

Realtime Macros 101 Class

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GOALS FOR TODAY:

- What is a macro?
 - Where do I get them?
 - How do I use them?
 - Why should I even care?
 - Demonstration of macros in action
 - Questions?
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REALTIME MACROS...

- A single or combination keystroke that executes a series of commands
- Defaults are created by the software vendors, but users can create their own for a specific use.

REALTIME MACROS CAN DO MANY THINGS SUCH AS:

- Correct or define untranslates
- Change screen view for CART
- Format text (cap, hyphenate)
- Create globals
- Leave notes to yourself
- Formatting changes, Q/A, double words, wrong words, etc.
- Replace word or words
- Request briefs and formatting of briefs

Anything you can do with a QWERTY keyboard macro, you can do with a Steno Keyboard macro.

THINK OF REALTIME MACROS AS BRIEF FORMS.

- Learn one, execute it without hesitation, then move on. Take them one at a time and be patient. You don't have to learn them all at once. Pick one and go.
- Learn at YOUR pace!
- How are macros different from global entries?

They are very similar; however, macros execute a series of commands as opposed to replacing steno for English.

Example : TIME/TIME.

RESOURCES TO FIND REALTIME MACROS

- **Stenograph/Case CATalyst.**
 - Click on “Help” and then “Exceptional Extras.”
 - Then click on “Restore extras.zip” to your System Files case.
 - First, read the “Using AccelerWriters,” then follow directions in that document to restore extras.zip
- **Eclipse**
 - **Keith Vincent’s Realtime Kit on www.eclipsecat.com**
 - Other software and Vox – See support or local trainer.

READY?

- Let's begin . . .
 - From this point on, I will use the screen for demonstrating the macros.
 - Please refer to your handouts for more information or notes.
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- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

FIX LAST UNTRANSLATE

- **Steno:**
FLUN (SG: R*UN)
- **Alternate:**
FLU*, FIX/2, Suggestions?
- **Purpose:**
Replace untranslated text with proper word. Note: If you're connected to a refreshing system, this will be refreshed on the attorneys' screens as well.
- **Execution:**
At a pause, write the word you want, then type FLUN.
- **Demonstration:** See other screen. (Mr. Smith)
Can also be used for filling in index numbers or times on parenthetical. We will demo.

FIND (UP) OR SEARCH (UP) FOR A SPECIFIC WORD:

- **Steno:**
F*UP, FAO*U (SG: SW*RD)
- **Alternates:**
Whatever works for YOU!
- **Purpose:**
Find the word previously written and place cursor left of word.
- **Execution:**
Stroke the word to search and then steno for the macro.
- **Demonstration:**
See other screen.

FIND AND CHANGE

- **Steno:**
F-FP (SG: F*IX)
- **Alternates:**
F-FP/2, FAFP, FA*FP, F-NG. Whatever works for YOU!
- **Purpose:**
Find the wrong word and change it to the correct word.
- **Execution:**
Bad word, good word, F-FP
- **Demonstration:** See other screen.
□ CRU*X; CRUX

FIND AND CHANGE 2

- **Steno:**

F-FP/2

- **Alternate:**

- **Be creative.**

- **Purpose:**

Find one word and replace it with two words.

- **Execution:**

Bad word, good 2 words, F-FP/2

- **Demonstration:**

See other screen

- **Example:**

“My certificates were violated.” (SERS)

“My civil rights were violated.” (S-RTS)

EXHIBIT PLUG

- **Steno:**

PL*UG

- **Alternate:**

□ Be creative.

- **Purpose:**

Find the * in the exhibit parenthetical and replace it with a number.

- **Execution:**

Number, PL*UG.

- **Demonstration:**

See other screen

- **Example:**

See screen.

DELETE TO LAST QUESTION, DELETE TO LAST ANSWER

- **Steno:**

 - D*FRPBLGTS – Delete to last answer.

 - STKPWHR*D – Delete to last question.

- **Alternates:**



 - Whatever works for YOU!

- **Purpose:**



 - Instead of writing */*/*/* to delete back due to false start or bad translation.



- **Execution:**



 - Stroke the steno and the macro will delete all text back to the point



 - of Q/A.

- **Demonstration:** (Stenograph only)

SEARCH FOR PREVIOUS Q/A, REPEAT PREVIOUS SEARCH

- **Steno:**
 - STKPWHR*S and repeat for previous (and PRAO*ET for repeat in Stenograph)
 - S*FRPBLGTS for search to previous answer.
- **Alternates:**
 - Whatever works for YOU!
- **Purpose:**
 - Positions cursor at the beginning of the last question. Great for readbacks.
 -
- **Execution:**
 - Stroke the steno for the macro.
- **Demonstration:** See other screen.

FIND AND DELETE

- **Steno:**
 - FLAOE*T (SG: DL*D)
- **Alternate:**
 - F*D, F*D/2, FAD/2
- **Purpose:**
 - Find previous word and delete.
- **Execution:**
 - Word, FLAO*ET
- **Demonstration:** See other screen
 - Example: He was the the manager.

