

Learn to Use CATalyst, 14th Edition - changes from LTUC Versions 18 & 19

LTUC 14th Edition ISBN Number: 978-1-944754-51-8

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14th Edition retains same lesson sequence and structure as *Learn to Use CATalyst, versions 18 & 19*.
Updated graphics where needed to match Version 21.x software.

Introduction

Updated versions of software available: Professional, Edit, and Student.

Lesson 1

Updated web address for free downloadable files.

LTUCsetup14.zip replaces LTUCsetup.zip

LTUCwriterfiles.zip has been replaced with an updated version

January2023Jobs.zip replaces January2018Jobs.zip

Added instructions for “Keep case structure” when restoring files.

Lesson 2

Help shows correct F1 key.

Updated instructions for safe removal of digital media devices.

Lesson 3

Added option to use Ctrl+u to move up one level in Manage Jobs.

Lesson 4

Added definition for “realtime.”

Updated backup instructions throughout text to suggest students backup System Files each time.

Added instructions for “Save and Close” using right-click on window tab.

Updated web address for free downloadable files.

Added “go to” Ctrl+g command to summary.

Lesson 6

Edit shortcut keys: added Reveal Codes = Ctrl + Shift + r and Reporter’s Dash = Ctrl + /

Lesson 7

Added more accurate description of the System Files case (reddish with yellow Stenograph S)

Added information on Backup User feature.

Added right-click option for backing up a file.

In Restore instructions, added “Keep case structure” information.

Updated file names for Practice exercises from year 2018 to 2023.

Added more information about issues when using periods in filenames.

Lesson 8

Added information on printing notes to a printer or to PDF.

Lesson 9

Updated instructions for accessing spell check options in Manage Dictionary.

Suffix format symbol - added information about where to find EZ Link option to turn on.

Added Centered paragraph style = F4 f

Practice exercises - added note about formatting by-lines.

Lesson 10

A/An resolution - added information about the default color for this option (green).
Added information about the Smart Parentheses option in the Translate Options dialog box.
Realtime Tab: Removed “compression type” information and replaced with Codec information.
Realtime Aids: Brief It - added Live Suggestions to match the current options in the dialog box.

Lesson 11

Auto-hide button: added information about using this feature in Edit for the vertical notes, Brief it, Reveal Codes, and other panes.
Docking and Undocking a Window Pane: Added option to double-click title bar.
Added information about available Themes in CATalyst and how to change themes.

Lesson 12

Added information about “characters per inch,” which can be automatically calculated by CATalyst.
Question Paragraph Style: Added information about the necessity to use a period after the Q and A if pasting information from CATalyst into EV360 Ultimate practice software.
New Line Paragraph Style: Updated info to match current version of software. This style is now what the system defaults to if no other style has been invoked in a job.
Default Paragraph Style: This is no longer the “default” for a file with no other styles. Updated information to reflect that it can be set up to be anything the student/reporter desires.
Practice Exercises: Added characters per inch information.

Lesson 13

Corrected format symbols for Shut off/Turn on Line Numbers.
Practice Exercises: Updated instructions and provided a file called L13 Sample Text (installed in Lesson 1 with the LTUCSetup14 file) to try the instructions.

Lesson 15

FS - Format Symbols - added F4 F4 option to open dialog box of format symbols in Edit.
Added Cycle Homophones and Quick Fix Suffix information.
Added information about where to find the Command Summary Cards in CATalyst Help.
Uncap Next - added examples
Underline On/Off - recommend to avoid using if making an ASCII
Continuation Paragraph - added option to press Enter

Lesson 16

Add Other Globals from Other Jobs - updated instructions
Spell Check - added Ctrl + F7 to spell check a word
Practice Exercises - added instructions to write the take in the student’s own user name.
Updated the suggested file date.

Lesson 18

Building the Index - updated the instructions to access the feature.

Lesson 19

Concordance Index - updated the instructions to access the feature.
Export to RTF/CRE - added information about Special Edit/Confirm All Selected Conflicts

Lesson 20

Make a Macro to Internet Search a Word from Edit - changed to a macro example of marking two words, capping them, then j-defining. (Internet searching has shortcuts now.)
Practice Exercise: Added speaker identification information to the instructions and removed the suggestion to add title, appearance, and certification pages to the assignment.

Lesson 21

Use the CATalyst Realtime Commands Dictionary - updated information so students copy out entries they understand and will use, but no longer recommend translating against that dictionary.
Added information on Query Realtime Translation.

Lesson 22

Set Brief It Options - now recommend Max Words Per Brief = 3

Common Words - updated information. There is a default list available now.

Lesson 24

Added information about using the Speaker List to insert a speaker name into the transcript.

Lesson 25

Updated recommendation for NumLock to be shut OFF while using StenoKeys.

Appendix

CATalyst Default Keyboard Commands for Edit - added Reporter's Dash = Ctrl + /

1Title (Include file example) - updated date, added information about using <Sticky Space> in names.

1Appearances (Include file example) - changed placeholders for street address, city and state to mixed case.

1Cert (Include file example) - updated to 2023

Added instructions on how to insert ss.: