



Quick Start Guide

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Welcome to SmartCAT, Cheetah International's court reporting software for Windows.

We know you're anxious to get started, but please take a few moments to read this quick start guide. When you have finished reading the guide, grab SmartCAT by the tail and have a great experience!

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Conversion service

Cheetah International provides a conversion service to those customers wanting to transition from any CAT system to SmartCAT.

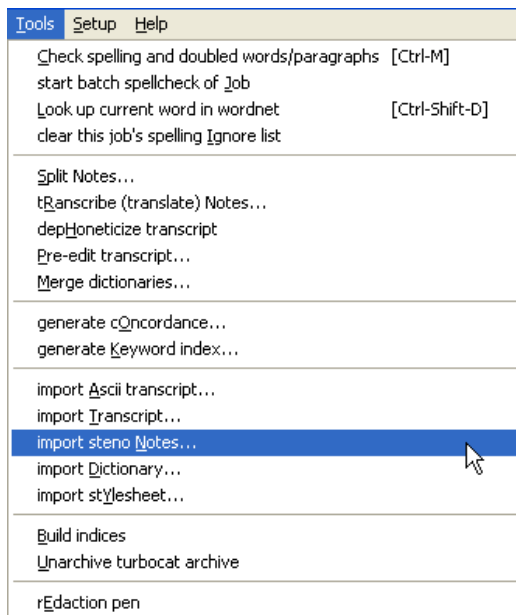
Your style sheet, which contains the formatting for your page setup, numbers of lines per page, boxes, etc., can be converted for use in SmartCAT. We will also convert dictionaries, hotkeys, spell check files, and current include files (such as title pages and certification pages).

This conversion process helps eliminate downtime during the switch between CAT systems and prevents having to recreate files.

Please contact Technical Support at (800)869-6986 to receive detailed instructions on how to convert your files.

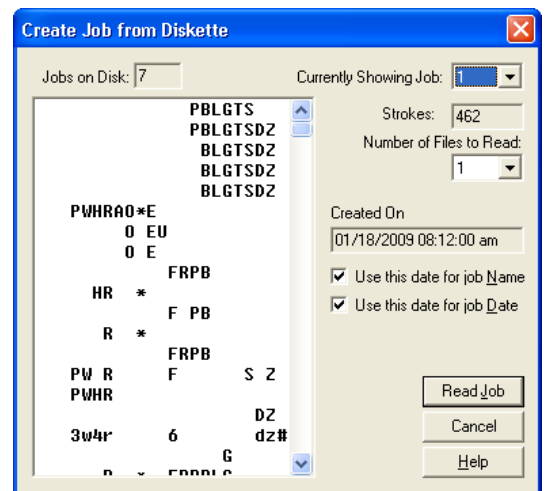
Importing Notes from Diskette

To bring in Notes from any location, click on the **Tools [ALT-T] | Import Steno Notes... [N]** menu option or the **File [ALT-F] | Import [M] | Import Steno Notes... [N]** menu option (they both do the same thing).



Use the diskettes option to choose a notes file from a disk created by your steno writer (not including the Mira .sgstn note files). Choose the steno writer that you used to create the disk from the drop down list. Choose the drive letter from the Drive: drop down list that contains the disk with the notes. Click the [OK] button to import the file.

The Create Job from Diskette dialog opens.



The main window in this dialog box will show the steno for the notes file. This is a way to distinguish the job you want out of all of the others on the disk.

