

CATalyst StenoKeys

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What is StenoKeys?

StenoKeys is a feature in Stenograph's CATalyst software that allows you to use your steno machine to write into other Windows applications such as Microsoft NotePad, WordPad, Word, Excel, and Outlook, plus online chatrooms, email, and other programs.

The basic procedure is to start up a CATalyst realtime session with the "Output To" option set to StenoKeys. Once the realtime session has started, you can minimize CATalyst and open up another Windows program. Both your regular computer keyboard AND your steno machine will be active, ready to input into your program.

There are a few things that are different about realtimming into other Windows programs. In CATalyst we use format symbols to accomplish the formatting of text. For example, to move text to a new line, we use a command called <New Line> (F4L). Windows programs don't understand CATalyst format symbols. If you were to open a document in Microsoft Word and press F4L, you would not get a new line. Therefore, we recommend the creation of a small job dictionary with commands in it that can be readily understood by other Windows programs. When starting a realtime session where you will be utilizing the StenoKeys feature, you select this job dictionary so you have commands such as Enter, Tab, Up arrow, Right arrow, Down arrow, F1, and others available from your steno machine.

A prebuilt StenoKeys job dictionary is available. You can customize the steno to your liking.

How To Start A Realtime Session With StenoKeys

1. In Manage Jobs, press Ctrl + t to bring up the Translate Options dialog box.
2. Steno Source = Writer; Layout File = any layout is fine; Output to = StenoKeys
3. On the right side, under "Additional Dictionaries" select StenoKeys Job Dct (checkmark) or any other StenoKeys job dictionary you have created.
4. On lower, left side, name the CATalyst file.
5. Turn on your writer, press a stroke, then click the OK button in the dialog box.
6. When the realtime session has started, minimize the CATalyst screen using the button with the underscore at the top, right-hand corner of the window.
7. Open the application you want to write in, click where you will write, and begin writing on the steno machine. You can go back and forth between the steno keyboard and the computer keyboard.

How To Stop A Realtime Session

1. Return to the CATalyst screen (Alt + Tab on computer keyboard or A*ULT on steno machine).
2. Click File, Stop Translation.
3. Close the file (File, Close or Ctrl+F4)
4. Answer YES to saving the changes in the file.

Commands in the StenoKeys Job Dictionary

Entries in the StenoKeys Job Dictionary have been specifically defined to control various aspects of the Microsoft Word program. Many of them work in other applications as well. As the Word program is updated from time to time, some of these commands may no longer work and may need to be redefined.

You should use the StenoKeys Job Dictionary or another StenoKeys Command dictionary that you've created anytime you are using the StenoKeys features. Do not add StenoKeys commands into your Personal Dictionary as you may create conflicts. For instance, the R-RN entry (Return/Enter key) is in both the Phoenix Theory Personal Dictionary and the StenoKeys job dictionary, but is defined differently in each. In the Personal Dictionary it is defined with Case CATalyst programming codes so that it works properly in the Case CATalyst edit screen. In the StenoKeys job dictionary it has been defined so that it will work in Windows applications.

If your computer keyboard has a separate numeric input section, turn ON the NumLock. Certain commands such as the Left, Right, Up, and Down arrow keys will not work properly from the steno machine unless the NumLock is on.

StenoKeys Job Dictionary Entries

NumLock should be "on" on your computer keyboard.

