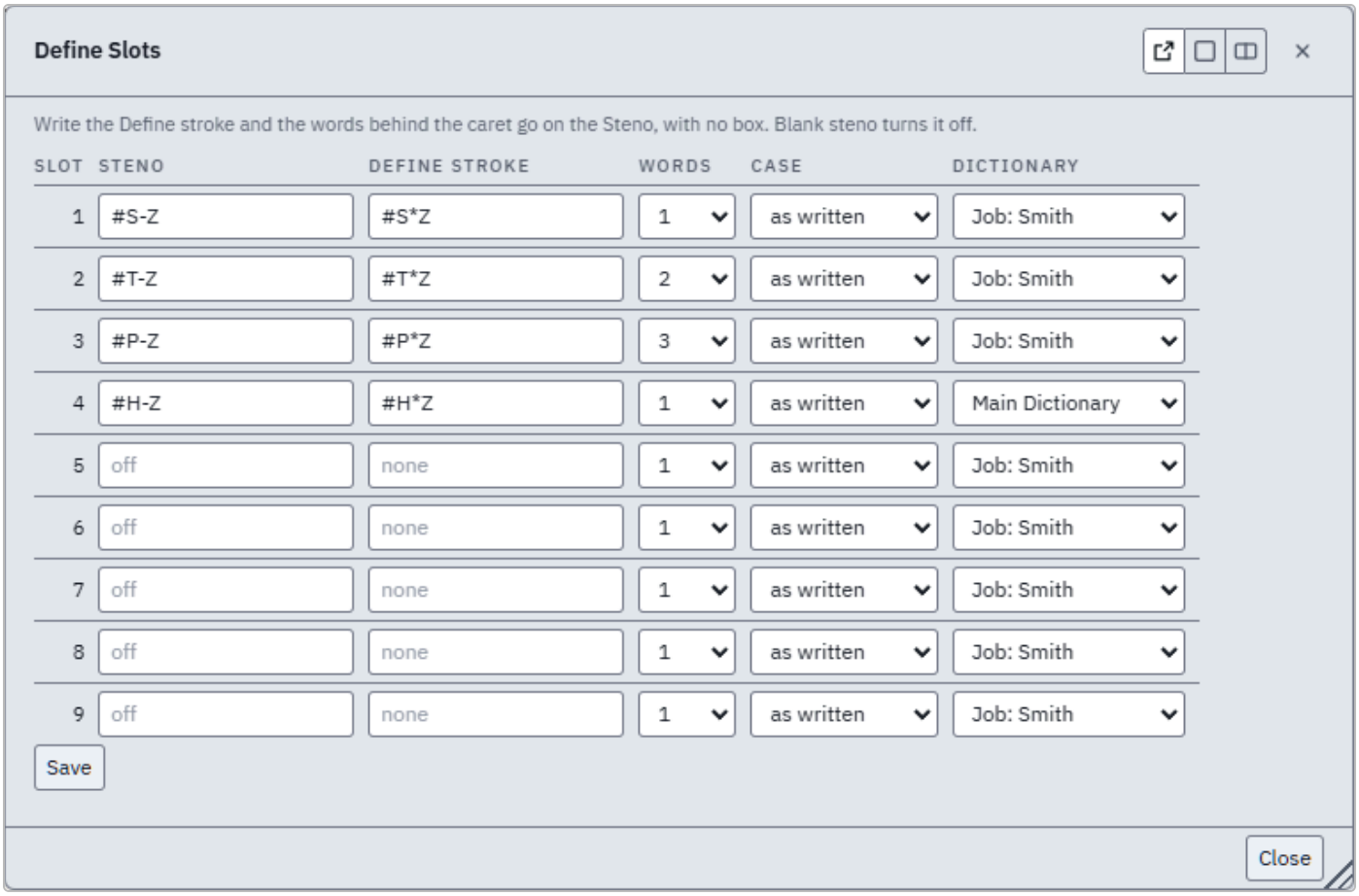
When the Translation ends in a period, a line says what a comma after it does. **Keep the Period** adds the word to the abbreviation list, so a comma after it keeps the period.

If you select the job dictionary in **Add to** and the job has none, **Define** waits until you set one. Select it in **Job Dictionary**, or type a **Name** for a new one, and click **Use**.

DEFINE SLOTS:

Define Slots define from the writer, with no box. Fingerspell a word that is not in your Dictionary, write the Define stroke for a slot, and from then on that slot's Steno writes the word. There are nine slots.

1. Open **Dictionary > Define Slots**.
2. **Steno**: the stroke the word will be written with. A blank Steno turns the slot off.
3. **Define stroke**: the stroke you write to define to this slot. Use one you never write for anything else, such as **1*Z** for slot 1. The Define stroke already in the Main Dictionary for this slot shows here. **Save** puts the new one in the Main Dictionary and takes the old one out.
4. **Words**: how many words behind the cursor the slot takes. 1 for Kowalczyk, 2 for Anna Kowalczyk.
5. **Case**: as written, Initial cap, ALL CAPS or lower case.
6. **Dictionary**: where the entry goes. Job saves it for this job only.
7. Press **Save**. A new Define stroke goes into your Main Dictionary and the menu says so: **#S*Z defines to Slot 1.**



Four slots set up, each with its Define stroke

Number keys show as number bar Steno: **1-Z** reads **#S-Z**, **2-Z** reads **#T-Z**.

A slot set to job writes to the job dictionary. A job that has none gets one on the first slot define, named after the job. To use one you already have, choose it first: **File > Jobs**, the **This Job** tab, **Job Dictionary**.

During the job, the witness spells Kowalczyk:

1. Fingerspell the name.

```
    The witness spelled her name for the record.
Kowalczyk
```

Kowalczyk fingerspelled

2. Write **1*Z**. Kowalczyk is defined to **1-Z**.

3. From then on, write **1-Z**.

```
    The witness spelled her name for the record.
Kowalczyk. Kowalczyk
```

1-Z writes Kowalczyk

To define words you already wrote, select them and write the define stroke. A selection is taken whole, whatever **Words** says.

Rules:

- Never put the define stroke on the slot's own Steno. Writing **1-Z** would then define and write the word at once: Kowalczyk Kowalczyk.
- A slot replaces what its Steno meant before. Pick Steno you never use.
- Using a slot again in the same job redefines it, and the earlier uses change with it: Jones on **1-Z**, then Smith on **1-Z**, and every Jones reads Smith. Use the next slot for the next name.
- **Words** counts back from the cursor. A word at the start of a sentence is saved with its capital unless **Case** says otherwise.
- Ctrl+Z right after a slot define takes it back: the entry leaves the Dictionary, and every stroke of it reads what it read before.
- Once you write a stroke after a define, Ctrl+Z skips it and takes back the change before it. Remove the entry in the Dictionary editor.

CREATE A BRIEF DURING REALTIME:

Brief Words Behind makes a brief from the writer, with no box. You pick the Steno as you write. A Define Slot has its Steno set ahead of time and fires on one stroke; Brief Words Behind takes three strokes and any Steno you want.

1. Write the words, then the stroke for **Brief Words Behind**. It takes the words behind the cursor: one, or as many as its count says.
2. Write the brief, one stroke or more.
3. Write the stroke for **Brief Words Behind** again. The brief is defined to the words in the job dictionary, and the brief strokes come off the paper.

A job that has no job dictionary gets one on the first press, named after the job.

The count is in the dictionary entry: **{@RUN(brief)}** takes one word, **{@RUN(brief 2)}** two, **{@RUN(brief 3)}** three, up to 9. In the Define box, the Commands list has it as **Brief Words Behind**: pick the count. Put one on a stroke for each count you use: a 2 and a 3 cover most names and titles. Or select the words first and write the stroke; a selection is taken whole.

Example, the witness says bank of the south: write the four words, write the stroke for **Brief Words Behind, Capped** with a count of 4, write **PWO*FT**, and write the capped stroke again. The words read Bank of the South, and **PWO*FT** writes Bank of the South from then on.

Define

`Ctrl+D` `Ctrl+G` `G (RocketKeys)` `Alt+7 (RocketKeys) → 2` `Alt+8 (RocketKeys) → 3` `Alt+9 (RocketKeys) → 4` `Alt+0 (RocketKeys) → 5`

Opens the Define box on the Steno at the cursor, with the last Dictionary used selected. With a count, takes that many strokes. With no count, takes the selection, the Steno under the cursor, or the last stroke written. See Define a word. See Define box keys and Define box buttons.

Main Define

`Ctrl+Alt+D`

Opens the Define box with the Main Dictionary selected. With a count, takes that many strokes. See Define box keys and Define box buttons.

Case Define

`Ctrl+Alt+K`

Opens the Define box with the case selected. A job in no case uses the job Dictionary, or Main if it has none, and the box says which. With a count, takes that many strokes. See Define box keys and Define box buttons.

Job Define

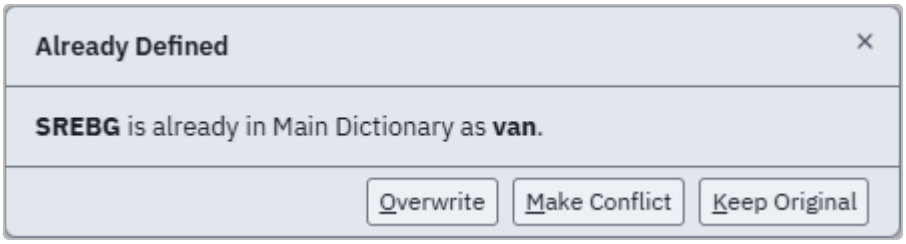
`Ctrl+Alt+J`

Opens the Define box with the job dictionary selected. With a count, takes that many strokes. With no job dictionary, the box offers **Job Dictionary**, **Name** and **Use**. See Define box keys and Define box buttons.

Define It

Saves the entry in the Define box to the selected Dictionary and closes the box.

When that Dictionary already has the Steno with another Translation, **Already Defined** asks first: **SREBG is already in Main Dictionary as van.** Press O, M or K:



Already Defined: SREBG is already in Main Dictionary as van, with Overwrite, Make Conflict and Keep Original

- **Overwrite**: the new Translation replaces the old one.
- **Make Conflict**: the entry becomes a Conflict of the two.

- **Keep Original**: nothing changes.

Esc goes back to the Define box. To save without asking, clear **Ask before a define replaces an entry** in **Realtime > Translate Options**, Input tab. A Local define and an E-Define never ask.

Cap Translation

Steps the Translation in the Define box through initial cap, all caps and lowercase.

Clear Field

Empties the Define box field the cursor is in, **Steno** or **Translation**.

One Stroke More on Left

Adds one stroke to the left of the Steno in the Define box. A count adds more.



One stroke more on the left: SREBG becomes -T/SREBG

One Stroke Fewer on Left

Removes one stroke from the left of the Steno in the Define box. A count removes more.

One Stroke More on Right

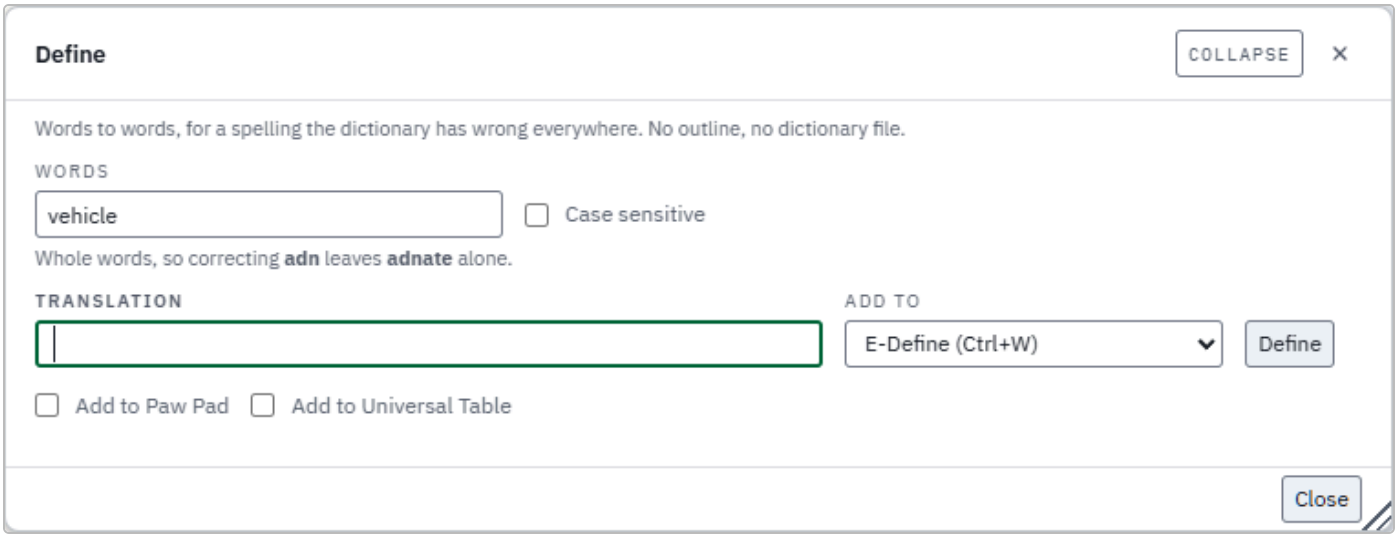
Adds one stroke to the right of the Steno in the Define box. A count adds more.

One Stroke Fewer on Right

Removes one stroke from the right of the Steno in the Define box. A count removes more.

E-Define

Opens the Define box set to E-Define, with the selected word, or the word at the cursor, in **Words**. An E-Define replaces words with words in the job and adds nothing to a Dictionary. Matches whole words only; **Case sensitive** matches capitals exactly.



Define box set to E-Define, with vehicle in Words

Define to Slot

Defines the words behind the cursor, or the selection, to a slot's Steno with no box. Takes the slot number; with none, uses slot 1. The slot sets the Steno, the number of words, and the Dictionary. **Dictionary > Define Slots** makes the stroke for it; in the Define box, the Commands list has it as **Define to Slot**.

Define Slots

Opens the **Define Slots** menu. Each slot has a Steno and a Define stroke. A slot with no Steno is off. Save adds a new Define stroke to the Main Dictionary. See Define slots.

The slots also show at the bottom of the **Infobar**: each slot's number, Steno and Translation, or **not defined**. The slot you defined last is highlighted. Clear **Show on Infobar** to hide them. **Show Define Slots** in **Edit Infobar** is the same setting.

Brief Words Behind

Makes a brief from the writer. The first use takes the words behind the cursor: one word, or the count given. Write the brief, then use it again. The brief is defined to the words in the job dictionary and the brief strokes are removed from the text. Dictionary entry: **{@RUN(brief)}**; **{@RUN(brief 3)}** takes three words. In the Define box, the Commands list has it as **Brief Words Behind**.

Brief Words Behind, Capped

Does what **Brief Words Behind** does, with the words initial-capped: bank of the south becomes **Bank of the South**.

```
She worked at the bank of the south

She worked at the bank of the south Bank of the
South
```

bank of the south, then the brief PWO*FT writing Bank of the South

Add Speaker

Adds a speaker from the writer. Write the name, then write the stroke for **Add Speaker**. The words behind the cursor, two by default, become a named speaker on the roster, and their Steno is defined in the job dictionary to start that speaker's colloquy. No box opens. A job that has no job dictionary gets one, named after the job.

```
Thank you. Doctor Chang

Thank you.
DOCTOR CHANG:  The phone
```

Doctor Chang, then Add Speaker and the next words

Add to Phrase List

Adds the selected words to the Phrase list of the word index. Select two or more words.

Writing Window

Display settings do not affect the printed transcript. Print settings are in **Format > Print Layout**.

The display settings are on **Settings > Appearance**, on the **Writing Window** and **Raw steno** tabs.

CHANGE THE SIZE OF THE TRANSCRIPT:

1. Open **Settings > Appearance** and click the **Writing Window** tab.
2. Pick a **Transcript Size**, 8 pt to 32 pt, and click **Save**.

From the keyboard, Ctrl+= and Ctrl+- move the transcript one step up or down the **Transcript Size** list, and Ctrl+0 on the number pad returns it to 16 pt. When the Codes panel has the keyboard, the same keys size the Codes panel instead.

DISPLAY THE TRANSCRIPT AS IT PRINTS:

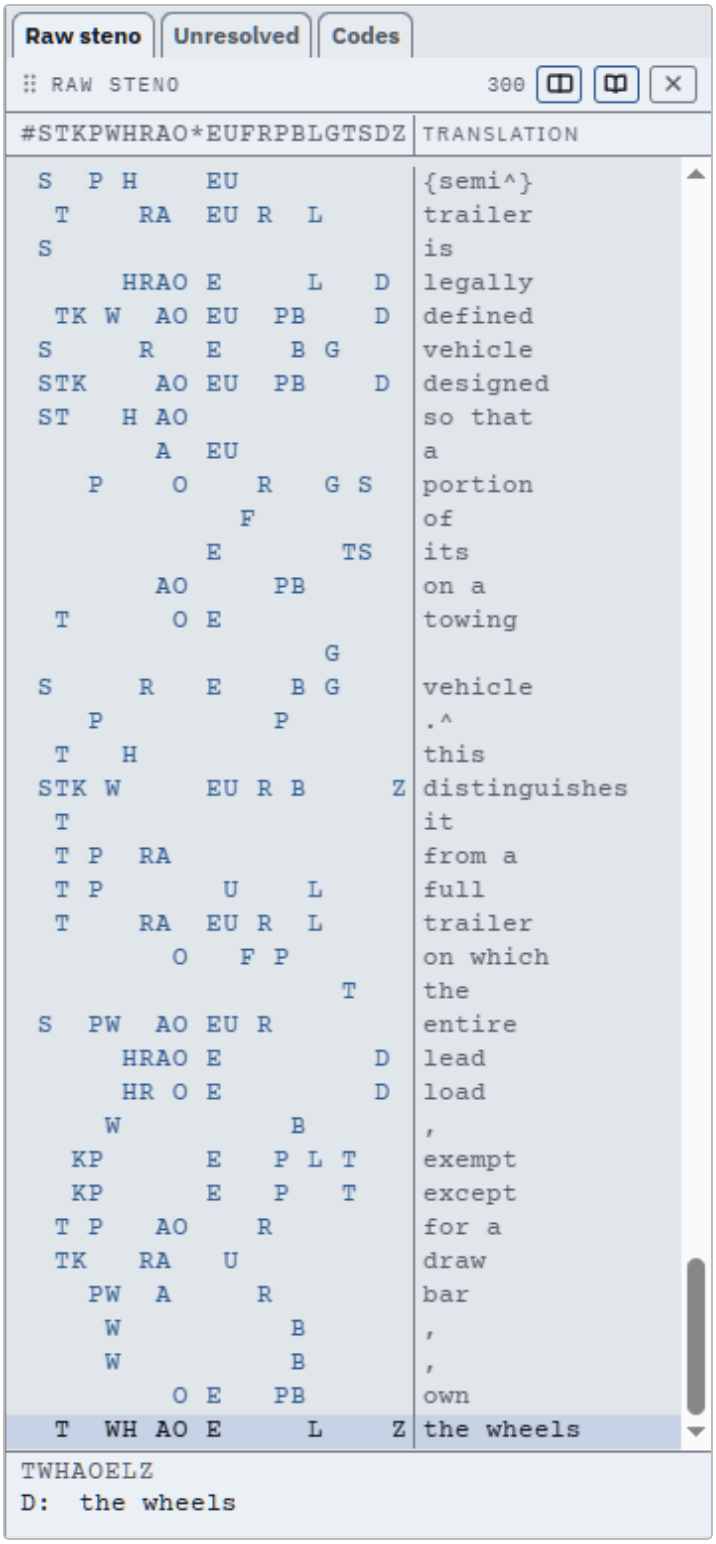
1. Open **Settings > Appearance** and click the **Writing Window** tab.
2. Click **Match Print Formatting**. Print View turns on: the transcript shows in the size nearest the job's print size, with 2.0 line spacing, Full page boundaries and the print font, black on white, without the Paragraph Bar or format marks. **PRINT VIEW** shows in the mode strip.
3. To turn it off, click **Match Print Formatting** again or click **PRINT VIEW**.

Print View does not change the appearance. Your size, font and colors come back when it is turned off.

ARRANGE THE PANELS:

The window has four places for panels: the left column, the right column, the second right column and the bottom rail.

1. Drag a panel by its header into a column or the bottom rail. The bottom rail appears when a panel is placed in it and disappears when it is empty.
2. Open **View > Columns > Second Right Column** to add a column outside the right column.
3. Right-click a panel header and choose **Tab the ... column**. The panels in that column share one height, and a strip of tabs selects the panel shown. Choose **Stack the ... column** to give every panel its own height again.
4. On a tabbed column with two or more panels open, right-click a panel header and choose **Pin Panel**. The pinned panel stays open above the tabs.
5. Choose **View > Columns**, then **Collapse Right Column** or the one for another column or the rail, to fold it away. **Expand Right Column** brings it back. The fold buttons are also on the transcript header, at the edge nearest each column.

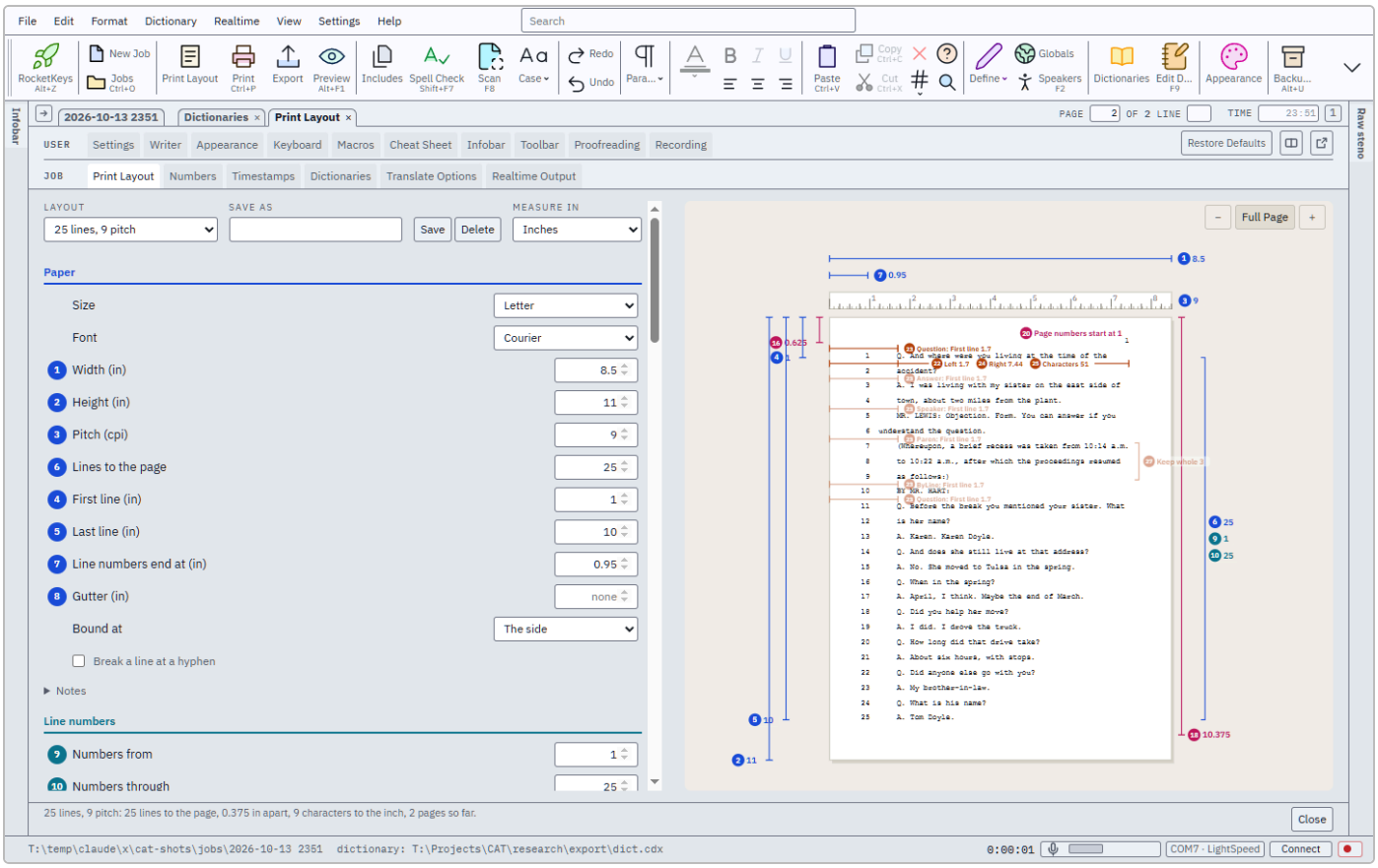


Right column tabbed: Raw steno, Unresolved and Codes

OPEN MENUS AS TABS:

A menu opens either floating over the transcript or as a tab in the writing window. Dictionaries, Print Layout, Includes and the dictionary tables open as tabs; most others float. A menu reopens where you last put it.

1. At the top right of a menu, click one of the three buttons. The lit one is where the menu is now. - **Pop Out** floats the menu over the transcript. - **Tab** gives the menu the whole writing window, with a strip of tabs at the top and the job's name first. - **Beside the transcript** puts the menu in the writing window next to the transcript.
2. To share the window again, click **Beside the transcript** on a tab.
3. Click a tab to show that menu. Click the job's tab to go back to the transcript; the other tabs stay open.
4. Drag a tab along the strip to change the order.
5. Drag a tab down onto the left or right half of the writing window to put it on that side of the transcript. With a menu filling the window, the dragged menu shares the window with it, one on each side. For example, Includes on the left and Print Layout on the right.
6. Right-click a tab to set its color and text color. The job's tab and the tabs on panel columns can be colored the same way.



Dictionaries and Print Layout as tabs, Print Layout filling the writing window

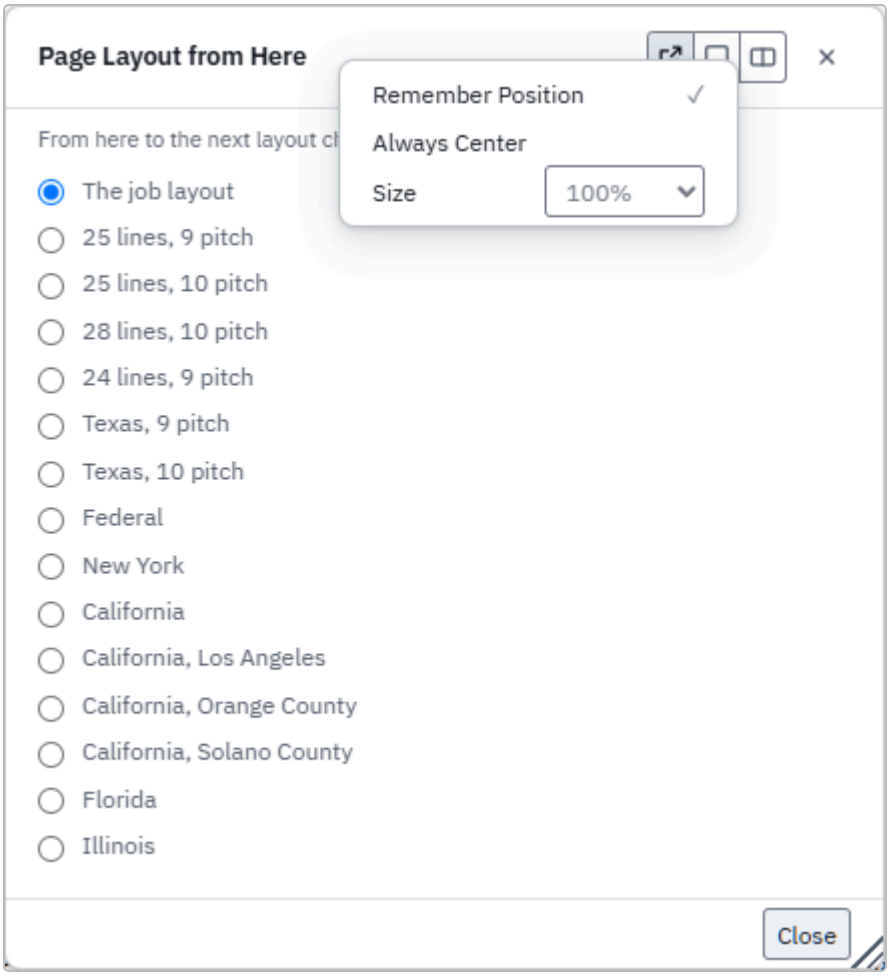
DIALOG SETTINGS:

Drag a floating menu by its title to move it, and drag its bottom right corner to size it. It opens there next time. Double-click the title to put it back.

Right-click a menu's title for its Dialog Settings:

- **Remember Position**: the menu opens where you left it. This is the default.
- **Always Center**: the menu opens in the middle every time, even after you drag it.
- **Size**: makes the text and boxes in that menu bigger or smaller, 80% to 150%. The title stays the same size.

Each menu keeps its own settings. The Settings menus with the User and job tabs (Appearance, Keyboard, Numbers and the rest) share one set.



Dialog Settings on a menu's title

Hide or show a panel's scrollbar by right-clicking and choosing **Hide Scrollbar** or **Show Scrollbar**. The panel still scrolls with the mouse wheel and the keys.

Transcript Size

Sets the size of the transcript text, 8 pt to 32 pt. The default is 16 pt.

Zoom In

`Ctrl+Shift+F7` `Ctrl+=` `Ctrl+Shift+=` `Ctrl+Numpad +`

Moves the transcript one step up the **Transcript Size** list.

Zoom Out

`Ctrl+Shift+F8` `Ctrl+-` `Ctrl+Numpad -`

Moves the transcript one step down the **Transcript Size** list.

Reset Zoom

`Ctrl+Numpad 0`

Returns the transcript to 16 pt.

Screen Font

Sets the transcript's font on the screen, by its name in **Appearance**, for example Courier New. Set the name when you assign the command to a key or add it to a macro.

Screen Font Size

Sets the transcript's size on the screen, for example 14 pt. Set the size when you assign the command to a key or add it to a macro.

Own Size While Raw Steno Shows

Gives the transcript a separate size while Raw steno is displayed. Opening or closing Raw steno swaps the two sizes; **Zoom In** and **Zoom Out** change the size in use. Off by default. Also on **Settings > Appearance**, on the Writing Window tab, as **Own size while Raw steno shows**.

Line spacing

Sets the space between lines, 1.0 Single to 3.0 Triple. The default is 2.0 Double.

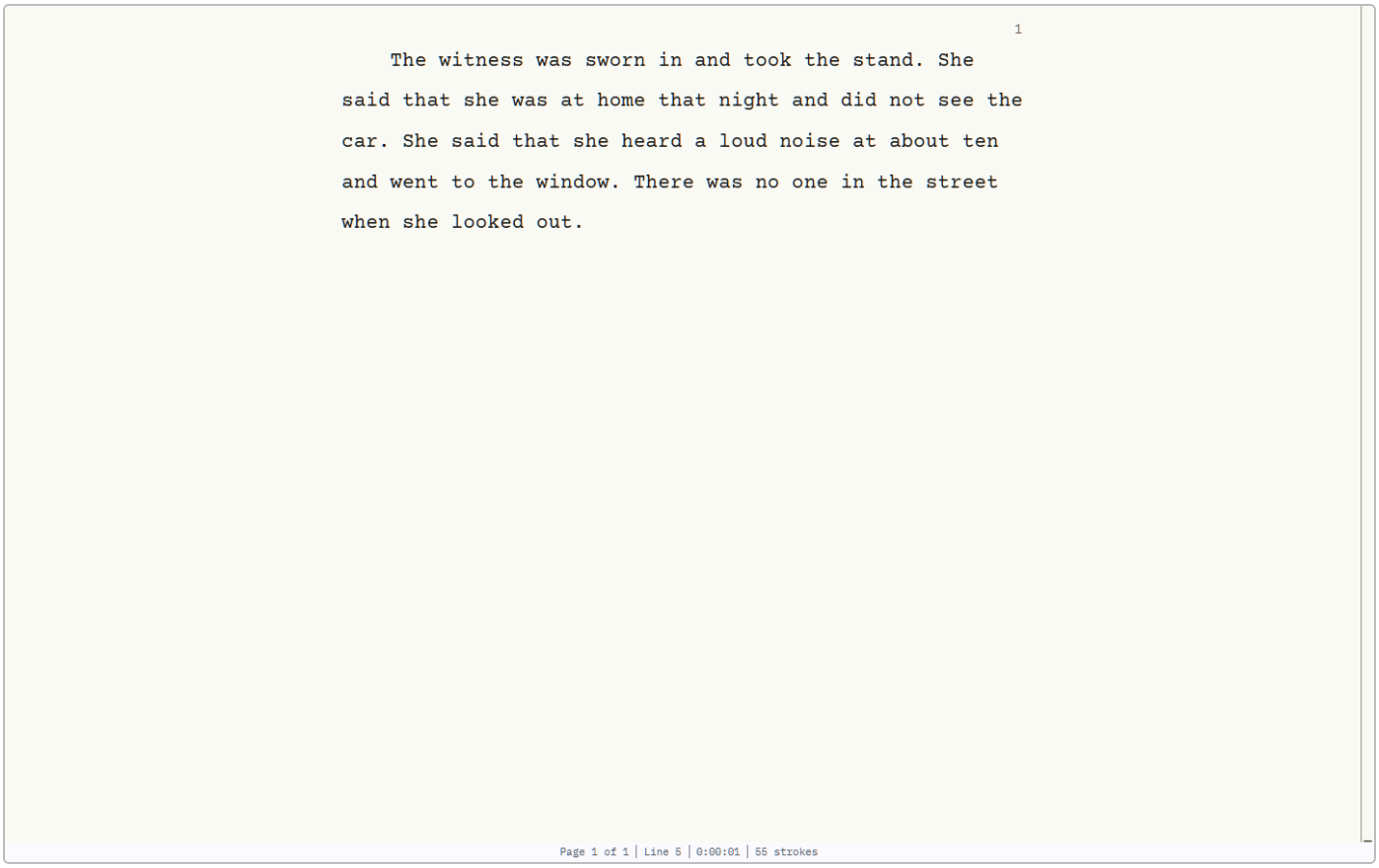
Transcript Font

Sets the on-screen font of the transcript. Fixed width and proportional fonts are listed separately. A proportional font changes how columns line up on screen. The default is Courier Prime.

Zen Mode

`F11`

Hides what is checked in **Zen Settings**: by default, everything but the transcript. Run it again, or press Esc, to turn it off. Zen Mode is off each time StarCAT starts.



Zen Mode: the transcript and the quiet line

Zen Settings

Sets what **Zen Mode** hides: Menus, Toolbar, Side panels, Raw Steno, Line numbers, Page bar, Status bar, Playback Bar, Ruler, Timestamps, Scrollbar, Format box, Page numbers and Untranslate marks. All but Raw Steno, Format box, Page numbers and Untranslate marks hide by default.

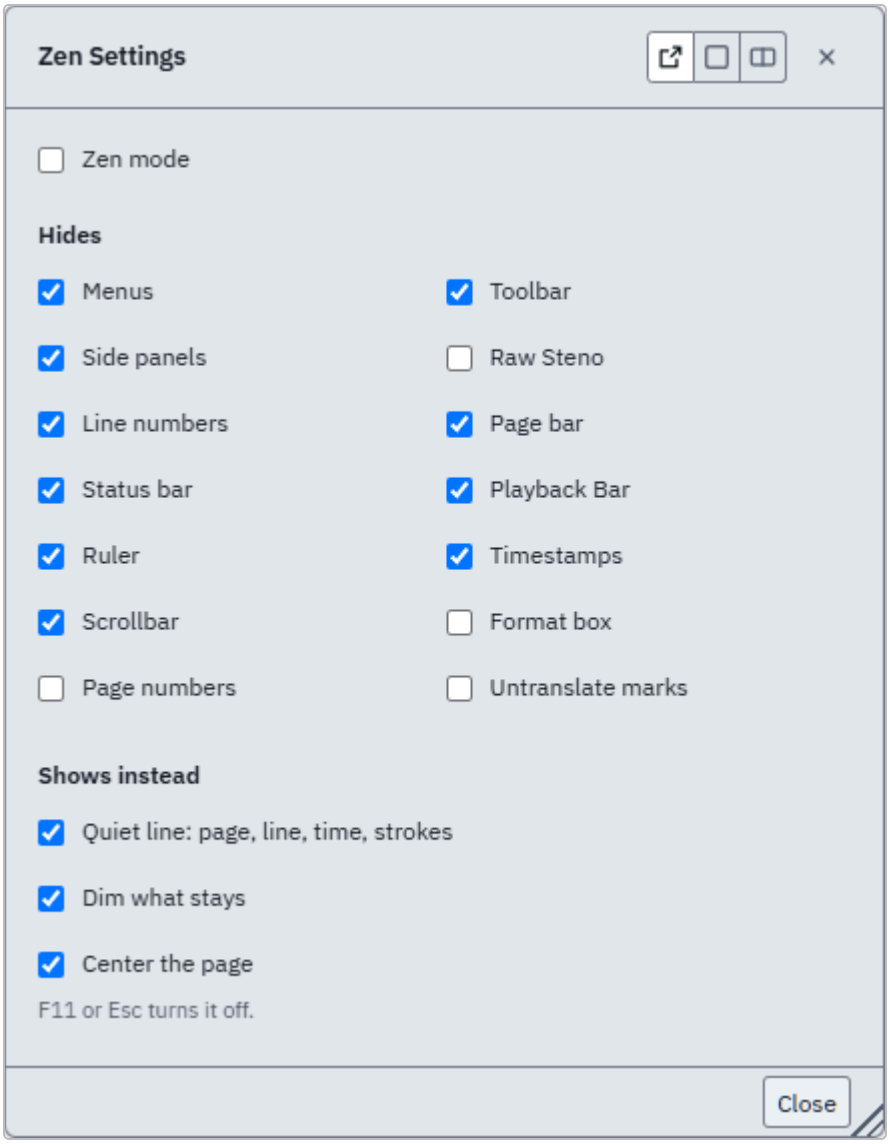
Under **Shows instead**:

Quiet line shows the page, line, time and stroke count at the bottom.

Dim what stays fades what is still shown.

Center the page centers the transcript.

All three are on by default.



Zen Settings with the defaults

Page boundaries

Sets how page breaks display.

Full shows the margins between pages and is the default.

Compact draws a line between pages.

None runs the last line of a page straight into the first line of the next.

```
23 you'd be free! Down don't you understand, understand
24 you! Before they don't believe you. Believe me, you're
25 one. You're a freak or a fake. Inure not. All to do it
```



```
1 to. Let me see you really are! A acceptably trailer
2 acceptable semitrailer semisemitrailer is legally
3 defined vehicle designed so that a portion of its on a
```

Page boundaries: Full

```
23 you'd be free! Down don't you understand, understand
24 you! Before they don't believe you. Believe me, you're
25 one. You're a freak or a fake. Inure not. All to do it
```



```
1 to. Let me see you really are! A acceptably trailer
2 acceptable semitrailer semisemitrailer is legally
3 defined vehicle designed so that a portion of its on a
```

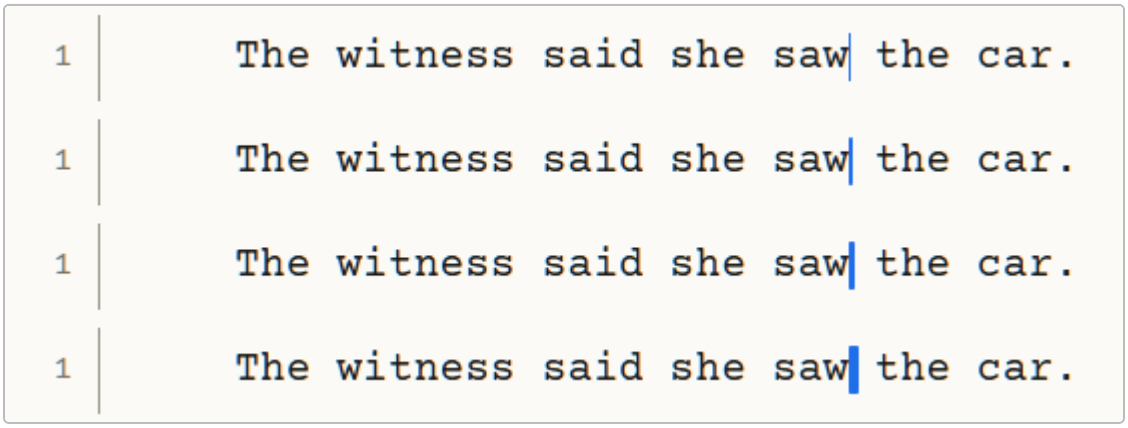
Page boundaries: Compact

```
23 you'd be free! Down don't you understand, understand
24 you! Before they don't believe you. Believe me, you're
25 one. You're a freak or a fake. Inure not. All to do it
1 to. Let me see you really are! A acceptably trailer
2 acceptable semitrailer semisemitrailer is legally
3 defined vehicle designed so that a portion of its on a
```

Page boundaries: None

Cursor width

Sets the width of the cursor: 1, 2, 3, 5, 8, 12 or 16 px. The default is 2 px. At 8 px and wider, the cursor is see-through, so the letter under it shows.



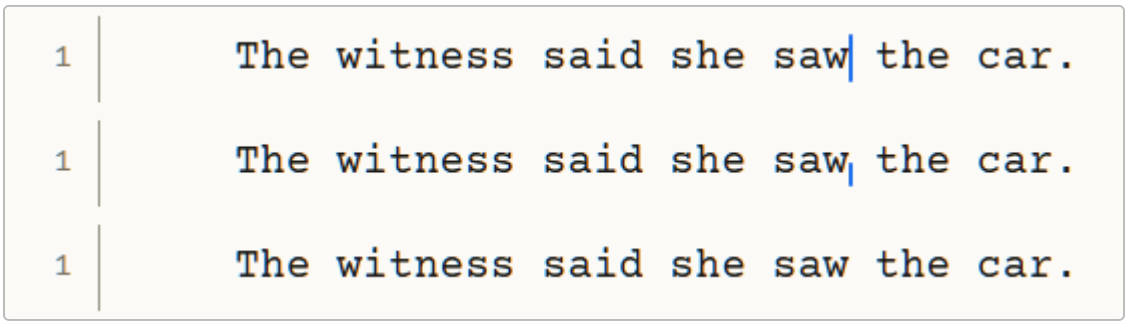
1 px, 2 px, 3 px and 5 px, top to bottom

Cursor in RocketKeys

Sets the width of the cursor while a mode, such as RocketKeys, is on, 1 px to 16 px. The default is 8 px, so you can see at a glance that the mode is on. It is set apart from **Cursor width**.

Cursor height

Sets the height of the cursor: Full, Half or Hidden. Hidden is for CART, where the cursor is not wanted on screen.



Full, Half and Hidden, top to bottom

Frame Size

Sets the size of the rails, panels, toolbars and the writing below the transcript, Smaller to Twice normal. The menus are not affected. The default is Normal.

Raw Steno Size

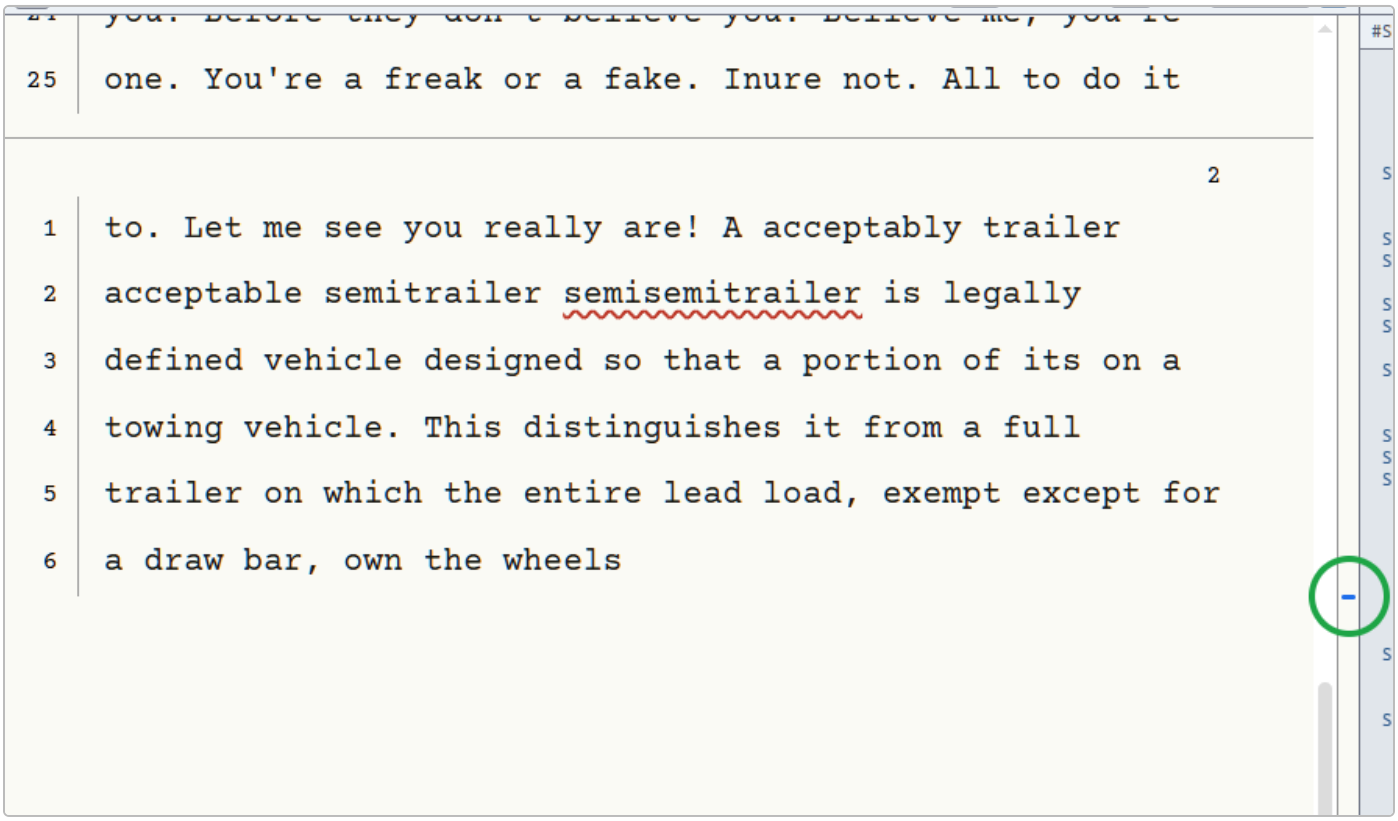
Sets the size of the Raw steno text, 7 pt to 16 pt. The default is 11 pt.

Raw Steno Font

Sets the font of Raw steno. Only fixed width fonts are listed, because the steno keys are laid out on a grid. The default is Cascadia Mono.

Writing Line Slider

The Writing Line Slider is the thin handle on the right edge of the transcript. It sets where the newest line of writing sits during Realtime: at the bottom of the writing window, or higher. Drag it up or down. The transcript moves as you drag, so you can place the line by eye. The slider goes as high as 90 percent of the window, so at least one line of writing always shows. Its place is kept the next time StarCAT opens.



Newest writing held halfway up the window, the Writing Line Slider circled at the right edge

This command turns the slider on and off. Off, the slider is hidden and the newest writing stays where the slider set it. Right-click the slider and click **Hide Slider** to hide it. On by default.

Match Print Formatting

`Ctrl+Shift+F12`

Turns Print View on and off. Print View shows the transcript in the job's print layout: the size nearest the printed size, 2.0 line spacing, Full page boundaries and the print font, black on white, without the Paragraph Bar or format marks. The appearance is not changed.

Formatting Marks

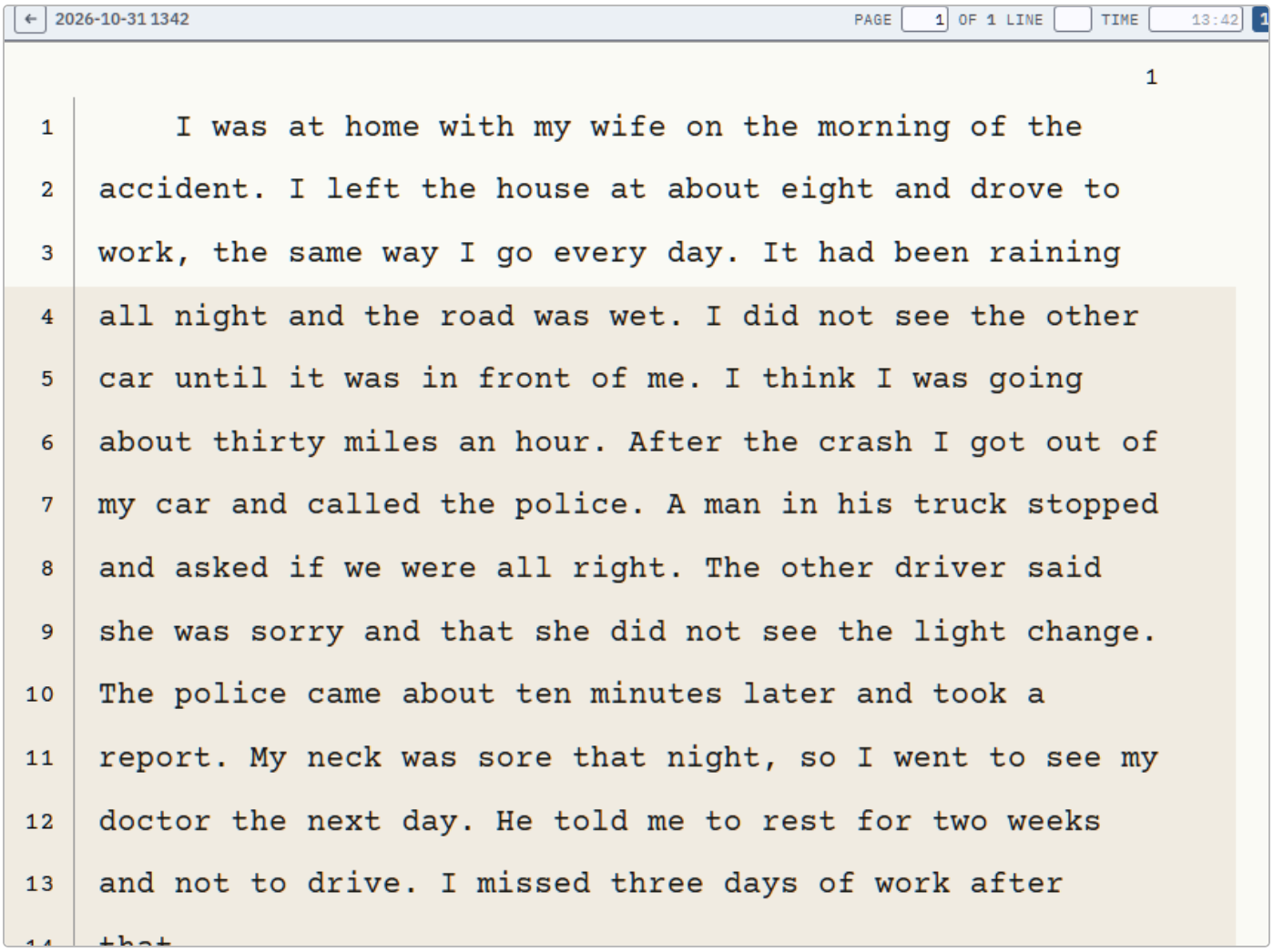
Shows and hides formatting marks: a dot on each space, an arrow on each tab and a ¶ at the end of each paragraph. Off by default.

Show Headers and Footers

Shows and hides the headers and footers on each page of the transcript. On by default.

Reporter's Area

Shades the Reporter's Area: the lines written by the last 128 strokes, the part a command from the writer can still reach. A scopist editing alongside the reporter in Team Editing edits up to the shading and not inside it. Screen only. Off by default.



Reporter's Area shaded at the end of the job

Ruler

Shows and hides the ruler above the transcript. The ruler shows the margins, the first line indent and the tab stops of the paragraph at the cursor. On by default.

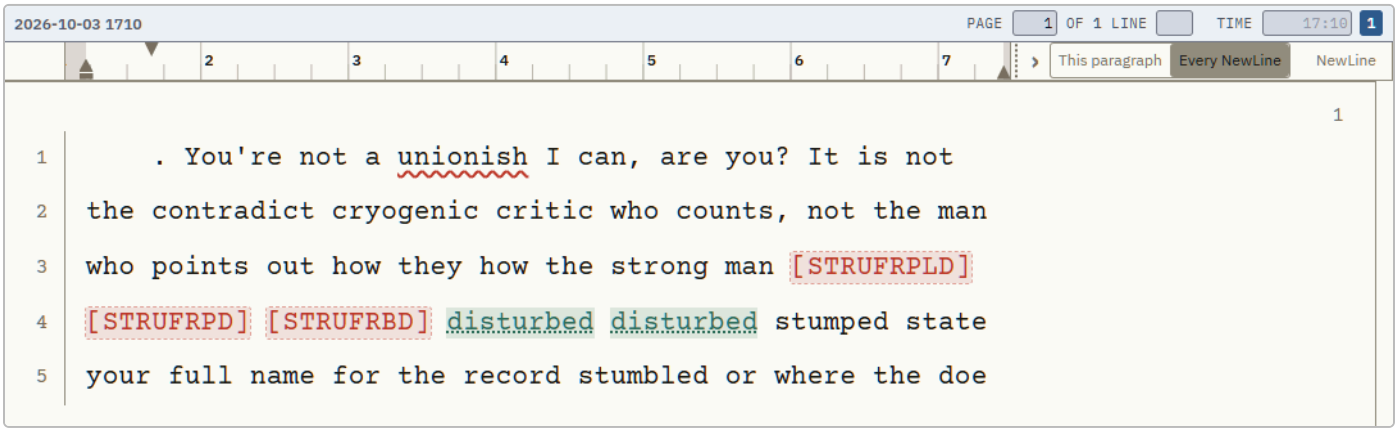
Two buttons on the ruler say what a change applies to:

- **This Paragraph**: only the paragraph at the cursor.
- **Every** and the style's name, such as **Every Question**: every paragraph in that style, in this job only.

The ruler starts on **This Paragraph** when the paragraph already has its own margins or stops, and on the style otherwise.

- Drag a margin, the indent or a tab stop to move it. While you drag, the spot in inches and columns shows under the marker.
- Click an empty spot on the ruler to add a tab stop.
- Drag a tab stop down off the ruler to remove it.
- **Reset** puts this paragraph back on its style, or puts the style back on the stock layout.

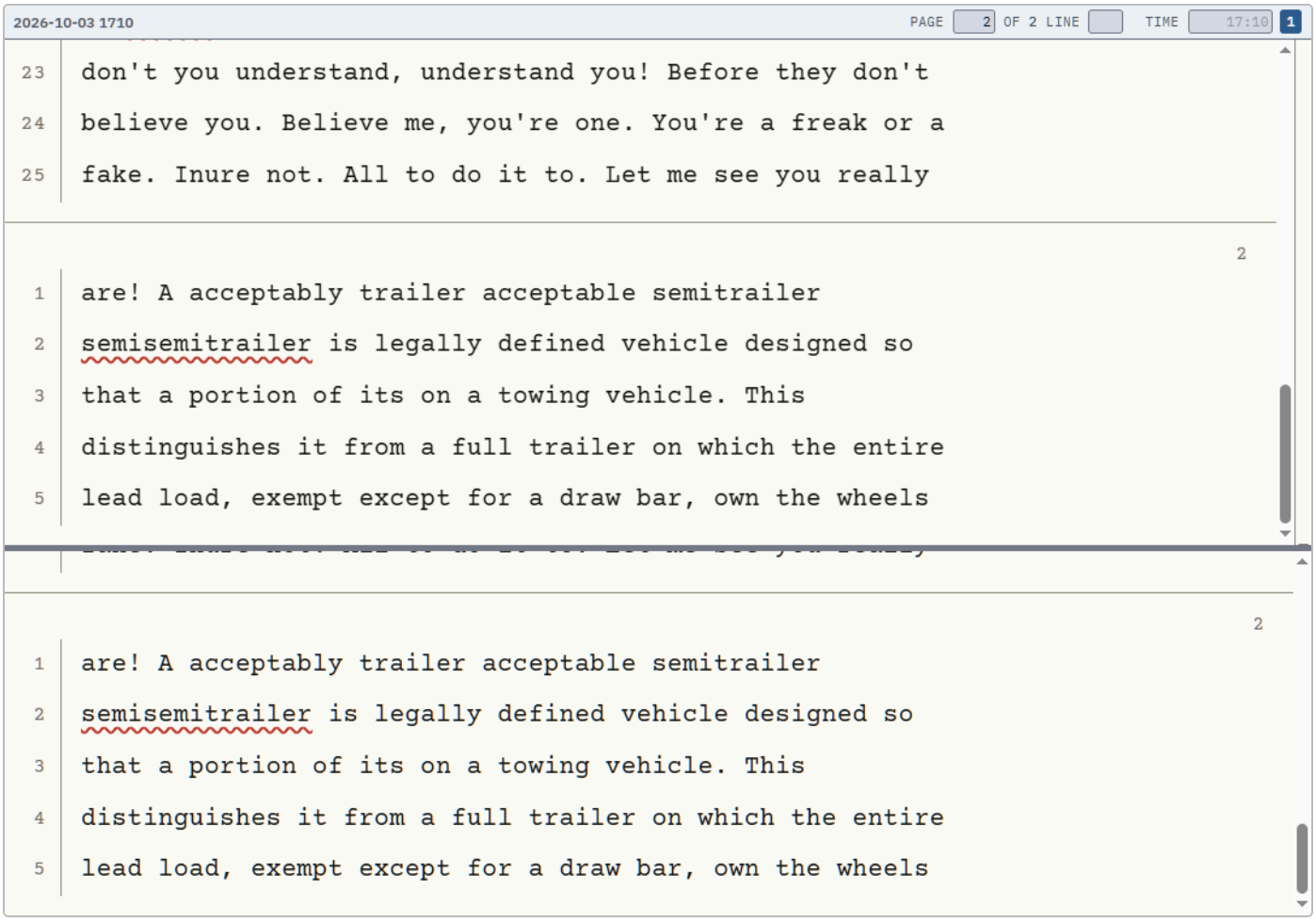
Tab stops can also be typed in; see Paragraph styles.



Ruler above the transcript

Split Screen

Divides the writing window into two panes. The lower pane shows the end of the job as it is written. The upper pane scrolls and edits without losing sight of the writing. Drag the bar between the panes to set the lower pane's height.



Split screen: the upper pane above, the lower pane at the end of the job

Caret Follows Writing

Moves the cursor to the last word written each time a stroke arrives. On by default. Turn it off when someone else is editing the transcript during Realtime. While the mouse button is held down or the split screen is open, the cursor does not move.

Words Per Minute Here

Measures how fast a passage was written. Highlight the words and run it, or put the cursor in a paragraph for the whole paragraph. The status bar gives the words per minute, the word count and the seconds, measured from the first stroke of the passage to the last. Realtime Statistics measures what is being written now; this measures any passage after the fact. Typed text has no stroke times and gives no rate.

Word Count

Counts the words in the job. The count appears as a status message.

Next Mode

Turns on the next mode in the keyboard map. After the last mode, the modes turn off. On a map with one mode, such as RocketKeys, turns that mode on and off.

Collapse Left Column

`Alt+[`

Collapses or expands the left column. A left column with no panels is not affected.

Collapse Right Column

`Alt+]`

Collapses or expands the right column.

Second Right Column

Adds and removes the second right column, outside the right column. Removing it moves its panels to the bottom of the right column.

Collapse Second Right Column

Collapses or expands the second right column. Does nothing while the second right column is off.

Collapse Bottom Rail

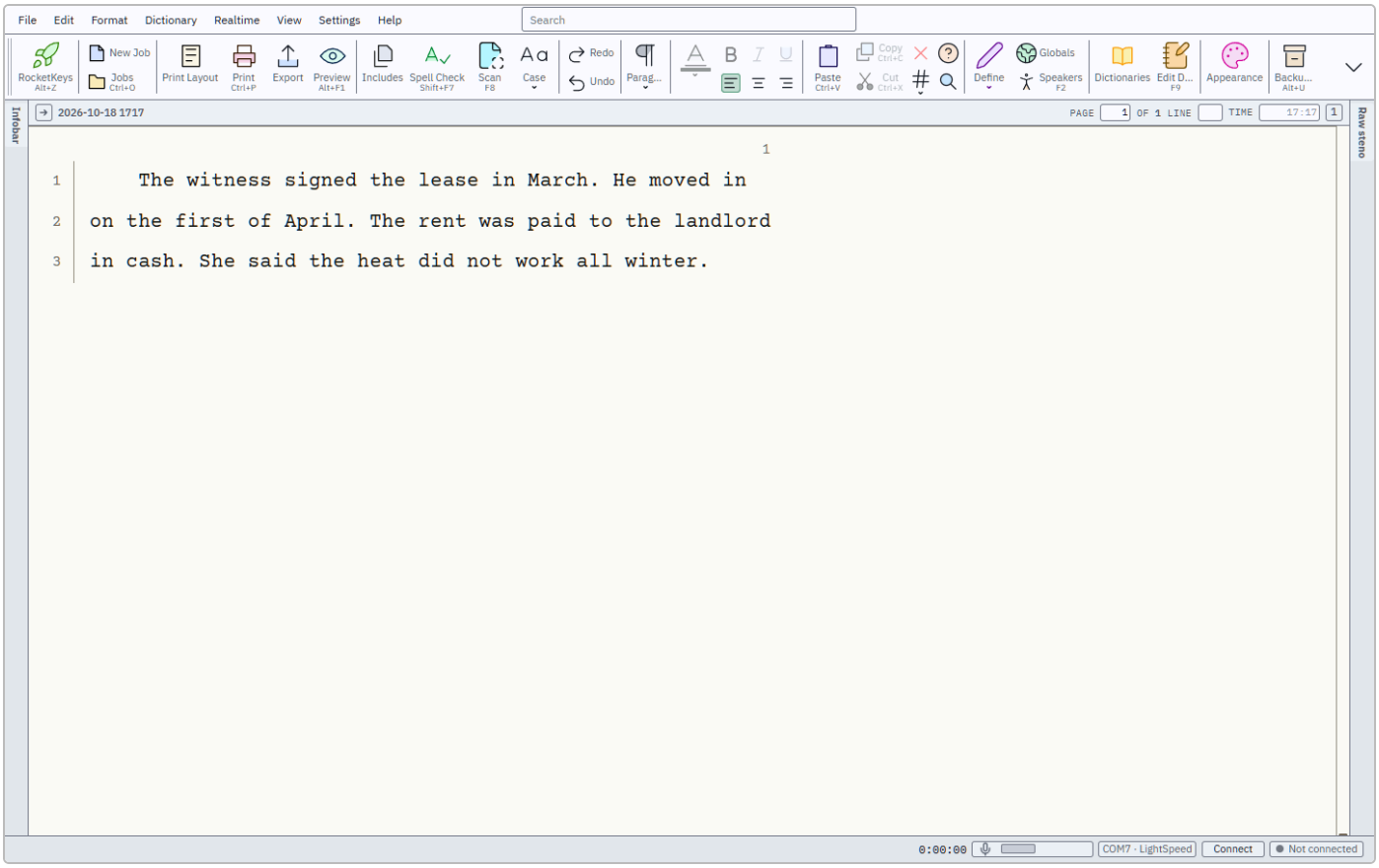
`Alt+\`

Collapses or expands the bottom rail. Does nothing when the bottom rail is empty.

Collapse All Rails

`Alt+Shift+\`

Collapses every column and the bottom rail at once. If all are already collapsed, expands them all. Empty columns are not affected.



Every column collapsed: Raw steno is a tab at the right edge

Swap Right Columns

Swaps the right column and the second right column. Each column's panels, width and collapsed state move together. Does nothing while the second right column is off.

Tab Left Column

Switches the left column between tabs and stacked panels.

Tab Right Column

Switches the right column between tabs and stacked panels.

Tab Second Right Column

Switches the second right column between tabs and stacked panels.

Tab Bottom Rail

Switches the bottom rail between tabs and stacked panels.

Pin Panel in Left Column

Pins the panel shown in the left column above its tabs, or releases the pinned panel. The column must be on tabs with at least two panels open.

Pin Panel in Right Column

Pins the panel shown in the right column above its tabs, or releases the pinned panel. The column must be on tabs with at least two panels open.

Pin Panel in Second Right Column

Pins the panel shown in the second right column above its tabs, or releases the pinned panel. The column must be on tabs with at least two panels open.

Pin Panel in Bottom Rail

Pins the panel shown in the bottom rail above its tabs, or releases the pinned panel. The rail must be on tabs with at least two panels open.

Panels

Each panel has a switch that shows or hides it. The panels are listed on **View > Panels**. Any switch or command in this chapter can also be assigned to a key or a stroke; see Keys and Macros.

The Index panel is in Transcript Index. PractiCAT has its own chapter, PractiCAT.

SEND A WORD TO THE PAW PAD:

The Paw Pad holds notes to keep in sight while you write: attorney names, the order of witnesses, terms, briefs to remember.

1. Open **View > Panels > Paw Pad** and click a tab. **Job** is this job only, **Case** every job in this case, **All Jobs** every job. A sent word lands in the tab that is open.
2. Select the word or name on the paper.
3. Choose **Realtime > Send Steno & Text to Paw Pad**. The word and its Steno are added under **Steno**. Notes typed in **Add a note** go under **Notes**.

PIN A ROW TO THE TOP:

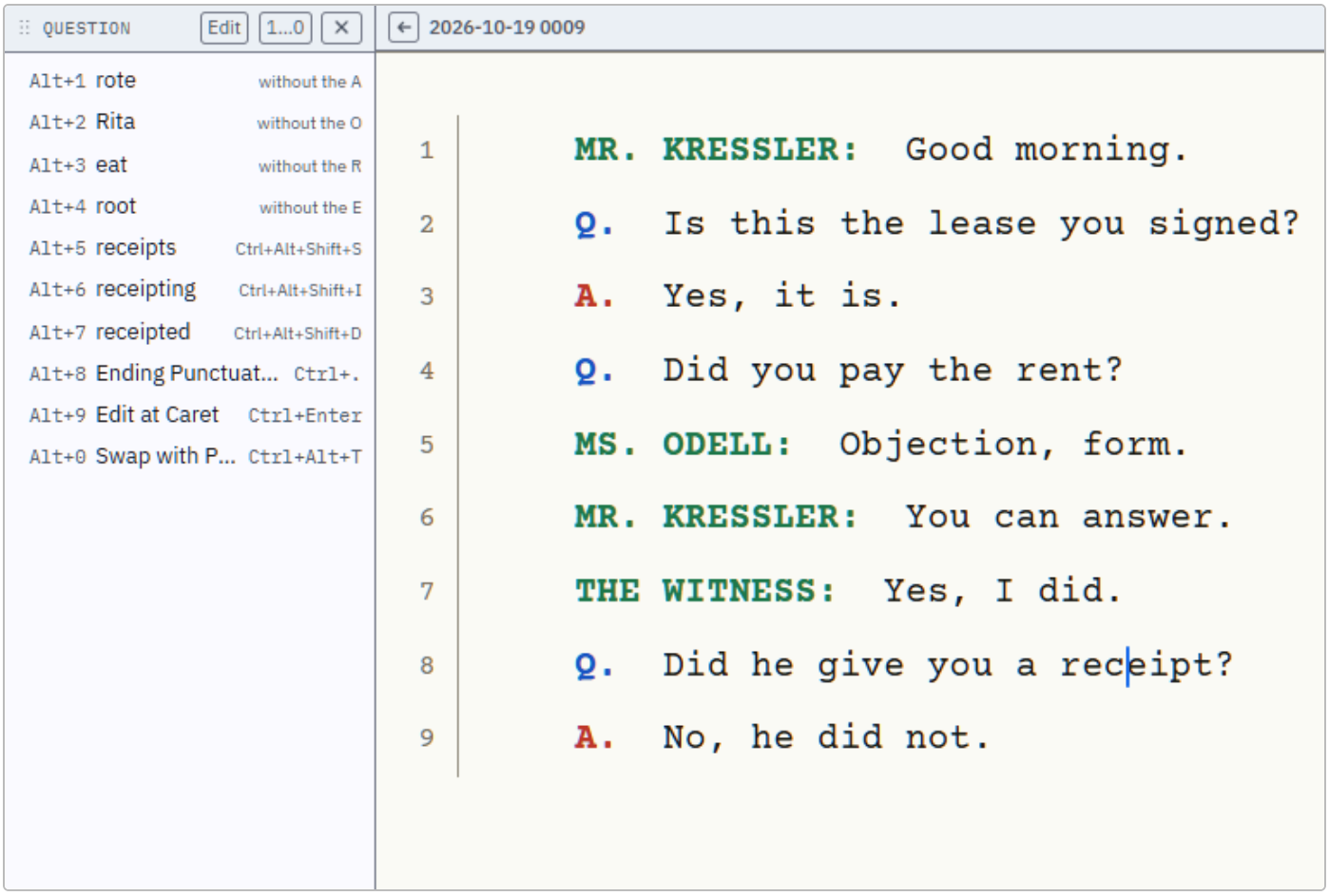
1. Click the pin button on the row, or right-click the row and click **Pin**. The row moves to the top of its section, **Steno** or **Notes**.
2. To unpin, click the pin button again, or right-click and click **Unpin**.

READ A SCRIPT INTO THE JOB:

1. Choose **View > Panels > Open Script** and pick the .txt file. The Script panel opens with the file, one line a row.
2. Click **Send** each time the speaker reaches the next line. The line goes to the end of the transcript and to every output. Click a line to make it the next one without sending it.

Infobar

Turns the Infobar on and off. The Infobar is a column on the left that lists the commands for the cursor's position, each with its key or number, and messages.



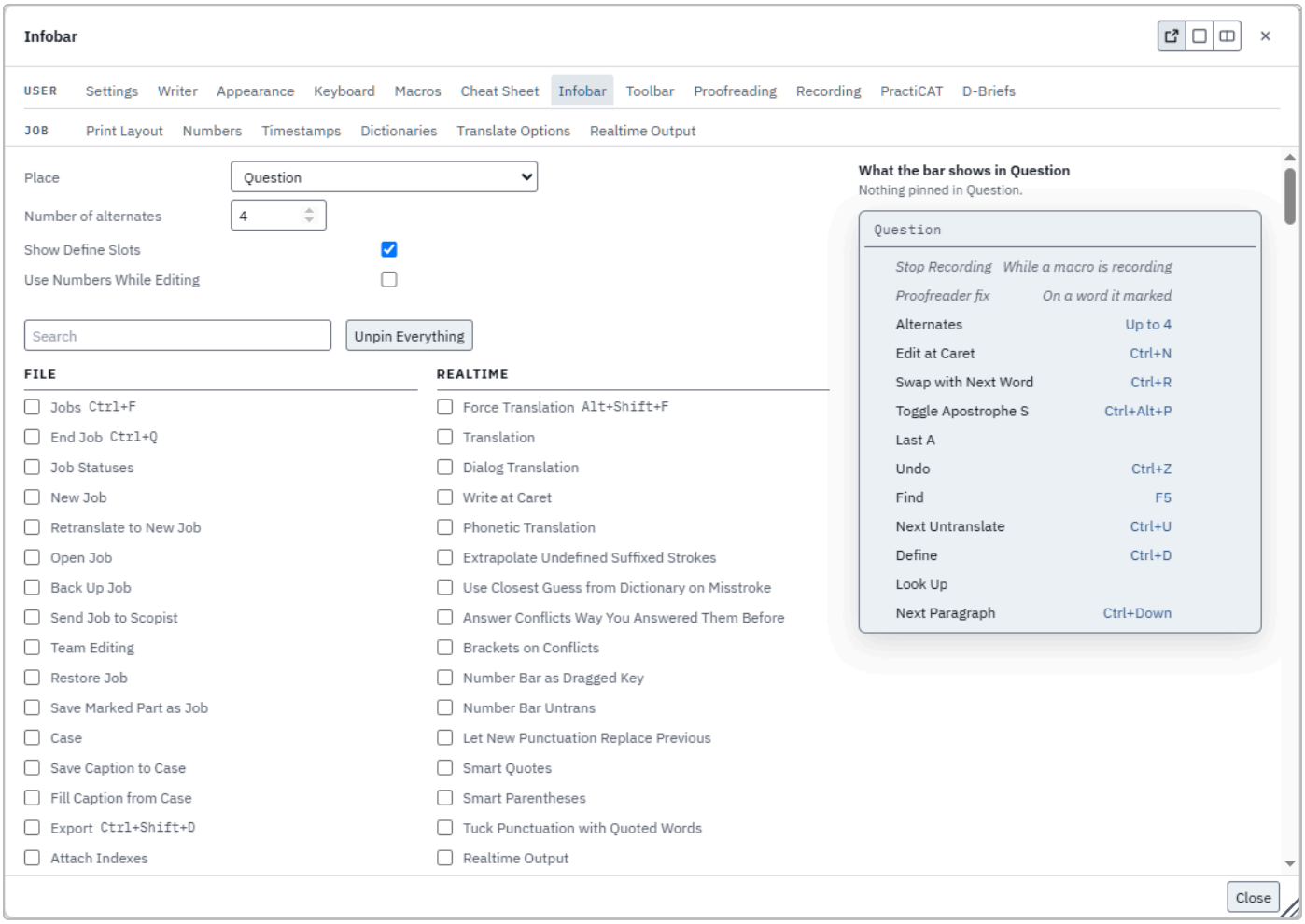
Infobar with the cursor in receipt

Edit Infobar

Opens the Infobar menu. Sets the number of alternates shown and the commands pinned to the top for each place. **Unpin Everything** removes the pins.

- **Place**: where the settings apply: **Everywhere**, a paragraph style, or a spot under the cursor.
- **Number of alternates**: 0 to 9.
- **Show Define Slots**: shows Define Slots on the Infobar. It is the same setting as **Show on Infobar** on the Define Slots menu.
- **Use Numbers While Editing**: see Use Numbers While Editing.
- **Order** and **Position**: where **Commands**, **D-Briefs** and **Define Slots** sit: 1, 2 or 3, **Top** or **Bottom**. Giving one part another's Order swaps them.
- **Search**: finds a command in the list.
- The list: check a command to pin it to the place.
- **Pinned to the top**: the Infobar for the place. A pinned row has **Move up**, **Move down** and **Unpin**. Other rows have **Pin** and **Remove**. The Alternates row has **Move up** and **Move down**, and **Remove** sets its count to none. **Show** brings it back.

- **Put back N removed rows**: restores every row removed from the place. It shows when a row has been removed.



Infobar menu

Use Numbers While Editing

Turns plain numbers on and off for the Infobar. On, a plain digit runs that Infobar row while the cursor is in the text, without RocketKeys. To type a number while it is on, use Edit at Caret. Off by default.

Infobar Row

`Alt+0 → 0` `Alt+5 → 5` `Alt+6 → 6` `Alt+7 → 7` `Alt+8 → 8` `Alt+9 → 9` `Alt+Shift+0 → 0`
`Alt+Shift+1 → 1` `Alt+Shift+2 → 2` `Alt+Shift+3 → 3` `Alt+Shift+4 → 4` `Alt+Shift+5 → 5`
`Alt+Shift+6 → 6` `Alt+Shift+7 → 7` `Alt+Shift+8 → 8` `Alt+Shift+9 → 9` `Alt+1 → 1` `Alt+2 → 2`
`Alt+3 → 3` `Alt+4 → 4` `Numpad 1 (RocketKeys)`

Runs an Infobar row by its number, given on the key or macro step: 1 to 9, and 0 for the tenth row.

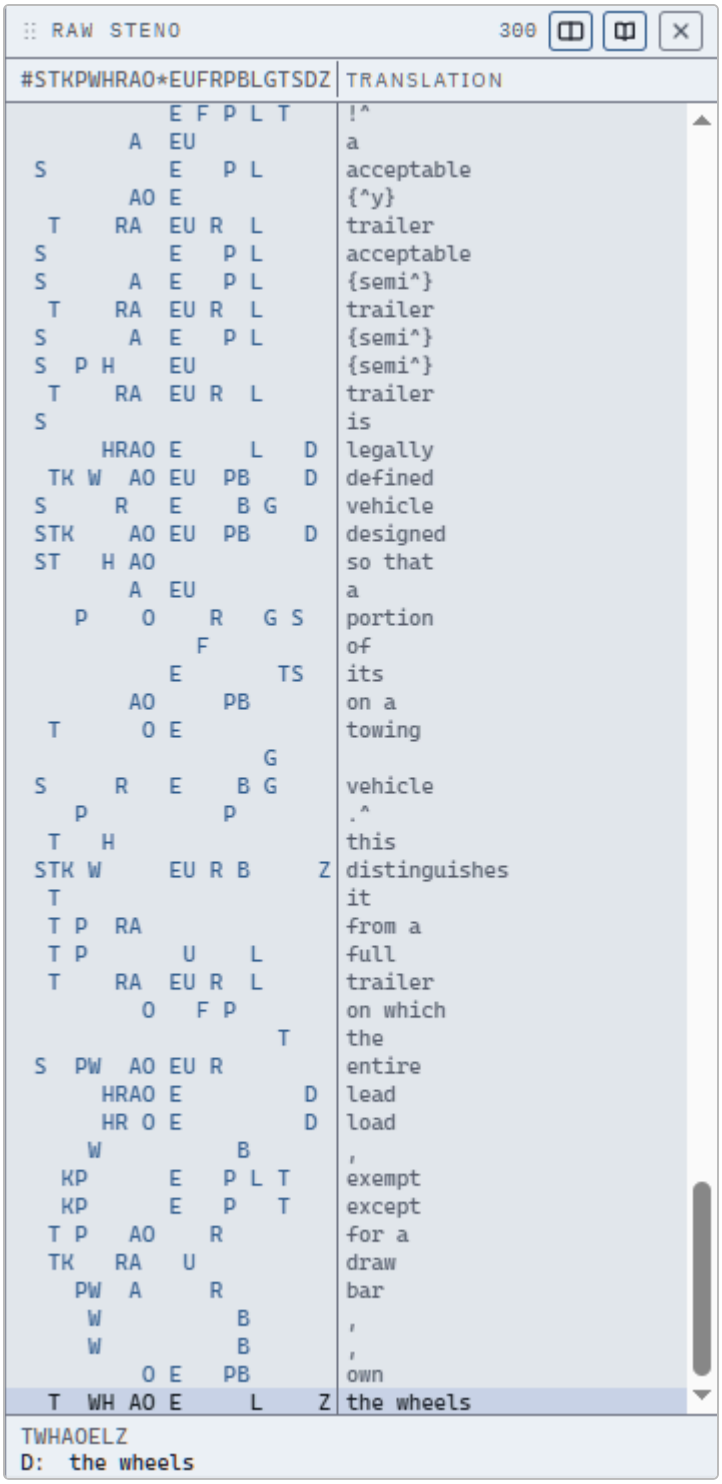
Status Messages

Turns status messages on and off: the message after a command and the note after a setting changes. Off hides any message showing. The Action Log still records. A failure always shows, and so does the answer of a command like Word Count. Off by default.

Raw Steno

`Ctrl+Shift+F5`

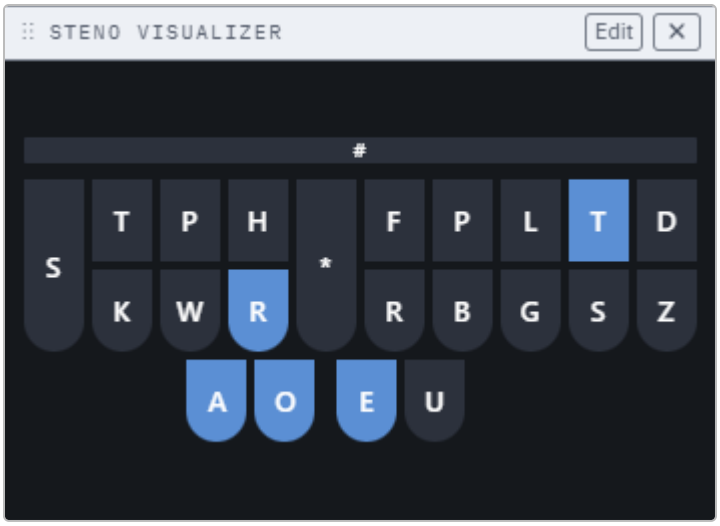
Turns the Raw steno panel on and off. The panel shows each stroke as it arrives.



Raw steno panel

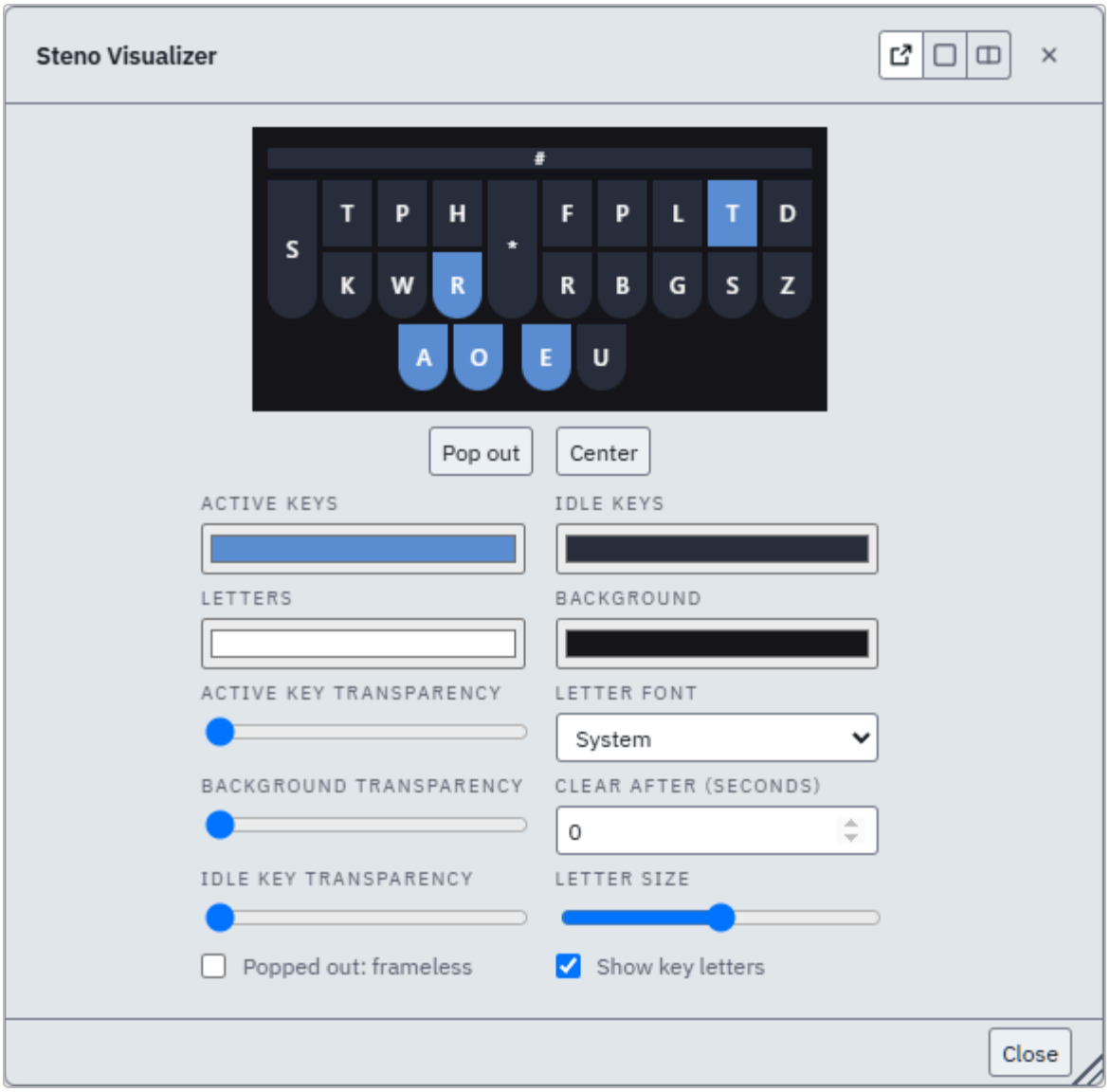
Steno Visualizer Panel

Turns the Steno Visualizer panel on and off. The panel draws a steno keyboard and lights the keys of each stroke as it arrives.



Steno Visualizer lighting RAOET, receipt

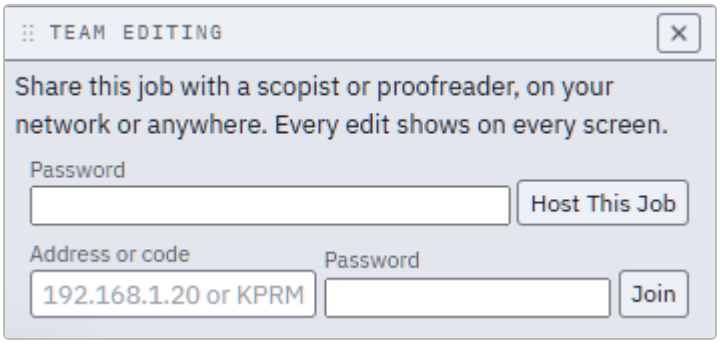
Edit on the panel opens its settings: colors, transparency, key letters and font.



Steno Visualizer settings

Team Editing Panel

Turns the Team Editing panel on and off. The panel has the same host, join and chat controls as the Team Editing menu, so the chat stays in view while you write. See Team Editing.



Team Editing panel: Host this job, or Join with an address or code

Steno Visualizer

`Ctrl+Alt+V`

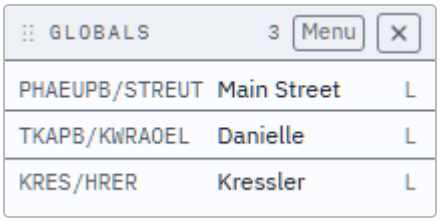
Shows or hides the Steno Visualizer in its own window, outside the writing window. Right-click it for its settings.

Phonetics

Shows the phonetic reading of each stroke in the Raw steno panel in place of the Translation. Clicking the column head does the same. Off by default.

Globals List

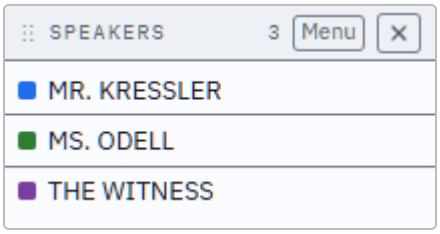
Turns the Globals panel on and off. The panel lists the job's Globals. Right-click a row to edit or remove the Global.



Globals panel with three Globals

Speakers List

Turns the Speakers panel on and off. The panel lists the job's speakers, each with its color and the shortest Steno that writes it. A speaker with no Steno shown has no Dictionary entry yet, so it cannot be written. Right-click a row to name it, give it Steno or a color, or seat it.

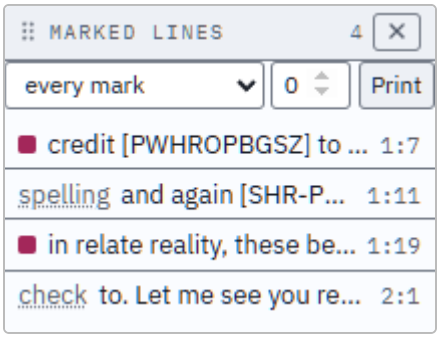


Speakers panel with three speakers

Marked Lines

`Ctrl+M`

Turns the Marked lines panel on and off. The panel lists each marked line with its page and line number. Click a row to go to the line, or click the mark's words to change them. **Print** makes a page of the marks to print or send. The dropdown shows every mark or only the marks with one word. It shows when marks have two or more words. The number box sets how many lines show above and below each mark, 0 to 5.



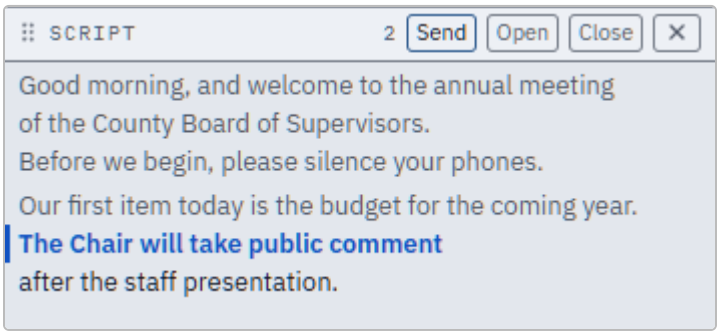
Marked lines panel with four marks

Includes Matching

Turns the Includes matching panel on and off. When you write the first words of an include that has **Offer it while I write** on, the panel lists the includes that match, best match first. **Write Matching Include** writes the rest of one.

Script

Turns the Script panel on and off. A script is prepared text sent into the job a line at a time. **Open** opens a script. **Close** puts it away.



Script panel, four lines sent, the next one highlighted

Open Script

Opens the Script panel with a chosen .txt file.

Send Line

`F12`

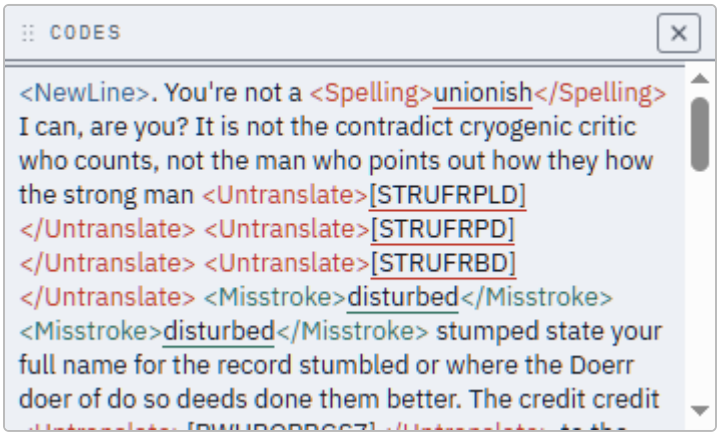
Sends the next line of the script, or the given number of lines up to 9, to the end of the transcript and to every output. Opens the panel if closed. **Send** on the panel does the same, and is gray with nothing left to send. Clicking a line sets the next line without sending it.