Jobs on Disk:

The number of jobs that are on this disk

Currently Showing Job:

Which job is showing in the list box

Strokes:

How many strokes for the current job showing

Number of Files to Read:

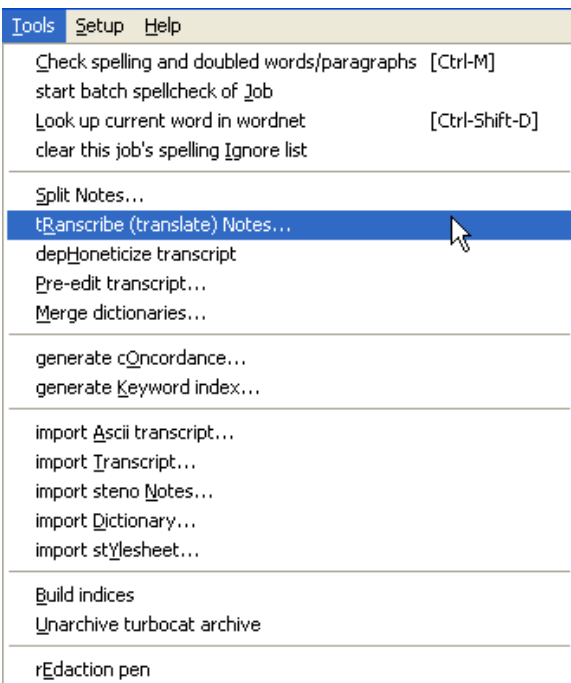
How many files to read from the disk (this will result in the files being joined in to one SmartCAT job)

Created On:

The creation date of the notes file, according to the disk you used. This field may not appear if the disk lists a blank or invalid creation date.

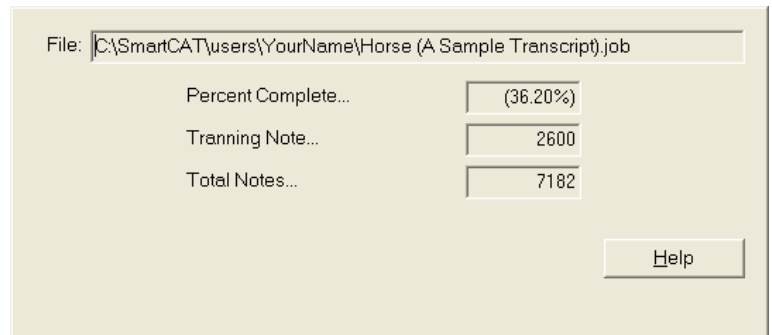
After pressing [OK] the create job from notes dialog the new job dialog will appear. By default, the job's name is today's date. You can now change the name of the job to something that works for you, such as the witness' name or the date the transcript was taken. Make sure that the correct style sheet is selected (usually "Master") and then click the [OK] button to finish importing the file to the job menu.

Transcribe Notes



Once notes files have been imported into SmartCAT, they will need to be transcribed to produce an English transcript. To transcribe a notes file, select the file on the job menu with the mouse. The line listing the file will become highlighted.

Next, click on the **Tools [ALT-T] | Transcribe Notes... [R]** menu option.



The Transcribing dialog opens and shows the location of the notes file being translated, as well as the progress of the translation.

When the transcription is complete, the translation statistics are shown. Click the [OK] button or hit [ENTER] to continue.

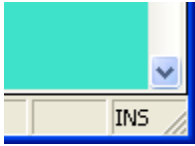
Now that translation is complete, you can edit into the job from the job menu as normal and your transcript will display.

Editing Modes

Typing Modes

There are three typing modes you can use when editing: insert mode, typeover mode, and Turbokeys mode. The current typing mode is displayed in the lower right hand corner of the Transcript Editor screen.

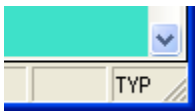
Insert Mode



Insert mode lets you type new text. If the cursor runs into existing text, that text moves to make room for the new text. By default, the Insert mode cursor is a blinking vertical line. To go into Insert mode:

- From Turbokeys mode: Press [Ins], or [A].
- From Typeover mode: Press [Ins].
- From any typing mode: Press [Ctrl+F3].

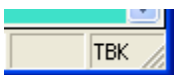
Typeover Mode



Typeover mode lets you type new text. However, unlike Insert mode, if the cursor runs into existing text, that text is overwritten. By default, the Typeover mode cursor is a blinking horizontal line. To enter into Typeover mode:

- From Turbokeys mode: Press [/].
- From Insert mode: Press [Ins].
- From any typing mode: Press [Ctrl+F4].