Cursor Movement Commands		P RBG ↑ ↕↔↔	Selection Commands	
Left Arrow	*R		Select All	SLA* or SLAUL
Right Arrow	*G			
Up Arrow	*P		Editing Commands	
Down Arrow	*B		Cut	K*UT
Home	HO*EM		Copy	KA*EP
End	*END		Paste	PA*ITS
Word Left	WL*		Find and Replace	F*R or R*EP
Word Right	WR*		New Page/Page Break	P*B or P*J
Page Down	P*D		Find	FAO*IND
Page Up	P*U			
Beginning of Document	B*EG		Special Characters	
End of Document	#*ED		©	KRAO*IT
Go to	G*T		®	R*EJ
Tab	TAEB or TA*B		™	TRA*ID
Shift+Tab	STAEB or STA*B			
		Font Attributes		
		Bold On/Off	BO*ELD	
		Italics On/Off	TA*LS	
		Underline On	NO*N	
		Underline Off	NO*F	
		Document Commands		
		Open Document	O*EPD	
		New Document	NAO*UD	
		Save	SA*IV (SA*IFB)	
		Close Document	KLO*ED	
		Switch Windows (Alt+Tab)	A*ULT/A*ULT	
		Spell Check	SP*EL	
		Print	PR*INT	
		Unique to Steno		
		Select Conflict 1	SLUN or #1*	
		Select Conflict 2	SLAO or #2*	
		Select Conflict 3	SLOI or #3*	
		Select Conflict 4	SLOUR or #4*	
		Select Conflict 5	SLOIV (SLOIFB) or #5*	
		Select Conflict 6	SLIX or #*6	
		Select Conflict 7	SLAEFB or #*7	
		Select Conflict 8	SLAIGT or #*8	
		Select Conflict 9	SLOIN or #*9	
		Power Define	DOIF	
		Macro Commands		
		Macro Define (record macro)	KRO*ED	
		Macro Menu	KRO*E	
Delete/Undelete Commands				
Backspace	BAPS			
Delete Word Back	DW*B			
Delete Previous Stroke	*			
Delete Space	P-P			
Undo	D*U			
Justification Commands				
Full Justification	F*J			
Left Justification	L*J			
Centered Justification	S*J			
Right Justification	R*J			
Capping Commands				
Cap Next	KP-N			
Cap Previous 1 word	KPUN			
Cap Previous 2 words	KPAO			
Cap Previous 3 words	KPOI			
Cap Previous 4 words	KPOUR			
Cap Previous 5 words	KPOIV (KPOIFB)			
Cap Previous 6 words	KPIX			
Cap Previous 7 words	KPAEV (KPAEFB)			
Cap Previous 8 words	KPAIGT			
Cap Previous 9 words	KPOIN			
Caps Lock - mid-sentence	KP-L			
Caps Lock at beginning of line, paragraph, or tab	KP*L			
Uppercase all Selected Words	KPAUL			
Left-margin cap next word (Keeps cursor at left margin and doesn't insert a space.)	L*M			

Explanation of arrow keys: Look at your computer keyboard. The keys are arranged with the left, down, and right arrow keys in a row, and the up arrow key above the down arrow key. Emulate this on your steno machine by using the asterisk with final R, G, and B for left, down, and right; use final P for the up key.

Keyboard Commands	
Enter/Return	R-RN
Escape	SKA*IP
Space	SP-Z
Tab	TAEB or TA*B
Back Tab (Shift+Tab)	STAEB or STA*B
Indent	D*ENT
Indent Backward	B*ENT
Help	H*P
Insert/Overtyp	*INS
Page Break	P*B or P*J

Alt Keys	
Alt+A	A*LT
Alt+B	PW*LT
Alt+C	KR*LT
Alt+D	TK*LT
Alt+E	*ELT
Alt+F	TP*LT
Alt+G	TKPW*LT
Alt+H	H*LT
Alt+I	AO*EULT
Alt+J	SKWR*LT
Alt+K	K*LT
Alt+L	HR*LT
Alt+M	PH*LT
Alt+N	TPH*LT
Alt+O	O*LT
Alt+P	P*LT
Alt+Q	KW*LT
Alt+R	R*LT
Alt+S	S*LT
Alt+T	T*LT
Alt+U	*ULT
Alt+V	SR*LT
Alt+W	W*LT
Alt+X	KP*LT
Alt+Y	KWR*LT
Alt+Z	SWR*LT

Power Define

1. DOIF (or stroke for DEFINE)
2. Steno new word
3. TA*B or TAEB
4. Spell text
5. TA*B or TAEB
6. Select Dictionary (number bar)
7. R-RN (or stroke for ENTER/Return)

(Modify Power Define Table as necessary. Double-click System Files, double-click Power Define Table.)

Alt Key Commands

Most Windows programs have a menu of words at the top with one of the letters in the word being underlined. On a computer keyboard you can hold down the Alt key and tap the letter to pull down the menu. Items on the menu may also have an underlined letter. Tapping that letter will execute that command.

Use the Alt commands at the left to pull down menus with your steno keyboard.

StenoKeys Help

In Case CATalyst, press F1 for Help, click the Search tab, then type "StenoKeys" in the search field.

As with all dictionaries, the StenoKeys job dictionary can be modified. Feel free to change the steno or definitions to better suit your needs.