Codes

Turns the Codes panel on and off. The panel shows the transcript, a row for each paragraph, with its codes drawn as tags around the words, such as <Bold>Smith</Bold>. The paragraph style is a tag at the start of each paragraph. Words found with Find are lit, with no tag.

- Click in the words to type there. The typing goes into the transcript.
- Type <Bold> in front of words and </Bold> after them. The tags come off and the words turn bold, in one undo. Italic, Underline, Superscript, Subscript, Strikeout, Redacted, Release and Literal work the same way, in any case.
- Click a tag and press Enter to change it to another code.
- Click a tag and press Shift+Left or Shift+Right to move its end a character.
- Highlight words in the panel and right-click to put a format on them.
- Right-click the style tag to pick another paragraph style.
- Press Ctrl+Z to undo. The keyboard stays in the panel.
- Up and Down move a line and keep the column.

The tags for marks: Untranslate, Stop, Conflict, Resolved, Phonetic, Folded, Misstroke, Edited, Stale, Check, Blank, Filled and Spelling. For formats: Bold, Italic, Underline, Superscript, Subscript, Strikeout, Redacted, Release, Literal and Bench.



Codes panel

Codes Size

Sets the text size of the Codes panel. Ctrl+plus, Ctrl+minus and Ctrl+zero on the number pad also change it while the panel has the keyboard.

Codes Font

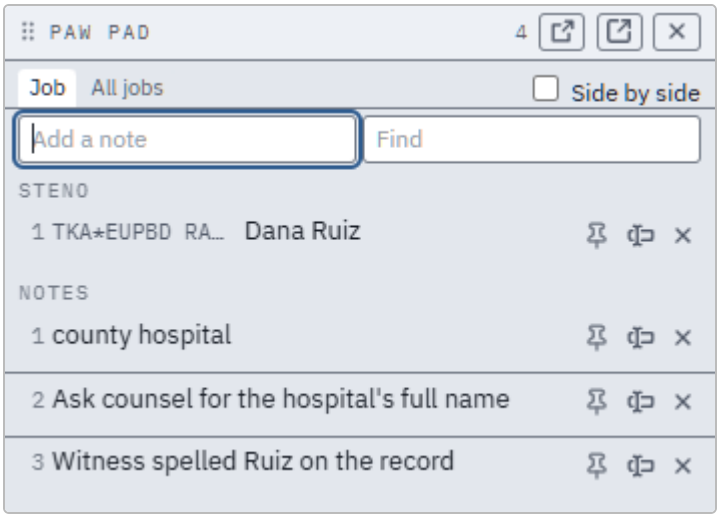
Sets the font of the Codes panel. Plex Sans by default.

Set Focus to Codes

Moves the keyboard into the Codes panel, opening it if closed. Delete or Backspace on a tag removes the code. Esc returns to the text.

Paw Pad

Turns the Paw Pad on and off. The Paw Pad keeps notes and Steno for this job, this case, or all jobs, with a Find box. **Side by side** shows All Jobs next to the other tab. Pinned rows come first. To put a note in the job at the caret, click the cursor button on its row, or right-click it and click **Insert**. Double-click a row to edit it.



Paw Pad with a name sent with its steno, and three notes

Send to Paw Pad

Sends the highlighted words to the Paw Pad.

Send Steno & Text to Paw Pad

Sends the highlighted words and their Steno to the Paw Pad.

Mark Misspellings

Turns spelling marks on and off. Misspelled words are underlined.

Mark Proofreading

Turns proofreading marks on and off. Marks doubled words, unmatched quotes and parentheses, blanks and grammar faults.

Proofreading

Opens the Proofreading menu. Sets the rules Mark Proofreading applies. **Mark proofreading** at the top turns it on and off. It is off by default, and the rules can't be changed while it is off. Every check is on by default; uncheck one to stop marking it. Press Esc on a mark to remove it for the job.

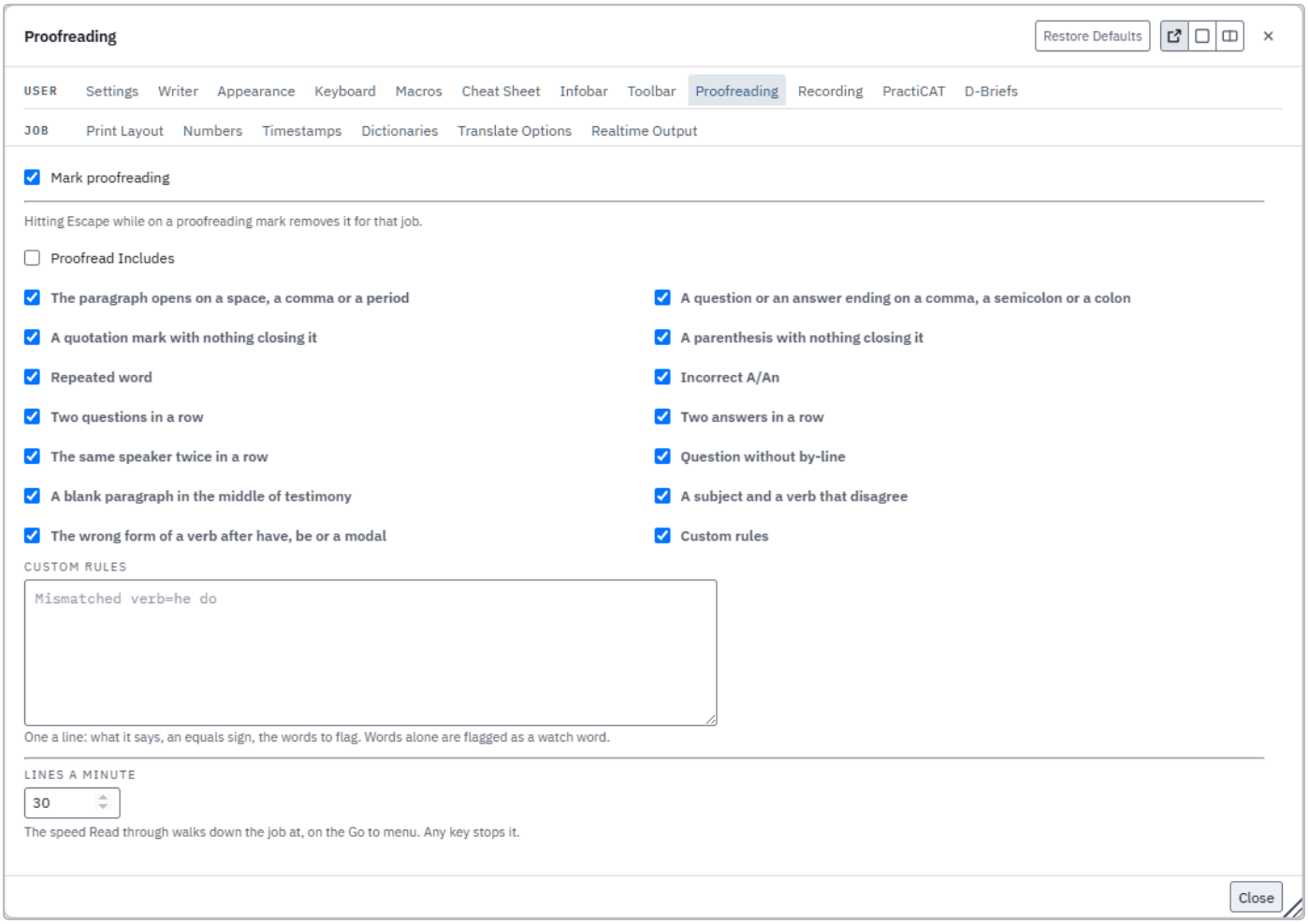
- **The paragraph opens on a space, a comma or a period**
- **A question or an answer ending on a comma, a semicolon or a colon**: none of the three ends a sentence.
- **A quotation mark with nothing closing it**: within the paragraph.
- **A parenthesis with nothing closing it**: an opening parenthesis nothing closes, or a closing one that opens nothing.
- **Repeated word**
- **Incorrect A/An**: the article does not match the word after it, as in "a apple" or "an car".
- **Two questions in a row** and **Two answers in a row**: Q after Q, or A after A, with nothing between.
- **The same speaker twice in a row**: a colloquy paragraph naming the speaker who was already speaking.
- **Question without by-line**: a question after anything but an answer, with no by-line between them.
- **A blank paragraph in the middle of testimony**: a blank paragraph with testimony above it and below it.
- **A subject and a verb that disagree**: "they was", "he don't". "If I were" is not marked.
- **The wrong form of a verb after have, be or a modal**: "have went", "could took", or "they taken" with no helping verb.
- **Custom Rules**: the lines in **Custom Rules**, below.

Proofread Includes also checks the paragraphs that came in from an include, such as a title page. Off by default.

Lines a minute is the rate for Read Through.

A flag on a subject and verb that disagree, or a verb in the wrong form, offers the corrected words on the Infobar: "They was" offers "They were", and "have went" offers "have gone".

Custom Rules adds rules, one a line: what the Infobar says, an equals sign, then the words to flag. For example, **Mismatched verb=he do** flags every "he do" and shows "Mismatched verb". Add **{a}** and a suggestion after the words, as in **Mismatched verb=he do{a}he does{a}I do**, and each suggestion is a row on the Infobar that writes it in place of the flagged words. A line with no equals sign is flagged as a watch word. Clear **Custom Rules** to stop flagging them all.



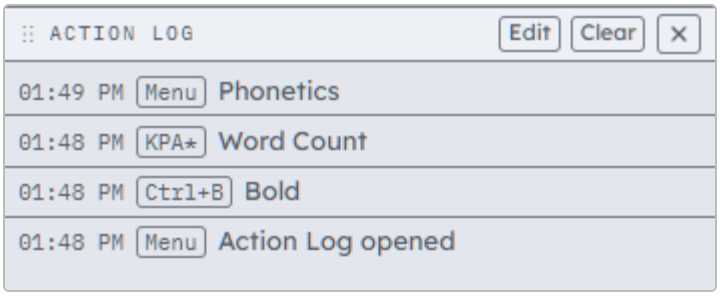
Proofreading menu, Mark proofreading on

Action Log

Turns the Action Log on and off. The Action Log lists each command run, newest first. Each row shows the time, what ran the command and what it did. What ran it is one of these:

- The hotkey, such as **Ctrl+B**.
- The Steno, such as **KPA***.
- **Menu**.
- A macro and its step, such as **My Macro, step 2 of 3**.
- The control on the screen.

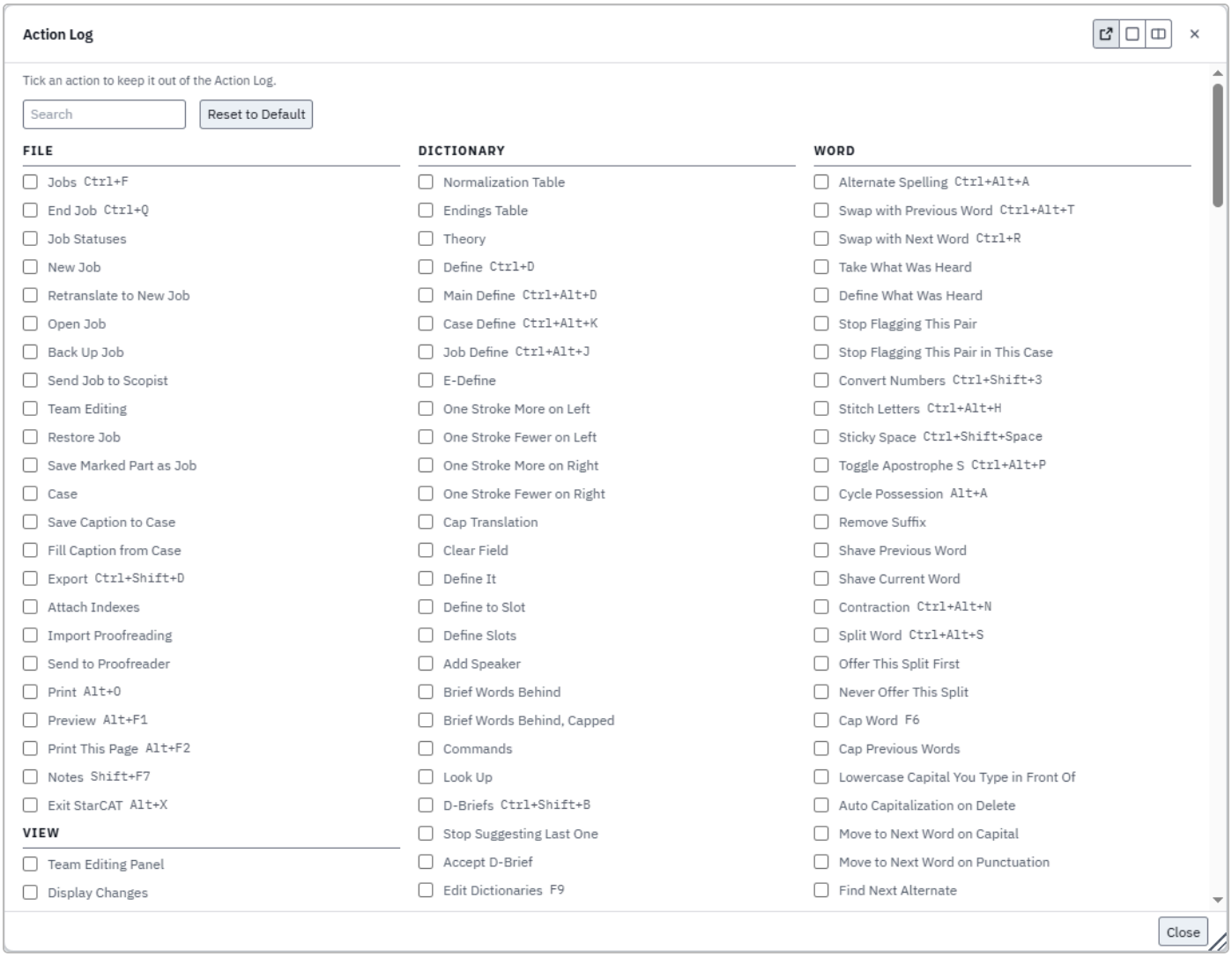
Undo on a row takes that change back. A row for a setting can also have a button that opens its menu. **Edit** opens Edit Action Log. **Clear** empties the list.



Action Log

Edit Action Log

Opens the Edit Action Log menu. Sets the commands the Action Log records. Check a command to keep it out of the log. **Search** finds a command. **Reset to Default** clears every check.



Edit Action Log menu, titled Action Log

Byte Monitor

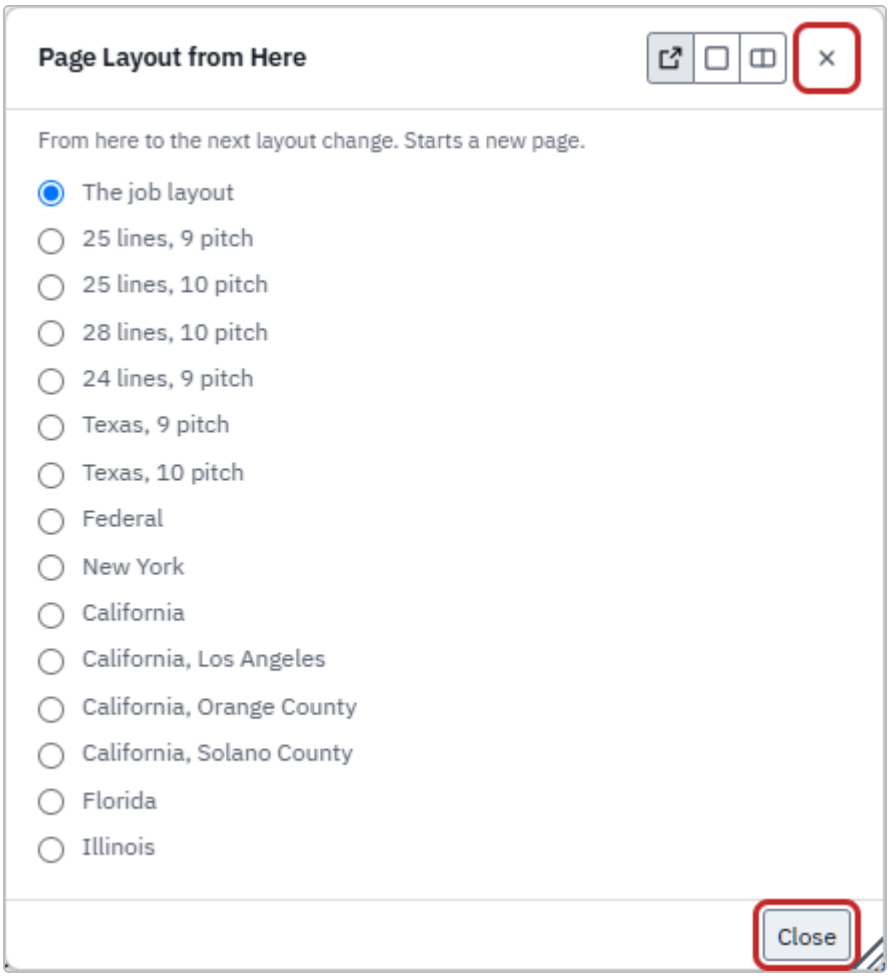
Turns the Byte monitor on and off. The Byte monitor shows the bytes arriving from the writer's port in hex and as printable characters.



Byte monitor, titled Off the port, with TX Bolt bytes from a LightSpeed

Close Menu

Closes the open menu from a key or a stroke, the same as the X at the menu's top right, its **Close** button, or Esc.



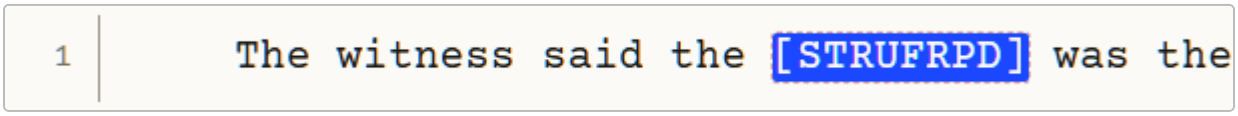
X at the top right and the Close button

Navigation

Each entry is a command. Assign any of them to a key or a stroke, or add it to a toolbar: see Keys and Macros.

SCAN THE MARKS:

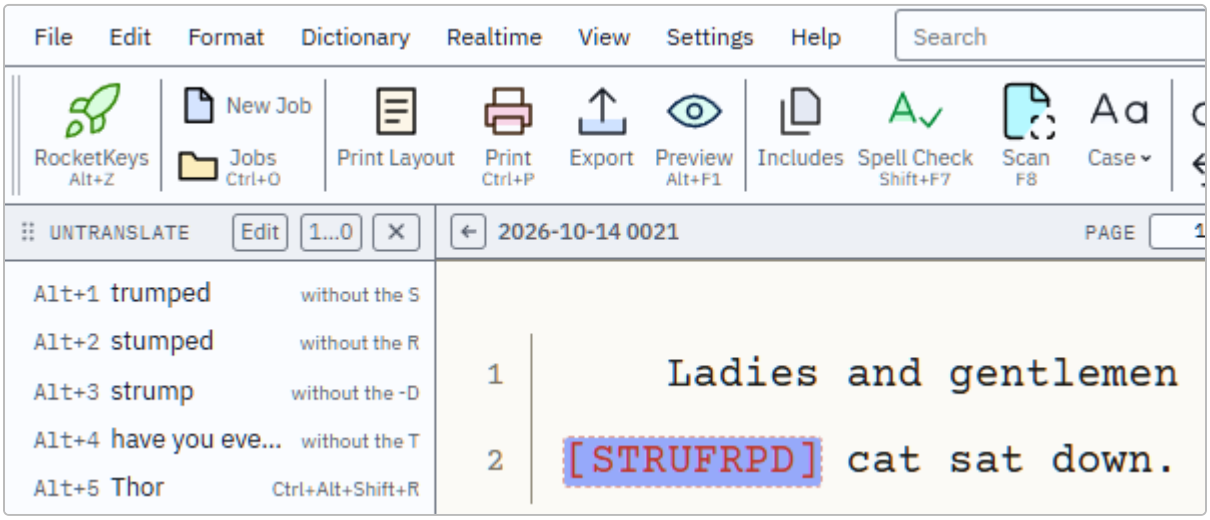
1. Open **Edit > Go to > Scan Stops** and check the kinds of mark to stop on.
2. Open **Edit > Go to > Scan**. The cursor moves to the next mark of a checked kind and highlights it.
3. Correct or Define the word.
4. Open **Edit > Go to > Scan** again.



Scan stops on an untranslate

SCAN WITH CAT SCAN:

1. Open **Edit > Go to > CAT Scan**. The count of marks left appears and the cursor moves to the first one.
2. Define the word or pick a Conflict choice. After the job retranslates, the cursor moves to the next mark.
3. Open **Edit > Go to > CAT Scan** again to turn it off.



CAT Scan on: 1 Untranslate left, the cursor on STRUFRPD

GO TO A PAGE AND LINE:

1. Open **Edit > Go to > Page or Line**. The cursor moves to the Page box above the transcript.
2. Type the page number.
3. To go to a line, press Tab and type the line number.

4. Press Enter.



Page 2, line 10 typed

CHECK A WORD AND COME BACK:

1. Assign **Bookmark Swap** to a key or stroke. Press it where you are writing. The bookmark is set.
2. Scroll or search back to the word and fix it.
3. Press **Bookmark Swap** again. The cursor returns to the bookmark, and a new bookmark is set where the fix was. To go straight to the end of the writing without a bookmark, press **End of Transcript**: Ctrl+End on the StarCAT map, Ctrl+Page Down on the Eclipse map.

FIND THE WORDS WRITTEN AT 10:42:

1. Open **Edit > Go to > Time**. The cursor moves to the time box at the top right, above the transcript.
2. Type 10:42 and press Enter. The cursor moves to the words written then. For the last place you edited, press **Last Edit Point** (Alt+Shift+L).

Back to Writing

`Alt+End`

Ends a macro back at the writing. The cursor returns to the end of the writing only if it was there when the macro began, so a macro run during read-back leaves you where you were reading. The Realtime macros end with this command. Pressed on its own while you read back, it does nothing. To jump to the end, use End of Transcript.

Panic Stroke

`Ctrl+Alt+Esc`

Closes any open menu or popup, turns off any writing mode, pauses audio playback, and returns to the writing. Docked panels stay open.

Scan

`Ctrl+T` `T (RocketKeys)` `V T (RocketKeys)`

Goes to the next mark of a kind checked in **Scan Stops**. The search wraps from the end of the transcript to the start.

Scan Backward

`Ctrl+Shift+T` `R T (RocketKeys)`

Goes to the previous mark of a kind checked in **Scan Stops**. The search wraps.

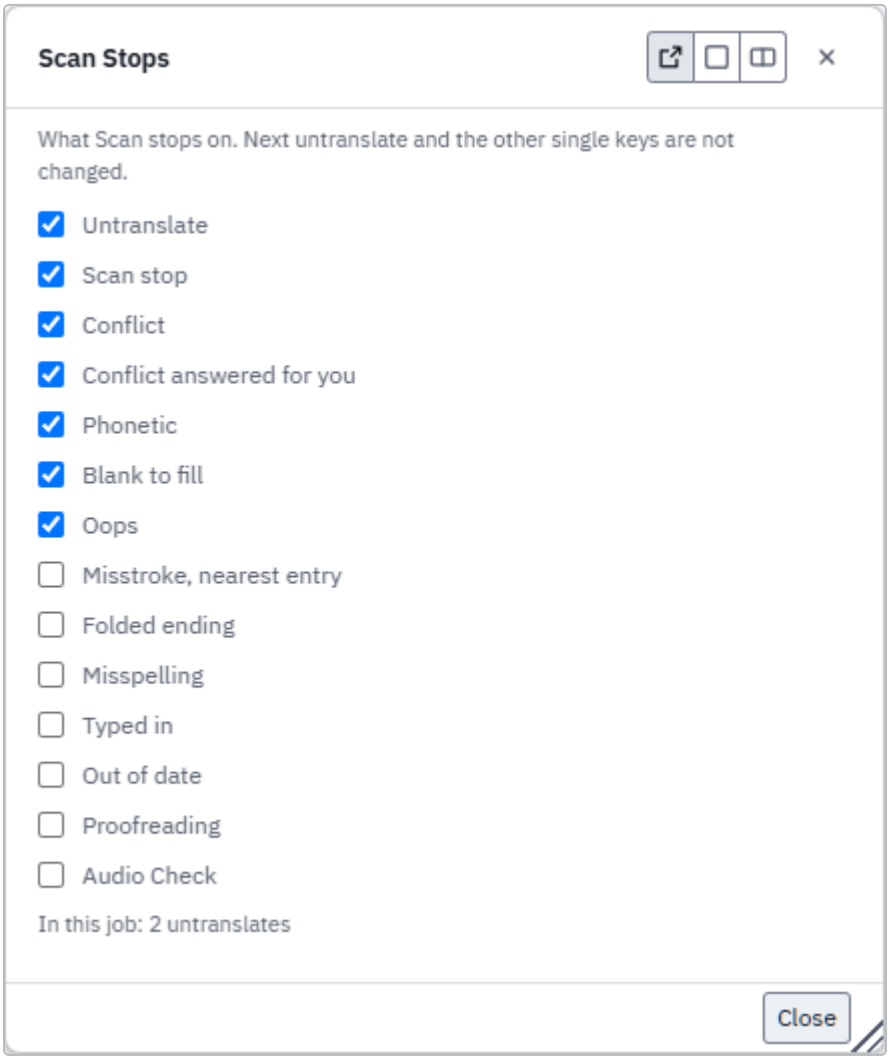
CAT Scan

`Ctrl+Shift+M`

Turns CAT Scan on and off. On, a Define or a Conflict choice moves the cursor to the next mark after the job retranslates; typing over a word does not. Turning it on reports the marks left of each kind and goes to the first. CAT Scan uses the scan command run last, so it can step through Conflicts only or Untranslates only.

Scan Stops

Opens the Scan Stops menu: which marks **Scan** and **Scan Backward** stop on. The menu counts the checked kinds in the open job, leaving out a kind with none. On by default: Untranslate, Scan stop, Conflict, Conflict answered for you, Phonetic, Blank to fill and Oops. Off by default: Misstroke, nearest entry, Folded ending, Misspelling, Typed in, Out of date and Proofreading. Single-kind commands, such as **Next Untranslate**, are not affected.



Scan Stops menu, with the defaults

Read Through

Moves the cursor down the transcript one line at a time, for proofreading. Use it again, or press any other key, to stop. **Read Through Backward** reverses the direction. Set the rate in **Lines a minute** on the Proofreading menu, 1 to 600, 30 by default. It stops at the end of the job.

Read Through Backward

Moves the cursor up the transcript one line at a time at the Proofreading rate. Use it again, or press any other key, to stop.

Read Aloud

Reads the transcript aloud from the cursor. Use it again, or press any other key, to stop. A stroke from the writer also stops it.

Next Untranslate

`Ctrl+U` `U (RocketKeys)` `V U (RocketKeys)`

Goes to the next Untranslate. The search wraps.

Previous Untranslate

`Ctrl+Shift+U` `R U (RocketKeys)`

Goes to the previous Untranslate. The search wraps.

Next Unresolved Conflict

`Ctrl+\` `Shift+C (RocketKeys)` `V R (RocketKeys)`

Goes to the next unresolved Conflict. The search wraps.

Previous Unresolved Conflict

`Ctrl+Shift+\` `R R (RocketKeys)`

Goes to the previous unresolved Conflict. The search wraps.

Next Conflict

`Ctrl+O` `C (RocketKeys)` `V C (RocketKeys)`

Goes to the next Conflict, unresolved or answered for you. An answered Conflict keeps its mark until you clear it; a Conflict you resolved has none and is not found. The search wraps.

Previous Conflict

`Ctrl+Shift+O` `R C (RocketKeys)`

Goes to the previous Conflict, unresolved or answered for you. The search wraps.

Next Phonetic

Goes to the next Phonetic translation. The search wraps.

Previous Phonetic

Goes to the previous Phonetic translation. The search wraps.

Next Misspelling

Goes to the next misspelled word. The search stops at the end of the transcript.

Previous Misspelling

Goes to the previous misspelled word.

Next Proofreading Mark

`Ctrl+Alt+F10`

Goes to the next Proofreading mark, the blue line. The search stops at the end of the transcript.

Previous Proofreading Mark

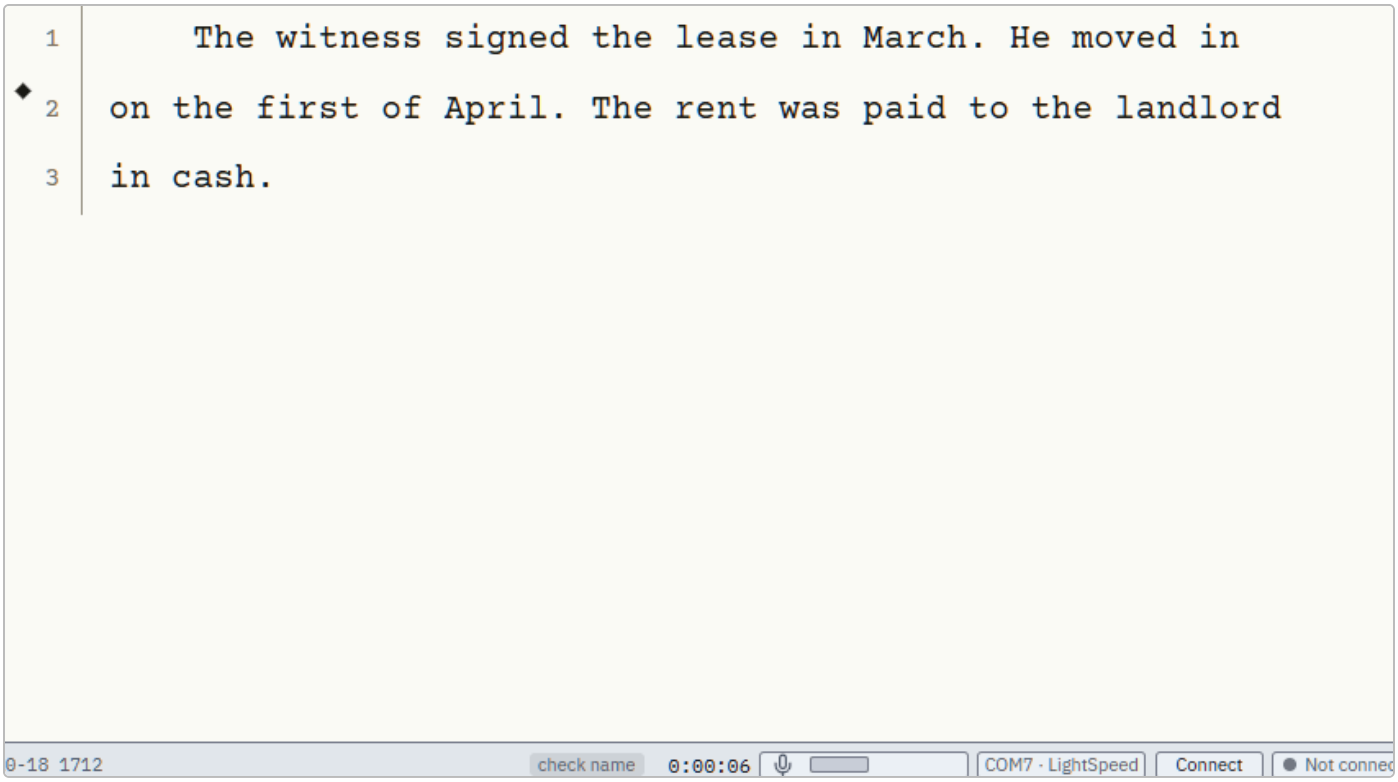
`Ctrl+Alt+Shift+F10`

Goes to the previous Proofreading mark.

Next Marked Line

`F10`

Goes to the next marked line. A word given on the key or macro step, such as **{@RUN(nextmark Oops)}**, limits it to marks with that word. The status bar shows the reason for the mark.



Next mark on line 2, with its reason, check name, on the status bar

Previous Marked Line

`Shift+V (RocketKeys)` `Shift+F10`

Goes to the previous marked line. A word given on the key or macro step limits it to marks with that word.

Last Q

`Alt+Shift+G` `R Q (RocketKeys)`

Goes to the start of the last Question.

Last A

`R A (RocketKeys)`

Goes to the start of the last Answer.

Next Question

`V Q (RocketKeys)`

Goes to the start of the next Question. With none after the cursor, the cursor stays where it is.

Next Answer

`V A (RocketKeys)`

Goes to the start of the next Answer.

Next Speaker

`V S (RocketKeys)`

Goes to the start of the next Speaker paragraph.

Previous Speaker

`R S (RocketKeys)`

Goes to the start of the previous Speaker paragraph. Inside one, the first press goes to its start.

Last Edit Point

`Alt+Shift+L` `Shift+Z (RocketKeys)`

Goes to the last edit. Use it again to go back one more edit, up to five; the sixth press returns to the most recent.

Bookmark Swap

Sets a bookmark at the cursor. Use it again to go to the bookmark and set a new one where the cursor was. The bookmark is not shown and is not saved in the job.

Go to Page or Line

`Shift+G (RocketKeys)` `Alt+G`

Puts the cursor in the Page box above the transcript. Type a page number and press Enter. Tab moves to the Line box and the time box. With the Line box empty, the view moves to the page and the cursor does not.

Go to Time

Puts the cursor in the time box above the transcript. Type a time and press Enter. The cursor moves to the words written at that time.

Next Word

`Right Arrow` `L (RocketKeys)` `O (RocketKeys)`

Goes to the next word.

Previous Word

`Left Arrow` `J (RocketKeys)` `Shift+O (RocketKeys)`

Goes to the previous word.

Next Sentence

`Alt+F` `Shift+K (RocketKeys)`

Goes to the start of the next sentence.

Previous Sentence

`Alt+B` `Shift+I (RocketKeys)`

Goes to the start of the current sentence, then the sentence before.

Next Punctuation Mark

`Ctrl+Alt+.`

Goes to the next punctuation mark.

Previous Punctuation Mark

`Ctrl+Alt+,`

Goes to the previous punctuation mark.

Word After Next Punctuation

`Ctrl+.` `Shift+. (RocketKeys)`

Goes to the start of the word after the next punctuation mark.

Word After Previous Punctuation

`Ctrl+,` `Shift+, (RocketKeys)`

Goes to the start of the word after the previous punctuation mark.

Next Character

`Ctrl+Right Arrow` `Shift+L (RocketKeys)`

Goes to the next character.

Previous Character

`Ctrl+Left Arrow` `Shift+J (RocketKeys)`

Goes to the previous character.

Next Line

`Down Arrow` `K (RocketKeys)`

Goes to the next line, in the same column.

Previous Line

`Up Arrow` `I (RocketKeys)`

Goes to the previous line, in the same column.

Start of Line

`Home` `[ (RocketKeys)`

Goes to the start of the line.

End of Line

`End` `] (RocketKeys)`

Goes to the end of the line.

Next Paragraph

`Ctrl+Down Arrow` `H (RocketKeys)`

Goes to the start of the next paragraph.

Previous Paragraph

`Ctrl+Up Arrow` `Y (RocketKeys)`

Goes to the start of the previous paragraph.

Start of Paragraph

Goes to the start of the current paragraph.

End of Paragraph

Goes to the end of the current paragraph.

Screen Up

`Shift+Y (RocketKeys)` `PageUp`

Moves up one screen.

Screen Down

`Shift+H (RocketKeys)` `PageDown`

Moves down one screen.

Start of Page

`Alt+Home`

Goes to the first line of the current printed page.

End of Page

Goes to the last line of the current printed page.

Top of Screen

`Ctrl+Home`

Goes to the start of the first line wholly on the screen.

Bottom of Screen

`Ctrl+End`

Goes to the end of the last line wholly on the screen.

Start of Transcript

`Ctrl+PageUp`

Goes to the start of the transcript.

End of Transcript

`Ctrl+PageDown`

Goes to the end of the transcript. The view scrolls with the writing again.

Editing

Typing over a word changes the text, not the Steno under it. A later Global updates words translated from that Steno, but not words you typed over.

Each entry is a command. Assign any of them to a key or a stroke, or add it to a toolbar: see Keys and Macros.

A command that acts on the word at the cursor acts on the selection when there is one.

Shift with any movement key extends the selection. Use the Select commands below for one-press selections, and in macros and Steno, which have no Shift key.

Commands that take a count, such as **Select Next Word**, extend by one unless the key or macro step gives a number.

CORRECT A WORD:

1. Select the word.
2. Type the correction.

In RocketKeys, plain keys run commands. Run Edit at Caret to open the edit box on the word, type the correction and press Enter.

To correct the stroke instead of the word, open **Edit > Correct Steno**. The Steno is corrected and the word retranslates.

CHANGE THE NAME IN A BY-LINE:

1. Click in the name, such as JONES in BY MS. JONES:.
2. Type, or press Backspace. The name changes in this by-line and in the automatic by-lines after it.

Backspace in front of the name, or on its last letter, deletes the whole by-line.

INSERT A TABLE:

1. Put the cursor where the table goes. In the middle of a paragraph, the paragraph breaks there, the same as pressing Enter.
2. Open **Edit > Insert > Table**. Type the number of **Columns** and **Rows** and click **Insert**.
3. Type in the first cell. Press Tab to go to the next cell.

Each row is a paragraph in a new table style: Table, Table 2 and so on. Drag the tab stops on the ruler to change the column widths of that table only. A word too long for a cell wraps inside its column. Grid lines show the table on screen and do not print. Align Left, Center and Align Right in a table line up the cell the cursor is in, or every cell in the selection.

PASTE AN EARLIER COPY:

1. Open **Edit > Clipboard**. The panel lists the last ten copies and cuts, newest first.
2. Click **Paste** on its row. From the writer, a stroke defined as **{@RUN(clippaste 3)}** pastes the third row.
3. Click **Lock** on a row you paste often. A locked row stays through newer copies and restarts.

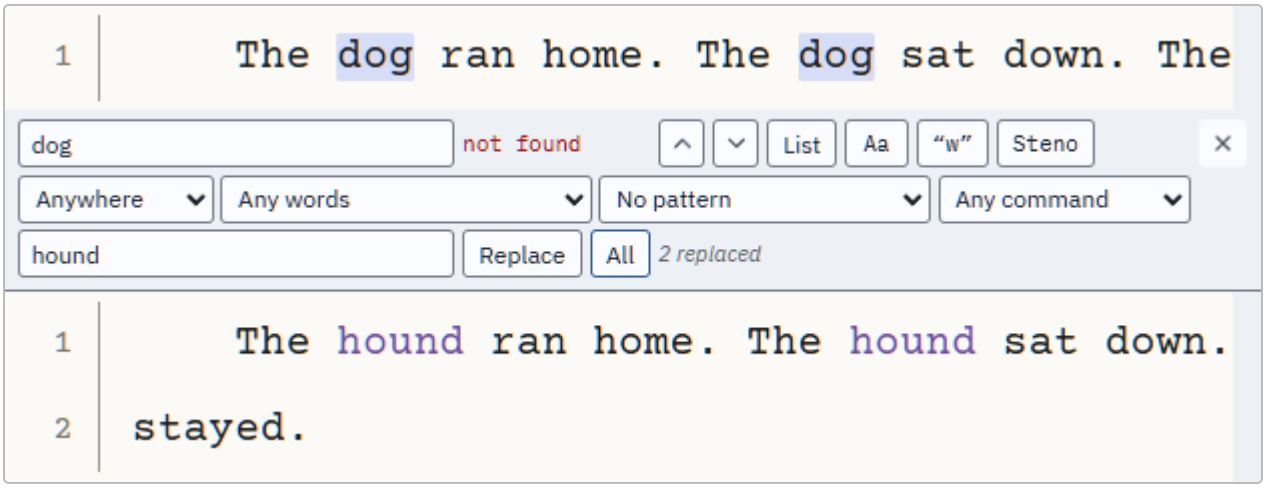
CHECK SPELLING:

1. Put the cursor where the check should start.
2. Open **Edit > Spelling > Check Spelling from Here**. The check stops on each misspelled word with suggestions. Pick one, or type the word, and go on.

FIND AND REPLACE:

1. Open **Edit > Replace**. The Find bar opens with the cursor in the **Replace with** box.
2. Type the text to find in the **Find** box.
3. Type the replacement in the **Replace with** box.
4. Click **Replace** to replace the highlighted hit and go to the next, or **All** to replace every hit.

Replace changes words, not Steno. Two kinds of hit are left as they are: a hit whose strokes are shared with the words around it, and a hit inside an include. The bar reports how many of each were left.



dog replaced with hound by All, before and after

TRACK CHANGES:

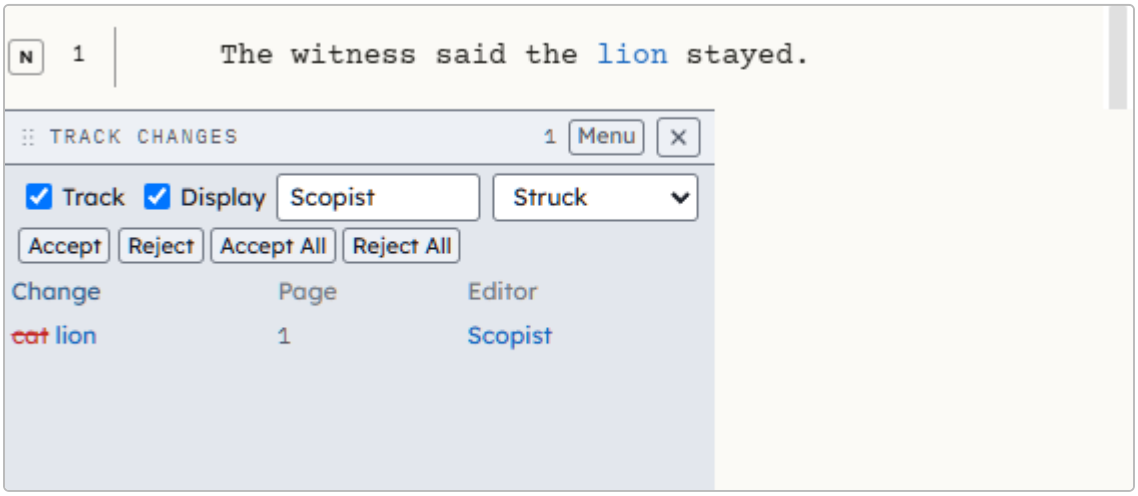
1. Open **View > Panels > Track Changes Pane**.
2. Type an **Editor ID**. A blank ID uses the Windows user name.
3. Turn on **Track Changes**. Edits from now on are recorded under that ID.
4. Open **View > Panels > Display Changes** to color each editor's changes on the page.

Editor 1 to Editor 5 each have a color; a sixth editor takes Editor 1's color. Globals, layout and fields are not tracked.

The pane lists each change with its page and editor. Click a column to sort. Double-click a row to go to the change. The deletions box sets how deleted text shows on the page. **Struck** shows the deleted words struck through where they were. **Mark** shows a small ˆ there instead; point at it to read the words. **Pane only** shows nothing on the page, only in the pane. A word typed over shows only its new word on the page; the old word is in the pane.

- **Accept** keeps a change: its color goes and the words stay.
- **Reject** undoes it, so the Steno translates as it did before.
- **Accept All** and **Reject All** do every change.
- **Undo** (Ctrl+Z) undoes an Accept or a Reject, and **Redo** makes it again.

Accept and Reject work on the row picked in the pane, or on the change at the cursor. All four are on the Edit menu. Accept Change and Reject Change are also on the right-click menu over a change.

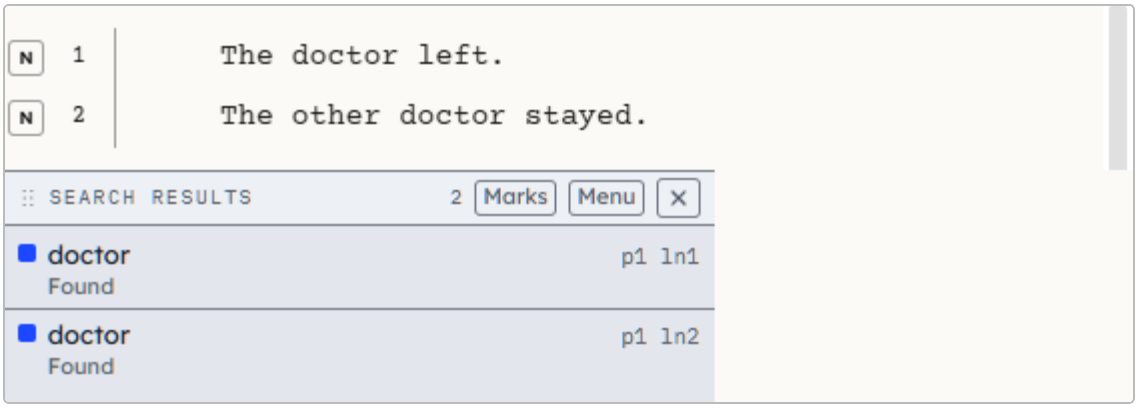


cat typed over with lion, tracked under Scopist

USE MISTRAN WATCH:

Mistran Watch is a list of words that often come out wrong, checked before proofreading. Running it finds every place they appear, so you check each one.

1. Put the cursor on a word, or select a phrase.
2. Open **Edit > Spelling > Mistran Watch** and choose **Send to Mistran Watch**, **Send to Case Mistran Watch** or **Send to Job Mistran Watch**.
3. Before proofreading, open **Edit > Spelling > Mistran Watch > Run Mistran Watch**. Every hit is listed in the Search results panel by page and line.



Mistran Watch run with doctor on the list

All three lists are searched together. Pick the list by how far the word reaches:

- **Mistran Watch**: misstrokes, which can come out wrong in any job, such as generally for gently.
- **Case Mistran Watch**: a word for this case, such as a party's name, in every job of the case. In a job with no case, the word goes on the Job list.
- **Job Mistran Watch**: a word for this job only.

An entry that begins and ends with a letter matches whole words only. An entry cannot contain { } | or ^.

SEAT THE SPEAKERS:

The seating chart is a picture of the room: a card in each chair with the speaker's name and the Steno for their speaker stroke. Glance at it to find the stroke for the person who starts talking.

1. Open **Edit > Transcript > Speakers**. The seating chart is at the top of the menu.
2. Click **Seat** on a speaker's row, or drag the row onto the chart to pick the chair.
3. To see the chart over the transcript, click **Show the Cards** on the Speakers menu. **Show All Speakers** is the same thing as a command, to assign to a key or stroke. Held on a key, the cards stay up until you let go.

REMOVE A QUESTION AND ITS ANSWER FROM THE WRITER:

1. At the end of the Answer, write the stroke for **Select Back to Last Q**. The selection runs back to the Q symbol, which is not included.
2. Write the stroke for **Delete**. The Question's paragraph stays, empty, ready for the next Question.

SELECT THREE WORDS:

1. Put the cursor in the first word and open **Edit > Select > Word**.
2. Open **Edit > Select > Next Word** twice. From the writer, one stroke defined as **{@RUN(selnextword 2)}** does the same.

Select Word

Selects the word at the cursor.

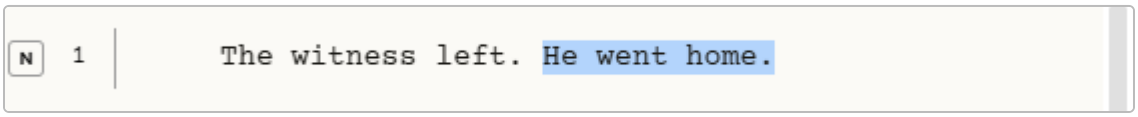
Block Mark

`M (RocketKeys)` `F7`

Turns on Block Mark: the movement keys select from the cursor, as if **Shift** were held. Use it again, press **Esc**, or click in the transcript to turn it off.

Select Sentence

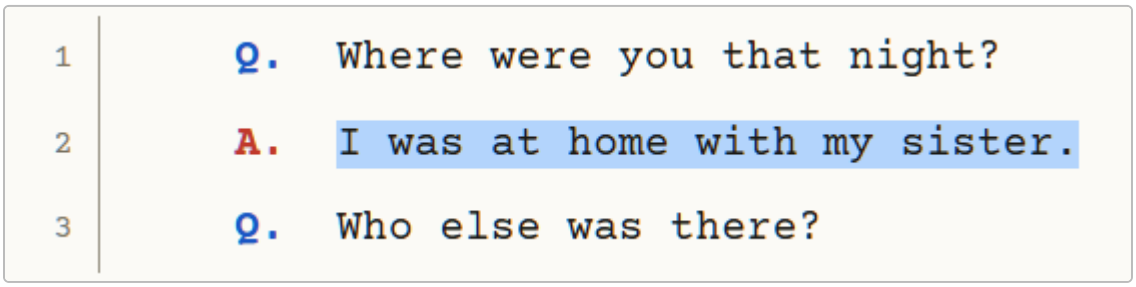
Selects the sentence at the cursor, through its ending punctuation.



Second sentence selected

Select Paragraph

Selects the paragraph at the cursor.



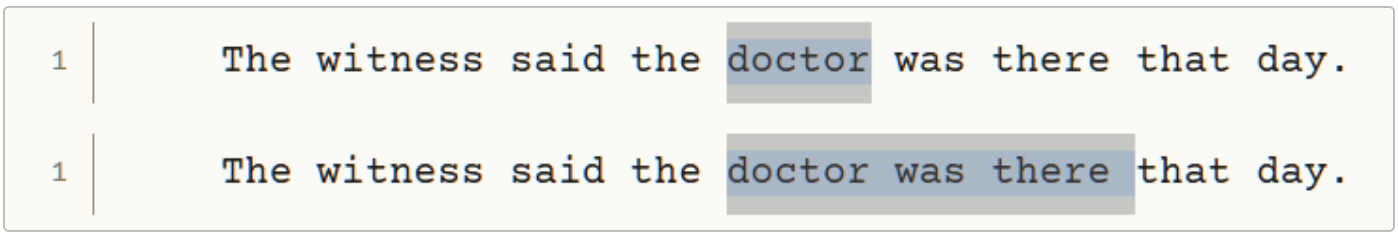
Select Paragraph with the cursor on home: the whole Answer selected

Select Page

Selects the printed page at the cursor. To remove a range of pages, open **Edit > Delete > Delete Pages**.

Select Next Word

Extends the selection forward by one word, or by the number given.



Select Word on doctor, then Select Next Word with 2

Select Previous Word

Extends the selection back by one word, or by the number given. Inside a word, the start of that word counts as the first.

Mark More

Adds one more word to the end of the selection, or the number given. When words are selected, it is row 9 on the Infobar.

Mark Previous

Adds one more word to the front of the selection, or the number given. When words are selected, it is row 0 on the Infobar.

Select Next Sentence

Extends the selection forward by one sentence, or by the number given.

Select Previous Sentence

Extends the selection back by one sentence, or by the number given. Inside a sentence, the start of that sentence counts as the first.

Select One Character Right

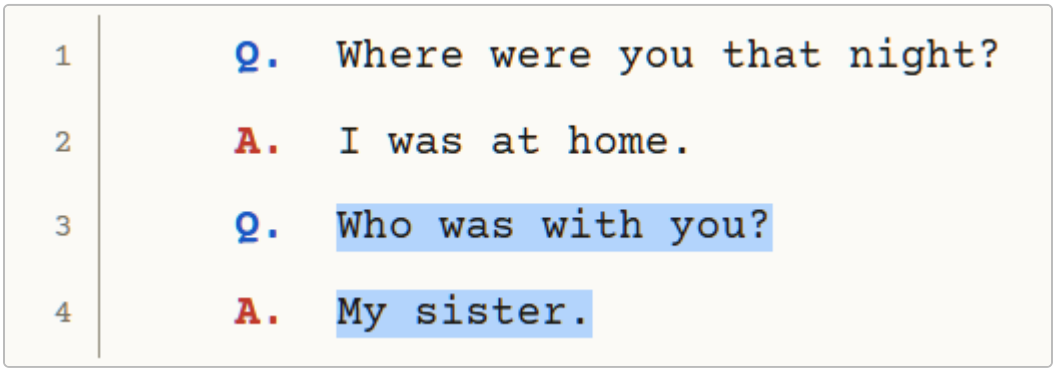
Extends the selection one character right.

Select One Character Left

Extends the selection one character left.

Select Back to Last Q

Extends the selection back to the start of the last Question. The Q symbol is not included, so deleting the selection leaves the paragraph.



Select Back to Last Q, used at the end of the Answer

Select Back to Last A

Extends the selection back to the start of the last Answer. The A symbol is not included.

Select Transcript

Selects the whole transcript.

Drop Selection

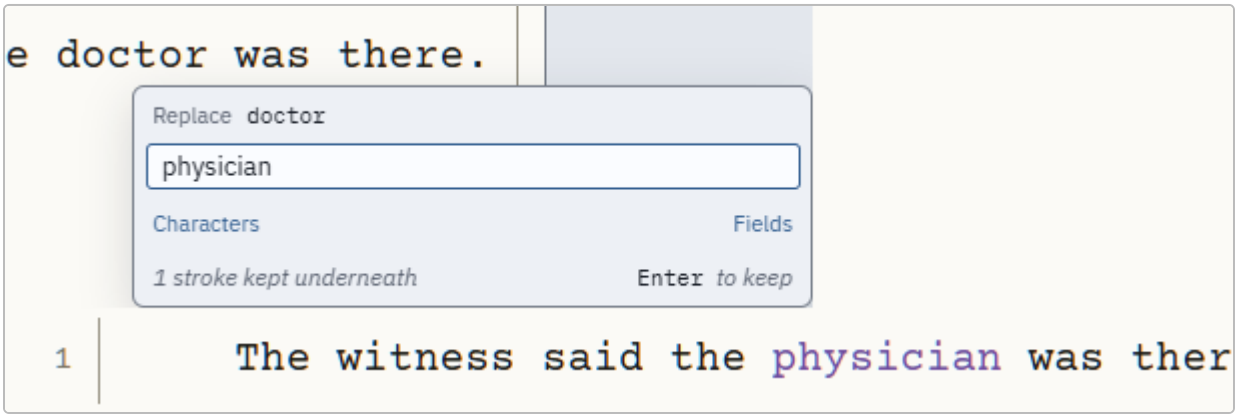
`Esc`

Clears the selection. The cursor does not move.

Edit at Caret

`Ctrl+N` `N (RocketKeys)`

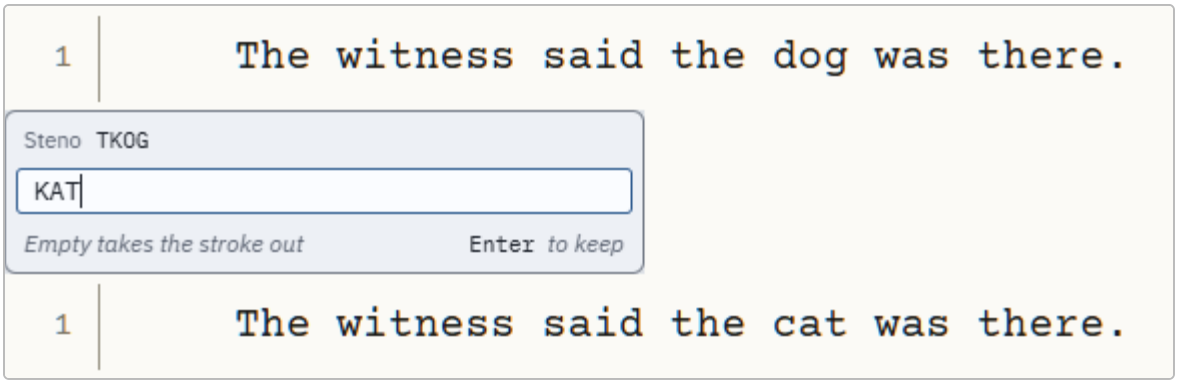
Opens the edit box on the word at the cursor. **Characters** and **Fields** work as they do on Special Character.



doctor typed over with physician

Correct Steno

Corrects the Steno at the cursor instead of the text. The edit box opens on the strokes. The corrected stroke retranslates.



Steno TKOG corrected to KAT: dog becomes cat

Type in Some Text

Types the given text at the cursor, from a key or macro. The text is entered as typed characters, so **{Q}** appears as three characters.

Force Translation

`Alt+Shift+F`

Translates the given text as a Dictionary entry. **{Q}** starts a Question. No Steno is added. Any paragraph, capitalization or Conflict syntax that works in a Dictionary entry works here. A line of commands only, like **{Omit Text Box}**, may change nothing you can see, so the status line says **Forced** and the line.

Overtype

`Insert` `Insert (RocketKeys)`

Turns Overtype on and off. On, a typed character replaces the character at the cursor.

Undo

`Ctrl+Z` `Alt+Backspace` `Z (RocketKeys)`

Undoes the last change. A define is skipped once you write a stroke after it; remove it in the Dictionary editor.

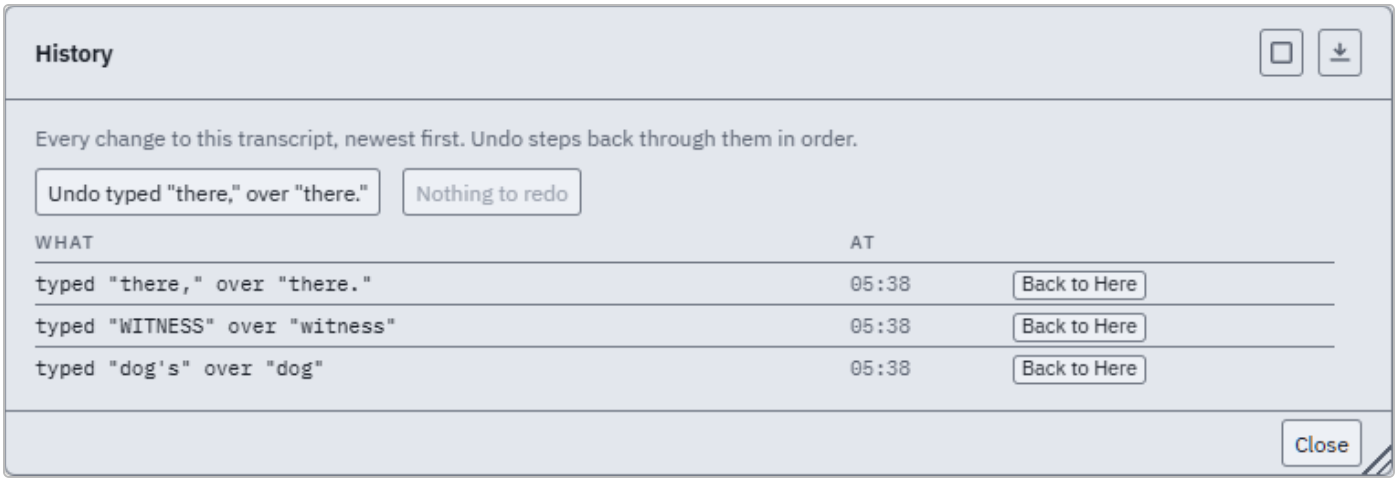
Redo

`Ctrl+Shift+Z`

Redoes the last change undone.

History

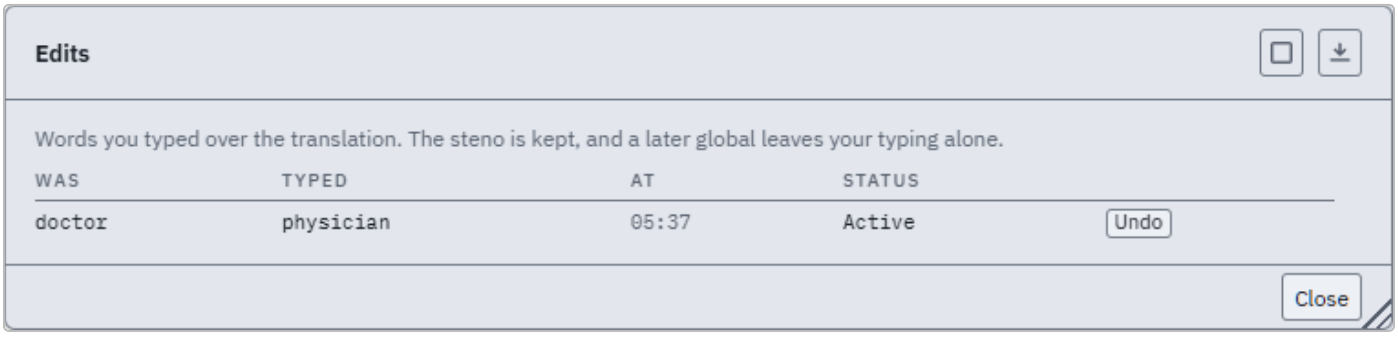
Lists every change to the transcript, newest first. Undo and Redo step through the list in order. **Back to Here** on a row undoes every change down to and including that row. Redo brings them back one at a time.



Three changes, newest first

Edits

Lists the words typed over the Translation, with what each replaced, when, and its status. **Undo** on a row restores the Translation of the strokes.



doctor typed over with physician

Globals

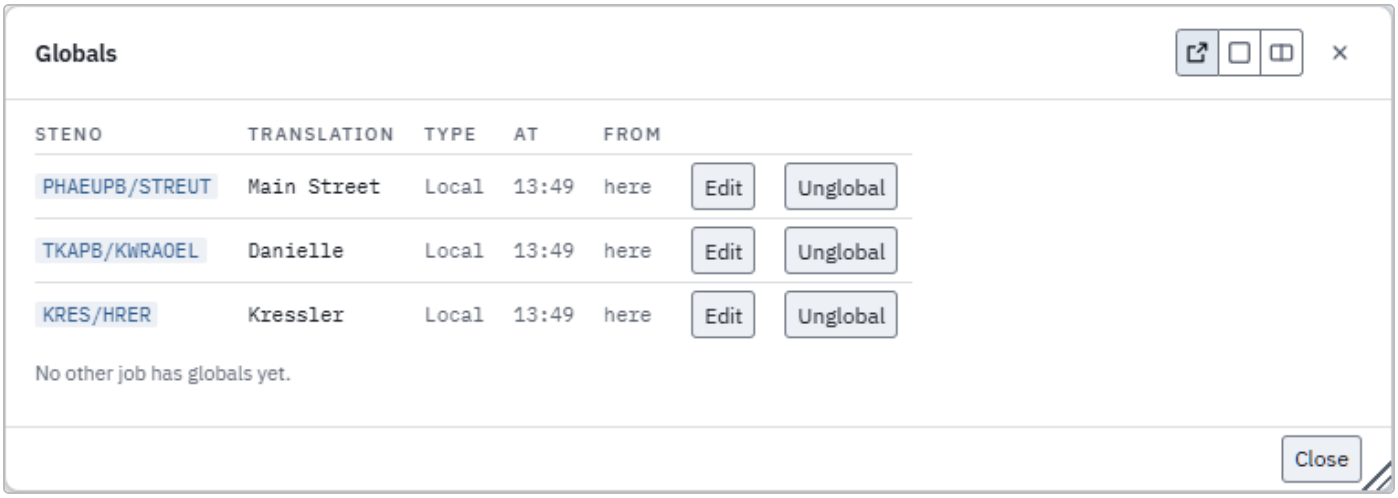
Opens the Globals menu, **Edit > Transcript > Globals**, which lists every Global made in the job (see Global a word in Defining).

- **Edit** opens the Define box filled in from the row.
- **Unglobal** takes the Global back: the text reads as it did before, and the entry comes out of the Dictionary it was defined into.

Under the list, a second table lists the Universal Table and every other job that has Globals, to add their Globals to this job. Use it on the next volume of a case, which spells the same names.

- **Show** lists that job's Globals. Each row has **Add**, which makes that one Global in this job, and **Edit**, which opens it in the Define box first.
- **Add Globals** makes all of them in this job.
- No Dictionary changes, and the other job stays as it was.

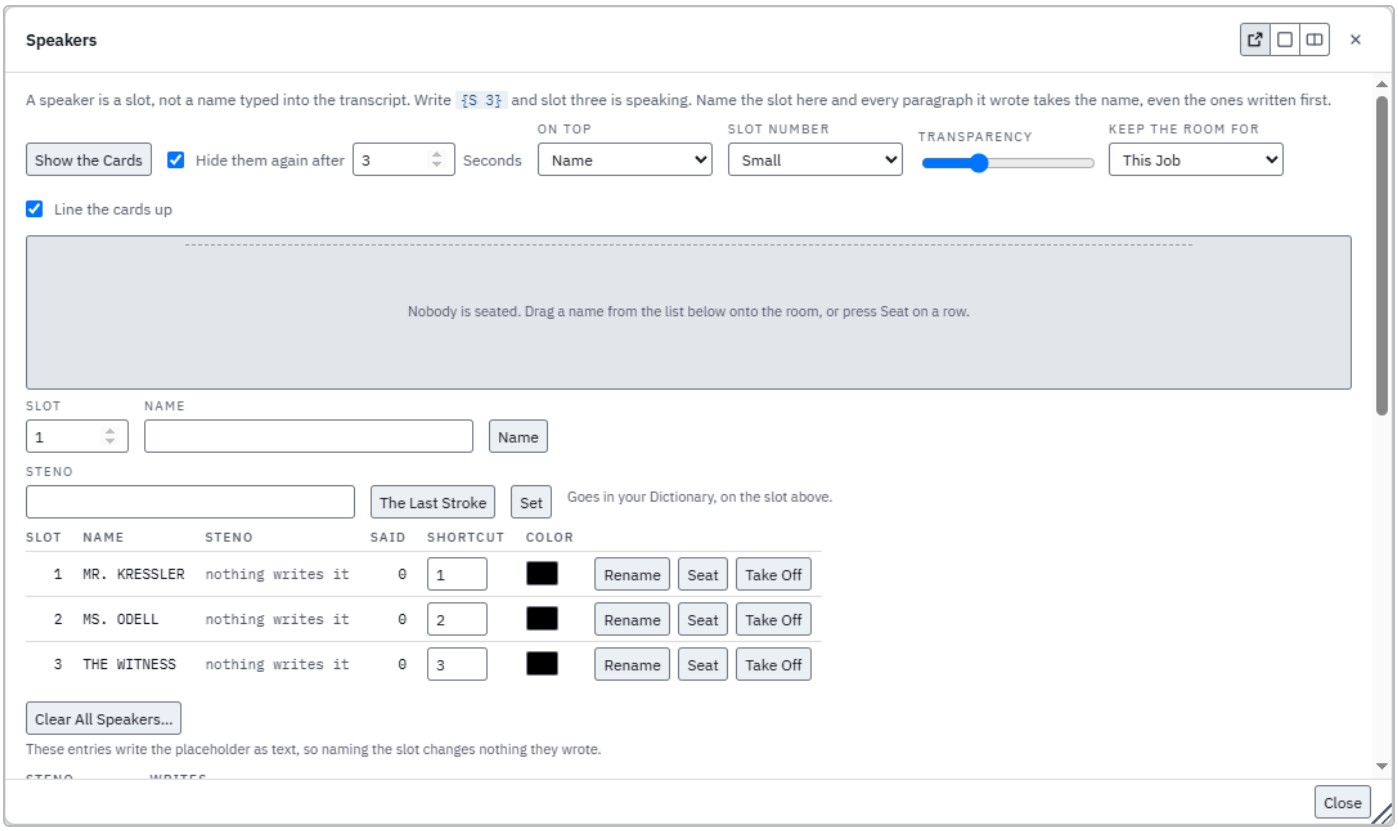
- On the Universal Table's rows, **Remove** takes the entry out of the table.



Globals menu with three Globals

Speakers

Opens the Speakers menu: the job's speaker roster and the seating chart. A speaker is a slot: write {S 3} and slot 3 is speaking. Name the slot and every paragraph it wrote takes the name, the ones written before too.



Speakers menu with three speakers

NAME A SPEAKER:

1. Type the slot number in **Slot**, such as 3.
2. Type the name in **Name**, such as MR. SMITH, and click **Name** or press Enter.
3. To set the Steno that writes the slot, write it on your writer and click **The Last Stroke**, or type it in **Steno**. Click **Set**. The entry goes in your Dictionary as {S 3}. A Steno that already writes another slot is refused.

The table lists every slot the job has written, named or not:

- **Slot**, **Name**, and **Steno**, the shortest Steno that writes it.
- **Said**: how many paragraphs the slot has.
- **Shortcut**: what you type to pick a named speaker from the speaker list, such as SM for MR. SMITH. Empty means the speaker's number. Shortcuts are saved in the job and the case. A Shortcut another speaker already has is refused, and the old one comes back.
- **Color**: the color the name shows in on the screen. **No Color** takes it off.
- **Rename** puts the slot in **Slot**, to type a new name. **Seat** puts the speaker on the seating chart; **Unseat** takes them off it. **Take Off** takes the name off the slot.

Under these, a second table lists the entries in your Dictionary that write a speaker as plain text, such as P1:. Naming a slot changes nothing they wrote. **Use Slot 1** defines the Steno as {S 1} in your Dictionary, so it writes slot 1 from then on.

CLEAR ALL SPEAKERS:

1. Click **Clear All Speakers…**.
2. Check **This Job**, **All future jobs in this case**, or both. This job is checked to start with. All future jobs in this case is gray when the job isn't in a case.
3. Click **Clear**, or **Cancel** to leave them.

This job takes every name off its slot, and the paragraphs print SPEAKER 3 again. All future jobs in this case clears the case's speakers, so a new job in the case starts with none. The jobs already made keep theirs. The status reads, for example, "3 speakers cleared from this job."



Clear All Speakers, with This job checked

SEATING CHART:

The seating chart shows a card for each seated speaker, in the place they sit in the room. Drag a card to move it. Drag a card's corner to make every card bigger or smaller. Right-click a card for **Unseat** and the speaker's name, and **Unseat Everybody** when more than one speaker is seated. Point to the small chart on the menu to show the cards over the transcript.

- **Show the Cards** puts the cards over the transcript, as **Show All Speakers** does. It then reads **Hide the Cards**.
- **Hide them again after** *n* **Seconds**: hides the cards shown over the transcript after that many seconds, 1 to 60. On, 3 seconds, by default. The **Auto Hide Speakers** command turns this box on and off.
- **On top**: **Name** or **Steno** on the top line of each card.
- **Slot number**: **Small**, **Large**, or **Leave it off**.
- **Transparency**: how much of the transcript shows through the cards, 0 to 80 percent. 25 by default.
- **Keep the room for**: **This Job** keeps the chairs in the job only. **This case** and **Every job** save the room, so a speaker seated before sits in the same chair when named in another job of the case, or in any job. A job in no case uses the Every job room. The chairs are saved each time one moves. This Job by default.
- **Line the cards up**: while you drag, a card snaps into line with the other cards or the middle of the room, and a thin line shows where. On by default.

Seating Chart

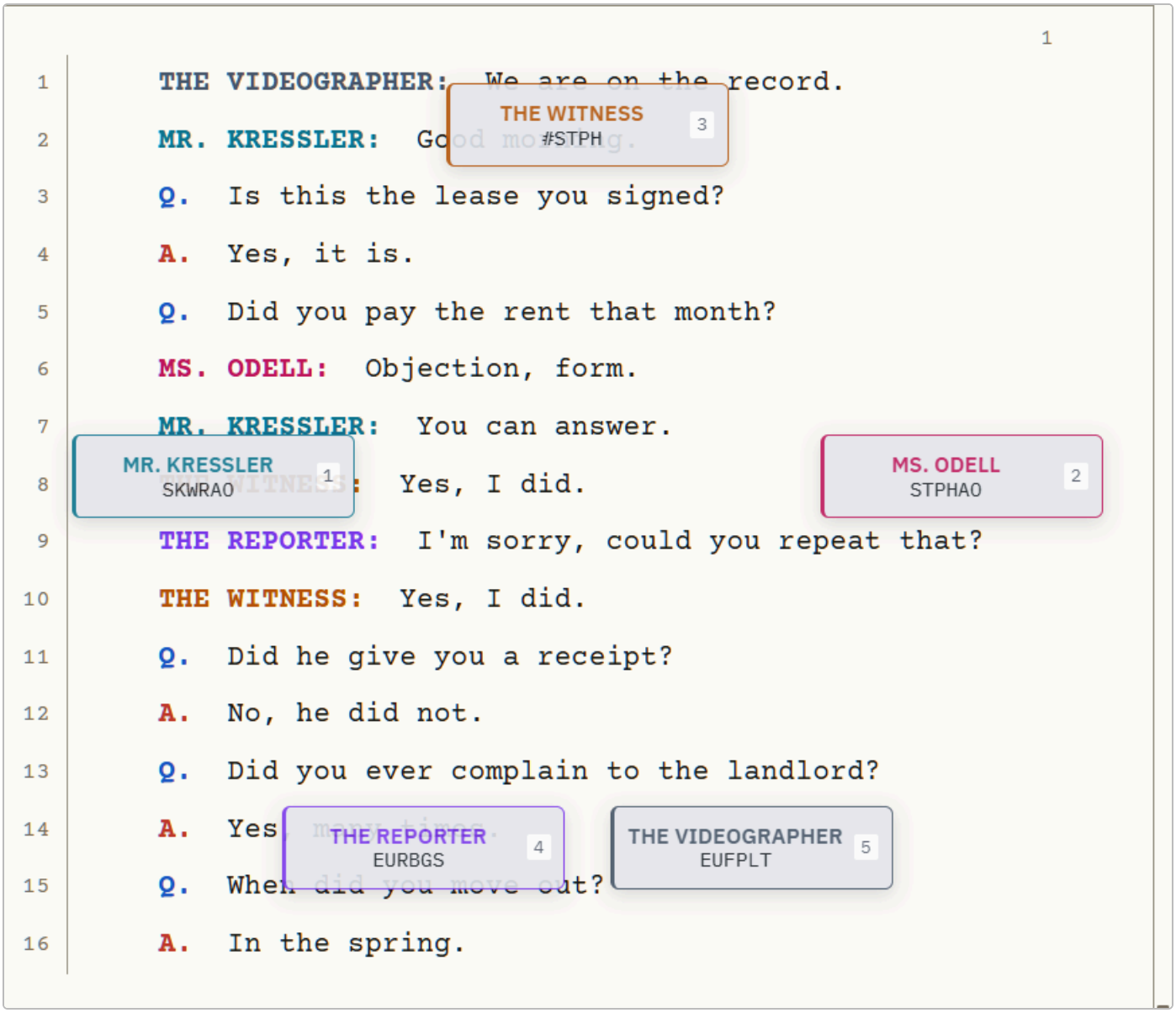
Turns the seating chart on the Speakers menu on and off. Turning it on opens the Speakers menu.



Five speakers seated, the witness at the head

Show All Speakers

Shows the seating chart over the transcript. With **Hide them again after** *n* **Seconds** on, on the Speakers menu, they hide after that many seconds (default 3). On a key, the seating chart stays up while the key is held. To move or unseat a speaker, see Seating chart.



Seating chart over the transcript, each speaker with a color and steno

Hide All Speakers

Hides the seating chart shown over the transcript.

Auto Hide Speakers

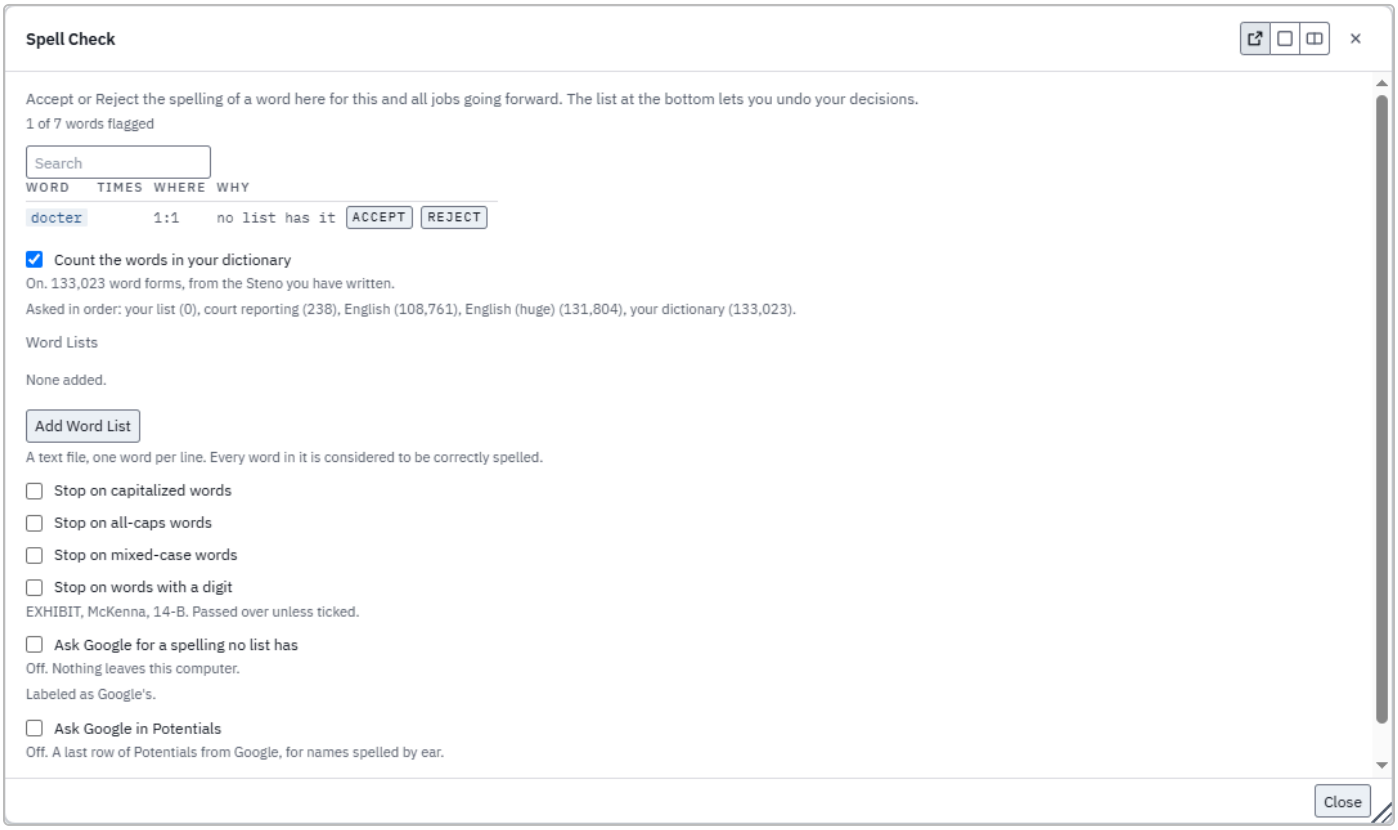
Turns **Hide them again after** *n* **Seconds**, on the Speakers menu, on and off. Off, **Show All Speakers** leaves the seating chart up until you use **Hide All Speakers**. On by default.

Spell Check

`Alt+Shift+S` `\ (RocketKeys)`

Opens the Spell Check menu, which lists every word in the transcript that is on no word list. See Check spelling.

Accept on a flagged word accepts it in every job. **Reject** flags the word from now on. Each decision is listed under **Your decisions**, and **Take Back** on its row undoes it.



docter flagged: no list has it

Add Word List, under **Word Lists** on the same menu, adds a word list from a file, such as a medical word list: a text file, one word per line. Every word in it is considered to be correctly spelled. **Remove** on a list's row takes the list off.

- **Search**: type a few letters to show only the words with them, in the flagged words and in **Your decisions**.
- **Count the words in your dictionary**: every Translation in your dictionaries counts as a correctly spelled word. The line under it says how many. On by default.
- **Stop on capitalized words**, **Stop on all-caps words**, **Stop on mixed-case words** and **Stop on words with a digit**: the check passes over words such as Kowalski, EXHIBIT, McKenna and 14-B. Check one to have the check stop on those words when no list has them. Off by default.

- **Ask Google for a spelling no list has**: the word the check stops on is sent to Google, and Google's spelling is offered with the suggestions, marked **from Google**. Nothing else is sent. Off by default; while it is off, nothing is sent.
- **Ask Google in Potentials**: see Pick from Potentials.

Check Spelling from Here

Checks spelling from the cursor forward, stopping on each misspelled word with suggestions. With Proofreading on, the check also stops on A/An, agreement, verb form, a repeated word and your proofreading rules. **Ignore All** on one of those hides it for the rest of the job.

Typeover List

Opens the Typeover list. After a word is typed over, the edit box offers that replacement the next time the word appears. Rows read **that=the,what,he**, newest first, three replacements deep. An exclamation point at the end of a row locks it: a later typeover does not replace what the row holds. Edit the rows in the **Rows** box, one a line, and click **Save**.



After doctor was typed over with physician

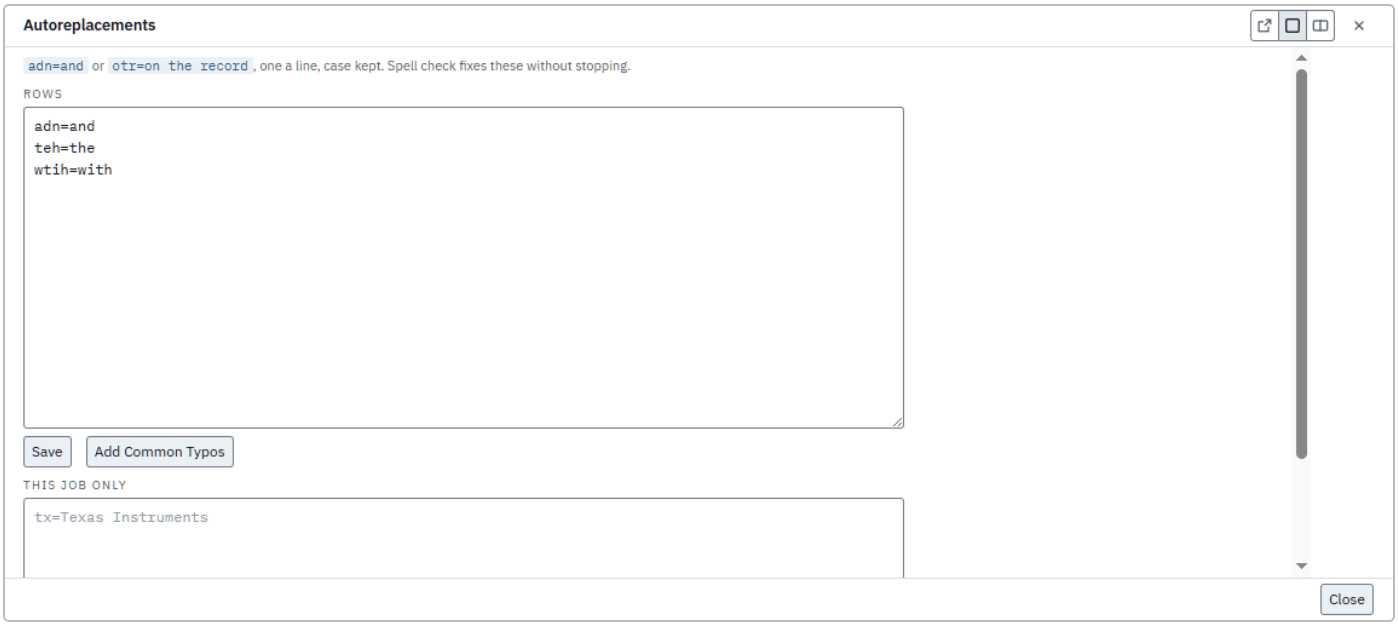
Autoreplacements

Opens the Autoreplacements list. Rows read **adn=and** or **otr=on the record**, one a line. Type a listed word and press the space bar, and it is replaced, in the transcript and in the edit box. Spell check replaces listed words without stopping. Ctrl+Z right after a replacement gives back what you typed.

The case follows what you typed: **Adn** becomes **And**. A whole-word row with a capital in it matches only that case. A replacement with its own capitals, such as **nyc=New York City**, keeps them. A replacement can hold a paragraph code such as **{P}**.

A star at one end changes part of a word. **wiht*=with** turns **wihtout** into **without**, and ***toin=tion** fixes the end of any word. A whole-word row wins over a partial one.

- **Save** keeps the rows. Each list has its own **Save**.
- **Add Common Typos** adds a starter list of common slips to the box. **Save** keeps them.
- **This job only** holds rows for the open job. A row there wins over your row for the same word.
- In the edit box, type the replacement over a word and press Alt+7. The pair goes on your rows.
- In the Define box, type **fmc=Ford Motor Company** as the Translation and press Alt+7. The row goes on your rows and nothing is defined.



Autoreplacements list with three rows

Add Autoreplacement

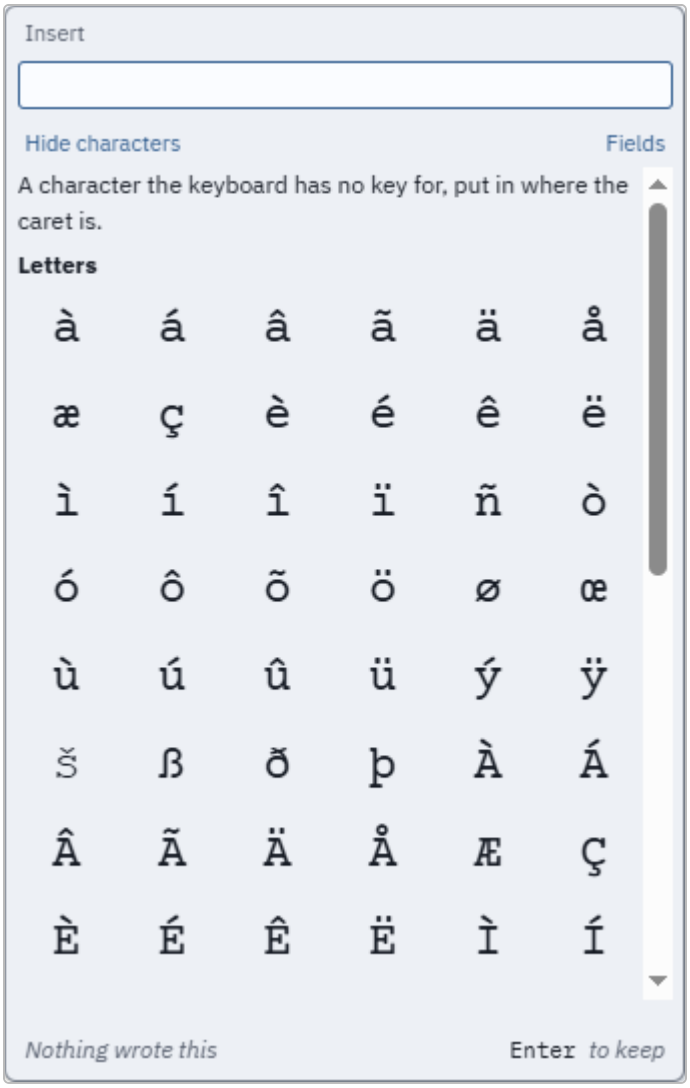
`Alt+Shift+A`

Opens the Autoreplacements list with the word at the cursor as a new row, such as **adn=**, with the cursor after the equals sign. Type what it becomes and click **Save**. A word already on the list opens its row, with the replacement selected.

Special Character

`Ctrl+W`

Opens the edit box at the cursor with the character map, for accented letters and symbols such as the degree and section signs. **Characters** shows or hides the map. **Fields** inserts a field.



Character map

Insert Table

Puts a table at the cursor, with the number of columns and rows you choose. Each row is a paragraph in a new table style. Tab goes from cell to cell. Grid lines show on screen and do not print.



Insert Table box: Columns and Rows

Right-click inside a table for the commands below. Outside a table they are grayed out. Each one is a single Undo. Deleting the last row or the last column deletes the table.

Insert Row Above

Adds an empty row above the row the cursor is in.

Insert Row Below

Adds an empty row below the row the cursor is in.

Delete Row

Deletes the row the cursor is in, with its text.

Insert Column Left

Adds an empty column to the left of the cursor. The column the cursor is in is split in two, so the table keeps its width.

Insert Column Right

Adds an empty column to the right of the cursor, split from the column the cursor is in.

Delete Column

Deletes the column the cursor is in, with its text. The column beside it takes its width.

Delete Table

Deletes the whole table the cursor is in.

Swap Rows

Swaps the row the cursor is in with the row under it. The cursor moves with the row, so pressing it again moves the row on down the table.

Copy Rows

Copies the row the cursor is in, or every row the highlight touches, for Paste Rows Above and Paste Rows Below. Works in a read-only job.

Cut Rows

Copies the row the cursor is in, or every row the highlight touches, and deletes them from the table. Cutting every row deletes the table.

Paste Rows Above

Puts the rows from Copy Rows or Cut Rows above the row the cursor is in. The rows must have the same number of columns as the table.

Paste Rows Below

Puts the rows from Copy Rows or Cut Rows below the row the cursor is in.

Split Table

Makes two tables, starting the new table at the row the cursor is in. Both keep the same column widths until one is changed. The cursor cannot be in the first row.

