

Case CATalyst How To: Case Prep

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In this How To, I will explain how the Case Prep feature allows you to select one or more than one or either your or another court reporter's Case CATalyst, imported PDF, Caption Files, E-Transcript, or Eclipse file(s) to compare against one or more than one of your dictionaries. Case Prep can also include phrases in the list that you might want to brief.

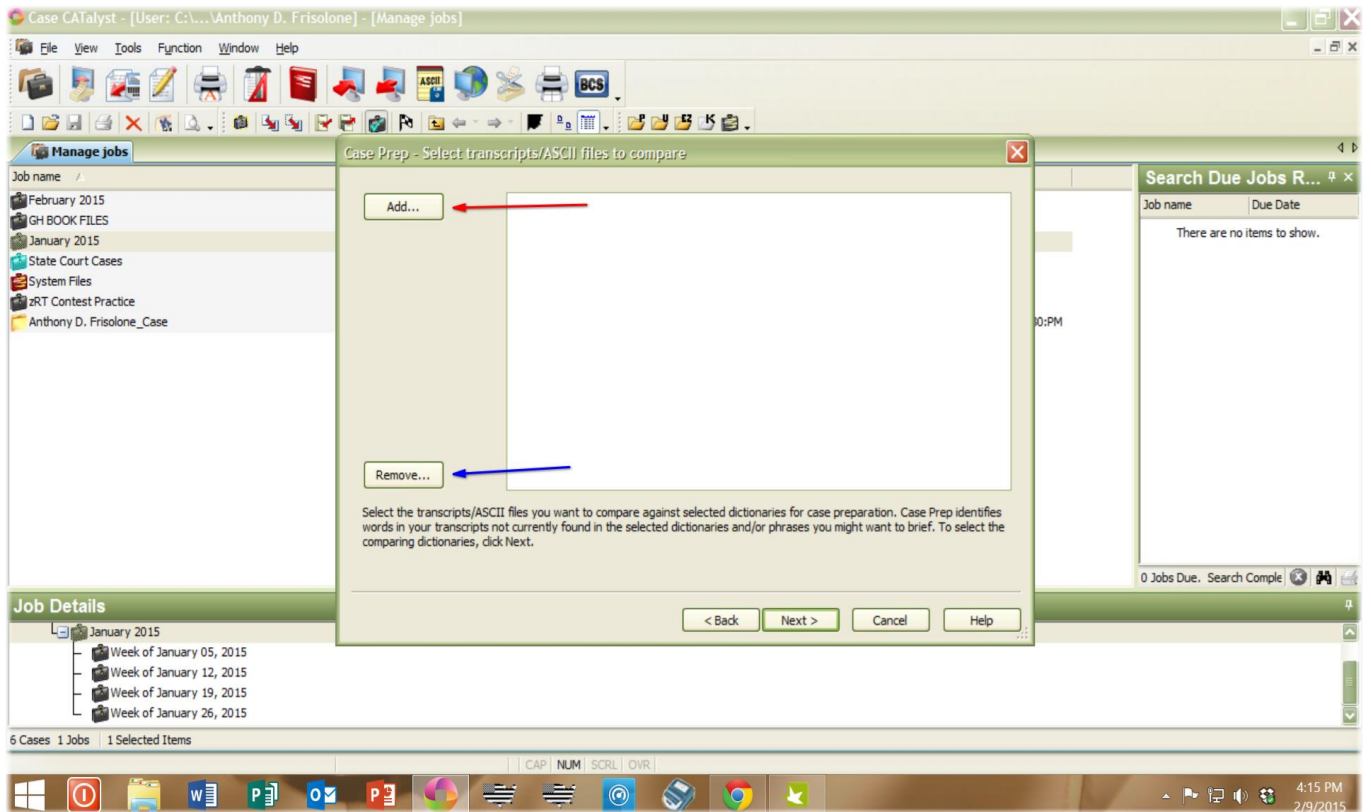
Getting Started



Click on the Case Prep Icon. This is the first step to starting the Case Prep function by either clicking the Case Prep icon or going to **Tools, Case Prep**.

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Selecting Files for Case Prep



Case Prep allows you to select Case CATalyst, ASCII, and PDF files to name a few so you can begin to create a job dictionary or add to your current personal dictionary.

