You’ve Got Options
Let’s use them!

Reporters have different preferences as to how things should work or display; that’s why there are options for many of your Case CATalyst features. In this class, you’ll learn how to modify the functionality for a variety of Manage Jobs and Edit features, and make them work in a way that best meets your needs.

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You’ve Got Options

What Are Options ........................................................................................................3

Application/Computer Options

Start-up Size ...............................................................................................................4
Renew expiring e-Key License ..................................................................................5

Manage Jobs/General Options

Dialog ..........................................................................................................................6
Job History/Due Date ...................................................................................................8
Job States ....................................................................................................................9

Edit Options

Reveal Codes Pane .....................................................................................................10
Vertical Notes Pane ..................................................................................................12
Advanced Edit ............................................................................................................13
Global ..........................................................................................................................14
Field ............................................................................................................................15
Input Translate Options ............................................................................................16

Keyboard Map Efficiency

Add Shortcuts ............................................................................................................18
Remove or Modify Unwanted Function Assignments .............................................19

Macros

Exceptional Extras ......................................................................................................22
Research shortcuts ....................................................................................................21
Undo Global ................................................................................................................22
What are Options?

Many of the features you use have associated options which determine how the function or aspects of the function work. You can select preferred settings to customize the performance of the feature to match your preferences.

- **How to Access Options:**
  - Click **Tools, Options** (*Alt+t, o*) and then select the specific category of options.
  - Open a feature’s dialog box, and then click the **Options** button in the dialog.
  - Access a Pane’s Options via one of these methods:
    - For any dialog pane with options: open the dialog pane, and then click the **Options** button on the toolbar at the top of the docked pane.
    - For the *Brief It, Cat Scratch, Hotspot* or *Speaker List* panes in Edit, click **Tools, Options, Pane Options** and select the specific pane.

- **Working with Options:**
  - In most Options dialogs, the name of the option appears in the left column and the selected setting or value for each option appears in the right column. At the bottom of the dialog is an area where a description of the feature is displayed, and an explanation of how the various settings will affect how the feature works.

  - **NOTE:** If you are unable to read the entire name of the option, you can position the cursor on the vertical line in between the left and right columns, click and drag to the right to provide additional room for the option name.

  - **NOTE:** If you are unable to read the entire description, click an edge or corner of the options dialog and drag it to increase the size of the dialog. This will permit you to see more text.

  In some other Options dialogs, the options appear as check boxes, radio buttons and/or text fields. Selecting or deselecting the check boxes or radio buttons and entering text in the fields sets the option as desired.

  - When there are multiple pre-set settings/values available for an option, clicking the currently shown value/setting, or the down arrow at the end of that value/setting will cause a drop down menu of other available
values/settings to select. Click the preferred value/setting to select it. The choice is stored when you click OK and close the options dialog.

⚠ **TIP:** If there are only two values available for the setting (e.g. Yes or No), double clicking the setting will toggle it to the other value.

✔ When text is required for a setting/value, clicking the value/setting will position the cursor where you can type text. For some options, you may also see a Browse button so that you can navigate to a location and select a particular file for that option.

☞ **NOTE:** The selections for all of your options are stored in the System Files case, in the UserSettings.SGXML file. Make sure the UserSettings.SGXML file is backed up and stored in a safe place.

**Application/Computer Options**

From Manage Jobs or Edit, click **Tools, Options, Application/Computer Options... (Alt+t, o, /)**.

- **Start-up Size.**

  This setting determines the size and location of the Case CATalyst window when Case CATalyst opens. This setting affects all users on this computer. By default, Case CATalyst is set to open maximized.

  ✔ **Maximized.**

  The Case CATalyst window opens to the size of your screen.

  ✔ **Full Screen.**

  The Case CATalyst window opens with only the Menu bar and Full Screen toolbar displayed. The Function Bar and all other toolbars are not shown.

  ✔ **Last Known Size.**

  Case CATalyst opens with the last customized size and position of the Case CATalyst window.