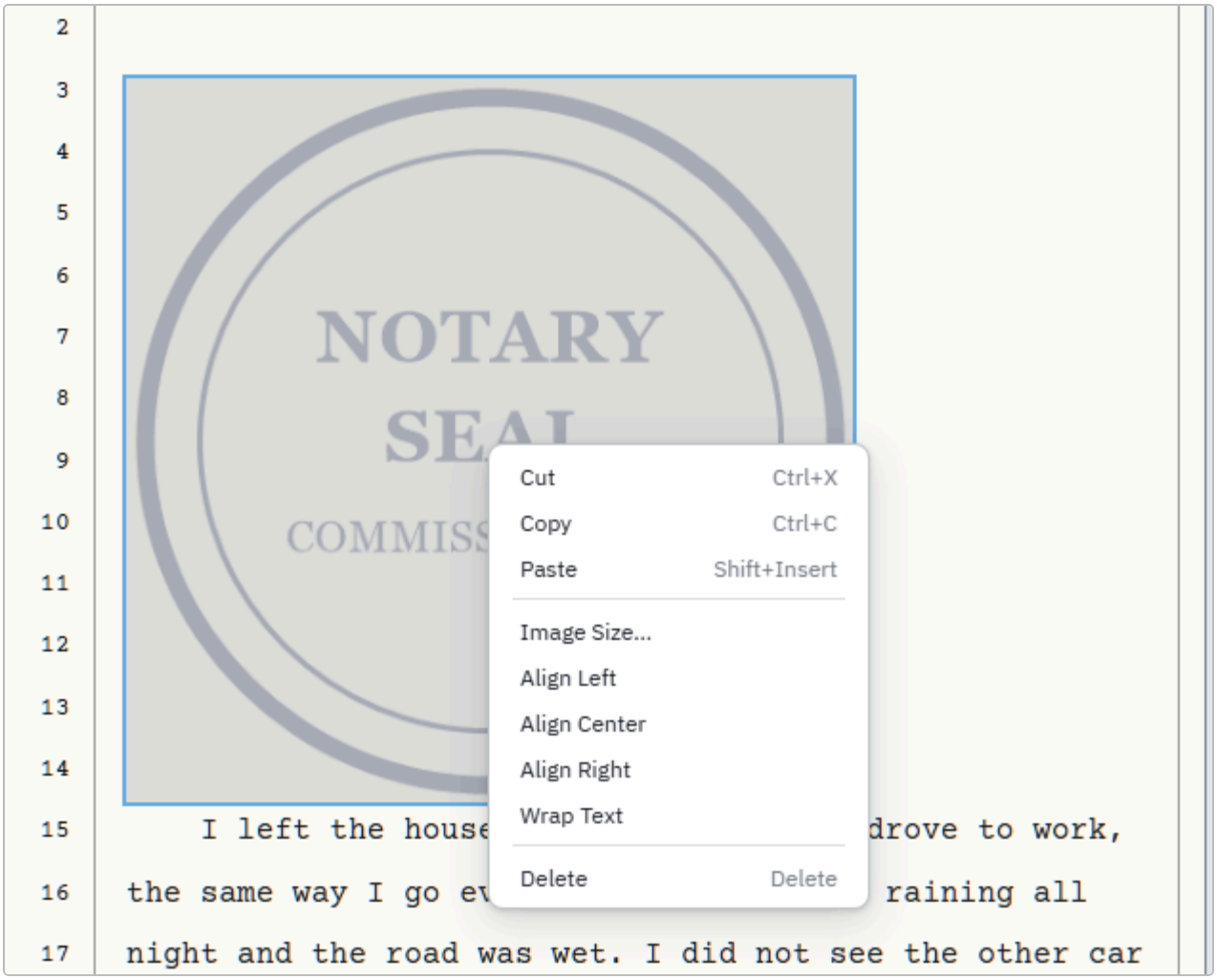
Join Tables

Joins the table the cursor is in with the table under it. Both must have the same number of columns, with nothing but blank paragraphs between them. The joined table takes the column widths of the top one.

Insert Image

Puts a picture on its own paragraph under the cursor. Pick a PNG, JPEG or BMP file. StarCAT copies it into the job folder's images folder. The picture is as wide as the paragraph at most, and half a page tall at most.

Right-click a picture to open its menu: **Cut**, **Copy**, **Paste**, **Image Size…**, **Align Left**, **Align Center**, **Align Right**, **Wrap Text** and **Delete**.



Right-click menu on a picture

Image Size

Sets how many lines tall the picture at the cursor stands. Open **Edit > Insert > Image Size…**, or right-click the picture and select **Image Size…**. Type the lines and press Enter. The width follows the picture's shape, no wider than the paragraph. A picture stands 2 lines at least and half a page at most; a number outside that is kept to it, and the status bar says so. Ctrl+Z puts the picture back as it was.

A seal 12 lines tall, Image Size 6: **the seal stands 6 lines tall and half as wide**.

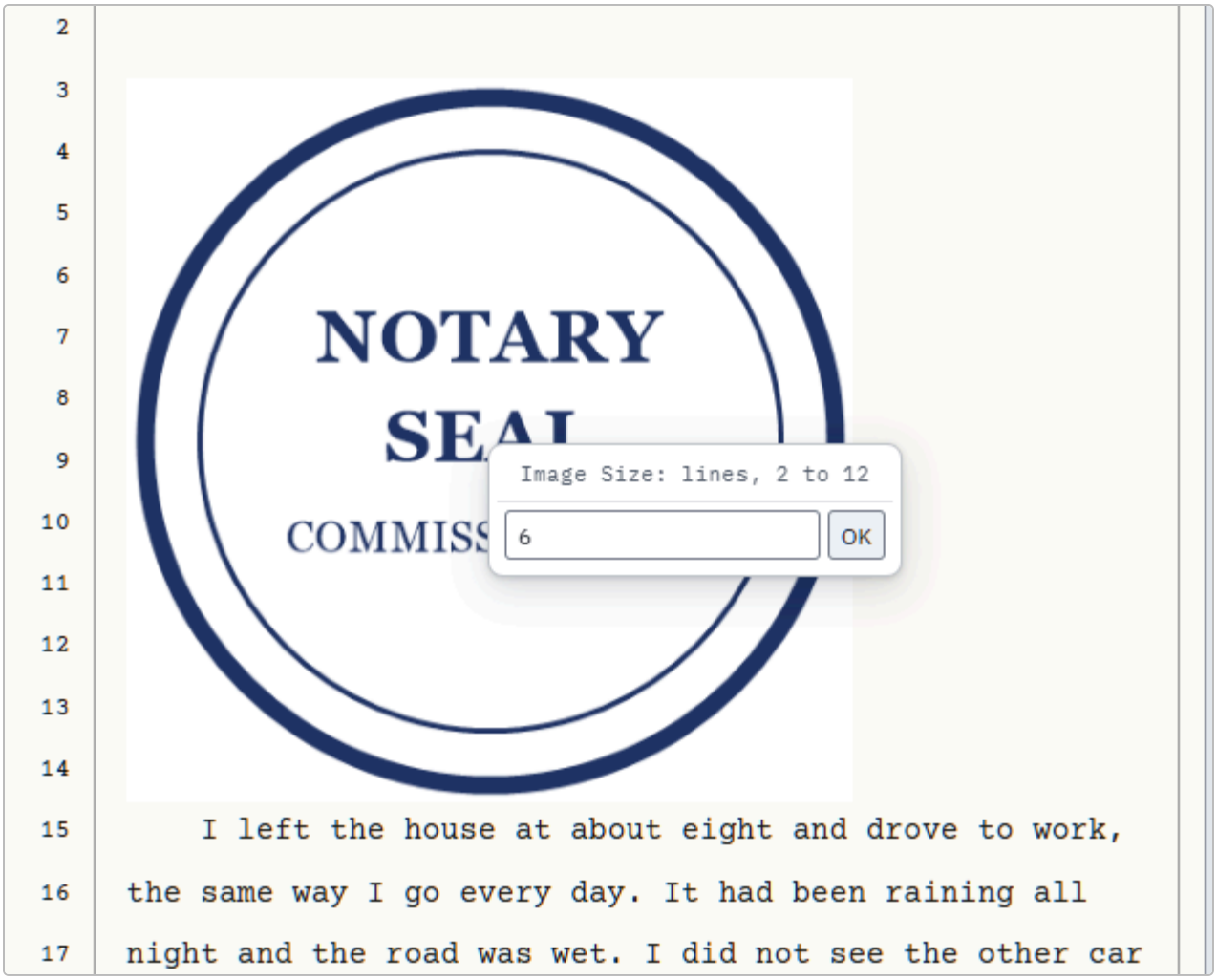


Image Size at the right click, 6 typed

On the Includes menu, put the cursor on the **{Image}** line and use Image Size the same way. A picture that came in from an include or a dictionary entry is not resized in the job, and the status bar says so.

Align Image Left

Stands the picture at the cursor against the left margin. Right-click the picture and select **Align Left**. Pictures are on the left when inserted.

Align Image Center

Stands the picture at the cursor in the middle of the line. Right-click the picture and select **Align Center**. A centered picture does not wrap.

Align Image Right

Stands the picture at the cursor against the right margin. Right-click the picture and select **Align Right**.

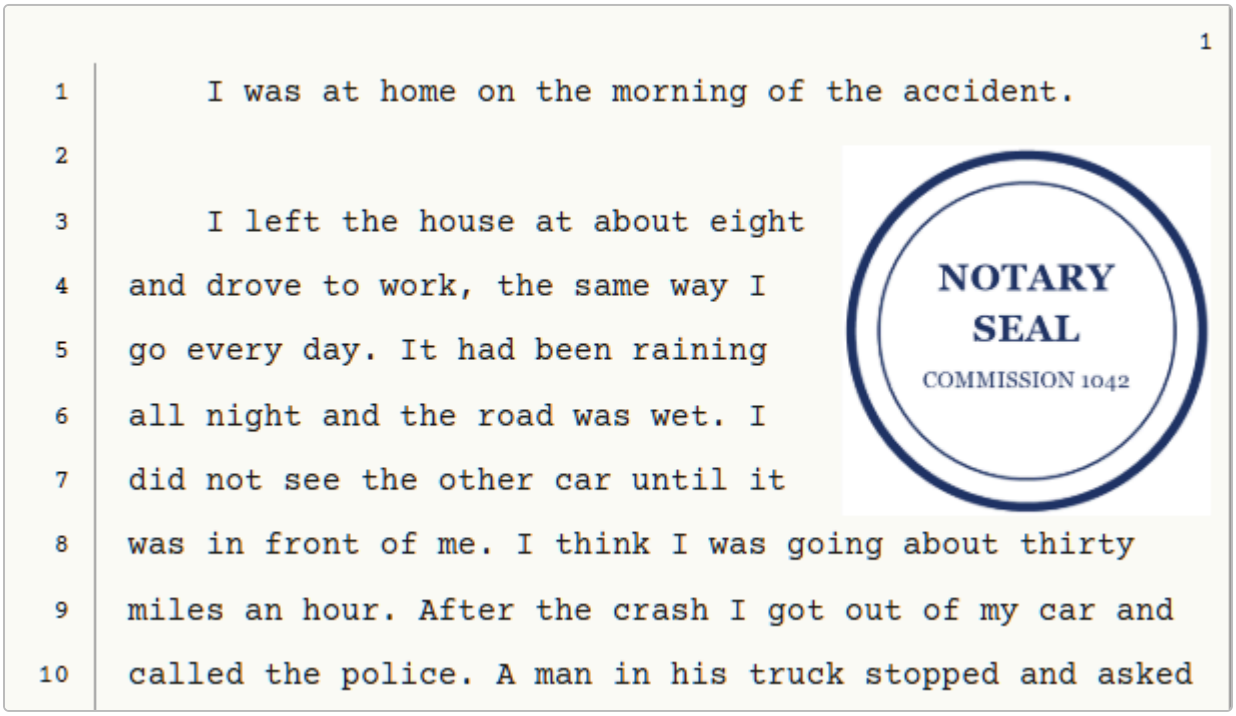
A seal on the left, Align Right: **the seal stands against the right margin, on the same lines**.

On the Includes menu, the three Align commands work on the **{Image}** line under the cursor.

Wrap Text

Turns text wrap on and off for the picture at the cursor. Right-click the picture and select **Wrap Text**; a check mark shows when it is on. On, the words after the picture are set beside it for the lines it stands: on its right for a picture on the left, on its left for a picture on the right. Print, PDF, RTF and Word keep the same line breaks. Ctrl+Z turns it back.

A seal 6 lines tall, aligned right, Wrap Text: **the words after it run beside the seal, on its left, for the seal's 6 lines**.



Wrap Text on a seal aligned right

Text does not wrap:

- Beside a centered picture. **Wrap Text** is gray on its menu. Align it left or right first.
- When fewer than 20 columns are left beside the picture. The picture stands on its own lines.
- Beside a picture that came in from an include.

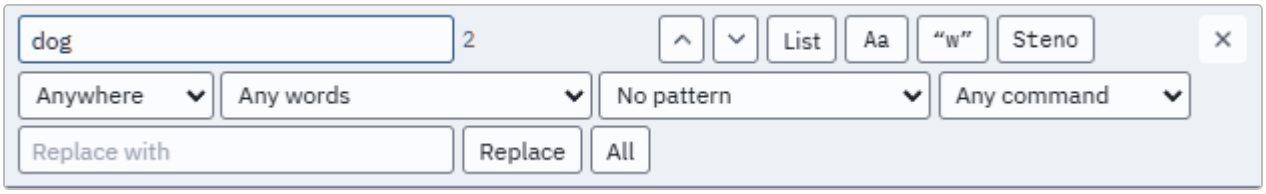
Find

`F5` `F (RocketKeys)`

Opens the Find bar. The search can be limited to a paragraph type, a kind of mark, or paragraphs with a print command. See Find and replace, Replace and Find Steno.

- **Up** and **Down arrows**: Previous and Next. Enter is Next.
- **List**: lists every hit in the Unresolved panel, by page and line.

- **Aa**: match case. It turns on when you type a capital.
- **"w"**: whole words only.
- **Steno**: finds by Steno. Replace works on words, not Steno.
- **Any words** dropdown: only Untranslates, Phonetic translations, Conflicts, and the other kinds it lists.
- **No pattern** dropdown: a shipped pattern, instead of typing one.
- **Anywhere** dropdown: only Questions, Answers, Colloquy, Parentheticals, Speakers or Plain text.
- **Any command** dropdown: only paragraphs with Page breaks, Layout changes or Includes.
- **Replace with**, **Replace** and **All**: replace this hit, or every hit.



Find dog: 2 hits

Find Steno

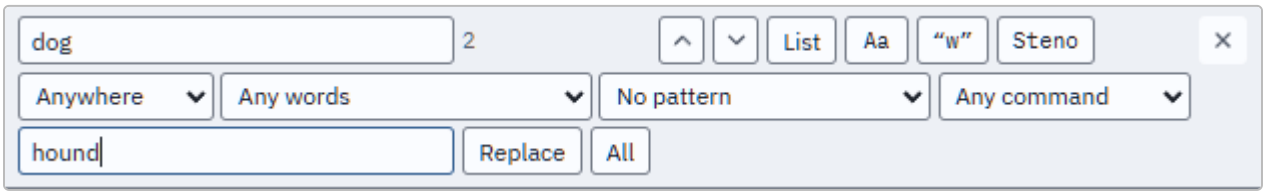
Opens the Find bar set to search by Steno.

- Click keys on the Steno keyboard to build a stroke. Each stroke has its own keyboard, with a blank one after it.
- Or type Steno or sounds in the box. A space is the slash between strokes. For sounds, the bar says **Finding** and the Steno. For neither, it says **That is not steno.**
- **List**, **Aa**, **"w"** and the dropdowns are gray, and the Replace row is hidden.
- Click **Steno** to turn it off.

Replace

`Ctrl+H`

Opens the Find bar. The cursor is in the **Replace with** box when **Find** has text, and in **Find** when it is empty. Enter in **Replace with** does **Replace**. See Find and replace. A search by paragraph type alone can't replace, and the bar says **Replace needs words to find**.



dog replaced with hound by All

Find Next One

`Ctrl+L`

Goes to the next hit of the last search.

Find One Before

`Ctrl+Shift+L` `Shift+F (RocketKeys)`

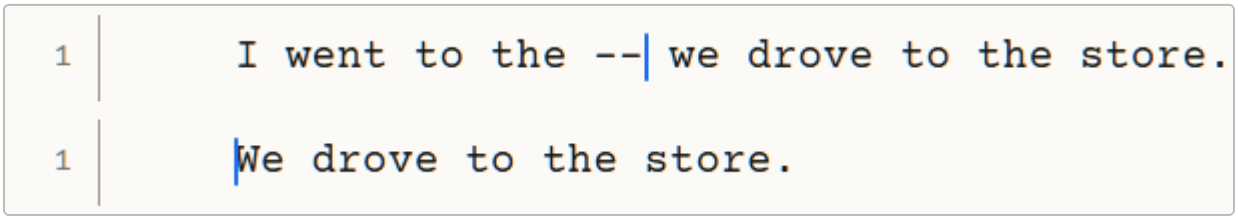
Goes to the previous hit of the last search.

List What Find Found

Lists every hit of the current search in the Search results panel, by page and line. Steno searches are not listed. With no search yet, the Find bar opens. The Search results panel is the Unresolved panel.

Delete False Start

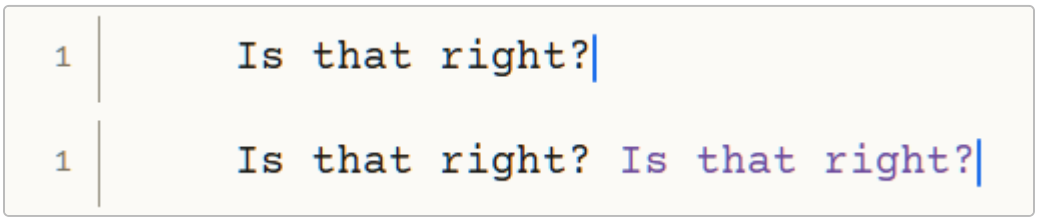
Deletes from the start of the paragraph to the cursor. The paragraph and its Q or A stay. Whole strokes are deleted, so a cursor inside a word deletes that word.



Cursor after --

Repeat Prior Sentence

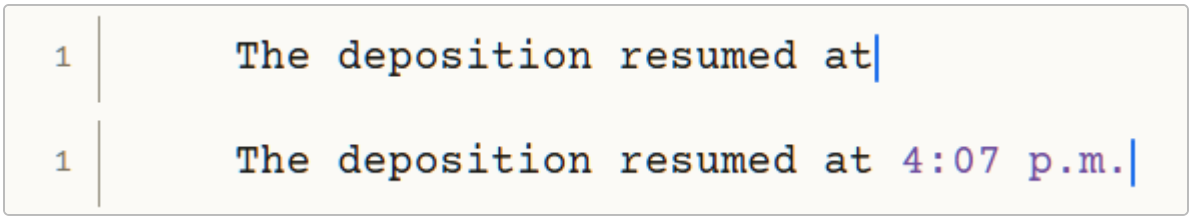
Repeats, at the cursor, the sentence before the cursor. With no sentence before the cursor in the paragraph, the last sentence of the paragraph above is used, without its ending punctuation. A number from 1 to 9 repeats that many sentences.



Cursor after right?

Put in Time

Puts in the time the last word before the cursor was written. Text given on the key or macro step, such as a closing parenthesis, goes directly after the time.



Cursor after at

Insert Time/Date

`Alt+Shift+I` `Ctrl+Alt+Shift+I`

Opens the Insert Time/Date box at the cursor. The time and date start at the time the word at the cursor was written, or now when there is none. Change either before it goes in.

- **Preset formats** lists the formats, each showing what it writes.
- The Format box takes codes such as **%H:%M**. Pick a code in the list under it and click **Add** to put it in at the cursor.
- The Output shows what goes in. Click **Insert** or press Enter. A selection is replaced.

The format is kept for the next time until StarCAT closes.

Search the Web

Opens your browser on a Google search for the selected words. Only the selected words are sent, and only when you use it. Right-click a word for **Search the Web** too.

Copy

`Ctrl+C` `B C (RocketKeys)` `Ctrl+Insert`

Copies the selection.

Cut

`Ctrl+X` `B S (RocketKeys)` `B T (RocketKeys)` `Shift+Delete`

Cuts the selection.

Delete

Deletes the selection without putting it on the clipboard, the same as the Delete key.

Paste

`Shift+Insert` `Ctrl+V` `B P (RocketKeys)`

Pastes at the cursor, or over the selection. Line breaks in the pasted text become spaces.

Keep Steno on Paste

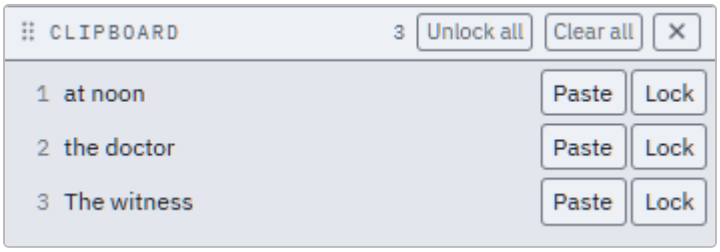
Turns **Keep Steno on Paste** on and off. On, words copied from a transcript paste with their Steno. Off, they paste as typed text. On by default.

Paste Words Only

Pastes as typed text, without the Steno, whatever **Keep Steno on Paste** is set to.

Clipboard

Opens and closes the Clipboard panel. The panel lists the last ten copies and cuts, newest first, each with **Paste** and **Lock**. A locked item is not pushed out by newer items and is kept after StarCAT restarts. **Unlock All** unlocks every item. **Clear All** empties the list.



Three copies, newest first

Paste Clipboard Item

Pastes a numbered item from the Clipboard panel. Item 1 is the newest.

Track Changes

Turns Track Changes on and off for the open job. On, each edit is recorded under the Editor ID in the Track Changes pane.

Display Changes

Turns Display Changes on and off. On, tracked changes are colored on the page by editor.

Track Changes Pane

Opens and closes the Track Changes pane.

Accept Change

Keeps the picked change, or the change at the cursor, and takes its color off.

Reject Change

Undoes the picked change, or the change at the cursor. The Steno translates as it did before.

Accept All Changes

Keeps every change in the job and takes the colors off.

Reject All Changes

Undoes every change in the job.

Mistran Watch

Searches the transcript for every entry on the three Mistran Watch lists. Hits are listed in the Search results panel.

Send to Mistran Watch

Adds the word at the cursor, or the selected phrase, to the user Mistran Watch list, which applies to every job.

Send to Case Mistran Watch

Adds the word at the cursor, or the selected phrase, to the Case Mistran Watch list.

Send to Job Mistran Watch

Adds the word at the cursor, or the selected phrase, to the Job Mistran Watch list.

Open Mistran Watch List

Opens the user Mistran Watch list in the default text editor, one entry per line.

Open Case Mistran Watch List

Opens the Case Mistran Watch list in the default text editor. For a job in no case, opens the job's list.

Open Job Mistran Watch List

Opens the Job Mistran Watch list in the default text editor.

Delete Pages

Deletes whole pages by number. Type pages and ranges separated by commas, such as **5, 15-20, 29**. Later pages move up and renumber. One **Undo** restores all of them.

The menu shows how many pages the transcript has. **Delete** is gray until the box holds valid pages, then reads **Delete** and the count.



Delete Pages menu

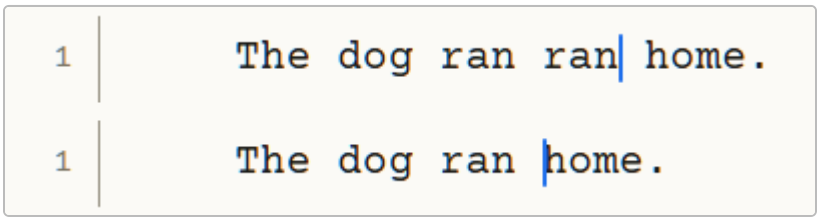
Delete Next Word

`Ctrl+Delete`

Deletes the word after the cursor.

Delete Previous Word

Deletes the word before the cursor.



Cursor after the second ran

Delete Word

`D (RocketKeys)` `Ctrl+Backspace`

Deletes the whole word the cursor is in, on or nearest, wherever in the word the cursor is. With a selection, deletes the selection.

Extend Sentence

`X (RocketKeys)`

Takes the ending punctuation off the sentence at the cursor and opens **Edit at Caret** where it stood. Type the rest of the sentence and its punctuation, then press **Enter**. **Esc** leaves the sentence as it was. A sentence with no ending punctuation is extended at its end.

Check Word

`Alt+S`

Opens the spell check box on the word at the cursor. The box closes after one answer. A word spelled right shows **Spelled right:** and the word on the status bar.

- **Replace with**: the new word. Type it, or pick a numbered suggestion below. Press a digit to pick one, 0 for the tenth, or use the up and down arrows. Enter does **Change**.
- **Change**: changes this word.
- **Change All**: changes every instance in the job, with an E-Define.
- **Ignore**: leaves this word.
- **Ignore All**: leaves the word for the rest of this job.
- **Add**: stops flagging the word, in every job.
- **Delete**: flags the word from now on, in every job.
- **Definition**: looks up the word in the browser. The box stays open.
- **Global…**: opens the Define box.
- **Pause**: closes the box and keeps the place. Run the command again to go on from there.
- **Cancel**: closes the box.

At a proofreading stop, **Change All**, **Add**, **Delete**, **Definition** and **Global…** do not show.

Delete Line

`Ctrl+Y`

Deletes the line at the cursor.

Delete to Start of Line

`Ctrl+Shift+Backspace`

Deletes from the cursor to the start of the line.

Delete to End of Line

`Alt+Y`

Deletes from the cursor to the end of the line.

Delete to End of Paragraph

`Alt+Shift+Y`

Deletes from the cursor to the end of the paragraph.

Delete Next Character

`Shift+D (RocketKeys)` `Delete`

Deletes the character after the cursor.

Delete Character Before

`Backspace`

Deletes the character before the cursor.

Tab to Next Stop

`Tab`

Inserts a tab. The text moves to the next tab stop set in the paragraph style.

Word Fixes

One command fixes a word in place, without retyping it. Most of them act on the word at the cursor, or on the selection. Assign the ones you use to a stroke and fix words as you write.

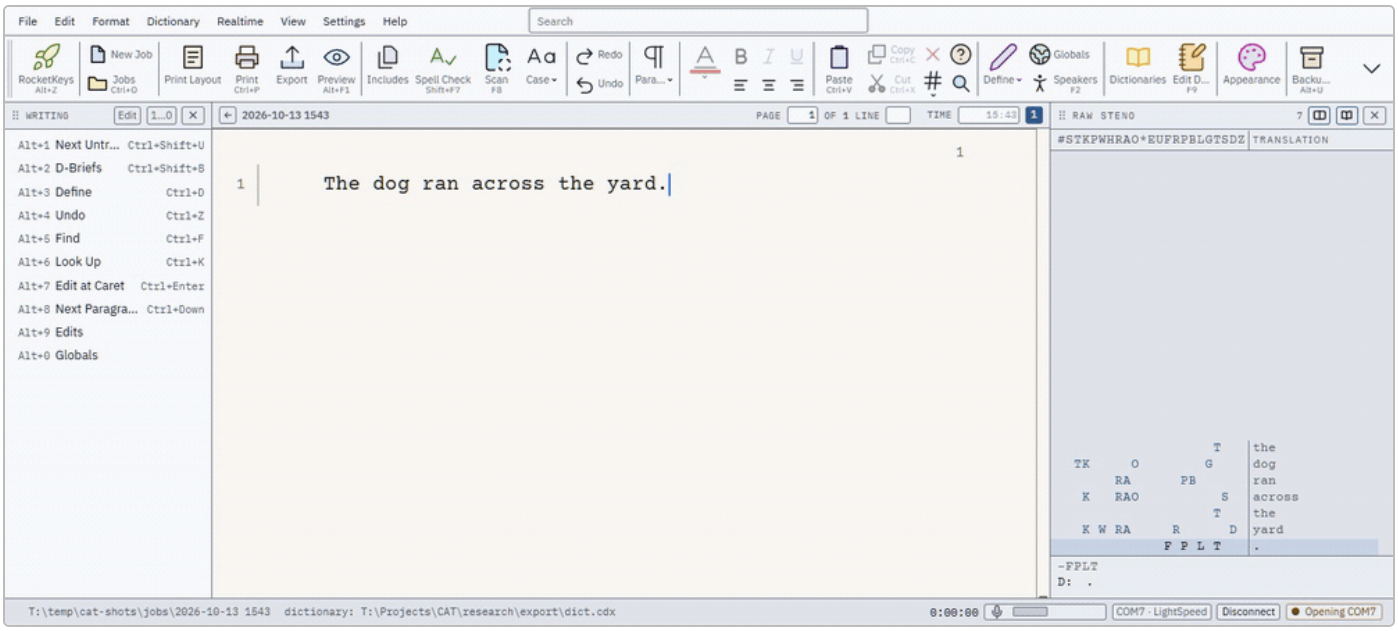
- **Spelling:** swap their for there, swap two words, change capitals.
- **Joining and splitting:** stitch, hyphenate, join two words, split one.
- **Marks around words:** quotes, parentheses, dashes, possessives.
- **Endings and punctuation:** add or take off an ending, change the period.
- **Numbers and citations:** rewrite a number, format a rule citation.
- **Find and change:** replace a word behind the cursor from the writer.

A command that takes a count reaches back that many words. With no count it takes one word, or the selection.

Each entry is a command. Assign any of them to a key or a stroke, or add it to a toolbar: see Keys and Macros.

CORRECT A WORD FROM THE WRITER:

1. Write the wrong word again.
2. Write the correct word.
3. Write the stroke for **Fix Last Word**. The last occurrence of the wrong word behind the cursor is replaced, and the two words just written are removed.



dog written again, then cat, then KHA*EUPBG for Fix Last Word: dog becomes cat

```
The dog ran across the yard. Dog cat
The cat ran across the yard.
```

Dog and cat written, then Fix Last Word

CHANGE A MARKED BLOCK WITH ONE KEY:

1. Select words inside one paragraph.
2. Press a key: - **-** stitches the words with hyphens: matter of fact becomes **matter-of-fact**. On one word it stitches the letters: Smith becomes **S-m-i-t-h**. - **.** stitches with periods the same way: **S.m.i.t.h**. - **Space** takes the spaces out: 555 1212 becomes **5551212**. - **,** puts commas around the block: I said Smith then becomes I said**, Smith,** then. - **"** puts double quotes around the block.
3. Press the same key again to undo it. The block stays selected.

A letter typed on a block replaces it, as before. A block that runs into the next paragraph is replaced by any key.

Alternate Spelling

`Ctrl+Alt+A`

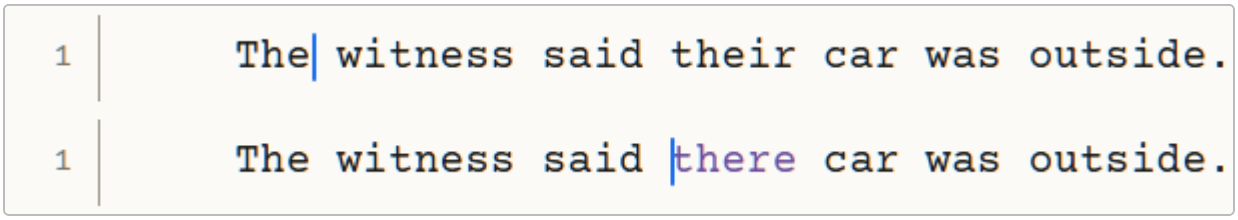
Replaces the word at the cursor with the next spelling in its alternate list: their becomes **there**, then **they're**. The lists are on **Edit > Spelling > Word Lists > Alternate Words**. After the lists come words that sound the same, such as sum and some. A word with neither is not changed.

```
Their car was parked outside.
There car was parked outside.
```

Their becomes There

Find Next Alternate

Turns alternate searching on and off. On, when the word at the cursor has no alternate, **Alternate Spelling** changes the next word in the paragraph that has one. Off by default.

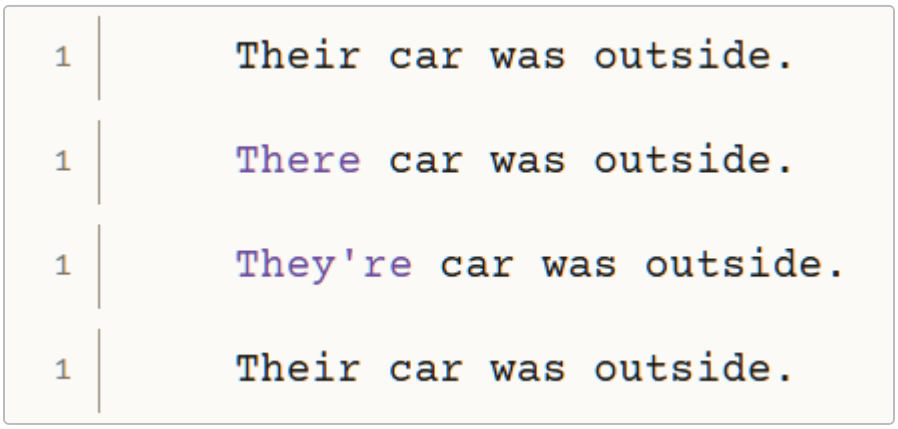


On, with the cursor after The: their is the next word with an alternate, and becomes there

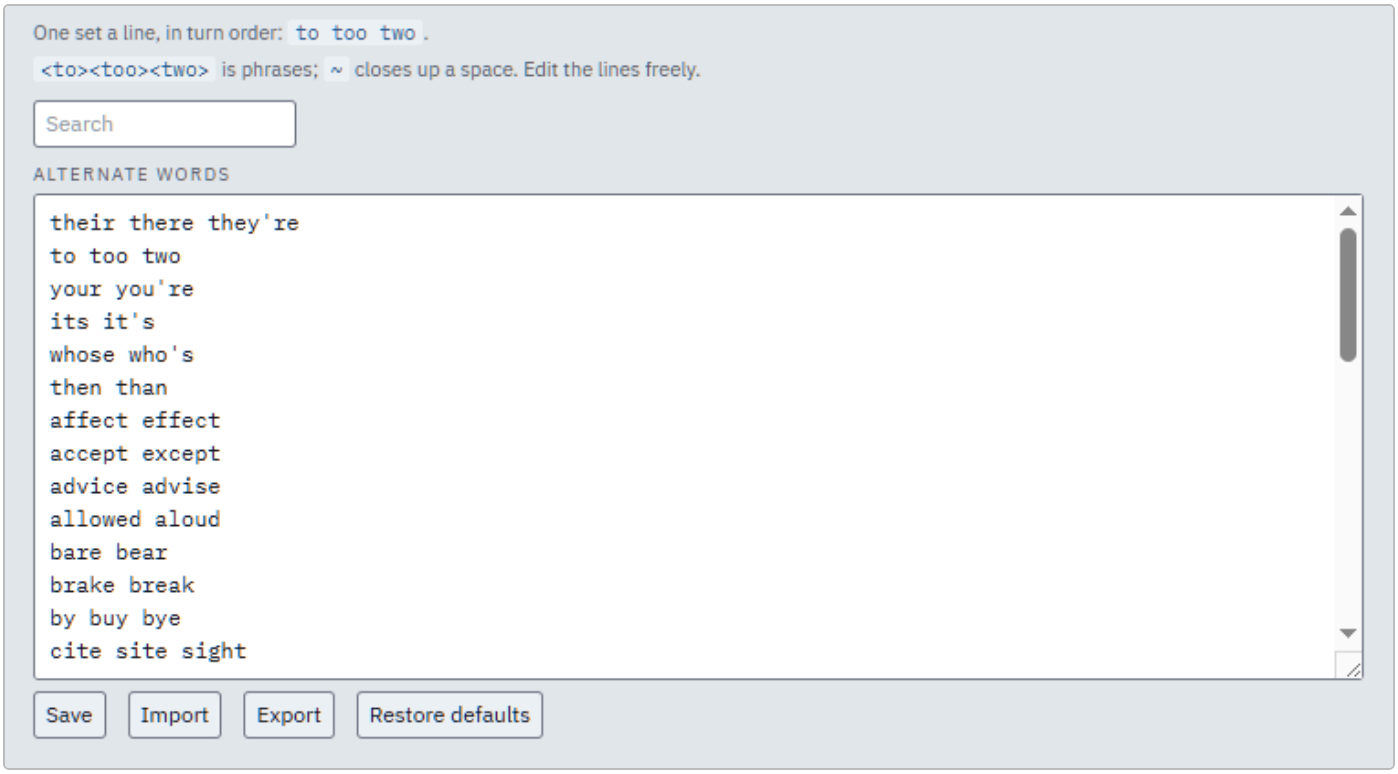
Alternate Words

`Ctrl+Alt+X`

Opens the **Alternate Words** menu. Each row is a list of spellings that **Alternate Spelling** steps through, words or phrases. The menu starts with the shipped lists. A list removed from the menu is no longer used.



Alternate Spelling three times on Their: There, They're, and back to Their



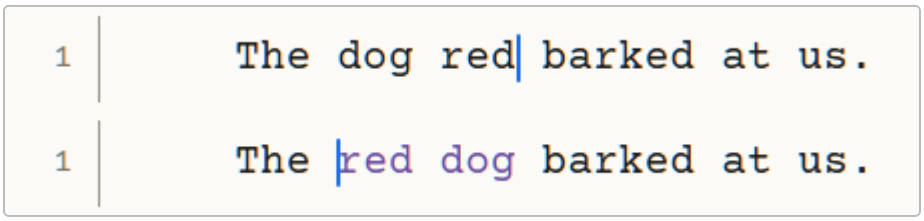
Alternate Words menu

- **Alternate Words**: one set a line, in turn order: `to too two`. For a set with phrases, put each one in angle brackets: `<to><too><two>`. `~` closes up a space.
- **Search**: finds a line. Enter goes to the first one found.
- **Save**: keeps the box. Nothing else here is kept until you click Save.
- **Import**: adds the lines of a .txt file to the box.
- **Export**: saves the box to a .txt file that Import can read.
- **Restore Defaults**: puts the shipped sets back in the box as they ship. Lines you added stay.

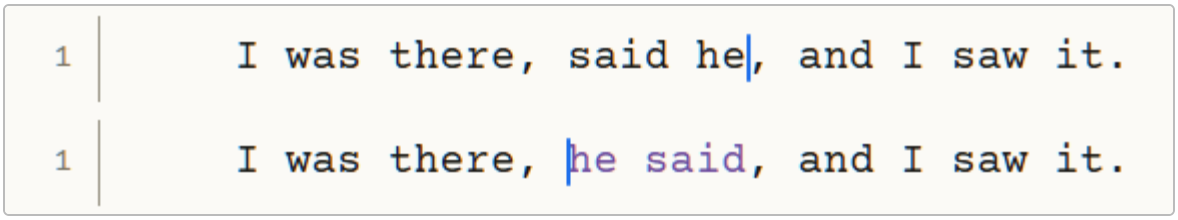
Swap with Previous Word

`Ctrl+Alt+T`

Swaps the word at the cursor with the word before it: dog red becomes **red dog**. Punctuation does not move.



Cursor on red: dog red becomes red dog



Cursor on he: said he, becomes he said, and the comma stays

Swap with Next Word

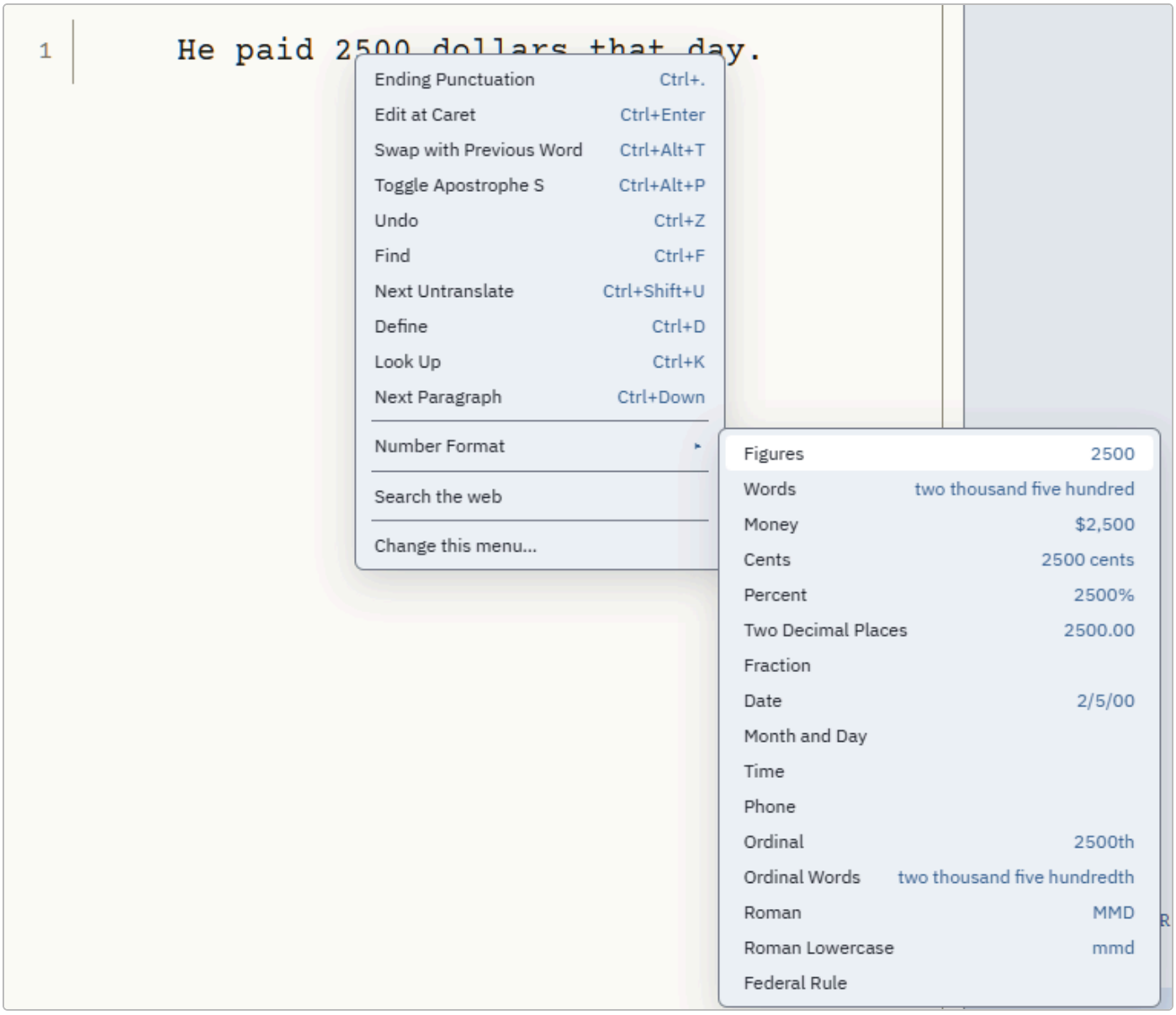
`Ctrl+R` `Shift+R (RocketKeys)`

Swaps the word at the cursor with the word after it: red dog becomes **dog red**. Punctuation does not move.

Write Number As

`Shift+M (RocketKeys)` `Shift+T (RocketKeys)` `Shift+W (RocketKeys)` `Shift+N (RocketKeys)`

Rewrites the number behind the cursor, or at the end of a selection, in another format. Pick the format from the **Number Format** button on the toolbar, or right-click the number and point to **Number Format**. Each row shows what the number becomes before you pick it. A format that does not fit the number shows nothing.



Right-click on 2500, then Number Format

The formats, with examples:

Format	Written	Becomes
Figures	three	**3**
	two hundred	**200**
Words	25	**twenty-five**
	$25	**twenty-five dollars**
Money	2500	**$2,500**
	1.5	**$1.50**
Cents	25	**25 cents**

Format	Written	Becomes
Percent	40 percent	**40%**
Two Decimal Places	1.5	**1.50**
	25	**25.00**
Fraction	three and a half	**3 1/2**
	one quarter	**1/4**
Date	91826	**9/18/26**
	10152026	**10/15/2026**
Month and Day	January 62019	**January 6, 2019**
Time	1015	**10:15**
	three	**3:00**
Phone	2125551212	**(212) 555-1212**
	5551212	**555-1212**
Ordinal	25	**25th**
	three	**3rd**
Ordinal Words	25	**twenty-fifth**
Roman	1999	**MCMXCIX**
Roman Lowercase	12	**xii**
Federal Rule	45D3A4	**45(d)(3)(A)(iv)**

Money on a number followed by cents keeps the amount: 25 cents is **$0.25**. Press it again for **25 cents**. Otherwise **Money** and **Cents** keep the figure and write over the word after it: 25 dollars under **Money** is **$25**, and $50 under **Cents** is **50 cents**.

See Format Federal Rule below.

Pick the same format again for the next reading of the same digits. A date of five or seven digits can be read more than one way: 91826 becomes **9/18/26**, then **91/8/26**. A format with only one reading goes back to the digits.

A percent sign, an ordinal ending or a Roman numeral that came from your Steno stays when you pick another format. One that a format wrote is taken off again.

```
1    He paid 25 dollars that day.

1    He paid twenty-five dollars that day.
```

Words: 25 becomes twenty-five

Convert Numbers

`Ctrl+Shift+3`

Opens the Number Format list at the cursor, the same list as the **Number Format** button. Each row shows what the number becomes. Does nothing when the cursor is not on a number.

Format Federal Rule

Formats a rule or statute citation written as one run, with the levels in parentheses. Fingerspell the citation as one run, then pick **Federal Rule** from **Number Format**. Works on the word just written or the word at the cursor.

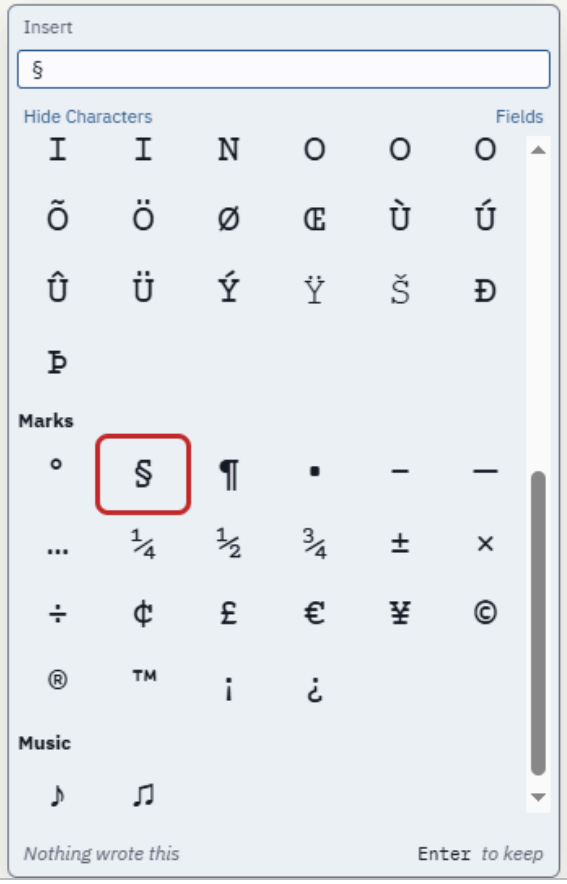
- 12B6 becomes **12(b)(6)**, as in Fed. R. Civ. P. 12(b)(6).
- 26A2B becomes **26(a)(2)(B)**, as in Fed. R. Civ. P. 26(a)(2)(B).
- 45D3A4 becomes **45(d)(3)(A)(iv)**, as in Fed. R. Civ. P. 45(d)(3)(A)(iv).
- 56A becomes **56(a)**.

The levels, in order: the number as written, (a) lowercase letter, (1) number, (A) capital letter, (i) lowercase Roman numeral, (I) capital Roman numeral. A letter takes its level's case, whatever case you wrote it in.

Two numbers in a row cannot be told apart, so put a hyphen before a sixth level: 401A9B4-2 becomes **401(a)(9)(B)(iv)(II)**, as in 26 U.S.C. § 401(a)(9)(B)(iv)(II). A hyphen between any two levels is allowed.

The section sign (§) is not written by this format. To put it in, open **Edit > Insert > Special Character** (Ctrl+W), click **§** in the **Marks** row, and press Enter.

```
The plan meets 401 of the tax code. The owner lives
on Main Street.
```



Special Character: § in the Marks row

A word that is not a citation is not changed.

Stitch Letters

`Ctrl+Alt+H`

Stitches the word at the cursor, or a run of single letters: Mary becomes **M-a-r-y**, and B R A U N becomes **B-R-A-U-N**. Use it again to remove the stitch. Numbers and hyphenated words are not changed.

A witness spelling a name for the record: fingerspell the letters, then stitch them.

```
My name is Brown, BROWN.
```

```
My name is Brown, B-R-O-W-N.
```

BROWN fingerspelled, then stitched to B-R-O-W-N

Sticky Space

`Shift+` (RocketKeys)` `Ctrl+Shift+Space`

Changes the space at the cursor to a sticky space, which keeps the two words on the same line. Use it again to change it back. On the **Edit > Word** menu. Dictionary entry: **{@RUN(spaces)}**.

To write a sticky space from the writer, write a stroke defined as **{~}** between the two words, or put a caret in an entry: **St.^Louis**.

Toggle Apostrophe S

`Ctrl+Alt+P`

Adds or removes a possessive: dog becomes **dog's**, and back. A word ending in s takes the apostrophe alone: witness becomes **witness'**. A contraction is not changed.

```
1    The dog collar was on the seat.
1    The dog's collar was on the seat.
```

dog becomes dog's

Cycle Possession

`Alt+A` `` ` (RocketKeys) ``

Steps the word through singular, singular possessive, plural possessive and plural: dog, dog's, dogs', dogs, dog. A capitalized name is treated as a singular. A word with no plural is handled as **Toggle Apostrophe S**.

```
1    The dog collar was on the seat.
1    The dog's collar was on the seat.
1    The dogs' collar was on the seat.
1    The dogs collar was on the seat.
1    The dog collar was on the seat.
```

dog, dog's, dogs', dogs, and back to dog

Contraction

`Ctrl+Alt+N`

Opens a contraction into its words, or closes two words into a contraction: do not becomes **don't**. Use it again for the next reading: she'll becomes **she will**, then **she shall**, then **she'll**. Only pairs on the shipped contraction table are changed.

```
1    I do not know.
1    I don't know.
```

do not becomes don't

Cap Word

`F6 → toggle` `Shift+F6 → upper` `Ctrl+F6 → lower` `A (RocketKeys)` `Shift+A (RocketKeys)`

Changes the case of the word at the cursor. With no case given, steps through initial cap, all caps and lowercase: doctor becomes **Doctor**, then **DOCTOR**, then **doctor**.

```
1    The witness said the doctor was there.
1    The witness said the Doctor was there.
1    The witness said the DOCTOR was there.
1    The witness said the doctor was there.
```

doctor, then initial cap, all caps and lowercase

Cap Previous Words

Initial-caps the words behind the cursor. Give it a count for a name or title: united states of america with a count of 4 becomes **United States of America**.

```
1    He said john smith was in the room.
1    He said John Smith was in the room.
```

A count of 2: john smith becomes John Smith

Move to Next Word on Capital

Turns capital stepping on and off. On, **Cap Word** moves the cursor on to the next word, so pressing it again caps that one: john smith takes two presses to become John Smith. Only when you have put the cursor in the text, not while you write. Off by default.

Move to Next Word on Punctuation

Turns punctuation stepping on and off. On, the cursor moves to the end of the next word after **Punctuation** or **Ending Punctuation**, so pressing it again marks that word. Only when you have put the cursor in the text, not while you write. Off by default.

Lowercase Capital You Type in Front Of

Turns capital dropping on and off. On, a word typed in front of the first word of a sentence takes the capital, and the old first word drops to lowercase. On by default.

```
1    The dog was barking outside.

1    Then the dog was barking outside.
```

On: Then typed in front of The, and The drops to the

Auto Capitalization on Delete

Turns Auto capitalization on delete on and off. On, deleting the capital letter of a sentence's first word capitalizes the next letter. Off, the next letter keeps its case, as in Notepad. Off by default.

Quote Last Words

`Ctrl+Alt+'`

Puts double quotes around the words behind the cursor. Give it a count for more than one word, or use it again to take in one more word. With a count of 5 after boy, He said the dog was a good boy. becomes He said the **"dog was a good boy."**

```
1    He said the dog was a good boy.

1    He said the "dog was a good boy."
```

A count of 5, with the cursor after boy

Quote Back to Start of Sentence

Puts double quotes from the cursor back to the start of the sentence. With the cursor after boy, He said the dog was a good boy. becomes **"He said the dog was a good boy."**

```
He said the dog was a good boy.
"He said the dog was a good boy."
```

Cursor after boy

Single Quotes Round Last Words

`Ctrl+Alt+Shift+'`

Puts single quotes around the words behind the cursor, or around the selection. Give it a count for more than one word. With cat selected, the cat sat becomes the **'cat'** sat.

Parentheses Round Last Words

`Ctrl+Alt+9`

Puts parentheses around the words behind the cursor. Give it a count for more than one word. With a count of 2 after cold, The room was very cold that day. becomes The room was **(very cold)** that day.

```
The room was very cold that day.
The room was (very cold) that day.
```

A count of 2, with the cursor after cold

Dashes Round Last Words

`Ctrl+Alt+=`

Puts reporter dashes (--) around the words behind the cursor. Give it a count for more than one word. With a count of 2, The car I think was red. becomes The car **-- I think --** was red. Use it again to take the dashes off.

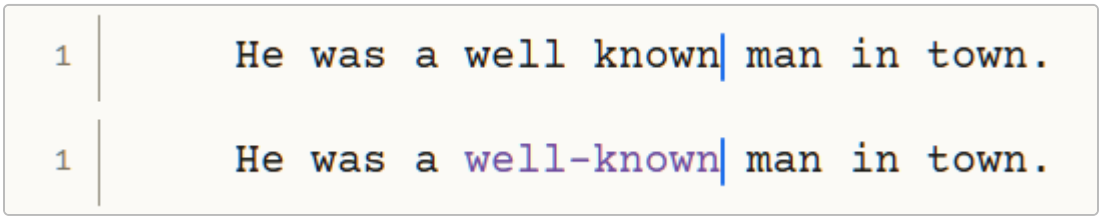
```
The car I think was red.
The car -- I think -- was red.
```

A count of 2, with the cursor after think

Hyphenate Back to Space

`Ctrl+Alt+-`

Changes the space behind the cursor to a hyphen: well known becomes **well-known**. Give it a count to hyphenate more words.

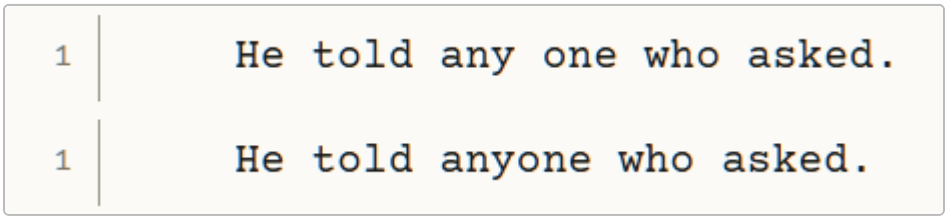


Cursor after known

Squish

`Ctrl+Alt+Shift+-`

Removes the space behind the cursor: boiler plate becomes **boilerplate**. Give it a count to join more words.



any one becomes anyone

Split Word

`Ctrl+Alt+S`

Splits a compound word in two: greenhouse becomes **green house**. Use it again for the next split, notice becomes **no tice**, then **not ice**, and again to rejoin the word. Both halves must be in the spelling dictionary, unless the split is on the Split Words menu.

Offer This Split First

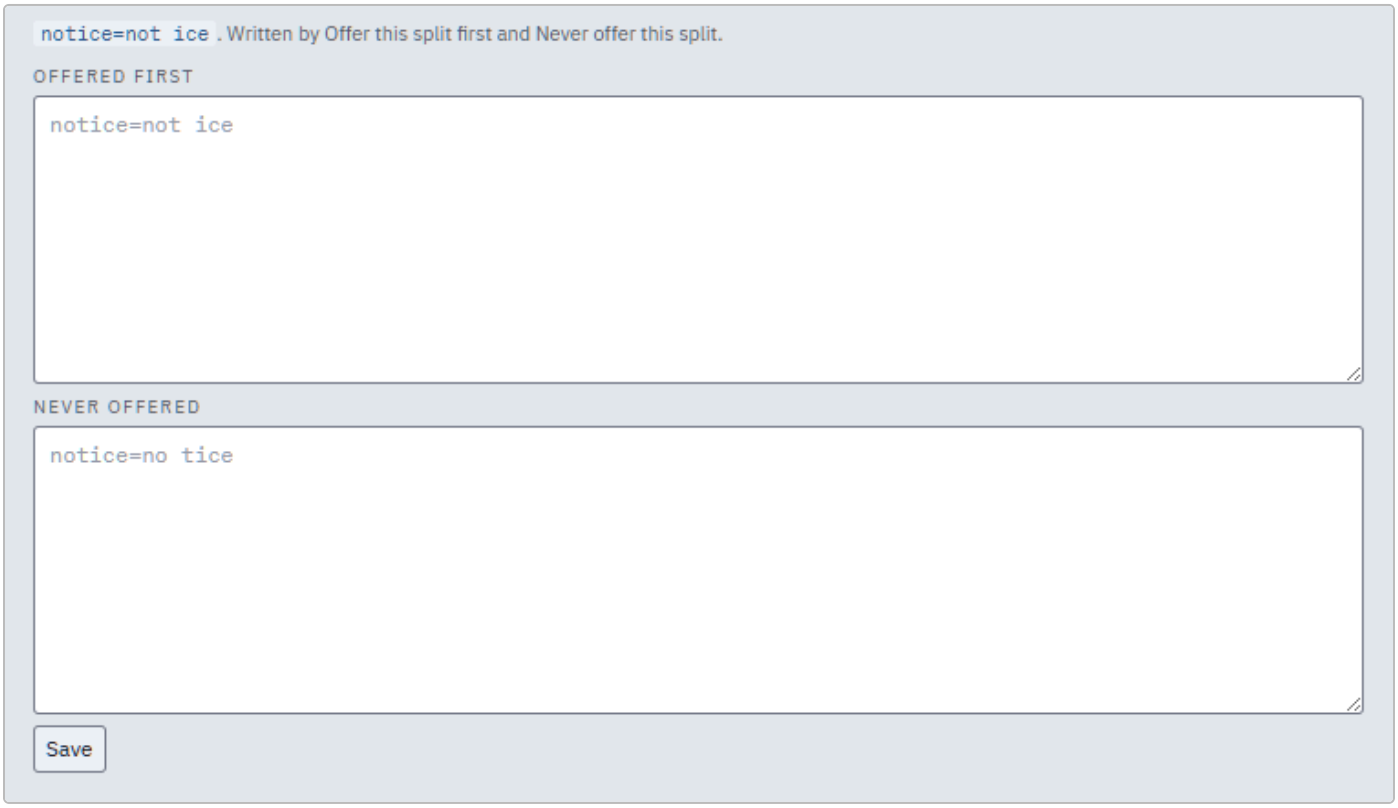
Adds the split shown at the cursor to the Split Words menu, so it is offered first for that word. The text is not changed.

Never Offer This Split

Adds the split shown at the cursor to the Split Words menu as excluded, so it is never offered for that word. The text is not changed.

Split Words

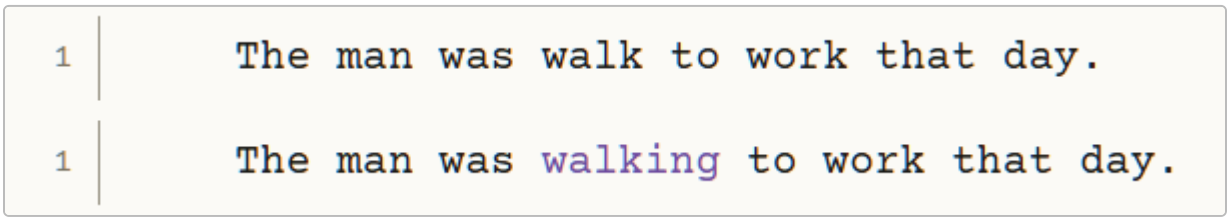
Opens the **Split Words** menu. The menu shows two lists, **Offered first** and **Never offered**, one row each in the form **notice=not ice**. Click **Save** to keep changes.



Split Words menu

Put Ending on Word

Adds the named ending to the word at the cursor and corrects the spelling of the root: run becomes **running**. An ending already there is removed; a different ending is replaced. If the result is not a word, nothing changes.



Ing ending: walk becomes walking

Remove Suffix

Removes one ending from the word at the cursor, shortest first: wanderings becomes **wandering**, then **wander**. Nothing is removed unless the rest is a word.

Shave Current Word

`Shift+S (RocketKeys)`

Removes the last letter of the word at the cursor.

Shave Previous Word

`S (RocketKeys)`

Removes the last letter of the word before the cursor.

Untranslate Word

`Ctrl+F7` `Shift+U (RocketKeys)`

Changes the word at the cursor, or the word before it, back to its raw steno, ready to define or global.

Prefix/Suffix

`Ctrl+K` `W (RocketKeys)`

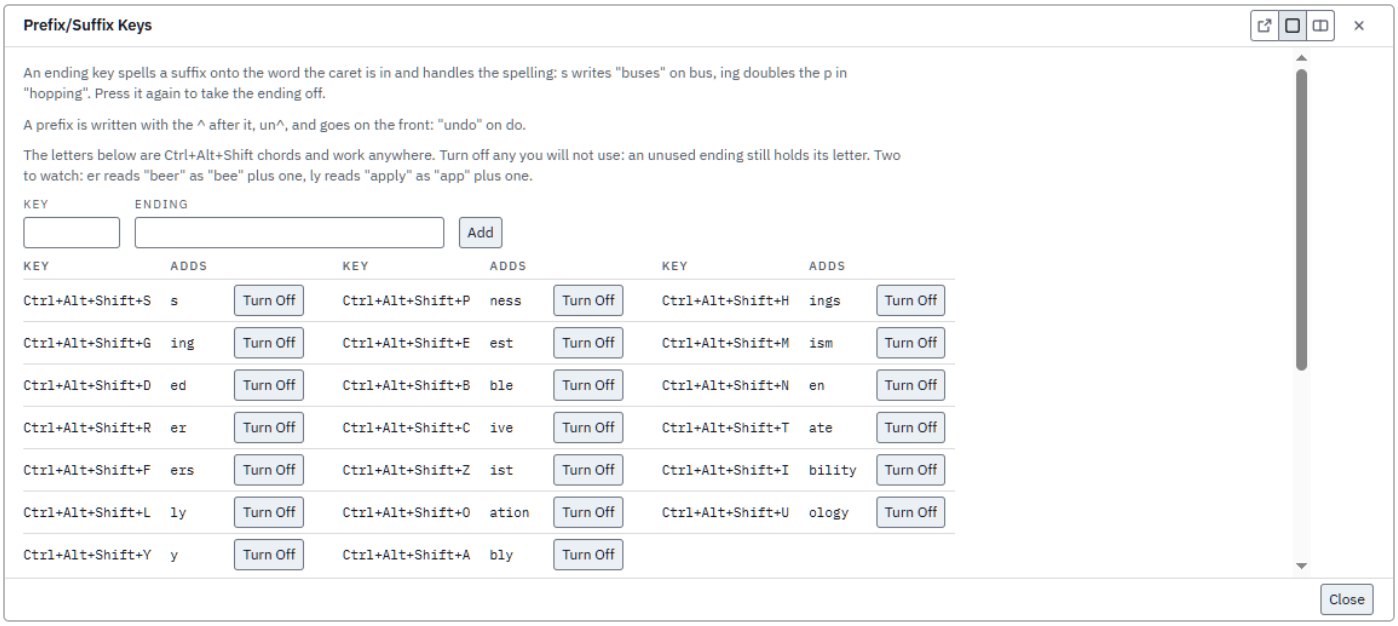
Opens the ending keys as a list at the cursor. Press the letter of an ending to put it on the word at the cursor; spelling is adjusted where required. **Settings** opens the Prefix/Suffix Keys menu.

Prefix/Suffix Keys

`Ctrl+Alt+E`

Opens the **Prefix/Suffix Keys** menu, **Edit > Word > Prefix/Suffix Keys**, which lists the ending keys. Each key is a Ctrl+Alt+Shift chord and a suffix. A suffix followed by ^, such as un^, is a prefix and goes on the front of the word.

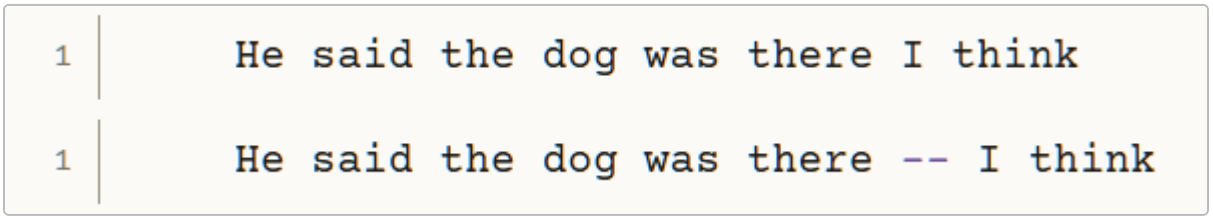
- **Key** and **Suffix**: type a letter and a suffix and click **Add**.
- **Turn Off**: the key does nothing now. A shipped suffix moves to the **Off:** list.
- **Off:** lists what is turned off, under **Suffixes**, **Prefixes** and **Hyphen**. **Turn On** gives it a key, shown on the list at the top. Turn On is gray when no letter is free.



Prefix/Suffix Keys menu

Punctuation

Puts the named punctuation mark at the cursor. A different mark there is replaced. The same mark there is removed.

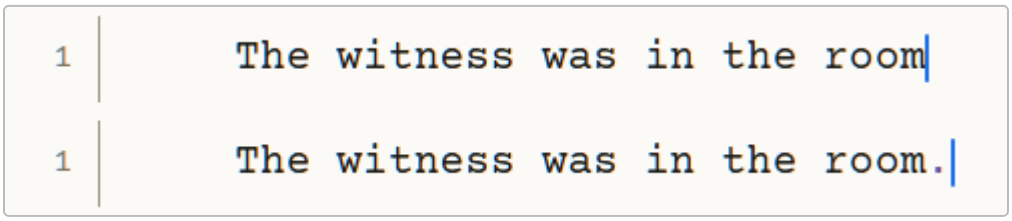


A dash put after there, as Alt+D does

Ending Punctuation

`Alt+D → --` `Alt+P → .` `Alt+Q → ?` `P (RocketKeys)` `Q (RocketKeys)` `= (RocketKeys)`

Changes the ending punctuation of the sentence at the cursor. With no mark named, steps through period, question mark, exclamation point and reporter dash. With a mark named, puts that mark.



A period named, with the cursor after room

Take Last Mark Off

`Ctrl+Alt+Backspace`

Removes the nearest punctuation mark behind the cursor. With a mark named (comma, dash, period), removes the nearest mark of that kind.

```
He said the dog was there -- I think
```

```
He said the dog was there I think
```

Dash after there, then taken off

Accept Guess

`Alt+Enter`

Accepts a Phonetic translation, a misstroke read from the nearest entry or a folded ending, and removes its mark. Works on the word at the cursor, or the last one behind it.

Fix Last Word

Replaces a wrong word written earlier. Write the wrong word, write the correct word, then write the stroke for **Fix Last Word**. The last occurrence of the wrong word behind the cursor is replaced, and the two words just written are removed.

Search and Delete

Deletes a word written earlier. Write the word, then write the stroke for **Search and Delete**. The last occurrence of the word behind the cursor is deleted, and the word just written is removed.

Replace Last Untranslate

Replaces the last Untranslate. Write the correct word, then write the stroke for **Replace Last Untranslate**. The word replaces every stroke of the last Untranslate behind the cursor, and is removed from where it was written.

Apply Universal Table

Applies the Universal Table to the open job: **Edit > Transcript > Apply Universal Table**. The Universal Table is a list of Globals kept apart from any job, the way Case CATalyst's Xtra Global Table is. Use it for fixes you make in every job, such as a scopist fixing the same misstroke in every job a reporter sends.

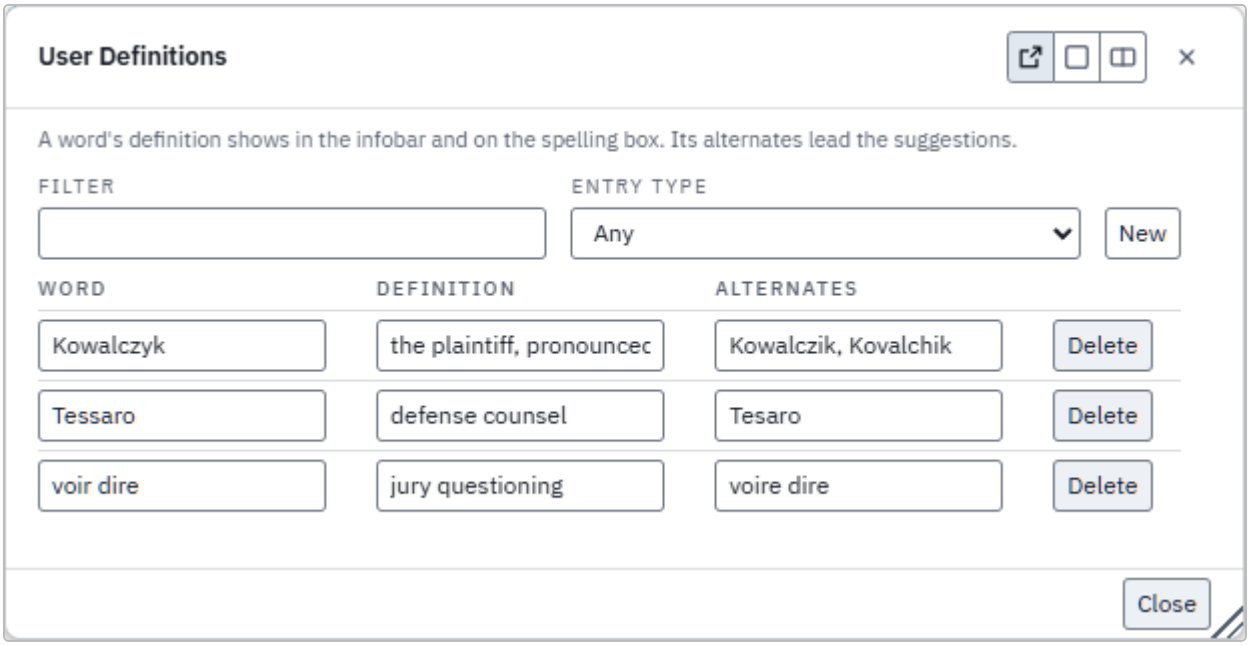
- To add a Global to the table, check **Add to Universal Table** in the Define box.
- Only the Globals the job does not have yet are made, so applying it again after a few more defines adds just the new ones.

- No Dictionary changes.
- To see or remove the table's entries, open **Globals** and click **Show** on the Universal Table row.

User Definitions

Opens the **User Definitions** menu. Each row is a word, a definition and alternate spellings. The definition shows in the Infobar when the cursor is on the word, and in the Spell Check box. Spell check offers the alternate spellings first.

- **Filter**: shows the rows with the text in the word, the definition or an alternate spelling.
- **Entry type**: **Any**, **Numbers** (a word with a digit) or **Phrase** (a word with a space).
- **New**: adds a row. It is kept once it has a word.
- **Delete**: deletes the row.



User Definitions menu with three words

Marks

A mark flags words by how they were written or changed. Mark colors are set on the **Writing window** tab of **Settings > Appearance**.

CLEAR MARKS:

1. Open **View > Panels > Unresolved**. Every Untranslate, Scan stop, Conflict and Phonetic mark is listed in page order, with its page and line.
2. Click a row to go to it; double-click it to hear it. Click **Define** on an Untranslate or a Phonetic mark, **Pick** on a Conflict, or **Replace** on a Scan stop.
3. The row leaves the list when the mark is gone. **Edit > Go to > Scan** goes from one mark to the next.

Untranslate

Marks Steno with no Dictionary entry. The Unresolved panel offers **Define**.

```
1    The witness said the [STRUFRPD] was the
```

An Untranslate in a sentence

```
1    The witness said Doctor [STRUFRPD] was
1    The witness said Doctor Stafford was th
```

Before and after Define: STRUFRPD becomes Stafford

Stop

Marks words printed by a Dictionary entry such as **{U:CHECK SPELLING}**. **Scan** stops on them. Not counted as an Untranslate. The Unresolved panel offers **Replace**.

Conflict

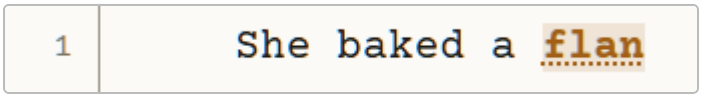
Marks Steno with more than one Translation in the Dictionary and none picked. The Unresolved panel offers **Pick**.

```
1    She was late and because of the
```

A Conflict: SKP-FBZ, and because of

Phonetic

Marks a word read phonetically by **Phonetic translation** from a stroke with no Dictionary entry. The Unresolved panel offers **Define**.



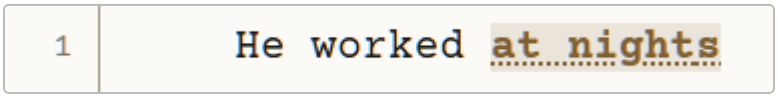
A Phonetic translation: TPHRAPB, flan

Resolved

Marks a Conflict picked by **Answer conflicts the way you answered them before**. **Scan** still stops on it. Click it to pick a reading. The mark stays until you do.

Folded

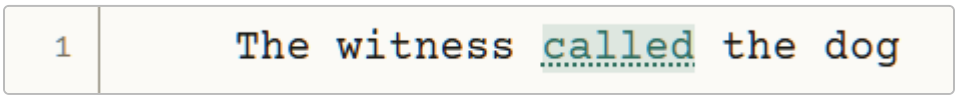
Marks a word whose stem came from the Dictionary and whose ending was added from the stroke. The result can be a different word.



A folded ending: TPHAOEUTDZ, at nights

Misstroke

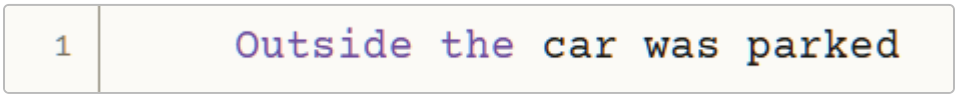
Marks a stroke read as the Dictionary entry one key away, by **Use closest guess from dictionary on misstroke**.



A misstroke fix: KAULGD, called

Edited

Marks typed text that no stroke wrote.



Outside typed at the head of the line

Stale

Marks words you typed over a translation when the strokes under them now translate differently, for example after a Dictionary change. Your typed words stay. Right-click the mark and pick **History** to see what changed, and fix the words if they are no longer right.

Blank

Marks an unfilled field, such as [DATE], or an unfilled **[ ]** blank.

Filled

Marks a filled field. The text changes when the field is answered again.

Spelling

Marks a word the spelling dictionary does not have, with a wavy red underline.

Bench

Marks the text between **{@BENCH(ON)}** and **{@BENCH(OFF)}**, or **{@BENCH(TOGGLE)}**. The text stays in the job and goes to no Realtime output.

Unresolved

Shows and hides the Unresolved panel. Lists every Untranslate, Scan stop, Conflict, Conflict answered for you and Phonetic mark in page order, with page, line and a **Define**, **Replace** or **Pick** button. Also shows search results sent to it, and **Marks** goes back to the marks.

Menu opens the Scan Stops menu. Right-click the panel for **Hide Type** and **Hide Page and Line**, which read **Show** once hidden.



Unresolved panel with one Untranslate

Suggestions/D-Briefs

D-Briefs shows a brief for a word or phrase written in two or more strokes when a Dictionary has a shorter entry for it. It shows during Realtime, as the words are written.

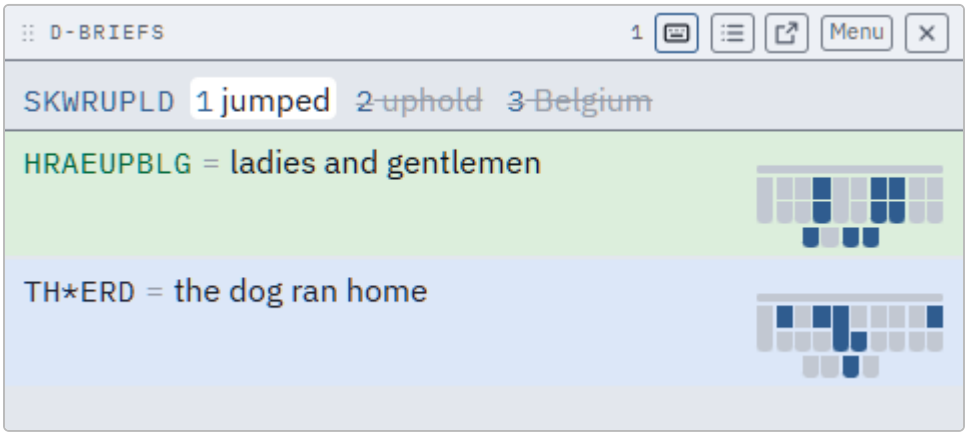
Live Suggestions are guesses at what an Untranslate should be, offered during Realtime: Dictionary entries one key off its Steno, alone or joined with the word before or after it, and the words its Steno sounds like. KOPB/TKPWHROFPL/RAT offers conglomerate.

The job and the Dictionary do not change until a suggestion is taken.

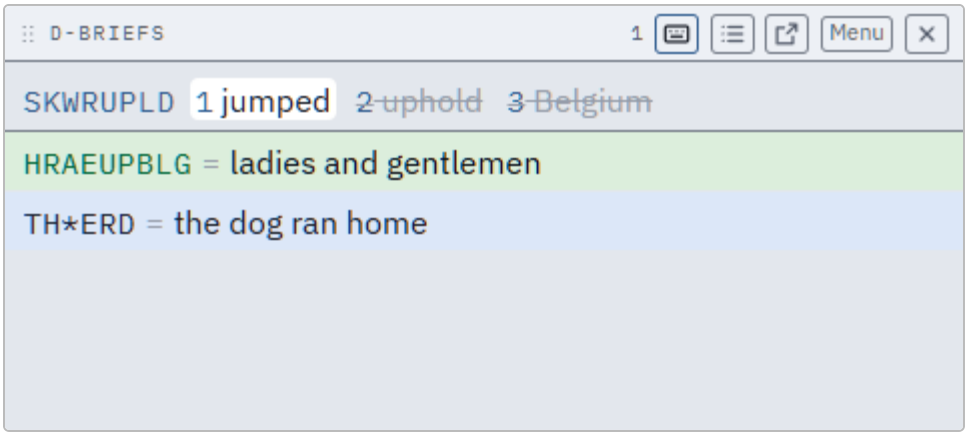
Replace with Live Suggestion, **Define Live Suggestion** and **Stop Suggesting Last One** have no key until you give them one. Assign them to a key or a stroke; see Keys and Macros.

TAKE A LIVE SUGGESTION:

1. Write past an Untranslate. After four more translated words, the Live Suggestions for it appear in the D-Briefs column, numbered.
2. Double-click a suggestion, or use **Replace with Live Suggestion** with its number. The Untranslate is replaced. The suggestion taken is highlighted and the others are struck through.
3. To keep it, use **Define Live Suggestion** with the same number.



Suggestion 1 taken: jumped is highlighted, the other two are struck through



Same, with the steno boards off

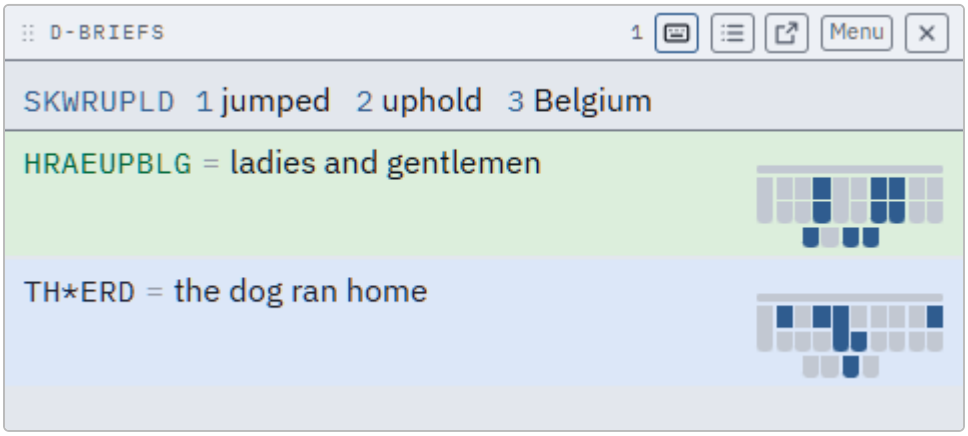
STOP A BRIEF BEING SUGGESTED:

1. Write the phrase the long way. A brief you will not use shows in the D-Briefs column.
2. Use **Stop Suggesting Last One**. That brief is not offered again.

ASK FOR SUGGESTIONS ON A WORD ALREADY WRITTEN:

1. Select the Untranslate, or the words it should be.
2. Choose **Realtime > Request Live Suggestion**. The set appears in the D-Briefs column, numbered, and **Replace with Live Suggestion** takes one by its number.

One set shows at a time; a newer Untranslate replaces it. The number shown, 2 to 5, is set in Translate options.



D-Briefs column: three Live Suggestions for SKWRUPLD, then briefs for phrases written in full

D-Briefs

`Ctrl+Shift+B`

Opens the D-Briefs menu, **Dictionary > D-Briefs**. Lists briefs in the Dictionaries for phrases written out the long way in this job, ranked by strokes saved. **Word List** reads a .txt file, one word or phrase to a line, and lists briefs for it.

Below them, in a second color, **Suggestions** lists made-up one-stroke briefs for phrases written out that no brief covers: the longest phrase only.

On each row, the buttons are:

- **Define**: on a Suggestion, opens Define with its Steno and Translation.
- **Stop Suggesting**: stops offering the phrase. The phrase moves to **Not suggested** under the list. Press it there to bring it back.
- **Reject Outline**: stops offering that outline. The outline moves to **Outlines not offered** under the list. Press it there to bring it back.

Click anywhere else on a row to open Look Up on the phrase.

Suggest after sets how many times a phrase is written before it is suggested: Off, or 2 to 5 times. The default is 2.

Max words sets the longest phrase listed, 1 to 10 words. The default is 6.

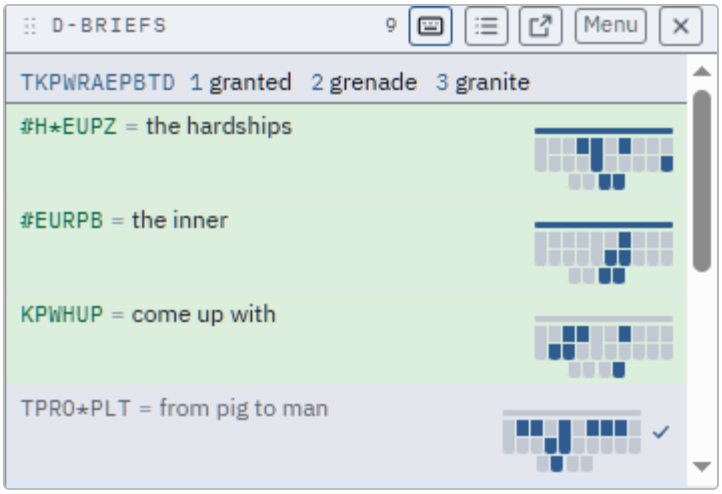
One stroke only lists only one-stroke briefs, in both sections.

Both settings also apply to the D-Briefs column. Neither applies to words you select and ask about.

A Suggestion translates as soon as it is offered, so you can write it right away. When you write one, it is copied to the job dictionary with the comment D-Brief. A job with no job dictionary keeps it in this job only, and the status bar says so. To keep them, open **Define** and set **Add to** to job Dictionary. Pick a job dictionary, or a new one for this job, and click **Use**. The Suggestions you wrote go into it. The settings are in the left column: see D-Briefs Settings.

A word you fingerspell is suggested the first time, at the top of the column. When every one-stroke brief for it is taken, the Suggestion is its opening sounds written twice: Pindrel is PEUPBD/PEUPBD. A Suggestion for the first word of a sentence is defined lowercase, unless the word's own entry is capitalized.

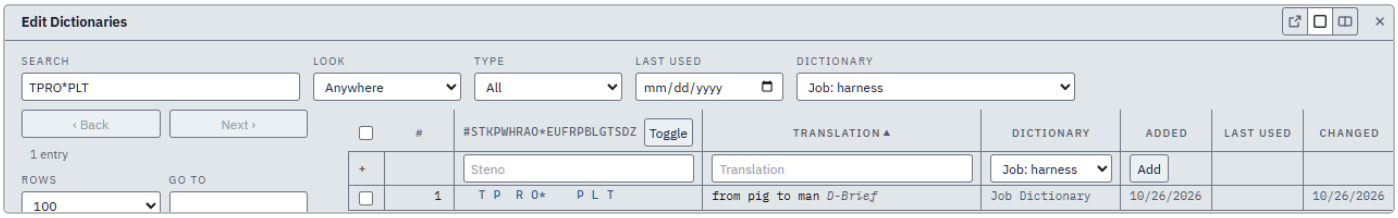
A Suggestion only uses a stroke that no loaded Dictionary defines and that does not start a longer entry, so it never takes a stroke you already write. Suggestions are one stroke where they can be, and never use the number bar.



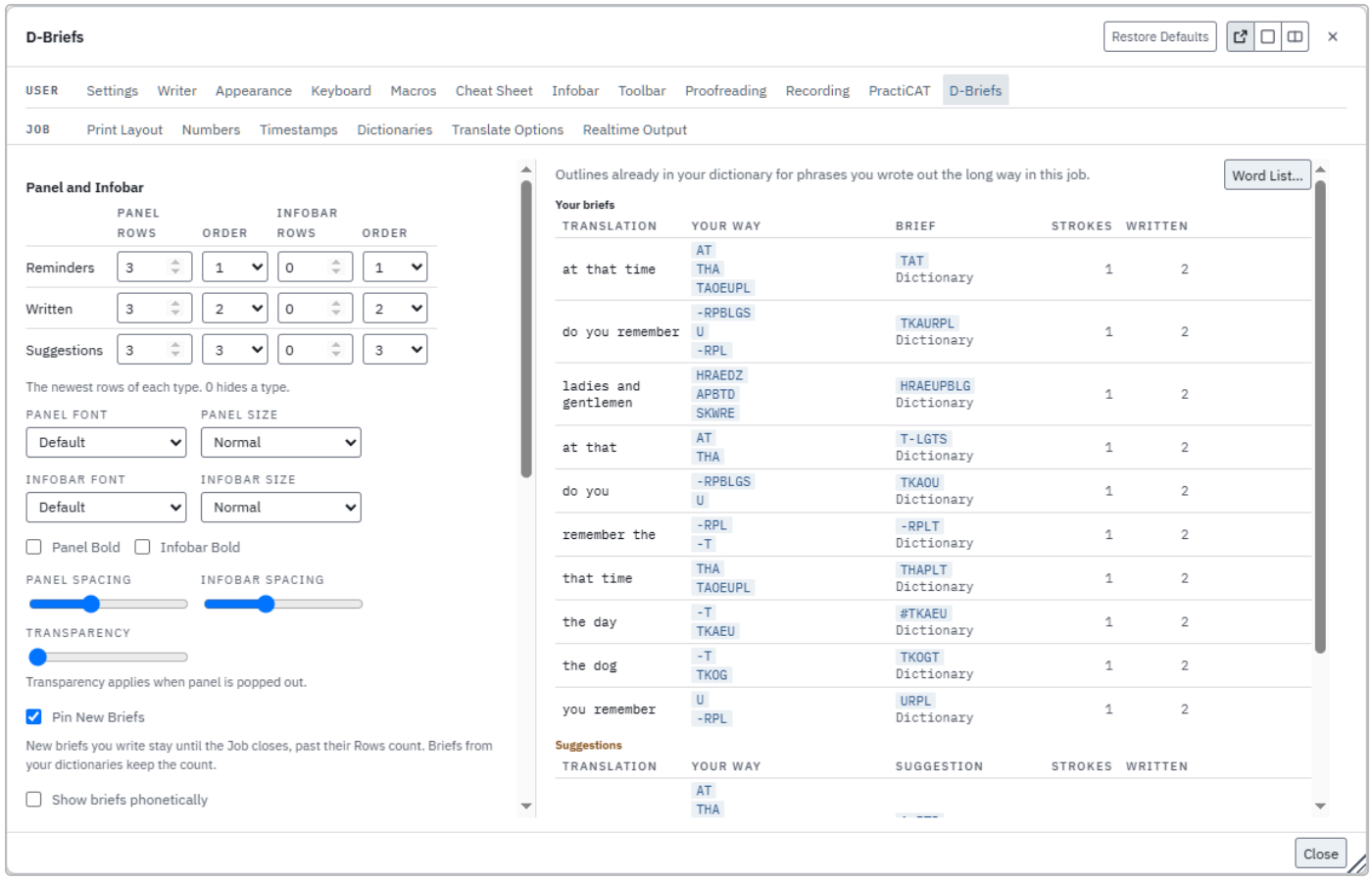
D-Briefs with steno boards on: TPRO*PLT = from pig to man was written and is checked



Same D-Briefs column with steno boards off



Edit Dictionaries, job dictionary: TPRO*PLT = from pig to man, comment D-Brief



D-Briefs: phrases written in full, with the brief for each

D-Briefs Panel

Turns the D-Briefs column on and off, **View > Panels > D-Briefs**. The column shows briefs for phrases as they are written, and the Live Suggestions.

Each brief is one line, Steno = Translation, such as KA = cardiologist. The steno is in its kind's color, and each kind has a faint row color:

- **Reminder**: a brief already in a loaded Dictionary, for words you wrote out the long way.
- **Suggested**: a made-up brief that is in no Dictionary yet.
- **Written**: a brief you wrote or accepted after it was offered. It turns gray, moves to the Written rows and gets a check mark.

The three kinds go Suggestions, Reminders, Written. D-Briefs Settings sets the order and how many rows of each.