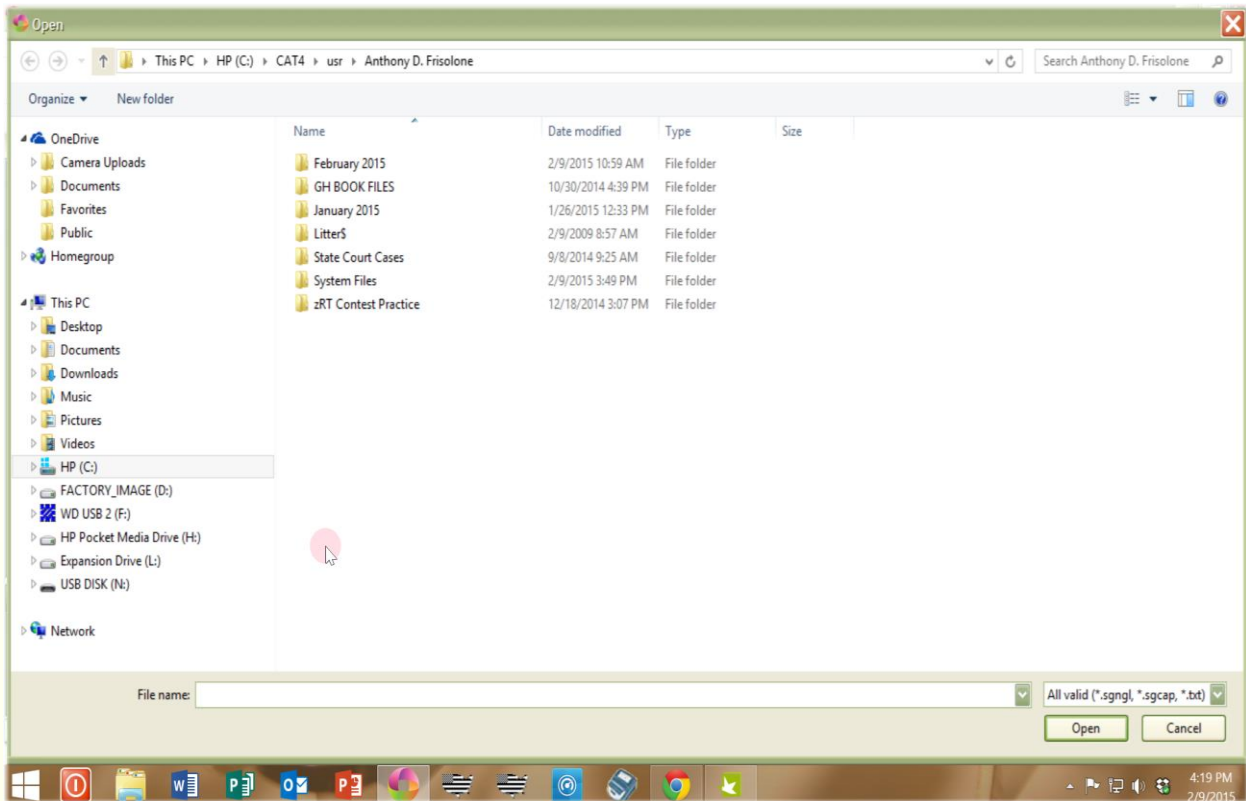
When this dialog box appears, click **Add** or **Alt+a**.

You can also click **Remove** if you incorrectly chose a file.

Once you have chosen your files -- see next slide -- you will then be prompted to click the **Next** button.