Turbokeys Mode



Turbokeys mode lets you edit your transcripts while keeping your hands on the keyboard home row, without frequently using the [Alt] or [Ctrl] keys. In Turbokeys mode, your keys do not type characters; instead, they execute many of the Transcript Editor's commands. By default, the Turbokeys mode cursor is a blinking block. To go into Turbokeys mode:

- From Typeover or Insert mode: Press [/].
- From any typing mode: Press [Shift+F9].

Understanding Style Sheets/Job Properties

In SmartCAT, there are two types of job-formatting templates: style sheets, and Job Properties. The Job Properties are copied from whichever style sheet was used for the job at the time it was created. It seems complicated, but it's not really.

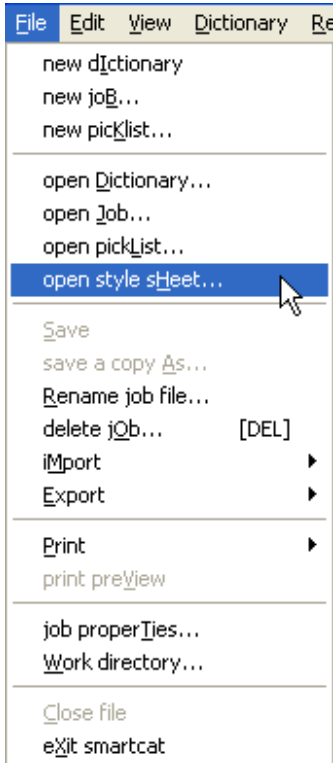
Here's the thing to remember:

Style sheets are universal (for all jobs); Job properties are job-specific (made for one job only).

If you make changes in a style sheet, it will apply to all future jobs you make with that style sheet (but not jobs you've already done). Changes to a job's Job Properties affect **only** the current job you're working in.

Accessing Style Sheets

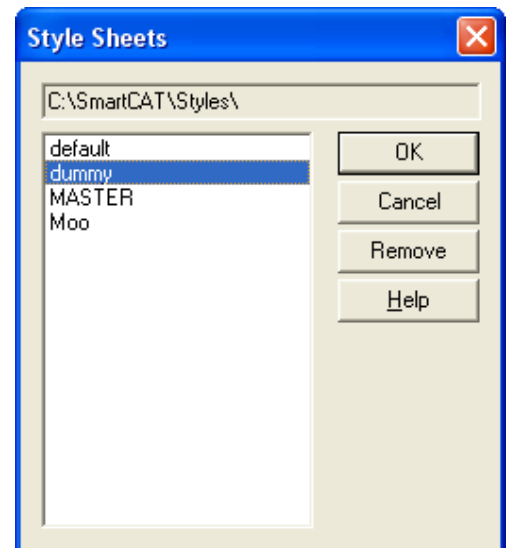
SmartCAT includes a style sheet called "default". This style sheet comes with the program and is used for job properties or to create other custom style sheet. You are not limited to the number of custom style sheets that can be created.



To access the "default" (or any) style sheet, click on the **File | Open Style Sheet...** menu option.

The style sheets dialog box opens and lists all style sheets in SmartCAT. The first time you open this dialog box, it will probably only contain the "default" style sheet.

Click on "default" in the list box and then click the OK button. This opens up the "default" style sheet dialog box with the Info tab displayed



If you find you need to adjust your Master (main) style sheet, the simplest way to do it is to use the Job Properties of an individual job. Alter those Job Properties until that job looks just how your transcripts should, then click "Save To A Style Sheet" to save your changes to your chosen (or new) style sheet. For more information, consult the help file or Cheetah International technical support.

What is Realtime?

When you write in Realtime, your steno writer is connected to a computer running SmartCAT and your strokes are translated as you write them, virtually instantaneously. Realtime translation is used in courtrooms, for closed captioning, for display to the deaf and hard-of-hearing, and more.