 ⚠ **TIP:** If you have manually resized and positioned the Case CATalyst window and you want the window size it to be remembered the next time
you open Case CATalyst, select *Last Known Size*.

**NOTE:** It may be necessary to change the Windows settings for the Case CATalyst shortcut icon in order for the *Last Known Size* option to function properly. If the Case CATalyst shortcut setting is set to *Maximized*, it must be set to *Normal window*.

To modify the Case CATalyst shortcut setting, right click the Case CATalyst icon and select **Properties**. On the Shortcut tab, in the Run field, select **Normal window**.

**NOTE:** A new Start-Up Size setting will not take effect until you exit from Case CATalyst and then re-open the software.

- **Renew expiring e-Key license.**

  Your e-Key (keyless access) requires reauthorization every 90 days. By default, reauthorization is set to automatically renew so that you are not required to remember or take action to reauthorize your keyless access.

  ✓ **Without Asking.**

    This is the default selection. It will automatically reauthorize e-Key, keyless access, when the renewal date falls within 29 days. When reauthorization successfully completes, a message displays indicating successful reauthorization. 90 days of reauthorization is added to the amount of authorized days currently remaining.

    Automatic reauthorization requires an Internet connection. If you are not connected to the Internet at the time of automatic reauthorization, then Case CATalyst will prompt you with a reminder message. You can then connect to the Internet and follow the instructions to reauthorize your license.

  ✓ **At User Direction Only**

    If you select this option, Case CATalyst will display a reauthorization reminder message that requires you to manually respond to reauthorize keyless access.
Manage Jobs/General

- **Dialog**

  The font size and style of text in some dialog boxes can be modified to make dialog box text easier to read, and the default position of the dialog box can be customized.

  In Manage Jobs, click **Tools, Options, Manage Jobs/General, Dialog...** (Alt+t, o, j, d).

  ✐ **NOTE**: Some dialog boxes have fixed settings and do not permit customization. If following the instructions listed below does not enable you to access settings or affect a dialog, it indicates a dialog cannot be customized.

  ✓ **To set text size for all customizable dialog boxes:**

    Click and drag the System Dialog Font Size slider down to select the preferred font size. You can set a size from 8-16. The default size is 8.

    ✐ **NOTE**: The larger you set the font size, the larger the entire dialog box will be. It is possible to select a font that is so large that the dialog box will be too large to fit in the available screen area.

  ✓ **To set text size for individual dialog boxes:**

    1. Right click the dialog box title bar.

    2. Click **Dialog Settings...**

    3. In the Override Dialog Settings dialog, click and drag the Dialog Font Size slider down to select the preferred font size.

    4. Select **Use this setting instead of the system dialog font** setting.

    5. Close the dialog. When you re-open it, the new font size applies.

  ✓ **To set a preferred position for an individual dialog**

    1. Click and drag the dialog box to the preferred position.

    2. Right click the title bar of the dialog box.
3. Select **Dialog Settings**…

4. Select **Always remember the position of this dialog**.

5. Click **OK**.

- **Set Dialog font style**

  This feature was implemented due to Case CATalyst’s use in Greece and the need for dialog boxes to display in Greek language fonts. However, it can also be used by anyone who would prefer to use a different font than the default (MS Sans Serif).

  The selected font will be applied to all Case CATalyst dialogs in the UserSettings file.

- **NOTE**: The selected font will only be applied to dialogs controlled by Case CATalyst, vs. dialogs controlled by Windows. For example, *Audio Playback Speed* is a Case CATalyst dialog box, whereas *Save As* is a Windows dialog box.

1. At Manage Jobs, open the System Files case and double click **UserSettings**.

2. **Click any line** inside the dialog to put focus in the dialog, and then **press Ctrl+f** to open the Find function. (If you do not click in the dialog box before pressing Ctrl+f, the Find dialog will not open.)

3. Type **languages** in the Search For field and then press **Enter**.

4. In the Dlgfnt (dialog font) field, click the **Edit** button, and then position the cursor in the text field for that option.