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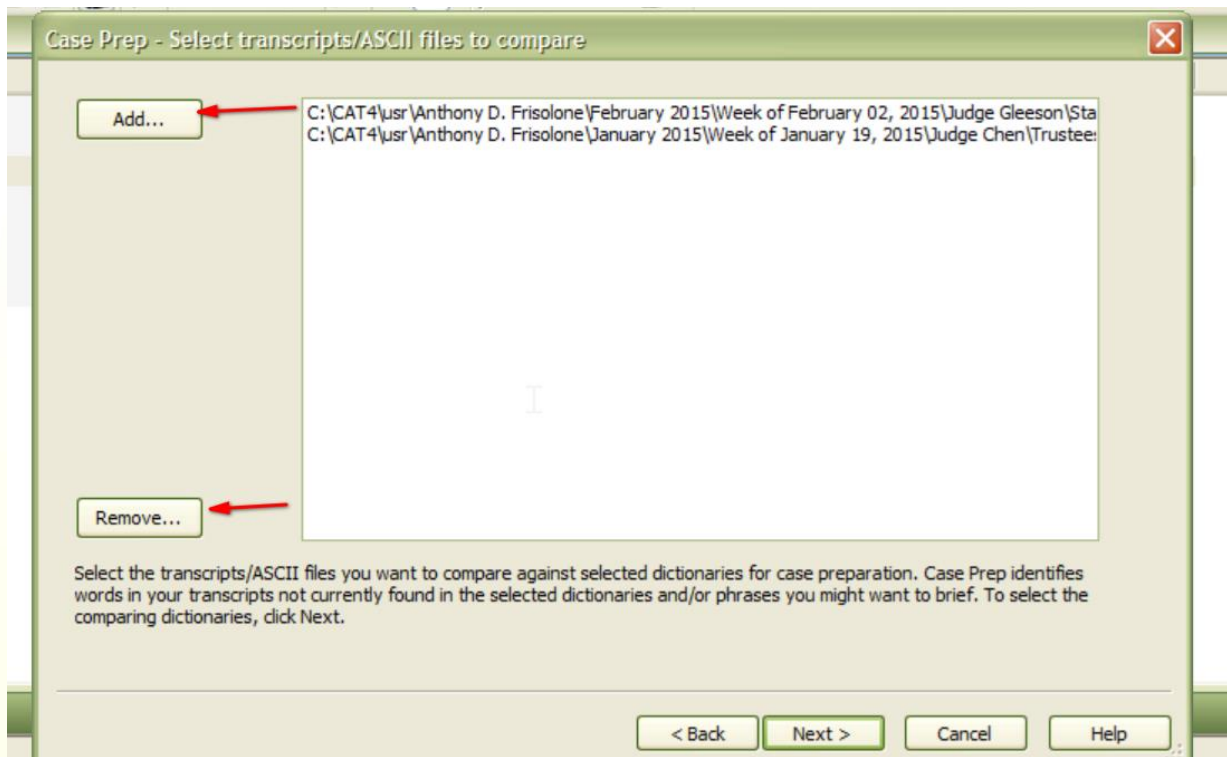
Locating your files



After clicking **Add**, you will then have to locate the files you want to import. This can be either within your user or located in another location on your computer.

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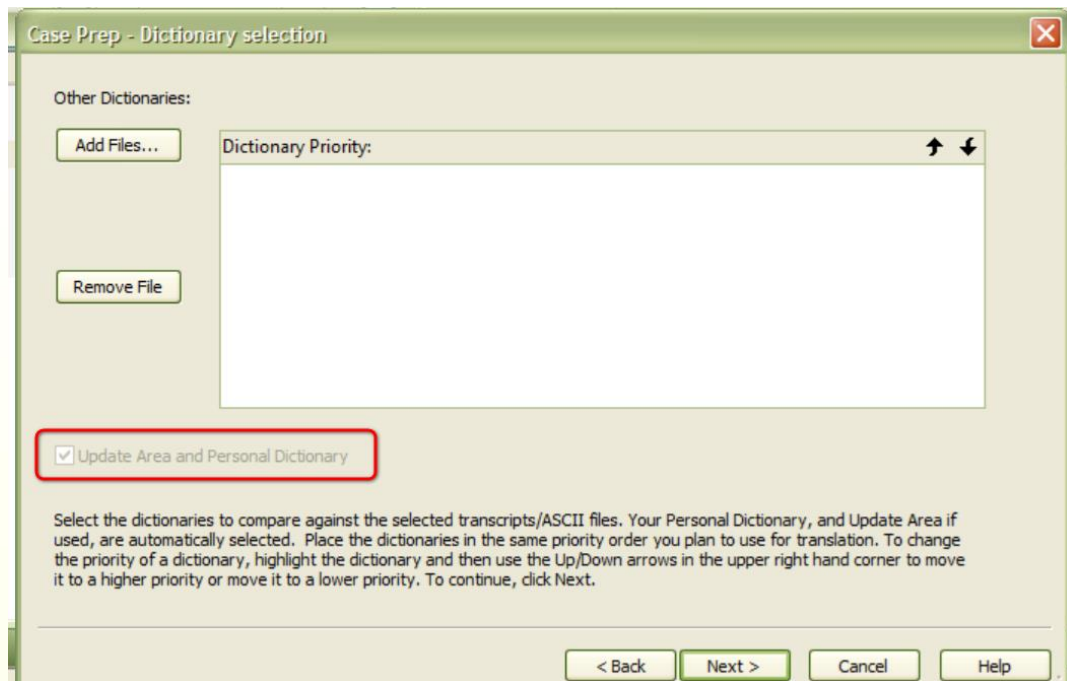
Selecting Files



Your chosen files will then be displayed. Review the list. **Add** files or **Remove** files. To modify the list of dictionaries, click the **Next** button.

