

# Learn to Use CATalyst

## How to use with Edit-only version software

The *Learn to Use CATalyst* textbook comes with downloadable steno note files for completing exercises in student or full-edit version software. Scopists have alternative files that are already translated so they can practice the same exercises in their edit-only version software.

|         |                             |         |                                  |
|---------|-----------------------------|---------|----------------------------------|
| SCOPE01 | Same as File.001/Exercise 1 | SCOPE04 | Same as .004 and .005/Exercise 6 |
| SCOPE02 | Same as File.002/Exercise 2 | SCOPE05 | Same as File.006                 |
| SCOPE03 | Same as File.003/Exercise 4 | SCOPE06 | Same as File.007/Exercise 5      |

### **Lesson 1 - Setting Up User and Lesson Files**

Download all recommended files with the following exceptions:

LTUCwriterfiles.zip

PTStenoKeysV4.zip

In addition, **do** download ScopeFiles.zip

As instructed in lesson 1, after completing “Restore Setup Files,” also restore ScopeFiles.zip.

- In Manage Jobs in the Practice user, press Ctrl+r to begin the restore process.
- Browse to the ScopeFiles.zip file you downloaded. Click on it, click Open.
- In the Restore dialog box, make sure “Keep Case Structure” has a checkmark in it. Click the OK button.

Prepare Writer Files - skip this step.

### **Lesson 4 - Basic Steps for Transcript Production**

Read Notes Into a Job - skip this procedure.

Translate - skip this procedure.

Edit - Double-click *SCOPE01* to open it and follow along with the rest of the lesson.

More Practice Exercises - Double-click *SCOPE02* to open it and follow along with the activity.

### **Lesson 5 - More Edit Features**

Practice Exercise - Double-click *SCOPE03* to open it and follow along with the activity.

### **Lesson 6 - Putting it all together**

Practice Exercise - Double-click *SCOPE06* to open it and follow along with the activity.

### **Lesson 8 - Read Options and Manage Notes**

Because edit-only software cannot translate, skip the Read information in this lesson.

Practice Exercises - Exercise A - Double-click *SCOPE04* to open it and edit it.

Practice Exercises - Exercise B - Double-click *SCOPE05* to open it and edit it.

### **Lesson 9 - Manage Dictionary**

Practice Exercises - unless you have obtained a Personal Dictionary from another source and restored it, you can skip this exercise. Alternatively you could practice inserting these entries in the Practice user name Personal Dictionary.

### **Lesson 10 - Translate Options**

While you cannot translate on edit-only version software, it is wise to study this chapter to understand how the translate options can affect the end result. You may be able to make suggestions to turn certain options on or off to your reporter if it would result in better translation.

**Lesson 16 - More Advanced Edit and Job Practice**

Practice Exercises - Omit step 5.

**Lesson 17 - Edit Options, Skill Refinement**

Practice Exercises - omit.

**Lesson 20 - Keyboard Maps, Macros, and Skill Refinement**

Practice Exercises - omit

**Lesson 21 - Realtime Basics**

Not applicable to edit-only version software.

**Lesson 22 - Brief It**

Not applicable to edit-only version software.

**Lesson 25 - StenoKeys**

Not applicable to edit-only version software.