5. Type the **exact** name of the font you want to use, then click **OK**.

- **NOTE**: If you do not type the exact name of the font, the default font (MS Sans Serif) will continue to apply to all Case CATalyst dialog boxes. For example, if you want to use the *Comic Sans MS* font, type *Comic Sans MS* (not *Comic*, or *Comic Sans*).

6. Click **Save (Enter)** to save the changes to UserSettings and close the Settings Manager dialog.
• **Job History**

Job History Options allow you to set options to help you see important information about your jobs as well as aid in overall organization.

In Manage Jobs, click **Tools, Options, Manage Jobs/General, Job History** (Alt+t, o, j, j).

- **Automatically Set Due Date**
  
  Select **Yes** to automatically assign a due date to jobs when they are translated. Select **No** if you do not want a due date automatically assigned to each job.

  ✨ **NOTE**: You can manually assign a due date to any job, including a steno file that has not been translated.

- **Number of Days from Job Date**
  
  Click the down arrow on the right side of the screen for that option and then enter a value from 0-60.

- **Use Color to Show a Job is Due**
  
  Select **Yes** to cause the job icon (and the entire line for that file in Detailed List View) to change to the Due Date Color when the job is due. Select **No** if you do not want to be alerted that a job is due by a color change.

  ✧ **Due Date Color**

  The default color is red. You can select any of the 16 available colors.

- **Number of Days before Due Date to Report Job as Due**

  Click the down arrow on the right side of the screen for that option and then enter a value from 0-30.

  ✨ **NOTE**: Dates in Case CATalyst are counted in calendar days (including Saturday and Sunday), not “business days.” However, if a due date is going to fall on a Saturday or Sunday, Case CATalyst automatically moves it to the following Monday.

- **Display Search Due Jobs Results at User Startup**

  Set this option to **Yes** to cause the **Search Due Job Results** dialog pane to
display every time you open a user in Case CATalyst.

NOTE: To open the Search Due Job Results dialog pane, click **Tools, Search Due Jobs (Ctrl+Shift+d)**.

- **Job States**

  A Job State is a description of the current status of a job. The associated color for the job state plus its text name can be viewed in the Job State column in Detailed List View. Only the job state color is shown in Icon view. For example, if the last task performed on a job was export to ASCII, the file’s icon will be green, and the job state name *ASCII Created* would appear in the Job State column of the Detailed List View.

  Job State options provide the ability to modify existing default job state names, select folder colors, create customized job states and assign job states to selected functions and features.

  In Manage Jobs, click **Tools, Options, Manage Jobs/General, Job States... (Alt+t, o, j, o)**.

  ✓ To modify an existing job state name:

    1. Double click the current name to select it.
    2. Type a new name.

  ✓ To select a different color for the job state, click the down arrow at the right of the field and pick from one of the 16 available colors.

  ✓ To create a new (additional) job state:

    1. Click the **New Job State** button. A *Custom#* job state is created.
    2. Click the field to the right of the *Custom#* name and then type a new name.
    3. Click the down arrow at the right of the field and pick one of the 16 available colors.

  ✓ To cause a job state to be automatically assigned when a particular task is completed:

    1. Scroll down to the *Job State Assignments* section.
2. Click the field to the right of the Job State After (Action). For example, if you wanted to change the job state assigned to a job that has printed using the Final print options, you would click Job State After Final Print.

3. In the drop-down list, select the desired job state.

**NOTE:** You can apply a selected job state to one or more jobs manually vs. automatically:

1. Select the job(s) for which the job state(s) will be modified.

2. Use *one* of the following methods to select the Change Job State function:
   - Right click and select **Change Job State**.
   - Click **Tools, Change Job State**.

3. Use *one* of the following methods to modify the job state(s):
   - If you are using Detailed List View and modifying the state for one job only, and the Job State column is displayed, select from the list of available job states in the Job State column.
   - In all other circumstances:
     a. Under Job Information in the Job History For (Filename and path) dialog, click **Current State**.
     b. Select the preferred job state.
     c. Click **OK (Alt+o)**.