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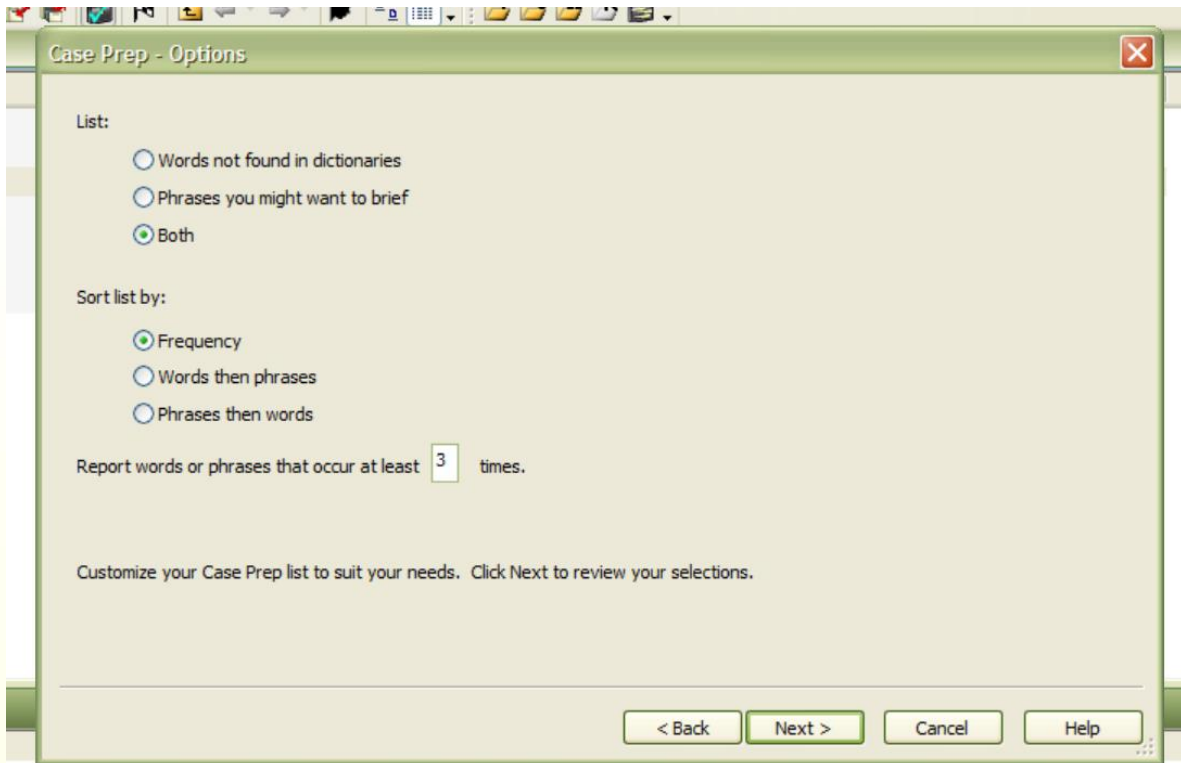
Adding other Dictionaries



In addition to your Personal Dictionary, you may want to compare the selected transcripts against other dictionaries located in your user. Choose those dictionaries by clicking the **Add Files** button. You can also remove files by clicking on the **Remove File** button. Your Personal Dictionary and Update Area are selected by default. Please note that you should select the dictionaries in the same order that you would select them for translation and then click Open.

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Case Prep - Options



You will then see two headings -- **List** and **Sort List By**.

Click on the radio button if you want a list of words and/or phrases or both not found in your dictionary.

Then sort the list by frequency, words then phrases, or phrases then words.