The Advantages to Writing in Realtime

- Using Realtime, conflicts can be corrected automatically with Automatic Conflict Resolution
- You can correct untranslates, misspellings, and other problems right from the steno keyboard
- When you write in Realtime, speech is instantly displayed as text. This lets anyone viewing the Realtime screen to reference the transcript without having to wait for a printed transcript
- Realtime reporters can connect to computers running litigation support software (like Cheetah International's Total Access), and instantly send a transcript to several computers at once

What Equipment Do I Need to Write in Realtime?

During Realtime, your steno writer is connected to a port (serial or USB) on a computer running SmartCAT. This is the minimum required hardware for running Realtime:

- A Realtime-capable writer
- The correct Realtime cable for your writer type
- A computer with at least one port (serial or USB) and the SmartCAT software installed
- If you want to send Realtime output to a CIC client station such as Total Access, LiveNote, or CaseView you must have a second port (serial or USB). Most new computers come with one serial port and two USB ports

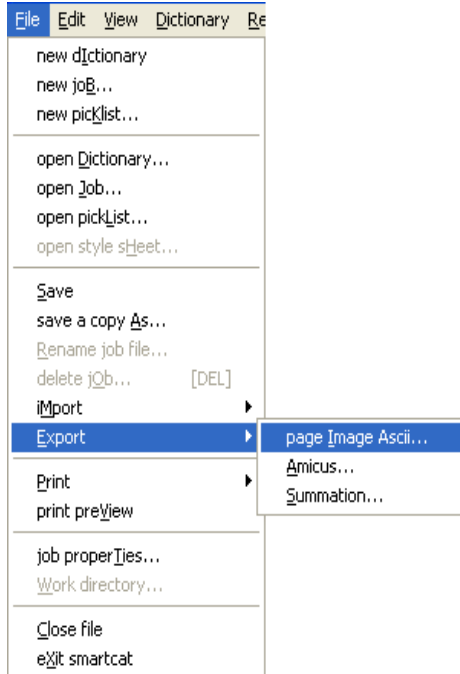
Connecting Your Writer to Your Computer for Realtime

Follow these steps to connect your writer to your computer for Realtime:

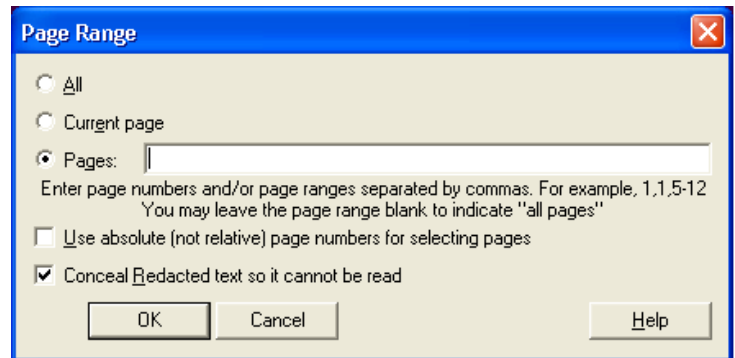
1. Turn your steno writer and the computer OFF.
2. Connect the correct Realtime cable to your writer.
3. Connect the Realtime cable to a port serial on your computer. This may require a serial-to-usb adapter.
4. Turn the writer and computer ON.
5. Enter 6-10 strokes to "wake up" the writer. If the writer is a Transcriptor X, press the "BOLT" button.

Exporting a Page Image ASCII

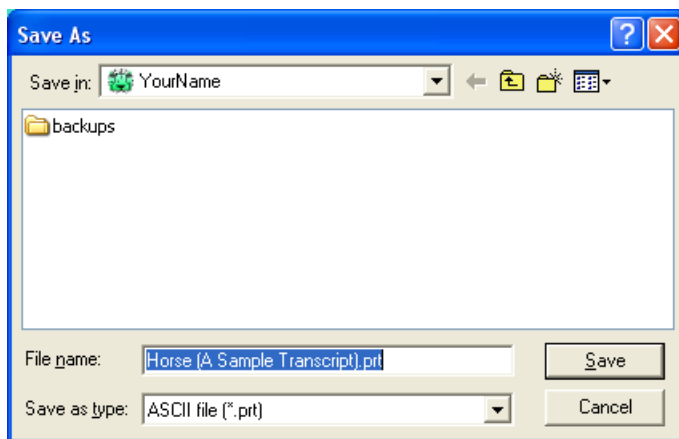
When making a Page Image ASCII file, page and line numbers, spacing, headers, footers and margins appear exactly as they do in your printed transcript.



