Function Keys

Virtually all editing commands can be performed using the function keys and the cursor keypad. Refer to the AristoCAT Keyboard Template for the Function Key Assignments. Note that each function key (F1-F12) has four different functions: unshifted, shifted, Ctrl and Alt.

Cursor Keypad

Up Arrow* .... cursor up one line
Down arrow* .... cursor down one line
Left arrow* .... cursor one word left
Ctrl+left arrow* ...... cursor one character left
Right arrow* .... cursor one word right
Ctrl+right arrow* .. cursor one character right
Insert .... toggles text insert/overwrite
Home .... Scan to next untran or conflict
Ctrl+Home .... go to beginning of job
Page Up .... scroll text up one screenful
Ctrl+Page Up .... cursor to top of screen
Delete* .... deletes character under cursor
End .... cursor to end of line
Ctrl+End .... go to end of job
Page Dn ..... scrolls text down one screenful
Ctrl+Page Dn ...... cursor to bottom of screen
BackSpace* ..... deletes char to left of cursor
Tab .... moves cursor to next tab stop

Home Row Commands

In addition to the function keys and cursor keypad, all editing commands can also be executed from the Home Row, by using the Ctrl and/or Alt Key in conjunction with the designated letter. For example, Alt H means hold down the Alt Key and press the letter H. Note that you do not have to use capital letters. The Ctrl and Alt commands are case insensitive.

Cursor Movement

Move up one line* .... Ctrl E
Move down one line* .... Ctrl X
Move character Left* .... Ctrl S
Move character Right* .... Ctrl D
Word Left* .... Ctrl A
Word Right* .... Ctrl F

Next tab stop* .... TAB key
Top of screen .... Ctrl QE
Bottom of screen .... Ctrl QX
Go to left margin .... Ctrl QS or Alt B
Go to right margin .... Ctrl QD
Display previous page ...... PgUp key or Ctrl R
Display next page .... PgDn key or Ctrl C
Go to beginning of file .... Ctrl QR
Go to end of file .... Ctrl QC
Go to page .... Ctrl QG or Alt G
Scroll up one line .... Ctrl W
Scroll down one line .... Ctrl Z

Formatting

Center text on current line .... Ctrl OC
Stitch⇔Unstitch Word .... Ctrl OM or Alt T
Cap⇔Uncap Letter .... Ctrl OU or Alt C
Cap⇔Uncap Word .... Ctrl OW
Hyphenate two words .... Alt -
Insert Dashes .... Alt =
Change Punctuation .... Ctrl OY or Alt Y
Switch next two words .... Ctrl OZ
Text⇔Number .... Ctrl ON or Alt N
ANSWER⇔WITNESS .... Ctrl QW or Alt A
QUESTION⇔COURT .... Ctrl QZ or Alt Q
Colloquy speaker IDs (0-9) .... Alt (0-9)
Join two paragraphs .... Ctrl OO or Alt J
Set left margin .... Ctrl OL
Set right margin .... Ctrl OR

AudioSync

Play snippet .... Ctrl KM
Play continuously .... Ctrl+Shft P

Print Formatting

Bold .... Ctrl PB
Underline .... Ctrl PS
Italics .... Ctrl PI

To Insert:

New Line .... Ctrl N
Question .... Ctrl OQ
Answer .... Ctrl OA
Paragraph .... Ctrl OP or Alt P
Colloquy Paragraph .... Ctrl OI
Interruption of Q or A .... Ctrl OV or Alt D
Include File .... Ctrl KR or Alt I

To Delete:

Char to left of cursor* .... BackSpace
Char under cursor* ..... Ctrl G or DELete key
Word to right .... Ctrl T
Entire line .... Ctrl Y
To end of line .... Ctrl QY or Alt E
Block of text .... Ctrl KY
Restore deleted text (undo) ....
.... Ctrl QI or Alt U

Marking & Copying Text

Scan to Next Untranslate or Conflict
.... Home key or Alt H
Mark Word .... Ctrl KB or Alt M
Mark Text .... Ctrl KK
Copy marked text to clipboard .... Ctrl KC
Copy text from clipboard into file .... Ctrl KV
Copy Title Page .... Ctrl KT

Search\Replace

Search for text .... Ctrl QF or Alt F
Search and replace text .... Ctrl QA or Alt R
Repeat last search\replace .... Ctrl L

Steno Control

Recall steno .... Ctrl OS or Alt S
Recall steno w\English translation ....
.... Ctrl OS (twice) or Alt S (twice)

Edit Toggles*

Home to untranslates only .... Ctrl QU
Fast Edit .... Ctrl OF
Add define to personal dict (\d) .... Ctrl OD
Add define to job dict (\j) .... Ctrl OJ
Add define to global file (\g) .... Ctrl OG

*The preferences for the toggles and how the cursor and backspace keys work are set in the Reporter Information file (Edit Options tab).

Dot Commands

Dot commands are special instructions to the print program. All dot commands are placed on a separate line within the transcript and must start with a period (.) in column one. They are case insensitive.