**Edit Options**

- **Reveal Codes Pane**
  
  You can customize the font type, style and size for the Reveal Codes pane, and set the color of format symbols.

  ✓ Open the Reveal Codes pane using any *one* of the following methods:
- Click the Reveal Codes button on the Edit toolbar.

- Press Ctrl+shift+r (Default keyboard map) or r (CAT4 kbd keyboard map).

- Click View, Panes, Reveal Codes (Alt+v, e, r).

✓ Adjust the font type, style and/or size of text in the Reveal Codes pane:

1. Click the Reveal Codes pane to put the cursor focus in that pane.

2. Right click the Reveal Codes pane and select Reveal Codes Font.

3. Select the desired font type, style and size.

✓ To adjust the number of lines of text in the Reveal Codes dialog pane, click and drag the edge of the Reveal Codes dialog pane.

☞ NOTE: When you adjust the size of the Reveal Codes pane, the text remains the selected size and increases or decreases the number of lines of text displayed.

✓ Adjust the color of Format Symbols in Reveal Codes:

1. Click View, Display, Colors... (or press Alt+v, d, c).

2. At the top right corner of the Color dialog box, click the down arrow next to A/An Resolution.

3. Select FS in Reveal Codes from the list of items.

4. Click the down arrow next to the color bar (directly below FS in Reveal Codes).

5. Select the preferred color for format symbols from the 40-color grid, or click More Colors to access additional color choices in the Standard or Custom tabs.

☞ TIP: Select a color that will appear clearly against a light gray background. It is not possible to change the background color for Reveal Codes.
• **Vertical Notes Pane**

You can customize the font type, style and size used for Vertical Notes.

✓ Open the Reveal Codes pane using any *one* of the following methods:

  - Click the ☐ Vertical Notes button on the Edit toolbar.
  - Press **Ctrl+n** (*Default* keyboard map) or **v** (*CAT4 kbd* keyboard map).
  - Click **View, Panes, Vertical Notes** (*Alt+v, e, v*).

✓ Adjust the font type or style in the Vertical Notes pane:

  1. Click the Vertical Notes pane to put the cursor focus in that pane.
  2. Right click the Vertical Notes pane and select **Vertical Notes Font**.
  3. Select the desired font type and style.

☞ **NOTE:** For best results, select a fixed-width font such as:

  - Andale Mono
  - Arial Monospace
  - Courier New
  - Letter Gothic
  - Stenograph

✓ Adjust the size of the Vertical Notes pane:

  1. Position the cursor on the outside edge of the pane (the edge closest to the transcript text window). The pointer appearance will change to a vertical bar with arrows pointing left and right.
  2. Click, hold down the left mouse button and drag toward the transcript text.
• **Advanced Edit Options**

Click **Tools, Options, Advanced Edit...** (Alt+t, o, e).

✓ *Search feature "restart from top" defaults to Yes.*

When Case CATalyst reaches the end of a file while performing a search, the prompt, “Would you like to restart from the top of the document?” displays. Select **Yes** to have the cursor focus on the Yes option in this dialog, so that pressing Enter continues the Search at the beginning of the file. Select **No** to have the cursor focus on the No option in this dialog, so that pressing Enter ends the Search.

✓ *Words to suppress capping when found in middle of phrase.*

This list of articles and conjunctions will remain in lower case when they occur in the middle of a phrase while using the Edit Cap/Uncap feature, the Cap command in a Global dialog box and the Cap Previous translation commands. (These words are initial-capped when they occur at the beginning of a phrase.)

- To add a new word to the list:
  1. Click ![image](image.png) to display the Capitalization dialog box.
  2. Click ![image](image.png) and then type the entry.

- To remove a word from the list, highlight the word and click ![image](image.png).

✓ *Hide Caption-specific format symbols.*

If you do not send output to a caption encoder, you probably have no need to list the caption-specific format symbols in the Format Symbol list. Select **Yes** to hide the format symbols designed to control formatting for output to a caption encoder.