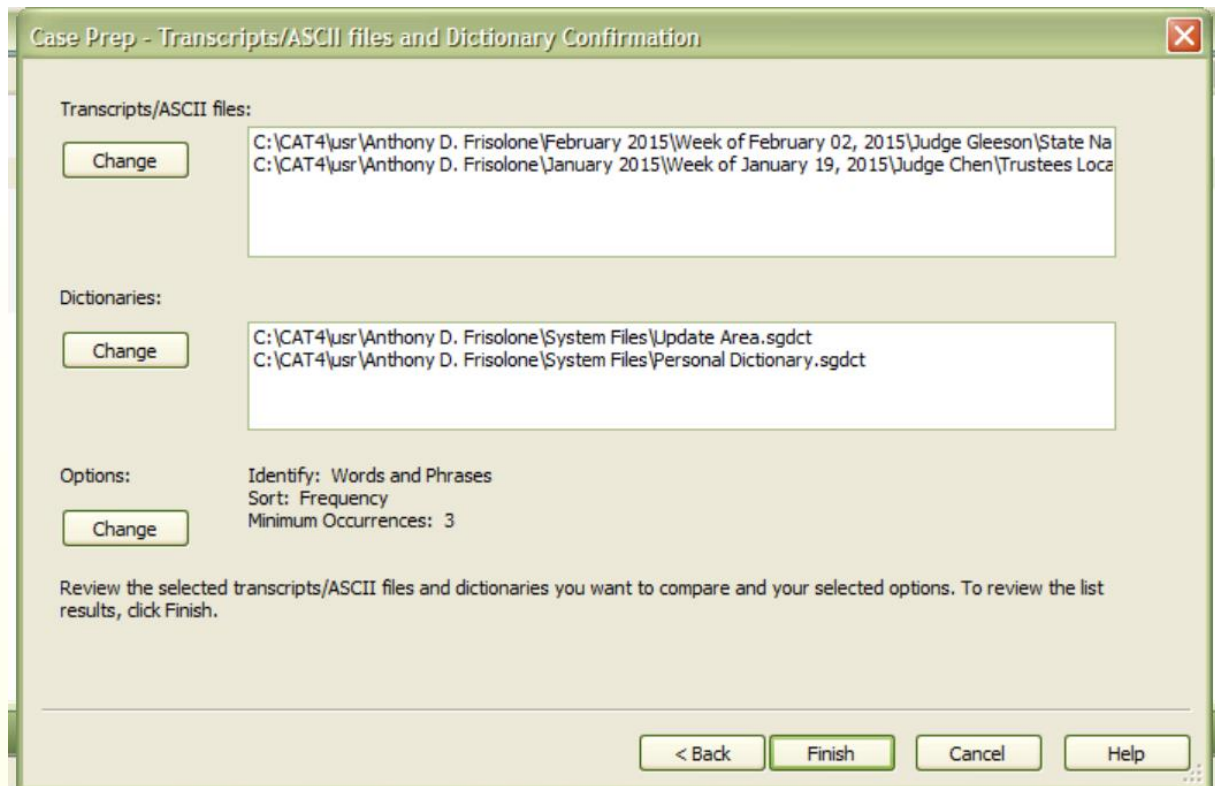
You also have the ability to report words or phrases that occur any number of times that you choose.

If you want different results, for example, one list that contains phrases sorted by frequency to be used with Text List Brief it, and one list containing words and phrases not found in your dictionary, you can run Case Prep more than once.

When you have finished making your selections, click the **Next** button.