1. Ensure you have the transcript open in the transcript editor.
2. Choose options to include in the file by opening the style sheet, choosing preferences, and then apply the style sheet to the transcript.
3. Click **File | Export | Page Image ASCII**.
4. A Page Range dialog box opens:



5. Choose which pages you wish to export.
6. After choosing the Page Range options, click **OK**.
7. A **Save As** dialog box opens:



8. Type a name for the file or leave as is. Click **Save** to save the file.

CHEATAH SHEET

Moving

- Up One Line – i
- Up One Screen – I
- Left One Word – j
- Left One Letter – k
- Right One Word – k
- Right One Letter – K
- Down One Line – m
- Down One Screen – M
- Next Scan Stop – n
- Beginning of Line – b
- Beginning of Transcript – B
- End of Line – e
- End of Transcript – E
- Find – f
- Find Next – I
- Find Last – L

Text Editing

- New Paragraph – y
- Underline – u
- Insert Mode – a
- Swap word – o
- Delete Word – d
- Delete Character – D
- Purge Line – p
- Delete to end of line – P
- Replace – r
- Text Global – t
- Steno Global – G
- Select Text – s
- Undo – z

Create File

- File [Alt + f]
Job – b
Dictionary – i
Picklist – k

Open File

- Highlight job from list and press Enter
- File [Alt + f]
Job – j
Dictionary – d
Picklist – l
Style Sheet – h

Notes

- Show Notes – Esc
- Focus Notes – F5
- Split Notes – Alt + t-s
- Transcribe Notes – Alt + t-r
- Import Notes – Alt + t-n

Options

- Job Properties – Ctrl + T
- Editing Preferences – Ctrl + q
- Spelling Options – Alt + s-s
- Realtime Options – Alt + s-r
- Audio Options – Alt + s-a
- Number formatting Options – Alt + s-n
- Auto-Briefing Options – Alt + s-b
- Theory settings /
Translations Options – Alt + s-t
- Hotkeys – Ctrl + a
- Turbokeys – Alt + s-u

Realtime

- Start – Alt + r-r
- Stop – Alt + R-l
- Options – Alt + s-r
- Show Auto-briefs – Alt + s-a -s
- Clear unused
Auto-briefs – Ctrl + shift + b

Hotkeys (default)

CTRL+ALT+

- A: Answer Paragraph
- B: unassigned
- C: Colloquy Paragraph
- D: Smart Word Ending ~ed
- E: Dashes at the end of line
- F: unassigned
- G: Smart Word Ending ~ing
- H: ASCII
- I: Dashes Q/Q
- J: Brings two words together
- K: Removes last letter of current word
- L: Underlines the current line of text
- M: Margin Paragraph
- N: Smart Word Ending ~ness
- O: Concordance
- P: Parenthetical 1 Paragraph
- Q: Question Paragraph
- R: Smart Word Ending ~er
- S: Smart Word Ending ~es
- T: Brings in Demo Title (User should e
for their own title page)
- U: unassigned
- V: New speaker ID 1 Paragraph
- W: THE WITNESS: Paragraph
- X: Dashes between two words
- Y: New speaker ID 2 Paragraph
- Z: EXAMINATION BY Blurb

SHIFT+ALT+

- C: Continuation Paragraph
- D: Ends job and opens Demo.dic
- G: Brings up Go To Box
- I: Dashes A/A
- P: Places Period at the end of line
- Q: Places ? at the end of line
- S: Single Spaces current
Paragraph/selected text
- T: Puts in colon for time