<u>To:</u>   <u>Enter</u>

Set beginning page number to x .... pn x
Page numbers on/off .... pn on/off
Start new page .... cp
Double spacing on/off .... ds on/off
Line numbering on/off .... ln on/off
Set header 1 to text .... h1 text
Set header 1 and center text .... h1 ~text
Start/end title page .... ti on/off
Start/end exhibit-index page .... ex on/off
Start/end other page .... ot on/off

Saving your Work

Save changes & resume edit .... Ctrl KS
Save changes & Exit .... Ctrl KX
Abandon changes made during this editing session .... Ctrl KQ

- EDIT automatically saves your transcript every 5 minutes (you can change this in Edit preferences).
- The Save & Exit F10 function key command (Ctrl KX or Alt X) does a complete save of the transcript as well as updates the backup files. You should Save & Exit at least every hour or when taking a break (or more often if it is a particularly hard job or if you are new on the system.)

The Temporary Edit File

The temporary edit file is the last auto-save of your editing changes. If you edit into a transcript and get the message that a temporary file was found, you should choose 'Yes'. After the file has opened, look to see if all or most of your corrections are there. If they are, save out of Edit and this temporary file will become your .WRK file. Refer to the AristoCAT User's Manual for details and instructions.

About Edit Backup Files

The EDIT program maintains two sets of backup files of your work. The first backup file is named jobname.bck and the second backup file is named jobname.bk2 (where jobname is the name of your edit file.) If you edit into a file, and it is messed up, don't save out, instead press Ctrl KQ to abandon out of the file. Then edit into the first backup file by giving the job name plus

the .bck extension. If this first backup file is also messed up, then abandon and edit into the second backup file. If you need to edit into your second backup file, just edit into the job and type in the job name along with the .bk2 extension.

Creating & Using Include Files

Include Files are blocks of repetitive text, such as title pages, certificates, parentheticals, that can be inserted easily into the transcript during real-time, translation and editing. Include files can be created from any text in any edit file. It is recommended that you create the include files as you edit and come to a place where an include file is needed.

Enter the Text

- Insert one or more blank lines in the transcript where the include file is needed.
- Type in the text for the include file, including any formatting desired.

Marking the Text

- Place the cursor on the first line of the text that is to be in the include file.
- Press ^{Ctrl}F5 (Mark Text) and the entire line will be highlighted. Using the down arrow key, the page down key or the go to page command (^{Ctrl}QP), move the cursor to the last line of the desired text. As you move the cursor down, each line of text will be highlighted. If you go too far, press the up arrow key to un-highlight text.

Saving the Marked Text

- Press ^{Alt}F11. The Block Write dialog box appears prompting for the name of the file to write to. Enter an appropriate name and press ENTER (ie: cert). If you already have a file by that name, the system will warn you before you overwrite it.
- If you make a mistake while marking text and want to start over, just press the Escape key to get out the marking mode.

- The include file that you just made is now in your user area, ready to use.

Example Include Files

AristoCAT provides a number of sample include files which you can modify to your specific format. Go to the File Management program, click the Include Files menu, then click Make Include Files. Follow the instructions on the screen.

Printing Your Include Files

- If you would like a printed copy of all your include files, go to the ACAT Main Menu, click the File Backup/Restore menu item, click Include Files, then click Print Include Files. The printed listing will show line and column numbers along with the file name so that you can easily see how they will fit into your transcript.

Inserting the Include Files

- Move the cursor to the place where you want to insert the Include File. Insert a blank line if necessary.
- Press ^{Ctrl}F7 (Insert file) or ^{Alt}I
- Click on the name of the include file and click the OK button or press ENTER.

Changing an Include File

- Start the Edit program.
- When prompted for the name of the file to edit, at the bottom of the Open Edit File dialog box, click on the down arrow to the right of "Files of type:". Now click on Include Files and all of your include files will appear in the box above. Click on the include file you wish to edit, then click the Open button or press ENTER.
- Make the desired changes.
- Save out of Edit like you normally would.

Deleting a Block of Text

- Mark the text block to be deleted (See Marking Text above).
- Press ^{Alt}F10 (Delete Marked Text) or click the Cut toolbar command.

Copying Text to Clipboard

- Mark the text to be copied (See Marking Text above).
- Press ^{Shift}F12 (Copy Marked Text) or click the Copy toolbar command.

Pasting Text from Clipboard

- Move the cursor to where you want to place the previously copied text.
- Press ^{Ctrl}F12 (Paste Copied Text) or click the Paste toolbar command.

Defining Special Strokes

To Define:	Enter:
Question	Q_
Answer	A_
New Paragraph (indentation)	P:
New Paragraph (no indentation)	N:
Colloquy Speaker	A:MR. SMITH
Answer with text	A_ No
Open Quote	"
Close Quote	@"
Delete space	@
Cap next word	^
Hold together (shifted hyphen)	_

Comma, period, question mark, semi-colon, colon, open and close parenthesis, apostrophe are defined normally (Ex: , . ? ; : ( ) ').

Creating a Conflict

To create a conflict, highlight the word or untranslate, type an open curly bracket ({) followed by the first choice, then a backslash (\), the next choice, backslash, the last choice followed by a close curly bracket (}). Example: {their\there}. Note: be sure to use the backslash(\), not the forward slash (/) which is under the question mark (?).

To change a conflict, highlight the conflict and then type in the conflict the new way as described above.

This card contains a condensed summary of the more commonly used editing commands and frequently used editing procedures. Please refer to the AristoCAT User's Manual for a more detailed explanation and examples of these editing commands and procedures.