

Webinar Agenda – January 16th, 2016

Information on include files can be found under Tutorials in the Resources program. On the bottom toolbar of the AristoCAT Main Menu, to the right, click on the Resources icon. Then click on the Tutorials icon. There you will see two 'IncludeFiles' options. Click on the second one (IncludeFiles.pdf) and open it.

- How to make a new include file. Do you need different include files for different agencies you work for or for court work? Easy peasy.
 1. Writing out an existing include file
 2. Sample include files in File Management
 3. Inserting an existing include file
 4. Common dot commands (.ti on/off, .ex on/off, .ot on/off, .ds on/off, .cp, .cp 4, .ln on/off, .pn on/off, .bx on/off, .ts on/off)
- How to modify an existing include file to make it easier to edit. When you fill out an include file, do the margins change and you have to manually have to reformat them?
- The use of .ti on/off, .ex on/off and .ot on/off in your include files and why they are important.
 1. Proofreading
 2. Copy title page
 3. Automatic indexing
- How to define entries in your personal dictionary and information files to bring in include files during real-time and translation.
 1. .df command in your personal dictionary
 2. Tran Options tab in your information file
- Edit commands for include files.
 1. Join paragraph
 2. Setting right and left margins
 3. Scan stops

- File Management and Include Files
 1. Printing your include files
 2. Changing the date in your include files
- Backing up Include Files
 1. File Management -> Backup -> Backup User Files

You might think that you already know what you think you need to know about include files but you'd probably be wrong. Each transcript you produce probably has a minimum of three pages of include files plus parentheticals and these two webinars will make filling these out a pleasure (okay we are probably lying about this, but at least it will be easier).