

## Using a Scopist on AristoCAT

This document describes the process of using a scopist with the AristoCAT software. It has instructions for both the scopist and the reporter. These instructions assume that you already have AristoCAT installed on your computer.

These instructions assume:

1. That you know how to attach a file to an e-mail and save an attachment from an e-mail to a folder on your computer. If you are using Outlook Express or Outlook as your e-mail program, then you can use the e-mail option in the File Management program to attach a file to the e-mail program.
2. In the text below, we will use Chris as the sample reporter code. For the reporter, this means all of your files can be found in c:\chris. For the scopist, this means that you should create a folder named chris on the c: drive and store the reporter's files in this folder. We will describe how to do this later.

## Getting Started



- Reporter – The one file your scopist has to have, beside of course the transcript to edit, is your reporter information file. However it is highly recommended that you send a copy of all of your user files, such as include files, personal dictionary, proofread dictionary, etc. The easiest way to do this, using the File Management program (see picture above), is to:

1. Pick a removable media drive, such as a floppy or USB drive, to temporarily store your user files.
2. Click on the Backup menu and then click “Backup User Files” (depending on the version of the AristoCAT software you have, it may just say Backup).
3. The File Management program will then zip up all of your user files and copy the zip file to the removable media. The name of the zip file will be abackup.zip.
4. Now attach the abackup.zip file on the removable media to an e-mail and send it to your scopist. Note that if you are using a USB drive as your removable media, the abackup.zip file will be found in a folder named chris on the removable media. For example, if your USB drive is drive E:, the abackup.zip file will be found in e:\chris.



- Scopist – it is recommended that you create separate folders for each reporter that you are working for (see picture above). This way, you reduce the likelihood of file name collision, that is, having two different files with the same name. To create a separate reporter folder do the following steps:
  1. Click on the Set Up menu in the ACAT Menu program.
  2. Now move the mouse cursor to “Reporter Folders” and click on “New Reporter Folder”. You will then be prompted on what you want to name the reporter folder. It is recommended that you keep the name of the folder to eight characters or less and use only letters or numbers. File and folder names in Windows are case insensitive. Type in the name and click the OK button. After you click OK, a folder will be created on the C: drive. Note that currently the AristoCAT software works only on the C: drive.
  3. After you create the reporter folder, you must now tell the AristoCAT software to look for the files in this folder. To do this, click on the Set Up menu in the ACAT Menu

program, move your mouse cursor to “Reporter Folders” and then click on “Change Reporter Folder”. Now type in the name of the reporter folder you want the AristoCAT software to look in and click the OK button. If you are working for more than one reporter and you have created separate folders for each reporter, then you will use “Change Reporter Folder” whenever you want to change from one reporter folder to another.

Before you can start working on the first job from a reporter, you should have:

1. Created a reporter folder for that reporter.
2. Received the abackup.zip file from the reporter, saved this zip file in the reporter folder and have unzipped it.

## **Files to Send**

### **Important Notes:**

1. Any files sent from the reporter to the scopist or vice versa via the Internet must be zipped. If the files are not zipped, then there is a good chance that your Internet Service Provider (ISP) will mess up the files. You can zip and unzip files using the File Management program.
  2. Sound files (.WAV) are usually too large to attach to an e-mail, even when zipped. This is a limitation imposed by your ISP. There are web sites that are designed to handle the transfer of large files. One such web site, [www.totaltranscripttransfer.com](http://www.totaltranscripttransfer.com), is designed specifically for transferring sound files by court reporters and scopists.
  3. The transcript file usually has an extension of .WRK. However, right after translation or real-time, the transcript file will have an extension of .TRN. Once you open the .TRN file in Edit and save out, the extension changes to .WRK,
- Reporter – Which files do you need to send to the scopist? If you are not sending a sound file (.WAV), then the files that

should be sent are the .WRK (or .TRN) and .NOT files. If you are sending a sound file (.WAV), then besides the .WRK and .NOT files, you should also send the synchronization file (.AVS) and the time stamp file (.TIM). If you have done some editing before sending the job to your scopist, then you may also want to send the global file (.GBL) and job dictionary (.JOB). Appendix D of the User's Manual describes the file extensions. It doesn't hurt to send more files than may be needed as these files are small, especially when zipped.

- Scopist – After you have done your editing, you will want to e-mail back the .WRK and .NOT files. You do not need to send back the .AVS, .TIM and .WAV files, since these files will not have changed during your editing. If you have made job dictionary defines (j defines), then you will want to send back the .JOB file. If you are making personal dictionary defines (d defines), then you will want to send back the batch file. The batch file will have the name of the reporter code with a .BTH extension (in this example chris.bth).

Life will be easier for you if you use a scopist on AristoCAT. Here is a link to our web site which lists AristoCAT scopists:

<http://www.aristocat.com/scopists.htm>

## **Using a Scopist on other CAT Software**

You can use a scopist on another CAT system, but the text file will be harder for them to scope.

- To send a text file, go into the ASCII program and make a page image ASCII file. An ASCII file will not allow them to see the steno in conjunction with the text nor synchronize the sound with the text.
- You can send them an RTF copy of your dictionary. To do this, go to the Dictionary Management program, click on the Personal Dictionary menu, then click Print Personal Dictionary.

Now in the upper right corner click the RTF/CRE button and then click the OK button. The RTF copy of your personal dictionary will have the name of your reporter code with an extension of RTF (ie: chris.rtf). You can find this file in your user folder with all of your other files.

- You can send them an RTF copy of your note file. To do this open the note file in the View Notes program. Now click on the File menu, then the Export to menu and click on RTF. The file will have a name of the job with an RTF extension and will be in your user folder with all of your other files.
- After the file has been edited by your scopist, they will have to send it back to you in the form of a page image ASCII with page breaks (Note: the ASCII file must have page breaks). After you receive the ASCII file, you must save it in your user folder and then use the ASCII program to import the file into an AristoCAT .wrk file. Note that after you have converted it to a .wrk file you will be unable to recall steno or synchronize it with sound.