Once you close the Advanced Edit options dialog, the next time you open the format symbol list in Edit or a dialog box, the caption-specific format symbols will not display.

✓ *Stop audio when dialog opens.*

Select **Yes** to suspend the audio playback while a dialog box is open and automatically resume playback when the dialog box closes.
Select No to have the audio play continuously until you use the Stop Audio command.

✓ Detect Caps Lock.

Select Yes to automatically turn off Caps Lock and correct the typed word when it results with the initial letter lower case and the remaining letters upper case.

This feature applies to text typed in the body of the transcript and in the Text field of dialog boxes.

For example, if Caps Lock is on and you type, "rOBERT." Case CATalyst automatically corrects the word, changing it to "Robert" and turns off Caps Lock.

✓ Match ending punctuation with inserted style.

Select Yes to have Case CATalyst change the ending punctuation when a different paragraph style is globaled or inserted.

Select No for current paragraph-ending punctuation to remain unaffected by inserting or globaling a different paragraph style.

• Global...

Click Tools, Options, Global... (Alt+t, o, g)

✓ Apply dictionary defines to included text.

Select Yes to have all of the current file’s Global Table entries for D-, J-, and K- defines apply to all included, appended, multi-file appended and merged text. (The status of the Apply E-defined to typed-in text option does not affect this feature.)

Prior to version 14, only E-defines automatically applied to included, appended, multi-file appended and merged text. This feature would be used if you have separate files that will be joined together via one of the above-mentioned methods and it would be helpful to apply all steno defines (as well as E-defines) to the included, appended and/or merged text.

✓ Add Other Globals go to dictionaries

Select Yes to have all selected D-, K- and J-defines added to the current global table via Add Other Globals also go to the respective dictionary.
Select **No** to have the defines added only to the global table.

✓ **Open Global Dialog when no Quick Suggest Available**

Select **Yes** to have Quick Suggest open a J-define global dialog if Quick Suggest is unable to generate a suggestion.

Select **No** to get a “No Suggestions Found” message.

- **Field...**

Click **Tools, Options, Field... (Alt+t, o, f).**

✓ **Time separated by.**

Select how times filled in by fields such as ![Static Time] or ![Current Time] will be formatted. Select None, Colon (:) or Period (.). The default setting is Colon (:).

☞ **NOTE:** None is most typically selected when the time should display without a separator, for example, when using the ![Static Time - 24 Hour] predefined field.

✓ **Time display morning/afternoon.**

Select whether 12 hour time fields use a.m./p.m. (with periods) or am/pm (without periods).

☞ **TIP:** If you want the a.m./p.m. or am/pm to display in all caps, surround the time field with `<All Caps On>` and `<All Caps Off>` format symbols.

✓ **Retain Fields when Pasting.**

Select **Yes** to retain the field value and functionality of fields when pasting cut or copied text containing fields.

Select **No** to paste the field value as plain text without field functionality.
Input Translate Options –
A full explanation of each option can be under Help/Case Catalyst Manual/Input Translate Options.
<table>
<thead>
<tr>
<th>Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digits with words convert with commas up to</td>
<td>billions</td>
</tr>
<tr>
<td>Automatically resolve EZ Choice conflicts</td>
<td>No</td>
</tr>
<tr>
<td>Default dictionary for Power Define</td>
<td>Case Dictionary</td>
</tr>
<tr>
<td>Other path</td>
<td></td>
</tr>
<tr>
<td>E Scan Define stop on Untranslates plus</td>
<td></td>
</tr>
<tr>
<td>Drag/Drop</td>
<td>No</td>
</tr>
<tr>
<td>Suffix Drag</td>
<td>No</td>
</tr>
<tr>
<td>Coloquy plus Answer plus Question = Auto By Line</td>
<td>No</td>
</tr>
<tr>
<td>Tuck punctuation with quoted words</td>
<td>No</td>
</tr>
<tr>
<td>Analyze numbers in a series</td>
<td>No</td>
</tr>
<tr>
<td>Number Triggers convert only when preceding a number</td>
<td>No</td>
</tr>
<tr>
<td>Add missing comma after year in {Month} number conversion</td>
<td>Yes</td>
</tr>
<tr>
<td>Quick Translate filename format</td>
<td>%Y%M%D_%h%m%s</td>
</tr>
<tr>
<td>Phonetic untranslates display as words</td>
<td>No</td>
</tr>
<tr>
<td>Digits attach to {Glue} alphabet</td>
<td>No</td>
</tr>
<tr>
<td>Use Higher Level Case Dictionaries</td>
<td>No</td>
</tr>
<tr>
<td>Second Chance Drag/Drop</td>
<td>No</td>
</tr>
<tr>
<td>Force lowercase ordinal suffixes</td>
<td>No</td>
</tr>
<tr>
<td>Show audio codec warning when starting translation?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Keyboard Map Efficiency