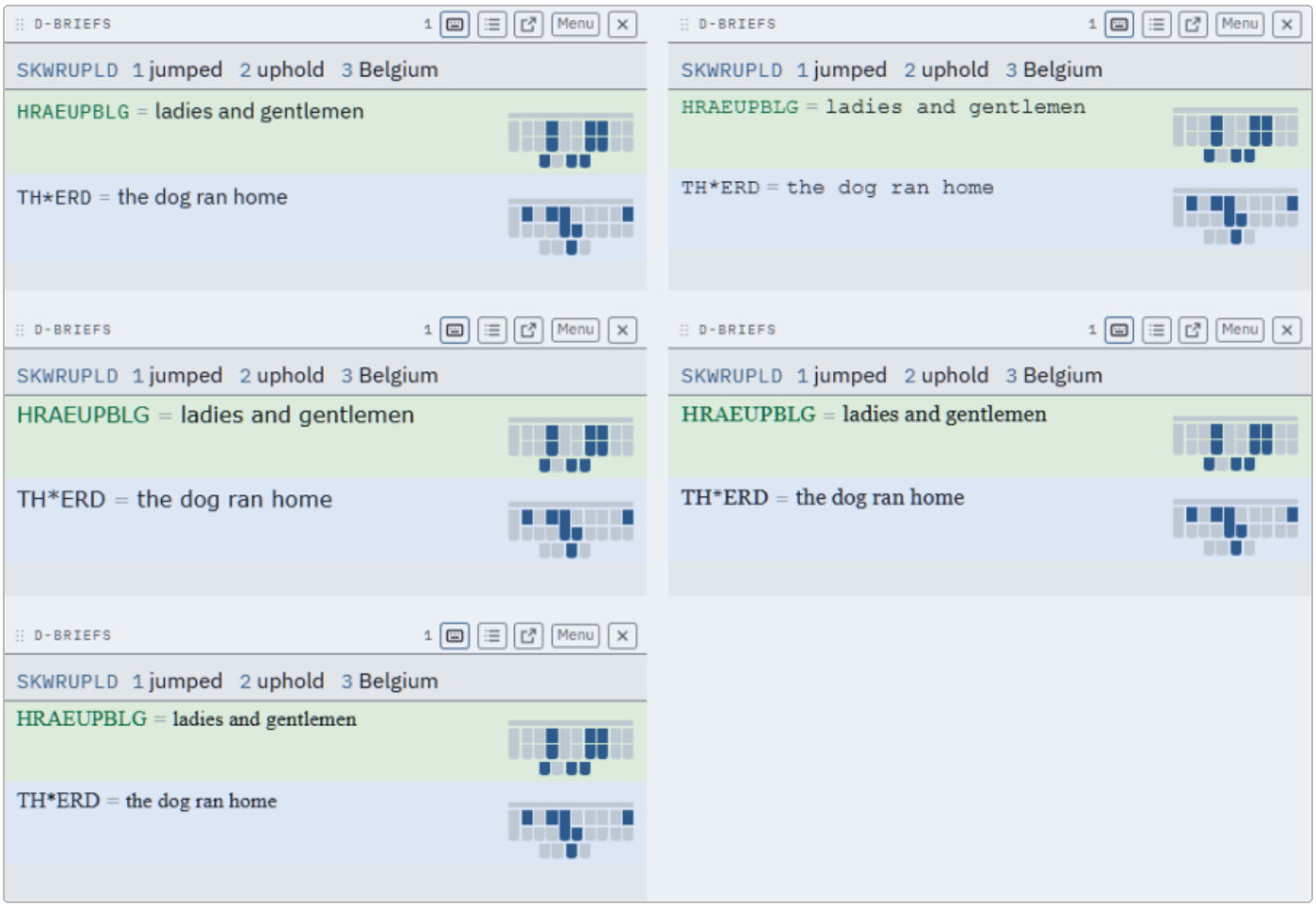
Right-click the column, away from a Live Suggestion, for **Show Row Colors** (or **Hide Row Colors**) and **Translation First** (or **Steno First**). Both are remembered. Row Colors start off. The colors are on the Frame tab of Appearance.

D-Briefs Settings

Opens the D-Briefs menu, whose left column is **D-Briefs Settings**: **Settings > D-Briefs Settings**, the D-Briefs tab of **Settings > Settings**, or right-click the D-Briefs column.

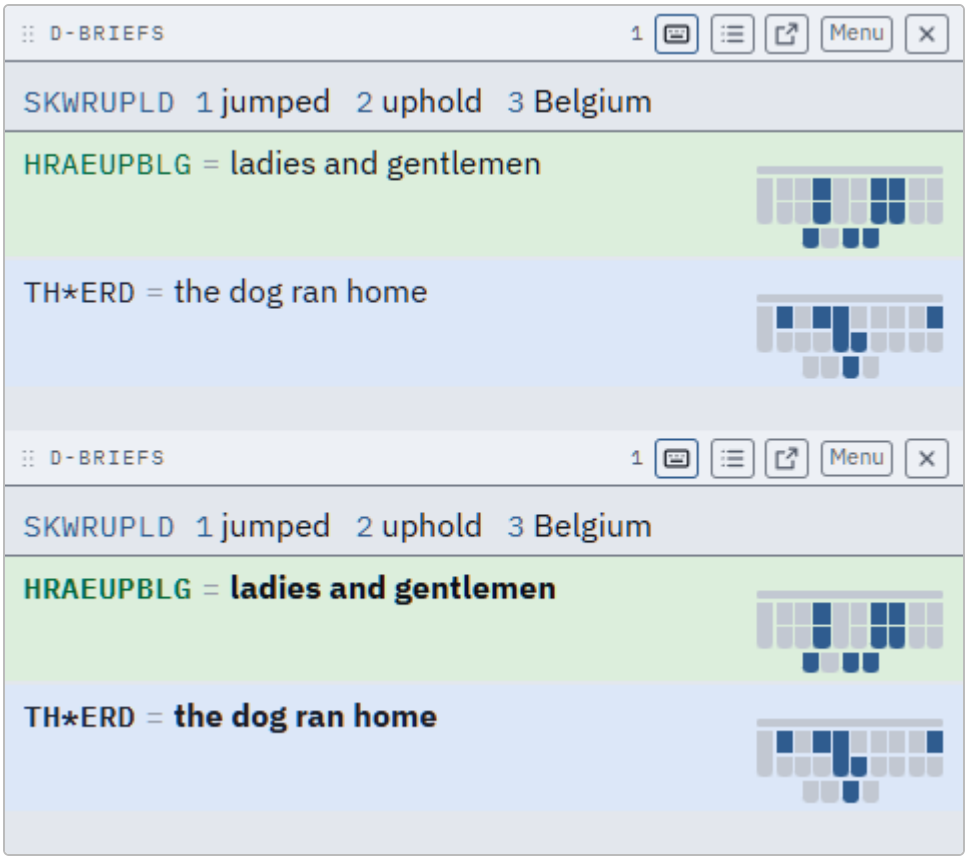
Panel and Infobar. A table of Rows and Order for each kind, Reminders, Written and Suggestions, once for the D-Briefs panel and once for the Infobar. Rows is how many of the newest rows of that kind show. 0 hides the kind. Order sets which kind comes first. The panel and the Infobar start at 3 Reminders, 1 Written and 3 Suggestions.

- **Panel font** and **Infobar font**: **Default**, or one of the fonts the steno board offers, such as Courier New or Verdana. Verdana by default.



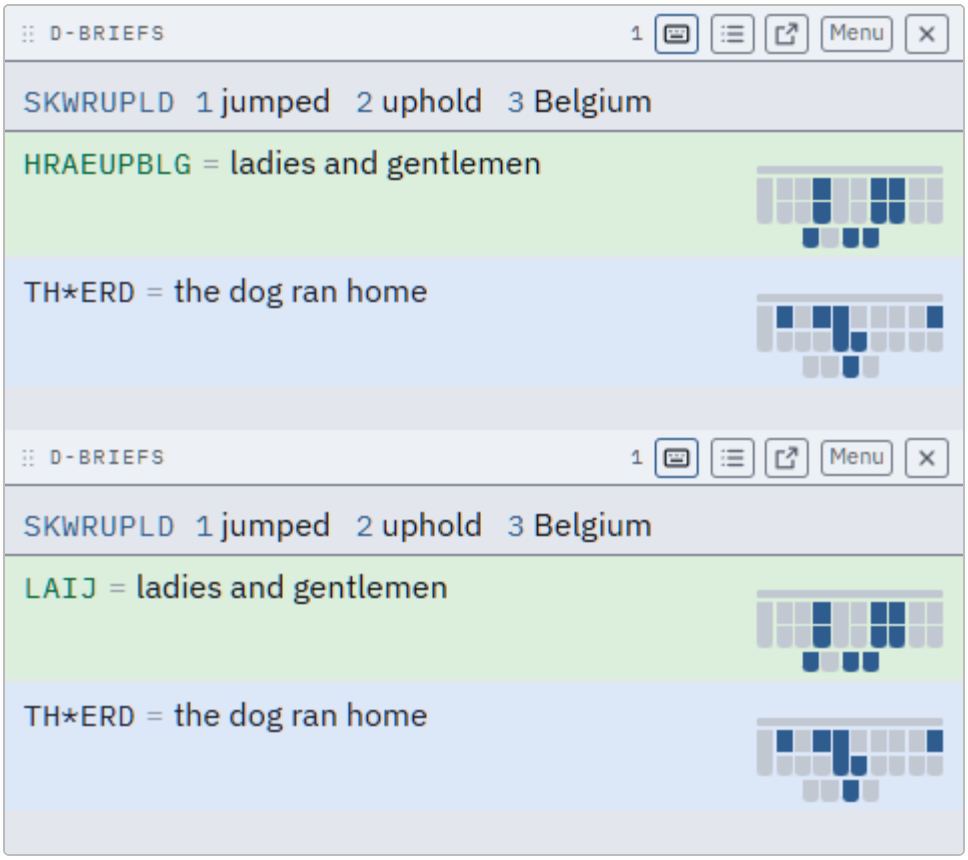
Panel font: Default, Courier New, Verdana, Georgia, Times New Roman

- **Panel size** and **Infobar size**: **Smaller**, **Normal**, **Large**, **Larger**, **Largest**, or **Twice normal**. Large by default.
- **Panel Bold** and **Infobar Bold** print the rows in bold. On by default.



Panel Bold off, then on

- **Panel spacing** and **Infobar spacing**: the space between the rows, 0 to 8 pixels. 1 by default.
- **Transparency** lets what is under the panel show through when it is popped out. 0 by default.
- **Pin New Briefs** keeps the new briefs you write in the Written rows until the job closes, past the Rows count: a Suggestion you wrote, or a D-Brief you accepted. Briefs already in your Dictionaries keep the count. It is on by default.
- **Show briefs phonetically** shows each brief with its common chords as letters: TKPWHRO shows as GLO, AO*EUPLTS as AO*IMTS, PWAPBLG as BAJ. EU shows as I. The asterisk and the other vowels stay as written. Point at the letters to see the steno. On by default.



Show briefs phonetically off, then on: HRAEUPBLG shows as LAIJ

- **Phonetic Letters** is the list Show briefs phonetically reads, one chord a line: STKPW = Z. A right-hand chord starts with a hyphen: -PBLG = J. Where two chords fit, the longer one is used.

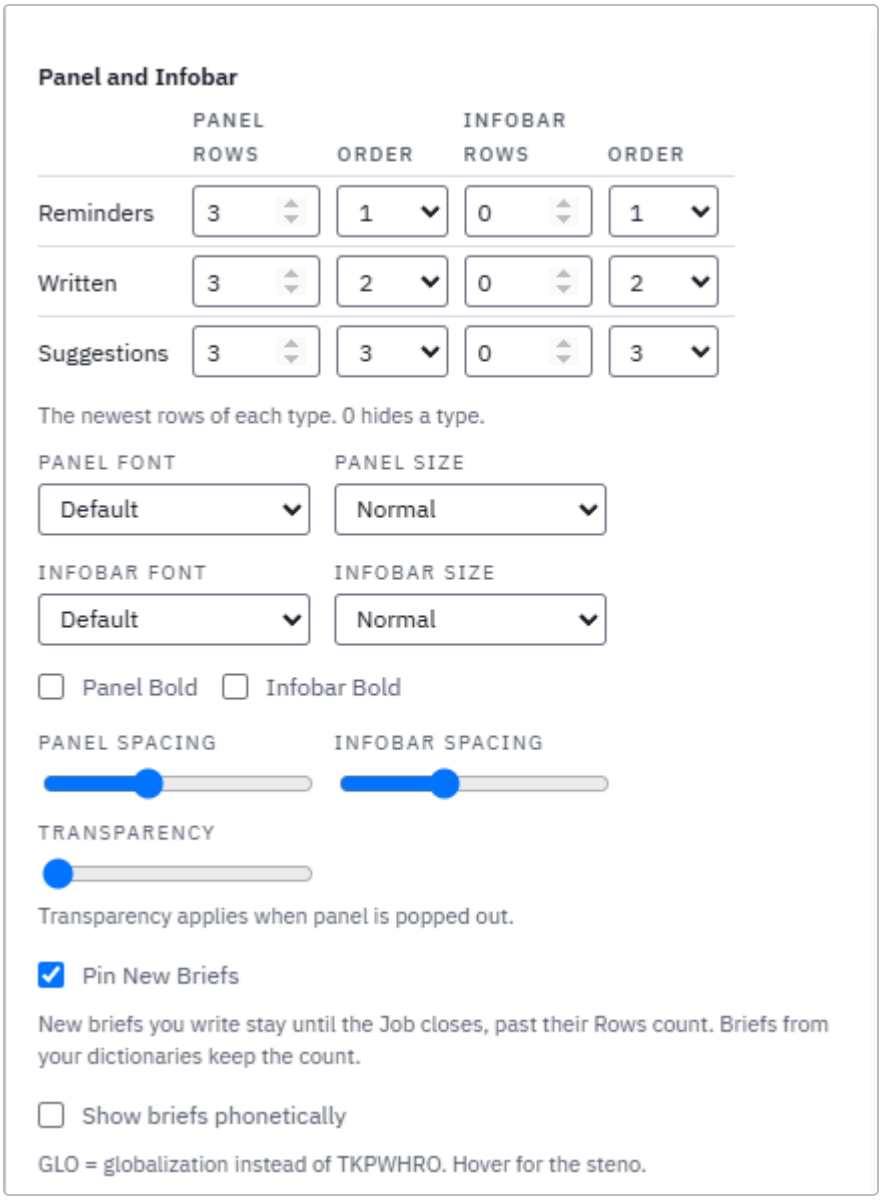
Reminders.

- **Minimum savings** is how many strokes a brief must save over what you wrote before it is a Reminder, 1 to 5. The default is 2.
- **Avoid number bar** shows a Reminder only for an outline without the number bar. When every outline for the words uses it, there is no Reminder. It is off by default.

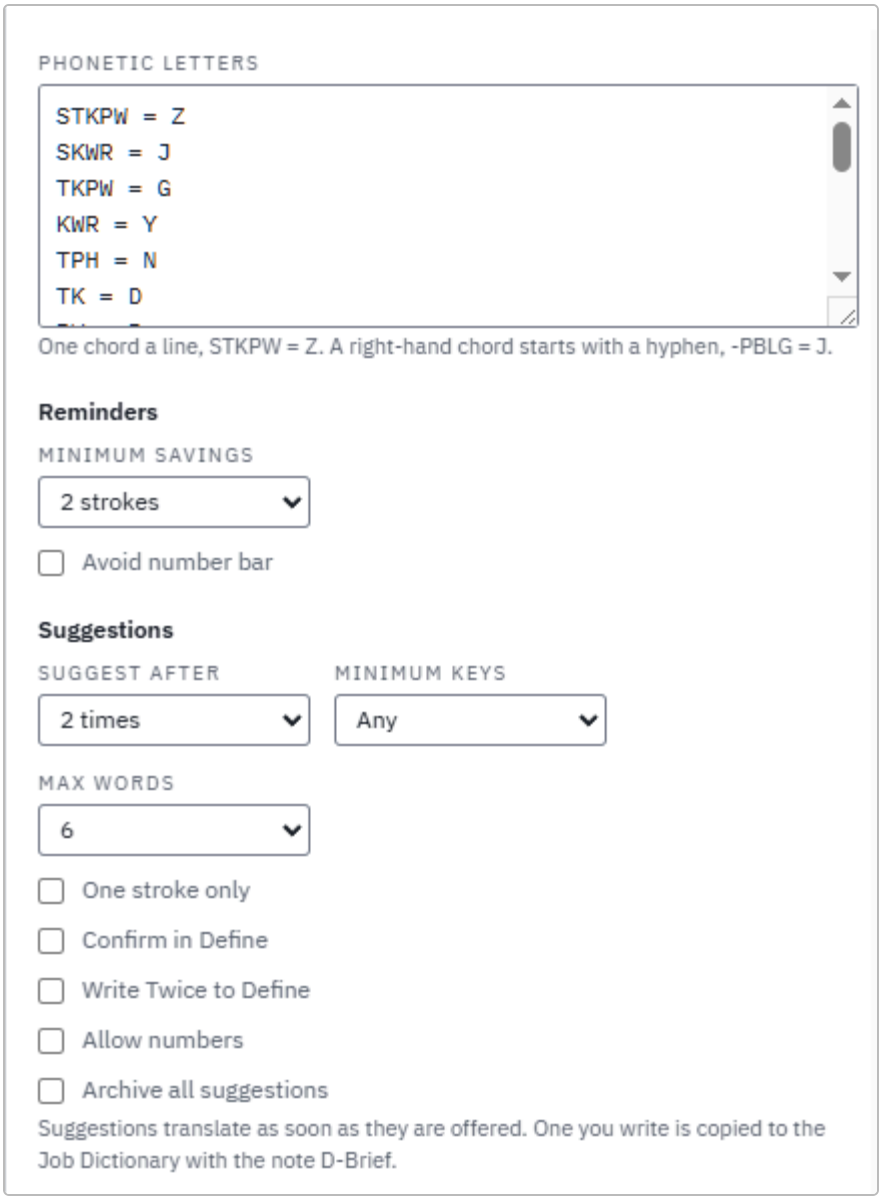
Suggestions.

- **Suggest after** and **Max words** are the same settings as on the D-Briefs menu.
- **Minimum keys** is the fewest keys each stroke of a Suggestion has: Any, or 2 to 6. The default is Any.
- **One stroke only** lists only one-stroke briefs.
- **Confirm in Define**: a Suggestion does not translate when you write it. Use Accept D-Brief, which opens it in Define, and press Enter. Off by default.
- **Write Twice to Define**: off, a Suggestion you write translates and is copied to the job dictionary with the note D-Brief. On, writing it once translates it but copies nothing. Write it twice in a row to copy it: the two strokes translate as one and the Translation shows once. Off by default. With Confirm in Define on, it does nothing.

For example, with **from pig to man** offered as TPRO*PLT, write TPRO*PLT/TPRO*PLT. The transcript reads **from pig to man**, once, and TPRO*PLT is in the job dictionary. - **Allow numbers** suggests briefs for phrases with numbers in them, such as May 12, 2007. It is off by default. - **Archive all suggestions** saves every Suggestion offered to *jobname*_AB.json in the job folder.



D-Briefs Settings: Rows and Order for the panel and the Infobar, Pin New Briefs on



D-Briefs Settings, lower down: Reminders and Suggestions

Accept D-Brief

Opens the Suggestion at the top of the D-Briefs column in Define, **Dictionary > Accept D-Brief**. Nothing is defined until you press Enter. It works with the column shut. With no Suggestion, the status bar says **No D-Brief to accept.** Eclipse's {ABACCEPT} runs it, and {ABREJECT} runs Stop Suggesting Last One.

Stop Suggesting Last One

Stops the most recent suggestion in the D-Briefs column from being offered again.

Replace with Live Suggestion

Replaces the Untranslate with the Live Suggestion of the given number. Double-clicking a suggestion in the column does the same.

Request Live Suggestion

Requests Live Suggestions for the highlighted words. The set appears in the D-Briefs column, which opens if closed.

Define Live Suggestion

Defines the Live Suggestion of the given number. The entry goes to the Dictionary set in Translate options under **Live Suggestion defines**, the job Dictionary by default.

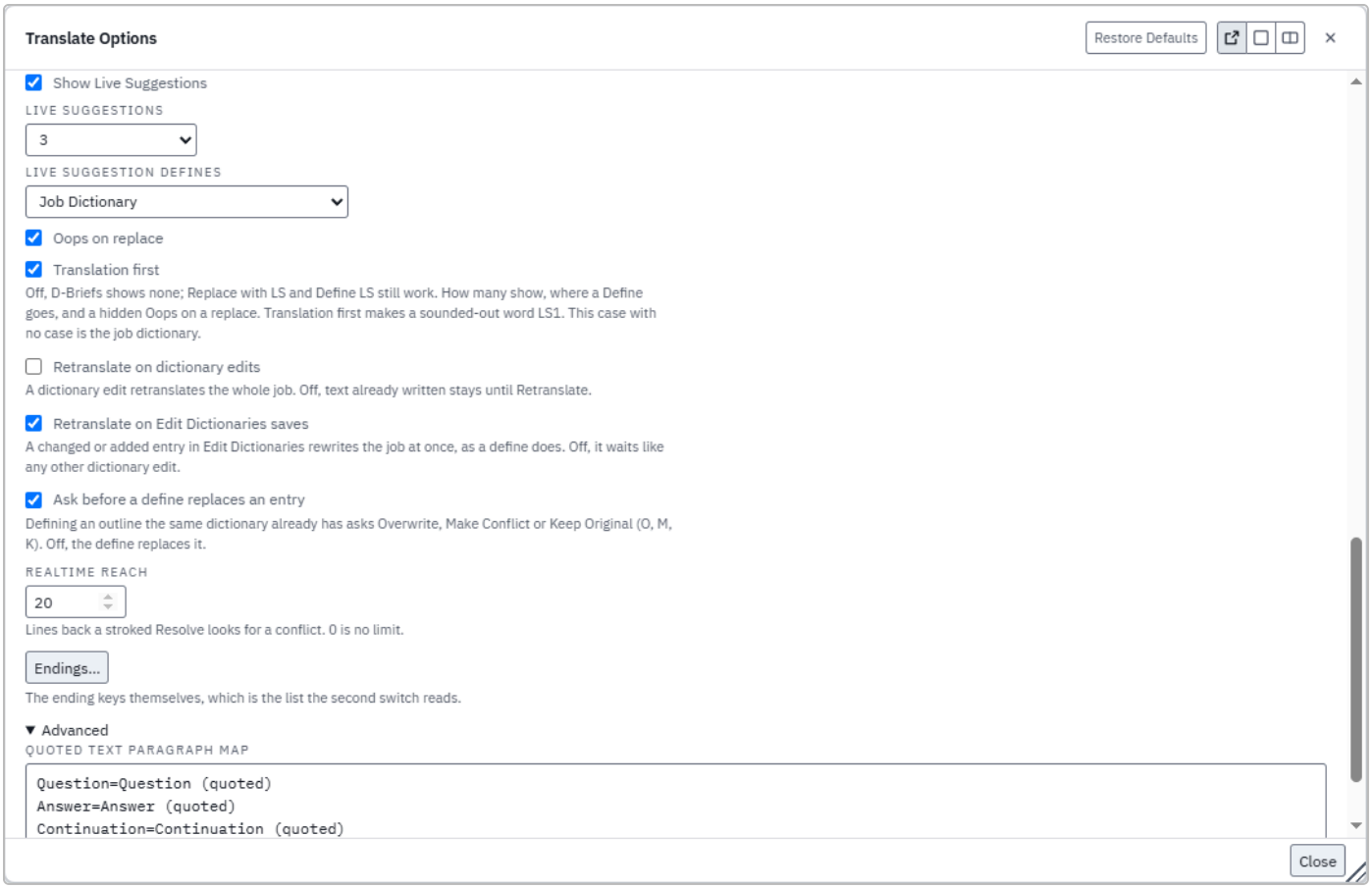
Show Live Suggestions

Turns Live Suggestions on and off. On by default. The switch is **Show Live Suggestions** on the Input tab of **Realtime > Translate Options**. Or right-click the D-Briefs column and click **Hide Live Suggestions** (or **Show Live Suggestions**).

Off, the D-Briefs column shows no Live Suggestions and an Untranslate stays as written. **Replace with Live Suggestion** and **Define Live Suggestion** still work by number. **Request Live Suggestion** does nothing, and the status bar says **Live Suggestions are hidden. Turn on Show Live Suggestions in Translate Options.**

The other Live Suggestion settings are under it on the Input tab. All of them are User settings.

- **Live Suggestions**: how many show, 2 to 5. The default is 3.
- **Live Suggestion defines**: the Dictionary **Define Live Suggestion** writes to: the job dictionary, This case (the case dictionary, shared by every job in the case), or the Main Dictionary. The default is the job dictionary. This case, for a job with no case, writes to the job Dictionary.
- **Oops on replace**: **Replace with Live Suggestion** puts an Oops mark on the word it writes, so you can find it again. On by default. Example: replacing SKWRUPLD with uphold leaves **uphold** marked Oops. See Oops.
- **Translation first**: for a word Phonetic translation wrote, that word is Live Suggestion 1. Off, the Phonetic word is left out of the list. On by default.



Translate Options, Input tab: the Live Suggestion settings

Paragraphs

The paragraph style sets the indent, the speaker name and the line numbering. Change the style instead of typing spaces.

Each entry is a command. Assign any of them to a key or a stroke, or add it to a toolbar: see Keys and Macros.

CHANGE A PARAGRAPH STYLE:

1. Put the cursor in the paragraph.
2. Press the key for **Change Paragraph Style**, with the style set on the key or macro step. The paragraph is reformatted and the paragraphs below renumber.

Question and Answer have their own commands, listed below.

FIX A QUESTION WRITTEN AS AN ANSWER:

1. Put the cursor in the paragraph.
2. Open **Edit > Paragraph > Swap Q and A**. The A becomes a Q; the words do not change.

BREAK A LONG ANSWER WHERE THE WITNESS PAUSED:

1. Put the cursor where the pause was.
2. Press the key for **Continuation Paragraph**. The rest of the Answer starts a new paragraph, indented, with no second A.

START DAY TWO AT PAGE 1 OF VOLUME 2:

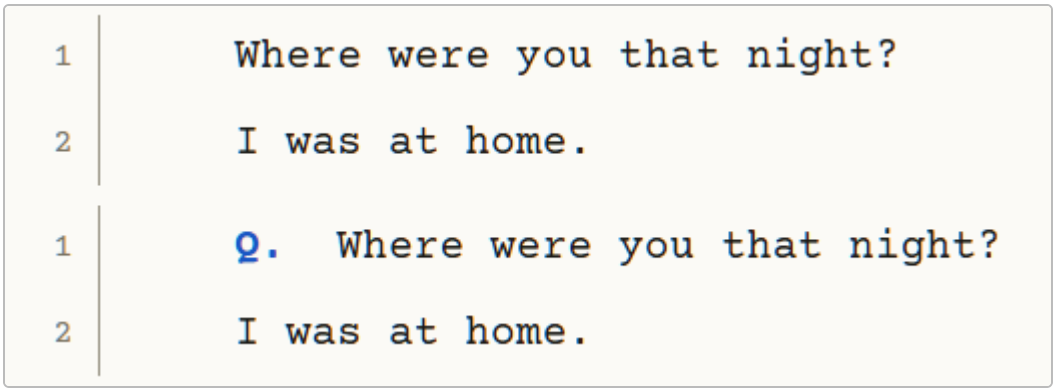
1. Put the cursor in the first paragraph of the day.
2. Press the key for **Volume from Here** and type 2.
3. Press the key for **Page Number from Here** and type 1. Later pages count up from 1; the pages above keep their numbers.

Page numbers, volumes, paragraph numbers and page layouts are attached to a paragraph, not a page number, so they keep their place when the transcript repaginates.

Make Question

`Shift+Q (RocketKeys)`

Changes the paragraph at the cursor to a Question. Words and punctuation are not changed.

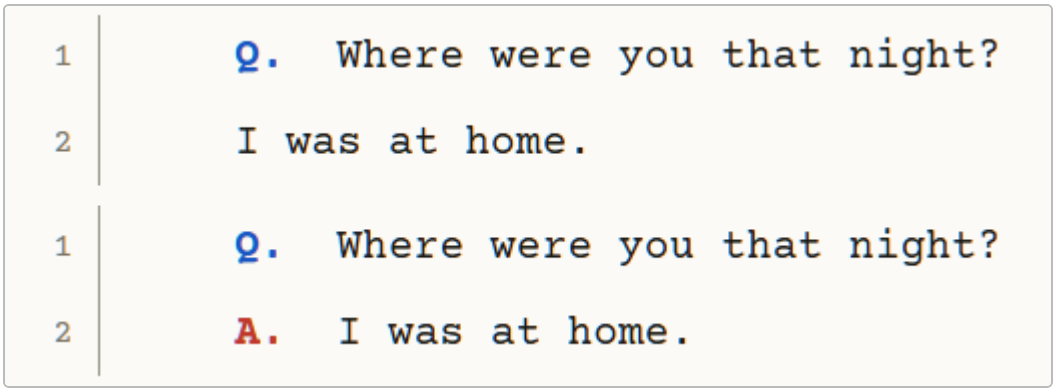


Line 1 made a Q

Make Answer

`Shift+P (RocketKeys)`

Changes the paragraph at the cursor to an Answer.



Line 2 made an A

Make Colloquy

Changes the paragraph at the cursor to Colloquy.

Swap Q and A

Changes a Question to an Answer, or an Answer to a Question. Other paragraphs are not changed; use **Change Paragraph Style**.

```
1    Q.  Where were you that night?
2    A.  I was at home.

1    Q.  Where were you that night?
2    Q.  I was at home.
```

A switched to Q

Quote Paragraph

`Alt+Shift+Q`

Changes the paragraph at the cursor to its quoted twin: a Question to Question (quoted), which prints "Q., and the same for Answer, Continuation and Colloquy. With a block over several paragraphs, all of them change. Shift+Alt+Q on the Eclipse map.

The twins are set in **Translate Options > Advanced > Quoted text paragraph map**, one paragraph=quoted twin per line. Empty puts back the map Eclipse ships.

Unquote Paragraph

`Alt+Shift+N`

Changes a quoted paragraph back to its plain style. With a block, every paragraph in it changes. Shift+Alt+N on the Eclipse map.

Certify Question

`Ctrl+Shift+Q`

Starts a new paragraph at the cursor and puts the **Certified question** include in it: (Question certified.) The first time, the include is saved to **Edit > Insert > Includes**, where its wording can be changed. The sample **Certified questions index** line lists each one by page and line. Ctrl+Shift+Q on the Eclipse map.

Interrupted Q and A

`Shift+B (RocketKeys)`

Marks an interruption: reporter dashes at the end of the paragraph cut off and at the front of the paragraph where the same speaker resumes. Works on Questions, Answers and colloquy; colloquy pairs by speaker name. The cursor can be in either half or the paragraph between. A pair already dashed is not changed; use Undo to remove the dashes.

```
Q.  And then you went to the?
A.  I went home.
Q.  Store that night.
```

```
Q.  And then you went to the --
A.  I went home.
Q.  -- store that night.
```

Interrupted Q and A used on the A: dashes after the and before store

Question/Answer Segue

Marks a Question that runs straight into its Answer: reporter dashes at the end of the Question and at the front of the Answer. The cursor can be in either paragraph. A pair already dashed is not changed.

```
Q.  And then you went to the store.
A.  Yes.
```

```
Q.  And then you went to the store --
A.  -- Yes.
```

Question/Answer Segue: dashes after store and before Yes

Join to Previous Paragraph

`Ctrl+J`

Joins the paragraph at the cursor to the paragraph before it.

```
1       Q.  Where were you that night?
2       A.  I was at home.

Where were you that night? I was at
```

A joined to the paragraph above

Start New Paragraph

`Ctrl+P` `Enter`

Starts a new paragraph at the cursor with the text after the cursor. With no style named, the new paragraph continues the current one. With a style named, it takes that style.

```
Where were you that night? I was at hom

1       Where were you that night?
2       I was at home.
```

New paragraph at I

Continuation Paragraph

Starts a continuation paragraph at the cursor: a second paragraph of the same Question or Answer, indented, with no Q or A.

```
1       A.  I went home. Later that night I called my
2   sister.

1       A.  I went home.
2            Later that night I called my sister.
```

Continuation paragraph at Later

Change Paragraph Style

`Ctrl+1 → S 1` `Ctrl+2 → S 2` `Ctrl+3 → S 3` `Ctrl+4 → S 4` `Ctrl+5 → S 5` `Ctrl+6 → S 6`
`Ctrl+8 → S THE COURT` `Ctrl+0 → S THE WITNESS`

Changes the paragraph at the cursor to the style set on its key or macro step: Question, Answer, Colloquy, a style, or a speaker. With a selection, every paragraph in it changes.

Insert/Modify Paragraph

`F8`

Opens the paragraph style list at the cursor. Type the letter beside a style, or click it. Inside the words, the paragraph splits at the cursor and the words after take the style. At the start of a paragraph, the paragraph changes. With a selection, every paragraph in it changes. The last row is **[Set paragraph status]**, which opens the status list.

Paragraph Here

`F3 → Q` `F4 → A` `Shift+F4 → P` `Alt+C → center` `Shift+F3 → right` `Shift+F5 → fixed`

Starts a paragraph of the style set on its key, at the cursor: Question, Answer, Colloquy, Parenthetical, Fixed, Centered or Right Flush. Inside the words, the paragraph splits at the cursor and the words after take the style. At the start of a paragraph, the paragraph changes.

Insert Speaker

`F2` `Ctrl+9`

Lists the job's speakers at the cursor, each with its Shortcut: the one set on the Speakers menu, or else its number. Type the Shortcut or click the name to start that speaker's paragraph at the cursor. At the start of a paragraph, the paragraph changes. To add a speaker, pick the last row, **[Speakers]**, to open the Speakers menu.

Typing picks at once when what you typed is a whole Shortcut and no longer Shortcut starts with it. Otherwise the highlight moves to the first Shortcut or name that starts with what you typed, and **Enter** takes it: with speakers 1 and 12, typing 1 waits. Case does not count. **Backspace** takes back a character.

Toggle Paragraph Style

Switches a paragraph between the two styles set on its key or macro step, for example Answer and a speaker. A paragraph in neither style takes the second.

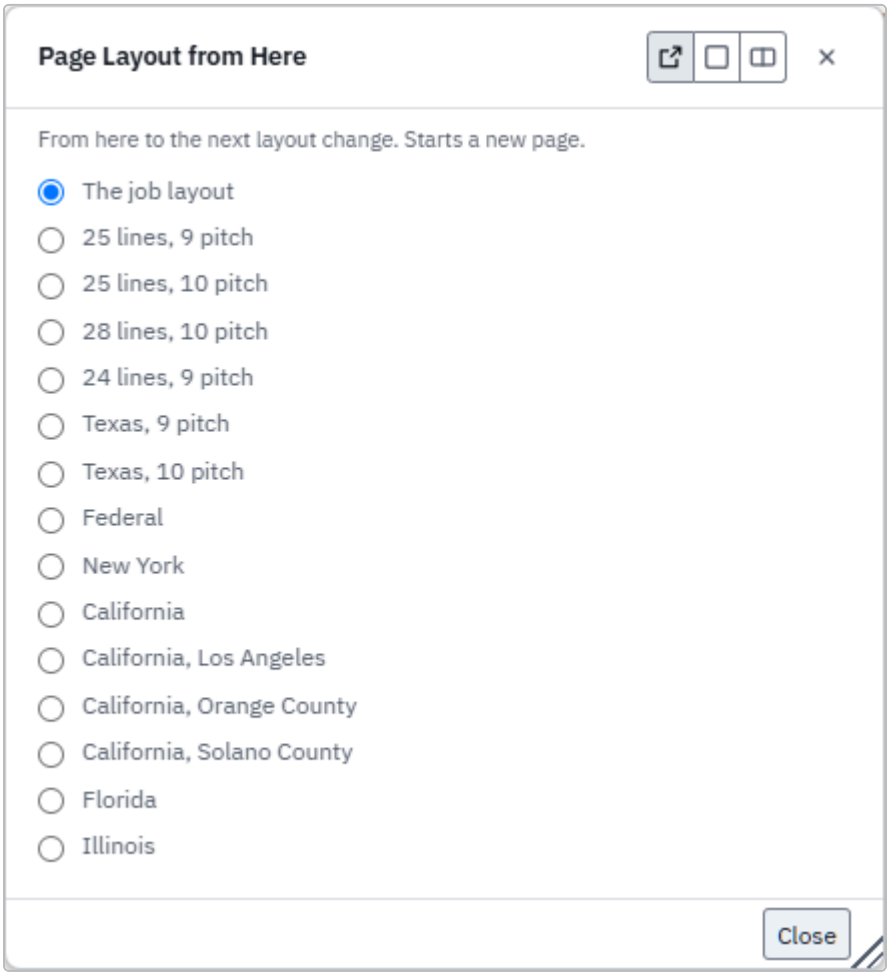
Page Break

`Ctrl+Shift+Enter`

Puts a page break above the paragraph at the cursor. On a paragraph that has one, removes the page break.

Page Layout from Here

Opens a list of page layouts. The layout applies from the paragraph at the cursor to the next layout change, and starts a new page. Pick **The job layout** to return to the job's own layout.



Page Layout from Here, on The job layout

First Line Indent

Sets the first line indent of the paragraph at the cursor, in inches from the left margin. Only that paragraph changes. Leave it blank to return to the style's indent.

Line Numbers on This Page

Turns line numbers off on the page at the cursor, such as a title page or an index page, and back on at the top of the next page. Use it again to turn them back on. The setting is attached to the paragraph, so it keeps its place when the pages move.

Align Left

Lines up the paragraph at the cursor, or every paragraph in the selection, on the left, in the center or on the right. Align Left returns the paragraph to its style. A Dictionary entry with **{Centered}** or **{Right Flush}** does the same as Center or Align Right.

Paragraph Status

Sets the status of the paragraph at the cursor, or of every paragraph in the selection: Rough, Scoped, Edited, Proofread, Final, Reverted or Broadcast. A status is a tint behind the paragraph on the screen, so a team can see what has been done to each part. Nothing prints. One status at a time: the next replaces it, and Off removes it. A Dictionary entry with **{Status Rough}** does the same.

Status Graph

Opens the Status Graph: a line for each paragraph status, with the job from start to end. Each line is filled in the status color where paragraphs have that status, with the percent of the job beside it. Click a line to go to that paragraph.

Paragraph Bar

Shows the first letter of each paragraph's style in a square at the left of the line numbers: Q, A, C. Click a letter to put the cursor at that paragraph and open the paragraph style list. On by default.

Single Space

`Alt+- → on` `Alt+= → off` `Alt+- (RocketKeys)` `Alt+= (RocketKeys)`

Single spaces the paragraph at the cursor, or every paragraph in the selection. Use it again to return to double spacing.

Page Number from Here

Sets the number of the page at the cursor and starts a new page number section. Later pages count up from that number. Leave it blank to remove the number.

Delete Page Number Section

Removes the page number section at the cursor. Its pages count on from the page above.

Volume from Here

Starts a new volume at the page at the cursor. The page number does not reset; set it with **Page Number from Here**. Leave it blank to remove the volume.

Delete Volume

Removes the volume at the cursor. Its pages return to the volume above.

Paragraph Number from Here

Sets the number of the next numbered paragraph, from the cursor on. A numbered paragraph is one whose style has a **Paragraph number (in)** in the print layout, often the Questions. Type 40 and that paragraph prints 40. Later paragraphs count up from that number. Leave it blank to remove the number.

Number Paragraph

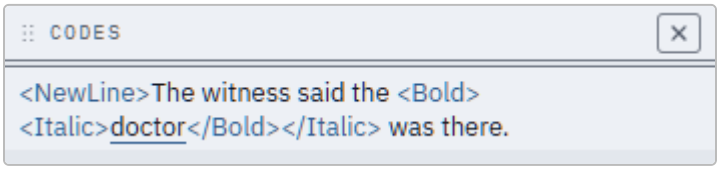
Numbers the paragraph at the cursor, for a colloquy paragraph that needs a number where the Questions are numbered. Use it again to remove the number.

Formatting

Character formatting applies to the selected words. Each format command is a toggle: use it on formatted words to remove the format. The format is attached to the strokes, so it stays through a Retranslate.

Each entry is a command. Assign any of them to a key or a stroke, or add it to a toolbar: see Keys and Macros.

The **Codes** panel shows each format as tags around the words, such as <Bold>Smith</Bold>. To remove a format, click its tag in the panel and press Delete. See Panels.



Codes panel: doctor in Bold and Italic

BOLD, ITALIC OR UNDERLINE A WORD:

1. Select the word, or put the cursor in it.
2. Open **Format > Bold**, **Italic** or **Underline**, or press Ctrl+B for Bold. On the StarCAT map, Ctrl+I and Ctrl+U are Italic and Underline.
3. To remove the format, select the word and use the same command again.

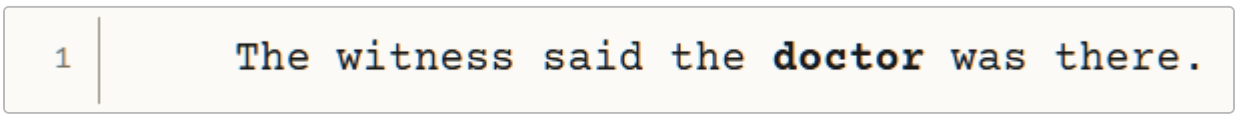
KEEP THE PAGE AND LINE NUMBERS AFTER A LATE CORRECTION:

1. Make the correction. The line wraps and the lines below move.
2. Select the words pushed onto the next line.
3. Press the key for **Keep on Line Above**. The words stay on their line, past the margin, and the page and line numbers below do not change.

Bold

`Ctrl+B`

Applies bold to the selected words. The mark is **Bold**.



doctor selected, then Bold

Italic

Applies italic to the selected words. The mark is **Italic**.

```
1    The witness said the doctor was there.
```

doctor selected, then Italic

Underline

Applies underline to the selected words. The mark is **Underline**.

```
1    The witness said the doctor was there.
```

doctor selected, then Underline

Superscript

Raises the selected words above the line, at full size, and replaces a subscript. The mark is **Superscript**.

```
1    The witness said the doctor was there.
```

doctor selected, then Superscript

Subscript

Lowers the selected words below the line, at full size. The mark is **Subscript**.

```
1    The witness said the doctor was there.
```

doctor selected, then Subscript

Strikeout

Draws a line through the selected words. The mark is **Strikeout**.

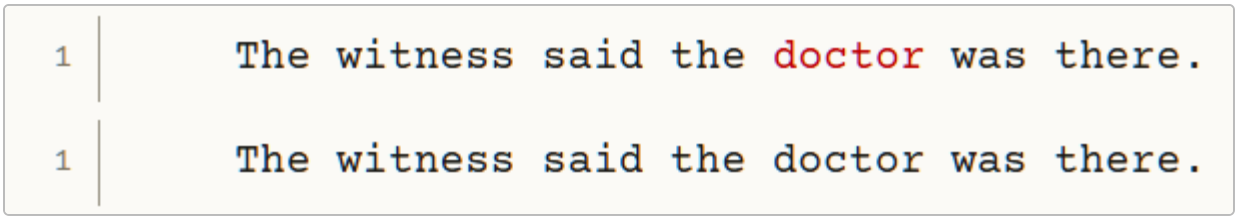
```
1    The witness said the doctor was there.
```

doctor selected, then Strikeout

Plain

`Ctrl+Space`

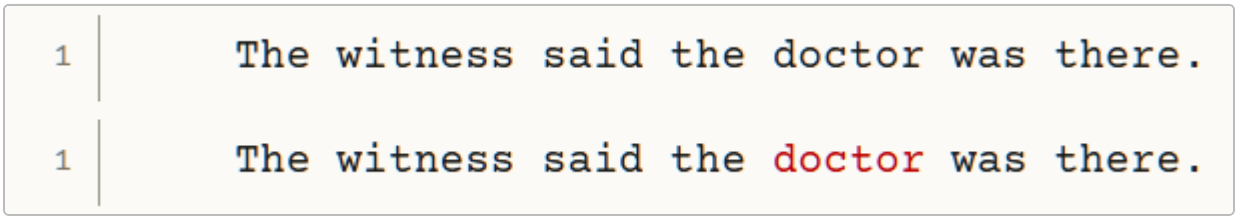
Removes all formatting from the selected words, including redaction and font color. **Keep Capitals** and **Keep on Line Above** are not removed.



A font color removed

Font Color

Colors the selected words with the color set on the key or macro step, as #RRGGBB. **none** removes the color. With no color set, the color picker opens.



doctor set to #c00000

Highlight

Puts a color behind the selected words, like a highlighter. The color is set on the key or macro step, as #RRGGBB. **none** removes it. With no color set, the color picker opens.

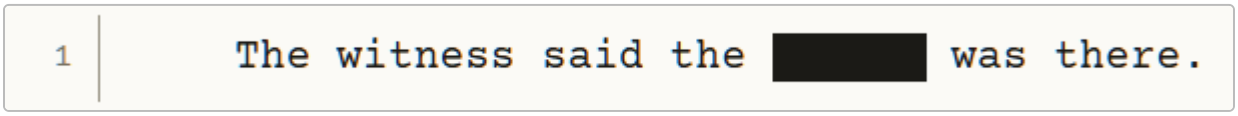
Keep Capitals

`Ctrl+Shift+C`

Keeps the capitals of the selected words in output set to all caps: select Mac in MacDonald and the name prints as **MacDONALD**. The mark does not print and has no effect on other output. The mark is **Literal**.

Redact

Redacts the selected words. In every printout and export each character, spaces included, becomes an X, so page and line numbers do not change. The words in the job are not changed. The mark is **Redacted**.



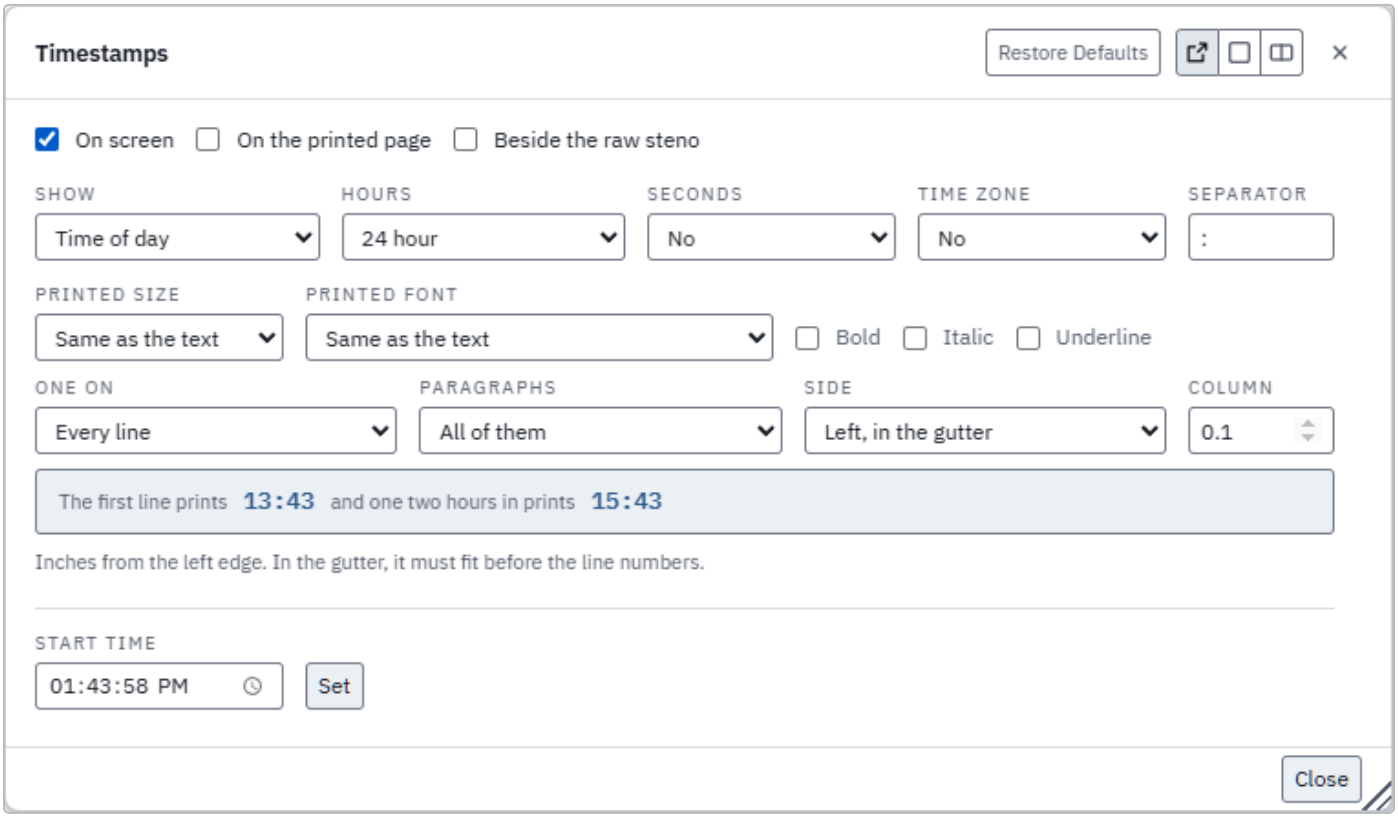
doctor redacted

Keep on Line Above

Keeps the selected words on the line above, past the right margin, instead of wrapping them. Use it to keep page and line numbers after a late correction. The mark is **Release**.

Timestamps

Opens the **Timestamps** menu: whether the margin shows the time of day or the time elapsed from the start of the job, and how often.



Timestamps menu, showing the time on screen

Where the times show. All three are off to start with:

- **On screen**: in the margin of the transcript.
- **On the printed page**: on paper and in a PDF.
- **Beside the raw steno**: beside each stroke on the Raw steno panel.

How a time reads:

- **Show**: **Time from the start of the job** or **Time of day**. Time of day by default.
- **Hours**, for the time of day: **12 hour, with AM and PM**, **12 hour, no AM or PM**, or **24 hour**. 24 hour by default.
- **Seconds**: **No** or **Yes**. No by default.
- **Time zone**, for the time of day: **Yes** adds the computer's time zone, such as 10:32 AM EDT. No by default.
- **Separator**: the one character between the hours and the minutes. A colon by default: **10:32**. With a period, **10.32**.
- **Size**, under **Printed page**: **Same as the text**, or 8, 9 or 10 point.

- **Font**, under **Printed page**: **Same as the text**, or a font on this computer. A font this computer does not have says (not on this computer).
- **Bold**, **Italic** and **Underline**.

Where they print:

- **One on**: **Every paragraph**, **Every line**, **The first line of a page**, or **Every so many lines**. Every line by default. **Lines apart**, for Every so many lines, is counted down the page from its first line. 5 by default: lines 1, 6, 11 and on.
- **Paragraphs**: **All of them**, or **Only these**. Only these shows a box for each paragraph style of the job's layout, such as Question and Answer. The times print only on the ones checked. With none checked, nothing gets a time, and the menu says so.
- **Side**: **Left, in the gutter** or **Right, past the text**.
- **Column**: where the time starts, in inches from the left edge. 0.1 by default. In the gutter, it must fit before the line numbers. A time that runs into the line numbers, the text, or off the paper is named under the fields.

Under the fields, a line shows how the first line of the job prints and how a line two hours in prints.

SET THE CLOCK TO A START TIME:

The time of day is the time the job opened plus the time of each stroke from then. To match another clock, such as the videographer's, set the time the job opened by that clock. Every time of day moves by the same amount.

1. Open **Format > Timestamps**. **Start time** shows when the job opened by this computer, such as 9:00:00 AM.
2. Type the time by the other clock, such as 9:01:35 AM.
3. Click **Set**.

A line written at **9:00:40 AM** then prints **9:02:15 AM**, and every other time moves 1 minute and 35 seconds too. **Back to When the Job Opened** takes the start time off. It shows only once a start time is set.

Retime Selection

`Alt+Shift+C`

Changes the timestamps of the selected words. Enter the time of the first stroke, or click **Now**. The other strokes in the selection move by the same amount. **Take Back Every Retime** removes all retimes in the job.



Retime with three strokes selected

Set Elapsed Clock

Sets the elapsed clock on the line at the cursor. The rest of the job counts on from there. The time-of-day column is not changed.

Start Elapsed Clock Over

Restarts the elapsed clock at 0:00:00 on the line at the cursor. The time-of-day column is not changed.

Pause Elapsed Clock

Stops the elapsed clock at the line at the cursor, or starts it again if stopped. The time-of-day column is not changed.

Print Layout and Includes

The **Print Layout** menu sets how a page prints.

The **Includes** menu keeps the title page, the certificate and other text you put in every transcript.

A layout is a set of page settings with a name: the paper, the margins, the lines on a page, the line numbers, the header and footer, and the paragraph styles. Every job has its own copy of a layout.

PICK A LAYOUT FOR A JOB:

1. Open **Format > Print Layout**.
2. Pick a layout from the **Layout** list. The job changes at once. Press Ctrl+Z to change it back.

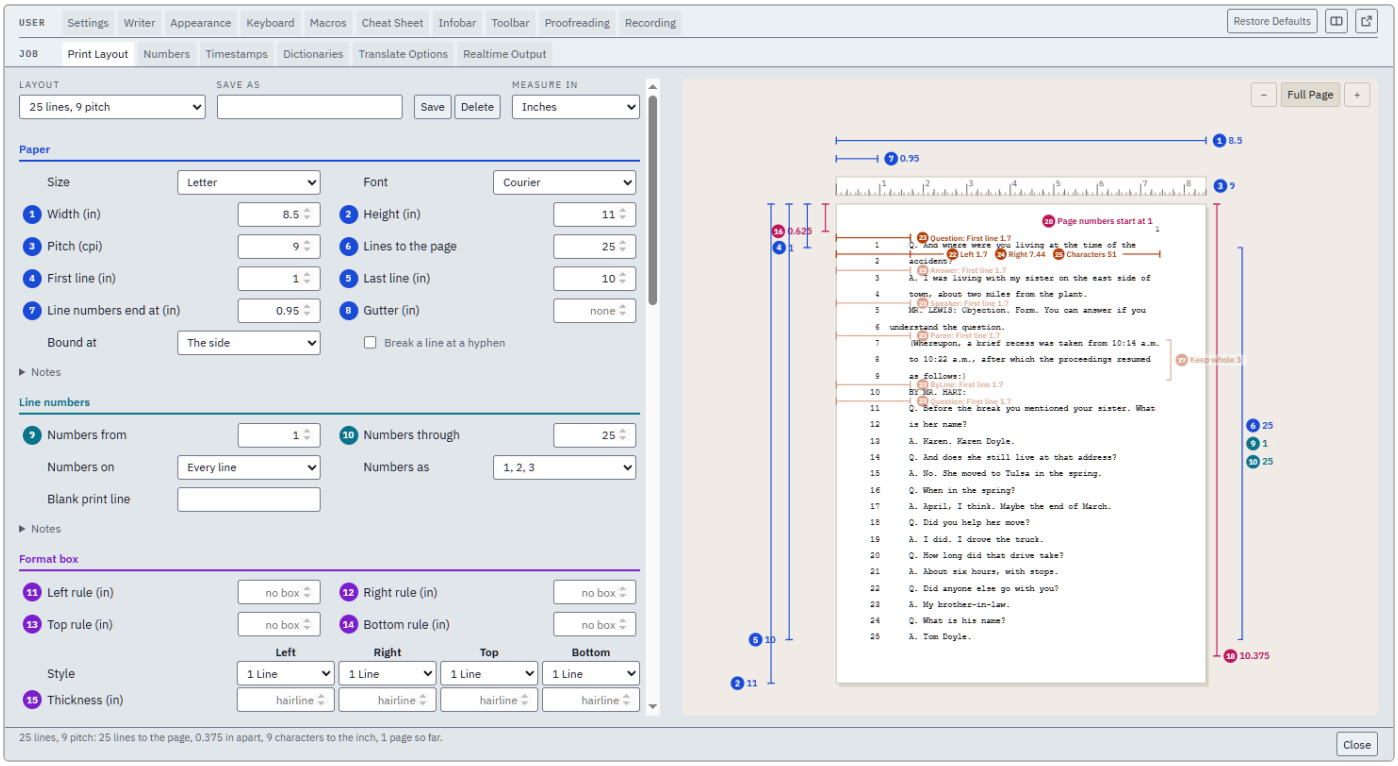
CREATE A LAYOUT:

1. Open **Format > Print Layout** and pick the layout closest to what you need.
2. Change the settings. The sample page shows each change.
3. Type a name in **Save as**, such as Smith Reporting 25, and click **Save**.

Your layout is listed with (saved) after its name. Saving a layout does not change any job already made. To use it in a job, pick it from the list in that job.

Print Layout

Opens the **Print Layout** menu. On the right is a sample page. Each field has a small number that matches a number on the sample page. Click a paragraph on the sample page to pick its style. The **−**, **Full Page** and **+** buttons, or Ctrl+Minus, Ctrl+0 and Ctrl+Plus, zoom the sample page.



Print Layout menu, with the numbers on the sample page

Changes on this menu change the open job only. To keep them for other jobs, save them as a layout.

LAYOUT

- **Layout**: the layouts StarCAT ships, then the ones you saved.
- **Save as** and **Save**: saves the settings under a new name. With Save as empty, **Save** writes over your layout. A layout StarCAT ships cannot be written over.
- **Delete**: deletes a layout you saved. A layout StarCAT ships cannot be deleted.
- **Measure in**: Inches, Centimeters, or Lines and spaces. Changes only how the numbers on this menu read. A User setting, not part of the layout.

The layouts StarCAT ships:

- **25 lines, 9 pitch**: Letter paper, 25 lines, 9 characters to the inch. This is what a new job uses.
- **25 lines, 10 pitch**: the same, 10 characters to the inch.
- **28 lines, 10 pitch**: 28 lines, 10 characters to the inch.
- **24 lines, 9 pitch**: 24 lines, 9 characters to the inch.
- **Texas, 9 pitch** and **Texas, 10 pitch**: the Texas page, with a box around the text and tab stops for Q and A.
- **Federal**: the federal court page (Guide to Judiciary Policy, volume 6, chapter 5, section 520). Left and right marginal lines, 25 lines, 10 characters to the inch, Q and A at the margin.

- **New York**: 22 NYCRR 108.3. A double line on the left, a single line on the right, 25 lines, Q and A five spaces in, colloquy 15 spaces in.
- **California**: the Minimum Transcript Format Standards (16 CCR 2473). 25 lines, 60 characters to the line, no box. A county that asks for more lines is one number changed on the menu.
- **California, Los Angeles**: the Los Angeles Superior Court Master Format Manual. A box, 28 lines, 56 characters to the line, Q and A at the margin with no period, tabs at 7 and 14 spaces, parentheticals 14 spaces in from both margins. The manual also asks for capitals; that is your writing, not the layout.
- **California, Orange County**: the Orange County guidelines. A box, 26 lines, 14 point Courier, the state rule for everything else.
- **California, Solano County**: the Solano Minimum Transcript Format Standards. 28 lines, 64 characters to the line, Q and A at the margin with the words two spaces after, colloquy 7 spaces in, no box.
- **Florida**: Rule of Judicial Administration 2.535(f). 25 lines, 60 characters to the line, no box.
- **Illinois**: Administrative Regulations for Court Reporting Services, section 7. 24 lines, left margin 1.5 inches, right margin 0.75, Q and A five spaces in, paragraphs ten, no box.

These are built from the published rules. Check one page against your court's rule before you file.

PAPER

- **Size**: Letter (8.5 x 11 inches), Legal (8.5 x 14), A4 (8.27 x 11.69), or Other. Letter by default.
- **Font**: Courier by default, then the fixed-width fonts on this computer. A font this computer does not have says (not on this computer).
- **Width (in)** and **Height (in)**: the paper size. 8.5 and 11 by default.
- **Pitch (cpi)**: characters to the inch. 9 by default; 10 is common.
- **Lines to the page**: 25 by default.
- **First line (in)**: where the first line prints, from the top edge. 1 inch by default.
- **Last line (in)**: where the last line prints, from the top edge. 10 inches by default. This is the line's place, not a gap up from the bottom.
- **Line numbers end at (in)**: where the line numbers end, from the left edge. 0.95 inch by default.
- **Gutter (in)**: extra room for binding. The whole page moves over, or down when the page is bound at the top. None by default.
- **Bound at**: The side or The top.
- **Break a line at a hyphen**: on, cross-examination can break after cross-. Off, the whole word moves to the next line. Off by default.

Every measurement runs from the top or the left edge of the paper. Its label ends with the unit **Measure in** is set to: (in), (cm), or (spaces) and (lines).

LINE NUMBERS

- **Print line numbers**: on by default. Off, the page prints with no line numbers.

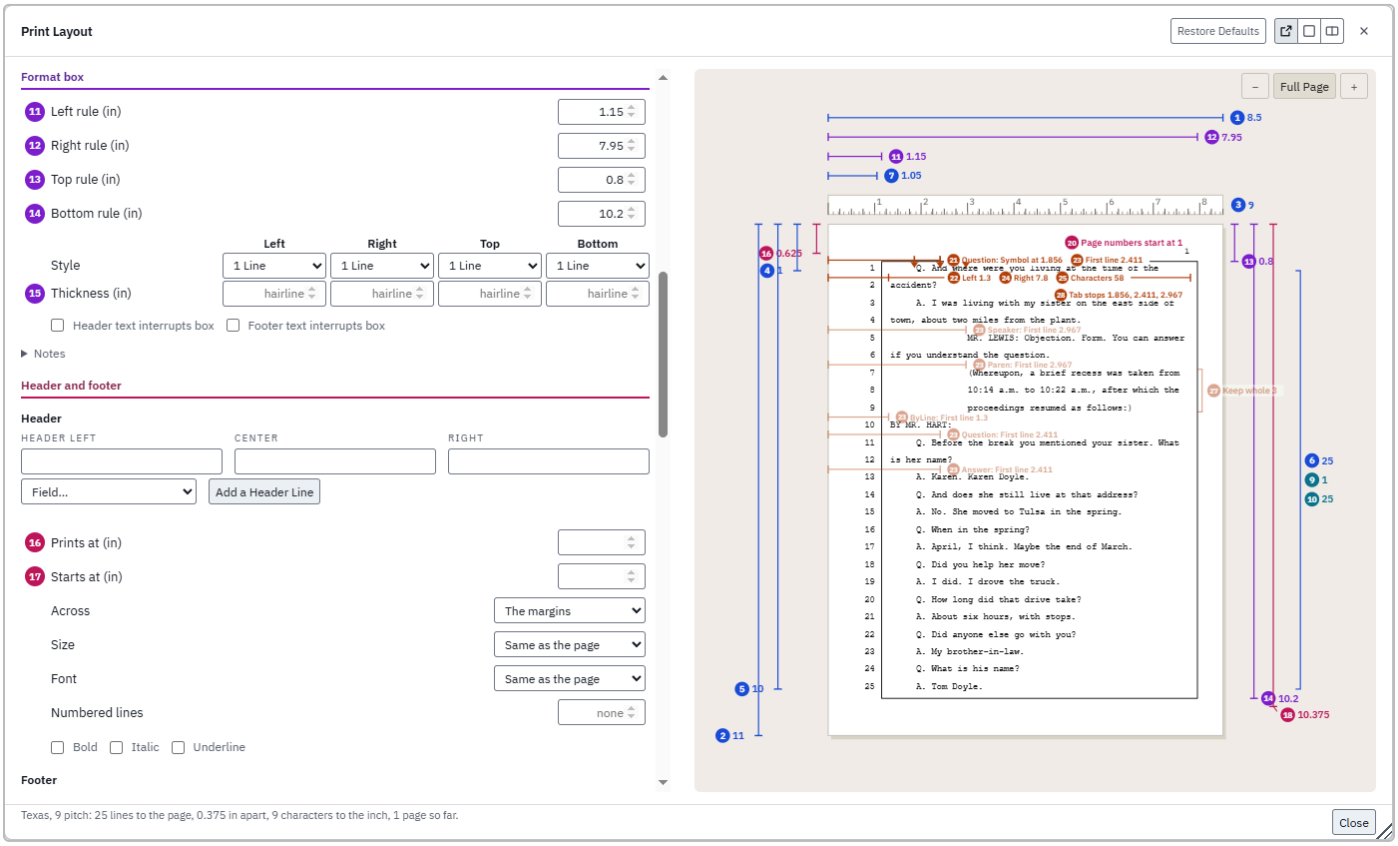
- **Numbers from** and **Numbers through**: the first and last line numbers. 1 through 25 by default.
- **Numbers on**: Every line, Every 5th line, or Every 10th line.
- **Numbers as**: 1, 2, 3; a, b, c; A, B, C; i, ii, iii; or I, II, III. Index references cite the line the same way.
- **Blank print line**: what prints on the numbered lines below the last line of the transcript. A slash is usual.

FORMAT BOX

Draws rules around the text, as on a Texas page. The box sits outside the text and the line numbers.

- **Left rule (in)**, **Right rule (in)**, **Top rule (in)**, **Bottom rule (in)**: where each rule prints. Empty means no box.
- **Style**, a row with a box under Left, Right, Top and Bottom: None, 1 Line, or 2 Lines. A side set to None does not print, but still marks where the other sides start and stop.
- **Thickness (in)**, the row under it, for each side. Empty is a hairline.
- **Header text interrupts box** and **Footer text interrupts box**: the rule breaks around the header or footer text.

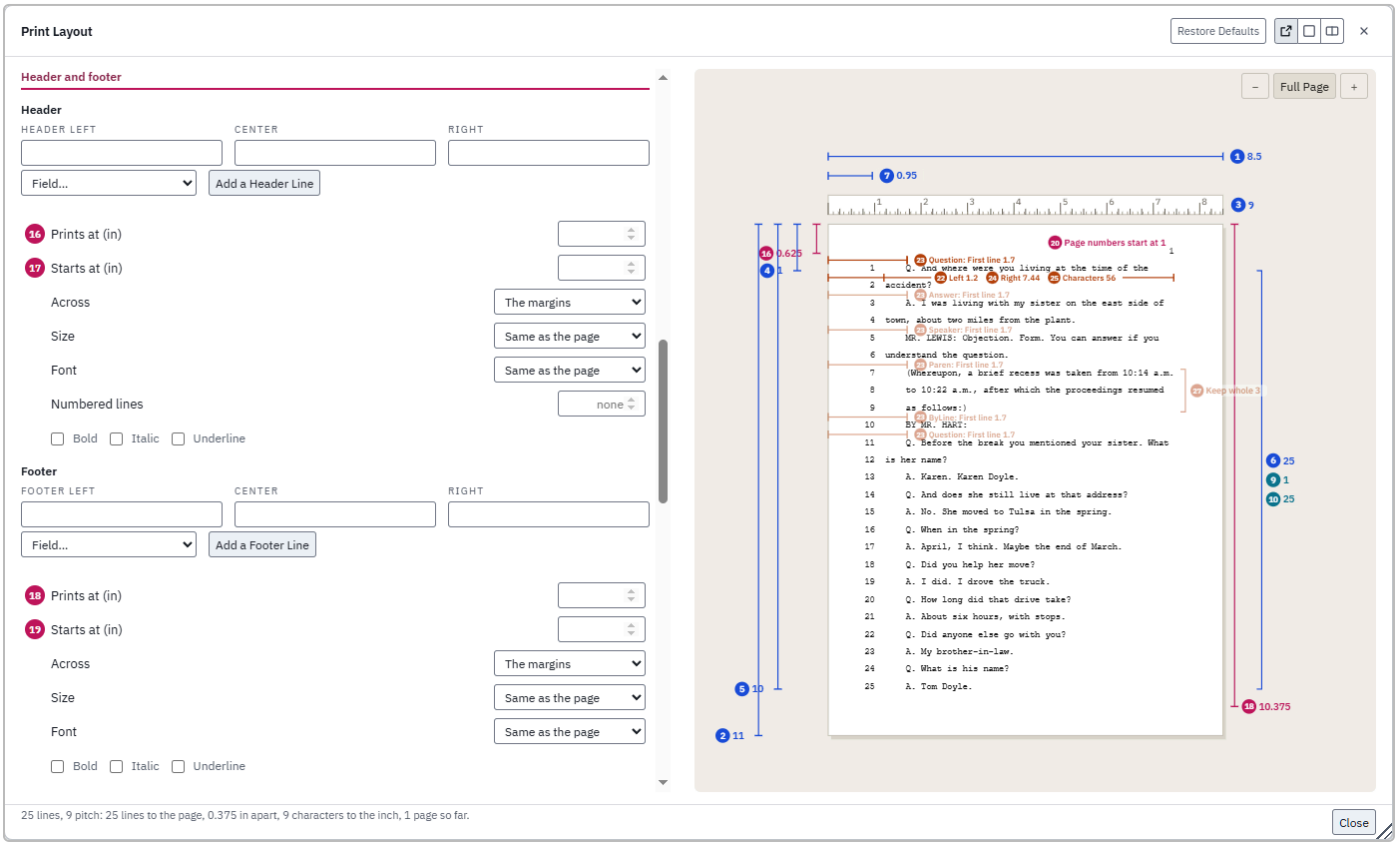
The box prints and goes into a PDF. RTF and Word files do not get it.



Texas layout: the Format box rules, and the box drawn on the sample page

HEADER AND FOOTER

Each of the header and the footer has three boxes: **Header left**, **Center** and **Right**, and **Footer left**, **Center** and **Right**. Type text in a box, or click a box and pick from the **Field...** list under it to put in a field. A field fills in on each page.



Header and footer section

- **Page number**: [page]
- **How many pages**: [pages]
- **First page in section** and **Last page in section**: [firstpage], [lastpage]
- **First indexed word** and **Last indexed word**: [firstword], [lastword]. Filled on index pages only.
- **Volume**: [volume]
- **Job Name**: [job]
- **Case**: [case]
- **Date**: [date]

Under these, **Job fields** lists the fields the job's includes ask for, such as WITNESS. One goes in as [!WITNESS] and prints what was filled in for it.

For example, a footer center of Page [page] of [pages] prints Page 12 of 140.

Add a Header Line and **Add a Footer Line** add a line, up to 7 each. The boxes of a second line read **Line 2 left**, **Center** and **Right**.

The settings for each of the header and footer:

- **Prints at (in)**: where it prints, from the top edge. Empty is one line out from the text.
- **Starts at (in)**: where it starts, from the left edge.
- **Across**: The margins, The paper, or The box. The left, center and right boxes spread across this width. The margins by default.
- **Size**: Same as the page, or 6 to 24 points.
- **Font**: Same as the page, or a font on this computer.
- **Bold**, **Italic** and **Underline**.
- **Numbered lines** (header only): puts the header on the numbered lines, from line 1 down, instead of in the top margin.

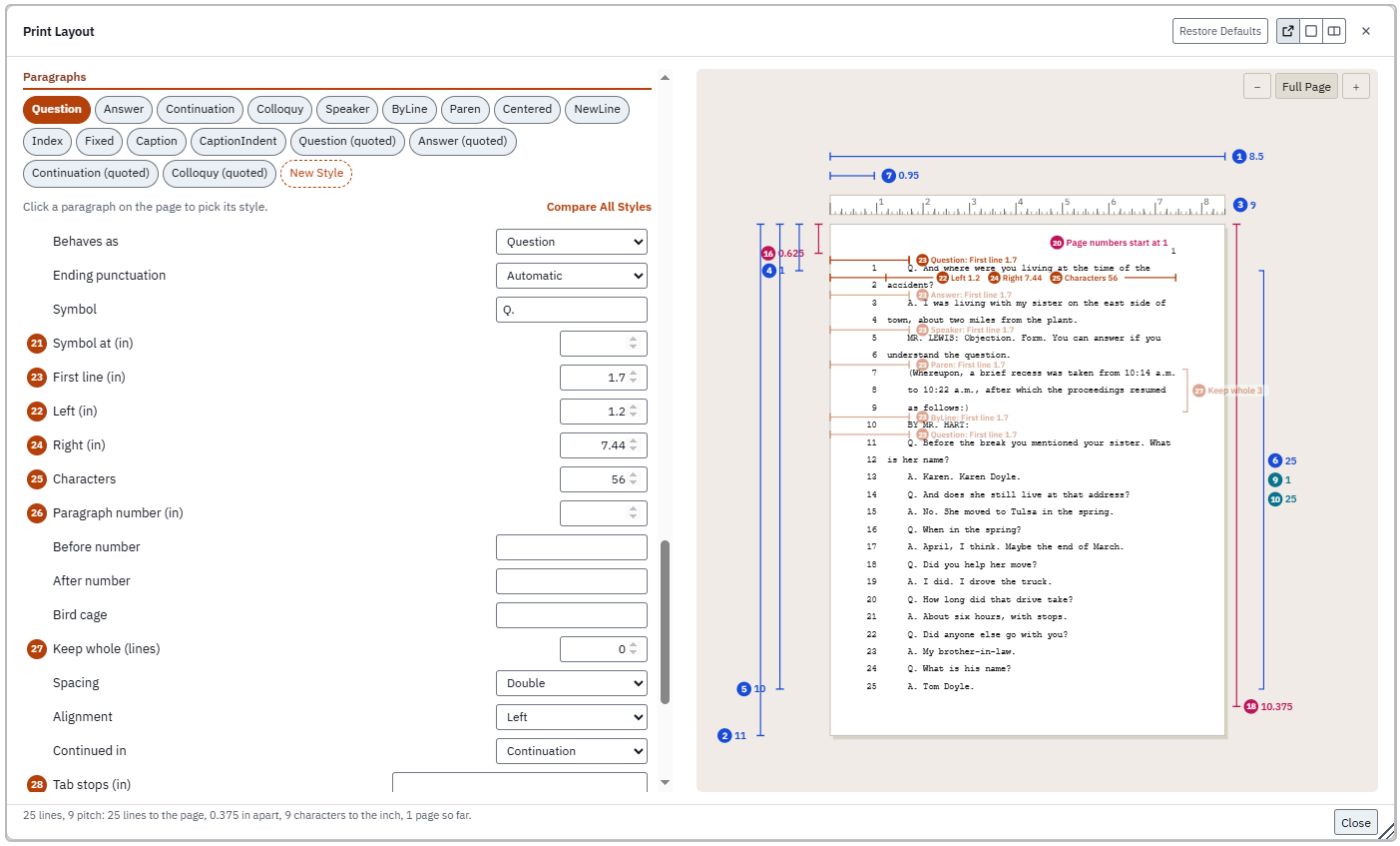
A warning shows when a header or footer is too wide for its width.

PAGE NUMBERS

- **Page numbers**: prints a page number in the top margin, at the right edge. On by default. If the header has a [page] field, turn this off, or the page number prints twice.
- **Page numbers start at**: 1 by default.
- **Volume numbers**: 1, 2, 3; I, II, III; or i, ii, iii. How a [volume] field prints, and the volume in an index reference. Page numbers stay 1, 2, 3.

PARAGRAPH STYLES

Each kind of paragraph has a style: where its lines start and end, its Q. or A., its spacing. Pick a style from the buttons, or click a paragraph on the sample page. **Compare All Styles** shows every style in one table.



Paragraphs section with the Question style picked

STYLE	LEFT (IN)	FIRST LINE (IN)	RIGHT (IN)	CHARACTERS	BEHAVES AS	ENDING PUNCTUATION	SYMBOL	SYMBOL AT (IN)	PARAGRAF NUMBER (IN)
QUESTION	1.2	1.7	7.44	56	Question	Automatic	Q.		
ANSWER	1.2	1.7	7.44	56	Answer	Automatic	A.		
CONTINUATION	1.2	2.2	7.44	56	Normal	Automatic			
COLLOQUY	1.2	1.7	7.44	56	Colloquy	Automatic			
SPEAKER	1.2	1.7	7.44	56	Speaker	Automatic			
BYLINE	1.2	1.7	7.44	56	Normal	Automatic			
PAREN	1.7	1.7	7.44	51	Normal	Automatic			
CENTERED	1.2	1.2	7.44	56	Normal	Automatic			
NEWLINE	1.2	1.7	7.44	56	Normal	Automatic			
INDEX	1.2	1.2	7.44	56	Fixed	Automatic			
FIXED	1.2	1.2	7.44	56	Fixed	Automatic			
CAPTION	1.2	1.2	4.25	27	Normal	Automatic			
CAPTIONINDENT	2.2	2.2	4.25	18	Normal	Automatic			
QUESTION (QUOTED)	1.2	1.7	7.44	56	Question	Automatic	"Q.		
ANSWER (QUOTED)	1.2	1.7	7.44	56	Answer	Automatic	"A.		
CONTINUATION (QUOTED)	1.2	2.2	7.44	56	Normal	Automatic			
COLLOQUY (QUOTED)	1.2	1.7	7.44	56	Colloquy	Automatic			

Compare All Styles

The styles StarCAT ships, on a 25 line, 9 pitch page:

- **Question** and **Answer**: Q. and A., text at 1.7 inches. A second paragraph inside one is set in Continuation.
- **Continuation**: first line at 2.2 inches, the rest at 1.7.
- **Colloquy**: first line at 1.7 inches, the rest at 1.2.
- **Speaker**: like Colloquy, with the speaker's name in front, such as MR. SMITH:.
- **ByLine**: BY MS. JONES:. Keep whole is 2.
- **Paren**: a parenthetical, such as (Recess taken.). Keep whole is 3.
- **Centered**: each line centered.
- **NewLine**: any paragraph with no other style.
- **Index**: index pages.

- **Caption** and **CaptionIndent**: the caption on a title page, ending at 4.25 inches with a) at the end of each line.

The fields for the picked style:

- **Name**: custom styles only. A style StarCAT ships cannot be renamed or deleted. A style used in the open job cannot be deleted.
- **Behaves as**: Normal, Question, Answer, Colloquy, Speaker, Parenthetical, or Fixed. Tells StarCAT what kind of paragraph the style is. A custom style such as Sworn Examination set to Question gets a question mark when written with none. Fixed is a line you set the words of: its first word is not capitalized.
- **Ending punctuation**: the mark used when a paragraph is written with none: Automatic, None, period, question mark, exclamation point, colon, or --. Automatic uses Behaves as: a Question gets a question mark.
- **Symbol**: what prints in front, such as Q. or A.
- **Symbol at (in)**: where the symbol prints. Empty is 2 spaces ahead of the first word.
- **First line (in)**: where the first line starts.
- **Left (in)**: where every line after the first starts. A first line left of Left makes a hanging indent.
- **Right (in)**: where every line ends.
- **Characters**: the characters between Left and Right. Typing it moves Right.
- **Paragraph number (in)**, **Before number** and **After number**: numbers each paragraph in the style. With [before and] after, the third paragraph prints [3]. Empty means no number.
- **Bird cage**: a character printed at the right edge of every line, such as).
- **Keep whole (lines)**: the lines kept together on one page. 0 lets the paragraph break anywhere.
- **Spacing**: Double, or Single. Single puts two lines of text on each numbered line.
- **Alignment**: Left, Center, Right, or Justified. Center sets each line in the middle, between Left and Right. Right sets each line against Right. Justified widens the gaps between words so every line but the last runs from Left to Right. A line with a tab in it, and a table row, are not justified. Left by default.
- **Continued in**: the style for a second paragraph inside this one.
- **Tab stops (in)**: up to ten, separated by spaces. Empty is a stop every fifth space.
- **Table**: on, a long cell wraps under its own column.
- **Text capitalized**: the words of the style print in capitals, on paper and in every export. The screen shows them as written. Off by default.
- **Auto-punctuate**: on, a paragraph in this style ends on the mark a Dictionary entry asks for, such as do you{>?}. Off, it ends only on its **Ending punctuation**. On by default.
- **Label Font**: Regular, Bold, Italic, or Bold Italic. The typestyle the Q. or A. prints in, on the screen and in every export.
- **Text Font**: the same four. The typestyle the words of the style print in. Bold or italic put on by hand still shows.

For the whole layout:

- **Paragraph numbers start at**: 1 by default.
- **Bird cage line above** and **Bird cage line below**: None, underscores, dashes, or equals signs across the caption.

CREATE A PARAGRAPH STYLE:

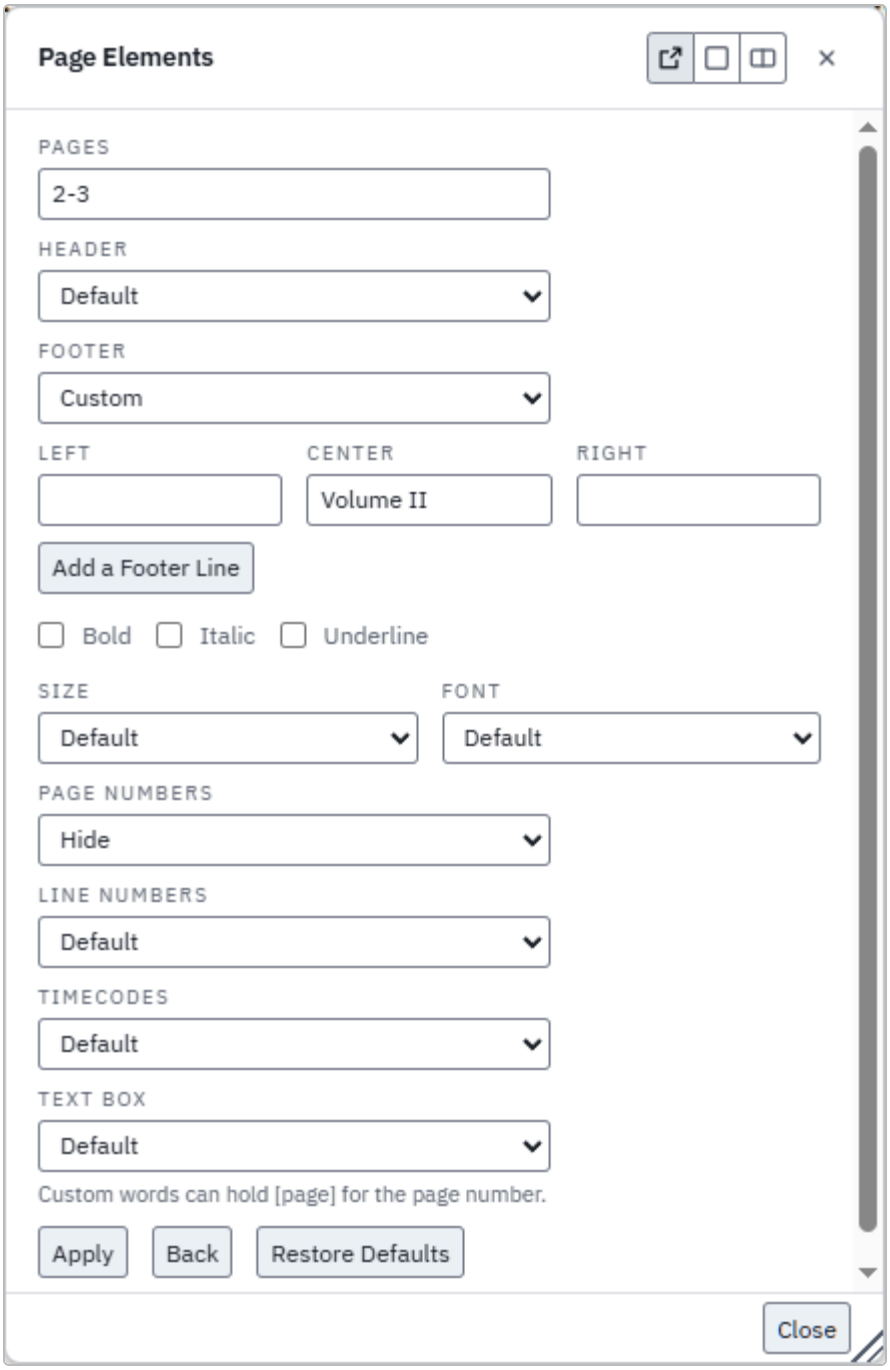
1. Click **New Style**.
2. Type the name in **New Paragraph Style Name**, such as Exhibit List.
3. Pick the style to copy in **Base values taken from**. Question by default.
4. Click **Add**, then change the fields.

Page Elements

Opens **Format > Page Elements**. It lists the pages that print differently from Print Layout: a custom header or footer, or a header, footer, page numbers, line numbers, timecodes or the text box left off. Pages in a row that print the same way show as one range. Click a range to go to its first page.

ADD A RANGE:

1. Click **Add Range**. The form opens on the page the cursor is on.
2. In **Pages**, type the pages, like 5-20.
3. For each element, pick **Default**, **Hide**, or, for the header and footer, **Custom**.
4. Click **Apply**.



Pages 2-3 with a Custom footer, Volume II, and the page numbers hidden

A **Custom** header or footer has **Left**, **Center** and **Right** boxes, **Bold**, **Italic** and **Underline**, a **Size** and a **Font**. It starts from the Print Layout header or footer, and prints in its size and font where those are left at **Default**. [page] in a box prints the page number. A header on numbered lines prints at the page size and font. **Add a Footer Line** adds a line under the last one, up to seven, as in Print Layout.

Edit opens a range in the same form. Change **Pages** to make the range longer or shorter: the pages it leaves go back to Print Layout. To take a range off, click **Restore Defaults** on the form, which sets every element to **Default**, then click **Apply**. **Restore Defaults** under the list takes every range off, and the entry codes below too: click it, then **Confirm Restore**.

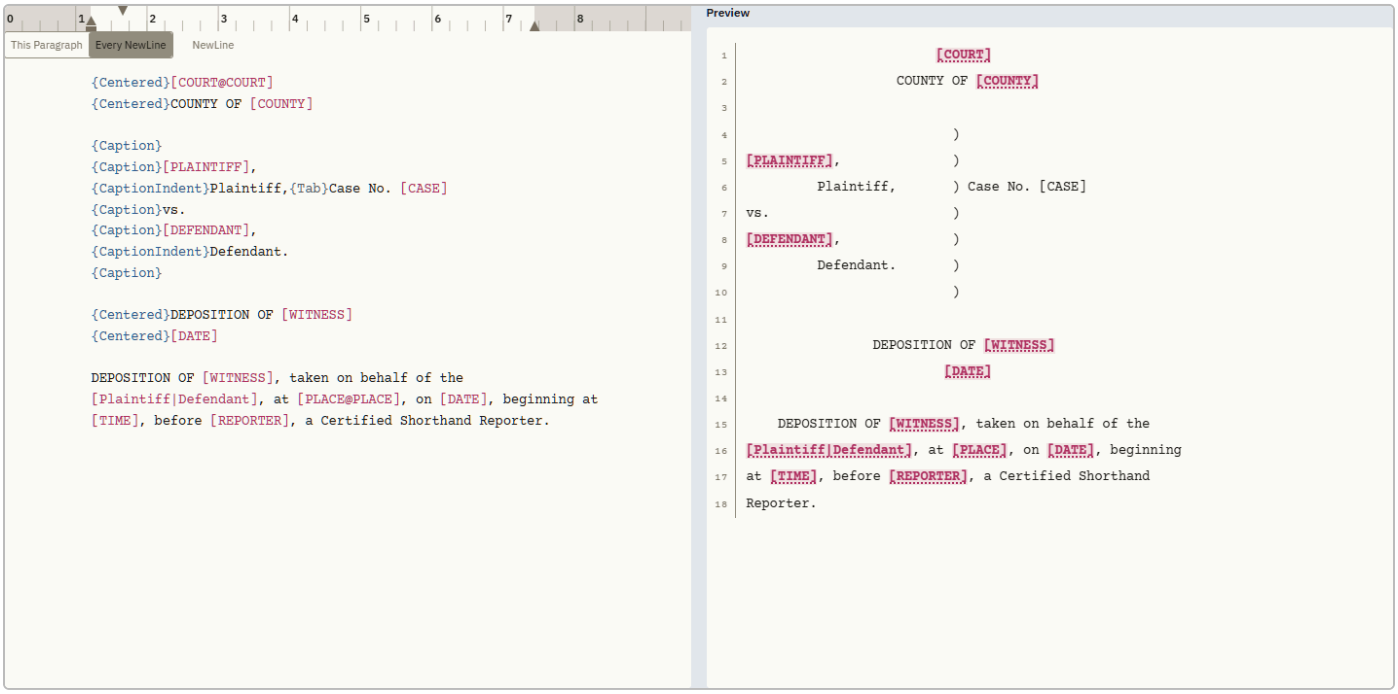
Timecodes set to **Hide** come off those pages in the writing window too.

A range is page numbers, kept with the job. Nothing is written into the text, so when an edit moves text onto or off a page, the range stays on the pages you typed. RTF exports leave ranges out.

Entry codes set the same elements in the text, from where they are written, and can go in a Dictionary entry or a macro: **{H}**, **{F}**, **{Job Header}**, **{Job Footer}**, **{Omit}** and **{Resume}**. See Entry codes: Paragraphs. In a **{H}** or **{F}**, bars split the words into left, center and right, and a fourth piece sets the look: **{F Volume II | Page [page] | | bold 10}**. Two bars start the next line: **{F Volume II || Sealed}**. On a page in a range, the range wins.

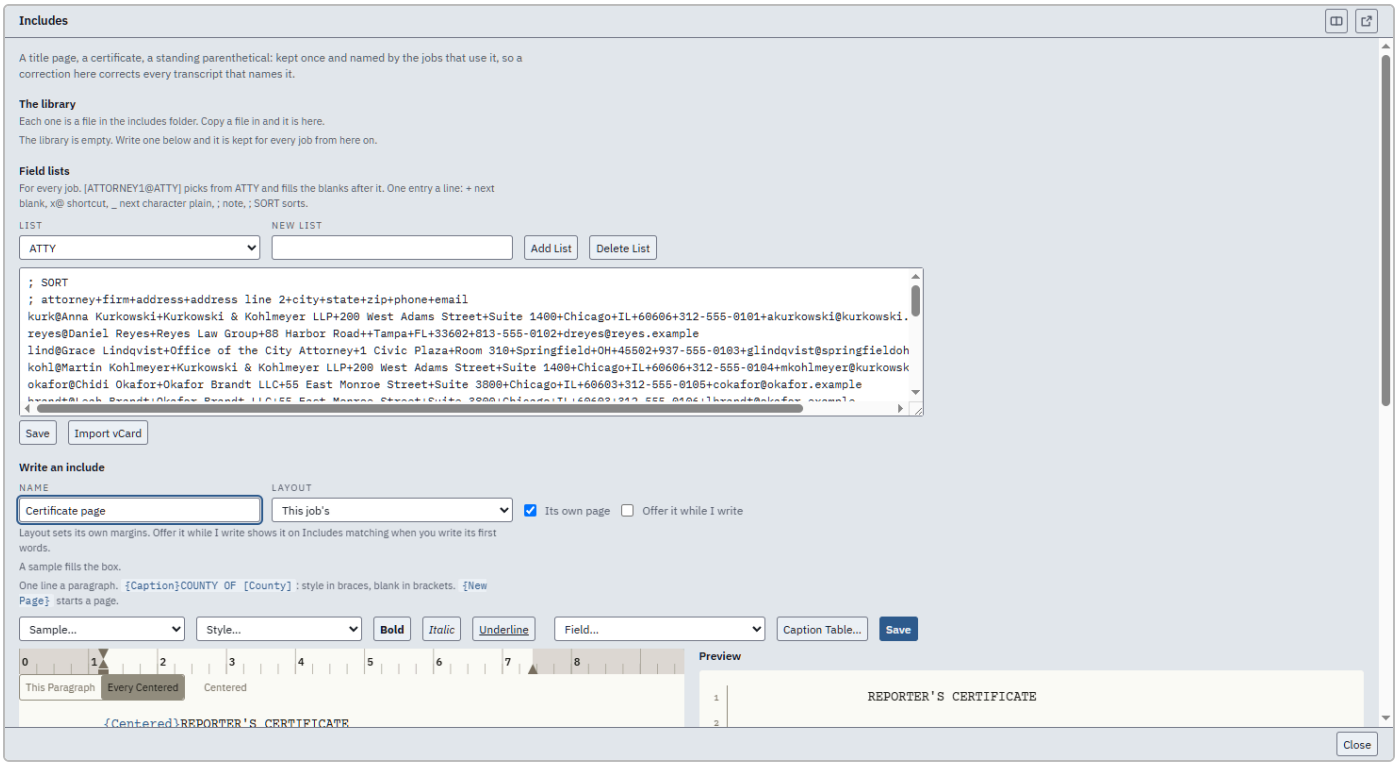
Includes

Opens the **Includes** menu. An include is text you keep once and put in many jobs by name: a title page, an appearance page, a certificate, a standing parenthetical. Each place it is put in stays linked to it, so a correction to the include corrects every job that has it. Exported files get the text as it reads.



Title page sample in the box, with the Preview beside it

Each include is a file in the includes folder. Copy a file into the folder and it is on the menu.



Includes menu, with the Certificate page sample in the box

LIBRARY

Lists the includes, with the layout of each, how many blanks it has, whether it is in this job, whether it prints on its own page, and whether it is offered while you write.

- **Insert at**: The caret, The start of the transcript, or The end.
- **Insert**: puts it in the job, at **Insert at**.
- **Edit**: opens it in the box below.
- **Define a Stroke**: opens Define with the include filled in, so a stroke puts it in.
- **Delete**: takes it out of the library. A transcript still naming it says so on the page.

WRITE AN INCLUDE:

1. Type a **Name**, such as Certificate.
2. Pick a **Sample** to start from, or start with an empty box.
3. Type one paragraph a line. Put a style in braces at the start of a line, such as {Centered}, and a blank in brackets, such as [WITNESS].
4. Check the **Preview**.
5. Click **Save**.

The settings for an include:

- **Layout**: Default, or a named layout. A named layout sets its own margins.

- **Its own page**: starts a new page before and after, so it prints alone.
- **No line numbers**: prints the include with no line numbers, as on a title page. The transcript after it is numbered again.
- **Offer it while I write**: when you write its first words, it is offered on the **Includes Matching** panel. Or define a stroke as {@RUN(writematch 1)} to write it without the panel.

The toolbar over the box: **Sample**, **Style** (the layout's styles, plus New Page and Tab), **Bold**, **Italic**, **Underline**, **Field** and **Insert** for a blank, **Image…** for a picture on a line of its own, and **Caption Table**.

An example, a line from a title page: **{Caption}COUNTY OF [COUNTY]** prints COUNTY OF JEFFERSON in the Caption style, once COUNTY is answered. **{New Page}** on a line by itself starts a page.

SIGNATURE

- **Signature image**: the file, or none. **Choose…** picks a PNG, JPEG or BMP. **Remove** clears it.

Sign on white paper, scan or photograph it, and save the picture. Then **{Signature}** on a line of its own prints the picture there: the line stays empty and the picture stands on it, two and a half lines tall, as wide as its shape makes it. It prints in the PDF and on paper. Without a picture the line prints blank, so the certificate still has room for a signature.

The Certificate page sample ends with three lines: **{Signature}**, then **{Centered}_____**, then **{Centered}[REPORTER]**. The signature sits over the rule, with the reporter's name under it.

SAMPLES

StarCAT ships no includes. The samples fill the box, and are kept only when you save them.

- **Title page**: the court and county, the caption with the plaintiff, the defendant and the case number, DEPOSITION OF the witness, the date, and who took it, where and when. On its own page.
- **Appearance page**: APPEARANCES, then FOR THE party:, with the attorney, firm, address, phone and email. On its own page.
- **Title and appearance page**: the two on one include.
- **Off the record**: (Discussion off the record.) Offered while you write.
- **Back on the record**: (Back on the record at 10:42 a.m.) Offered.
- **Recess**: (Recess taken at 12:01 p.m.) Offered.
- **Exhibit marked**: (Exhibit 3 marked for identification.) The number counts up each time. Offered.
- **Certificate page**: the reporter's certificate, with the witness, the first and last page, and the date it prints. On its own page.
- **Certified question**: (Question certified.) What **Certify Question** puts in.
- **Objections index**, **Instructed not to answer index** and **Requests for production index**: each one line that indexes the matching colloquy under the attorney who spoke. **Certified questions index** lists each certified question by page and line. See Index lines.

BLANKS

A blank is a name in brackets. Answer it once and every place that names it fills in. A line with only blanks, all answered empty, is left out.

- **[WITNESS]**: a blank. The same name twice is one answer.
- **[Plaintiff|Defendant]**: a choice between words.
- **[WITNESS^]**: prints in capitals.
- **[EXHIBIT+]**: counts up by one each time the include goes in.
- **[CASE:20]**: 20 characters wide.
- **[PAGE:5>]**: lined up on the right within its width.
- **[ATTORNEY1@ATTY]**: picked from the ATTY field list.
- **[DEPONENT=WITNESS]**: fills from the WITNESS answer.
- **[TOTAL: (PAGES - FORMPAGES) * PAGERATE]**: worked out from the other answers, for a billing page. A colon and a space, then the arithmetic: add, subtract, multiply, divide, parentheses. It fills in once every name in it has an answer, and is never asked for itself.

The blanks StarCAT knows:

- **Appearance**: SPEAKER1 (appearing for), FIRM1, ATTORNEY1, ADDRESS-A1, ADDRESS-B1 (the second address line), CITY1, STATE1, ZIP1, PHONE1, EMAIL1. For a second attorney, copy the lines and use ATTORNEY2, FIRM2 and so on.
- **The case**: CASE (the case number), COURT, COUNTY, JUDGE, PLAINTIFF, DEFENDANT.
- **The proceeding**: WITNESS, DEPONENT, DATE, TIME, PLACE, REPORTER.
- **Pages**, filled in by StarCAT: FIRST PAGE, LAST PAGE, PAGES (how many), FIRST PAGE IN SECTION, LAST PAGE IN SECTION.
- **Current**, changes each time the job opens: CURRENT DATE, CURRENT TIME, CURRENT YEAR.
- **Static**, set once: STATIC DATE, STATIC TIME, SEAL DATE, SEAL DATE WITH DAY. Each is a set date or time: the time of the stroke that first wrote the field into the job. It never changes after that, unlike CURRENT DATE and CURRENT TIME, which change each time the job opens. Use STATIC TIME for the time in a recess parenthetical: (Recess taken at 10:42.) SEAL DATE reads 1st of November 2026; SEAL DATE WITH DAY reads 1st day of November 2026. A read-only job sets none of them.
- **When it started and ended**: JOB START TIME, JOB END TIME.

Blanks in this transcript lists the blanks not yet answered. Type each answer in its box. To answer a blank empty, press Enter on its empty box: the blank prints nothing. Answered blanks are listed below, each with **Unanswer**.

FIELD LISTS

A field list is a list of answers you use again, one entry a line, such as every attorney you write for. **[ATTORNEY1@ATTY]** picks from the ATTY list and fills the blanks after it: firm, address, phone and email.

An ATTY entry, with the columns in order:

kurk@Anna Kurkowski+Kurkowski & Kohlmeyer LLP+200 West Adams Street+Suite 1400+Chicago+IL+60606+312-555-0101+akurkowski@kurkowski.example

- **+** moves to the next blank.
- **kurk@** at the start gives the entry a short name, kurk.
- **_** makes the next character plain, so a + in a name stays a +.
- A line starting with **;** is a note. **; SORT** keeps the list sorted.
- **Import vCard** adds contacts from a vCard file; you can also drop the file on the box.

StarCAT ships sample lists, ATTY, FIRM, PARTY, COURT, JUDGE and PLACE, with made-up names.

Insert Include

Puts the named include in at the cursor. A Dictionary entry **{INCLUDE:Title page}** puts in the Title page include. An include that starts a paragraph must go at the start of one.

Write Matching Include

Writes out the rest of a started include. The number given picks one of the offered matches; with no number, the first is used. Text already written stays.

Fill in the Blanks

`Ctrl+E` `E (RocketKeys)`

Goes to the first unfilled blank and opens it for an answer. After each answer the cursor moves to the next blank. Used on a blank, it starts from that blank.

The box for a blank has:

- **Fill In**: takes the answer and goes to the next blank. With the box empty it goes on and leaves this blank.
- A button for each choice, on a blank with choices.
- **Today**, on a date blank: today's date, in the format set under Date fields.
- The entries, on a blank with a list. Typing narrows them. Enter takes the lit one, or the typed words when none match.
- **Add to field list**: keeps the answer on a list named for the field, so a plain [COUNTY] keeps its answers on a list called COUNTY.
- A row for each blank left. Click a row to go to that blank.

Add Blank

`Ctrl+A` `Shift+E (RocketKeys)`

Inserts a blank at the cursor. Type the field name, or pick one the job already uses. The blank shows the name until it is filled, and one answer fills every blank with that name.

Convert Fields to Text

Converts filled fields to plain text, so they no longer change with their answers. Converts the fields in the selection, or every field in the job when nothing is selected.

Transcript Index

The index lists the witnesses, examinations and exhibits, with the page and line of each. Exports and prints can carry it on its own page at the end.

BUILD THE INDEX:

1. Put the cursor on the line to index.
2. Choose **Realtime > Index Entry**. Select the category, enter the item and the action, and click **Save**. For a range of exhibits, choose **Realtime > Mark Run of Exhibits**.
3. Open **View > Panels > Index**. The entries are listed by category, with the page and line of each.
4. On the Index panel, click **Insert** to put the index in at the cursor's paragraph. Or click **Attach the Indexes to the Transcript** on **File > Export** to add it on its own page. In a job with an Appearance include, the index goes on the page after the appearances; the word index goes at the end.

CHANGE HOW THE INDEX PRINTS:

An index template sets the layout of the PDF index and of the attached index: the title, the column heads, and one line for each entry.

1. Open **Edit > Insert > Includes**. Under **Write an include**, set **Type** to **Index Template**.
2. Select a sample in **Sample...**, such as **Exhibit index** or **Witness index**. To change a saved template, select it in **Template** instead.
3. Edit the text. **Style...** lists the codes below and **Field...** lists the index fields. The preview shows this job's index printed through the template. A job with no index entries is previewed with sample entries.
4. Type a name in **Name** and click **Save**. **Delete** removes the template selected in **Template**.
5. Open **File > Export**, select **PDF index**, and select the template in **Index template**. **Built-in** is the standard layout. **Attach the Indexes to the Transcript** also uses the template you select.

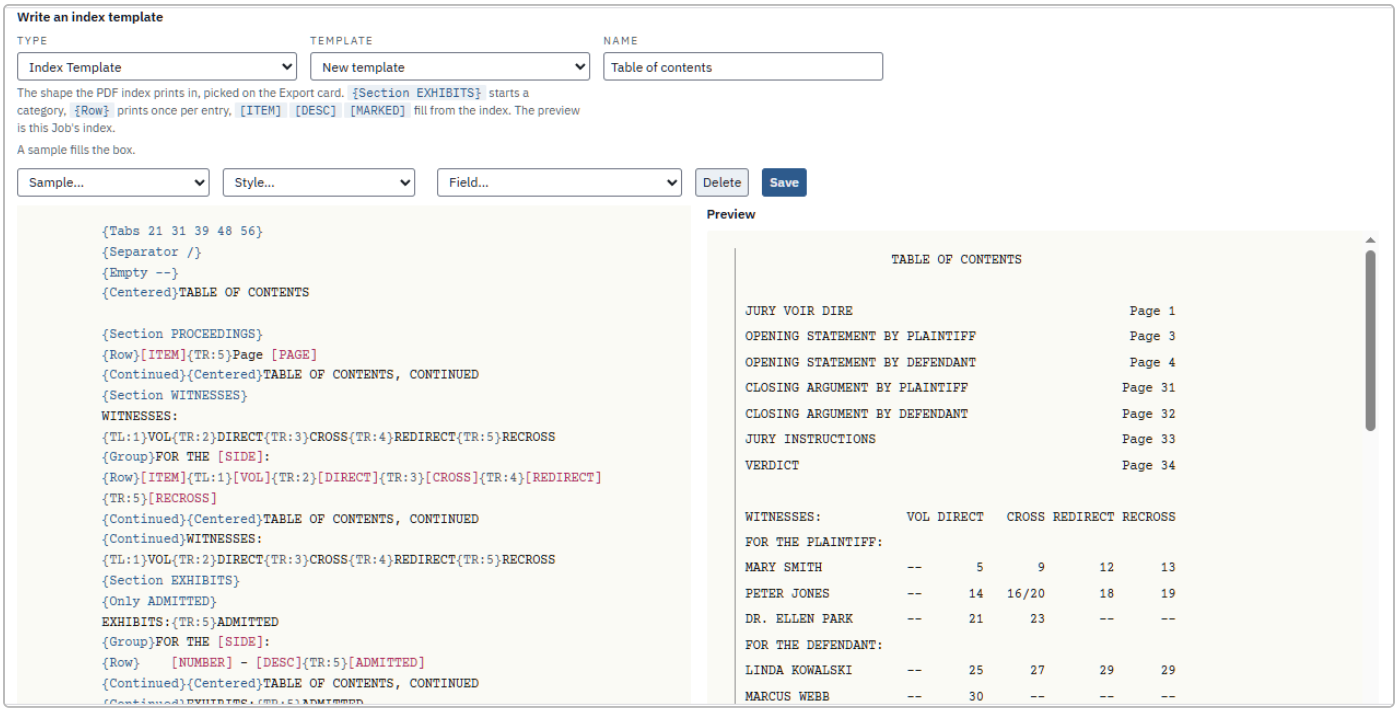


Table of contents sample and its preview on Index Sample Trial

SEE WHAT A CODE DOES:

Each picture below is one short template typed into the box, and its preview on **Index Sample Trial**. To try one:

1. Open **Index Sample Trial** and click **Find** on the Index panel.
2. Open **Edit > Insert > Includes** and set **Type** to **Index Template**.
3. Select all the text in the box and type the template from the picture. The preview changes as you type.

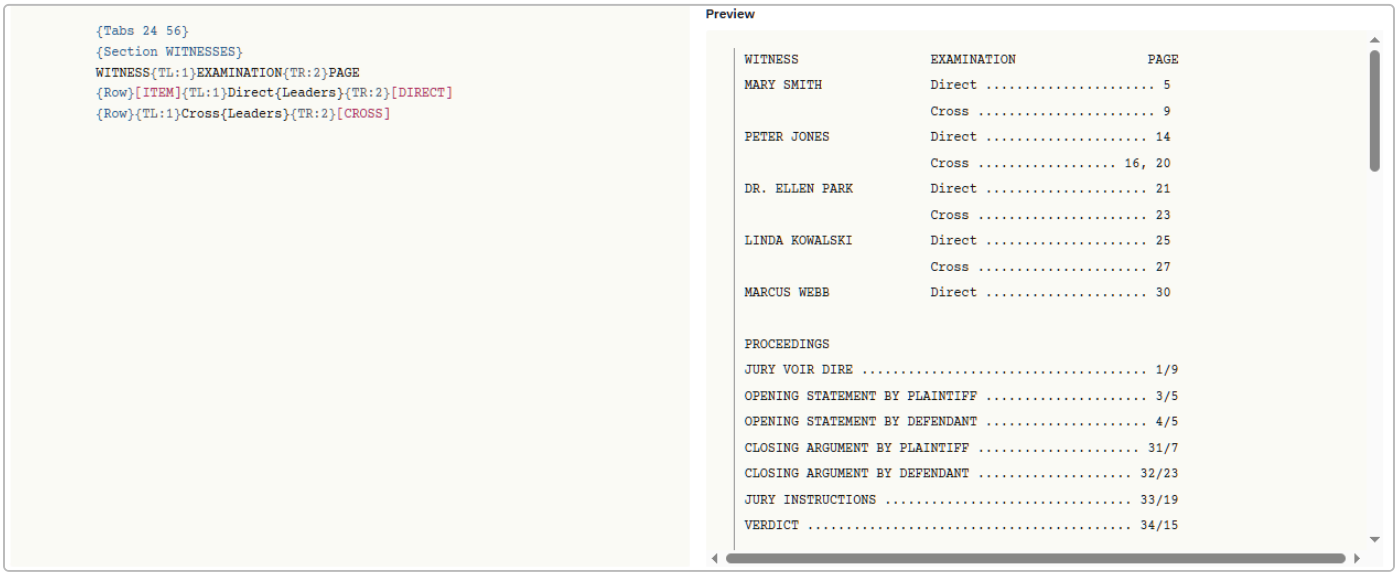
A category with no section of its own prints after the template's sections in the **Built-in** layout. That is the PROCEEDINGS list under some of these previews. Add `{Section *}` to print them in the template instead.

Sections and rows. `{Section EXHIBITS}` starts the part for one category. `{Section *}` prints every category not named in its own section. `{Row}` starts the line printed once for each entry. `{Centered}` centers its line. `{None}` is printed when the category has no entries.



{Section}, {Centered}, {Row} and {None}: the witnesses, then the exhibits

Tabs and leaders. `{Tabs 24 56}` sets the tab stops, in characters from the left margin. `{TL:1}` puts what follows it at stop 1, flush left. `{TR:2}` puts what follows it flush right on stop 2, so page numbers line up on their last digit. `{Leaders}` before a tab fills the gap with dots. A field longer than its column wraps inside the column. A line whose fields are all empty is left out, so a witness with no cross-examination prints no Cross line.



{Tabs}, {TL:1}, {TR:2} and {Leaders}: each witness with Direct and Cross pages

Sort and group by side. `{Sort}` sorts the entries: witnesses by last name, exhibits by side, Plaintiff's before Defendant's, then by number. `{Group}FOR THE [SIDE]:` is printed above the first entry of each side: the side that called the witness, or the exhibit's owner (Plaintiff's 4).

```
{Tabs 12 56}
{Section EXHIBITS}
{Sort}
NO.{TL:1}DESCRIPTION{TR:2}MARKED
{Group}FOR THE [SIDE]:
{Row}[NUMBER]{TL:1}[DESC]{TR:2}[MARKED]
```

Preview

```
NO.         DESCRIPTION                          MARKED
FOR THE PLAINTIFF:
1           a letter dated March 3, 2023              7
2           photographs of the loading dock           8
3           photographs of the loading dock           8
4           photographs of the loading dock           8
5           Forklift inspection checklist dated May 2, 9
            2023
6           Maintenance work order No. 4471           9
7           Incident report dated May 9, 2023         9
8           Emergency room records of Mary Smith      9
9           Diagram of the warehouse floor            9
10          Payroll records for 2023                  9
11          Repair invoice                           16
12          Curriculum vitae of Dr. Ellen Park       23
FOR THE DEFENDANT:
A           Lease agreement                          12
B           Photograph of the forklift               27
C           Shipping manifests                       27
```

{Sort} and {Group}: the exhibits by side, with number, description and page marked

Only some entries. `{Only ADMITTED}` prints only the entries that fill that field. Plaintiff's 11 was refused and Defendant's B was withdrawn, so neither is listed.

```
{Tabs 56}
{Section EXHIBITS}
{Sort}
{Only ADMITTED}
EXHIBITS ADMITTED{TR:1}PAGE
{Row}[ITEM]{Leaders}{TR:1}[ADMITTED]
```

Preview

```
EXHIBITS ADMITTED                                PAGE
Plaintiff's 1 ..................................... 7
Plaintiff's 2 ..................................... 9
Plaintiff's 3 ..................................... 9
Plaintiff's 4 ..................................... 9
Plaintiff's 5 ..................................... 9
Plaintiff's 6 ..................................... 9
Plaintiff's 7 ..................................... 9
Plaintiff's 8 ..................................... 9
Plaintiff's 9 ..................................... 9
Plaintiff's 10 .................................... 9
Plaintiff's 12 ................................... 23
Defendant's A .................................... 27

PROCEEDINGS
JURY VOIR DIRE ................................... 1/9
OPENING STATEMENT BY PLAINTIFF ..................... 3/5
OPENING STATEMENT BY DEFENDANT ..................... 4/5
CLOSING ARGUMENT BY PLAINTIFF ..................... 31/7
```

{Only ADMITTED}: the exhibits admitted, with their pages

Empty fields and two pages. `{Empty --}` prints `--` in a page or volume field with nothing in it. `{Separator /}` goes between two pages in one field: Peter Jones was cross-examined on page 16 and again on page 20, so CROSS prints 16/20.

```
{Tabs 21 31 39 48 56}
{Separator /}
{Empty --}
{Section WITNESSES}
WITNESSES:
{TL:1}VOL{TR:2}DIRECT{TR:3}CROSS{TR:4}REDIRECT{TR:5}RECROSS
{Row}[ITEM]{TL:1}[VOL]{TR:2}[DIRECT]{TR:3}[CROSS]{TR:4}[REDIRECT]
{TR:5}[RECROSS]
```

Preview

```
WITNESSES:          VOL DIRECT   CROSS REDIRECT RECROSS
MARY SMITH          --       5       9       12      13
PETER JONES         --      14   16/20       18      19
DR. ELLEN PARK      --      21      23       --      --
LINDA KOWALSKI      --      25      27       29      29
MARCUS WEBB         --      30      --       --      --

PROCEEDINGS
JURY VOIR DIRE ..................................... 1/9
OPENING STATEMENT BY PLAINTIFF ..................... 3/5
OPENING STATEMENT BY DEFENDANT ..................... 4/5
CLOSING ARGUMENT BY PLAINTIFF ..................... 31/7
CLOSING ARGUMENT BY DEFENDANT .................... 32/23
JURY INSTRUCTIONS ................................ 33/19
VERDICT ........................................... 34/15

EXHIBITS
Plaintiff's 1 .... Marked 7/4/Offered 7/20/Admitted 7/22
  a letter dated March 3, 2023
```

{Empty --} and {Separator /}: the Direct, Cross, Redirect, Recross table

Each examination. `{Exam}` is printed once for each examination, in order. `[EXAMINATION NAME]` is its name and `[BY]` the attorney. With no attorney filed, BY [BY] is left out.

```
{Tabs 56}
{Section WITNESSES}
{Row}[ITEM]
{Exam}  [EXAMINATION] BY [BY]{Leaders}{TR:1}[PAGE]
```

Preview

```
MARY SMITH
  DIRECT EXAMINATION BY MS. ALVAREZ ................. 5
  CROSS-EXAMINATION BY MR. HALE ..................... 9
  REDIRECT EXAMINATION BY MS. ALVAREZ ............... 12
  RECROSS-EXAMINATION BY MR. HALE ................... 13
PETER JONES
  DIRECT EXAMINATION BY MS. ALVAREZ ................ 14
  CROSS-EXAMINATION BY MR. HALE .................... 16
  REDIRECT EXAMINATION BY MS. ALVAREZ .............. 18
  RECROSS-EXAMINATION BY MR. HALE ................... 19
  FURTHER CROSS-EXAMINATION BY MR. HALE ............ 20
DR. ELLEN PARK
  VOIR DIRE EXAMINATION BY MR. HALE ................ 20
  DIRECT EXAMINATION BY MS. ALVAREZ ................ 21
  CROSS-EXAMINATION BY MR. HALE .................... 23
LINDA KOWALSKI
  DIRECT EXAMINATION BY MR. HALE ................... 25
  CROSS-EXAMINATION BY MS. ALVAREZ ................. 27
  REDIRECT EXAMINATION BY MR. HALE ................. 29
```

{Exam}: each examination by name and attorney, with its page

Each attorney. `{By}` is printed once for each attorney who examined the witness. `[PAGES]` is every page of that attorney's examinations.

```
{Tabs 56}
{Section WITNESSES}
{Row}[ITEM]
{By}  Examination by [BY]{Leaders}{TR:1}[PAGES]
```

Preview

```
MARY SMITH
  Examination by MS. ALVAREZ ..... 5, 12
  Examination by MR. HALE ..... 9, 13
PETER JONES
  Examination by MS. ALVAREZ ..... 14, 18
  Examination by MR. HALE ..... 16, 19, 20
DR. ELLEN PARK
  Examination by MR. HALE ..... 20, 23
  Examination by MS. ALVAREZ ..... 21
LINDA KOWALSKI
  Examination by MR. HALE ..... 25, 29
  Examination by MS. ALVAREZ ..... 27, 29
MARCUS WEBB
  Examination by MR. HALE ..... 30

PROCEEDINGS
JURY VOIR DIRE ..... 1/9
OPENING STATEMENT BY PLAINTIFF ..... 3/5
OPENING STATEMENT BY DEFENDANT ..... 4/5
```

{By}: each witness with one line per examining attorney

Exhibit fields. One line for each field an exhibit can have. A line whose field is empty is left out: Plaintiff's 2 was not offered on its own, so it prints no Offered line.

```
{Tabs 56}
{Section EXHIBITS}
{Row}[ITEM]
{Row}  Number: [NUMBER]   Side: [SIDE]
{Row}  [DESC]
{Row}  Marked{Leaders}{TR:1}[MARKED]
{Row}  Offered{Leaders}{TR:1}[OFFERED]
{Row}  Admitted{Leaders}{TR:1}[ADMITTED]
{Row}  Refused{Leaders}{TR:1}[REFUSED]
{Row}  Withdrawn{Leaders}{TR:1}[WITHDRAWN]
```

Preview

```
Plaintiff's 1
  Number: 1   Side: PLAINTIFF
  a letter dated March 3, 2023
  Marked ..... 7
  Offered ..... 7
  Admitted ..... 7
Plaintiff's 2
  Number: 2   Side: PLAINTIFF
  photographs of the loading dock
  Marked ..... 8
  Admitted ..... 9
Plaintiff's 3
  Number: 3   Side: PLAINTIFF
  photographs of the loading dock
  Marked ..... 8
  Admitted ..... 9
Plaintiff's 4
  Number: 4   Side: PLAINTIFF
  photographs of the loading dock
```

Exhibit fields: number, side, description, and the page of each action

Also: `{Continued}` is printed at the top of each later page, and `{New Page}` starts the section on a new page.

- Fields: - `[ITEM]` the witness or exhibit; `[NUMBER]` the exhibit number alone (4 for Plaintiff's 4); `[SIDE]` PLAINTIFF or DEFENDANT; `[DESC]` the description. - `[PAGE]` the first page; `[PAGES]` every page; `[LINE]`; `[VOL]`. - The page of each action: `[MARKED]`, `[OFFERED]`, `[ADMITTED]`, `[REFUSED]`, `[WITHDRAWN]`, `[DIRECT]`, `[CROSS]`, `[REDIRECT]`, `[RECROSS]`, `[VOIR DIRE]`. A further cross prints in `[CROSS]`. - `[EXAMINATION]` is the page of an examination with no kind, as in a deposition. - `[EXAMINATION NAME]`, on an `{Exam}` line, is the examination's name. - `[BY]` the examining attorney.

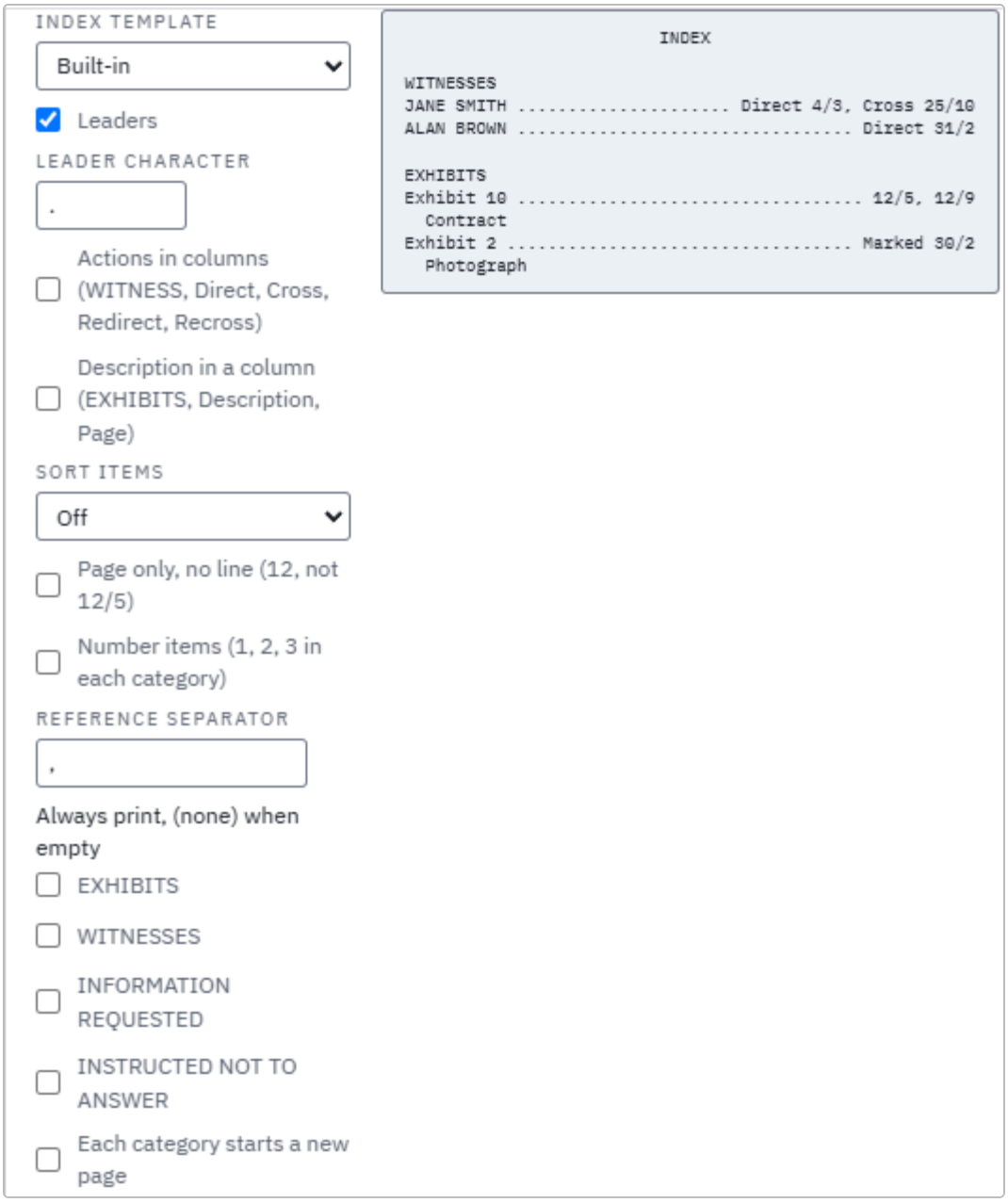
- A job field such as `[CASE NO]` prints the job's value. A field StarCAT does not know prints as written, and the Includes menu lists it under the text. An empty field takes the space or dash before it, so an exhibit with no description prints `5`, not `5 -`.

The samples:

- **Witness index**, **Exhibit index**, **Exhibit list**: one category each.
- **Examination table** and **Examination table with attorneys**: a witness per row, a column per examination.
- **Deposition index** and **Full deposition index**: the witnesses with each attorney's examination, then the exhibits.
- **Hearing index**: each examination by name and attorney, then the exhibits.
- **Master index**: the LA Superior Court layout. Witnesses in order, then sorted, then the exhibits, each on its own page.
- **Table of contents**: the Alaska layout. The proceedings with their pages, the witnesses by side in a Direct, Cross, Redirect, Recross table, and the exhibits admitted.
- **Requests and instructions**: the information requested and the instructions not to answer.
- **Today's index**: the **Built-in** layout, to start from.
- A name ending **(Unspaced)** is the same layout titled INDEX, not I N D E X.

EXPORT THE WITNESS AND EXHIBIT INDEX:

1. Open **File > Export** and select **PDF index** in **Format**.
2. Pick an **Index template**, or leave **Built-in** and set the options below. A sample index beside the options shows each change.
3. Click **Export…**. Or click **Attach the Indexes to the Transcript** to put the index in the job as text.



PDF index: the index options, with the sample index beside them

The options, for **Built-in**. A template sets most of them itself, so with a template picked they are hidden.

- **Leaders** draws a line from each item to its page and line. On by default. **Leader character** is what it is drawn in, such as _ or -. Empty is dots. It shows only with **Leaders**, so not on the word index or with a template picked: a template's leaders are dots. The index attached to the transcript always uses dots.
- **Actions in columns (WITNESS, Direct, Cross, Redirect, Recross)**: a category with examinations prints as a table, a column for each action, with the pages under it. Off by default.
- **Description in a column (EXHIBITS, Description, Page)**: a category whose items have a description prints as a table: the item, the description beside it, and the pages. Off by default.

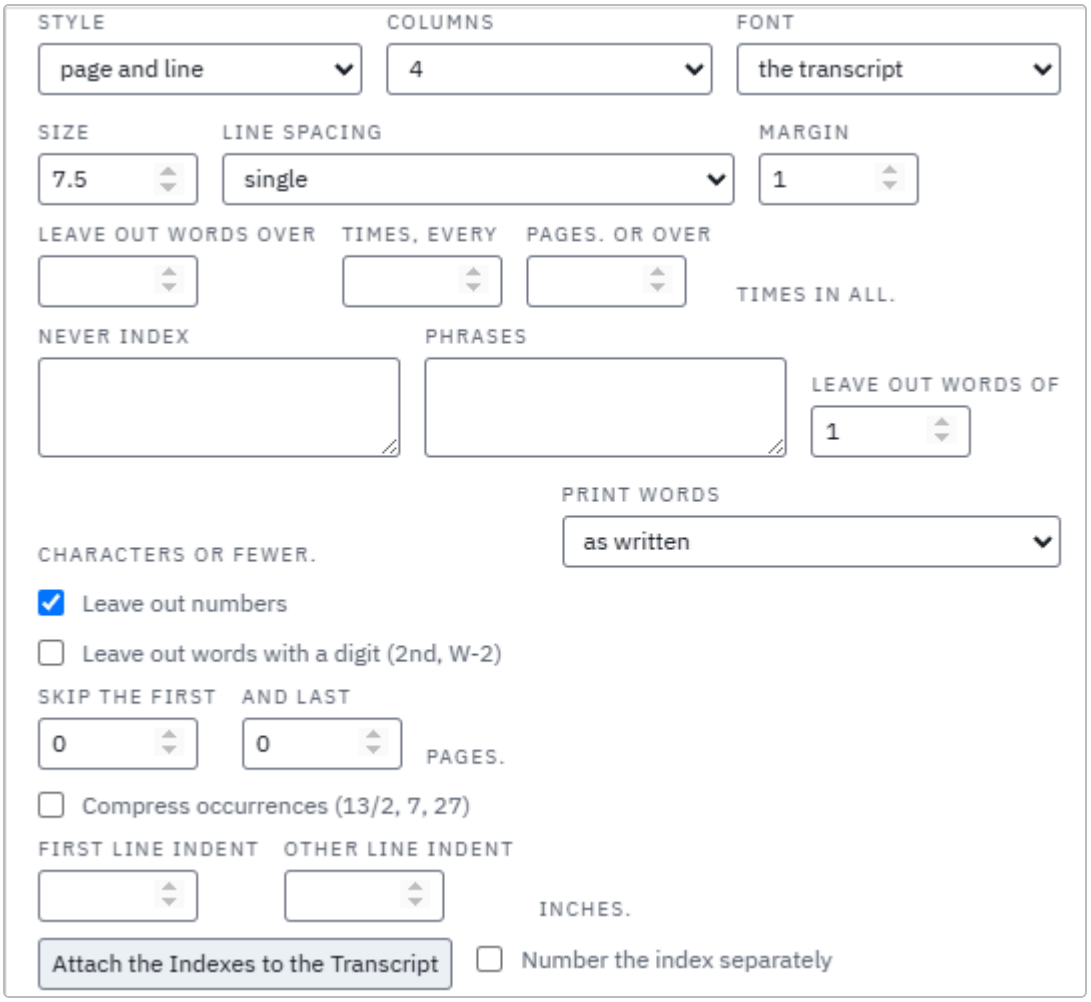
- **Sort items**: **Off** keeps the order the items were filed in. **Every category** puts the items in order, numbers as numbers: Exhibit 2 before Exhibit 10. Witnesses go by last name. **All but witnesses** sorts the other categories and keeps the witnesses in the order they were called.
- **Page only, no line (12, not 12/5)**: each page is cited once, however many lines on it are indexed. Off by default.
- **Number items (1, 2, 3 in each category)**: numbers the items in the order they print, starting at 1 in each category. Off by default.
- **Reference separator**: what goes between two references to one item. A comma and a space by default: **12/5, 30/2**. With a slash and a space, the same item prints **12/5/ 30/2**.
- **Always print, (none) when empty**: a category checked here prints even when nothing is filed under it, with (none) under the heading. The list is EXHIBITS, WITNESSES, INFORMATION REQUESTED and INSTRUCTED NOT TO ANSWER, then the categories of the open job. The check marks are kept for every job.
- **Each category starts a new page**. Off by default.

Number the index separately, beside **Attach the Indexes to the Transcript**, starts the attached index at the end of the job on page 1. The transcript's page numbers do not change.

EXPORT THE WORD INDEX:

The word index lists the words of the transcript, A to Z, with the page and line of each. It is also called a concordance.

1. Open **File > Export** and select **PDF word index** in **Format**.
2. Set the options below.
3. Click **Export…**. Or, to put the word index at the end of the job as text, click **Attach the Indexes to the Transcript**. The button changes to **Press again to attach**; click it again within 4 seconds.



PDF word index: the word index options

How it looks:

- **Style**: **page and line** cites each line as 12/5. **Supreme Court** prints the index the way the Supreme Court's transcripts do, and fills in 100 in **Or … + total occurrences**.
- **Columns**: 2 to 5. 4 by default.
- **Font**: **the transcript** by default, or a font on this computer.
- **Size**: in points. 7.5 by default.
- **Line spacing**: single, one and a half, or double. Single by default.
- **Margin**: in inches, all four sides. 1 by default.
- **Print the header on every index page**: prints the job's header on the index pages. Off by default.
- **Print words**: **as written** prints each word with the capitals the transcript uses most. **lowercase** or **UPPERCASE** prints them all one way.
- **Compress occurrences (13/2, 7, 27)**: after the first line on a page, the next lines on that page print as the line alone. **13/2, 13/7, 27/4** prints **13/2, 7, 27/4**. Off by default. Not on the Supreme Court style.
- **First indent (in)** and **Other indent (in)**: Where an entry's first line starts, and where the lines after it start. Empty lines the other lines up under the first page number. Not on the Supreme Court style.

What it leaves out:

- **Leave out words over** *n* **times, every** *n* **pages**: leaves out a word that is on more lines than that across the pages indexed. Over 1 times every 2 pages, in a 100 page job, leaves out a word on more than 50 lines. Empty, the default, leaves nothing out. Both boxes need a number.
- **Or** *n* **+ total occurrences**: leaves out a word used that many times or more in the job. Every use counts, not the lines. Empty by default.
- **Never index**: words never indexed, such as objection. Type them with a space or a comma between them. The list is kept for every job.
- **Phrases**: words indexed together as one entry, such as St. Louis. One a line. The words of a phrase are indexed alone only where they are used alone. The list is kept for every job. Add to Phrase List adds the words selected in the transcript.
- **Leave out words of** *n* **characters or fewer**: 1 by default, so a, I and Q are left out.
- **Leave out numbers**: words with no letter in them, such as 1987. On by default.
- **Leave out words with a digit (2nd, W-2)**: off by default.
- **Leave out the first** *n* **and last** *n* **pages**: leaves out pages at the start and the end, such as the title page and the certificate. 0 by default.

The words left out by the first three are printed at the end of the index, under **Words left out**, so a reader can see what is not in it.

PDF words to check prints, in the same shape, the words of the transcript that may be misspelled, with the page and line of each, to look over before the transcript goes out. It takes **Columns**, **Font**, **Size**, **Line spacing**, **Margin** and **Print the header on every index page**. It leaves nothing out.

INDEX LINES:

A line in an include can file an index entry each time the include goes in. The line prints nothing. Its form:

`{Index Category|Item|Role|Description}`

Item, Role and Description are read off the paragraph after the line. A line at the end of the include reads the first paragraph after the include, such as the by-line under an examination heading. In them:

- `*` is any text, and is kept.
- `[text]` must be there, and is left out of the entry.
- `<text>` is put in as written.
- `M:*` is the paragraph's label, the speaker; `C:*` is the same in capitals.
- `_` before `[`, `]`, `<` or `>` makes it a plain character.

The entry is read when the index is drawn, so a blank filled in or a name fixed later shows in the index. A blank not yet answered files nothing. On the Index panel, a row filed this way names its include in place of **Attach**, **Edit** and **Delete**.

A fifth part, a regular expression, makes the line index every paragraph in the transcript that matches, once each:

```
{Index EXHIBITS|\1|Marked||\(Exhibit (\d+) was marked}
```

- `\1`, `\2` in Item, Role and Description are what the pattern's groups found.
- `{N}` is a paragraph break, so `DIRECT EXAMINATION{N}BY (.*):` reads the by-line under the heading.
- `^` and `$` are the start and end of a paragraph: `^Okay$` finds a paragraph that is only Okay.
- Capitals count. A pattern with an error files nothing.

The include must be in the job; an include of only such lines prints nothing. An Eclipse index line, with its Format and Location parts, is read too: the pattern is kept and Format and Location are dropped.

The samples **Objections index**, **Instructed not to answer index** and **Requests for production index** are each one such line. Each files the attorney's colloquy that matches under the attorney's name. **Certified questions index** files each (Question certified.) paragraph under one item; a reporter who rewords that include rewords the line too.

Index

Turns the Index panel on and off. The panel lists exhibits and witnesses by category, with the page and line of each. Click a row to go to it. Indexed lines have a star in the margin.

See Build the index. The buttons at the top of the panel:

- **Add**: opens Index entry.
- **Run**: indexes a range of exhibits.
- **Find**: marks what the transcript names.
- **Insert**: puts the index in the transcript.

Each row has **Attach**, **Edit** and **Delete**. A row from an include shows the include's name instead: change it in the include. A row with a file has a button with the file's name, which opens it.

Attach keeps a file with the exhibit, such as a scan or a PDF:

1. Turn on the Index panel.
2. On the exhibit's row, click **Attach** and pick the file.
3. Double-click the star beside the exhibit's line to open the file. Point at the star to see the file's name.

The file is copied into the job's exhibits folder, so it stays with the job.

Every other place the transcript names the exhibit opens the same file: Ctrl+click **Exhibit 58**, **Exhibit No. 58**, **Plaintiff's 58** or **State's Exhibit 58** anywhere in the job. The words StarCAT reads before the number are Exhibit, Plaintiff's, Defendant's, Defense, State's, People's, Government's, Joint, Respondent's and Petitioner's.

An exported PDF includes the files too. Click a mention in the PDF to open its file, or open the reader's attachments list. A PDF/A copy includes none.

A web address or email address in the transcript, such as www.example.com or jane@firm.com, is a link in the exported PDF. Click it to open it. Nothing is set up: the address is the link. A PDF/A copy has none.

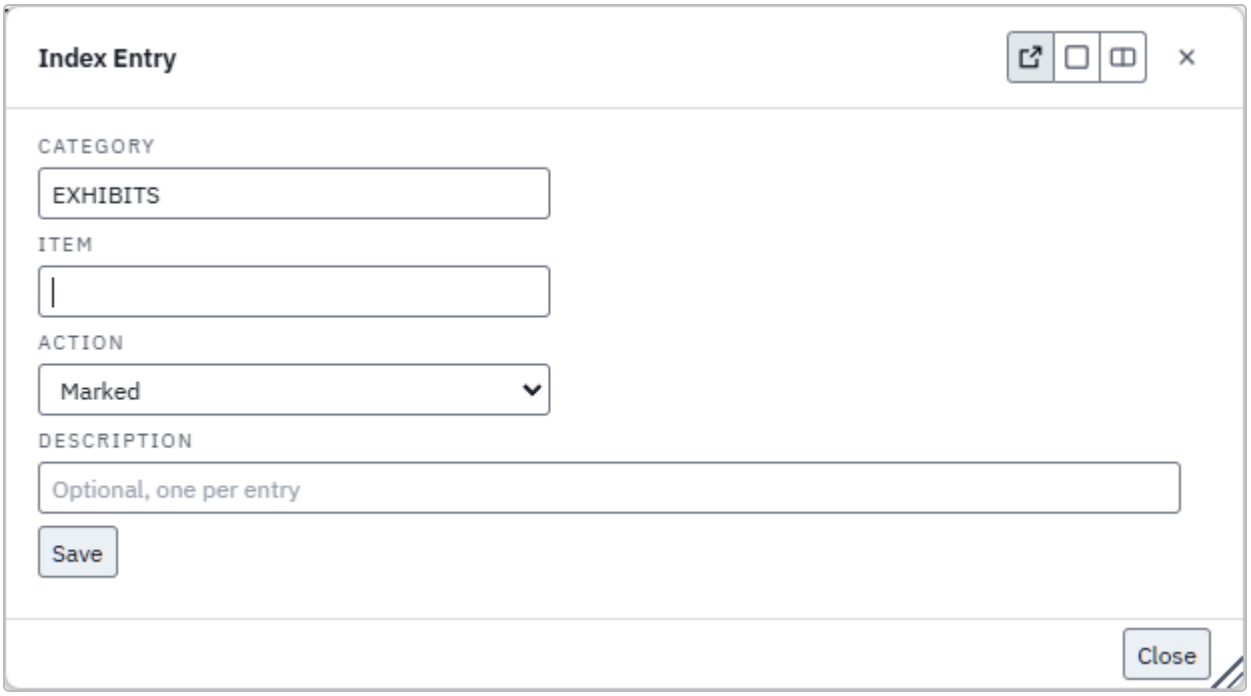


Index panel after Find: the witness, Direct, Cross and three exhibits

Index Entry

`Alt+Shift+X`

Opens the Index entry menu. Set the category, the item, the action (Marked, Offered, Admitted, Refused, Withdrawn, Voir dire, Direct, Cross, Redirect or Recross) and an optional description, and click **Save**. The entry is placed at the cursor.



Index entry menu

Mark Run of Exhibits

Indexes a range of exhibits at the cursor. Enter the range as 1-20, A-F, 1A-1F or numbers separated by commas. Put a name containing a hyphen in quotes.

Find Index Entries

Finds the witnesses, examinations and exhibits the transcript names and adds them to the index. Also the **Find** button on the Index panel.

- A witness: a name in capitals that starts a paragraph saying sworn or affirmed, such as JANE DOE, having been first duly sworn.
- An examination: a heading paragraph in capitals, such as CROSS-EXAMINATION, FURTHER REDIRECT EXAMINATION or VOIR DIRE EXAMINATION.
- An exhibit: a parenthetical such as (Plaintiff's Exhibit No. 4 was marked for identification.) - Words between the number and the verb are the description: (Exhibit 4, a letter dated May 1, 2024, was marked.) A description already on the entry is kept. - The action: marked or identified is Marked; offered is Offered; received or admitted is Admitted; not admitted, refused or excluded is Refused; withdrawn is Withdrawn. Marked and received files both. - (Exhibit 5 was previously marked.) files nothing.
- A part of the proceedings: a heading in capitals such as JURY VOIR DIRE, OPENING STATEMENT, CLOSING ARGUMENT, JURY INSTRUCTIONS or VERDICT, filed under PROCEEDINGS.
- The side: a heading such as PLAINTIFF'S CASE, or a sworn paragraph saying called by the Defendant, gives the side for each witness after it, until (The Plaintiff rests.).

Entries already in the index are not added twice. The status message reads "3 index entries found." Remove a found entry the same way as one you marked.

Mark Next Exhibit

Marks the next exhibit. Fills a blank in the paragraph, or inserts the line (Exhibit No. [ ] marked for identification.), uses the next number entered, and files the entry as Marked. Esc files nothing. The category is given on the key or macro step; EXHIBITS by default.

Put Index in Transcript

`Ctrl+I`

Inserts the index at the start of the cursor's paragraph as editable text: the category named on the key or macro step, or all categories.

What Indexes This Line

Says which index entries point at the cursor's line, in the status message: the category, the item and the action, such as EXHIBITS Exhibit 4, Marked. Use it on a line with a star in the margin to see what the star is without opening the Index panel. A line with none says "Nothing indexes this line."

Attach Indexes

Adds the indexes to the transcript, on pages of their own, as text that exports include. Where they go:

- In a job with an Appearance include, the witness, examination and exhibit indexes go on the page after the appearances. The word index goes at the end.
- In a job with no Appearance include, every index goes at the end.

Running it twice adds a second copy. The Export menu also attaches and removes them.

Numbers

StarCAT turns numbers you write in words into figures as you write: fifty dollars becomes **$50**, May four becomes **May 4**. This chapter covers every conversion StarCAT does by default, with examples.

Number settings are per job. A new job starts with the settings you last saved. Until you turn numbers on once, a job converts nothing.

The settings are in **Translate Options**, on two tabs:

- **Numbers**: when a number is written in figures or in words, digit grouping, and the words numbers are written in.
- **Keywords**: words such as **dollars**, **Exhibit** and **phone number** that decide how the number near them is written.

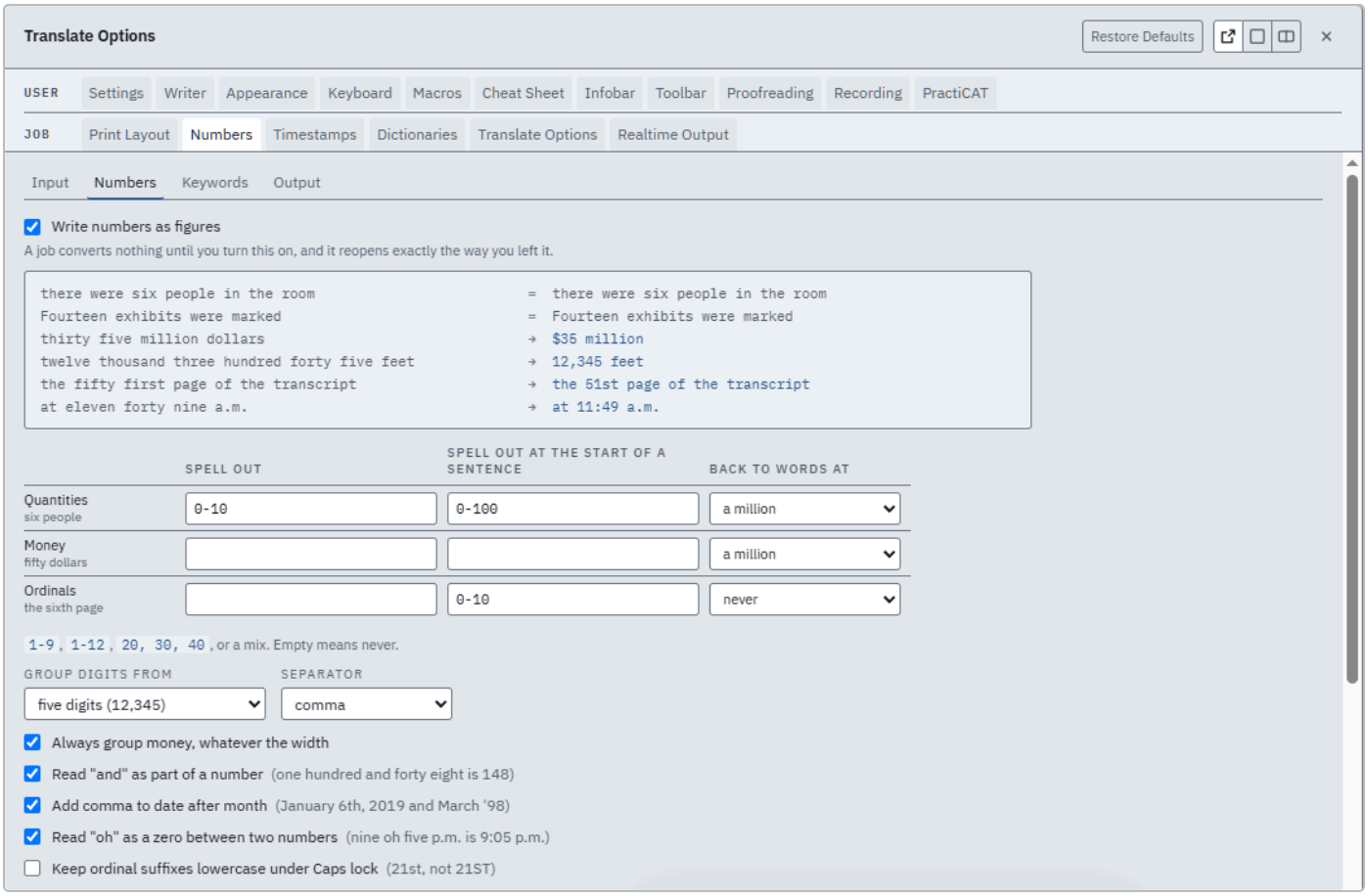
TURN NUMBERS ON

1. Open **Format > Numbers**. **Translate Options** opens on the **Numbers** tab.
2. Check **Write numbers as figures**.

Each change is saved to the job when you leave the box. The sample at the top of the tab shows the result as you type.

Numbers

Opens the **Numbers** tab of **Translate Options**, **Format > Numbers**.



Numbers tab, turned on, with the default settings

QUANTITIES, MONEY AND ORDINALS

The grid at the top of the tab has a row for each kind of number:

- **Quantities**: a count or an amount. six people, twelve thousand five hundred.
- **Money**: a number with **dollars** or **cents** after it.
- **Ordinals**: first, second, twenty-first.

Each row has three settings:

- **Spell out**: the numbers written in words. Every other number is in figures.
- **Spell out at the start of a sentence**: the numbers written in words when they start a sentence. Empty uses **Spell out**.
- **Back to words at**: from this size up, a round number of millions, billions or trillions ends in a word. thirty five million is **35 million**, not 35,000,000.

Type a range, a list, or both: **1-9**, **1-12**, **20, 30, 40**, **0-10, 20, 30**. Empty means never.

The defaults:

- **Quantities**: spell out 0-10, at the start of a sentence 0-100, back to words at a million.
- **Money**: never spelled out, back to words at a million.

- **Ordinals**: never spelled out, at the start of a sentence 0-10, never back to words.

Quantities, with the defaults:

- there were six people: **There were six people.**
- there were eleven people: **There were 11 people.**
- he was twenty one: **He was 21.**
- one hundred forty eight people came: **148 people came.**
- twelve people came: **Twelve people came.** It starts the sentence and 12 is in 0-100.
- it cost thirty five million: **It cost 35 million.**
- the city has two million three hundred thousand people: **The city has 2,300,000 people.** It is not a round number of millions.

Quantities, with other settings:

- **Spell out 1-9**: there were ten people: **There were 10 people.**
- **Spell out 0-10, 20, 30**: there were twenty people: **There were twenty people.**
- **Spell out** empty: there were six people: **There were 6 people.**
- **Spell out at the start of a sentence** empty and **Spell out 1-9**: twelve people came: **12 people came.**
- **Back to words at** never: it cost thirty five million: **It cost 35,000,000.**
- **Back to words at** a billion: it cost thirty five million: **It cost 35,000,000.** it cost two billion: **It cost 2 billion.**

Money, with the defaults:

- he paid fifty dollars: **He paid $50.**
- he paid four thousand dollars: **He paid $4,000.**
- he paid five million dollars: **He paid $5 million.**
- he paid four dollars and fifty cents: **He paid $4.50.**
- it was fifty cents: **It was 50 cents.**

Money, with other settings:

- **Spell out 1-10**: he paid five dollars: **He paid five dollars.**
- **Back to words at** never: he paid five million dollars: **He paid $5,000,000.**

Ordinals, with the defaults:

- on the sixth page: **On the 6th page.**
- the twenty first witness: **The 21st witness.**
- sixth on the list: **Sixth on the list.** It starts the sentence.

Ordinals, with **Spell out 1-9**:

- on the sixth page: **On the sixth page.**

- the twenty first witness: **The 21st witness.**

DIGIT GROUPING

- **Group digits from**: the number of digits that gets a separator. **five digits** is the default: 4500 has none, **12,500** has one. **four digits** writes **4,500**. **never** writes **12500**.
- **Separator**: **comma** (12,500), **period** (12.500) or **space** (12 500).
- **Always group money, whatever the width**: on by default. **$4,000** has a comma even though it is four digits. Off, it is **$4000**.

OTHER SWITCHES

- **Read "and" as part of a number**: on by default. one hundred and forty eight people came: **148 people came.** Off: **100 and 48 people came.**
- **Add comma to date after month**: on by default. January six two thousand nineteen: **January 6, 2019**. in March ninety eight: **in March '98**. Off: **January 6 2019** and **March 98**.
- **Read "oh" as a zero between two numbers**: on by default. nine oh five p.m.: **9:05 p.m.** Off: **nine oh 5 p.m.** An oh with no number on both sides is always a word: oh, I see stays **Oh, I see**.
- **Keep ordinal suffixes lowercase under Caps lock**: off by default. On, **21st** stays **21st** in text written with Caps lock on. Off, it is **21ST**.
- **Numbers in a series go into figures**: off by default. On, numbers in words joined by and, or, through, to or a comma go into figures: I waited two to four weeks: **I waited 2 to 4 weeks.** Not at the start of a sentence. Off, a series goes into figures only when part of it already is: ten to fifteen minutes, with fifteen written as 15, is **10 to 15 minutes**.

VOCABULARY

The words numbers are written in, for a job in another language or a house with its own spelling. Each box shows what the job uses now.

- **Value** and **Word**: pick a number in **Value** and type its word in **Word**. 40 is forty.
- **Decimal word**: the word that starts a decimal. three point one four: **3.14**.
- **Grouping word**: the word inside a number. one hundred and forty eight.
- **Decimal symbol**: the period in **3.14**.
- **Time symbol**: the colon in **9:05**. Type a period for **9.05**.
- **Ordinal suffixes (0 to 9)**: the ten suffixes, by last digit, 0 first. 11, 12 and 13 take the one for 0.

DATE FIELDS

Date fields picks how a date field writes today's date, and how the **Today** pick on a date blank writes it. The choices, for January 6, 2019: January 6th 2019 (the default), January 6, 2019, Sunday, January 6, 2019, 6 January 2019, 01/06/2019, 1/6/2019 and 01/06/19. The list shows them with today's date. A date already filled in keeps its format.

KEYWORDS

A keyword is a word or phrase near a number that decides how the number is written. Keywords are on the **Keywords** tab of **Translate Options**. **Show** at the top picks the table: **Keywords**, **Rules**, **Templates** or **Currencies**.

Each row has:

- **Keyword**: the word or phrase. The check box in front turns the row off without deleting it. Keywords with the same Where, Rule and switches share one row, which shows the first two and a count (January, February +6). Click it to see each keyword, with its own check box and Comment, and **+ Add Keyword**. The × on a keyword removes it. A keyword alone on its row has a **+** beside it that adds one with the same rules.
- **Where**: where the keyword sits. **before** the number (Exhibit 5), **after** the number (fifty dollars), or **trigger**.
- **Rule**: the format the number is written in. One is the usual case. **+ Add Rule** adds another, and the × on a rule removes it. Several are tried in order, and the first that fits the number is used. A second rule only matters when the first can turn a number down: **Ordinal** takes only numbers said as ordinals, **MonthDay** only 3, 5 or 6 digits. **Generic**, **Figures** and **Money** take any number.
- **Example**: what the row writes, worked with Numbers on.
- **Comment**: a note for you. StarCAT does not read it.

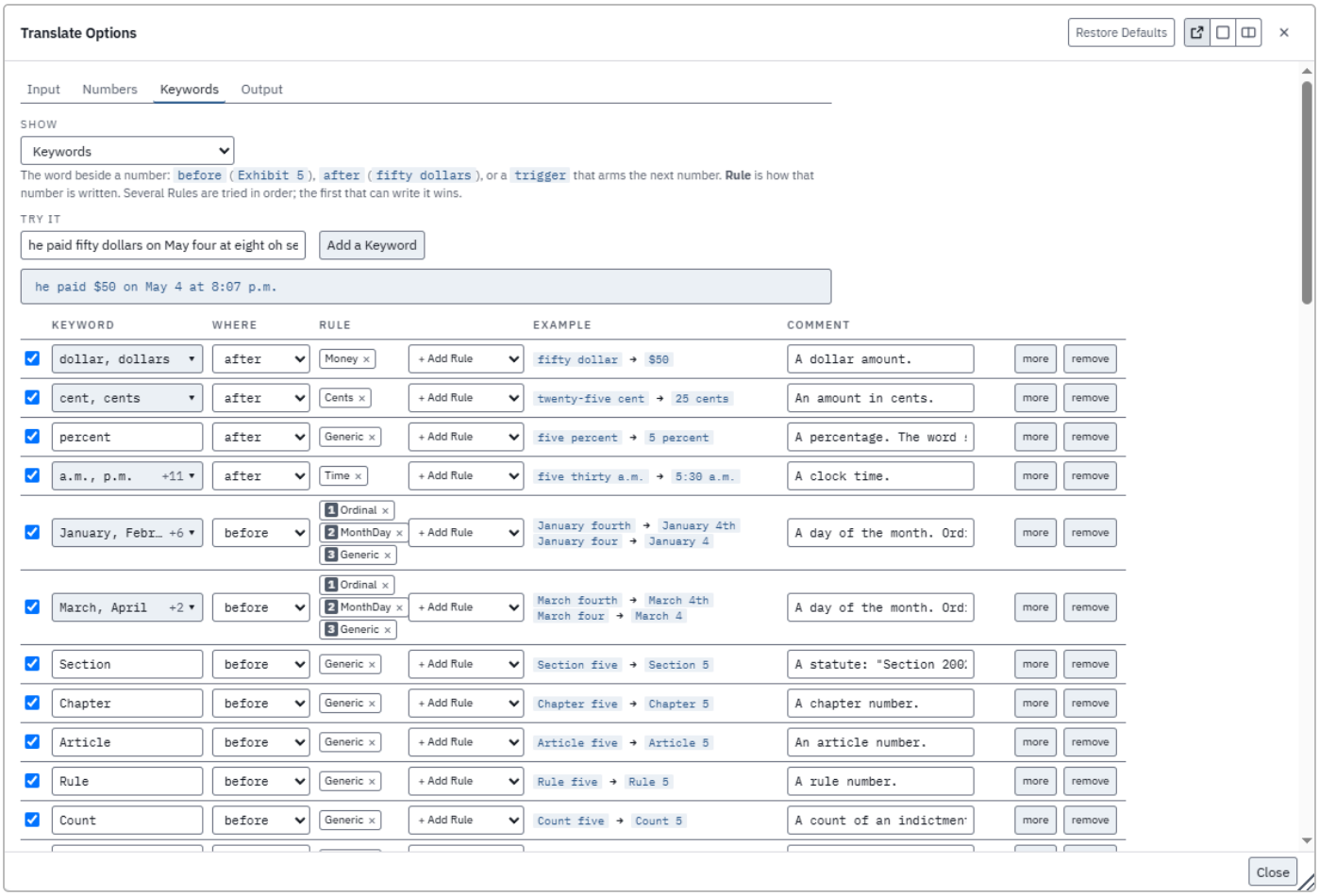
Add a Keyword adds an empty row at the bottom, Rule Generic, Where after.

Remove on a row deletes it. Click **More** on a row for its switches, and **Less** to put them away:

- **The keyword joins the number**: the keyword becomes part of the figure. fifty dollars is **$50**, with no dollars after it.
- **Cap the keyword**: highway 66 is **Highway 66**.
- **Match its case**: the row only matches the keyword with the same capitals. May on the May row, not may.
- **Cap words in front**: the number of words before the keyword to capitalize. 1234 red pine avenue is **1234 Red Pine Avenue**.
- **Words between**: how many words can stand between the keyword and its number, 0 to 4. At 0 the keyword is right next to the number. It never reaches past another number.
- **Money symbol**: the symbol a money row writes. Empty is $.

- **Symbol before the number**: on writes **$50**. Off writes the symbol after the number with a space: **50 USD**.

Type in **Try it** to see what the table does with a sentence before you leave the tab.



Keywords tab: he paid fifty dollars on May four at eight oh seven p.m. becomes he paid $50 on May 4 at 8:07 p.m.

BEFORE, AFTER AND TRIGGER

- **before**: the keyword comes before the number. Exhibit five: **Exhibit 5**. With **Words between** at 1, Exhibit No. five is **Exhibit No. 5**.
- **after**: the keyword comes after the number. fifty dollars: **$50**. fifty US dollars stays **50 US dollars**: a row that joins the number, like Money, always has to be right next to it, whatever Words between says.
- **trigger**: the keyword sets the format of the next number, however many words later it comes. The phone number is usually in the answer, not right after the words phone number: **What is your phone number? (212) 555-1212.** A trigger looks forward only, into the next paragraph at most, and the keyword has to be in the last 12 words of its own paragraph. Another trigger replaces it.

DEFAULT KEYWORDS

Money. Rule **Money**, after, joins the number:

- dollar, dollars: fifty dollars: **$50**. four dollars and fifty cents: **$4.50**.

Cents. Rule **Cents**, after, joins the number:

- cent, cents: fifty cents: **50 cents**.

Percent. Rule **Generic**, after:

- percent: ninety nine percent: **99 percent**. The word stays.

Clock times. Rule **Time**, after:

- a.m., p.m., A.M., P.M., a.m, p.m, am, pm: eight oh seven p.m.: **8:07 p.m.** three thirty three a.m: **3:33 a.m**.
- o'clock: five o'clock: **5 o'clock**.
- in the morning, in the afternoon, in the evening, at night: five thirty in the afternoon: **5:30 in the afternoon**. two in the afternoon: **2 in the afternoon**.
- am on its own is only a keyword right after a number: I am here stays **I am here**.

Months. Rules **Ordinal**, **MonthDay**, **Generic**, before:

- January through December: May four: **May 4**. May fourth: **May 4th**. January six two thousand nineteen: **January 6, 2019**. March ninety eight: **March '98**.
- March, May, April and August are on **Match its case**, so only the capitalized word is a month: a protest march one day stays **a protest march one day**.

References. Rule **Generic**, before. The number is always in figures:

- Section: **Section 2002**, never Section two thousand two.
- Chapter: **Chapter 7**. Article: **Article 3**. Rule: **Rule 12**.
- Count: **Count 2**. Exhibit: **Exhibit 5**.
- Page: **Page 40**. Line: **Line 12**. Volume: **Volume 2**.

Roads. Rule **Generic**, before, **Cap the keyword** on:

- highway sixty six: **Highway 66**.
- route nine: **Route 9**.
- interstate ninety five: **Interstate 95**.

Streets. Rule **Generic**, after, **Cap the keyword** on, **Cap words in front** 2:

- avenue, street, road, boulevard, drive, lane: twelve thirty four red pine avenue: **1234 Red Pine Avenue**. four hundred main street: **400 Main Street**.

Measurements. Rule **Figures**, after. Always in figures, whatever **Spell out** says:

- Length: inch, inches, foot, feet, yard, yards, mile, miles, millimeter, centimeter, meter, kilometer, with plurals and the -metre spellings. six feet tall: **6 feet tall**. five feet eleven inches: **5 feet 11 inches**. two miles: **2 miles**.

- Speed: miles per hour, kilometers per hour. sixty five miles per hour: **65 miles per hour**.
- Weight: pound, ounce, ton, tonne, gram, kilogram, milligram, microgram, with plurals. one hundred eighty pounds: **180 pounds**.
- Volume: gallon, quart, pint, liter, milliliter, fluid ounce, cc, cubic centimeter, cubic inch, cubic foot, cubic yard, with plurals. five cc: **5 cc**.
- Area: acre, square inch, square foot, square yard, square mile, square meter, with plurals. a thousand square feet: **1000 square feet**.
- degree, degrees: ten degrees: **10 degrees**.

Triggers. The next number, however far ahead:

- phone number, telephone number, cell number, cell phone number. Rule **Phone**: seven digits are **555-1212**, ten are **(212) 555-1212**, eleven are **1-800-555-1212**.
- social security number. Rule **Social**: **123-45-6789**.
- zip code, postal code. Rule **Zip**: five digits are **34994**, nine are **34994-0625**.

A trigger with a number that does not fit its rule writes the digits as they are. Twelve digits after phone number are **123456789012**.

RULES

When more than one thing could set a number's format, the first of these wins: a **{#** format from a Dictionary entry, then a trigger, then a keyword beside the number (an after keyword wins over a before one), then the **Numbers** tab.

The **Rule** column takes these names. Set **Show** to **Rules** to see each one on a sample number.

- **Quantity**: by the **Quantities** settings. 12500: **12,500**.
- **Figures**: always figures, with grouping. six: **6**.
- **Generic**: always figures, no grouping. 12345: **12345**.
- **Ordinal**: by the **Ordinals** settings. twenty one: **21st**.
- **Money**: dollars. fifty: **$50**.
- **Cents**: fifty: **50 cents**.
- **Words**: twelve: **twelve**.
- **OrdinalWords**: 33: **thirty-third**.
- **Roman**: three: **III**. **RomanLower**: three: **iii**.
- **Percent**: 40: **40%**.
- **Decimal**: two places. 1.5: **1.50**.
- **Fraction**: three and a half: **3 1/2**.
- **Time**: 1015: **10:15**. A number no clock can show, such as 1275, stays as it is.
- **Date**: 91826: **9/18/26**. 10152026: **10/15/2026**.
- **MonthDay**: the digits after a month, written on the number bar. January 62019: **January 6, 2019**.

- **Phone**, **Social**, **Zip**: as under Triggers.

CUSTOM FORMATS

Set **Show** to **Templates** for custom formats, such as a docket number. **Remove** on a row deletes it. Click **Add a Template**, type a name in **Template** and the shape in **Shape**. **So** shows the shape on a sample.

- **#** is a digit. Everything else is written as it is.
- **<** at the start fills the shape from the right.
- **[** and **]** around a part that is left off when there are not enough digits.

Examples:

- **##-####** named Docket: one two three four five six: **12-3456**.
- **###-###**: one two three four five: **123-45**.
- **<###-###**: one two three four five: **12-345**.
- **#####[-####]**: 34994 is **34994**, 349940625 is **34994-0625**.

Use the name as a Rule on a keyword row, or in a Dictionary entry. For a number said digit by digit, make the row a trigger. With a row for **docket number**, trigger, Rule **Docket**: the docket number is one two three four five six: **The docket number is 12-3456.**

CURRENCIES

Set **Show** to **Currencies** for the money a Dictionary entry can name. It starts with dollars (**D**) and cents (**C**). **Add a Currency** adds a row, and **Remove** on a row deletes it.

- **Letter**: the letter after **{#M}**. **E** is **{#ME}**.
- **One** and **Many**: the currency's name, as in **Euro** and **Euros**.
- **Symbol**: **^** is where the number goes. **$^** is **$50**, **^ EUR** is **50 EUR**.
- **Unit**: **Main** has cents, **Hundredth** is a smaller unit such as cents or pence, **Whole** has no decimals, such as the yen.

Importing your Eclipse settings brings your Eclipse Currency list in.

FORMAT A NUMBER FROM A DICTIONARY ENTRY

Put **{#** and a format name in an entry to set the format of the next number. Use it for one-off formats, such as a juror number or a roman volume number.

- **{#R}**: Roman. Volume {#R} three: **Volume III**.
- **{#r}**: roman, lower case: **Volume iii**.
- **{#W}**: words. chapter {#W} twelve: **chapter twelve**.
- **{#N}** or **{#G}**: figures, no grouping. code {#N} six: **code 6**.
- **{#Q}**: by the **Quantities** settings.

- **{#M}**: money. paid {#M} fifty: **paid $50**.
- **{#C}**: cents. {#C} fifty: **50 cents**.
- **{#M** and a **Letter** from the Currencies table**}**: that currency. With a Euro row on **E**, {#ME} fifty: **50 EUR**.
- **{C:** and a **One** or **Many** name**}**, after the number: fifty {C:Euros}: **50 EUR**. With no number in front it writes the name.
- **{#O}**: ordinal. {#O} twenty one: **21st**.
- **{#D}**: date. {#D} nine one eight two six: **9/18/26**.
- **{#T}**: time. at {#T} ten fifteen: **at 10:15**.
- **{#P}**, **{#S}**, **{#Z}**: phone, Social Security, zip.
- **{#Docket}**, or any name in the **Rules** list or Custom formats.

{#R} sets only the next number. Add **>>** to keep it on until an entry with **{#}** turns it off:

- volume {#R>>} one and volume two then volume three {#} and volume four: **volume I and volume II then volume III and volume 4**.

CHANGE ONE NUMBER AFTER IT IS WRITTEN

To write one number another way, use **Write Number As**: right-click the number and point to **Number Format**. See Write Number As.

Keys and Macros

Every command can be assigned to a key, or added to a macro or a toolbar.

CHANGE A KEY:

1. Open **Settings > Keyboard**.
2. In **Find**, type the command name. The command is listed with its key in each mode.
3. Select the key beside the command and press the new key. Esc leaves the key unchanged. The change is kept in the keyboard shown in the **Keyboard** field.

ASSIGN A COMMAND THAT TAKES A PARAMETER TO A KEY:

Some commands take a parameter: a number, some text, or a choice. **Quote Last Words** takes how many words.

1. Open **Settings > Keyboard** and type the command name in **Find**.
2. Select the key beside the command. The menu asks for the parameter.
3. Fill it in and click **Set the Key**. **Cancel** leaves the key alone.
4. Press the key.

Examples:

- **Quote Last Words**, **How many words** 3: the key puts quotes around the last 3 words.
- **Mark Line**, **Why** Check: the key marks the line with the word Check.
- **Type in Some Text**, **The words** Thank you.: the key types Thank you.
- **Change Paragraph Style**, **Which style** Question: the key makes the paragraph a Question.

In a Dictionary entry, the parameter goes after the command's name, inside the parentheses:

- **{@RUN(quote 3)}** puts quotes around the last 3 words.
- **{@RUN(mark Check)}** marks the line with the word Check.
- **{@RUN(type Thank you.)}** types Thank you.
- **{@RUN(parastyle Q)}** makes the paragraph a Question.

Every command that takes a parameter, and which one, is in the Command List.

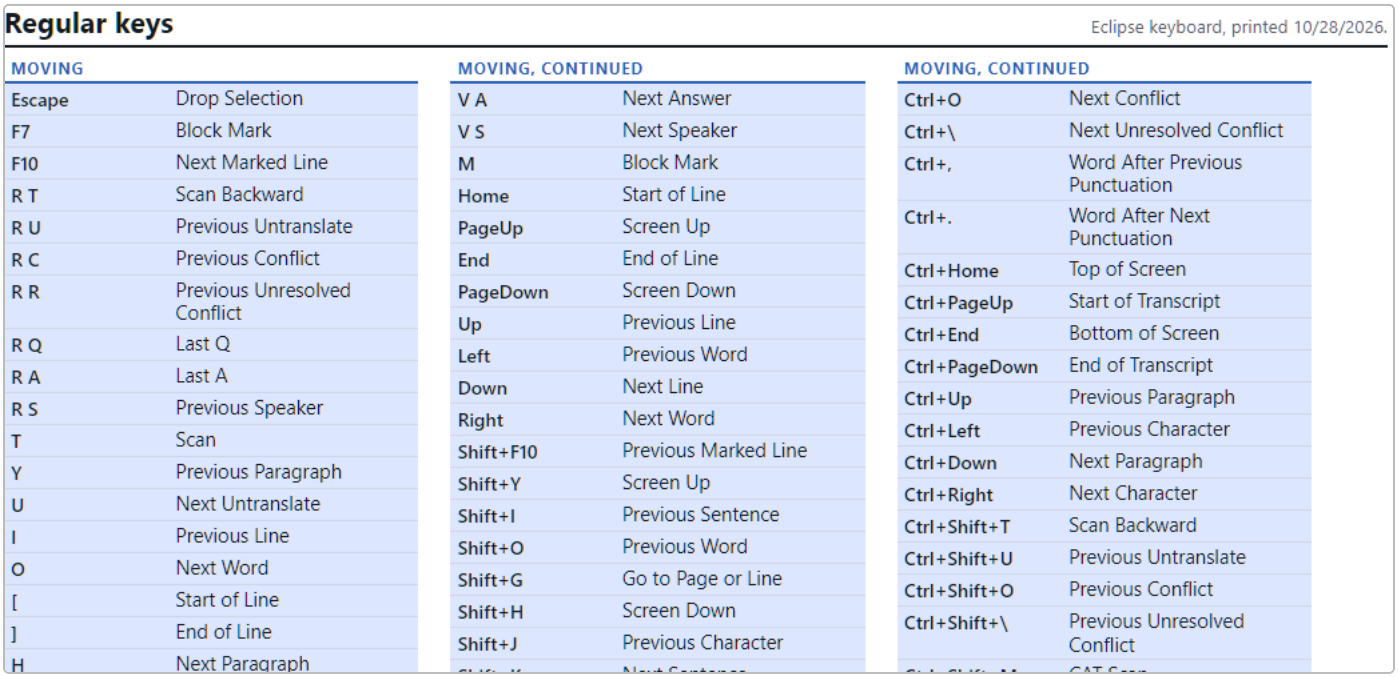
To keep a second keyboard, such as one for writing and one for editing, type a name in **Save as** and click **Save**. **Coming from** loads the keys of another CAT program: StarCAT, Eclipse, Case CATalyst or digitalCAT. A new install starts on **Eclipse**, with StarCAT's keys where Eclipse has none. Pick **StarCAT** for StarCAT keys. Every key on both maps is in Key Mappings.

Import Eclipse Keys reads your keys from an Eclipse .set or .ini file: its StandardKey, HyperKey and Macro lines, and its AutoReplace, Normalization and Prefix/Suffix lists, and the settings StarCAT has too: Tuck Punctuation Inside Quotes, the number settings and words, and AutoBrief's Maximum phrase words and minimum times written. A report lists each one as Imported, Partly Imported, Not Supported or Off.

Use These Settings applies them as **Eclipse (Imported)**, and Undo puts back what you had.

Leave It changes nothing.

Print the Keys prints every key on the map as a grid: the key, then the command. Each mode gets pages of its own first, then the regular keys, then the pedal. Keys are grouped and shaded by job: Moving, Editing, Paragraphs, Audio and Realtime, Dictionary, and View, File and Settings.



Regular keys — Eclipse keyboard, printed 10/28/2026.

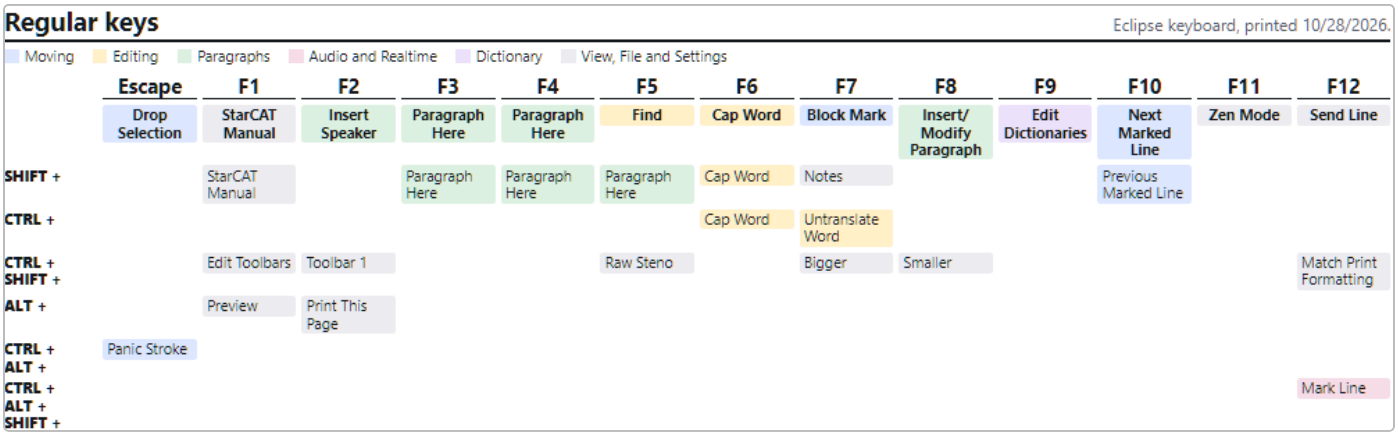
MOVING	
Escape	Drop Selection
F7	Block Mark
F10	Next Marked Line
R T	Scan Backward
R U	Previous Untranslate
R C	Previous Conflict
R R	Previous Unresolved Conflict
R Q	Last Q
R A	Last A
R S	Previous Speaker
T	Scan
Y	Previous Paragraph
U	Next Untranslate
I	Previous Line
O	Next Word
[	Start of Line
]	End of Line
H	Next Paragraph

MOVING, CONTINUED	
V A	Next Answer
V S	Next Speaker
M	Block Mark
Home	Start of Line
PageUp	Screen Up
End	End of Line
PageDown	Screen Down
Up	Previous Line
Left	Previous Word
Down	Next Line
Right	Next Word
Shift+F10	Previous Marked Line
Shift+Y	Screen Up
Shift+I	Previous Sentence
Shift+O	Previous Word
Shift+G	Go to Page or Line
Shift+H	Screen Down
Shift+J	Previous Character

MOVING, CONTINUED	
Ctrl+O	Next Conflict
Ctrl+\	Next Unresolved Conflict
Ctrl+,	Word After Previous Punctuation
Ctrl+.	Word After Next Punctuation
Ctrl+Home	Top of Screen
Ctrl+PageUp	Start of Transcript
Ctrl+End	Bottom of Screen
Ctrl+PageDown	End of Transcript
Ctrl+Up	Previous Paragraph
Ctrl+Left	Previous Character
Ctrl+Down	Next Paragraph
Ctrl+Right	Next Character
Ctrl+Shift+T	Scan Backward
Ctrl+Shift+U	Previous Untranslate
Ctrl+Shift+O	Previous Conflict
Ctrl+Shift+\	Previous Unresolved Conflict

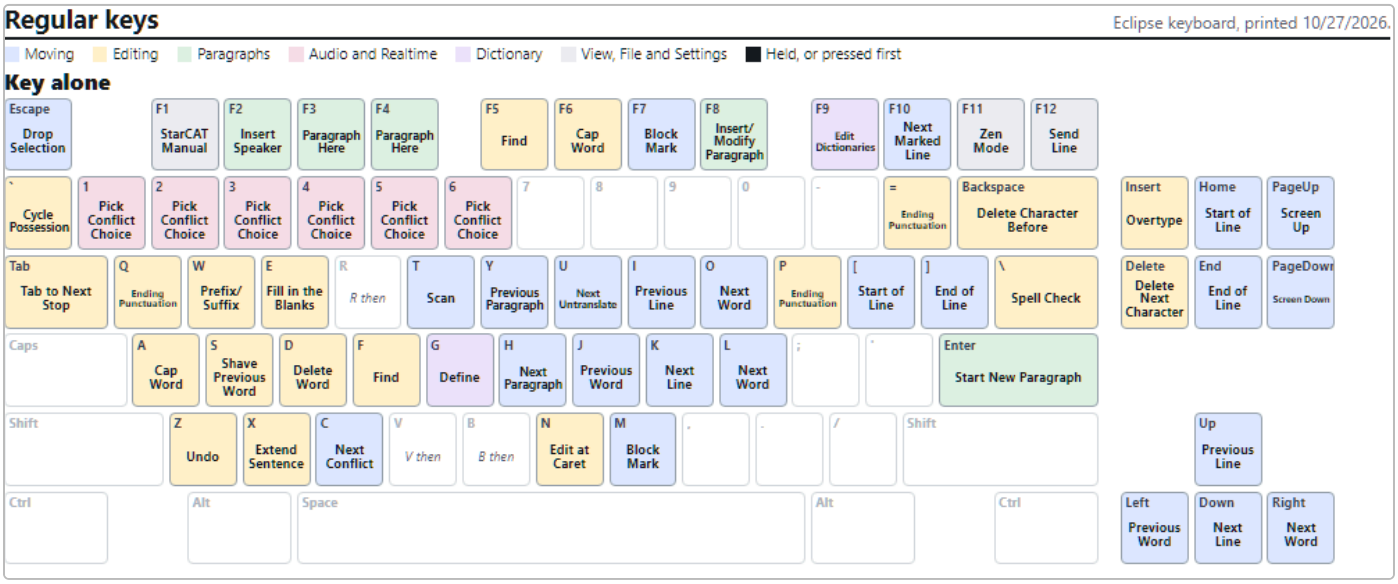
Print the Keys: the Eclipse keyboard, Moving keys first

Print Key Grid prints the keys across in keyboard order, F keys included, one row of keys for each combination: Shift, Ctrl and the rest, then keys pressed after another key. Each key shows its command, colored by the same groups. Combinations with no commands are left out.

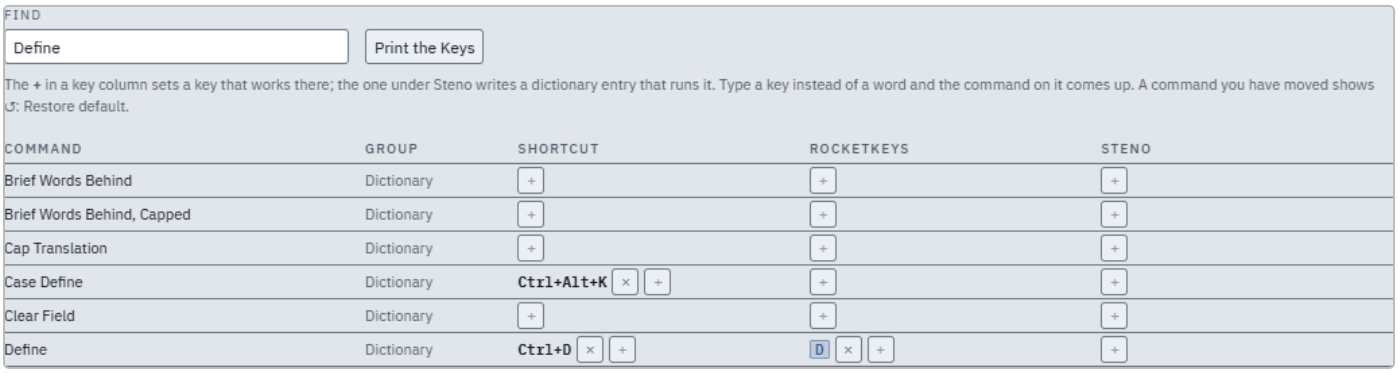


Print Key Grid: the F keys, each with its commands under it

Print Keyboards draws a keyboard for each combination, with each key's command on it. A command too long for its key is set smaller until it fits. A key that starts a two-key command and also has a command of its own shows its command, ringed in black.



Print Keyboards: the Eclipse keyboard, each key alone, shaded by job



Define typed in Find

SET UP A MODE:

A mode makes plain keys into commands while it is on. RocketKeys is one.

1. Open **Settings > Keyboard**. The **Modes** table lists each mode with its name, its key, how many keys it has, and where it shows.
2. Click **Add a Mode** to create a new one. Type its name in the **Name** box.
3. Click the button in the **Key** column and press the key that turns the mode on and off.
4. In **Shows**, pick **Badge**, **Button**, **Badge + button** or **Neither**. The badge sits over the transcript; the button goes on the toolbar. With any of them, even **Neither**, the mode's name shows in the status bar while the mode is on.
5. Set keys for the mode in its own column of the key list. Those keys work only while the mode is on.

Remove deletes a mode you added. Built-in modes cannot be removed.

While a mode is on, its name shows in the status bar at the bottom. Click the name to leave the mode. INI CAPS (a capital on every word, from **{@CAPWORD(ON)}**), ALL CAPS and NUMS show there too; a click writes your Steno for turning that one off. If no Steno in your dictionaries turns it off, a note says so. CAPS and NUM LOCK show while Caps Lock or Num Lock is on.