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Case Prep Confirmation

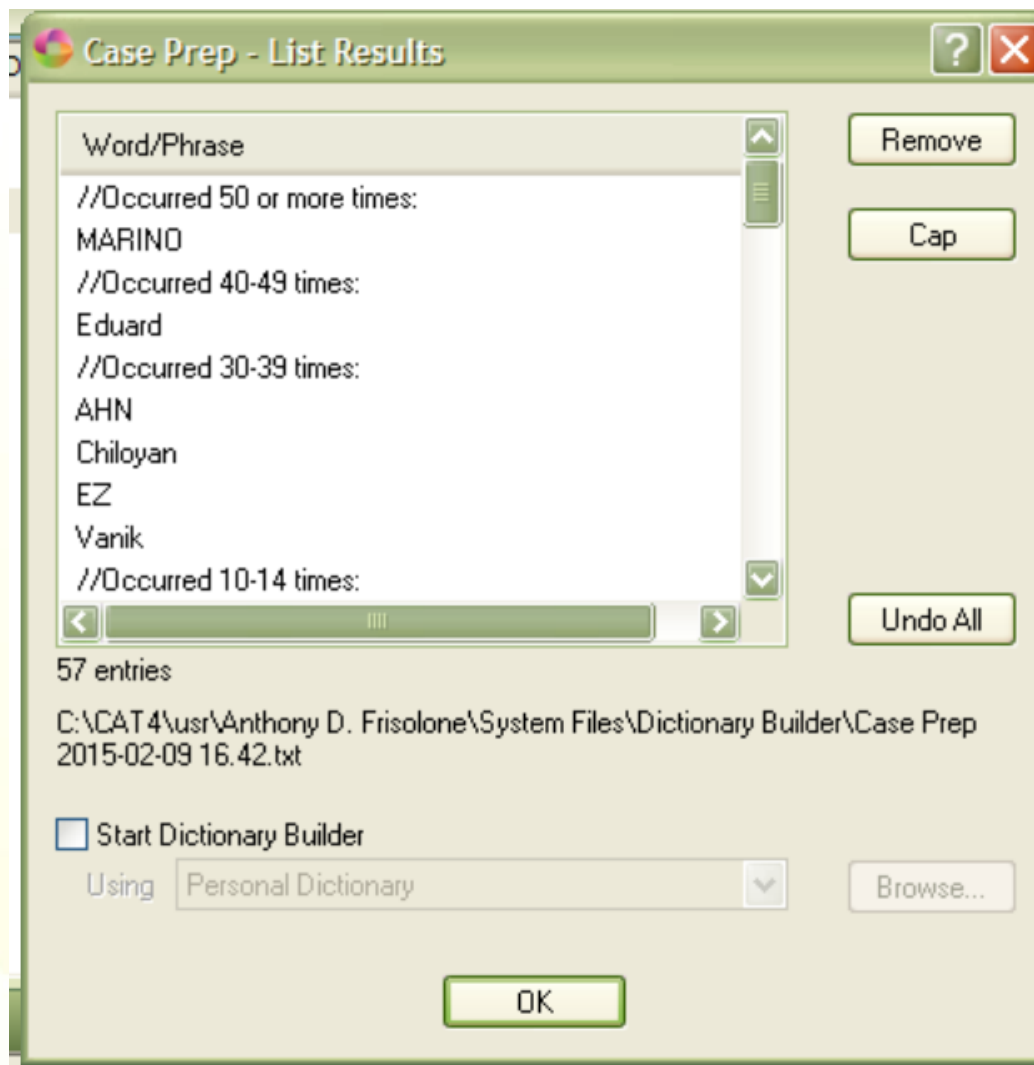


You will then be prompted to review your selections, and if you need to adjust the files, dictionaries or options, click the associated change button. You will then move back to the associated selection screen where you can modify the selections as you want them to be and then click the **Next** button as often as you need to and then return to the confirmation screen.

When done, click on **Finish**.

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Case Prep - List Results

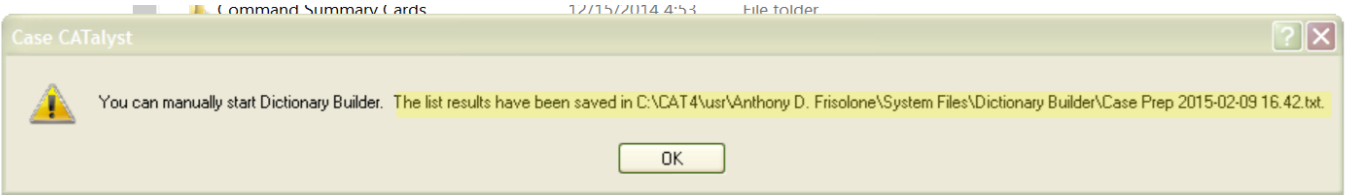


The Case Prep List Results dialog displays the results in the order you specified. If you want to adjust the capitalization of a particular word or phrase, select the word or phrase one at a time and click the **Cap** button or press **Alt+c**.

You can immediately start Dictionary Builder with the list as soon as you close the Case Prep - List Results dialog. Start Dictionary Builder and browse to the name of the dictionary into which you want to build entries from this list.

Then click OK.

Saving Case Prep List for Later



If you choose not to open Dictionary Builder you will then see this message informing you that you can manually start Dictionary Builder.

Case Prep will also inform you where the results have been saved.

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