- **Add Shortcuts**

  If there is an Edit function you use frequently that does not currently have a shortcut key, you should assign a shortcut key.

1. Open the keyboard map by any one of the following methods:

   - In Manage Jobs, double click the System Files case and then double click the keyboard map file.
   - In Edit, double click the keyboard map name (listed on the status bar, next to Kbd Map: ).
   - From anywhere in Case CATalyst, click **File, Open, List/Table, Keyboard Map** (*Alt+f, o, i, k*), select the keyboard map file and click **Open** (*Enter*).

2. Scroll down and select the key to which you want to assign the function.

3. Open the **Assign Key to Function** dialog by any one of the following methods:

   - Double click the key.
   - Right click the key and then click **Modify**.
   - Click **Edit, Modify…** (*Enter* or *Ctrl+m*).
   - Click the **Modify** button on the toolbar.

4. Select the function from the list.

   - **NOTE**: There are two techniques that enable you to find functions quickly. You can click **Filter by Category** and then select the desired category, or you can press *Ctrl+f* and search for the function name.

5. Click **Assign** (*Alt+a*).

6. Click **Close** (*Alt+c*).

7. Save the changes to the keyboard map. Do one of the following:
If you wish to save the keyboard map to a new name, one that identifies it as your, personal, custom keyboard map, click **File, Save As (Alt+f, a)**.

**TIP:** If you add, modify, or delete functions from the Stenograph-provided Default, CAT4 kbd, Extras Default or Extras CAT4 kbd keyboard map, it is recommended that you use Save As and rename the keyboard map.

If you wish to save the keyboard map to the current name, do one of the following:

- Right click the keyboard map open file tab and select **Save**.
- Click **File, Save (Ctrl+s)**.
- Click the **Save** button on the toolbar.

### Remove or Modify Unwanted Function Assignments

If there is a function assignment that is inconvenient to you or slows your editing speed, you should remove or modify the assignment.

1. Scroll down to and select the key you want to modify or delete.

2. If you want the key to do nothing, press **Delete**. This removes the current function assignment.

For example: Some reporters and scopists dislike having the Insert key assigned to **Toggle Insert/Overstrike**; they would prefer to always remain in Insert mode and never overstrike other text. Deleting the **Toggle Insert/Overstrike** function and then saving the changes means that pressing the Insert key would do nothing when editing in Case CATalyst.

**NOTE:** Changing a function assignment in Case CATalyst does not affect a key’s behavior in any other application.

3. If you want the key to do a different function than is currently assigned, open the Assign Key to Function dialog by any one of the following methods:

   - Double click the key.
Right click the key and then click **Modify**.

- Click **Edit, Modify...** (*Enter* or **Ctrl+m**).
- Click the Modify button on the toolbar.

4. Select the preferred function from the list.

5. Click **Assign** (**Alt+a**).

6. Click **Close** (**Alt+c**).

7. Save the changes to the keyboard map.

**TIP:** As with any files you customize to your preferences, after making any changes to a keyboard map, it is highly recommended that you back up the modified keyboard map file. When you need to install Case CATalyst on a new computer, being able to restore the backup ensures that you can remain as efficient and productive as you were on your previous system.