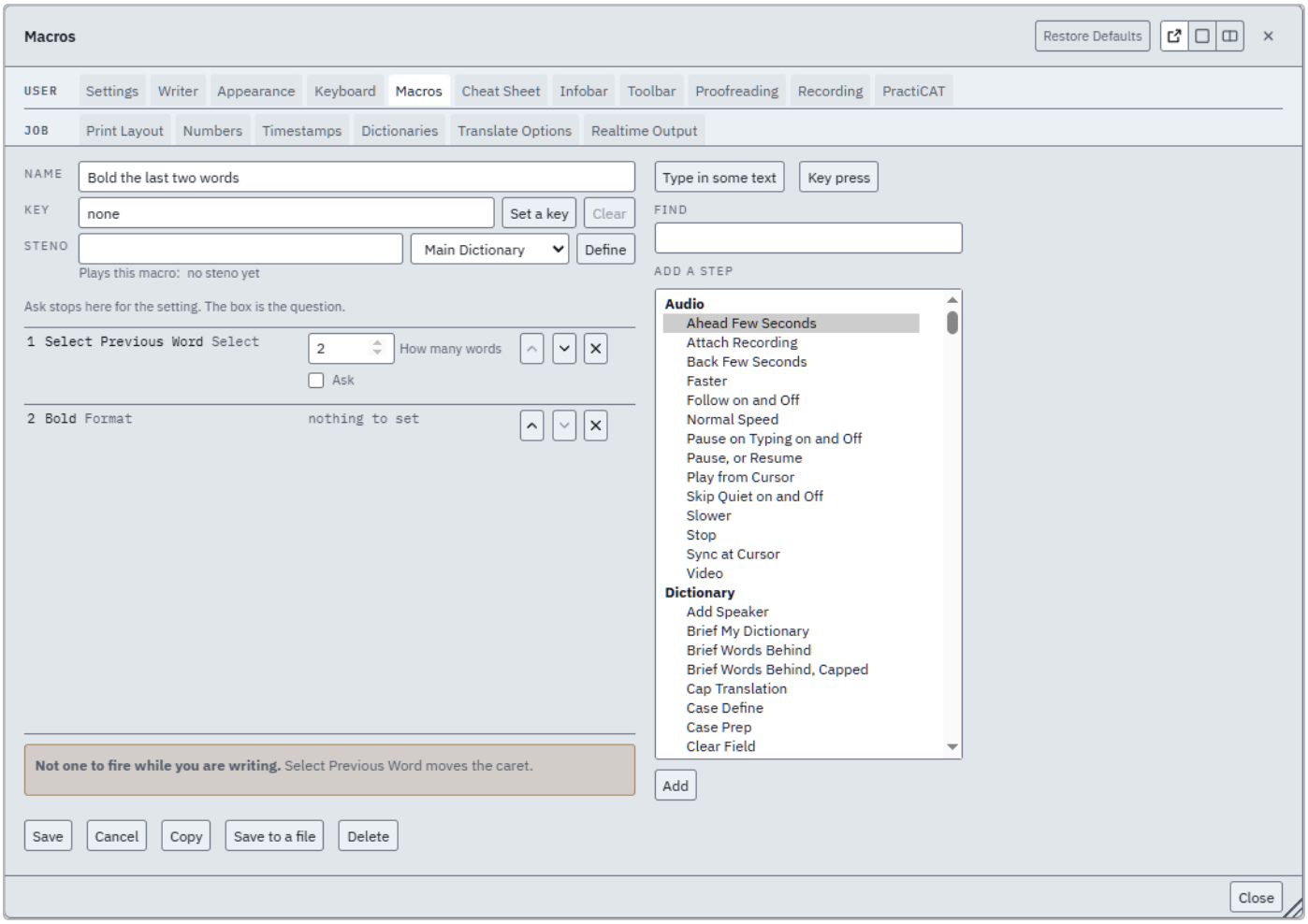
BUILD A MACRO:

A macro is a list of steps. Each step is one command, and the steps run in order, top to bottom, as if their keys were pressed one after another.

1. Open **Settings > Macros** and click **New Macro**.
2. Type a name in **Name**. With status messages on, the name shows in the status message when the macro runs.
3. On the right, type part of a command's name in **Find**, select the command in **Add a step**, and click **Add**. Clicking **Type in Some Text** or **Key Press** adds that step.
4. If the step has a parameter, such as the count for **Select Previous Word** or the ending for **Put Ending on Word**, set it in the step's row. A row with nothing set is marked red.
5. Use the up and down arrows to change the order. The X removes a step.
6. Click **Save**.

Example: **Bold the last two words** is **Select Previous Word** with a count of 2, then **Bold**. With the cursor after "contract.":

The witness signed the contract. becomes The witness signed **the contract.**



Bold the last two words in the Macros menu

```
1    The witness signed the contract.
```

Before

```
1    The witness signed the contract.
```

After

RUN A MACRO:

- **From a key.** In the macro, click **Set a Key** and press the key.
- **From the writer.** Type the Steno in **Steno**, pick the dictionary beside it and click **Define**. **Plays this macro** lists every Steno that runs it.
- **From the list.** Click the play button beside the macro.
- **From a toolbar or a pedal button.** See **Toolbar** and **Keyboard** below.

Repeat Last Macro runs the last macro again.

MAKE THE STEPS WORK TOGETHER:

Each step works on what the step before it left: the cursor, or a selection. A step given the wrong one does nothing.

A step like	Works on	Put this step before it
---|---|---		
Bold, **Italic**, **Underline**, **Cut**, **Copy**, **Delete**	a selection	**Select Word**, **Select Previous Word**, **Select Paragraph**
Put Ending on Word, **Punctuation**, **Hyphenate Back to Space**, **Take Last Mark Off** and the other steps in the Word group	the word at the cursor, or one selected word	**Previous Word**, **Next Word**, **Previous Untranslate**, or a select step for one word
Cap Word, **Delete Previous Word**, **Delete Next Word**	either	either

Examples:

- **Select Previous Word**, then **Put Ending on Word** set to s: The witness signed the contract. becomes The witness signed the **contracts.**
- **Previous Word**, then **Bold**: nothing is bold. **Previous Word** moves the cursor and selects nothing. Use **Select Previous Word**.
- **Select Previous Word** with a count of 2, then **Put Ending on Word**: nothing changes. A Word step takes one word, not two.

```
1    The witness signed the contracts.
```

Plural the last word, after

WHEN A STEP DOES NOTHING:

A step that does nothing does not stop the macro. The steps after it still run.

When every step ran, the status message is the macro's name, with status messages on. When a step did nothing, the message says how many ran, either way:

`Plural the last two words: 1 of 2.`

To find the step, run the macro's steps one at a time from their keys, on the same text.

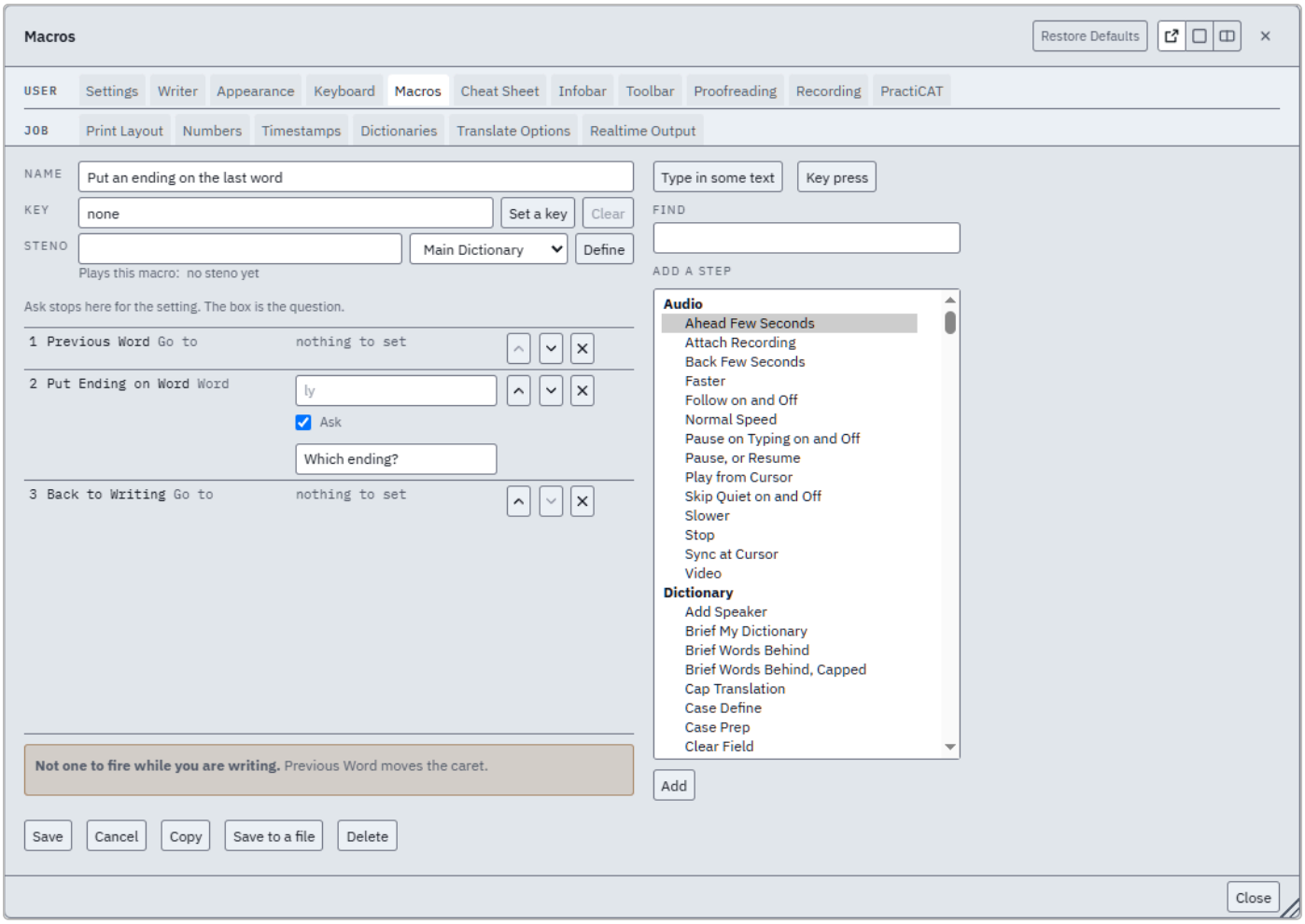
ASK FOR A PARAMETER WHILE IT RUNS:

1. In the step's row, check **Ask**.
2. Type the question in the box beside it.

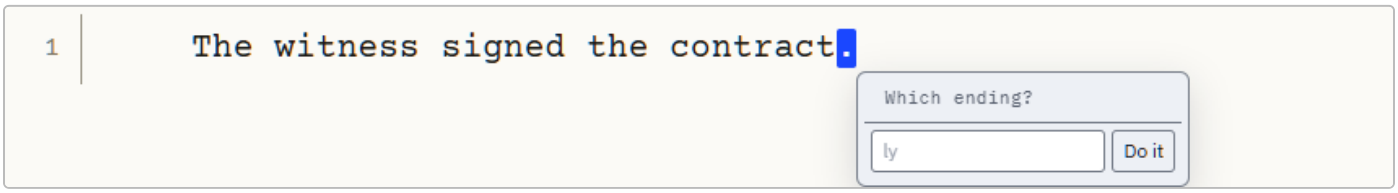
When the macro reaches that step, it stops and asks. The answer is the parameter.

Example: **Put an ending on the last word** is **Previous Word**, **Put Ending on Word** with Ask checked and the question "Which ending?", then **Back to Writing**. Run it, type ed and press Enter:

The witness signed the contract. becomes The witness signed the **contracted.**



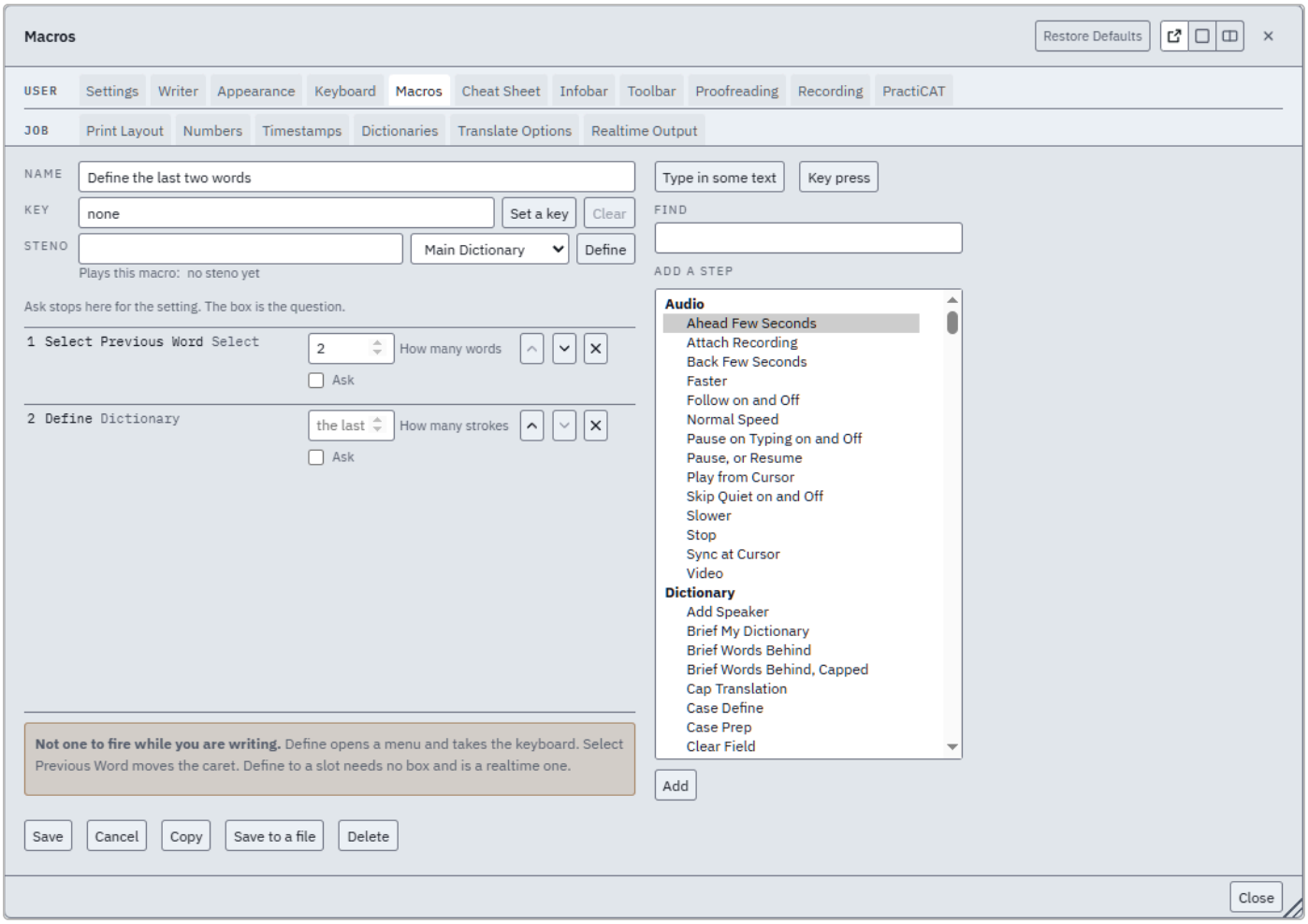
Ask checked on Put Ending on Word



Ask popup

MACROS TO RUN WHILE WRITING:

A macro run from the writer during realtime should not open a menu or leave the cursor away from the writing. The Macros menu warns when one would: **Not one to fire while you are writing.**, followed by the step that moves the cursor or opens a menu.



Warning, on Define the last two words

- End a macro that goes back into the text with **Back to Writing**. If the cursor was at the writing when the macro began, it goes back there.
- To define while writing, use a Define Slot instead of **Define**. A slot opens no menu. See Defining.

THINGS A STEP CANNOT DO:

- **Find** and **Replace** open the Find bar. A step cannot type a word into it. To change a word everywhere, use **Replace** by hand.
- A count goes up to 9.
- **Hyphenate Back to Space** puts in one hyphen. To hyphenate three words, use two **Hyphenate Back to Space** steps, as **Hyphenate the last three words** does.
- A macro cannot run another macro, and cannot repeat itself.

SHARE MACROS:

- **Copy** makes a copy of the macro under a new name.
- **Save to a File** saves one macro. **Save All to a File** saves every macro.

- **Add from a File** adds the macros in a file saved this way.
- **Add the Ones We Ship** adds the macros StarCAT comes with.
- **Print the Macro List** prints every macro with its key and its steps.

RECORD A MACRO:

1. Open **Settings > Record Macro**. The status message reads "Recording a macro."
2. Run the commands for the macro. Each command is one step.
3. Open **Settings > Stop Recording**. The Macros menu opens with the recorded steps.
4. Name the macro, give it a key or Steno if wanted, and save it.

If nothing was run during the recording, no macro is made.

Keyboard

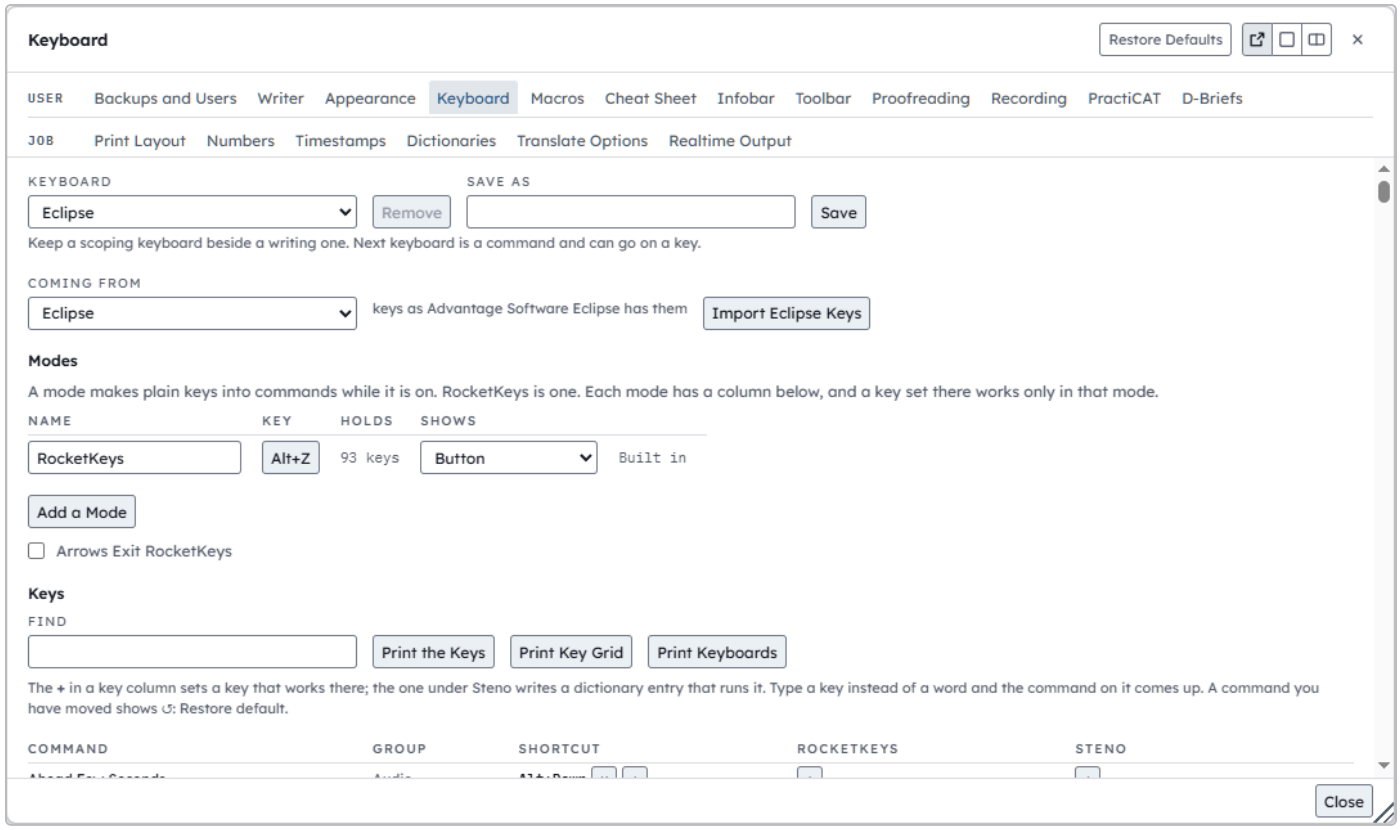
Opens the Keyboard menu. Lists every command with its key, lists the saved keyboards and the modes, and sets the audio keys and the foot pedal. See Change a key, Set up a mode and Assign a command that takes a parameter to a key.

- **Keyboard**: selects a saved keyboard.
- **Remove**: deletes the selected keyboard. The one in use can't be removed.
- **Save as** and **Save**: saves the keys under a new name.
- **Coming from**: loads the keys of another CAT program, and keeps the keys you set.
- **Import Eclipse Keys**: reads keys from an Eclipse .set or .ini file.
- **Add a Mode**: adds a mode to the **Modes** table.
- **Find**: finds a key or command in the **Keys** list.

Print the Keys prints every key, with the pedal buttons in a section of their own.

Print Key Grid and **Print Keyboards** print the keys as a grid in keyboard order and as drawn keyboards.

A pedal button can run a macro. Under **Pedal**, pick the macro in **Add a button for** (macros are in their own group) and click **Set the Button**. One press runs every step, for example **Faster** then **Play from Cursor**. On a button's row, click **press** or **let go** to choose when it fires. **Remove** takes the button off.



Keyboard menu

Next Keyboard

Switches to the next saved keyboard. The keyboard's name appears as a status message, with status messages on. With one keyboard, nothing changes.

RocketKeys

Turns RocketKeys on and off. In RocketKeys, single keys run commands without Ctrl or Alt. Alt+Z enters and leaves the mode. On the Eclipse map, the default, G runs **Define**. On the StarCAT map, the key is the command's usual key with the modifier left off, so D runs **Define** where Ctrl+D does outside the mode.

Quick Shift (Toggle)

Changes the case of the text at the cursor. Use it once for the letter, twice quickly for the word, three times for the line. Text with a lowercase letter becomes uppercase; text with none becomes lowercase. With text highlighted, the highlight is changed. In RocketKeys the command is on a tap of either Shift key.

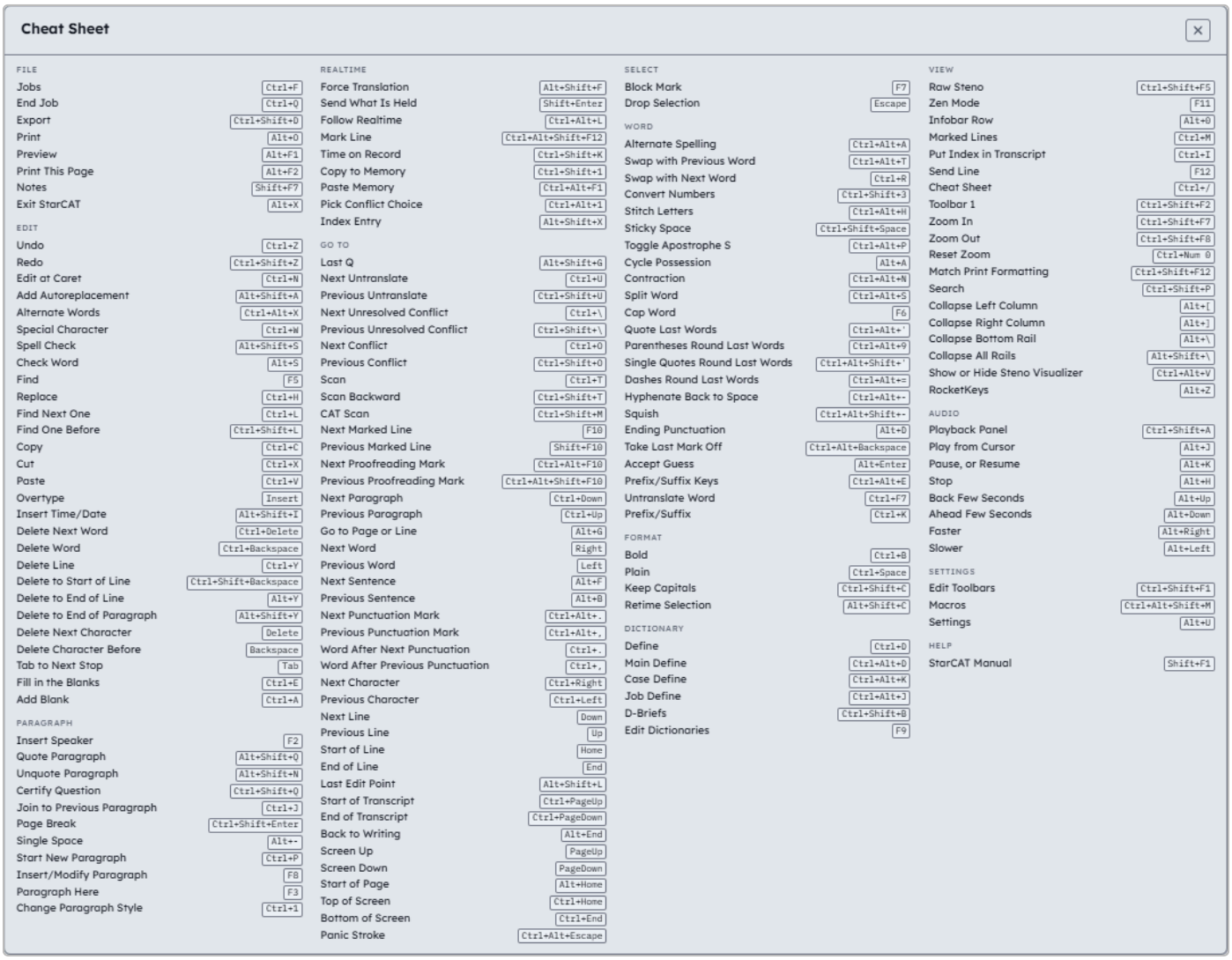
Arrows Exit RocketKeys

Makes an arrow key leave the mode. The arrow still moves the cursor. The switch is **Arrows Exit RocketKeys**, on **Settings > Keyboard** under Modes. Off by default.

Cheat Sheet

`Ctrl+/`

Shows and hides the cheat sheet, a list of commands with their hotkeys and Steno. On a held key, the cheat sheet shows while the key is down and closes on release. Opened from the menu, it stays open until closed with the X, a click outside it or Esc. Choose its commands on Edit Cheat Sheet.



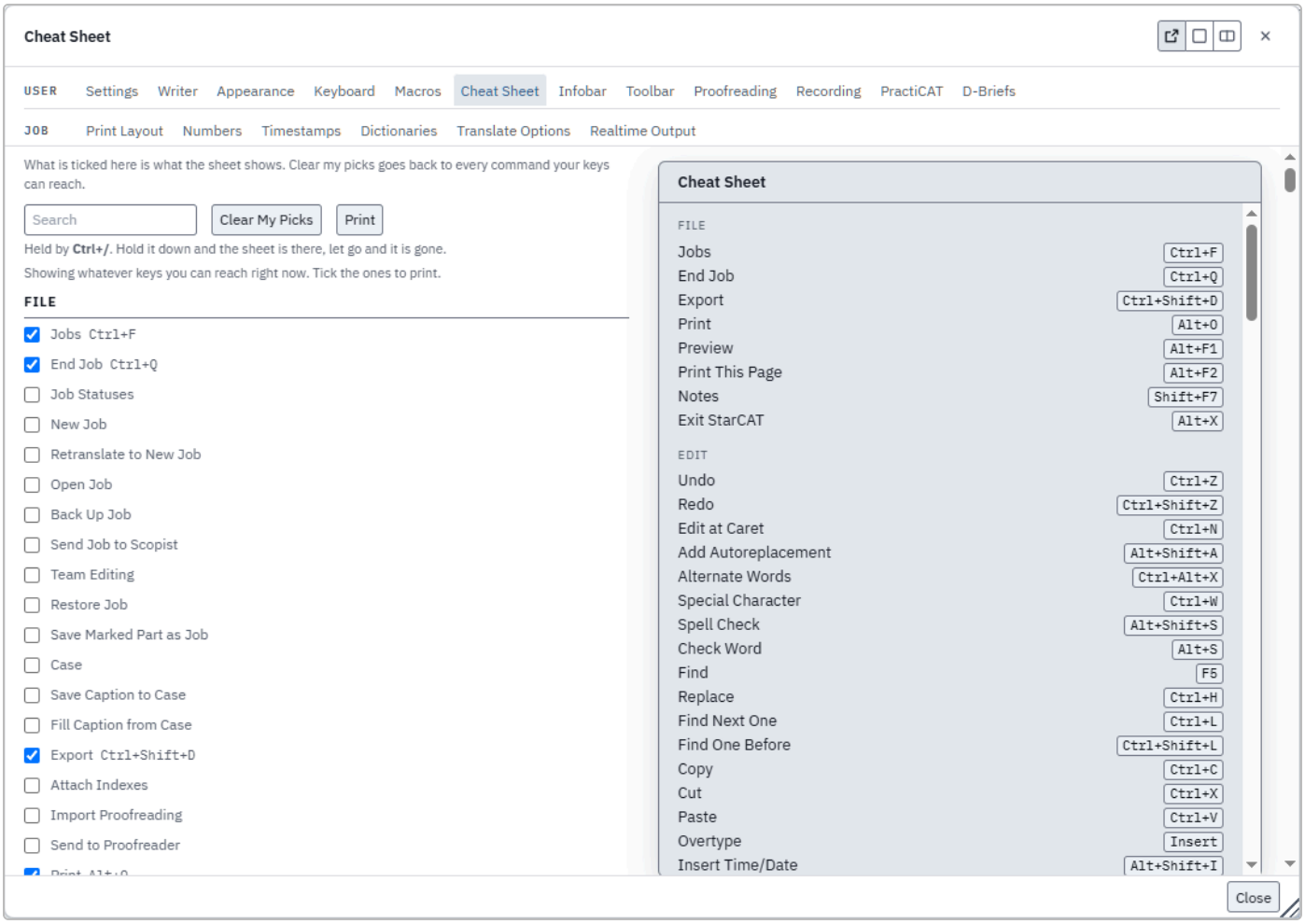
Cheat sheet

Edit Cheat Sheet

Chooses the commands on the cheat sheet.

- **Search**: finds a command in the list.
- The list: check a command to show it on the sheet. The preview is on the right.
- **Print**: prints the sheet.
- **Clear My Picks**: returns to the default list.

- **Assign Ctrl+/**: assigns the key to the cheat sheet. It shows when no key opens the sheet and Ctrl+/ is free.



Cheat sheet menu, with the sheet previewed

Macros

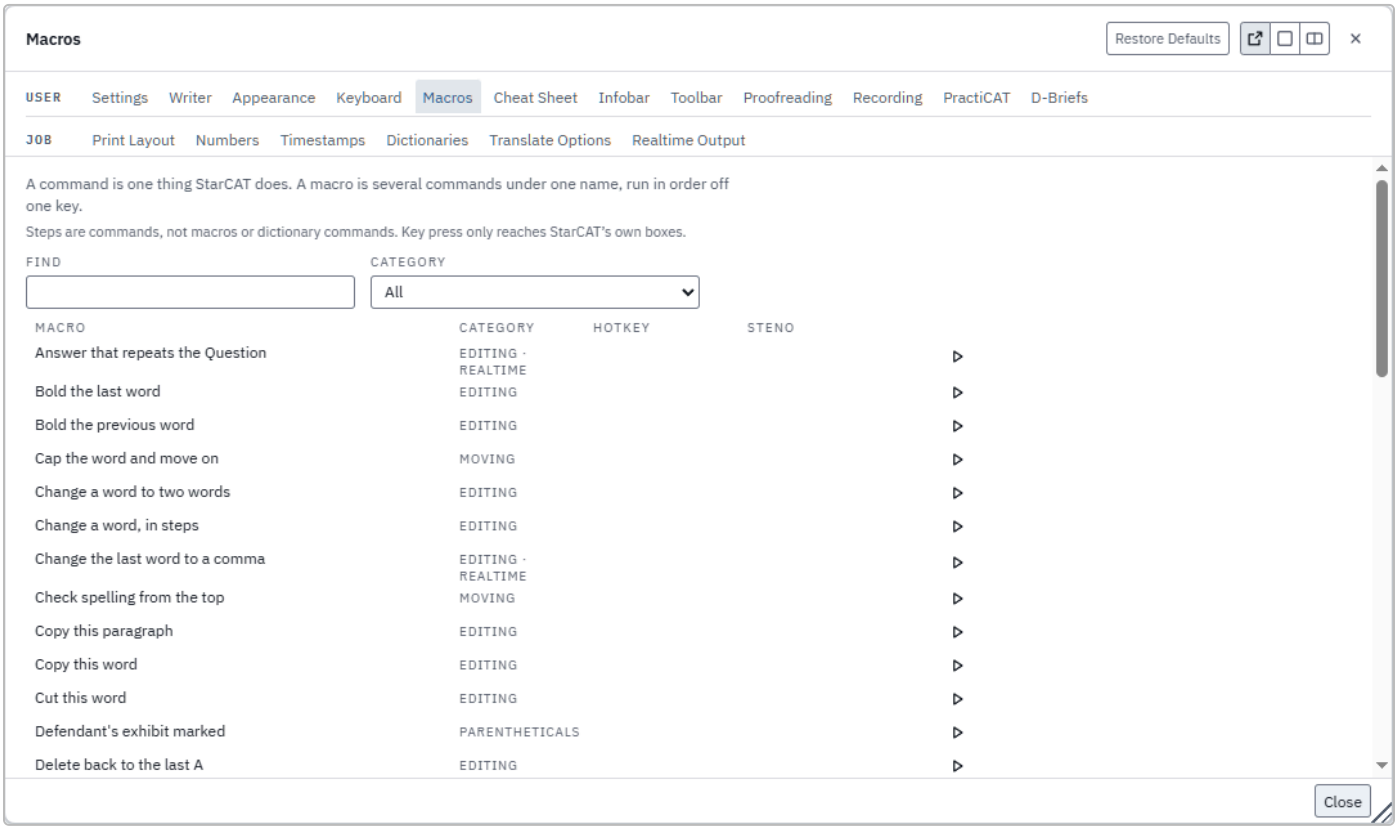
`Ctrl+Alt+Shift+M`

Opens the Macros menu. A macro is several commands under one name, run in order from one key or one Steno entry. The menu builds, records, copies, saves to a file, and adds macros from a file.

See Run a macro and Build a macro.

- **Find** and **Category**: narrow the list.
- **Play**: closes the menu and runs the macro.
- **New Macro**: opens the builder.
- **Record One**: records a macro. See Record a macro.
- **Add from a File** and **Save All to a File**: see Share macros.
- **Add the Ones We Ship**: adds the shipped macros you do not have.
- **Print the Macro List**: makes a page of the macros to print.

In the builder, **Name** names the macro and **Category** files it. **Set a Key** saves the macro and assigns a key, and **Clear** removes the key. Type a stroke in **Steno**, select a Dictionary and click **Define**: this saves the macro and writes an entry that plays it, **{MACRO:name}**. **Save** keeps the macro. **Cancel** closes the builder and drops changes made since the macro last saved. **Copy**, **Save to a File** and **Delete** act on a saved macro.



Macros menu

Record Macro

Starts recording a macro. Use it again to stop. It has no default key, so stop with **Settings > Stop Recording**, or **Stop Recording** on the Infobar. The status bar counts the steps. Recording stops at 100 steps. The steps open on the Macros menu to edit and save. See Record a macro.

Repeat Last Macro

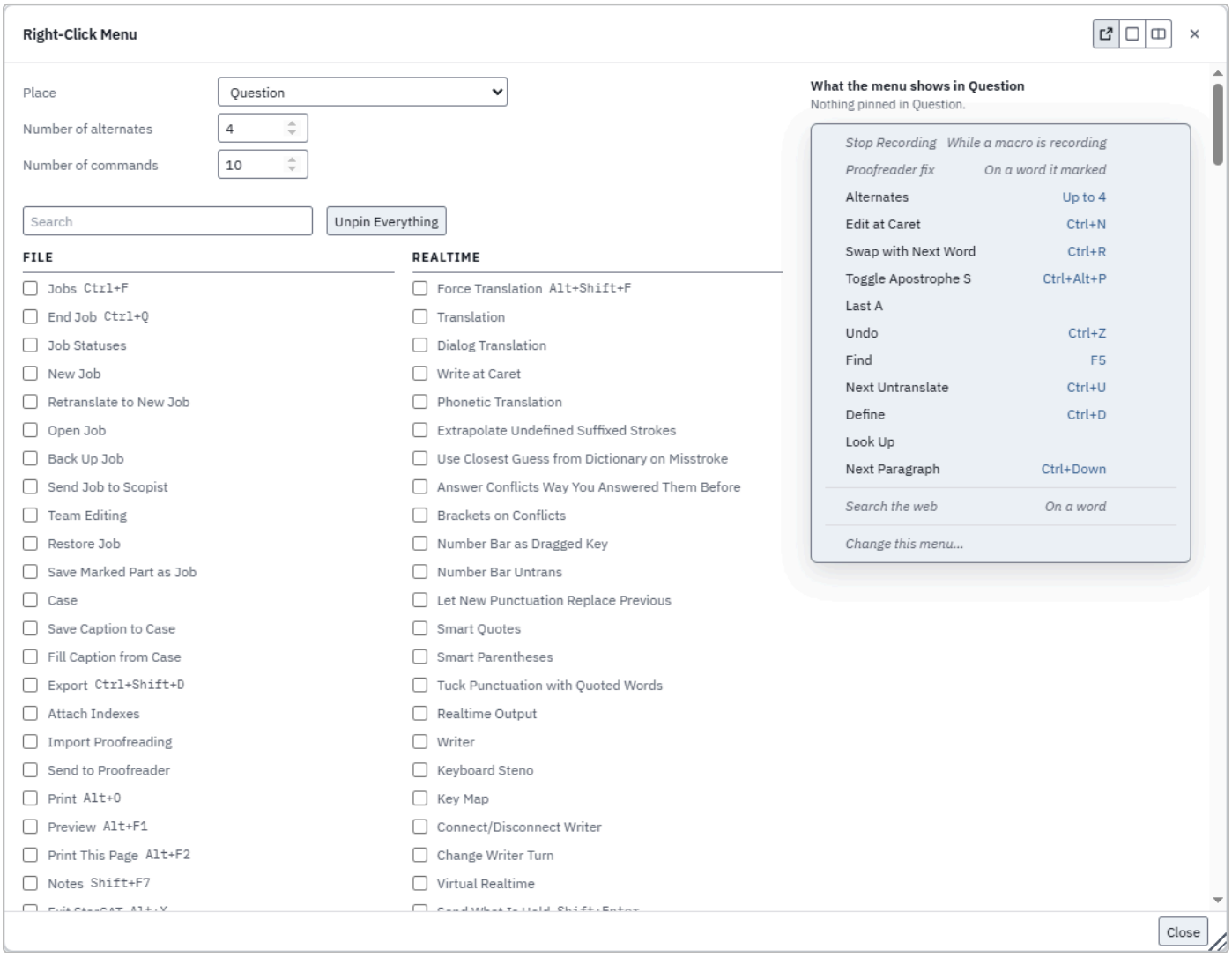
Runs the last macro again, however it was started. The last macro is remembered until StarCAT closes. A macro cannot repeat itself.

Edit Right-Click Menu

Chooses the commands on the right-click menu. Searching, pinning and moving rows work as on Edit Infobar. **Change This Menu…**, the last row of the right-click menu, opens this menu on the place clicked.

Place selects the cursor position, since the menu offers different commands on, for example, a Conflict or an Untranslate.

- **Number of alternates**: how many other translations of the word at the cursor the menu offers, 0 to 9, 4 by default. 0 shows none.
- **Number of commands**: how many commands the menu lists, 1 to 30, 10 by default.

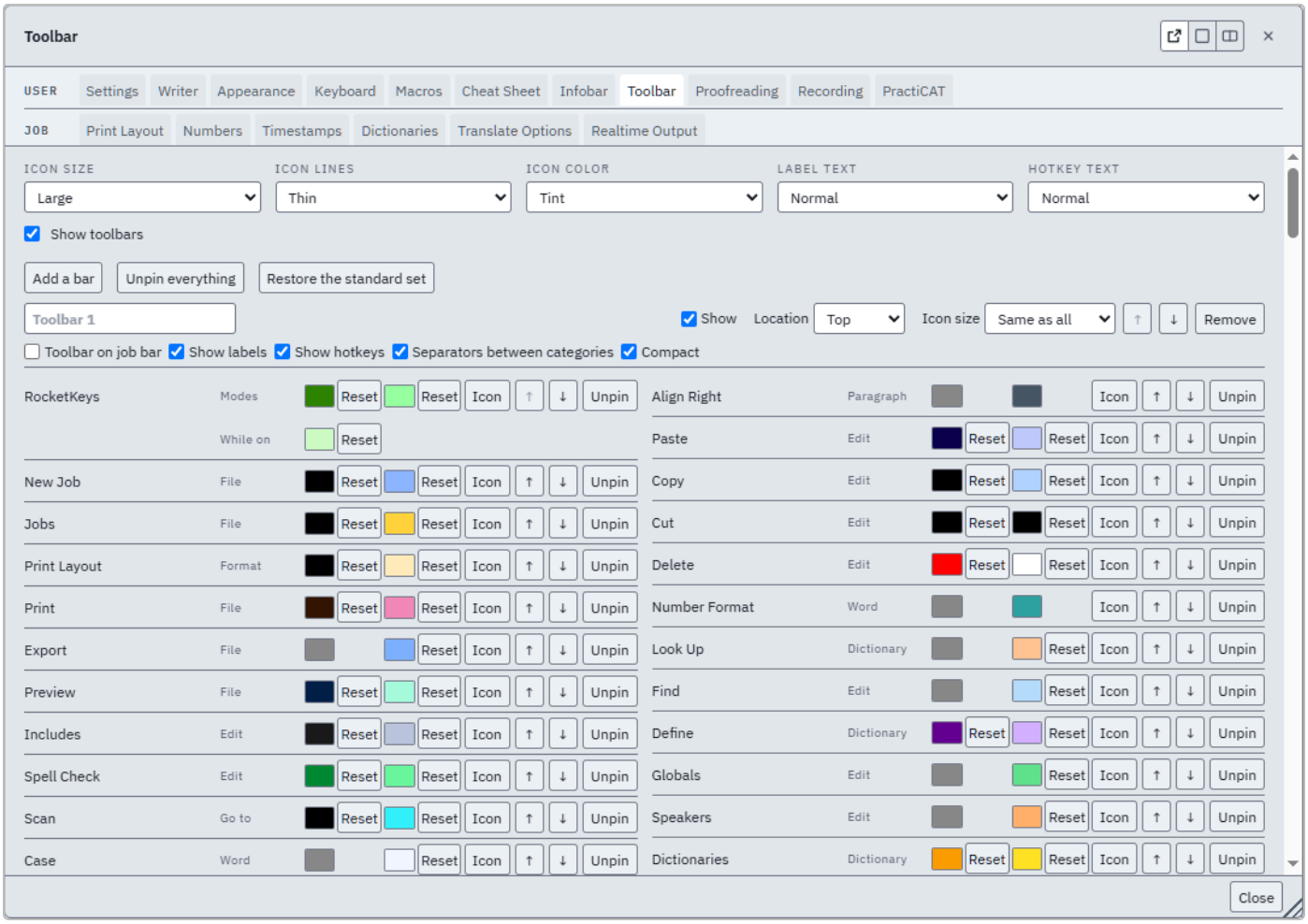


Right-Click Menu with Place set to Question

Edit Toolbars

`Ctrl+Shift+F1`

Opens the Toolbar menu. Sets the commands on each toolbar, where each bar sits, and how its icons are drawn. **Add a Bar** adds a toolbar, either **Empty** or a set such as **Formatting**, **Editing** or **Most used**. **Remove** on a bar's row takes it off, and is gray with one bar. See Set up the toolbars.



Toolbar menu

Realtime Output

Outputs are set on the Output tab of Translate Options. Several outputs run at once, each with its own connection and delay.

Each entry is a command. Assign any of them to a key or a stroke, or add it to a toolbar: see Keys and Macros.

The CART window has its own chapter: CART Window.

SEND A JOB TO CAPTION WIRE:

1. Open **Realtime > Realtime Output**. The **Output** tab opens.
2. Click **Add an Output**.
3. Type a **Name**, such as Courtroom. In **Down**, select **Caption Wire**.
4. Type the **Code** from your Caption Wire account page.
5. Click **Add**. The next stroke goes out, and the row shows **Now** and how many words were **Sent**.

The output sends whichever job is open, fixes included. Clear **Send corrections** to leave sent words as they were sent.

HOLD THE WORDS BACK:

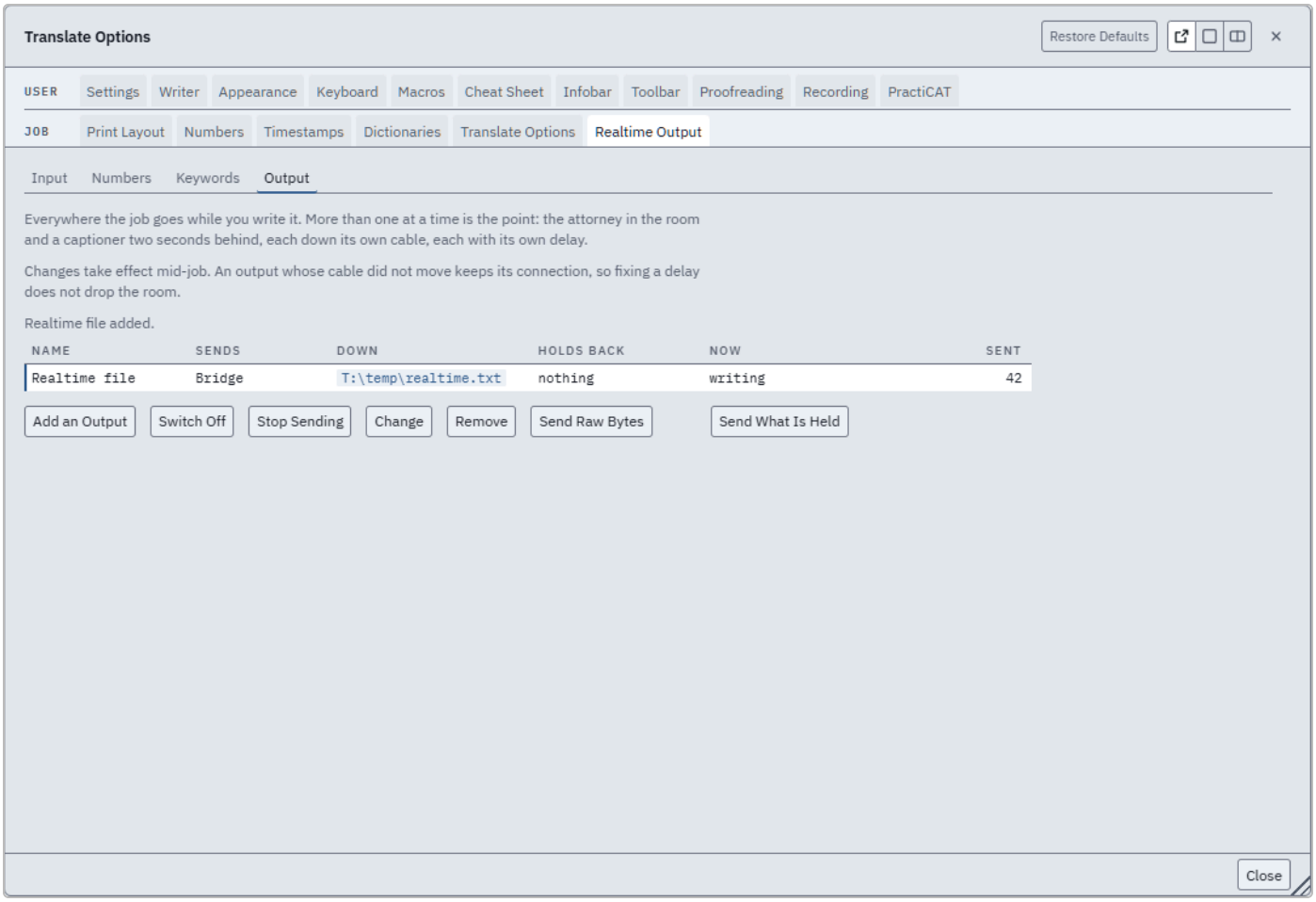
1. On the Output tab, click the output's row, then **Change**.
2. In **Hold back**, type how much to hold, and in **Counted in** select words, milliseconds, lines or strokes. Three words gives you a stroke or two to fix a word before the viewers see it.
3. **Quiet time** is the flush delay: what is held is sent after that many milliseconds without a stroke. **Maximum WPM** caps how fast text leaves.
4. Click **Save**. **Send What Is Held** sends the held words now.

READ BACK AND RETURN TO THE WRITING:

1. Write. The transcript follows the writing: this is the default.
2. Click in the transcript where you want to read. It stops following and stays there while you write.
3. Press **Follow Realtime** (Ctrl+Alt+L). The cursor goes to the writing and the transcript follows it again.
4. Press **Follow Realtime** again to go back to where you were reading.

Realtime Output

Opens Translate Options at the Output tab. Each output has a name, a format and a destination: Caption Wire, a serial port, a network address, a file, another program as keystrokes, or a display window.



Output tab with one output, a file, writing

See Send a job to Caption Wire and Hold the words back. **Add an Output** opens the form. Pick the destination, then:

- Serial port: **Port** and **Speed**. **Refresh** reads the ports again.
- Network address: **Address** and **Port**. **User name** and **Password** are sent when the connection opens. Leave **User name** blank for a receiver that doesn't ask for one.
- File: type it in **File**, or click **Browse…**.
- Caption Wire: **Site** and **Code**.

Send corrections sends fixes. To Caption Wire, a fix changes the word on the viewer's screen; off, sent words stay as sent. Anywhere else, a fix goes out as backspaces and a retype. Most caption standards want it off. On by default.

Click an output's row, then a button under the list:

- **Switch Off** keeps the output and stops it. Its row says switched off. **Switch On** starts it again.
- **Stop Sending** keeps the connection open and sends nothing. The row says nothing sent and counts what was skipped. **Send Again** sends from the next stroke on; nothing written while it was stopped goes out.
- **Change** opens the output's settings. **Remove** deletes the output and lets go of its connection.

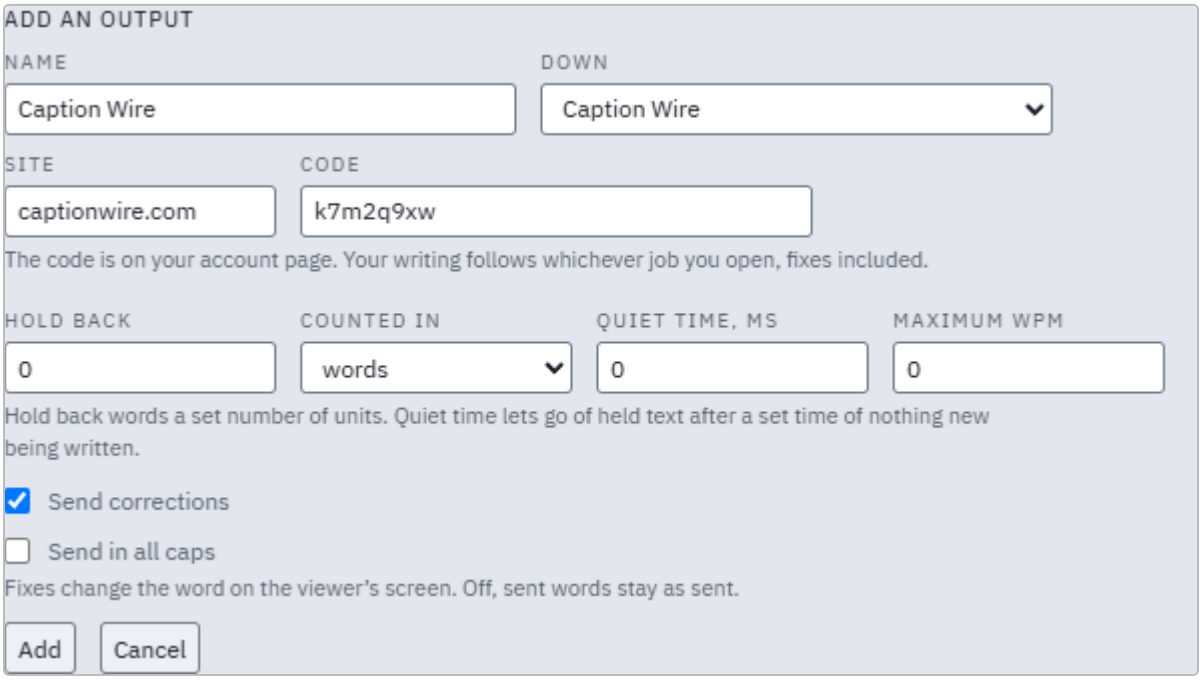
- **Send Raw Bytes** sends codes down the cable once, such as a code an encoder needs. Type them in **Bytes** and click **Send**. **^C** is Ctrl+C, **^^** a caret, **\xC7** one byte. The bytes as they will be sent show under the box. They are never on the page and cannot be undone. Only for an output that is running.
- **Send What Is Held** sends the held words now, without waiting for **Quiet time**.

Sends picks the format: **Bridge**, the realtime format Eclipse, DigitalCAT, StenoCAT and SmartCAT read, or **Plain text** for anything else, such as Case CATalyst.

With **Sends** set to Bridge, two more switches show:

- **Deny saving**: the receiver may not save a copy. Sent again every 30 seconds. Off by default.
- **Send the time**: the time of day goes in front of the words. On by default.

Send in all caps sends the words in capitals. A Caption Wire output first set up with a **Job** and a **Captioner key**, before codes, still shows those two boxes instead of **Code**.



Add an output, set to Caption Wire

Send What Is Held

`Shift+Enter`

Sends held words to the outputs now, without waiting for the flush delay, **Quiet time**.

Send Raw Bytes

Sends raw codes to one output, for an encoder or display that takes its own codes. On the key or in the Dictionary entry, give the output name, a bar, then the codes, such as **Captioning|^C^A3^M**. The output's connection must be open.

Follow Realtime

`Ctrl+Alt+L`

Switches the cursor between the writing and the place you were reading.

While you write, the transcript follows the writing by default: each stroke keeps the line being written in view. Click in the transcript, select, or jump somewhere, and it stops following, so you can read back while the writing goes on. Follow Realtime then takes the cursor back to the writing, and following starts again. The place you were reading is kept: press Follow Realtime again to return to it. With no place kept, it goes to the start of the job.

End of Transcript (Ctrl+Page Down, or Ctrl+End on the StarCAT map), or scrolling to the bottom of the transcript, also starts following again.

Mark Line

`Ctrl+Alt+Shift+F12` `Shift+X (RocketKeys)`

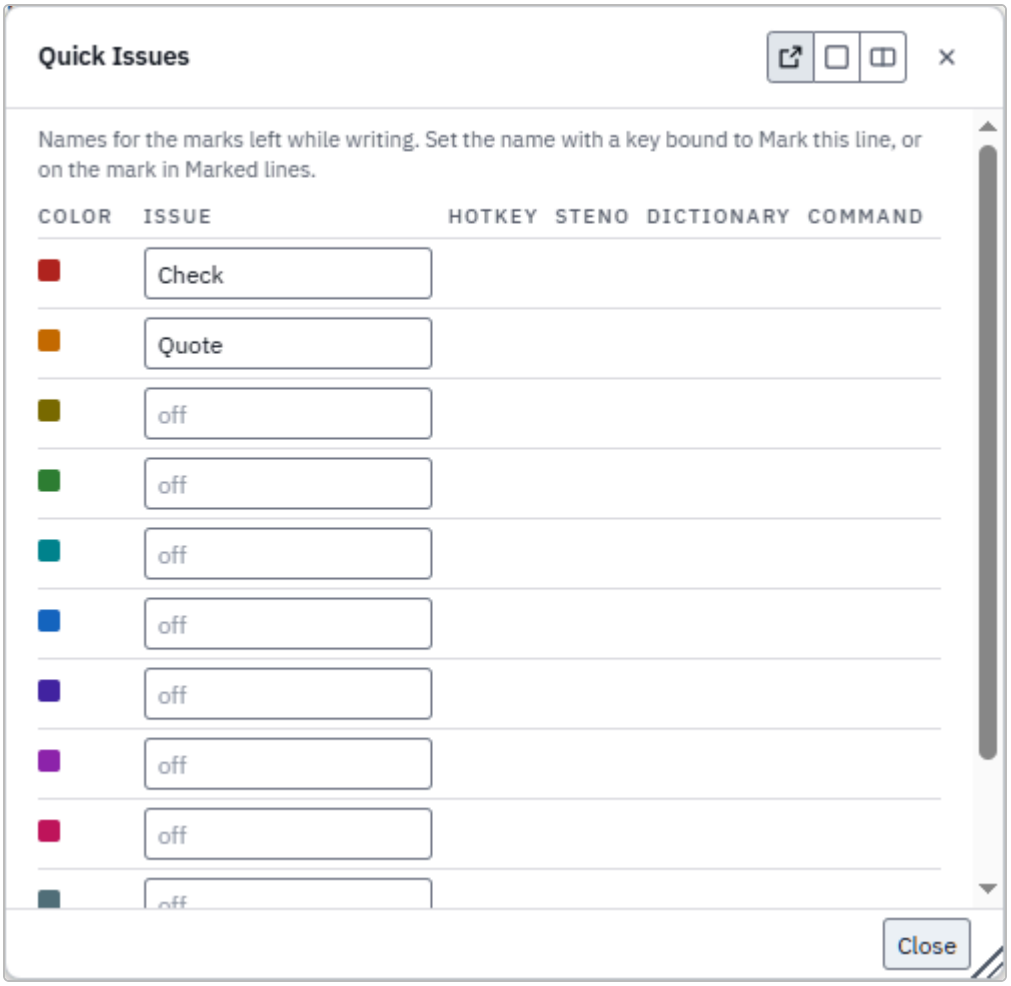
Marks the cursor's line, or removes the mark. A mark can have a word, such as Check or Quote. Marked lines are listed in the Marked Lines panel. To color marks by word, see Color your marks.

Quick Issues

Opens the Quick Issues menu: ten rows, each a color and a word. A marked line whose word is on the list shows that row's color in the line number column. Marks with any other word, or no word, show no color. Each row also shows the **Hotkey** and **Steno** that mark a line with its word, the **Dictionary** the steno is in, and the **Command**, such as **{@RUN(mark Check)}**. Click **Set** and press a key to give a row a hotkey, or × to take one off. The key is on the Keyboard menu too. Type a stroke in **Steno**, pick the **Dictionary** and click **Save**. A key or stroke that already does something else asks before it is moved. Clear **Steno** and click **Save** to take the entry out of the Dictionary. Clear a row's word to turn the row off.

COLOR YOUR MARKS:

1. Open **Realtime > Quick Issues**. Type a word on a row, such as Check on the red row and Quote on the orange one. Click **Save**.
2. While writing, press **Mark Line** to mark the line: Ctrl+Alt+Shift+F12 on the Eclipse map, F5 on the StarCAT map. On the StarCAT map, Ctrl+F5 marks it Check and Shift+F5 marks it Quote. To mark with any other word, put **Mark Line** on a key or stroke with the word, such as **{@RUN(mark Exhibit)}**.
3. The line number turns the word's color. Renaming a row recolors every mark with that word, even ones written an hour ago.
4. After the job, open **View > Panels > Marked Lines** to see them all, or open **Edit > Go to > Next Marked Line**. Press **Mark Line** on a marked line to take the mark off.



Quick Issues menu

Time on Record

`Ctrl+Shift+K`

Says in the status message how long the job has been on the record, and how long off it once there has been a break. Nothing to start or stop: a gap of more than one minute between two strokes counts as off the record.

Copy to Memory

`Ctrl+Shift+1 → 1` `Ctrl+Shift+2 → 2` `Ctrl+Shift+4 → 4` `Ctrl+Shift+5 → 5`

Copies the selection, or the word at the cursor, to memory 1 to 5.

Paste Memory

`Ctrl+Alt+F1 → 1` `Ctrl+Alt+F2 → 2` `Ctrl+Alt+F3 → 3` `Ctrl+Alt+F4 → 4` `Ctrl+Alt+F5 → 5`

Types the word in memory 1 to 5 at the cursor, replacing any selection. The clipboard is not used.

Find Memory

Searches back from the cursor for the word in memory 1 to 5, as a whole word, ignoring case, and selects it.

Pick Conflict Choice

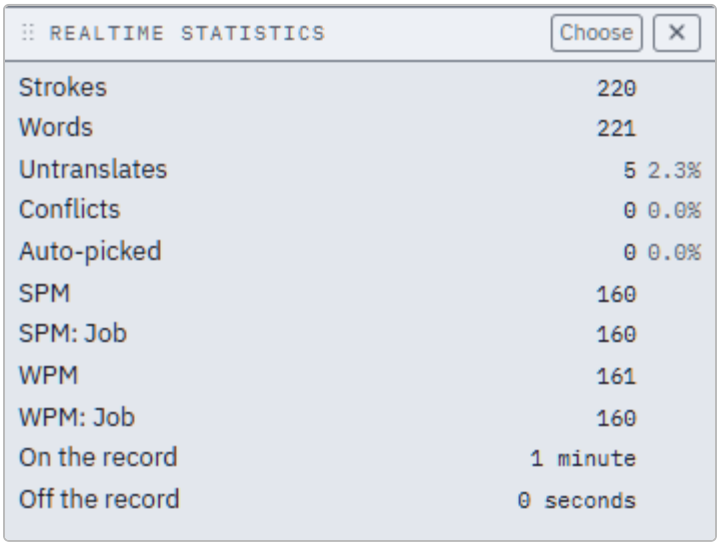
`1 (RocketKeys)` `2 (RocketKeys)` `3 (RocketKeys)` `4 (RocketKeys)` `5 (RocketKeys)`
`6 (RocketKeys)` `Ctrl+Alt+1 → 1` `Ctrl+Alt+2 → 2` `Ctrl+Alt+3 → 3` `Ctrl+Alt+4 → 4`
`Ctrl+Alt+5 → 5`

Picks Translation N of the last Conflict behind the cursor. With no number, picks the other Translation of a Conflict with two. The pick applies for the rest of the job.

Written from the writer, it looks back only as far as **Realtime reach** on the Input tab of **Realtime > Translate Options**: 20 lines by default, 0 for no limit. A Conflict farther back is not picked, and the status bar says **No conflict in the last 20 lines**. From a key or a click there is no limit. Realtime reach is a User setting.

Realtime Statistics

Shows and hides the Realtime Statistics panel: strokes, words, Untranslates, Conflicts, auto-picked Conflicts, strokes and words per minute, time on and off the record, and time per speaker. Click **Choose** to pick the lines shown, then **Done**. Right-clicking the panel offers the same. Double-click a speaker's time to edit it: type h:mm:ss, minutes, or +5 or -5 to add or take off minutes.



Realtime Statistics panel

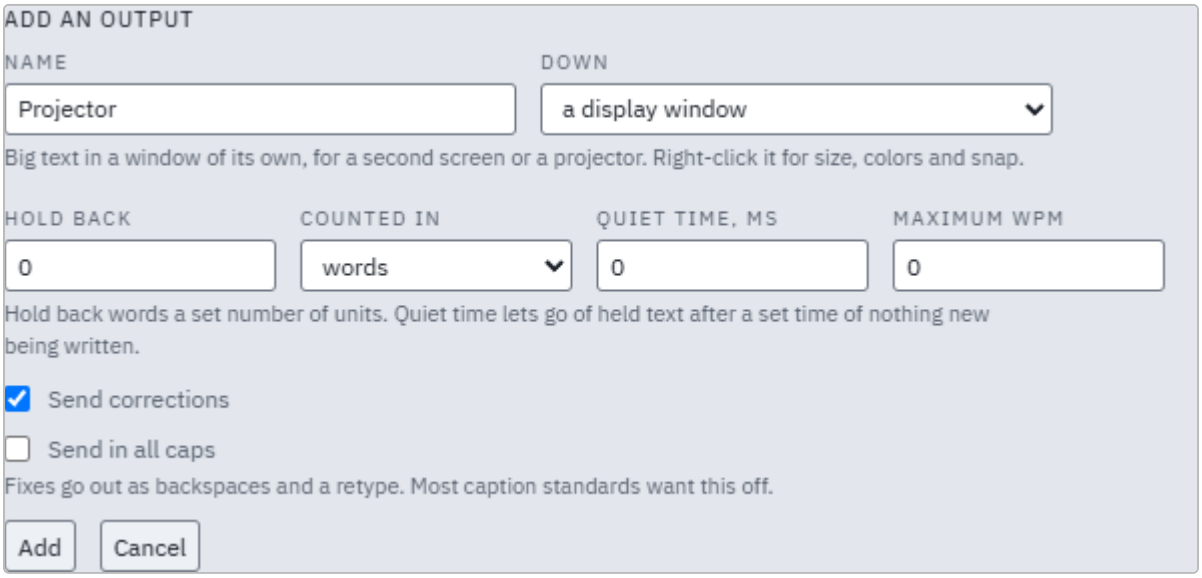
CART Window

SHOW THE JOB IN A CART WINDOW:

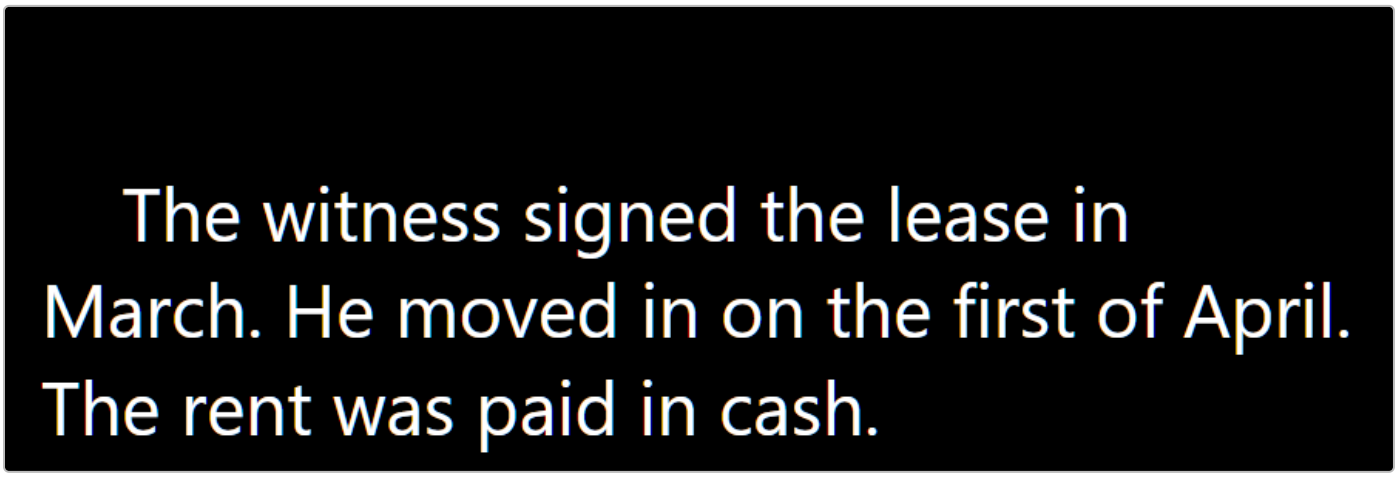
The CART window, StarCAT CARTView, shows the job in big text in a window of its own, for a second screen, a projector or a screen the client reads.

1. Open **Realtime > Realtime Output** and click **Add an Output**.
2. Type a **Name**, such as Projector. In **Down**, select **a display window**.
3. Click **Add**. The CART window opens with the job so far, and the row's **Now** reads **showing**.
4. Write. New text comes in at the bottom of the window and older lines go off the top.

Hold back, **Quiet time**, **Maximum WPM**, **Send corrections** and **Send in all caps** work in the CART window as in any output.



Add an Output, set to a display window



CART window at its first size, 900 by 300, with the job's text

CART WINDOW ON A SECOND SCREEN:

1. Point at the top of the CART window. A strip, the window's title bar, appears across the top.
2. Drag the strip onto the second screen.
3. Right-click the window and click **Full Screen**, under **Snap Size**. To leave full screen, click **Full Screen** again.

Switched off and on, the CART window opens where it was.

CHANGE HOW THE CART WINDOW LOOKS:

Right-click the CART window to show its settings. Right-click again, press Esc or click **Done** to hide them. Each change shows at once, and the CART window opens with the same settings in every job.

While the CART window is open, StarCAT has an icon in the Windows notification area, **CARTView settings**. Click it to open the same settings in a window of their own, on the StarCAT screen, so the room does not see them.

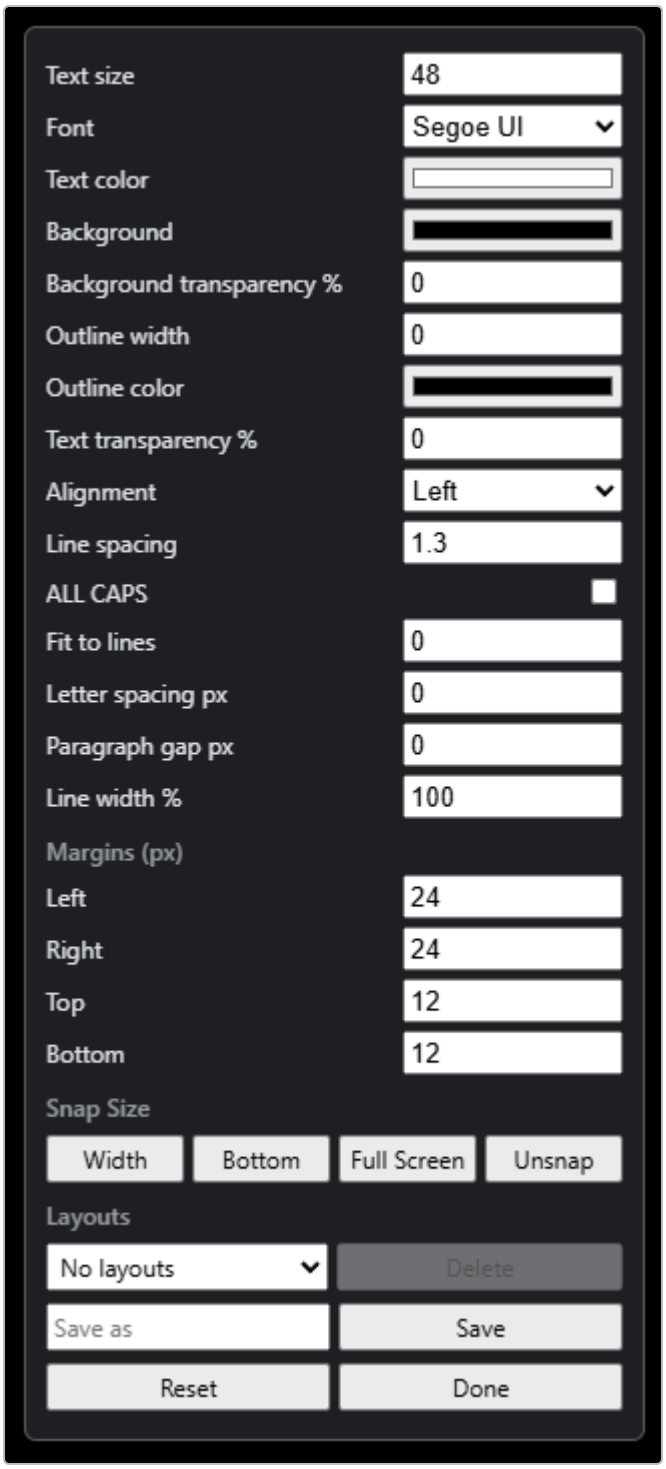
- **Text size**: 12 to 400. 48 by default.
- **Font**: Segoe UI, Arial, Verdana, Tahoma, Calibri, Times New Roman, Georgia, Consolas or Courier New. Segoe UI by default.
- **Text color** and **Background**: white on black by default.
- **Background transparency %**: 0 to 100. Above 0, what is behind the window shows through.
- **Outline width** and **Outline color**: an outline around each letter, 0 to 20 pixels wide. 0, no outline, by default.
- **Text transparency %**: 0 to 90.
- **Alignment**: Left, Center or Right. Left by default.
- **Line spacing**: 0.8 to 3. 1.3 by default.
- **ALL CAPS**: shows every letter as a capital.
- **Fit to lines**: sizes the text so that many lines fill the window. 0 is off. On, **Text size** is grayed out.
- **Letter spacing px**: -1 to 4.
- **Paragraph gap px**: space between paragraphs, 0 to 64.
- **Line width %**: how much of the width the text uses, 10 to 100. Under 100, **Alignment** also places the text left, center or right.
- **Margins (px)**: **Left**, **Right**, **Top** and **Bottom**. 24, 24, 12 and 12 by default.

Snap Size sizes the window on the screen it is on:

- **Width**: the full width of the screen, at the same height.
- **Bottom**: the full width and the bottom third of the screen, above the taskbar.
- **Full Screen**: fills the screen. Click again to leave.
- **Unsnap**: back to 900 by 300, in the middle of the screen.

- **Layouts** saves a look under a name. Type a name in **Save as** and click **Save**. Select a layout in the list to use it again, or click **Delete** to remove it.
- **Reset** puts every setting back to its default.

Layouts and Reset leave the window's size and place as they are.



CART window's settings, shown by a right-click

CLOSE THE CART WINDOW:

1. Point at the top of the CART window and click the X at the right end of the strip. The window closes and the row's **Now** reads **window closed**. The output stays on.
2. To open the window again, open **Realtime > Realtime Output**, click the row, then click **Switch Off** and **Switch on**.

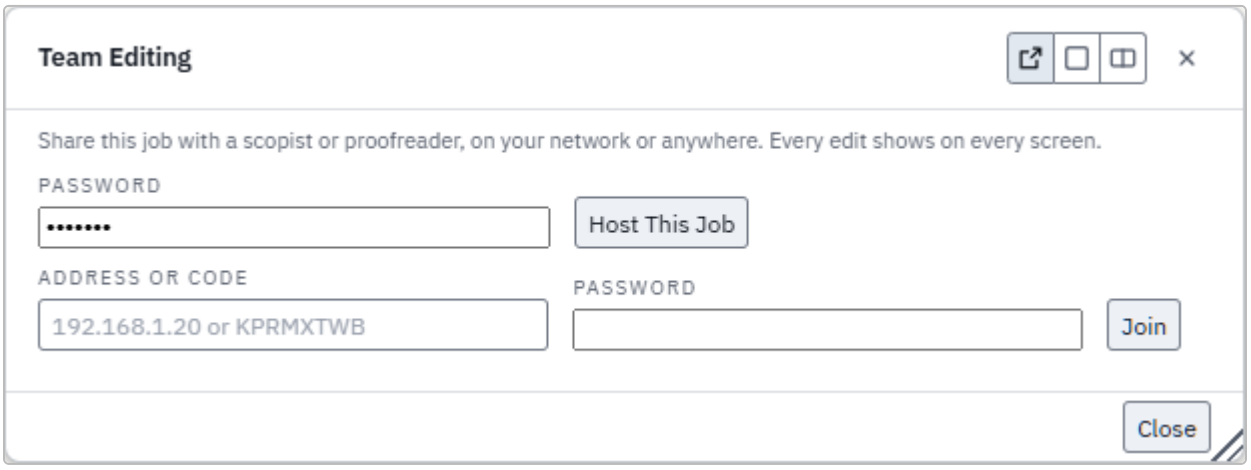
To close the window and stop the output, click the row and **Switch Off**. **Now** reads **switched off**.

Team Editing

Team Editing

Opens Team Editing, for editing one job on two computers at once, such as you and your scopist. Every edit shows on both screens. Nothing locks. When both computers edit at once, the host's edit goes in first and the other goes in after it, so neither is lost.

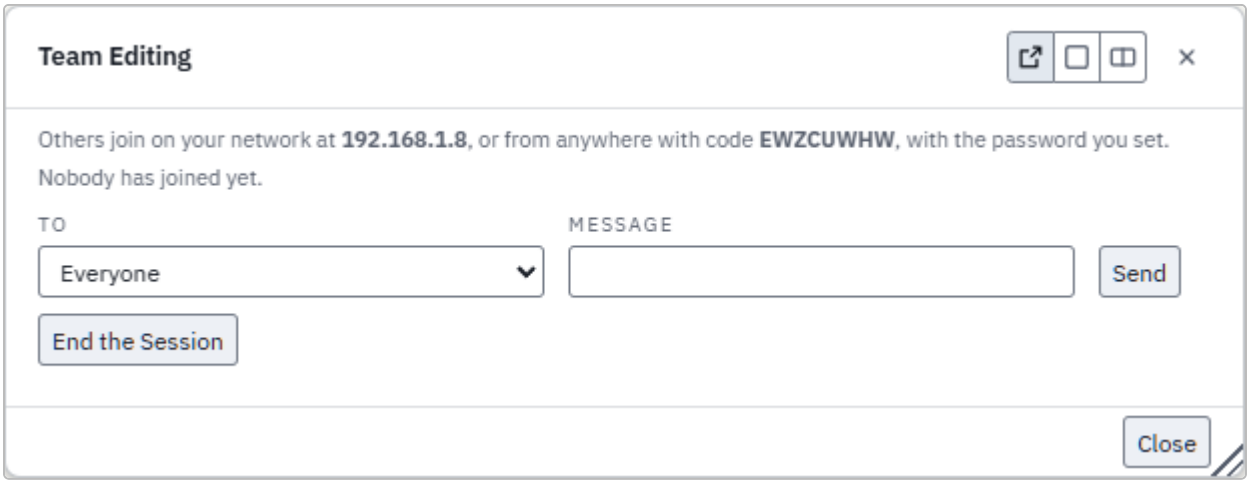
The second computer needs StarCAT installed too. Install it the same way, from the same installer. Your Dictionaries and the job are sent when the second computer joins.



Team Editing menu before a session: Host this job, or Join one

HOST A JOB:

1. Open the job.
2. Open **File > Team Editing**.
3. Type a password and click **Host This Job**.
4. The menu shows a code, such as KPRMXTWB, and your network address. Send the other person the code and the password.



Team Editing menu while hosting, with the code and address

JOIN A JOB:

1. On the second computer, open StarCAT.
2. Open **File > Team Editing**.
3. Type the code (or, on the same network, the address) and the password.
4. Click **Join**. The host's job opens.

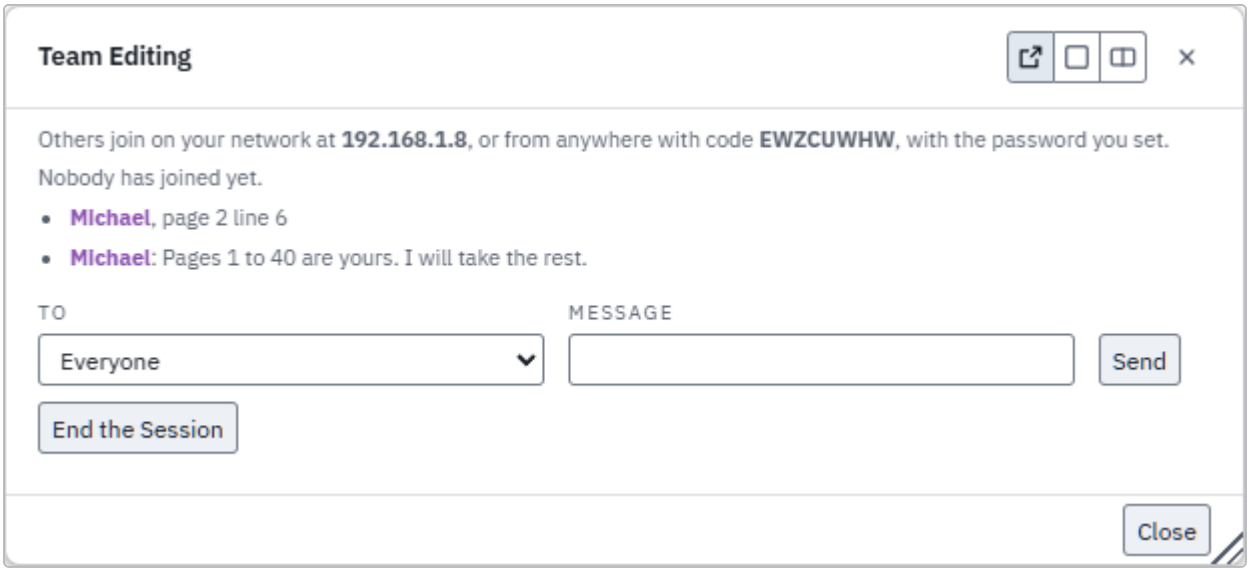
The code works from anywhere. The address works only on the same network.

The other person's cursor shows on the page, with their name above it. The menu lists where each person is; click **Find** beside a name to go there.

Audio the host records during the session reaches the other computer every few seconds, in the format the host records in. So do exhibits the host attaches. If the host's connection cannot keep up with the audio, the menu says so. Record in MP3 or Opus to send less: **Audio > Recording**, **Format**.

CHAT

The Team Editing menu has a chat. Select **Everyone** or one person in **To**, type, and press Enter. A message from someone else also shows in the Infobar. When the session closes, the chat is saved in the job folder as a text file named after the job, ending in _chatlog.txt.



A chat message to Everyone

Click **End the Session** (host) or **Leave** (guest) to stop.

Export and Print

Printing and exporting use the job's print layout unless another layout is selected.

PRINT A TRANSCRIPT:

1. Open **File > Print**.
2. Select the **Printer** and the number of **Copies**.
3. Under **Print**, select **Full transcript**, **This page** or **These pages**, and type pages with commas and spans, such as 5, 15-20, 29, or **odd** or **even**. A job split into volumes with Volume from Here also offers **These volumes**: type volume numbers the same way, such as 2 or 1, 3.
4. Under **Sides**, select one side or both sides.
5. Click **Print**.

The settings under **Options** do not change the job: Page numbers, All caps, Print colors and Watermark. Page numbers, Format box, Headers and footers and Timestamps show only when the job has them. The printer, copies, sides and watermark are kept for the next print. Click **Save Settings** to keep the options too.

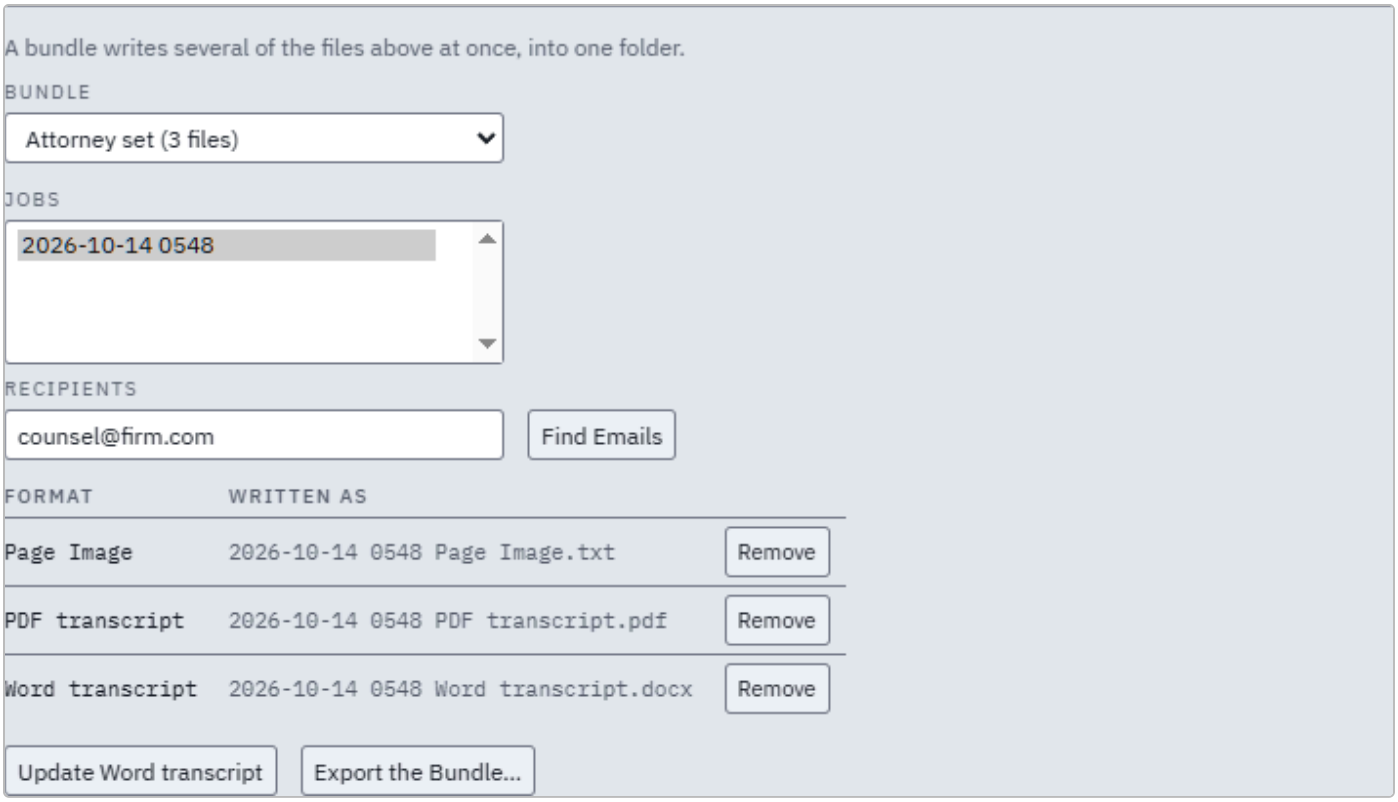
EXPORT A TRANSCRIPT:

1. Open **File > Export**.
2. Select the **Print Layout** and the **Format**.
3. In **Pages**, type the pages to export, or leave it blank for the whole transcript.
4. Set the format's options, then click **Export…** and choose where to save the file.

EXPORT SEVERAL FILES AT ONCE:

A bundle is a saved set of formats written together into one folder.

1. Open **File > Export** and select the first **Format** and its options.
2. In **Bundle**, choose **New bundle…**, type a name in **Call it**, and click **Save ... as a new bundle**.
3. Select the next format and click **Add ...** under the bundle. Repeat for each format.
4. Select the **Jobs** to export. Under **Recipients**, type the addresses the bundle goes to, or click **Find Emails** to collect them from the open job.
5. Click **Export the Bundle…**.
6. To send the files, click **E-mail Them** under the list of files written. A new e-mail opens in your mail program, addressed to the **Recipients**, with the files attached. With no mail program, the folder with the files opens instead.



A bundle of three formats, with a recipient

FORMATS

The ASCII formats write plain text:

- **Page Image**: a line-for-line copy of the printed page.
- **Compressed**: as Page Image, with blank unnumbered lines removed.
- **DiscoveryZX**: line numbers and text only.
- **CaseView**: text flush left, saved as .v1.
- **Summation**: a five-digit page number in column 1.
- **Amicus**: a four-digit page number flush left.
- **Raw**: one line per paragraph.

The other formats:

- **RTF/CRE transcript** and **RTF/CRE notes**: include the Steno and times, to open the job in another CAT program.
- **PDF transcript**, **PDF condensed** and **PDF notes**. A PDF can be saved as PDF/A, bookmarked from the index, digitally signed, or encrypted with a password. PDF/A is the archive kind of PDF, with its fonts inside it, so it looks the same on any computer years from now. Some courts and e-filing systems ask for it.
- **Word transcript** (.docx), laid out by the Print Layout. Word sets its own page breaks, so it takes no page range.

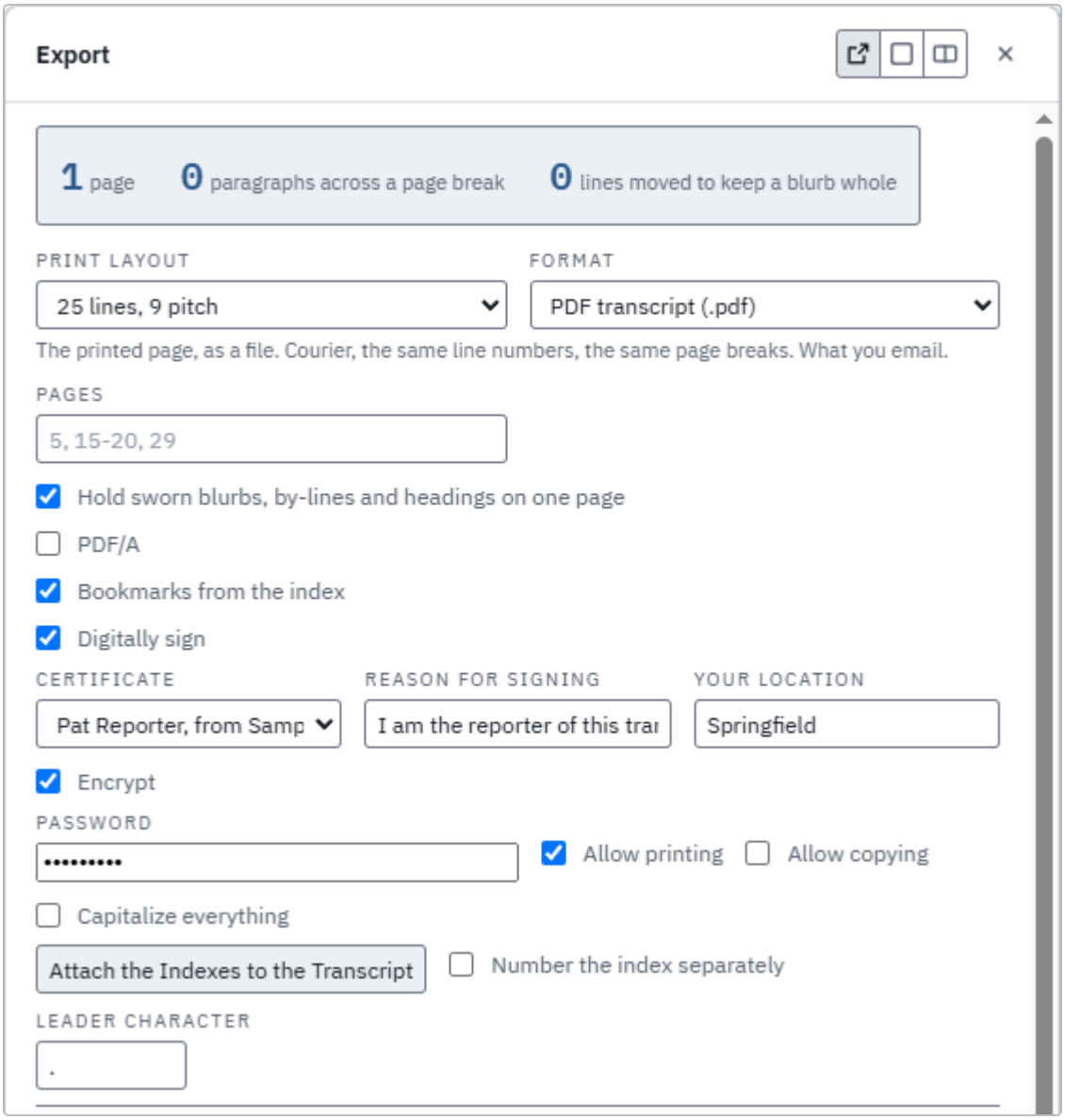
- **HTML transcript**.
- **PDF index**, **PDF word index** and **PDF words to check**.
- **SRT captions**, **WebVTT captions**, **SCC captions** and **SMPTE-TT captions**: the transcript as a caption file for a video. Each caption is shown at the time its first word was written, two lines of 32 characters at a time, with the paragraph's label in front: Q., A., or the speaker's name. SRT opens in every video player and on video sites; WebVTT is the same file for a web page; SCC is the file a television station or a caption encoder uses; SMPTE-TT (.ttml) is for web video that asks for Timed Text. SCC has no codes for some characters, so it writes ± as +/-, ¼ as 1/4, ¾ as 3/4, € as EUR, § as Sec., … as ..., × as x and • as ·. **Offset (seconds)** is added to every time, so the first caption lands on the first frame of the video. A negative number is allowed. A caption stays up until the next one, at most 7 seconds. **Capitalize everything** writes the captions in capitals.