DELETE LAST UNTRAN

- Steno:
 - TR*UN (SG: D*N)
- Alternate:
 - DLU, DLU*, TRA*N, Suggestions?
- Purpose:
 - Remove untranslated from screen. For example, if two
 - untranslated are side by side, you can replace one and delete
 - the other.
- Execution:
 - Simply key in your steno: TR*UN
- Demonstration: See other screen

FIND LAST UNTRANSLATE (TROUBLE SPOT)

- Steno:
 - TR*
- Alternate:
 - TR*S, FLU*, suggestions?
- Purpose:
 - Find and move cursor to last untranslate. One there, you
 - can perform another macros (global?) or fix from keyboard.
- Execution:
 - Simply key in your steno: TR*
- Demonstration: See other screen

CAP NEXT

- Steno:
 - KA*P
- Alternate:
 - Suggestions?
- Purpose:
 - Capitalize the next word and add to you job
 - dictionary
- Execution:
 - Type KA*P
- Demonstration: See other screen

CAP PREVIOUS “X” WORD(S) AND ADD TO JOB DICTIONARY

- Steno:
 - KA*P/1 KA*P/2 KA*P/3 KA*P/4 KA*P/5 (SG: 1J, 2J, 3J, 4J)
- Alternate:
 - Be creative
- Purpose:
 - Replace the previous X word(s) with initial caps and add to the job dictionary.
 -
- Execution:
 - Write the macro IMMEDIATELY after the desired words. Do not use force stroke or punctuation in between.
 -
- Demonstration: See other screen. Cap 3!
 - I went to the blue cat club.
 - I went to the Blue Cat Club.

AUTOBRIEF / BRIEF IT SUGGESTIONS

- Steno:
 - (1B) (2B) (3B) (4B) (5B)
- Steno for with initial caps:
 - (1*B) (2*B) (3*B) (4*B) (5*B)
- Purpose:
 - Copy previous "x" word(s) and give me a one-stroke brief
- Execution:
 - Type macro (2B) after two previous words you would like a brief for.
- Demonstration: See other screen

Abdominal aortic aneurysm
Cardiopulmonary resuscitation
The Blue Bottle Bar

QUOTE PREVIOUS “X” WORD(S)

- Steno:
 - 1KT, 2KT, 3KT, 4KT, 5KT, (mirror theory), SKW6, SKW7, etc.
- Alternate:
 - Be creative
- Purpose:
 - Place quotations around the previous X words.
- Execution:
 - Write the macro IMMEDIATELY after the desired words. Do
 - not use force stroke or punctuation in between.
- Demonstration: See other screen.
 - I saw “Grey Gardens” at the theater.
 - I said, “I don’t know how to do it.”

FORMATTED FINGERSPELLING

- No need to memorize 5-10 separate alphabets for fingerspelling.
- Keep it simple!
- You can spell anything and then use a macro to format the word!
 - NA*IM (before spelling) to format with initial cap and lower case
 - L*K (before spelling) to format in all lower case
 - ST*IFP (after spelling) for stitched (in your default style)
 - PER*D(z) for formatting with periods. (*Not really needed very often.*)

PANIC STROKE

- This can be a global or a macro, but it's handy when you need it!
- Steno:
 - PA*NK or PANK/2
- Alternate:
 - FRAO*EK, BLA*INK
- Purpose:
 - Clears the viewable realtime screen instantly.
- Execution:
 - Type PA*NK
- Demonstration: See other screen.

COMMENT LINE/ SLUG LINE

- Steno:
 - SL*UG or SL*UG/2
- Alternate:
 - KM*ENT
- Purpose:
 - Add a comment/slug line that is only visible to you and does not go out to the
 - realtime feed.
- Execution:
 - Type your stroke, then add the comment, then paragraph.
- Demonstration: The Magic Carpet
 - *Can also be used to make private notes to yourself or to your scopist.
 - *Be VERY careful when writing notes: friend's story ("ATF sidebar again)

DESCRIPTIVE MARKERS

- Update: Stenograph Users have new options for these!
- Use instead of using a singular “Stenomark” stroke (Who remembers?)
 - I use BLOP to insert a ^
 - Now you can be more descriptive!
 - Check Audio (KHAUD/2) Inserts a comment line for “CA”
 - Check Spelling (SPELL/SPELL) inserts a “comment line” OR a visible parenthetical to check spelling [Check Spelling!]
 - *Sometimes it's a good idea to let the attorney see your notes. It can be helpful. But it's up to you and your comfort level.*
 - Drop Below (DROP/DROP) Inserts a “comment line” [Fix the drop below]

SCREEN VIEWING MACROS (CART)

- Used for your personal viewing or CART situations.
- Toggle Notes: NOETS/2
- Increase Font Size (CART): KRE/2
- Decrease Font Size (CART): DRE/2
- Suspend Realtime Toggle:
 - SPAEND/SPAEND

DITTO STROKE

- **Steno:**
D*IT/D*IT (SG: D*IT)
- **Alternate:**
Suggestions?
- **Purpose:**
Copy previous Q/A text and paste in current paragraph.
- **Execution:**
Execute Stroke
- **Demonstration:** See other screen

Q. And that's what she said?

A. And that's what she said.

MOVEMENT AND GLOBALS

- **Steno:**
 - **SNL** (up one line) **SNG** (down one line) **SNUP** (Up one paragraph)
 - **SNF** (word left) **SNP** (word right)
 - **1-G** (global one word) **2-G** (global two words) Etc.
 - **W-B** (Panic – back to normal, bottom of file)
- **Alternates:**
 - Whatever works for YOU!
- **Purpose:**
 - Cursor movements and globalling.
- **Execution:**
 - Stroke the steno outline to move the cursor or mark for globalling.
- **Demonstration:**
 - See other screen.

Thank You for Attending!!

Questions?

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