**Macros**

Macros are shortcuts that play back a series of functions in Edit. The functions can be recorded by keystroke or by clicking a menu item or toolbar icon. In Edit and in Manage Dictionary they can be played back via the keyboard or the mouse. Macros enable you to save time and energy when editing by reducing the number of keystrokes pressed in repetitive tasks.

The best, most helpful macros are the ones that meet your specific needs. The best sources for ideas for helpful macros come from recognizing a situation where you have been using the same series of functions over and over. However, there are edit shortcuts that many reporters and editors commonly use. These most popular macros have been recorded for you and are available via the files in Exceptional Extras.

- **How to obtain and use the Exceptional Extras Edit Macros:**
  1. Restore Edit Macros from Extras.ZIP
     
     a. Click **Help, Exceptional Extras** (**Alt+h, e**).

     b. Click **Restore Extras.ZIP**.
c. Make sure *Keep Case Structure* is selected. If it is not, click the check box next to *Keep Case Structure*.

d. Click **OK (Enter)**.

2. Assign macros to keys in the keyboard map you use.

   a. Double click the name of the keyboard map located next to Kbd Map: on the status bar.

   b. Double click any key (or click once and then press **Enter** or **Ctrl+m**) to open the Assign Key to Function dialog.

   c. At *Filter by Category*: select **Keyboard and Macros**.

   d. One at a time, select each macro you wish to use, enter the preferred key assignment, and click **Assign (Alt+a)**.

   **TIP**: To decide which edit macros you might want to assign and use, click **Help, Exceptional Extras, Using Extras Edit Macros and Extras Keyboard Maps**, and review pages 2-4 for descriptions of the pre-recorded macros.

**Research shortcut**

- **Internet Search**

  If you are connected to the Internet while editing and you want to research a word or marked phrase, use the Internet Search feature. Case CATalyst will open your default web browser and look up the word/phrase in the preferred search engine.

  ✓ Position the cursor on the item you want to research (or if multiple words, mark/select the words).

  ✓ Click **Edit, Internet Search (Alt+e, n)**, or **right click** the word or marked phrase and select the **Internet Search** icon ✉ in the right click toolbar.

  **TIP**: You can assign the Internet Search function to a key in your keyboard map.

  **TIP**: The default search engine is *Google*. If you would prefer to use a different search engine, you can select it in Advanced Edit Options. In
Edit, click **Tools, Options, Advanced Edit...** *(Alt+t, o, a)*. Click **Default Internet Search Engine**, and then select the preferred search engine from the drop-down list.

**Undo Global**

If you incorrectly global-define text and/or steno whether via a D-define, J-define, K-define, E-define or Other-Define, you can undo the global. Undoing a global reverses the gloaled item to the original state (steno and/or text), removes the global from the Global Table and removes the entry from the destination dictionary.

**IMPORTANT NOTE:** Undo Global is different from deleting a global in the global table. They are two different functions with two different results. Deleting a global from the global table prevents it from applying to NEW material, but does not affect the current transcript text or dictionary entry.

- **Undo Last Global (in the current edit session):**

  Press **Ctrl+Shift+u** *(in the Default or CAT4 kbd keyboard maps).*

- **Undo any global, regardless of when it was gloaled:**

  1. Right click the global you want to undo.
  2. Select **Undo Global** from the menu.

  **NOTE:** The global subfile must be present to undo a global. If a gloaled word has been modified since being gloaled, it will not be affected by Undo Global or Undo Last Global.

- **Undo only one occurrence of a global**

  Use **Undo Global Once** when a global you have made is correct with the exception of a single occurrence. For example, suppose you have E-defined "fill up" as "Phillip" but you find one occurrence where the text should be "fill up." It will be fastest and more efficient to undo the one occurrence of that global (vs. deleting and re-typing the text, or using Replace).

  1. Right click the global you want to undo for one occurrence only.
  2. Select **Undo Global Once**.

  **NOTE:** When you undo a global once, the entry remains in the global table, and in the destination dictionary.