EXPORT CAPTIONS FOR A VIDEO:

1. Open **File > Export**.
2. In **Format**, select **SRT captions**.
3. Play the video and note the time the first word is said. In **Offset (seconds)**, type that time minus the time of the first caption. For a first word said at 12 seconds and a first caption at 00:00:05, type 7.
4. Click **Export…** and save the file beside the video. A player opens the captions when the two files share a name: meeting.mp4 and meeting.srt.

SIGN OR ENCRYPT A PDF:

1. Open **File > Export** and select **PDF transcript**, **PDF condensed** or another PDF in **Format**.
2. Check **Digitally sign** and select the **Certificate**. Type a **Reason for signing**, such as I am the reporter of this transcript, and **Your location**, such as the city. Both are optional and go into the signature.
3. Check **Encrypt** and type a **Password**. Check **Allow printing** or **Allow copying** for what anyone may do without the password.
4. Click **Export…**.



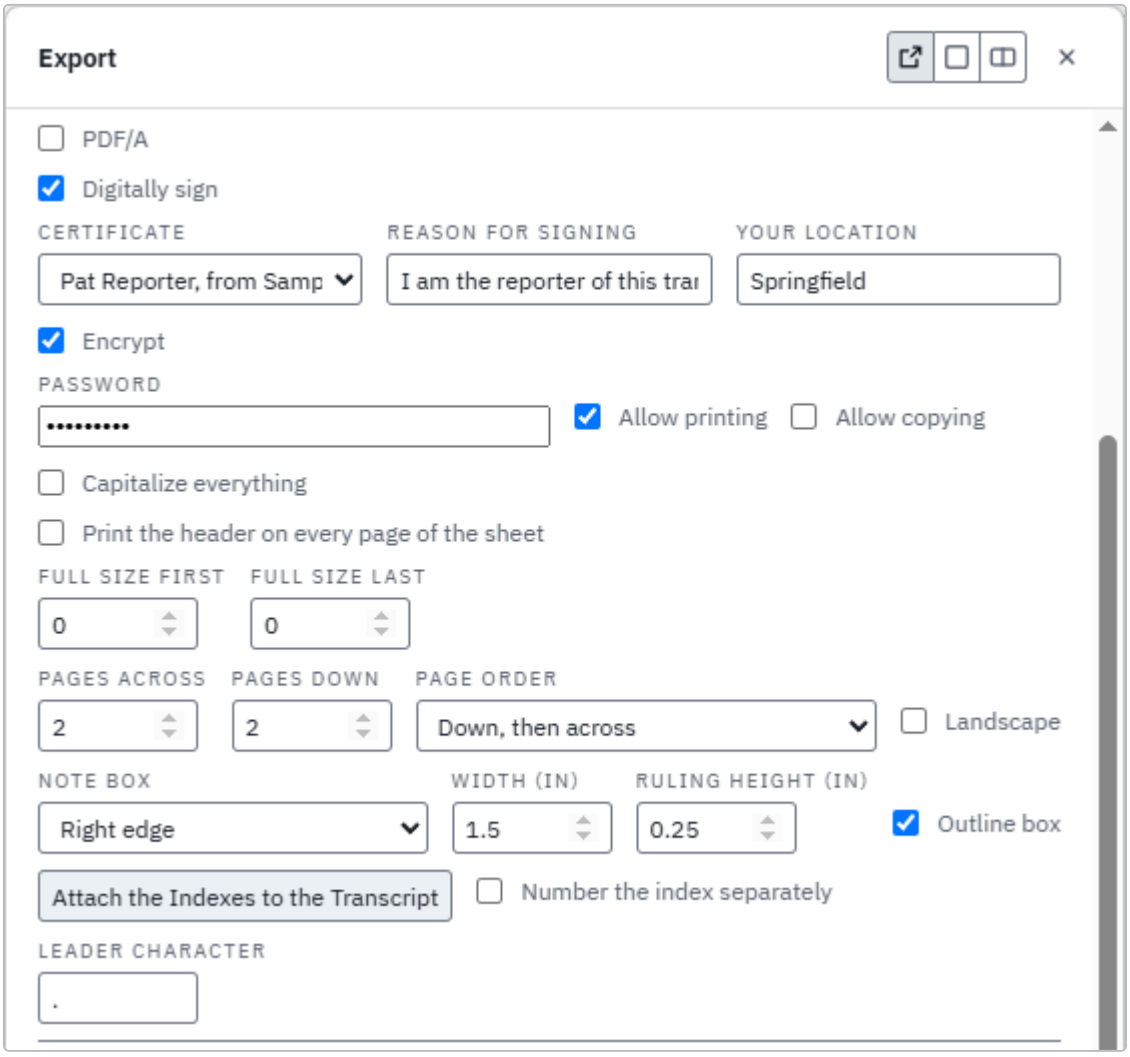
A PDF transcript, signed and encrypted, printing allowed

- **Bookmarks from the index**, on PDF transcript only, makes the PDF's bookmarks from the job's index: each category, each item under it, and under an item each role, such as Direct or Cross. On by default. Turn it off for a PDF with no bookmarks.
- **Certificate** lists the certificates on this computer that can sign. With none, the menu reads "No certificate on this computer can sign." A certificate authority issues one. The certificate, reason and location are kept for the next export.
- **Password** is the one that lifts the limits. The PDF opens for anyone without it, and printing and copying are allowed only when checked. With no password, the limits stay on and nobody can lift them.
- A PDF/A file cannot be signed or encrypted. With **PDF/A** checked, both are gray.

EXPORT A CONDENSED TRANSCRIPT:

A condensed transcript prints several pages on each sheet of paper.

1. Open **File > Export** and select **PDF condensed** in **Format**.
2. Set **Pages across** and **Pages down**, 1 to 16 each. 2 and 2 is four pages on a sheet.
3. Set the options below, then click **Export…**.



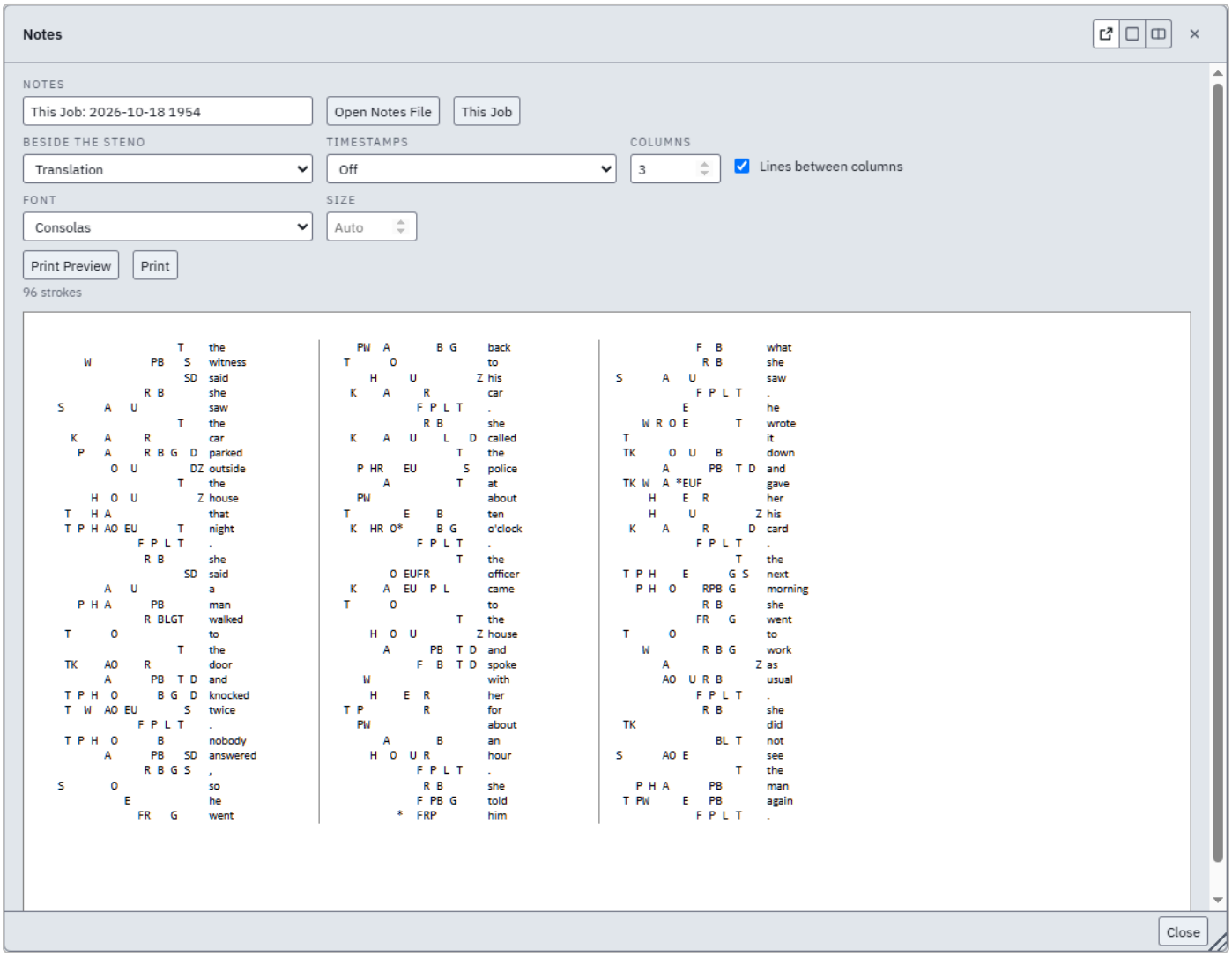
PDF condensed, 2 across and 2 down, a note box on the right edge

- **Print the header on every page of the sheet**: the condensed pages leave out the page header. Check it to print the header on each one. Off by default.
- **Full size first** and **Full size last**: the number of pages at the start and the end printed one to a sheet, full size, such as the title page and the certificate. 0 by default.
- **Page order**: **Down, then across** or **Across, then down**.
- **Landscape** turns the sheet on its side.
- **Note box**: a blank box for notes, on the **Left edge**, **Right edge**, **Left and right edges**, **Bottom edge** or **Lower right corner**. The corner takes the place of the last page on the sheet, so a sheet of one page has none. **None** by default.
- **Width (in)**: how wide the note box is, 0.25 to 4 inches. On the bottom edge, how tall. 1.5 by default.

- **Ruling height (in)**: a ruled line across the note box every so many inches. 0 rules no lines. 0.25 by default.
- **Outline box** draws a border round the note box. On by default.

PRINT STENO NOTES:

1. Open **File > Notes**. The open job's steno shows as paper tape.
2. To print another notes file, click **Open Notes File** and choose a .stn, .not or .ecl file. **This Job** goes back to the open job.
3. In **Beside the steno**, select **Translation** or **Phonetics** to print it next to each stroke, or **Nothing** for steno only.
4. In **Timestamps**, select **Time from the first stroke** or **Time of day**, or **Off**.
5. Set **Columns**, 1 to 6, and turn **Lines between columns** on or off.
6. Click **Print Preview** to see the pages, or **Print**.



Notes menu, with Translation beside the steno

Export

`Ctrl+Shift+D`

Opens the Export menu. Files go to C:\StarCAT\Exports. To change the folder, open **Settings > Backups and Users** and click **Change** on the Exports row. The options shown change with the format.

See Export a transcript, Export several files at once, Sign or encrypt a PDF, Export captions for a video, Export a condensed transcript, Print steno notes and Export the witness and exhibit index.

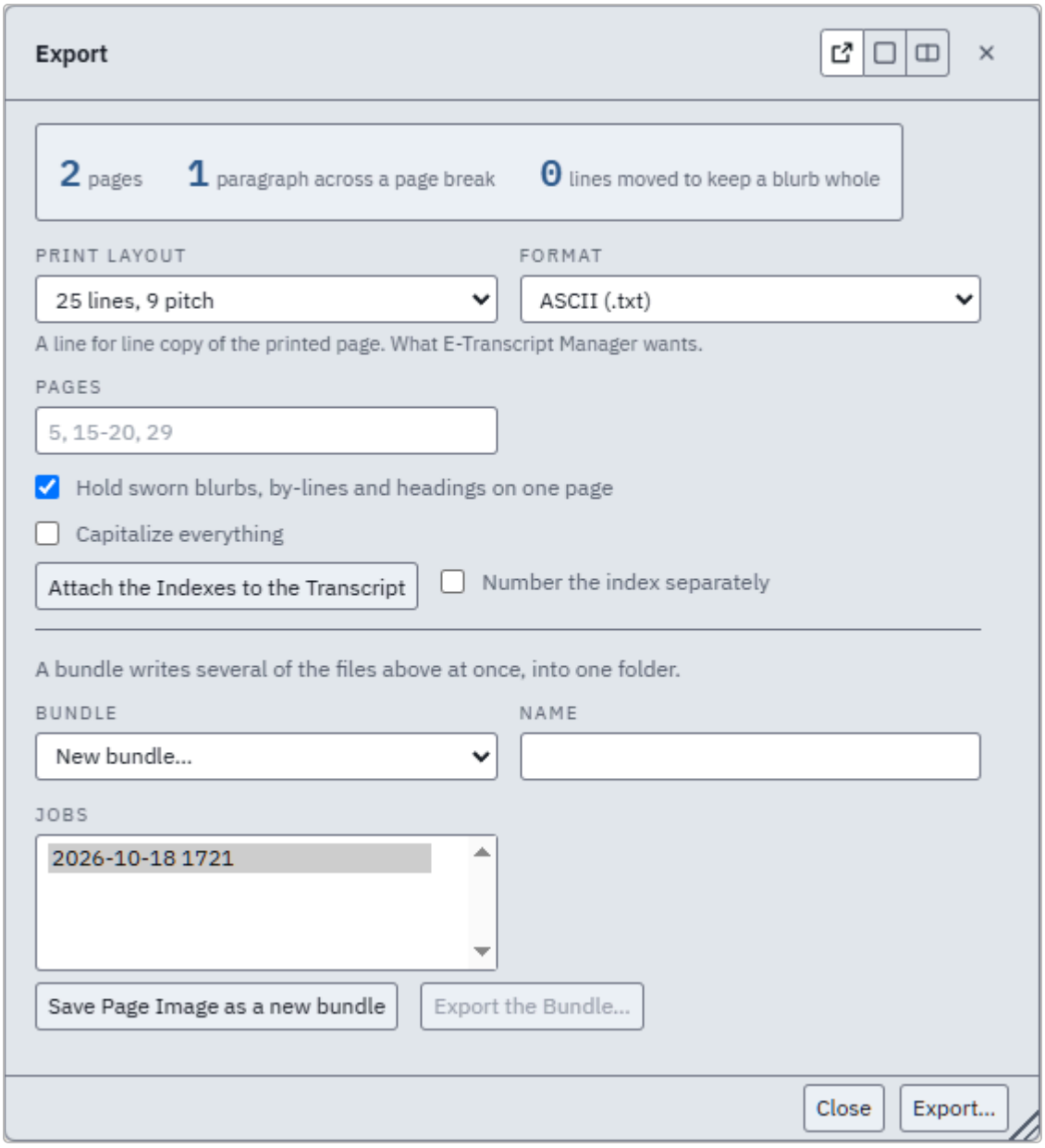
Volumes shows on a job split into volumes with Volume from Here. Type the volumes to export, such as 2 or 1, 3. Blank is every volume.

Hold sworn blurbs, by-lines and headings on one page keeps those lines from breaking across a page.

Timestamps, on the text formats, puts the job's timestamps in the left margin. The option shows when timestamps are on for the job. A program that reads the file by column may read a time as text, so leave it off for those.

- **Columns of steno**, on PDF notes: 1 to 5 columns of strokes on a page. 3 by default.
- **Print the time beside every stroke**, on PDF notes. Off by default.
- **Renumber Paragraphs**, on HTML transcript: numbers the paragraphs again, from **First Paragraph Number**, in this file only. The job keeps its own numbers. Off by default; First Paragraph Number is 1.

The index options are in Transcript Index.



Export menu

Print

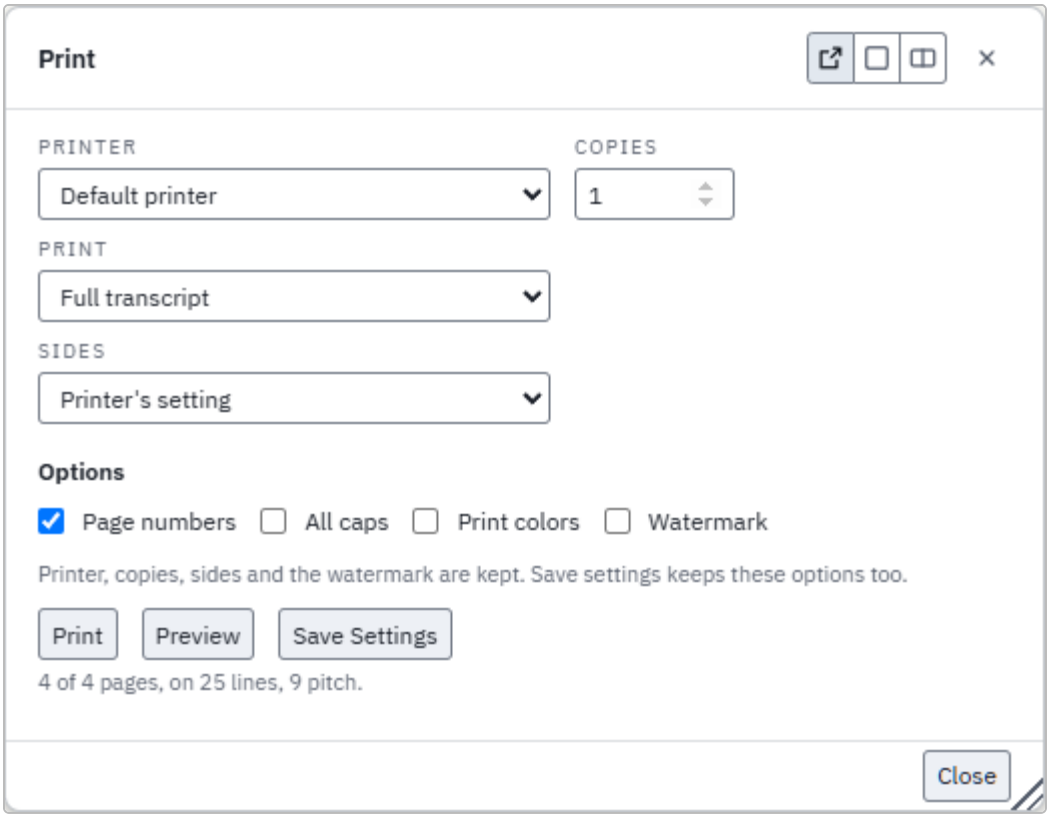
`Alt+O`

Opens the Print menu. See Print a transcript. **Preview** shows the pages before they print.

Check **Watermark** to print text across each page. **Watermark text** is the text, and **Size**, **Direction** and **Shade** set how it looks.

Under **Sides**, **Default** leaves the choice to the printer. The others are **Both sides, flip on the long edge**, **Both sides, flip on the short edge** and **One side**.

Timestamps prints the time from the start of the job, the time of day, or none.



Print menu

Preview

`Alt+F1`

Shows the whole transcript as it will print, in its own window.

DANA RUIZ - October 14, 2026 1

MR. PARK: We are on the record. This is the deposition of Dana Ruiz.

DANA RUIZ, having been first duly sworn, testified as follows:

DIRECT EXAMINATION

BY MR. PARK:

Q. Please state your name for the record.

A. Dana Ruiz.

Q. Where do you live?

A. I live in the county.

Q. How do you know the defendant?

A. I rented a house from him.

Q. For how long?

A. About two years.

(Plaintiff's Exhibit 4 was marked for identification.)

Q. Is this the lease you signed?

MS. LEE: Objection, form.

MR. PARK: You can answer.

A. Yes, it is.

Q. When did you move out?

A. In the spring.

Q. Did you pay the rent that month?

A. Yes, I did.

Q. Did he give you a receipt?

Print preview: page 1 with its line numbers

Print This Page

`Alt+F2`

Prints the page at the cursor on the default printer with the job's print layout. No menu opens. The status message reads "Page N sent to the printer."

Notes

`Shift+F7`

Opens the Notes menu: the steno of the open job or a notes file as paper tape, to view, preview and print. See Print steno notes. The translation comes from your dictionaries as they are now. Nothing in the job changes. The default is 3 columns, with lines between them. **Font** and **Size** set the type on the page; a blank **Size** is Auto.

The highlighted stroke is the cursor. The arrow keys, Page Up, Page Down, Ctrl+Home and Ctrl+End move it. The line above the tape gives its stroke number, fold and time. A fold is a block of strokes, like one fold of paper tape: 100 by default, set in **Fold Size**. Stroke 250 is in fold 3. Go To takes a stroke or fold number. Find takes steno; Locate Next and Locate Previous find it again.

Hold Shift while moving, or Shift+click, to mark strokes. Esc clears the mark.

- **Block Write** (Alt+W) copies the marked strokes to a .stn notes file. Type a new name, or pick a file to add them to its end. The notes they came from do not change.
- **Block Read** (Alt+R) inserts one or more notes files in front of the cursor stroke. It works on a .stn file you opened with Open Notes File, not on This Job: a job's notes are its stroke record.
- **Global** opens Define with the marked strokes, or the cursor stroke, in **Steno**.

Scopists and Proofreaders

Send a job to a scopist in parts while you write, or to a proofreader who reads it in a browser.

HAND A JOB TO A SCOPIST DURING REALTIME:

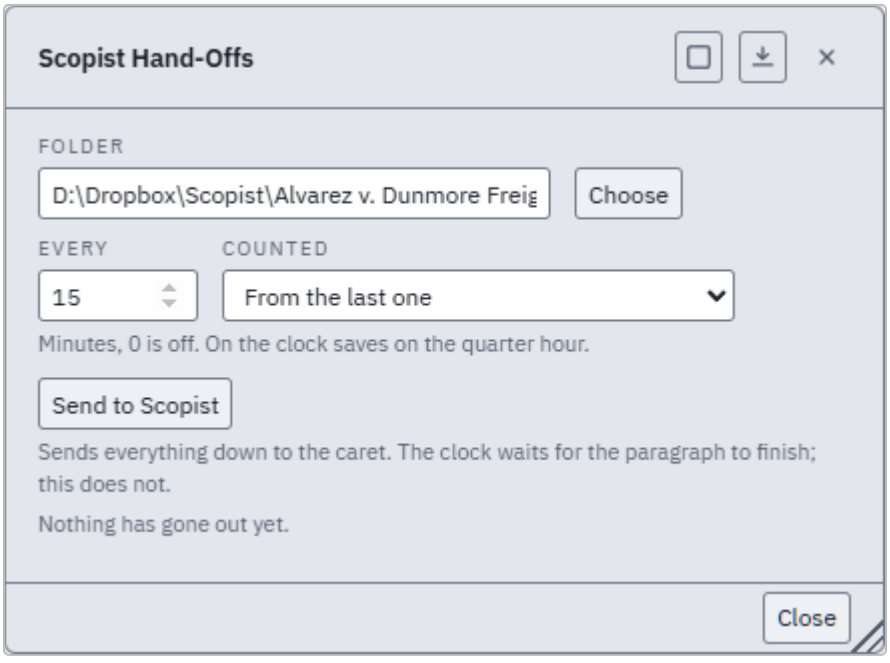
1. Open **Realtime > Scopist Hand-Offs**. Set **Folder** and, for timed hand-offs, **Every**, in minutes. 0 is off.
2. Put the cursor where the part ends, then open **Realtime > Send to Scopist**. Two files go into the folder, named for the job with the part number: Smith_1.rtf, the job so far as an RTF for a scopist on any CAT program, and Smith_1.scjob, the job itself with its Dictionaries and Includes, for a scopist on StarCAT. Each part holds the whole job so far; the scopist takes up from where the last part ended.
3. The scopist on StarCAT opens the .scjob with **File > Restore Job**. It opens as a new job, and no job already on that computer changes.

THE SHADING ON SENT WRITING

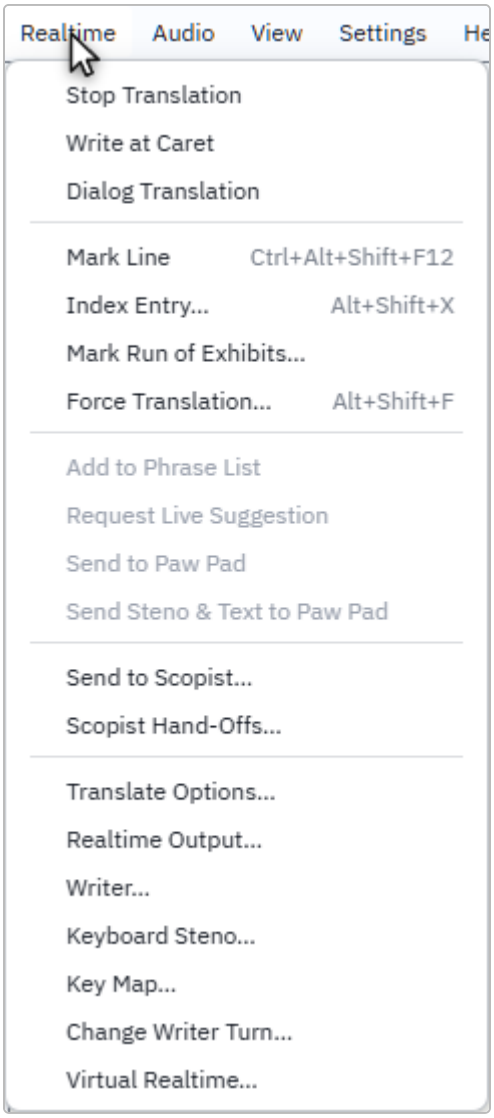
Writing sent to a scopist is shaded, from the top of the job down to where the last part ended, and the status bar says **SENT TO SCOPIST**. The shading stays when the job is closed and opened again. To take it off, click **SENT TO SCOPIST** on the status bar and click **Take Back** on each part in the list.

SEND A WHOLE JOB TO A SCOPIST:

1. Open **File > Send Job to Scopist**.
2. Choose where to save the .scjob file. It holds the job, the Dictionaries that are on, and the Includes.
3. Send the file. The scopist opens it with **File > Restore Job**.



Scopist Hand-Offs menu: a Folder set, and a part every 15 minutes



Realtime menu, with Send to Scopist and Scopist Hand-Offs

Send to Scopist

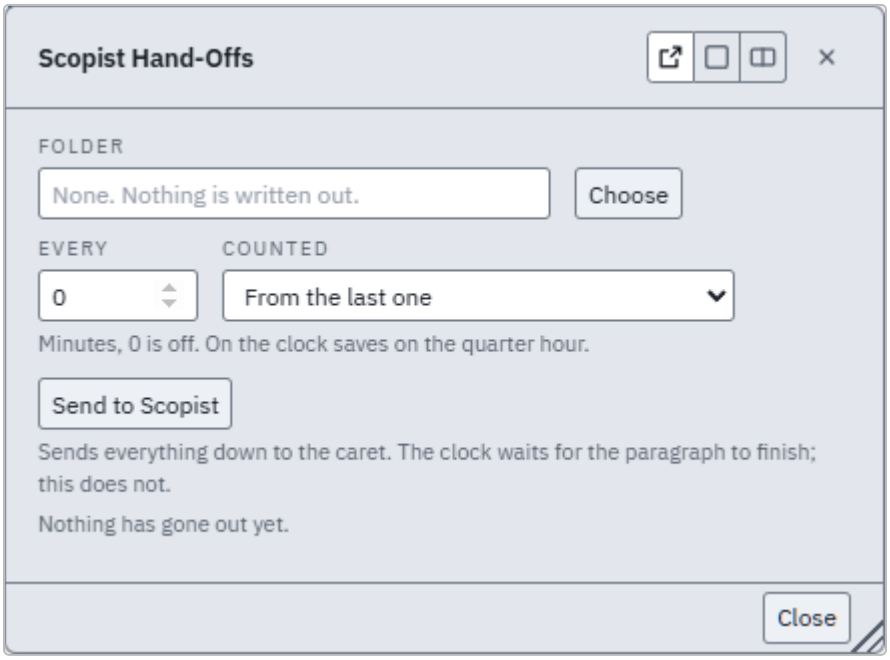
Sends the job up to the cursor to the hand-off folder as the next numbered part. With no folder set, no file is written. A timed hand-off ends at the last finished paragraph; this one ends at the cursor.

Scopist Hand-Offs

Opens the Scopist Hand-Offs menu.

- **Folder** sets where part files go. Click **Choose** to pick it. With no folder, nothing is written out.
- **Every** sets timed hand-offs, in minutes, up to 999; 0 is off.
- **Counted**, **From the last one**: counts from the last hand-off. Every 15 minutes after one at 9:08 is 9:23.
- **Counted**, **On the clock**: counts on the wall clock. Every 15 minutes is 9:15, 9:30, 9:45, whatever time the job started.
- **Send to Scopist**: sends everything down to the cursor. See Send to Scopist.

- The list shows each hand-off with its time, page and line, and **Take Back**.



Scopist Hand-Offs menu

Import Proofreading

Imports proofreading from a PDF of the job. Export a **PDF transcript** with **File > Export** and send it to the proofreader, who highlights words and adds notes in any PDF reader. Open **File > Import Proofreading** and pick the PDF they send back. Each highlight and note becomes a mark on its word, with the note as the mark's word. The marks are listed in the **Marked Lines** panel. A PDF whose page count differs from the job is refused; export it again. Password-protected PDFs are refused.

Send to Proofreader

Sends the job to a proofreader, who opens it in a phone or computer browser, fixes words and leaves notes. Your computer can be off.

- **Send** gives a 10-letter code, a link and a QR code; give the proofreader any one of them. What they send back comes in the next time you open the job.
- **Get Changes Now** brings in what they sent back at once. Fixes go in as edits, and **Undo** takes them back.
- **Send Again** sends the job as it is now.
- **Stop Sharing** brings in what came back, then deletes the copy from the server.

The server deletes a copy after 30 days. The copy is locked with the code; the server cannot read it.

Audio

Each recording is a file in the **audio** folder inside the job's folder. Each Record and stop makes a new file. A job can have many recordings.

RECORD A JOB:

1. Open **Audio > Recording** and pick the **Microphone**.
2. Click the level meter on the Recording panel and speak. The meter moves when the microphone hears you.
3. Click **Record**. The time readout starts counting.
4. Click **Record** again to stop. The recording is listed on the playback strip.

Recording Panel

Shows and hides the Recording panel, **Audio > Recording Panel**. The panel shows:

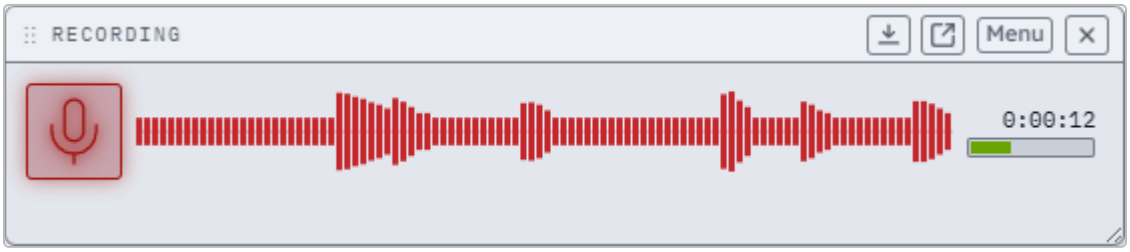
- **Record**: starts and stops a recording. Point to it to see how much room a recording takes: the size for an hour, for an eight hour day, and the space free on the drive.
- **Level meter**: opens the microphone without recording, to check it. It does nothing while recording.
- The live picture of the sound and the time recorded.

The Recording panel and the Playback panel dock at the foot of the window by default.

Pop Out floats a panel; drag it by its title.

Own window opens it in a separate window.

Menu opens the Recording menu.



Recording panel while recording

Playback Panel

`Ctrl+Shift+A`

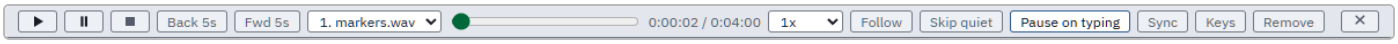
Shows and hides the Playback panel, **Audio > Playback Panel**. The panel shows the playback strip, and the waveform fills the height the buttons leave. Drag the grip under the waveform to make it taller or shorter.

The strip, left to right:

- **Play**, **Pause**, **Stop**, **Back** and **Fwd**. Pause remembers where it stopped; Stop forgets. Back and Fwd show the seconds they move. Right-click either one to change it.
- **Which recording**: the recordings in the job, numbered in recording order. Pick one while playing and it plays from the start. Pick one while stopped and the cursor moves to its first word. A combined file is listed instead of the recordings it was made from.
- The waveform, or a plain bar when the waveform is off.
- The time: where you are, and the length of the recording.
- **Speed**: 0.25x to 4x in quarter steps. The pitch does not change.
- **Follow**, **Waveform**, **Steno**, **Skip Quiet** and **Pause on Typing**.
- **Sync**, **Keys**, **Combine** and **Remove**.

Keys opens the Keyboard menu at the keys and pedal buttons that drive playback.

Remove removes the recording from the strip; the file stays in the job folder. Removing a combined file removes its recordings from the strip too.



Playback strip with the waveform and steno

WAVEFORM

The **Waveform** button shows the recording as a waveform. On by default. The part already played is a darker color. While you record with nothing playing, the waveform shows the sound live.

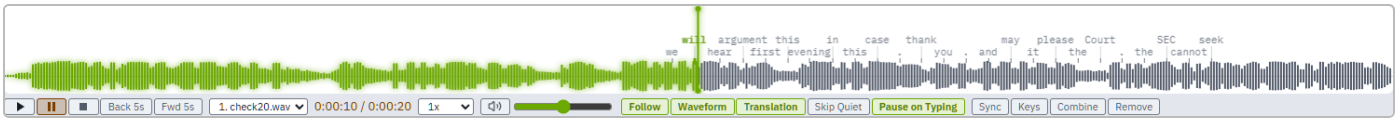
- Click the waveform to play from that point.
- Turn the mouse wheel to zoom in and out around the pointer. The closest zoom is 5 seconds across the strip; the farthest is the whole recording.
- Hold Shift and turn the wheel to scroll along the recording.

While the recording plays, the waveform turns the page when the playhead reaches the edge. If you scrolled away, it stays where you put it.

STENO AND TRANSLATION ON THE WAVEFORM

The **Steno** button puts each stroke on the waveform at the second it was written. Click it again for **Translation**, the words instead of the steno, and again to turn it off. Steno is on by default.

- The stroke being heard is lit.
- Point to a stroke to see its steno and Translation together.
- Click a stroke to play from it. The cursor moves to its word.
- Strokes too close together stack in rows, up to three, and the strip grows to fit them. When three rows are not enough, the labels go and the strip says **Zoom in to read the steno**. The marks stay, and pointing to one still names it.



Translation on the waveform

Playback Bar

Shows and hides the playback strip by itself, above the paper. Listed on the **Audio** menu only when the job has audio. Close it with the X at its right end.

Playback Bar at Bottom

Moves the Playback Bar from above the writing window to below it. Off by default.

Attach Recording

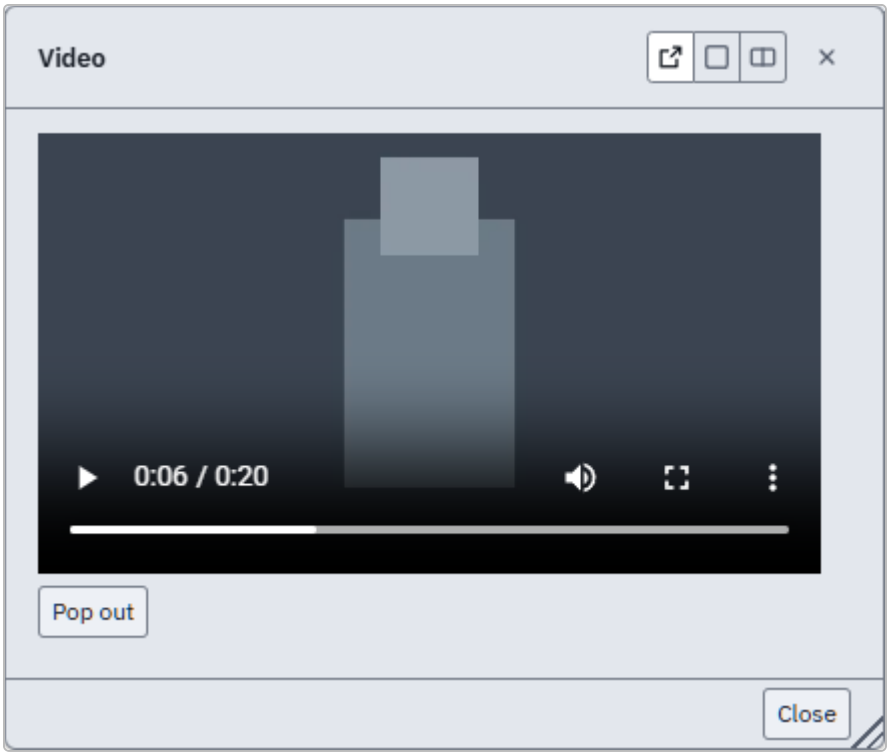
Attaches a recording to the job. The file is copied into the job and shown on the playback strip. It is not lined up until you use **Sync**.

StarCAT opens WebM, Ogg, Opus, MP3, WAV, FLAC, M4A, MP4, MOV and MKV files.

To keep the job small, check **Convert attached audio to Opus** in **Recording**. An MP3 or WAV you attach is then also saved as Opus, and Play uses the Opus copy. **Converting to Opus** shows how far it has got. StarCAT then asks whether to delete the original from the job's audio folder: **Delete** sends it to the Recycle Bin, **Cancel** keeps it. The file you picked is never touched. Off by default.

Video

Opens the Video menu: the picture, with its own play, pause, seek, speed and volume. The video is the job's recording: attach an MP4, MOV or MKV file with Attach Recording, and its picture plays here, a silent copy in step with the recording. **Pop Out** moves it to its own window. The captions over the picture show the transcript up to the word being heard. With nothing playing, they show the last lines of the job, so on a live job they follow the Translation as you write.



Video menu, paused: play, seek, volume and full screen. Speed is under the three dots

Play from Cursor

`Alt+J` `Shift+\ (RocketKeys)`

Plays from the cursor. If no recording reaches the cursor, plays the file shown on the strip. With no cursor, resumes or starts at the top of the file. When a recording ends, the next recording plays.

Pause, or Resume

`Alt+K` `Shift+] (RocketKeys)`

Pauses or resumes playback. Does nothing when playback is stopped.

Stop

`Alt+H`

Stops playback.

Back Few Seconds

`Alt+Up Arrow` `Alt+Shift+Up Arrow → 10`

Moves playback back by the **Audio step**, 5 seconds by default, and keeps playing. A macro step can give a number of seconds.

Ahead Few Seconds

`Alt+Down Arrow` `Alt+Shift+Down Arrow → 10`

Moves playback ahead by the **Audio step**, 5 seconds by default, and keeps playing. A macro step can give a number of seconds.

Slower

`Alt+Left Arrow → 5`

Lowers the playback speed by 0.25x. The slowest is 0.25x.

Faster

`Alt+Right Arrow → 5`

Raises the playback speed by 0.25x. The fastest is 4x.

Normal Speed

`Shift+[ (RocketKeys)`

Returns playback to 1x.

Follow On and Off

Turns following on and off. On, the transcript scrolls with playback and the word being heard is lit, with its strokes on the steno tape. On by default.

Sync at Cursor

Lines the recording up with the Translation. Play the recording. When you hear a word you can find, click **Pause**, put the cursor on that word, then click **Sync**. The button shows **Synced** or **Not synced**.

One Sync is enough. StarCAT saves the audio from one second before the press, so Play starts just ahead of the word.

- The first Sync sets how far the recording is behind the writing.
- A second Sync more than 10 minutes away also corrects for drift.
- On an attached file, the Infobar says whether the file started before the writing or partway into the job.

The cursor must be on a written word. A word typed with no steno under it cannot be lined up.

Sync to Timecode

Lines the recording up by the videographer's timecode instead of by ear. Put the cursor on a word, click **Audio > Sync to Timecode**, pick the recording, and type the timecode where the word is said, such as 10:32:15. Press Enter or click **Sync**.

- **Recording Starts At** is the timecode at the start of the file. Leave it empty for a file whose timecode starts at 00:00:00. StarCAT remembers it for the next time.
- Timecodes can be HH:MM:SS, HH:MM:SS:FF (frames, counted at 30 a second) or HH:MM:SS.mmm.
- It counts as a Sync: a second one more than 10 minutes away also corrects for drift.

Pause on Typing On and Off

Turns **Pause on Typing** on and off. On, typing pauses playback, and playback resumes 1.5 seconds after typing stops. Typing in the Define box counts too. Playback you pause yourself stays paused. On by default.

Skip Quiet On and Off

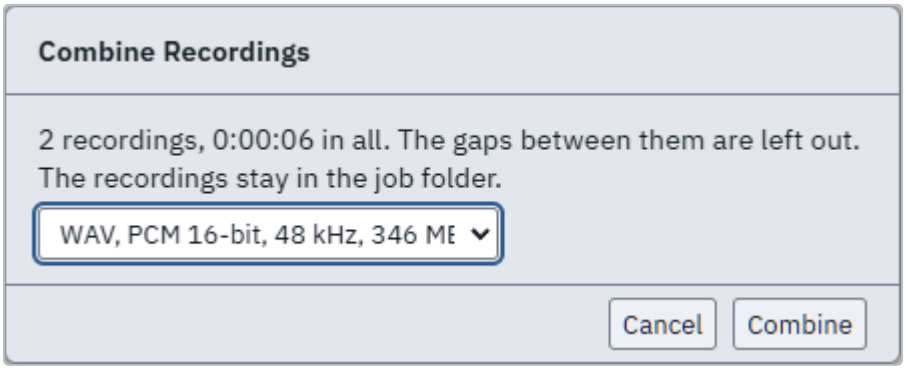
Turns **Skip Quiet** on and off. On, playback skips silences. While it is on, a slider next to it sets how loud counts as quiet: move it right for a noisy room, left if it skips words. Skip quiet never changes the file. Off each time StarCAT opens.

COMBINE RECORDINGS

Combine on the strip joins the recordings into one file and leaves out the gaps between them. Use it before sending the audio to a scopist or a client.

1. Click **Combine**. The Combine Recordings box shows how many recordings and the total time.
2. Pick a **Format**. Each one shows its size for an hour of audio.
3. Click **Combine**.

The new file is named **combined** and saved in the job's audio folder. It replaces its recordings on the strip. The recordings stay in the folder and keep their own sync. Combine needs two or more finished recordings. StarCAT remembers the last format you picked.



Combine Recordings box

The Combine formats, with the size of an hour of audio:

- **WAV, PCM 16-bit**: 48 kHz 346 MB; 44.1 kHz 318 MB; 22.05 kHz 159 MB; 16 kHz 115 MB; 8 kHz 58 MB. 48 kHz is the default.

- **WAV, mu-law, 8 kHz** and **WAV, A-law, 8 kHz**: 29 MB. Telephone quality.
- **Opus** (.webm): 128 kbps 58 MB; 96 kbps 43 MB; 64 kbps 29 MB; 48 kbps 22 MB; 32 kbps 14 MB; 24 kbps 11 MB; 16 kbps 7 MB.
- **MP3**: 192 kbps 86 MB; 128 kbps 58 MB; 96 kbps 43 MB; 64 kbps 29 MB; 48 kbps 22 MB; 32 kbps 14 MB.
- **FLAC, 16-bit**: 48 kHz about 242 MB; 44.1 kHz about 222 MB; 16 kHz about 81 MB. FLAC loses nothing; its size depends on the sound.

WAV and MP3 open almost anywhere. Opus is the smallest for the same clarity. Pick WAV or FLAC when nothing may be lost.

REDACTED AUDIO

When the job has redacted words, the Combine Recordings box shows **Silence the redacted words, in a separate file**. Check it to create a copy with silence where those words were said. One recording is enough. Check **A tone instead of silence** as well to put a steady beep there instead, so nobody takes the gap for a dropout.

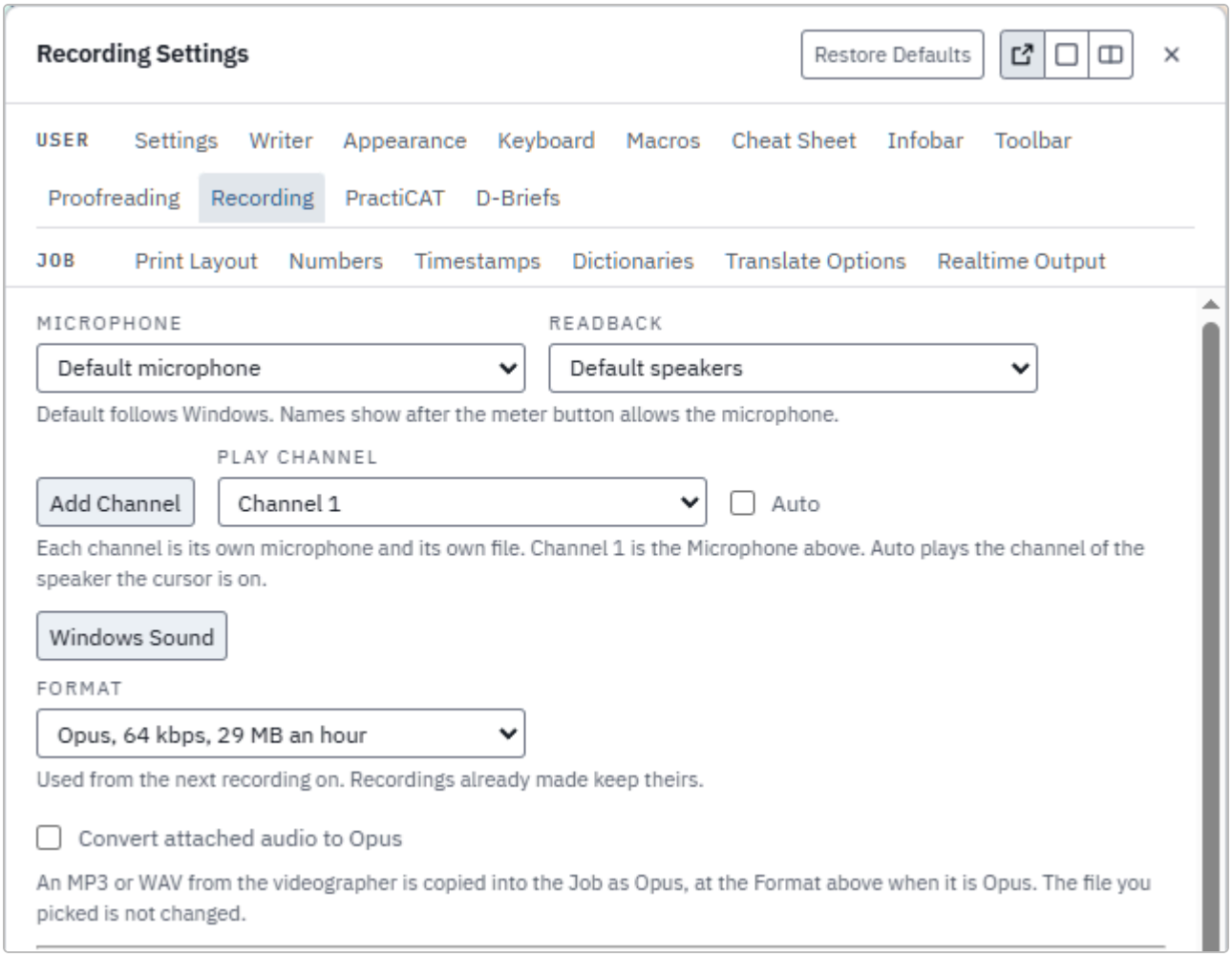
The copy is named **redacted** and saved in the job's audio folder. It does not go on the strip, so playback still plays the original. Redact the words first; see Redact in Formatting.

Recording

Opens the Recording menu.

- **Microphone**: the input. **Default microphone** is the one set in Windows. Names show after the level meter has opened the microphone once.
- **Readback**: the speakers or headphones for playback. **Default speakers** are the ones set in Windows.
- **Add Channel**: adds a channel, up to 8. Each channel is its own microphone and its own file. Channel 1 is **Microphone**. On each added channel, select its microphone and its **Speaker**. **Remove** takes the channel off.
- **Ignored**: an added channel with this checked is left out when **Play channel** is **All**. Selected on its own, it still plays.
- **Play channel**: the channel you hear, or **All**.
- **Auto**: plays the channel of the speaker the cursor is on.
- **Windows Sound**: opens Windows' own sound settings, where inputs, outputs and their levels are set.
- **Format**: how new recordings are saved. Recordings already made keep their format.
- **Convert attached audio to Opus**: an MP3 or WAV you attach is copied into the Job as Opus. The file you picked is not changed.
- **Start recording when I write**: see below.
- **Stop the recording after** and **Seconds**: stops a recording that many seconds after the last stroke, 60 by default. The next stroke starts a new recording. Off by default.

- **Stop the recording after** and **Seconds of silence**: stops a recording that many seconds after the last sound the microphone heard, 60 by default. An empty room ends the recording. The next stroke starts a new recording. Off by default.
- **Audio step**: the seconds that **Back** and **Fwd** move, 5 by default.
- **Audio delay**: the seconds Play starts before the word at the cursor, 0 by default.



Recording menu

The recording formats, with the size of an hour of audio:

- **Opus**: 128 kbps 58 MB; 96 kbps 43 MB; 64 kbps 29 MB (the default); 48 kbps 22 MB; 32 kbps 14 MB; 24 kbps 11 MB.
- **AAC** (.m4a): 192 kbps 86 MB; 128 kbps 58 MB; 96 kbps 43 MB; 64 kbps 29 MB. Listed only when this computer can write AAC.
- **PCM, 32-bit float, 48 kHz, uncompressed**: 691 MB.
- The WAV, MP3 and FLAC formats listed under **Combine Recordings**.

Opus 64 kbps is clear for speech and keeps an eight hour day under 250 MB.

Start Recording When I Write

Turns automatic recording on and off. On, the first stroke opens the microphone and starts a recording. Off by default.

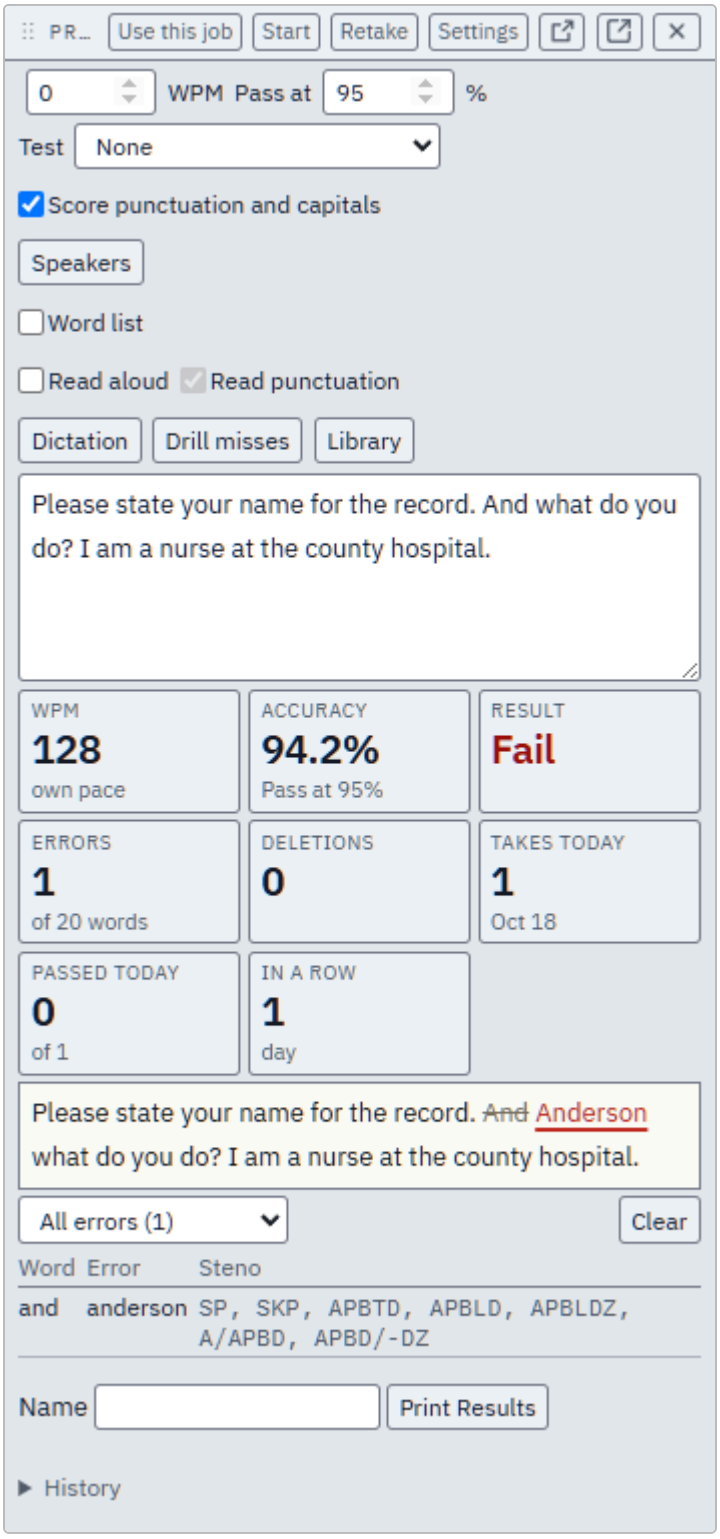
A recording stopped by either **Stop the recording after** starts again on the next stroke, whether this is on or off. A recording you stop with **Record** stays stopped.

PractiCAT

PractiCAT times and scores practice takes, the way NCRA grades its skills tests. Open it with **Help > PractiCAT**.

PractiCAT

Turns the PractiCAT panel on and off.



PractiCAT panel after a take: 128 WPM, 94.2%, one error

WRITE A TAKE:

1. Put the passage in the passage box, or pick one from **Library**.
2. Click **Start**. StarCAT opens a new job in the Practice Case and highlights the passage at the set pace, 120 WPM by default.

3. Write the take.
4. Click **Stop**. StarCAT scores the take.

PANEL

- **Start** opens a new job in the Practice Case and starts the take.
- **Stop** scores the take: WPM, accuracy, errors, deletions and words missed. The last 30 takes are listed.
- **Retake** clears the take on the screen and starts it again in the same job, with the passage and pace it was written from. A passage or WPM you change after the take is used instead. Retake shows on any take's job, including one opened from the list.
- **Clear** clears the results from the panel.
- **History**, under the score, lists your takes. Above the list, a line charts the WPM of each take: green dots passed, red dots failed.
- **Best** is your fastest take that passed. A take that beats it says **New best**.
- **Print Results**, under the score, prints the take: the score, the errors by kind, each minute, the passage marked in your colors, and each error with its steno.
- **Name**, beside Print Results: type your name to print it on the page.
- **Pass at** sets the accuracy a take needs to pass, 95% by default. The score says Pass or Fail.
- **Test** picks an NCRA skills test leg: RPR Literary 180, Jury Charge 200 or Testimony/Q&A 225, RMR 200, 240 or 260, or CRR Q&A 200. It sets the WPM and Pass at (95%, or 96% for the CRR) and ends the take at five minutes. Change either box and the take is practice again.
- **Score punctuation and capitals**, on by default: each missing capital, period or comma is an error, and so is a question mark left off or added. A take in all caps or with no caps fails. A mark left off a word written right shows dropped after it, in brackets: "Absolutely" for "Absolutely!" is Absolutely[!]. Clear the box to grade the words only.

Above the takes, StarCAT adds up your time practiced: today, this week, and the days in a row you have practiced.

Every take also adds a line to the Practice Log, **PractiCAT results.txt** in the Jobs folder. It opens in a spreadsheet, one column for each score. The Length column is the time from your first stroke to your last, for a school practice log.

SCORE

After **Stop**, the passage comes back marked up, each error where it happened:

- A wrong word: crossed out, with what was written beside it in red.
- A dropped word: in blue brackets.
- An added word: in red with a dotted line.
- Transposed words: underlined in orange.
- The part not reached: in gray.

The same errors are marked on the take in the writing window, until you edit it or open another job. Each color and mark can be changed on PractiCAT Settings.

Under the score, the errors are listed in a table: the **Word**, the **Error**, and the **Steno** in your dictionary that translates to the word, shortest first. The dropdown over the table shows one kind of error at a time: Dropped, Wrong words, Extra/missing space, Untranslates, Added, Endings, Numbers, Transposed, and Punctuation and capitals.

- An untranslate is a stroke with no entry in your dictionary. It has a **Define** button: it opens Define with the word as the Translation, and you write the steno.
- Endings are the same word written with or without -s, -ed, -ing, -ly or 's.

A take longer than a minute shows a score for each minute: WPM, accuracy and errors. Each word counts in the minute you wrote it. Right-click a minute and pick **Practice this minute** to put that part of the passage in the passage box.

GRADING

Takes are graded the way NCRA grades its skills tests.

- WPM is counted the way NCRA counts it: a word is 1.4 syllables. A long word takes longer to reach on the pacer, and a take full of long words scores faster than one of short words.
- Accuracy is out of the same words: errors against NCRA's count of the passage reached, so a 225 WPM test of 1,125 words passes with 56 errors.
- A wrong, dropped or added word is one error. So is "do not" for "don't", "drop out" for "dropout", or a word written in the wrong place.
- Numbers, money and times written in words or in figures are not errors: "May one, nineteen fifty one" and "May 1, 1951" both score right. A wrong number is one error for each wrong figure.
- Q. and A. and speaker names count as words of the passage. A Q or A at the start of a line counts with or without the period.

WHAT TO PRACTICE FROM

These are on the panel, and under **Source** in PractiCAT Settings.

- **Library** lists practice passages for each leg of the RPR: Literary at 180, Jury Charge at 200, and Testimony/Q&A at 225. Click a title to put that passage in the passage box and set the pace to its speed. With a test chosen, the test keeps its own speed. The passages come from public records, with the names and places changed.
- **Word list** practices words and phrases on their own. Paste the list one entry a row, or on one row separated by commas, semicolons, slashes or bars. Pick **In order** or **Random** and the minutes, and Start plays the list over and over at the pace until the minutes are filled. Random shuffles each pass. With **Read aloud** on, each entry is read as its own item. A word list take grades the words only, not punctuation and capitals.

- **Drill Misses** fills the passage with the words the open take missed, each three times. With a job open that is not a take, it uses your last take. Across all your takes, a word you miss counts up and a word you write right counts down; the ten with the highest count show as **Missed most** under the list of takes.
- **Read aloud** reads the passage at the pace, in a recorded voice, from the start of the take. The pace is counted the NCRA way, so the reading takes as long as the passage takes at that WPM. Short words go with the next word at slow paces. The first take at a new pace waits a few seconds while the voice gets ready. It says Q and A as "Question" and "Answer", and a speaker's name as it is said: MR. SMITH: is "Mister Smith".
- **Read punctuation** says each mark as a word: period, comma, question mark, open quote. Each mark takes a beat, so the reading runs a little longer than the pace.
- **Dictation** picks a recording to write from. It plays from the start when the take starts and stops with the take. Set WPM to 0 to write from the recording alone.
- **Speakers** names the speaker slots for practice. Type the slot number and the name, MR. SMITH, and click **Name**. Every take starts with those names, so your speaker stroke writes the name in the passage. A slot with no name writes SPEAKER 3: and scores as an error.

Read aloud and Dictation are one or the other. Read aloud and Read punctuation start on, and stay as you leave them from session to session.

To practice from a file (.txt, .asc, RTF/CRE or .ecl), open **File > Jobs**, click **Transcripts...**, pick the file, then click **Use This Job**. A page pasted from a transcript comes in without its line numbers.

PRACTICE FROM A JOB'S STENO

A passage from **Use This Job** keeps its steno, and the take translates with that job's job dictionary and case dictionary. Nothing you define during the take goes into them.

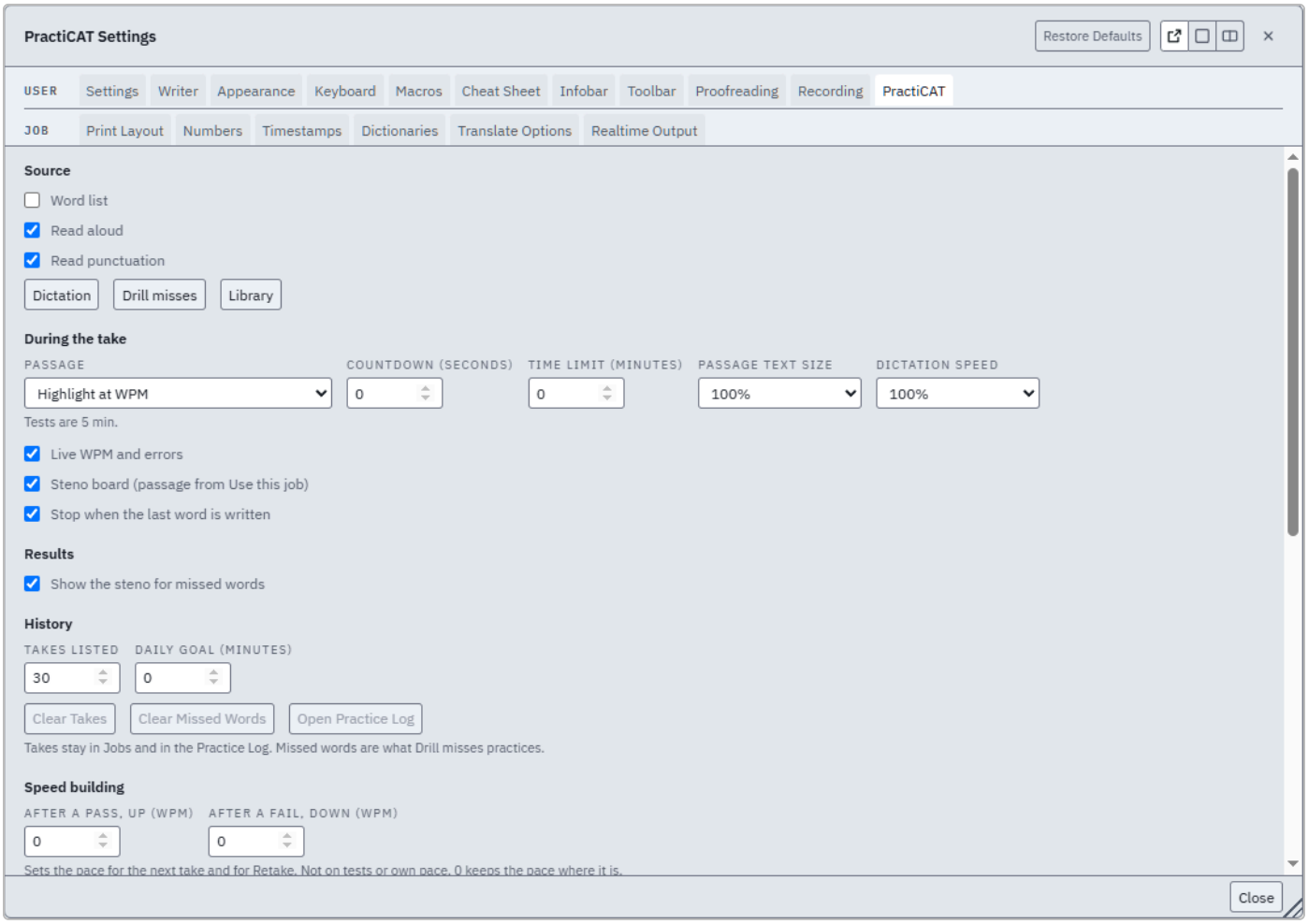
- During the take, a steno board sits under the passage. A stroke that differs from the passage's shows on it: extra keys are red, missed keys are ringed green. Write the delete stroke and the board clears.
- After the take, click a word in the errors table to see its steno on the board under it; click it again to close it.
- The score also counts strokes right out of strokes written, strokes repeated (backing up and writing them again without deleting) and strokes skipped (jumping ahead to catch up).
- **Drill a key, missed most** names the keys your misstrokes leave out, and **added most** the keys they put in, when one comes up twice or more. P- 3 means the left P was missing from three strokes. Click a key to drill it: the passage box fills with twenty one-stroke words from your dictionary that use that key, as a word list.

Start or Stop the Take

Starts a take, or stops the one running, as the **Start** button does. The button reads **Stop** during a take. Assign it to a key or a steno stroke in your dictionary to start and stop without leaving the writer. Opens the PractiCAT panel if it is closed.

PractiCAT Settings

Sets how a take runs and how it is marked. Open it from **Settings** on the PractiCAT panel, or from **Settings > PractiCAT Settings**. **Source** at the top holds the same controls as the panel: see What to practice from.



PractiCAT Settings

- **Passage** can **Highlight at WPM**, **Show all**, or **Hide until Stop**. Hide until Stop is for a test: you write from the voice alone.
- **Countdown** counts down before the take, in large numbers over the paper. The clock and the dictation start when it ends.
- **Time limit** ends the take after that many minutes. 0 is off. A test is always 5 minutes.
- **Passage text size** makes the passage larger, up to twice its size. It sizes the passage while you write and the marked-up passage after Stop.
- **Live WPM and errors** shows the running score. Clear it to see the time only.
- **Steno board (passage from Use this job)** shows the steno board during the take.
- **Stop when the last word is written** ends the take when you write the passage's last word.
- **Dictation speed** plays a Dictation recording slower or faster, 80% to 120%, without changing the pitch.

- **Show the steno for missed words** lists every steno in your dictionary for each word in the miss list.
- **Takes listed** is how many takes the list and the chart show, 30 by default. Lowering it hides older takes; raising it shows them again.
- **Daily goal (minutes)** sets a goal for each day; the time line says how far along today is, and Goal met once you reach it. 0 is no goal.
- **Clear Takes** empties the list; the takes' jobs and PractiCAT results.txt stay.
- **Clear Missed Words** empties Missed most. Click either Clear button again to put back what it cleared.
- **Open Practice Log** shows PractiCAT results.txt in its folder. It works once there is a take.
- **Speed building** moves the pace after each take: up by **After a pass**, down by **After a fail**. The score says the next take's pace, and Retake writes at it. Tests and takes at 0 WPM never move. Leave both at 0 to keep the pace where you set it.
- **Pass at** sets the percent that passes a take.
- **Marks** has a row for each kind of error and a column for each mark: Tint, Line, Strike, Box and Bold. Check as many as you like on each row. Line is an underline, solid, dotted or wavy. The color box at the start of the row sets the color for all of them. The sample shows each one as you change it.
- **Mark errors on the paper** turns the marks in the writing window on and off.
- **Show dropped words over the gap** puts each dropped word above the gap it was dropped from.
- **Steno board** sets the colors of an extra key and a missed key.

Troubleshooting

For a problem not listed, open **Help > Report a Problem** and send the report to support@starcatsteno.com. See Bug Reports and Support.

WRITER DOES NOT CONNECT

1. Check that the writer is on and not in one of its own menus.
2. Close any other program that uses the writer, such as another CAT program. A port opens in only one program at a time.
3. Open **Realtime > Writer**. Check that the writer selected is the model printed on the machine. Selecting a model sets the protocol and the speed.
4. Unplug the cable, check the port list, plug the cable back in, and select the port that appears. Pair a Bluetooth writer in Windows before starting StarCAT.
5. If the writer is not in the port list, click **Device Manager** on the Writer menu. A writer missing from Device Manager is a cable, driver or Bluetooth problem, not a StarCAT problem. Try another cable or USB port, or pair the writer again.
6. A Stenograph writer on USB needs Stenograph's USB driver, and **USB Communication** set to **Standard** on the writer (Setup, More, Options). **Mira Emulation** turns its COM port off. The Writer menu says so when it sees one.
7. If the model is not listed, set the writer to TX Bolt mode in its own setup menu and choose **Another writer, in TX Bolt mode**, or set it to Gemini PR and choose **Another writer, in Gemini PR mode**.

The Writer menu remembers the port, the writer and the speed. When the remembered port appears, StarCAT connects to it once. After **Disconnect**, StarCAT does not reconnect until you click **Connect**.

WRITER IS CONNECTED BUT NOTHING IS WRITTEN

1. Check the status beside **Connect** on the status bar. If it reads **not translating**, open **Realtime > Start Translation**. With Translation off, the writer stays connected and nothing is written.
2. Click **Byte monitor** on the Writer menu. If bytes appear when you write, the cable and port work and the wrong writer is selected. If no bytes appear, the problem is the cable, the port or the writer.
3. Open **Help > License**. The Scopist edition does not connect a writer.

PAGE FILLS WITH WRONG WORDS OR NONSENSE

1. Open **Realtime > Writer** and check the speed. It must match the writer's own setting.
2. Check that the writer selected speaks the protocol the machine is set to. A machine in TX Bolt mode with a Stenograph model selected writes nonsense or nothing.

EVERY STROKE SHOWS AS RAW STENO

The status bar reads **no dictionary loaded, everything untranslates**. Open **Dictionary > Dictionaries** and click **Add a Dictionary…**, then pick your dictionary file. The job retranslates with it.

STATUS READS "NOTHING HEARD FOR" A TIME

The writer is connected but has sent nothing for that long. The next stroke sets it back to **writer connected**. On a LightSpeed, check that the LightSpeed software is still running: Windows keeps its port open after the software stops, so StarCAT cannot tell the two apart.

STPH APPEARS ONLY AFTER THE NEXT STROKE

A Stenovations LightSpeed on Bluetooth, in TX Bolt, sends the stroke STPH, with no other keys, as a single code that the Bluetooth link holds until the next stroke. Whatever STPH is defined as, it appears when the next stroke is written. On USB it appears at once. STPH with any other key is not affected.

To see it, open **Realtime > Writer**, check **Byte monitor** and write STPH. Its code, **2B**, shows only when the next stroke arrives.

RECORDING DOES NOT START

The status bar reads **no microphone:** and the reason.

1. Open Windows **Settings > Privacy > Microphone** and turn on **Let desktop apps access your microphone**.
2. Open **Audio > Recording** and check the **Microphone** picker. Click **Windows Sound** to see the inputs Windows has.
3. A microphone unplugged and plugged back in is opened again on the next **Record**.

WORDS RUN TOGETHER

The status beside **Connect** reads **Stitch on** or **Web stitch on**: every stroke after the stitch stroke is joined until Stitch is off. Stitch joins the letters with hyphens: S-m-i-t-h. Web stitch joins them in lower case with no spaces, for a web or e-mail address: smith.com. Write the stroke defined as Stitch off, or check the Dictionary entry that turned it on.

WORDS ARE WRITTEN BUT DO NOT APPEAR IN THE OUTPUT

The status beside **Connect** reads **Bench Mode on**: the text stays in the job and goes to no output. Press Ctrl+Alt+Esc, the Panic Stroke: it turns Bench Mode off with every other mode. A stroke defined as Bench Mode off ({@BENCH(OFF)}) or Toggle Bench Mode ({@BENCH(TOGGLE)}) does the same.

STARCAT SAYS THE LICENSE COULD NOT BE CHECKED

Connect to the internet and restart StarCAT. See Licenses and Editions.

PRINT OR EXPORT STOPS AT 50 PAGES

The Free edition prints and exports up to 50 pages. See Licenses and Editions.

STARCAT SHOWS "STROKES NOT SAVED" OR "CHANGES NOT SAVED"

The disk the job is on would not take the last stroke or change. If it reads **Disk is full**, free some space. If not, check that the drive is still plugged in. Writing goes on, and the next stroke saves once the disk accepts it.

STARCAT SHOWS "SETTINGS.JSON WOULD NOT READ"

The settings file was damaged. StarCAT renamed it settings-unreadable.json and started with the default settings. Open **Settings > Backups and Users** to restore a backup.

STARCAT SHOWS "THE LAST SESSION ENDED ON AN ERROR"

StarCAT closed on an error last time. Open **Help > Report a Problem** and send the report with the log.

Frequently Asked Questions

Type in the search box at the top of the window (Ctrl+Shift+P) to find any command, menu or setting by name.

WHERE IS A COMMAND, MENU OR SETTING?

Type part of its name in the search box at the top of the window; the list shows every command, menu and setting that matches. Open **Settings > Settings** to open every settings menu in one window, in tabs.

DO I NEED TO SAVE?

No. StarCAT saves every stroke and every edit as it happens. Closing StarCAT also keeps a setting or an edit box you were still typing in.

HOW DO I OPEN A JOB I HAD OPEN RECENTLY?

Open **File > Open Recent** and click the job. See jobs.

HOW DO I END A JOB?

Open **File > End Job**. See jobs.

HOW DO I RENAME A JOB?

Open **File > Jobs**, click the job's name in the list, type the new name, and press Enter. Esc cancels.

HOW DO I DELETE ONE CHARACTER?

Backspace runs **Delete Character Before**. Delete runs **Delete Next Character**. See Editing.

HOW DO I STOP TRANSLATING BUT KEEP THE WRITER CONNECTED?

Open **Realtime > Stop Translation**. The writer stays connected and nothing is written until Translation is on again. See Translation.

IS THERE A KEY OR STROKE TO CONNECT AND DISCONNECT THE WRITER?

Click **Connect** on the status bar. **Connect/Disconnect Writer** has no key until you give it one: assign a key in **Settings > Keyboard**, or a stroke with a Dictionary entry. See Your Writer.

DOES STARCAT REMEMBER MY COM PORT?

Yes. The Writer menu saves the port, the writer and the speed, and connects to that port when it appears. See Your Writer.

HOW DO I EDIT MY DICTIONARIES?

Open **Dictionary > Edit Dictionaries**. See Dictionaries.

HOW DO I CREATE A NEW, EMPTY DICTIONARY?

Open **Dictionary > Dictionaries**. In **New dictionary**, type a name and click **Create**. See Dictionaries.

WHERE DO JOB DEFINES GO?

Open **Dictionary > Job Define** to define into the job dictionary. To choose the job dictionary, either:

- Open **Dictionary > Dictionaries** and select **Job** on its row. **Add a Dictionary…** adds a new one first.
- Open **File > Jobs**, select the **This Job** tab, and set **Job Dictionary**.

See Defining.

CAN A DEFINE TAKE MORE STROKES THAN THE LAST ONE?

Yes. With the Define box open, press Alt+Left, or click **+** on the left, to add the stroke before. See Defining.

HOW DO I EXPORT A DICTIONARY FOR MY WRITER?

Open **Dictionary > Export Dictionary to RTF/CRE**. See Dictionaries.

HOW DO I COMPARE TWO DICTIONARIES?

Open **Dictionary > Compare Dictionaries**. See Dictionaries.

HOW DO I FILL IN EVERY BLANK?

Open **Edit > Insert > Fill in the Blanks**. The cursor goes to the first blank, then to the next as each is answered. See Editing.

WHAT DOES CAT SCAN DO?

CAT Scan is a mode. On, defining or answering the mark at the cursor moves the cursor to the next mark. **What Scan stops on** chooses the marks. See Navigation.

HOW DO I REMOVE THE INDENT FROM ONE PARAGRAPH?

Put the cursor in the paragraph, then use either:

- **The ruler.** Click **This Paragraph** on the ruler, and drag the first line indent marker to the left margin. **Reset** returns to the style's indent. See Ruler.
- **First Line Indent.** It is on no menu: add it to a toolbar, assign it a key, or find it in the search box at the top of the window. Type 0 for no indent, or leave the box empty to return to the style's indent. See Paragraphs.

CAN I SEE HEADERS AND FOOTERS IN THE WRITING WINDOW?

Open **View > Headers and Footers**. See The writing window.

WHAT DOES SPLIT SCREEN DO?

View > Split Screen shows two views of the same job. The lower view stays on the writing; the upper view scrolls and edits on its own. See The writing window.

HOW DO I HIDE OR SHOW ALL SIDE COLUMNS AT ONCE?

Press Alt+Shift+\ (**Collapse All Rails**). Press it again to bring them back. To fold one column, use **View > Columns**. See The writing window.

HOW DO I CHANGE THE WRITING WINDOW FONT?

Open **Settings > Appearance**, click the **Writing Window** tab and set **Font**. See The writing window.

HOW DO I PUT A KEY PRESS, SUCH AS ENTER OR AN ARROW, IN A MACRO?

Add the **Key Press** step to the macro and select the key. Ctrl, Alt and Shift can be held with it. See Keys and Macros.

HOW DO I TYPE A SYMBOL, SUCH AS A MUSIC NOTE?

Open **Edit > Insert > Special Character** and select the symbol. Music notes are in the **Music** group. To write it from the writer, define it into a Dictionary. See Word Fixes.

CAN REALTIME GO TO MORE THAN ONE PLACE AT A TIME?

Yes. Open **Realtime > Realtime Output** and click **Add an Output** for each one. See Realtime Output.

WHERE DO EXPORTED FILES GO?

To C:\StarCAT\Exports. To change the folder, open **Settings > Backups and Users** and click **Change** on the Exports row. See Export and Print.

DOES MY SCOPIST GET THE AUDIO?

Yes. **File > Send Job to Scopist** puts the job, its audio and the Dictionaries that are on into one file. See jobs.

WHY IS SOME OF MY WRITING SHADED?

Four things shade writing:

- **Paragraph status.** A status is a tint behind the paragraph on the screen. **Off** removes it. See Paragraph Status.
- **Mode.** A mode's **While on** color fills the background while the mode is on. Turn the mode off, or change the color. See Set up the toolbars.
- **Reporter's Area.** The lines written by the last 128 strokes are shaded while **Reporter's Area** is on. Turn it off to take the shading off. See Reporter's Area.
- **Sent to a scopist.** If the status bar says **SENT TO SCOPIST**, that writing was sent to a scopist. Click **SENT TO SCOPIST** and click **Take Back** on each part to take the shading off. See Scopists and Proofreaders.

DOES STARCAT WORK OFFLINE?

Yes, for 14 days at a time. Each check-in with the license server starts the 14 days again. See Licenses and Editions.

WHY DID PRINTING STOP AT 50 PAGES?

The Free edition prints and exports up to 50 pages. See Licenses and Editions.

HOW DO I REPORT A BUG OR ASK FOR A FEATURE?

Open **Help > Report a Problem**, email support@starcatsteno.com, or post on the [StarCAT Discord](https://discord.gg/Kx9xmJfpBq). Send job files by email, never on Discord. See Bug reports and support.

Bug Reports and Support

Send questions, problems and feature requests to support@starcatsteno.com, or post on the [StarCAT Discord](https://discord.gg/Kx9xmJfpBq). Send job files by email, never on Discord.

StarCAT sends a report only when you click **Send Report**.

REPORT A PROBLEM:

1. Open **Help > Report a Problem**. It opens with no job open, so it works when a job will not open.
2. In **What happened**, describe the problem.
3. Leave **Send the log with it** selected to include the end of trouble.log. The log has no transcript text and no Dictionary entries.
4. Read the text in **What gets copied**: the StarCAT version, the Windows version, the date and time, what you typed, and the log.
5. Click **Copy** and paste the text into an email to support@starcatsteno.com.

SEND A BUG REPORT:

A bug report includes an event log so the problem can be reproduced. Bug report mode is on at install: StarCAT records every key press, click and stroke, the cursor position and the words around it, and screenshots, in the Program data folder. Nothing is sent until you send a report.

1. Repeat the steps that cause the problem.
2. Open **Help > Report a Problem** and describe the problem.
3. Select or clear **Include real text and screenshots**. Selected, the report includes the real text and screenshots. Cleared, letters are replaced with x; the Steno stays in the report, so support can still read what was written.
4. Click **Send Report**. The report goes to StarCAT support with the description and the license number.

To email the report instead, click **Create Report File**. A .zip file named StarCAT bug report and the date and time is saved in Downloads, and the folder opens. Attach it to an email to support@starcatsteno.com.

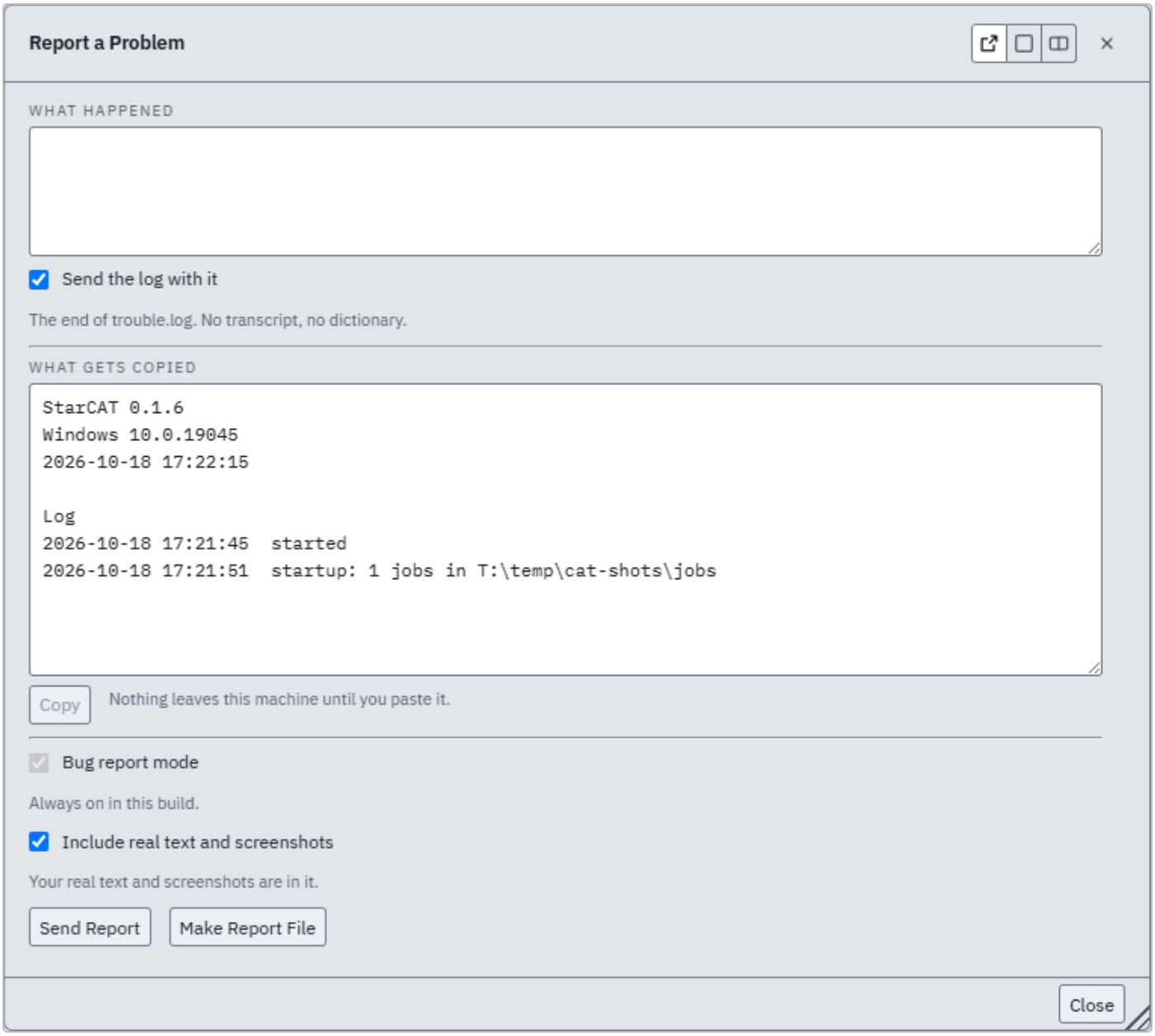
The report includes the recorded sessions, trouble.log, the settings file, and the StarCAT and Windows versions. To stop recording, clear **Bug report mode** on the Report a problem menu.

TROUBLE.LOG

StarCAT writes problems to trouble.log in the Program data folder, one line each, newest last. The file is plain text. Past 500 lines it is cut to the last 200. If the previous session ended on an error, StarCAT shows "The last session ended on an error. Check trouble.log for more details." at the next start.

Report a Problem

Opens the Report a problem menu. Copies a problem report to the clipboard, sends a bug report, and turns Bug report mode on and off.



Report a problem menu

Key Mappings

Every key StarCAT ships, on its two key maps. A new install starts on the **Eclipse** map: Eclipse's keys, and StarCAT's keys where Eclipse has no key. Plain Enter always starts a new paragraph. To use StarCAT's own map, open **Settings > Keyboard** and pick **StarCAT** in **Coming from**. To change a key, see Keys and Macros.

A key written as **B then C** is two presses: B, then C.

