STAR Grace Molson Webinar Series: Options - The Brains of Your Case CATalyst	
Tuesday, November 10, 2020	
QUESTIONS	**ANSWERS**
How did you open the Dialogue box to see the options to check boxes?	I think you find it under the Tools Tab - all the way at the bottom is All Options. When the box opens, she is going down the topics on the left side of the box. Hope that helps.
So on the drag/drop and making it color coded, where on my search options do I jump to each of these drag/drop words during edit?	Under the special edit menu, scan for, you can select drag/drop. YOu can also assign a keyboard command to scan to drag/drops
Smart Parentheses: What do you use in steno for the parenthesis?	It can be whatever ou want. Some use PREPB for open paren and PREPB/PREPB for close
On smart quotes and parens, does it just surround the word immediately following the stroke?	it just lets you use the same stroke for the open and close quote or paren. The first time it is an open and the next one is a close
In the Manage Jobs section she showed a Dialogue pane. Within the Dialogue pane there were two options (font & default). She also opened another portion that had a list with checkboxes. I want to know how to get to the list with checkboxes.	in a dialog window click on the icon at the top left and select dialog settings
I changed my font size and transparent. how do I change back?	all options, dialog. Click on the default tabs
What is Hidden Text under the Edit-Scan for?	Hidden text is a way to send hidden notes between scopist and reporter or leave a note to yourself. The scan to hidden text lets you quickly go to those
Can you bring your speakers from day to day on the same job? I am meaning not ez speakers, but the ones I use the speaker list and name them from 5 to whatever, same thing?	The default ones like the court, baliff, witness are for every job. speakers are not, they are job specific
When do I export in ptx again?? I was unclear on the ptx. How is a ptx used? Why export in ptx?	(1) Do you mean when would you? Or upon the request of the party/ordering attorney? (2) PTX is a type of ASCII-similar file that attorneys using E-Tran or specilized litagation software can impoprt the PTX into their software rather than a TXT or RTF file.
With Brief-It, there is Quality, Balanced, Speed choices. Where is that menu?	*live answered on recorded webinar*