HOTKEYS: FILE

Command	Eclipse (default)	StarCAT
End Job	Ctrl+Q	
Exit StarCAT	Alt+X	
Export	Ctrl+Shift+D	
Jobs	Ctrl+F	Ctrl+O
Notes	Shift+F7	
Preview	Alt+F1	Alt+F1
Print	Alt+O	Ctrl+P
Print This Page	Alt+F2	Alt+F2

HOTKEYS: VIEW

Command	Eclipse (default)	StarCAT
Cheat Sheet	Ctrl+/	Ctrl+/
Collapse All Rails	Alt+Shift+\	Alt+Shift+\
Collapse Bottom Rail	Alt+\	Alt+\
Collapse Left Column	Alt+[	Alt+[
Collapse Right Column	Alt+]	Alt+]
Infobar Row (0)	Alt+0, Alt+Shift+0	
Infobar Row (1)	Alt+Shift+1, Alt+1	
Infobar Row (2)	Alt+Shift+2, Alt+2	
Infobar Row (3)	Alt+Shift+3, Alt+3	
Infobar Row (4)	Alt+Shift+4, Alt+4	
Infobar Row (5)	Alt+5, Alt+Shift+5	

Command	Eclipse (default)	StarCAT
Infobar Row (6)	Alt+6, Alt+Shift+6	
Infobar Row (7)	Alt+7, Alt+Shift+7	
Infobar Row (8)	Alt+8, Alt+Shift+8	
Infobar Row (9)	Alt+9, Alt+Shift+9	
Marked Lines	Ctrl+M	
Match Print Formatting	Ctrl+Shift+F12	
Put Index in Transcript	Ctrl+I	
Raw Steno	Ctrl+Shift+F5	
Reset Zoom	Ctrl+Numpad 0	Ctrl+0, Ctrl+Numpad 0
Search	Ctrl+Shift+P	Ctrl+Shift+P
Send Line	F12	
Show or Hide Steno Visualizer	Ctrl+Alt+V	Ctrl+Alt+V
Toolbar 1 (off)	Ctrl+Shift+F2	
Zen Mode	F11	F11
Zoom In	Ctrl+Shift+F7, Ctrl+=, Ctrl+Shift+=, Ctrl+Numpad +	Ctrl+=, Ctrl+Shift+=, Ctrl+Numpad +
Zoom Out	Ctrl+Shift+F8, Ctrl+-, Ctrl+Numpad -	Ctrl+-, Ctrl+Numpad -

HOTKEYS: EDIT

Command	Eclipse (default)	StarCAT
Add Autoreplacement	Alt+Shift+A	
Add Blank	Ctrl+A	
Alternate Words	Ctrl+Alt+X	Ctrl+Alt+X
Autoreplacements		Alt+Shift+7
Check Spelling from Here		F7
Check Word	Alt+S	
Copy	Ctrl+C, Ctrl+Insert	Ctrl+C, Ctrl+Insert
Cut	Ctrl+X, Shift+Delete	Ctrl+X, Shift+Delete

Command	Eclipse (default)	StarCAT
Delete Character Before	Backspace	Backspace
Delete Line	Ctrl+Y	Alt+Shift+D
Delete Next Character	Delete	Delete
Delete Next Word	Ctrl+Delete	Ctrl+Delete
Delete Previous Word		Ctrl+Backspace
Delete to End of Line	Alt+Y	Ctrl+Shift+Delete
Delete to End of Paragraph	Alt+Shift+Y	Alt+Shift+Delete
Delete to Start of Line	Ctrl+Shift+Backspace	Ctrl+Shift+Backspace
Delete Word	Ctrl+Backspace	
Edit at Caret	Ctrl+N	Ctrl+Enter
Fill in the Blanks	Ctrl+E	
Find	F5	Ctrl+F
Find Next One	Ctrl+L	F3
Find One Before	Ctrl+Shift+L	Shift+F3
Insert Time/Date	Alt+Shift+I, Ctrl+Alt+Shift+I	
Overtype	Insert	Insert
Paste	Shift+Insert, Ctrl+V	Ctrl+V, Shift+Insert
Redo	Ctrl+Shift+Z	Ctrl+Y, Ctrl+Shift+Z
Repeat Prior Sentence		Ctrl+Shift+D
Replace	Ctrl+H	Ctrl+H
Speakers		F2
Special Character	Ctrl+W	Ctrl+W
Spell Check	Alt+Shift+S	Shift+F7
Tab to Next Stop	Tab	Tab
Undo	Ctrl+Z, Alt+Backspace	Ctrl+Z

HOTKEYS: DICTIONARY

Command	Eclipse (default)	StarCAT
Case Define	Ctrl+Alt+K	Ctrl+Alt+K

Command	Eclipse (default)	StarCAT
D-Briefs	Ctrl+Shift+B	Ctrl+Shift+B
Define	Ctrl+D, Ctrl+G	Ctrl+D
E-Define		Ctrl+E
Edit Dictionaries	F9	F9
Job Define	Ctrl+Alt+J	Ctrl+Alt+J
Look Up		Ctrl+K
Main Define	Ctrl+Alt+D	Ctrl+Alt+D

HOTKEYS: PARAGRAPH

Command	Eclipse (default)	StarCAT
Certify Question	Ctrl+Shift+Q	
Change Paragraph Style (Speaker 1)	Ctrl+1	
Change Paragraph Style (Speaker 2)	Ctrl+2	
Change Paragraph Style (Speaker 3)	Ctrl+3	
Change Paragraph Style (Speaker 4)	Ctrl+4	
Change Paragraph Style (Speaker 5)	Ctrl+5	
Change Paragraph Style (Speaker 6)	Ctrl+6	
Change Paragraph Style (THE COURT)	Ctrl+8	
Change Paragraph Style (THE WITNESS)	Ctrl+0	
Insert Speaker	F2, Ctrl+9	Shift+F2
Insert/Modify Paragraph	F8	Ctrl+F8
Interrupted Q and A		Ctrl+Q
Join to Previous Paragraph	Ctrl+J	Ctrl+J
Make Answer		Alt+A
Make Colloquy		Alt+C
Make Question		Alt+Q
Page Break	Ctrl+Shift+Enter	Ctrl+Shift+Enter
Paragraph Here (A)	F4	
Paragraph Here (center)	Alt+C	

Command	Eclipse (default)	StarCAT
Paragraph Here (fixed)	Shift+F5	
Paragraph Here (P)	Shift+F4	
Paragraph Here (Q)	F3	
Paragraph Here (right)	Shift+F3	
Quote Paragraph	Alt+Shift+Q	
Single Space (off)	Alt+=	
Single Space (on)	Alt+-	
Start New Paragraph	Ctrl+P, Enter	Enter
Swap Q and A		Alt+P
Unquote Paragraph	Alt+Shift+N	

HOTKEYS: REALTIME

Command	Eclipse (default)	StarCAT
Copy to Memory (1)	Ctrl+Shift+1	Ctrl+Shift+1
Copy to Memory (2)	Ctrl+Shift+2	Ctrl+Shift+2
Copy to Memory (3)		Ctrl+Shift+3
Copy to Memory (4)	Ctrl+Shift+4	Ctrl+Shift+4
Copy to Memory (5)	Ctrl+Shift+5	Ctrl+Shift+5
Follow Realtime	Ctrl+Alt+L	Ctrl+Alt+L, Ctrl+Shift+L
Force Translation	Alt+Shift+F	
Index Entry	Alt+Shift+X	
Mark Line	Ctrl+Alt+Shift+F12	F5
Mark Line (Check)		Ctrl+F5
Mark Line (Quote)		Shift+F5
Paste Memory (1)	Ctrl+Alt+F1	Ctrl+1, Ctrl+Alt+F1
Paste Memory (2)	Ctrl+Alt+F2	Ctrl+2, Ctrl+Alt+F2
Paste Memory (3)	Ctrl+Alt+F3	Ctrl+3, Ctrl+Alt+F3
Paste Memory (4)	Ctrl+Alt+F4	Ctrl+4, Ctrl+Alt+F4
Paste Memory (5)	Ctrl+Alt+F5	Ctrl+5, Ctrl+Alt+F5

Command	Eclipse (default)	StarCAT
Pick Conflict Choice (1)	Ctrl+Alt+1	Ctrl+Alt+1
Pick Conflict Choice (2)	Ctrl+Alt+2	Ctrl+Alt+2
Pick Conflict Choice (3)	Ctrl+Alt+3	Ctrl+Alt+3
Pick Conflict Choice (4)	Ctrl+Alt+4	Ctrl+Alt+4
Pick Conflict Choice (5)	Ctrl+Alt+5	Ctrl+Alt+5
Send What Is Held	Shift+Enter	
Time on Record	Ctrl+Shift+K	Ctrl+Shift+K
Translation		Ctrl+\

HOTKEYS: GO TO

Command	Eclipse (default)	StarCAT
Back to Writing	Alt+End	Alt+End
Bottom of Screen	Ctrl+End	
CAT Scan	Ctrl+Shift+M	Ctrl+Shift+F8
End of Line	End	End
End of Page		Ctrl+Page Down
End of Transcript	Ctrl+Page Down	Ctrl+End
Go to Page or Line	Alt+G	Alt+G
Last A		Alt+Shift+A
Last Edit Point	Alt+Shift+L	Alt+Shift+L
Last Q	Alt+Shift+G	Alt+Shift+Q
Next Character	Ctrl+Right Arrow	Right Arrow
Next Conflict	Ctrl+O	Ctrl+Alt+Shift+O
Next Line	Down Arrow	Down Arrow
Next Marked Line	F10	F10
Next Paragraph	Ctrl+Down Arrow	Ctrl+Down Arrow
Next Proofreading Mark	Ctrl+Alt+F10	Ctrl+Alt+F10
Next Punctuation Mark	Ctrl+Alt+.	Ctrl+Alt+.
Next Sentence	Alt+F	Alt+F

Command	Eclipse (default)	StarCAT
Next Unresolved Conflict	Ctrl+\	Ctrl+Alt+O
Next Untranslate	Ctrl+U	Ctrl+Shift+U
Next Word	Right Arrow	Ctrl+Right Arrow
Panic Stroke	Ctrl+Alt+Esc	Ctrl+Alt+Esc
Previous Character	Ctrl+Left Arrow	Left Arrow
Previous Conflict	Ctrl+Shift+O	Alt+Shift+O
Previous Line	Up Arrow	Up Arrow
Previous Marked Line	Shift+F10	Shift+F10
Previous Paragraph	Ctrl+Up Arrow	Ctrl+Up Arrow
Previous Proofreading Mark	Ctrl+Alt+Shift+F10	Ctrl+Alt+Shift+F10
Previous Punctuation Mark	Ctrl+Alt+,	Ctrl+Alt+,
Previous Sentence	Alt+B	Alt+B
Previous Unresolved Conflict	Ctrl+Shift+\	Ctrl+Shift+O
Previous Untranslate	Ctrl+Shift+U	Ctrl+Alt+U
Previous Word	Left Arrow	Ctrl+Left Arrow
Scan	Ctrl+T	F8
Scan Backward	Ctrl+Shift+T	Shift+F8
Screen Down	Page Down	Page Down
Screen Up	Page Up	Page Up
Start of Line	Home	Home
Start of Page	Alt+Home	Ctrl+Page Up
Start of Transcript	Ctrl+Page Up	Ctrl+Home
Top of Screen	Ctrl+Home	
Word After Next Punctuation	Ctrl+.	
Word After Previous Punctuation	Ctrl+,	

HOTKEYS: SELECT

Command	Eclipse (default)	StarCAT
Block Mark	F7	

Command	Eclipse (default)	StarCAT
Drop Selection	Esc	Esc
Select Transcript		Ctrl+A

HOTKEYS: WORD

Command	Eclipse (default)	StarCAT
Accept Guess	Alt+Enter	Alt+Enter
Alternate Spelling	Ctrl+Alt+A	Ctrl+Alt+A
Cap Previous Words		Ctrl+Shift+C
Cap Word		Ctrl+Alt+C
Cap Word (lower)	Ctrl+F6	
Cap Word (toggle)	F6	
Cap Word (upper)	Shift+F6	
Contraction	Ctrl+Alt+N	Ctrl+Alt+N
Convert Numbers	Ctrl+Shift+3	
Cycle Possession	Alt+A	Ctrl+Alt+Shift+P
Dashes Round Last Words	Ctrl+Alt+=	Ctrl+Alt+=
Ending Punctuation		Ctrl+.
Ending Punctuation (--)	Alt+D	
Ending Punctuation (?)	Alt+Q	
Ending Punctuation (.)	Alt+P	
Hyphenate Back to Space	Ctrl+Alt+-	Ctrl+Alt+-
Parentheses Round Last Words	Ctrl+Alt+9	Ctrl+Alt+9
Prefix/Suffix	Ctrl+K	
Prefix/Suffix Keys	Ctrl+Alt+E	Ctrl+Alt+E
Punctuation (--)		Alt+D
Quote Last Words	Ctrl+Alt+'	Ctrl+Alt+'
Single Quotes Round Last Words	Ctrl+Alt+Shift+'	Ctrl+Alt+Shift+'
Split Word	Ctrl+Alt+S	Ctrl+Alt+S
Squish	Ctrl+Alt+Shift+-	Ctrl+Alt+Shift+-

Command	Eclipse (default)	StarCAT
Sticky Space	Ctrl+Shift+Space	Ctrl+Shift+Space
Stitch Letters	Ctrl+Alt+H	Ctrl+Alt+H
Swap with Next Word	Ctrl+R	Ctrl+Alt+Shift+T
Swap with Previous Word	Ctrl+Alt+T	Ctrl+Alt+T
Take Last Mark Off	Ctrl+Alt+Backspace	Ctrl+Alt+Backspace
Toggle Apostrophe S	Ctrl+Alt+P	Ctrl+Alt+P
Untranslate Word	Ctrl+F7	

HOTKEYS: FORMAT

Command	Eclipse (default)	StarCAT
Bold	Ctrl+B	Ctrl+B
Italic		Ctrl+I
Keep Capitals	Ctrl+Shift+C	
Plain	Ctrl+Space	Ctrl+Space
Retime Selection	Alt+Shift+C	Alt+Shift+C
Underline		Ctrl+U

HOTKEYS: SETTINGS

Command	Eclipse (default)	StarCAT
Edit Toolbars	Ctrl+Shift+F1	
Macros	Ctrl+Alt+Shift+M	
Settings	Alt+U	Alt+U

HOTKEYS: AUDIO

Command	Eclipse (default)	StarCAT
Ahead Few Seconds	Alt+Down Arrow	Alt+Down Arrow
Ahead Few Seconds (10)	Alt+Shift+Down Arrow	
Back Few Seconds	Alt+Up Arrow	Alt+Up Arrow
Back Few Seconds (10)	Alt+Shift+Up Arrow	

Command	Eclipse (default)	StarCAT
Faster		Alt+Right Arrow
Faster (5)	Alt+Right Arrow	
Normal Speed		Alt+Shift+0
Pause, or Resume	Alt+K	Alt+K
Play from Cursor	Alt+J	Alt+J
Playback Panel	Ctrl+Shift+A	
Slower		Alt+Left Arrow
Slower (5)	Alt+Left Arrow	
Stop	Alt+H	Alt+H

HOTKEYS: HELP

Command	Eclipse (default)	StarCAT
StarCAT Manual	Shift+F1, F1	

ROCKETKEYS: ECLIPSE MAP

On the Eclipse map, Alt+Z turns RocketKeys on and off. While it is on, these keys run commands with no Ctrl or Alt.

Key	Command
B then W	Save Marked Part as Job
Numpad 1	Infobar Row (0)
Shift+E	Add Blank
B then C	Copy
B then S	Cut
B then T	Cut
Shift+D	Delete Next Character
D	Delete Word
N	Edit at Caret
X	Extend Sentence
E	Fill in the Blanks

Key	Command
F	Find
Shift+F	Find One Before
Insert	Overtype
B then P	Paste
\	Spell Check
Z	Undo
G	Define
Alt+7	Define (2)
Alt+8	Define (3)
Alt+9	Define (4)
Alt+0	Define (5)
Shift+B	Interrupted Q and A
Shift+P	Make Answer
Shift+Q	Make Question
Alt+=	Single Space (off)
Alt+-	Single Space (on)
Shift+X	Mark Line
1	Pick Conflict Choice (1)
2	Pick Conflict Choice (2)
3	Pick Conflict Choice (3)
4	Pick Conflict Choice (4)
5	Pick Conflict Choice (5)
6	Pick Conflict Choice (6)
]	End of Line
Shift+G	Go to Page or Line
R then A	Last A
Shift+Z	Last Edit Point
R then Q	Last Q
V then A	Next Answer

Key	Command
Shift+L	Next Character
C	Next Conflict
V then C	Next Conflict
K	Next Line
H	Next Paragraph
V then Q	Next Question
Shift+K	Next Sentence
V then S	Next Speaker
Shift+C	Next Unresolved Conflict
V then R	Next Unresolved Conflict
U	Next Untranslate
V then U	Next Untranslate
L	Next Word
O	Next Word (2)
Shift+J	Previous Character
R then C	Previous Conflict
I	Previous Line
Shift+V	Previous Marked Line
Y	Previous Paragraph
Shift+I	Previous Sentence
R then S	Previous Speaker
R then R	Previous Unresolved Conflict
R then U	Previous Untranslate
J	Previous Word
Shift+O	Previous Word (2)
T	Scan
V then T	Scan
R then T	Scan Backward
Shift+H	Screen Down

Key	Command
Shift+Y	Screen Up
[	Start of Line
Shift+.	Word After Next Punctuation
Shift+,	Word After Previous Punctuation
M	Block Mark
A	Cap Word (toggle)
Shift+A	Cap Word (upper)
`	Cycle Possession
=	Ending Punctuation (--)
Q	Ending Punctuation (?)
P	Ending Punctuation (.)
W	Prefix/Suffix
Shift+S	Shave Current Word
S	Shave Previous Word
Shift+`	Sticky Space
Shift+R	Swap with Next Word
Shift+U	Untranslate Word
Shift+N	Write Number As (Generic)
Shift+M	Write Number As (Money)
Shift+T	Write Number As (Time)
Shift+W	Write Number As (Words)
Shift+[	Normal Speed
Shift+]	Pause, or Resume
Shift+\	Play from Cursor

ROCKETKEYS: STARCAT MAP

On the StarCAT map, Alt+Z turns RocketKeys on and off. While it is on, these keys run commands with no Ctrl or Alt.

Key	Command
/	Cheat Sheet
Shift+/	Cheat Sheet
C	Copy
X	Cut
E	Edit at Caret
F	Find
V	Paste
Y	Redo
Z	Undo
Shift+B	D-Briefs
D	Define
Shift+K	Look Up
Shift+D	Main Define
Shift+J	Join to Previous Paragraph
A	Make Answer
,	Make Answer
Q	Make Question
.	Make Question
P	Swap Q and A
G	Go to Page or Line
Shift+Q	Last Q
K	Next Character
M	Next Line
N	Next Paragraph
U	Next Untranslate
W	Next Word
J	Previous Character
I	Previous Line
Shift+N	Previous Paragraph

Key	Command
Shift+W	Previous Word
Shift+A	Alternate Spelling
Shift+C	Cap Word
=	Dashes Round Last Words
-	Hyphenate Back to Space
Shift+9	Parentheses Round Last Words
Shift+0	Parentheses Round Last Words
Shift+E	Prefix/Suffix Keys
Left Shift	Quick Shift (Toggle)
Right Shift	Quick Shift (Toggle)
Shift+'	Quote Last Words
'	Single Quotes Round Last Words
Shift+-	Squish
Space	Sticky Space
H	Stitch Letters
T	Swap with Previous Word
Shift+M	Take Last Mark Off
Shift+P	Toggle Apostrophe S
B	Bold
Shift+I	Italic
Shift+U	Underline
Shift+R	Ahead Few Seconds
R	Back Few Seconds
Shift+.	Faster
Shift+L	Pause, or Resume
L	Play from Cursor
Shift+,	Slower
S	Stop

Command List

Every command StarCAT has, and every code an entry can hold. To run a command from a Dictionary entry, use the code in the **Translation** column as the entry's Translation. Where **Parameter** has something, add it after the name, as **{@RUN(parastyle Q)}**. To assign a command to a key, see Keys and Macros.

A command that takes an on/off parameter is a switch:

Translation	What it does
{@RUN(overtype)}	Turns Overtype on and off
{@RUN(overtype on)}	Turns Overtype on
{@RUN(overtype off)}	Turns Overtype off

The other parameters. A command that says **required** does nothing without it.

Parameter	Translation	What it does
a number	**{@RUN(quote)}**	Puts quotes around the last word
a number	**{@RUN(quote 3)}**	Puts quotes around the last 3 words
a number, required	**{@RUN(recall 2)}**	Types the word in memory 2
text	**{@RUN(mark)}**	Marks the line, or takes the mark off
text	**{@RUN(mark Check)}**	Marks the line with the word Check
text, required	**{@RUN(type Thank you.)}**	Types Thank you.
a key, required	**{@RUN(press Ctrl+Home)}**	Presses Ctrl+Home in StarCAT
a cap style	**{@RUN(caps)}**	doctor becomes Doctor, then DOCTOR, then doctor
a cap style	**{@RUN(caps initial)}**	doctor becomes Doctor
a cap style	**{@RUN(caps upper)}**	doctor becomes DOCTOR
a cap style	**{@RUN(caps lower)}**	DOCTOR becomes doctor
seconds	**{@RUN(rewind)}**	Moves playback back by the Audio step, 5 seconds by default
seconds	**{@RUN(rewind 10)}**	Moves playback back 10 seconds

COMMANDS: FILE

Command	Translation	Parameter	Eclipse	StarCAT
Attach Indexes	**{@RUN(indexattach)}**			

Command	Translation	Parameter	Eclipse	StarCAT
Back Up Job	**{@RUN(jobbackup)}**			
Case	**{@RUN(casecard)}**			
End Job	**{@RUN(endjob)}**		Ctrl+Q	
Exit StarCAT	**{@RUN(quit)}**		Alt+X	
Export	**{@RUN(export)}**		Ctrl+Shift+D	
Fill Caption from Case	**{@RUN(casefill)}**			
Import Proofreading	**{@RUN(proofimport)}**			
Job Statuses	**{@RUN(jobstatuses)}**			
Jobs	**{@RUN(jobs)}**		Ctrl+F	Ctrl+O
New Job	**{@RUN(newjob)}**			
Notes	**{@RUN(notesview)}**		Shift+F7	
Open Job	**{@RUN(openjob)}**			
Preview	**{@RUN(preview)}**		Alt+F1	Alt+F1
Print	**{@RUN(print)}**		Alt+O	Ctrl+P
Print This Page	**{@RUN(printpage)}**		Alt+F2	Alt+F2
Restore Job	**{@RUN(jobrestore)}**			
Retranslate to New Job	**{@RUN(again)}**			
Save Caption to Case	**{@RUN(casesave)}**			
Save Marked Part as Job	**{@RUN(jobsection)}**			
Send Job to Scopist	**{@RUN(jobsend)}**			
Send to Proofreader	**{@RUN(proofsend)}**			
Team Editing	**{@RUN(team)}**			

COMMANDS: VIEW

Command	Translation	Parameter	Eclipse	StarCAT
Action Log	**{@RUN(did)}**	on/off		
Byte Monitor	**{@RUN(bytes)}**	on/off		
Cheat Sheet	**{@RUN(cheat)}**	on/off	Ctrl+/	Ctrl+/

Command	Translation	Parameter	Eclipse	StarCAT
Close Menu	**{@RUN(closecard)}**			
Codes	**{@RUN(codes)}**	on/off		
Collapse All Rails	**{@RUN(foldall)}**		Alt+Shift+\	Alt+Shift+\
Collapse Bottom Rail	**{@RUN(foldfoot)}**		Alt+\	Alt+\
Collapse Left Column	**{@RUN(foldleft)}**		Alt+[	Alt+[
Collapse Right Column	**{@RUN(folddock)}**		Alt+]	Alt+]
Collapse Second Right Column	**{@RUN(folddock2)}**			
D-Briefs Panel	**{@RUN(suggest)}**	on/off		
Dictionaries in Use	**{@RUN(stack)}**	on/off		
Display Changes	**{@RUN(trackshow)}**	on/off		
Formatting Marks	**{@RUN(fmarks)}**	on/off		
Globals List	**{@RUN(slots)}**	on/off		
Includes Matching	**{@RUN(matching)}**	on/off		
Index	**{@RUN(index)}**	on/off		
Infobar	**{@RUN(info)}**	on/off		
Infobar Row	**{@RUN(infobar)}**	text, required		
Mark Misspellings	**{@RUN(squiggle)}**	on/off		
Mark Proofreading	**{@RUN(proof)}**	on/off		
Marked Lines	**{@RUN(marks)}**	on/off	Ctrl+M	
Match Print Formatting	**{@RUN(wysiwyg)}**	on/off	Ctrl+Shift+F12	
Next Keyboard	**{@RUN(nextkb)}**			
Next Mode	**{@RUN(nextmode)}**			
Open Script	**{@RUN(scriptopen)}**			

Command	Translation	Parameter	Eclipse	StarCAT
Own Size While Raw Steno Shows	**{@RUN(tapesize)}**	on/off		
Paragraph Bar	**{@RUN(parabar)}**	on/off		
Paw Pad	**{@RUN(scratch)}**	on/off		
Phonetics	**{@RUN(sounds)}**	on/off		
Pin Panel in Bottom Rail	**{@RUN(pinfoot)}**			
Pin Panel in Left Column	**{@RUN(pinleft)}**			
Pin Panel in Right Column	**{@RUN(pindock)}**			
Pin Panel in Second Right Column	**{@RUN(pindock2)}**			
Put Index in Transcript	**{@RUN(indexput)}**	text	Ctrl+I	
Raw Steno	**{@RUN(tape)}**	on/off	Ctrl+Shift+F5	
Realtime Statistics	**{@RUN(stats)}**	on/off		
Repeat Last Macro	**{@RUN(lastmacro)}**			
Reporter's Area	**{@RUN(reparea)}**	on/off		
Reset Zoom	**{@RUN(truesize)}**		Ctrl+Numpad 0	Ctrl+0, Ctrl+Numpad 0
RocketKeys	**{@RUN(single)}**	on/off		
Ruler	**{@RUN(ruler)}**	on/off		
Screen Font	**{@RUN(screenfont)}**	text, required		
Screen Font Size	**{@RUN(screensize)}**	text, required		
Script	**{@RUN(script)}**	on/off		

Command	Translation	Parameter	Eclipse	StarCAT
Search	**{@RUN(anything)}**		Ctrl+Shift+P	Ctrl+Shift+P
Second Right Column	**{@RUN(dock2)}**	on/off		
Send Line	**{@RUN(scriptsend)}**	a number	F12	
Set Focus to Codes	**{@RUN(codesfocus)}**			
Show Headers and Footers	**{@RUN(heads)}**	on/off		
Show or Hide Steno Visualizer	**{@RUN(boardtoggle)}**	on/off	Ctrl+Alt+V	Ctrl+Alt+V
Speakers List	**{@RUN(spks)}**	on/off		
Split Screen	**{@RUN(splitscreen)}**	on/off		
Status Graph	**{@RUN(statusgraph)}**			
Status Messages	**{@RUN(status)}**	on/off		
Steno Visualizer Panel	**{@RUN(boardpanel)}**	on/off		
Swap Right Columns	**{@RUN(swapdocks)}**			
Tab Bottom Rail	**{@RUN(tabsfoot)}**	on/off		
Tab Left Column	**{@RUN(tabsleft)}**	on/off		
Tab Right Column	**{@RUN(tabsdock)}**	on/off		
Tab Second Right Column	**{@RUN(tabsdock2)}**	on/off		
Team Editing Panel	**{@RUN(teampanel)}**	on/off		
Toolbar 1	**{@RUN(toolbar)}**	on/off		
Toolbar 2	**{@RUN(formbar)}**	on/off		
Track Changes Pane	**{@RUN(changes)}**	on/off		
Unresolved	**{@RUN(todo)}**	on/off		

Command	Translation	Parameter	Eclipse	StarCAT
What Indexes This Line	**{@RUN(indexhere)}**			
Word Count	**{@RUN(wordcount)}**			
Words Per Minute Here	**{@RUN(wpmhere)}**			
Writer Bar	**{@RUN(writerbar)}**	on/off		
Writer Selection	**{@RUN(dialbar)}**	on/off		
Writing Line Slider	**{@RUN(anchorbar)}**	on/off		
Zen Mode	**{@RUN(zen)}**	on/off	F11	F11
Zen Settings	**{@RUN(zenset)}**			
Zoom In	**{@RUN(bigger)}**		Ctrl+Shift+F7, Ctrl+=, Ctrl+Shift+=, Ctrl+Numpad +	Ctrl+=, Ctrl+Shift+=, Ctrl+Numpad +
Zoom Out	**{@RUN(smaller)}**		Ctrl+Shift+F8, Ctrl+-, Ctrl+Numpad -	Ctrl+-, Ctrl+Numpad -

COMMANDS: EDIT

Command	Translation	Parameter	Eclipse	StarCAT
Accept All Changes	**{@RUN(tcacceptall)}**			
Accept Change	**{@RUN(tcaccept)}**			
Add Autoreplacement	**{@RUN(autoreplaceadd)}**		Alt+Shift+A	
Add Blank	**{@RUN(addblank)}**		Ctrl+A	
Align Image Center	**{@RUN(imagealigncenter)}**			
Align Image Left	**{@RUN(imagealignleft)}**			
Align Image Right	**{@RUN(imagealignright)}**			
Alternate Words	**{@RUN(alternates)}**		Ctrl+Alt+X	Ctrl+Alt+X
Apply Universal Table	**{@RUN(xtraapply)}**			
Auto Hide Speakers	**{@RUN(seatauto)}**	on/off		

Command	Translation	Parameter	Eclipse	StarCAT
Autoreplacements	**{@RUN(autoreplace)}**			Alt+Shift+7
Check Spelling from Here	**{@RUN(spellwalk)}**			F7
Check Word	**{@RUN(spellword)}**		Alt+S	
Clipboard	**{@RUN(clipboard)}**	on/off		
Convert Fields to Text	**{@RUN(fieldstext)}**			
Copy	**{@RUN(copy)}**		Ctrl+C, Ctrl+Insert	Ctrl+C, Ctrl+Insert
Copy Rows	**{@RUN(copytablerows)}**			
Correct Steno	**{@RUN(restroke)}**			
Cut	**{@RUN(cut)}**		Ctrl+X, Shift+Delete	Ctrl+X, Shift+Delete
Cut Rows	**{@RUN(cuttablerows)}**			
Delete	**{@RUN(delete)}**			
Delete Character Before	**{@RUN(delprevchar)}**		Backspace	Backspace
Delete Column	**{@RUN(deletetablecol)}**			
Delete False Start	**{@RUN(falsestart)}**			
Delete Line	**{@RUN(delline)}**		Ctrl+Y	Alt+Shift+D
Delete Next Character	**{@RUN(delchar)}**		Delete	Delete
Delete Next Word	**{@RUN(delword)}**		Ctrl+Delete	Ctrl+Delete
Delete Pages	**{@RUN(delpages)}**			
Delete Previous Word	**{@RUN(delprevword)}**			Ctrl+Backspace
Delete Row	**{@RUN(deletetablerow)}**			
Delete Table	**{@RUN(deletetable)}**			
Delete to End of Line	**{@RUN(dellineend)}**		Alt+Y	Ctrl+Shift+Delete

Command	Translation	Parameter	Eclipse	StarCAT
Delete to End of Paragraph	**{@RUN(delparaend)}**		Alt+Shift+Y	Alt+Shift+Delete
Delete to Start of Line	**{@RUN(dellinestart)}**		Ctrl+Shift+Backspace	Ctrl+Shift+Backspace
Delete Word	**{@RUN(delthisword)}**		Ctrl+Backspace	
Edit at Caret	**{@RUN(offer)}**		Ctrl+N	Ctrl+Enter
Edits	**{@RUN(edits)}**			
Extend Sentence	**{@RUN(extendsent)}**			
Fill in the Blanks	**{@RUN(fillblanks)}**		Ctrl+E	
Find	**{@RUN(find)}**		F5	Ctrl+F
Find Next One	**{@RUN(findnext)}**		Ctrl+L	F3
Find One Before	**{@RUN(findprev)}**		Ctrl+Shift+L	Shift+F3
Find Steno	**{@RUN(findsteno)}**			
Globals	**{@RUN(globals)}**			
Hide All Speakers	**{@RUN(seatnone)}**			
History	**{@RUN(history)}**			
Image Size	**{@RUN(imagesize)}**			
Includes	**{@RUN(boiler)}**			
Insert Column Left	**{@RUN(tablecolleft)}**			
Insert Column Right	**{@RUN(tablecolright)}**			
Insert Image	**{@RUN(insertimage)}**			
Insert Include	**{@RUN(putinclude)}**	text, required		
Insert Row Above	**{@RUN(tablerowabove)}**			
Insert Row Below	**{@RUN(tablerowbelow)}**			
Insert Table	**{@RUN(inserttable)}**			
Insert Time/Date	**{@RUN(timedate)}**		Alt+Shift+I, Ctrl+Alt+Shift+I	
Join Tables	**{@RUN(jointables)}**			

Command	Translation	Parameter	Eclipse	StarCAT
Keep Steno on Paste	**{@RUN(pastesteno)}**	on/off		
List What Find Found	**{@RUN(findlist)}**			
Mistran Watch	**{@RUN(mistran)}**			
Open Case Mistran Watch List	**{@RUN(mistranlistcase)}**			
Open Job Mistran Watch List	**{@RUN(mistranlistjob)}**			
Open Mistran Watch List	**{@RUN(mistranlist)}**			
Overtype	**{@RUN(overtype)}**	on/off	Insert	Insert
Paste	**{@RUN(paste)}**		Shift+Insert, Ctrl+V	Ctrl+V, Shift+Insert
Paste Clipboard Item	**{@RUN(clippaste)}**	a number, required		
Paste Rows Above	**{@RUN(pastetablerowsabove)}**			
Paste Rows Below	**{@RUN(pastetablerowsbelow)}**			
Paste Words Only	**{@RUN(pastewords)}**			
Put in Time	**{@RUN(puttime)}**	text		
Redo	**{@RUN(redo)}**		Ctrl+Shift+Z	Ctrl+Y, Ctrl+Shift+Z
Reject All Changes	**{@RUN(tcrejectall)}**			
Reject Change	**{@RUN(tcreject)}**			
Repeat Prior Sentence	**{@RUN(ditto)}**	a number		Ctrl+Shift+D
Replace	**{@RUN(replace)}**		Ctrl+H	Ctrl+H
Retranslate Changed Paragraphs	**{@RUN(retranslate)}**			
Search the Web	**{@RUN(websearch)}**			
Seating Chart	**{@RUN(seatchart)}**	on/off		

Command	Translation	Parameter	Eclipse	StarCAT
Send to Case Mistran Watch	**{@RUN(tomistrancase)}**			
Send to Job Mistran Watch	**{@RUN(tomistranjob)}**			
Send to Mistran Watch	**{@RUN(tomistran)}**			
Show All Speakers	**{@RUN(seatall)}**			
Speakers	**{@RUN(speakers)}**			F2
Special Character	**{@RUN(symbol)}**		Ctrl+W	Ctrl+W
Spell Check	**{@RUN(spelling)}**		Alt+Shift+S	Shift+F7
Split Table	**{@RUN(splittable)}**			
Split Words	**{@RUN(splitrules)}**			
Swap Rows	**{@RUN(swaptablerows)}**			
Tab to Next Stop	**{@RUN(tab)}**		Tab	Tab
Track Changes	**{@RUN(track)}**	on/off		
Type in Some Text	**{@RUN(type)}**	text, required		
Typeover List	**{@RUN(typeovers)}**			
Undo	**{@RUN(undo)}**		Ctrl+Z, Alt+Backspace	Ctrl+Z
User Definitions	**{@RUN(userdefs)}**			
Wrap Text	**{@RUN(imagewrap)}**			
Write Matching Include	**{@RUN(writematch)}**	a number		

COMMANDS: DICTIONARY

Command	Translation	Parameter	Eclipse	StarCAT
Accept D-Brief	**{@RUN(briefaccept)}**			
Add Speaker	**{@RUN(addspeaker)}**	a number		
Brief My Dictionary	**{@RUN(briefmine)}**			
Brief Words Behind	**{@RUN(brief)}**	a number		

Command	Translation	Parameter	Eclipse	StarCAT
Brief Words Behind, Capped	**{@RUN(briefcap)}**	a number		
Cap Translation	**{@RUN(defcap)}**			
Case Define	**{@RUN(definecase)}**	a number	Ctrl+Alt+K	Ctrl+Alt+K
Case Prep	**{@RUN(caseprep)}**			
Clear Field	**{@RUN(defclear)}**			
Commands	**{@RUN(commands)}**			
Compare Dictionaries	**{@RUN(compared)}**			
D-Briefs	**{@RUN(briefs)}**		Ctrl+Shift+B	Ctrl+Shift+B
Define	**{@RUN(define)}**	a number	Ctrl+D, Ctrl+G	Ctrl+D
Define It	**{@RUN(defkeep)}**			
Define Slots	**{@RUN(defineslots)}**			
Define to Slot	**{@RUN(slotdefine)}**	a number		
Dictionaries	**{@RUN(dicts)}**			
Dictionary Builder	**{@RUN(builder)}**			
Dragged and Dropped Keys	**{@RUN(keydrift)}**			
E-Define	**{@RUN(edefine)}**			Ctrl+E
Edit Dictionaries	**{@RUN(dictedit)}**		F9	F9
Endings Table	**{@RUN(endingstable)}**			
Export Dictionary to RTF/CRE	**{@RUN(dictout)}**			
Go to Entry	**{@RUN(dictgoto)}**			
Job Define	**{@RUN(definejob)}**	a number	Ctrl+Alt+J	Ctrl+Alt+J
Look Up	**{@RUN(look)}**			Ctrl+K
Main Define	**{@RUN(definemine)}**	a number	Ctrl+Alt+D	Ctrl+Alt+D
Misstroke Guesses	**{@RUN(missfixed)}**			
Normalization Table	**{@RUN(normtable)}**			
One Stroke Fewer on Left	**{@RUN(defleftless)}**	a number		
One Stroke Fewer on Right	**{@RUN(defrightless)}**	a number		
One Stroke More on Left	**{@RUN(defleftmore)}**	a number		
One Stroke More on Right	**{@RUN(defrightmore)}**	a number		

Command	Translation	Parameter	Eclipse	StarCAT
Stop Suggesting Last One	**{@RUN(nonaglast)}**			
Theory	**{@RUN(theoryedit)}**			

COMMANDS: PARAGRAPH

Command	Translation	Parameter	Eclipse	StarCAT
Align Left	**{@RUN(alignleft)}**			
Align Right	**{@RUN(alignright)}**			
Center	**{@RUN(aligncenter)}**			
Certify Question	**{@RUN(certifyq)}**		Ctrl+Shift+Q	
Change Paragraph Style	**{@RUN(parastyle)}**	text, required		
Continuation Paragraph	**{@RUN(contpara)}**			
Delete Page Number Section	**{@RUN(dropsection)}**			
Delete Volume	**{@RUN(dropvolume)}**			
First Line Indent	**{@RUN(paraindent)}**	text		
Insert Speaker	**{@RUN(speakerpick)}**		F2, Ctrl+9	Shift+F2
Insert/Modify Paragraph	**{@RUN(parapick)}**		F8	Ctrl+F8
Interrupted Q and A	**{@RUN(interrupt)}**			Ctrl+Q
Join to Previous Paragraph	**{@RUN(joinpara)}**		Ctrl+J	Ctrl+J
Line Numbers on This Page	**{@RUN(pagelinenums)}**	on/off		
Make Answer	**{@RUN(paraa)}**			Alt+A
Make Colloquy	**{@RUN(parac)}**			Alt+C
Make Question	**{@RUN(paraq)}**			Alt+Q
Number Paragraph	**{@RUN(numberpara)}**			
Page Break	**{@RUN(pagebreak)}**		Ctrl+Shift+Enter	Ctrl+Shift+Enter
Page Layout from Here	**{@RUN(paperhere)}**			
Page Number from Here	**{@RUN(parapageno)}**	text		

Command	Translation	Parameter	Eclipse	StarCAT
Paragraph Here	**{@RUN(parahere)}**	text, required		
Paragraph Number from Here	**{@RUN(paraparano)}**	text		
Paragraph Status	**{@RUN(parastatus)}**	text, required		
Question/Answer Segue	**{@RUN(segue)}**			
Quote Paragraph	**{@RUN(paraquote)}**		Alt+Shift+Q	
Single Space	**{@RUN(singlespace)}**	on/off		
Start New Paragraph	**{@RUN(newpara)}**	text	Ctrl+P, Enter	Enter
Swap Q and A	**{@RUN(paraqa)}**			Alt+P
Toggle Paragraph Style	**{@RUN(paratoggle)}**	text, required		
Unquote Paragraph	**{@RUN(paraunquote)}**		Alt+Shift+N	
Volume from Here	**{@RUN(paravolume)}**	text		

COMMANDS: REALTIME

Command	Translation	Parameter	Eclipse	StarCAT
Add to Phrase List	**{@RUN(tophrase)}**			
Answer Conflicts Way You Answered Them Before	**{@RUN(autopick)}**	on/off		
Brackets on Conflicts	**{@RUN(conflictmarks)}**	on/off		
Change Writer Turn	**{@RUN(writerturn)}**			
Connect/Disconnect Writer	**{@RUN(connect)}**			
Copy to Memory	**{@RUN(remember)}**	a number, required		
Define Live Suggestion	**{@RUN(lsdefine)}**	a number		
Dialog Translation	**{@RUN(dialogtranslate)}**	on/off		
Extrapolate Undefined Suffixed Strokes	**{@RUN(endings)}**	on/off		
Find Index Entries	**{@RUN(indexfind)}**			

Command	Translation	Parameter	Eclipse	StarCAT
Find Memory	**{@RUN(findmem)}**	a number, required		
Follow Realtime	**{@RUN(followrt)}**		Ctrl+Alt+L	Ctrl+Alt+L, Ctrl+Shift+L
Force Translation	**{@RUN(force)}**	text	Alt+Shift+F	
Index Entry	**{@RUN(indexentry)}**		Alt+Shift+X	
Key Map	**{@RUN(writermap)}**			
Key Press	**{@RUN(press)}**	a key, required		
Keyboard Steno	**{@RUN(kbsteno)}**			
Let New Punctuation Replace Previous	**{@RUN(punctuation)}**	on/off		
Mark Line	**{@RUN(mark)}**	text	Ctrl+Alt+Shift+F12	F5
Mark Next Exhibit	**{@RUN(indexnext)}**	text		
Mark Run of Exhibits	**{@RUN(indexrun)}**			
Number Bar as Dragged Key	**{@RUN(numberbar)}**	on/off		
Number Bar Untrans	**{@RUN(numberuntrans)}**	on/off		
Oops	**{@RUN(oops)}**	text		
Paste Memory	**{@RUN(recall)}**	a number, required		
Phonetic Translation	**{@RUN(theory)}**	on/off		
Pick Conflict Choice	**{@RUN(resolve)}**	a number		
Quick Issues	**{@RUN(issues)}**			
Realtime Output	**{@RUN(outputs)}**			
Replace with Live Suggestion	**{@RUN(lsreplace)}**	a number		
Request Live Suggestion	**{@RUN(lsask)}**			
Scopist Hand-Offs	**{@RUN(divisions)}**			
Send Raw Bytes	**{@RUN(directout)}**	text, required		
Send Steno & Text to Paw Pad	**{@RUN(toscratchsteno)}**			

Command	Translation	Parameter	Eclipse	StarCAT
Send to Paw Pad	**{@RUN(toscratch)}**			
Send to Scopist	**{@RUN(divide)}**			
Send What Is Held	**{@RUN(flush)}**		Shift+Enter	
Set Job End Time	**{@RUN(jobendtime)}**			
Set Job Start Time	**{@RUN(jobstarttime)}**			
Show Live Suggestions	**{@RUN(lsshow)}**	on/off		
Smart Parentheses	**{@RUN(smartparens)}**	on/off		
Smart Quotes	**{@RUN(smartquotes)}**	on/off		
Time on Record	**{@RUN(timekeeper)}**		Ctrl+Shift+K	Ctrl+Shift+K
Translate Options	**{@RUN(transopts)}**			
Translation	**{@RUN(translate)}**	on/off		Ctrl+\
Tuck Punctuation with Quoted Words	**{@RUN(tuck)}**	on/off		
Use Closest Guess from Dictionary on Misstroke	**{@RUN(misstrokes)}**	on/off		
Virtual Realtime	**{@RUN(virtual)}**			
Write at Caret	**{@RUN(writeat)}**	on/off		
Writer	**{@RUN(writer)}**			

COMMANDS: GO TO

Command	Translation	Parameter	Eclipse	StarCAT
Back to Writing	**{@RUN(writingend)}**		Alt+End	Alt+End
Bookmark Swap	**{@RUN(swapmark)}**			
Bottom of Screen	**{@RUN(screenbot)}**		Ctrl+End	
CAT Scan	**{@RUN(catscan)}**		Ctrl+Shift+M	Ctrl+Shift+F8
End of Line	**{@RUN(lineend)}**		End	End
End of Page	**{@RUN(pagebot)}**			Ctrl+Page Down

Command	Translation	Parameter	Eclipse	StarCAT
End of Paragraph	**{@RUN(paraend)}**			
End of Transcript	**{@RUN(jobend)}**		Ctrl+Page Down	Ctrl+End
Go to Page or Line	**{@RUN(gopage)}**		Alt+G	Alt+G
Go to Time	**{@RUN(gotime)}**			
Last A	**{@RUN(lasta)}**			Alt+Shift+A
Last Edit Point	**{@RUN(lastedit)}**		Alt+Shift+L	Alt+Shift+L
Last Q	**{@RUN(lastq)}**		Alt+Shift+G	Alt+Shift+Q
Next Answer	**{@RUN(nexta)}**			
Next Character	**{@RUN(nextchar)}**		Ctrl+Right Arrow	Right Arrow
Next Conflict	**{@RUN(nextanyconf)}**		Ctrl+O	Ctrl+Alt+Shift+O
Next Line	**{@RUN(nextline)}**		Down Arrow	Down Arrow
Next Marked Line	**{@RUN(nextmark)}**	text	F10	F10
Next Misspelling	**{@RUN(nextspell)}**			
Next Paragraph	**{@RUN(nextpara)}**		Ctrl+Down Arrow	Ctrl+Down Arrow
Next Phonetic	**{@RUN(nextguess)}**			
Next Proofreading Mark	**{@RUN(nextproof)}**		Ctrl+Alt+F10	Ctrl+Alt+F10
Next Punctuation Mark	**{@RUN(nextpunct)}**		Ctrl+Alt+.	Ctrl+Alt+.
Next Question	**{@RUN(nextq)}**			
Next Sentence	**{@RUN(nextsent)}**		Alt+F	Alt+F
Next Speaker	**{@RUN(nextspeaker)}**			
Next Unresolved Conflict	**{@RUN(nextconf)}**		Ctrl+\	Ctrl+Alt+O
Next Untranslate	**{@RUN(nextun)}**		Ctrl+U	Ctrl+Shift+U
Next Word	**{@RUN(nextword)}**	a number	Right Arrow	Ctrl+Right Arrow
Panic Stroke	**{@RUN(panic)}**		Ctrl+Alt+Esc	Ctrl+Alt+Esc

Command	Translation	Parameter	Eclipse	StarCAT
Previous Character	**{@RUN(prevchar)}**		Ctrl+Left Arrow	Left Arrow
Previous Conflict	**{@RUN(prevanyconf)}**		Ctrl+Shift+O	Alt+Shift+O
Previous Line	**{@RUN(prevline)}**		Up Arrow	Up Arrow
Previous Marked Line	**{@RUN(prevmark)}**	text	Shift+F10	Shift+F10
Previous Misspelling	**{@RUN(prevspell)}**			
Previous Paragraph	**{@RUN(prevpara)}**		Ctrl+Up Arrow	Ctrl+Up Arrow
Previous Phonetic	**{@RUN(prevguess)}**			
Previous Proofreading Mark	**{@RUN(prevproof)}**		Ctrl+Alt+Shift+F10	Ctrl+Alt+Shift+F10
Previous Punctuation Mark	**{@RUN(prevpunct)}**		Ctrl+Alt+,	Ctrl+Alt+,
Previous Sentence	**{@RUN(prevsent)}**		Alt+B	Alt+B
Previous Speaker	**{@RUN(prevspeaker)}**			
Previous Unresolved Conflict	**{@RUN(prevconf)}**		Ctrl+Shift+\	Ctrl+Shift+O
Previous Untranslate	**{@RUN(prevun)}**		Ctrl+Shift+U	Ctrl+Alt+U
Previous Word	**{@RUN(prevword)}**	a number	Left Arrow	Ctrl+Left Arrow
Read Aloud	**{@RUN(readaloud)}**			
Read Through	**{@RUN(readalong)}**			
Read Through Backward	**{@RUN(readback)}**			
Scan	**{@RUN(scan)}**		Ctrl+T	F8
Scan Backward	**{@RUN(scanback)}**		Ctrl+Shift+T	Shift+F8
Scan Stops	**{@RUN(scanstops)}**			
Screen Down	**{@RUN(pagedown)}**		Page Down	Page Down
Screen Up	**{@RUN(pageup)}**		Page Up	Page Up
Start of Line	**{@RUN(linebeg)}**		Home	Home
Start of Page	**{@RUN(pagetop)}**		Alt+Home	Ctrl+Page Up
Start of Paragraph	**{@RUN(parabeg)}**			
Start of Transcript	**{@RUN(jobtop)}**		Ctrl+Page Up	Ctrl+Home

Command	Translation	Parameter	Eclipse	StarCAT
Top of Screen	**{@RUN(screentop)}**		Ctrl+Home	
Word After Next Punctuation	**{@RUN(nextpunctword)}**		Ctrl+.	
Word After Previous Punctuation	**{@RUN(prevpunctword)}**		Ctrl+,	

COMMANDS: SELECT

Command	Translation	Parameter	Eclipse	StarCAT
Block Mark	**{@RUN(blockmark)}**		F7	
Drop Selection	**{@RUN(selnone)}**		Esc	Esc
Mark More	**{@RUN(markmore)}**	a number		
Mark Previous	**{@RUN(markprev)}**	a number		
Select Back to Last A	**{@RUN(selbacka)}**			
Select Back to Last Q	**{@RUN(selbackq)}**			
Select Next Sentence	**{@RUN(selnextsent)}**	a number		
Select Next Word	**{@RUN(selnextword)}**	a number		
Select One Character Left	**{@RUN(selleft)}**			
Select One Character Right	**{@RUN(selright)}**			
Select Page	**{@RUN(selpage)}**			
Select Paragraph	**{@RUN(selpara)}**			
Select Previous Sentence	**{@RUN(selprevsent)}**	a number		
Select Previous Word	**{@RUN(selprevword)}**	a number		
Select Sentence	**{@RUN(selsent)}**			
Select Transcript	**{@RUN(selall)}**			Ctrl+A
Select Word	**{@RUN(selword)}**			

COMMANDS: WORD

Command	Translation	Parameter	Eclipse	StarCAT
Accept Guess	**{@RUN(confirm)}**		Alt+Enter	Alt+Enter
Alternate Spelling	**{@RUN(alternate)}**		Ctrl+Alt+A	Ctrl+Alt+A
Arrows Exit RocketKeys	**{@RUN(arrowleave)}**	on/off		
Auto Capitalization on Delete	**{@RUN(autocap)}**	on/off		
Cap Previous Words	**{@RUN(capback)}**	a number		Ctrl+Shift+C
Cap Word	**{@RUN(caps)}**	a cap style		Ctrl+Alt+C
Contraction	**{@RUN(contract)}**		Ctrl+Alt+N	Ctrl+Alt+N
Convert Numbers	**{@RUN(numberpick)}**		Ctrl+Shift+3	
Cycle Possession	**{@RUN(possesscycle)}**		Alt+A	Ctrl+Alt+Shift+P
Dashes Round Last Words	**{@RUN(dashes)}**	a number	Ctrl+Alt+=	Ctrl+Alt+=
Ending Punctuation	**{@RUN(endpunct)}**	text		Ctrl+.
Find Next Alternate	**{@RUN(altnext)}**	on/off		
Fix Last Word	**{@RUN(searchreplace)}**			
Format Federal Rule	**{@RUN(fedrule)}**			
Hyphenate Back to Space	**{@RUN(hyphenate)}**	a number	Ctrl+Alt+-	Ctrl+Alt+-
Lowercase Capital You Type in Front Of	**{@RUN(dropcap)}**	on/off		
Move to Next Word on Capital	**{@RUN(capstep)}**	on/off		
Move to Next Word on Punctuation	**{@RUN(punctstep)}**	on/off		
Never Offer This Split	**{@RUN(splitnever)}**			
Offer This Split First	**{@RUN(splitfirst)}**			
Parentheses Round Last Words	**{@RUN(paren)}**	a number	Ctrl+Alt+9	Ctrl+Alt+9
Prefix/Suffix	**{@RUN(endpick)}**		Ctrl+K	
Prefix/Suffix Keys	**{@RUN(endkeys)}**		Ctrl+Alt+E	Ctrl+Alt+E

Command	Translation	Parameter	Eclipse	StarCAT
Punctuation	**{@RUN(punct)}**	text, required		
Punctuation	**{@RUN(spacesafter)}**			
Put Ending on Word	**{@RUN(ending)}**	text, required		
Quick Shift (Toggle)	**{@RUN(quickshift)}**			
Quote Back to Start of Sentence	**{@RUN(quotesent)}**			
Quote Last Words	**{@RUN(quote)}**	a number	Ctrl+Alt+'	Ctrl+Alt+'
Remove Suffix	**{@RUN(unsuffix)}**			
Replace Last Untranslate	**{@RUN(replaceun)}**			
Search and Delete	**{@RUN(searchdelete)}**			
Shave Current Word	**{@RUN(shave)}**			
Shave Previous Word	**{@RUN(shaveprev)}**			
Single Quotes Round Last Words	**{@RUN(squote)}**	a number	Ctrl+Alt+Shift+'	Ctrl+Alt+Shift+'
Split Word	**{@RUN(split)}**		Ctrl+Alt+S	Ctrl+Alt+S
Squish	**{@RUN(unspace)}**	a number	Ctrl+Alt+Shift+-	Ctrl+Alt+Shift+-
Sticky Space	**{@RUN(spaces)}**		Ctrl+Shift+Space	Ctrl+Shift+Space
Stitch Letters	**{@RUN(stitch)}**		Ctrl+Alt+H	Ctrl+Alt+H
Swap with Next Word	**{@RUN(transposenext)}**		Ctrl+R	Ctrl+Alt+Shift+T
Swap with Previous Word	**{@RUN(transpose)}**		Ctrl+Alt+T	Ctrl+Alt+T
Take Last Mark Off	**{@RUN(unmark)}**	text	Ctrl+Alt+Backspace	Ctrl+Alt+Backspace
Toggle Apostrophe S	**{@RUN(possess)}**		Ctrl+Alt+P	Ctrl+Alt+P
Untranslate Word	**{@RUN(untranword)}**		Ctrl+F7	
Write Number As	**{@RUN(renumber)}**	text, required		

COMMANDS: FORMAT

Command	Translation	Parameter	Eclipse	StarCAT
Bold	**{@RUN(bold)}**		Ctrl+B	Ctrl+B
Font Color	**{@RUN(fontcolor)}**	text		
Highlight	**{@RUN(highlight)}**	text		
Italic	**{@RUN(italic)}**			Ctrl+I
Keep Capitals	**{@RUN(literalcase)}**		Ctrl+Shift+C	
Keep on Line Above	**{@RUN(marginrelease)}**			
Numbers	**{@RUN(numbers)}**			
Page Elements	**{@RUN(pageelements)}**			
Pause Elapsed Clock	**{@RUN(pausetime)}**			
Plain	**{@RUN(plainface)}**		Ctrl+Space	Ctrl+Space
Print Layout	**{@RUN(pagelayout)}**			
Redact	**{@RUN(redact)}**			
Retime Selection	**{@RUN(retime)}**		Alt+Shift+C	Alt+Shift+C
Set Elapsed Clock	**{@RUN(settime)}**			
Start Elapsed Clock Over	**{@RUN(resettime)}**			
Strikeout	**{@RUN(strikeout)}**			
Subscript	**{@RUN(subscript)}**			
Superscript	**{@RUN(superscript)}**			
Timestamps	**{@RUN(stamps)}**			
Underline	**{@RUN(underline)}**			Ctrl+U

COMMANDS: SETTINGS

Command	Translation	Parameter	Eclipse	StarCAT
Appearance	**{@RUN(appearance)}**			
Backups and Users	**{@RUN(settings)}**			
Caret Follows Writing	**{@RUN(floatcaret)}**	on/off		
Change User	**{@RUN(changeuser)}**			

Command	Translation	Parameter	Eclipse	StarCAT
D-Briefs Settings	**{@RUN(briefset)}**			
Edit Action Log	**{@RUN(didpick)}**			
Edit Cheat Sheet	**{@RUN(cheatpick)}**			
Edit Infobar	**{@RUN(infopick)}**			
Edit Right-Click Menu	**{@RUN(menupick)}**			
Edit Toolbars	**{@RUN(toolbarpick)}**		Ctrl+Shift+F1	
Keyboard	**{@RUN(keyboard)}**			
Macros	**{@RUN(macros)}**		Ctrl+Alt+Shift+M	
PractiCAT Settings	**{@RUN(practiceset)}**			
Proofreading	**{@RUN(proofing)}**			
Record Macro	**{@RUN(recordmacro)}**			
Recording	**{@RUN(recording)}**			
Settings	**{@RUN(allsettings)}**		Alt+U	Alt+U
Start Recording When I Write	**{@RUN(autorec)}**	on/off		
Steno Visualizer	**{@RUN(board)}**			
Use Appearance	**{@RUN(uselook)}**	text, required		
Use Numbers While Editing	**{@RUN(infodigits)}**	on/off		

COMMANDS: AUDIO

Command	Translation	Parameter	Eclipse	StarCAT
Ahead Few Seconds	**{@RUN(forward)}**	seconds	Alt+Down Arrow	Alt+Down Arrow
Attach Recording	**{@RUN(attach)}**			
Back Few Seconds	**{@RUN(rewind)}**	seconds	Alt+Up Arrow	Alt+Up Arrow
Faster	**{@RUN(faster)}**	a number		Alt+Right Arrow
Follow On and Off	**{@RUN(follow)}**	on/off		
Normal Speed	**{@RUN(normal)}**			Alt+Shift+0
Pause on Typing On and Off	**{@RUN(hush)}**	on/off		
Pause, or Resume	**{@RUN(pause)}**		Alt+K	Alt+K
Play from Cursor	**{@RUN(play)}**		Alt+J	Alt+J

Command	Translation	Parameter	Eclipse	StarCAT
Playback Bar	**{@RUN(transport)}**	on/off		
Playback Bar at Bottom	**{@RUN(playlow)}**	on/off		
Playback Panel	**{@RUN(audiopanel)}**	on/off	Ctrl+Shift+A	
Recording Panel	**{@RUN(recpanel)}**	on/off		
Skip Quiet On and Off	**{@RUN(quiet)}**	on/off		
Slower	**{@RUN(slower)}**	a number		Alt+Left Arrow
Stop	**{@RUN(stop)}**		Alt+H	Alt+H
Sync at Cursor	**{@RUN(sync)}**			
Sync to Timecode	**{@RUN(synctc)}**			
Video	**{@RUN(video)}**			

COMMANDS: HELP

Command	Translation	Parameter	Eclipse	StarCAT
Get Started	**{@RUN(getstarted)}**			
License	**{@RUN(license)}**			
PractiCAT	**{@RUN(practice)}**	on/off		
Report a Problem	**{@RUN(problem)}**			
StarCAT Manual	**{@RUN(manual)}**		Shift+F1, F1	
Start or Stop the Take	**{@RUN(practicego)}**			

ENTRY CODES: JOINING

Code	Name	What it does
{^}	Join	Takes out the space between the words on either side.
{^text}	Ending	Sticks to the word before it, with no space.
{text^}	Beginning	Sticks to the word after it, with no space.
{^text^}	Middle	Sticks to the words on both sides.
{^ ^}	Space	Writes one space, and nothing else.
{~}	Sticky space	Puts a space between the words and keeps them on the same line.
{TAB}	Tab	Moves to the next tab stop of the paragraph style.

Code	Name	What it does
{TR}	Right tab	Ends what follows on the next tab stop. {TR:2} for stop 2.
{TC}	Center tab	Centers what follows on the next tab stop. {TC:2} for stop 2.
{TN}	Decimal tab	Lines up the decimal point on the next tab stop. {TN:2} for stop 2.

ENTRY CODES: CAPITALS

Code	Name	What it does
{-|}	Cap the next word	Capitalizes whatever is written next.
{>}	Leave the next word alone	Stops the next word being capitalized.
{@CAPWORD(LASTWORD)}	Cap the previous word	Capitalizes the word in front of it, after the fact.
{~|text}	Carry the capital	Text that takes the capital of the word it lands on.
{@CAPWORD(ON)}	Cap every word	Capitalizes every word written from here until it is turned off.
{@CAPWORD(OFF)}	Stop capping every word	Stops it.
{@CAPWORD(TOGGLE)}	Cap every word, on or off	Turns it on and off.
{@CAPALL(ON)}	Caps lock	Puts everything written from here in capitals until it is turned off.
{@CAPALL(OFF)}	Caps lock off	Stops it.
{@CAPALL(TOGGLE)}	Caps lock, on or off	Turns it on and off.

ENTRY CODES: TEXT

Code	Name	What it does
{b}text{b}	Bold	The words between the two are bold.
{i}text{i}	Italic	The words between the two are italic.
{u}text{u}	Underline	The words between the two are underlined.
{s}text{s}	Strikeout	The words between the two have a line through them.
{bu}text{n}	Combined styles	Any of b, i, u and s together. Plain again at n.

ENTRY CODES: PARAGRAPHS

Code	Name	What it does
{Q}	Question	Starts a question paragraph.
{A}	Answer	Starts an answer paragraph.
{C}	Colloquy	Starts a colloquy paragraph.
{P}	New paragraph	Starts a paragraph in the ordinary style.
{P Quote}	New paragraph in a style	Starts a paragraph in the style you name.
{S Mr. Avery}	Speaker	Starts a colloquy paragraph for the speaker you name.
{New Page}	New page	Starts a new page. What follows it goes to the top of the next one.
{H Volume II}	Header	Changes the header from this page on. [page] in it is the page number. Bars split it into left, center and right, and a fourth piece sets the look, like bold 10.
{H}	No header	Prints no header from this page on.
{F Volume II}	Footer	Changes the footer from this page on. [page] in it is the page number. Bars split it into left, center and right, and a fourth piece sets the look, like bold 10.
{F}	No footer	Prints no footer from this page on.
{Job Header}	Job header	Prints the job's header again from this page on.
{Job Footer}	Job footer	Prints the job's footer again from this page on.
{Omit Header, Footer}	Omit	Leaves these off the pages from the next paragraph on: Header, Footer, Page Numbers, Line Numbers, Timecodes, Text Box.
{Resume}	Resume	Prints again what an Omit left off. {Resume Header} puts back just the header.
{L Certificate}	Page layout	Sets the page layout from here on. Starts a page, because a page holds one layout.
{L}	Back to the job layout	Goes back to the layout the job is set on.
{Single Space On}	Single space on	Puts two lines of text on each numbered line from here on: 1, 1½, 2.
{Single Space Off}	Single space off	Goes back to one line of text on each numbered line.

Code	Name	What it does
{Single Space}	Single space	Single spaces the paragraph it is in.
{Double Space}	Double space	Double spaces the paragraph it is in, inside a run of single spacing.
{Line Numbers Off}	Line numbers off	Prints no line numbers from this paragraph on.
{Line Numbers On}	Line numbers on	Prints line numbers again after this paragraph.
{Indent 0}	Indent	Sets the first line indent of this paragraph, in inches from its left margin.
{Indent}	Back to the style indent	Goes back to the first line indent the paragraph style carries.
{Page Number 143}	Page number	Numbers the page this paragraph is on, and counts up from there.
{Volume 2}	Volume	Puts this page and the pages after it in a volume of their own.
{Paragraph Number 1}	Paragraph number	Sets the number of the next numbered paragraph. Later paragraphs count up from it.

ENTRY CODES: LETTERS AND NUMBERS

Code	Name	What it does
{&A}	Spelled letter	A letter or digit that joins the ones on either side of it and keeps its space against a word.

ENTRY CODES: NUMBER FORMATS

Code	Name	What it does
{#Q}	Quantity	The next number is a quantity: five, and 11 and up in digits.
{#O}	Ordinal	The next number is an ordinal: 5th.
{#M}	Money	The next number is money: $5.
{#C}	Cents	The next number is cents: 50 cents alone, or the change after a dollar figure.

Code	Name	What it does
{#G}	Generic	The next number is plain digits: 1997.
{#N}	Digits	Plain digits, the same as generic.
{#R}	Roman numeral	The next number is Roman: MCMXCVII.
{#r}	Roman numeral, lower case	The same, in lower case: mcmxcvii.
{#W}	Written out	The next number is words: one thousand nine hundred ninety-seven.
{#T}	Time	The next number is a time: 3:45.
{#D}	Date	The next number is a date: 2/13/80.
{#P}	Phone number	The next number is a phone number: 555-1234.
{#S}	Social Security number	The next number is a Social Security number: 123-45-6789.
{#Z}	ZIP code	The next number is a ZIP code: 12345-6789.
{#R>>}	Keep it on	Every number after it takes the format, not only the next one.
{#}	Stop	Ends a format left on. Numbers go back to the rules.

ENTRY CODES: NUMBERS ALREADY WRITTEN

Code	Name	What it does
{@RUN(renumber Quantity)}	Write it as a quantity	five becomes 5, and twelve thousand three hundred forty-five becomes 12,345.
{@RUN(renumber Ordinal)}	Write it as an ordinal	five becomes 5th.
{@RUN(renumber Money)}	Write it as money	five becomes $5.
{@RUN(renumber Cents)}	Write it as cents	fifty becomes 50 cents.
{@RUN(renumber Roman)}	Write it as a Roman numeral	nineteen ninety-seven becomes MCMXCVII.
{@RUN(renumber RomanLower)}	Write it as a Roman numeral, lower case	The same, in lower case: mcmxcvii.
{@RUN(renumber Words)}	Write it out in words	1997 becomes one thousand nine hundred ninety-seven.

Code	Name	What it does
{@RUN(renumber OrdinalWords)}	Write it out in words, as an ordinal	five becomes fifth.
{@RUN(renumber Generic)}	Write it as plain digits	An identifier, so no separator: 5551234 stays 5551234.
{@RUN(renumber Figures)}	Write it as figures	A quantity that stays in digits however small it is: five becomes 5, not five.
{@RUN(renumber Percent)}	Write it as a percent	25 becomes 25%, and again 25 percent.
{@RUN(renumber Decimal)}	Write it with two decimal places	2.5 becomes 2.50. A longer decimal is left alone.
{@RUN(renumber Fraction)}	Write as fraction	three and a half becomes 3 1/2, and three quarters becomes 3/4. One way: undo takes it back.
{@RUN(renumber Time)}	Write it as a time	three forty-five becomes 3:45.
{@RUN(renumber Date)}	Write it as a date	two thirteen eighty becomes 2/13/80. Again offers the other readings of the same digits.
{@RUN(renumber MonthDay)}	Write it as the day after a month	The digits written after a month name: 62019 becomes 6, 2019.
{@RUN(renumber Phone)}	Write it as a phone number	five fifty-five twelve thirty-four becomes 555-1234.
{@RUN(renumber Social)}	Write it as a Social Security number	Nine digits become 123-45-6789.
{@RUN(renumber Zip)}	Write it as a ZIP code	Five digits, or nine as 12345-6789.
{@RUN(renumber Docket)}	Write it in a custom shape	The name of a template in Format > Numbers. {#Docket} aims the same shape at the next number.

ENTRY CODES: STITCHING

Code	Name	What it does
{@STITCHWORD(ON)}	Stitch on	Hyphenates everything written from here, letter by letter, until it is turned off.

Code	Name	What it does
{@STITCHWORD(OFF)}	Stitch off	Stops stitching.
{@STITCHWORD(TOGGLE)}	Stitch on or off	Turns stitching on and off.
{@STITCHWORD(ON, .)}	Stitch on, with a separator	Stitches with the character you name instead of a hyphen.
{@STITCHWORD(ON, WEB)}	Web stitch	Joins what follows in lower case with no spaces, for a web or email address, until Stitch off.
{@STITCHWORD(LASTWORD)}	Stitch the previous word	Hyphenates the word already written, letter by letter. Again puts it back.

ENTRY CODES: CORRECTIONS

Code	Name	What it does
{@SEARCHREPLACE}	Search and replace	Write the wrong word, then the right one, then this. The last place you wrote the wrong word is corrected and both words come off the paper.
{@SEARCHDELETE}	Search and delete	Write the word, then this. The last place you wrote it is removed, and so is the word you just wrote.
{@REPLACEUNTRANSLATE}	Replace the last untranslate	Write the word the untranslate should have been, then this.
{=STPHAP}	Slop stroke	Reads as that Steno, whatever it says today. For a stroke your hand misses on the way to it.

ENTRY CODES: PUNCTUATION

Code	Name	What it does
{.}	Period	Closes up behind, capitalizes what follows, and replaces a weaker mark already there.
{?}	Question mark	Closes up behind, capitalizes what follows.
{!}	Exclamation point	Closes up behind, capitalizes what follows.
{,}	Comma	Closes up behind and leaves the next word as it is.
{;}	Semicolon	Closes up behind and leaves the next word as it is.
{:}	Colon	Closes up behind and leaves the next word as it is.

Code	Name	What it does
{--}	Dash	The interrupt dash, with a space in front of it.

ENTRY CODES: CHOICES

Code	Name	What it does
[one|two]	Conflict	Two readings for one Steno. The first reaches the paper, marked, and the other is a click away.

ENTRY CODES: NOTHING

Code	Name	What it does
{}	Nothing	Writes nothing. Useful in front of a command, the way KPA is a cap with no text. The number rules stop at it: two {} ten dollar bills is two $10 bills, not $210 bills.
{No Auto Convert}	No Auto Convert	Numbers stay as written. In an entry, that entry; alone, the next translation.

ENTRY CODES: STROKES

Code	Name	What it does
{*+}	Repeat last stroke	Writes your last stroke again, as if you had stroked it twice.
{Delete}	Delete stroke	Takes back your last stroke, as the asterisk does.

ENTRY CODES: MARKS

Code	Name	What it does
{U:CHECK SPELLING}	Scan stop	Puts your words on the paper, marked, and Scan stops on them. Not counted as an untranslate.
{@RUN(oops)}	Oops	A hidden mark on the words just written, to come back to. Nothing prints. Next marked line with Oops finds them.
{@RUN(indexnext EXHIBITS)}	Next exhibit	Writes the exhibit parenthetical and asks for its number, the next one already filled in: 1, then 2, or A, then B. The number goes in the text and the index.
{@BENCH(ON)}	Bench Mode on	What you write from here stays in the job and goes to no output, until Bench Mode off.

Code	Name	What it does
{@BENCH(OFF)}	Bench Mode off	Sends again from here.
{@BENCH(TOGGLE)}	Toggle Bench Mode	Bench Mode on, or off when it is on. One stroke for both.

ENTRY CODES: COMMANDS AND MACROS

Code	Name	What it does
{@RUN(resolve 2)}	Pick a conflict reading	Picks that reading of the last conflict written: 1 for the first, 2 for the second, 3 for the third. The same as clicking it.
{@RUN(connect)}	Connect/disconnect writer	Disconnects the writer. On a machine writer, the same stroke connects it again.
{@RUN(lsreplace 1)}	Replace with Live Suggestion	Puts Live Suggestion 1, 2 or 3 over the untranslate it was offered for.
{@RUN(lsdefine 1)}	Define Live Suggestion	Defines the untranslate as Live Suggestion 1, 2 or 3 in the job dictionary, everywhere in the job.
{@RUN(slotdefine 1)}	Define to Slot	Defines the words behind the cursor to slot 1 to 9, with no box. Dictionary > Define Slots sets each slot up and takes this stroke too.
{@RUN(brief 1)}	Brief Words Behind	Takes that many words behind the cursor, 1 to 9. Write the brief, then write this stroke again: the brief is defined to the words in the Job Dictionary.
{@RUN(briefcap 1)}	Brief Words Behind, Capped	The same, with the words initial-capped: bank of the south is defined as Bank of the South.
{@RUN(name)}	Run a command	Runs a command the way a key bound to it would. The name is the one on the keymap.
{@RUN(name 1)}	Run a command with a number	For the commands that take one: which conflict reading, how many words, which memory.
{#Escape}	Press a key	Presses a key by name, the way Plover writes it. Space and Tab write one instead.
{MACRO:name}	Run a macro	Plays a macro by name.

Code	Name	What it does
{@RUN(macro:name)}	Run a macro, the long way	The same thing. What the Copy button on a macro writes, and what an older dictionary holds.

Entries from an Eclipse Dictionary keep working. See Eclipse commands in entries.

Index

A

Accept All Changes 196
Accept Change 195
Accept D-Brief 231
Accept Guess 217
Action Log 156
Add a range 258
Add Autoreplacement 185
Add Blank 264
Add Speaker 127
Add to Phrase List 127
Ahead Few Seconds 337
Align Image Center 190
Align Image Left 190
Align Image Right 190
Align Left 241
Alternate Spelling 201
Alternate Words 202
Answer Conflicts Way You Answered Them Before 115
Appearance 51
Apply Universal Table 217
Arrange the panels 128
Arrows Exit RocketKeys 300
Ask for a parameter while it runs 296
Ask for suggestions on a word already written 223
Assign a command that takes a parameter to a key 291
Attach Indexes 280
Attach Recording 335
Auto Capitalization on Delete 211
Auto Hide Speakers 182
Autoreplacements 184

B

Back Few Seconds 336
Back to Writing 160
Back Up Job 103
Back up your settings 74
Backups and Users 75
Before, after and trigger 286
Bench 221
Blank 221
Blanks 263
Block Mark 173
Bold 243
Bold, italic or underline a word 243
Bookmark Swap 165
Bottom of Screen 168
Brackets on Conflicts 115
Break a long Answer where the witness paused 234
Breaking stroke 101
Brief My Dictionary 93
Brief Words Behind 126
Brief Words Behind, Capped 126
Build a macro 294
Build the index 266
Byte Monitor 158

C

Can a Define take more strokes than the last one? 353
Can I see headers and footers in the writing window? 354
Can Realtime go to more than one place at a time? 354
Cap Previous Words 210
Cap Translation 125
Cap Word 210
Caret Follows Writing 140
CART window on a second screen 313
Case 104
Case CATalyst commands in entries 80
Case Define 124
Case Prep 94
CAT Scan 161, 353
Certify Question 236
Change a key 291
Change a marked block with one key 201
Change a paragraph style 234
Change how the CART window looks 313
Change how the index prints 266
Change one number after it is written 290
Change Paragraph Style 239
Change the appearance 48
Change the name in a by-line 169
Change the size of the transcript 128

Change User 76
Change Writer Turn 44
Change writers during a job 40
Charcoal 61
Chat 317
Cheat Sheet 301
Check a word and come back 160
Check spelling 170
Check Spelling from Here 184
Check Word 198
Check-in and offline use 32
Clear all speakers 179
Clear Field 125
Clear marks 219
Clipboard 195
Close Menu 158
Close the CART window 315
Codes 153
Codes Font 153
Codes Size 153
Collapse All Rails 141
Collapse Bottom Rail 141
Collapse Left Column 141
Collapse Right Column 141
Collapse Second Right Column 141
Color your marks 309
Combine Recordings 338
Commands 88
Commands: Audio 394
Commands: Dictionary 382
Commands: Edit 378
Commands: File 373
Commands: Format 393
Commands: Go to 387
Commands: Help 395
Commands: Paragraph 384
Commands: Realtime 385
Commands: Select 390
Commands: Settings 393
Commands: View 374
Commands: Word 391
Compare Dictionaries 92, 353
Conflict 219
Connect a favorite 40
Connect a writer 35
Connect/Disconnect Writer 43
Continuation Paragraph 238
Contraction 210
Convert Fields to Text 265
Convert Numbers 207
Copy 194
Copy Rows 188
Copy to Memory 310
Correct a word 169
Correct a word from the writer 200
Correct Steno 175
Create a brief during Realtime 123
Create a layout 249
Create a paragraph style 258
Currencies 289
Cursor height 136
Cursor in RocketKeys 136
Cursor width 136
Custom formats 289
Cut 194
Cut Rows 188
Cycle Possession 209

D

D-Briefs 224
D-Briefs Panel 226
D-Briefs Settings 227
Dark 54
Dashes Round Last Words 212
Date fields 285
Default keywords 286
Default name codes 100
Define 124
Define a word 118
Define box buttons 120
Define box keys 120
Define It 124
Define Live Suggestion 232
Define Slots 126, 121
Define to Slot 126
Delete 194

Delete Character Before 199
Delete Column 187
Delete False Start 193
Delete Line 198
Delete Next Character 199
Delete Next Word 197
Delete one character 352
Delete Page Number Section 241
Delete Pages 196
Delete Previous Word 197
Delete Row 187
Delete Table 187
Delete to End of Line 198
Delete to End of Paragraph 198
Delete to Start of Line 198
Delete Volume 242
Delete Word 197
Dialog Settings 130
Dialog Translation 112
Dictionaries 81
Dictionaries in Use 82
Dictionary Builder 85
Dictionary Table Size 85
Digit grouping 284
digitalCAT commands in entries 81
Display Changes 195
Display the transcript as it prints 128
Do I need to save? 352
Does my scopist get the audio? 354
Does StarCAT remember my COM port? 352
Does StarCAT work offline? 355
Dragged and Dropped Keys 46
Drop Selection 175

E

E-Define 125
Eclipse commands in entries 79
Edit a Dictionary 353
Edit Action Log 157
Edit at Caret 175
Edit Cheat Sheet 301
Edit Dictionaries 83
Edit Infobar 145
Edit Right-Click Menu 303
Edit Toolbars 304
Edited 220
Edits 177
End a Job 352
End Job 102
End of Line 167
End of Page 168
End of Paragraph 167
End of Transcript 168
Ending Punctuation 216
Endings Table 91
Enter a license number 31
Entry codes: Capitals 396
Entry codes: Choices 402
Entry codes: Commands and macros 403
Entry codes: Corrections 401
Entry codes: Joining 395
Entry codes: Letters and numbers 398
Entry codes: Marks 402
Entry codes: Nothing 402
Entry codes: Number formats 398
Entry codes: Numbers already written 399
Entry codes: Paragraphs 397
Entry codes: Punctuation 401
Entry codes: Stitching 400
Entry codes: Strokes 402
Entry codes: Text 396
Every stroke shows as raw steno 350
Exit StarCAT 103
Export 325
Export a condensed transcript 322
Export a Dictionary 353
Export a transcript 319
Export captions for a video 321
Export Dictionary to RTF/CRE 93
Export several files at once 319
Export the witness and exhibit index 272
Export the word index 274
Extend Sentence 197
Extrapolate Undefined Suffixed Strokes 114

F

Faster 337
Field lists 263
Fill Caption from Case 106
Fill in blanks 353
Fill in the Blanks 264
Filled 221
Find 191
Find a setting 74
Find and replace 170
Find briefs for the strokes you write most 79
Find Index Entries 279
Find Memory 311
Find Next Alternate 201
Find Next One 193
Find One Before 193
Find Steno 192
Find the words written at 10:42 160
Finish a job 38
First Line Indent 240
Fix a Question written as an Answer 234
Fix a writer that sends nothing 39
Fix Last Word 217
Folded 220
Follow On and Off 337
Follow Realtime 309
Font Color 245
Force Translation 176
Format a number from a Dictionary entry 289
Format box 252
Format Federal Rule 207
Formats 320
Formatting Marks 138
Frame Font 69
Frame Size 136
Free edition page limit 30

G

Get Started 29
Global a word 118
Globals 177
Globals List 151
Go to a page and line 159
Go to Entry 85
Go to Page or Line 165
Go to Time 165
Grading 345

H

Hand a job to a scopist during Realtime 330
Header and footer 253
Hide All Speakers 182
High contrast 55
Highlight 245
History 176
Hold the words back 306
Host a job 316
Hotkeys: Audio 366
Hotkeys: Dictionary 360
Hotkeys: Edit 359
Hotkeys: File 358
Hotkeys: Format 366
Hotkeys: Go to 363
Hotkeys: Help 367
Hotkeys: Paragraph 361
Hotkeys: Realtime 362
Hotkeys: Select 364
Hotkeys: Settings 366
Hotkeys: View 358
Hotkeys: Word 365
Hyphenate Back to Space 213

I

Image Size 189
Import Proofreading 332
Import shared settings 74
Includes 260
Includes Matching 152
Index 277
Index Entry 278
Index lines 276
Infobar 144
Infobar Row 146
Insert a table 169
Insert Column Left 187
Insert Column Right 187
Insert Image 188

Insert Include 264
Insert Row Above 187
Insert Row Below 187
Insert Speaker 239
Insert Table 186
Insert Time/Date 194
Insert/Modify Paragraph 239
Install StarCAT 25
Interrupted Q and A 236
Is there a key or stroke to connect and disconnect the writer? 352
Italic 243

J

Job Define 124
Job Statuses 102
Jobs 95
Jobs list 95
Join a job 317
Join Tables 188
Join the beta 30
Join to Previous Paragraph 237

K

Keep a second user 75
Keep Capitals 245
Keep on Line Above 245
Keep Steno on Paste 195
Keep the page and line numbers after a late correction 243
Key Map 42
Key Press 47
Key presses in macros 354
Keyboard 299
Keyboard Steno 41
Keywords 285

L

Last A 164
Last Edit Point 165
Last Q 164
Lavender 59
Layout 250
Let New Punctuation Replace Previous 115
Library 261
License 33
Light 53
Line numbers 251
Line Numbers on This Page 240
Line spacing 132
Linen 56
List What Find Found 193
Load a Dictionary 36
Look Up 88
Lowercase Capital You Type in Front Of 211

M

Macros 302
Macros to run while writing 297
Main Define 124
Make Answer 235
Make Colloquy 235
Make Question 234
Make the steps work together 296
Mark Line 309
Mark Misspellings 154
Mark More 174
Mark Next Exhibit 280
Mark Previous 174
Mark Proofreading 154
Mark Run of Exhibits 279
Marked Lines 151
Match Print Formatting 137
Midnight 65
Misstroke 220
Misstroke Guesses 89
Mistran Watch 196
Move to a new computer 29
Move to Next Word on Capital 211
Move to Next Word on Punctuation 211

N

Name a speaker 179
Navy 60
Navy lime 62
Neon 66
Never Offer This Split 213
New Dictionary 353
New Job 102

Next Answer 165
Next Character 166
Next Conflict 162
Next Keyboard 300
Next Line 167
Next Marked Line 163
Next Misspelling 163
Next Mode 141
Next Paragraph 167
Next Phonetic 163
Next Proofreading Mark 163
Next Punctuation Mark 166
Next Question 164
Next Sentence 166
Next Speaker 165
Next Unresolved Conflict 162
Next Untranslate 162
Next Word 165
Normal Speed 337
Normalization Table 90
Notes 329
Number Bar as Dragged Key 45
Number Bar Untrans 46
Number Paragraph 242
Numbers 281

O

Offer This Split First 213
One Stroke Fewer on Left 125
One Stroke Fewer on Right 125
One Stroke More on Left 125
One Stroke More on Right 125
Onyx 68
Oops 117
Open a job 95
Open a recent job 102
Open Case Mistran Watch List 196
Open Job 102
Open Job Mistran Watch List 196
Open menus as tabs 129
Open Mistran Watch List 196
Open Script 152
Other switches 284
Overtype 176
Own Size While Raw Steno Shows 132

P

Page boundaries 134
Page Break 239
Page Elements 258
Page fills with wrong words or nonsense 349
Page Layout from Here 240
Page Number from Here 241
Page numbers 254
Panel 344
Panic Stroke 160
Paper 251
Paragraph Bar 241
Paragraph Here 239
Paragraph Number from Here 242
Paragraph Status 241
Paragraph styles 254
Parentheses Round Last Words 212
Paste 194
Paste an earlier copy 170
Paste Clipboard Item 195
Paste Memory 310
Paste Rows Above 188
Paste Rows Below 188
Paste Words Only 195
Pause Elapsed Clock 248
Pause on Typing On and Off 338
Pause, or Resume 336
Paw Pad 154
Peach 57
Phonetic 220
Phonetic Translation 113
Phonetics 151
Pick a layout for a job 249
Pick Conflict Choice 311
Pick from Potentials 119
Pin a row to the top 144
Pin Panel in Bottom Rail 143
Pin Panel in Left Column 143
Pin Panel in Right Column 143
Pin Panel in Second Right Column 143

Pine 63
Plain 244
Play from Cursor 336
Playback Bar 335
Playback Bar at Bottom 335
Playback Panel 333
Plum 67
Powder 58
PractiCAT 342
PractiCAT Settings 347
Practice from a job's steno 346
Prefix/Suffix 215
Prefix/Suffix Keys 215
Preview 327
Previous Character 166
Previous Conflict 163
Previous Line 167
Previous Marked Line 164
Previous Misspelling 163
Previous Paragraph 167
Previous Phonetic 163
Previous Proofreading Mark 163
Previous Punctuation Mark 166
Previous Sentence 166
Previous Speaker 165
Previous Unresolved Conflict 162
Previous Untranslate 162
Previous Word 166
Print 326
Print a transcript 319
Print Layout 249
Print or export stops at 50 pages 351
Print steno notes 324
Print This Page 328
Printing stops at 50 pages 355
Proofreading 155
Punctuation 116, 216
Put a job in a case 95
Put Ending on Word 214
Put in Time 193
Put Index in Transcript 280

Q

Quantities, Money and Ordinals 282
Question/Answer Segue 237
Quick Issues 309
Quick Shift (Toggle) 300
Quote Back to Start of Sentence 212
Quote Last Words 211
Quote Paragraph 236

R

Raw Steno 147
Raw Steno Font 137
Raw Steno Size 136
Read a script into the job 144
Read Aloud 162
Read back and return to the writing 306
Read notes from your writer 99
Read Through 162
Read Through Backward 162
Realtime define 119
Realtime Output 306
Realtime Statistics 311
Recent Jobs 352
Record a job 333
Record a macro 299
Record Macro 303
Recording 339
Recording does not start 350
Recording Panel 333
Redact 245
Redacted audio 339
Redo 176
Reject All Changes 196
Reject Change 195
Remove a Question and its Answer from the writer 172
Remove an indent 353
Remove Suffix 214
Rename a Job 352
Repeat Last Macro 303
Repeat Prior Sentence 193
Replace 192
Replace Last Untranslate 217
Replace with Live Suggestion 231

Report a Problem 357, 355, 356
Reporter's Area 138
Request Live Suggestion 232
Reset Zoom 132
Resolved 220
Restore Job 103
Retime Selection 247
Retranslate Changed Paragraphs 103
Retranslate to New Job 103
Right-click a button 49
RocketKeys 300
RocketKeys: Eclipse Map 367
RocketKeys: StarCAT Map 370
Ruler 139
Rules 288
Run a macro 295

S

Samples 262
Save a writer as a favorite 40
Save Caption to Case 105
Save Marked Part as Job 104
Scan 160
Scan Backward 160
Scan Stops 161
Scan the marks 159
Scan with CAT Scan 159
Scopist Hand-Offs 331
Score 344
Screen Down 168
Screen Font 132
Screen Font Size 132
Screen Up 167
Script 152
Search 77
Search and Delete 217
Search the Web 194
Seat the speakers 172
Seating Chart 180, 180
Second Right Column 141
See how a word is written 79
See what a code does 267
Select Back to Last A 175
Select Back to Last Q 174
Select Next Sentence 174
Select Next Word 173
Select One Character Left 174
Select One Character Right 174
Select Page 173
Select Paragraph 173
Select Previous Sentence 174
Select Previous Word 174
Select Sentence 173
Select three words 172
Select Transcript 175
Select Word 173
Send a bug report 356
Send a job to Caption Wire 306
Send a whole job to a scopist 330
Send a word to the Paw Pad 144
Send Job to Scopist 103
Send Line 152
Send Raw Bytes 308
Send Steno & Text to Paw Pad 154
Send to Case Mistran Watch 196
Send to Job Mistran Watch 196
Send to Mistran Watch 196
Send to Paw Pad 154
Send to Proofreader 332
Send to Scopist 331
Send What Is Held 308
Sent to Scopist shading 330
Set Elapsed Clock 248
Set Focus to Codes 154
Set Job Start Time 106
Set the clock to a start time 247
Set the dictionary order 79
Set up a mode 294
Set up StarCAT the first time 27
Set up the toolbars 48
Settings 76
Shaded writing 354
Share macros 298
Share settings with a student or another reporter 74
Shave Current Word 215
Shave Previous Word 215

Show All Speakers 181
Show Headers and Footers 138
Show Live Suggestions 232
Show the job in a CART window 312
Side columns 354
Sign or encrypt a PDF 321
Signature 262
Single Quotes Round Last Words 212
Single Space 241
Skip Quiet On and Off 338
Slate 64
Slower 337
Smart Parentheses 116
Smart Quotes 116
Speakers 178
Speakers List 151
Special Character 185
Spell Check 183
Spelling 221
Split Screen 139, 354
Split Table 188
Split Word 213
Split Words 214
Squish 213
Stale 220
StarCAT Manual 29
StarCAT says the license could not be checked 350
StarCAT shows "settings.json would not read" 351
StarCAT shows "Strokes not saved" or "Changes not saved" 351
StarCAT shows "The last session ended on an error" 351
Start a job 37
Start day two at page 1 of volume 2 234
Start Elapsed Clock Over 248
Start New Paragraph 238
Start of Line 167
Start of Page 168
Start of Paragraph 167
Start of Transcript 168
Start or Stop the Take 346
Start Recording When I Write 341
Status Graph 241
Status Messages 147
Status reads "nothing heard for" a time 350
Steno and Translation on the waveform 334
Steno Visualizer 151
Steno Visualizer Panel 148
Sticky Space 209
Stitch Letters 208
Stop 336, 219
Stop a brief being suggested 223
Stop Suggesting Last One 231
Stop translating 352
STPH appears only after the next stroke 350
Strikeout 244
Subscript 244
Superscript 244
Swap Q and A 235
Swap Right Columns 142
Swap Rows 188
Swap with Next Word 204
Swap with Previous Word 203
Switched on text 73
Symbols 354
Sync at Cursor 337
Sync to Timecode 337
System requirements 25

T

Tab Bottom Rail 142
Tab Left Column 142
Tab names 69
Tab Right Column 142
Tab Second Right Column 142
Tab to Next Stop 199
Take a Live Suggestion 222
Take Last Mark Off 217
Teach Phonetic translation a sound 113
Team Editing 316
Team Editing Panel 150
Theory 113
Things a step cannot do 298
Time on Record 310
Timestamps 246
Toggle Apostrophe S 209
Toggle Paragraph Style 239

Toolbar 1 68
Toolbar 2 68
Toolbar hotkeys 69
Toolbar icon color 69
Toolbar icon lines 69
Toolbar icons 69
Toolbar labels 69
Top of Screen 168
Track Changes 195, 170
Track Changes Pane 195
Transcript Font 132
Transcript Size 131
Translate Options 107
Translation 111
trouble.log 356
Tuck Punctuation with Quoted Words 116
Turn a switch off 107
Turn numbers on 281
Type in Some Text 176
Typeover List 184

U

Underline 244
Undo 176
Unquote Paragraph 236
Unresolved 221
Untranslate 219
Untranslate Word 215
Use Appearance 68
Use Closest Guess from Dictionary on Misstroke 115
Use Mistran Watch 171
Use Numbers While Editing 146
User Definitions 218

V

Video 335
Virtual Realtime 45
Vocabulary 284
Volume from Here 241

W

Waveform 334
What Indexes This Line 280
What to practice from 345
When a step does nothing 296
When StarCAT locks 32
Where do exported files go? 354
Where do job defines go? 353
Where is a command, menu or setting? 352
Where StarCAT keeps its files 28
Word After Next Punctuation 166
Word After Previous Punctuation 166
Word Count 140
Words are written but do not appear in the output 350
Words Per Minute Here 140
Words run together 350
Wrap Text 191
Write a take 343
Write an include 261
Write at Caret 111
Write Matching Include 264
Write Number As 204
Writer 40
Writer Bar 45
Writer does not connect 349
Writer is connected but nothing is written 349
Writer Selection 45
Writing Line Slider 137
Writing window font 354

Z

Zen Mode 132
Zen Settings 133
Zoom In 131
Zoom Out 132