

# Testing: CAT-Specific Information

## Finding the Files You Need to Attach:

Attaching your notes and transcript files is similar to attaching a photo to an email. Do the following:

1. In RTC, click Attach Notes or Attach Transcript.
2. Navigate to the place on your computer where the file is saved and select your file.
3. Click Open.

Each CAT program has a default location where it saves your notes and transcript files, as follows:

➤ **CaseCATalyst**

- Default location: C: drive > CAT4 > USR > [your name].
- Steno notes file: ends in .sgstn
- Transcript file: ends in .sgngl

➤ **DigitalCAT:**

- Default location: C: drive > Documents > digitalCAT > Transcripts.
- Steno notes file: ends in .trn
- Transcript file: ends in .trn

NOTE: Your transcript file must have a different name from your notes file.

➤ **Eclipse:**

- Default location: C: drive > Users > My Documents > Eclipse > [your name] > [your name].
- Steno notes file: ends in .not
- Transcript file: ends in .ecl

➤ **StenoCAT®:**

- Default location: C: drive > My Documents > [USERNAME] > JOBS
- Steno notes file: ends in .trn
- Transcript file: ends in .trn

NOTE: Your transcript file must have a different name from your notes file.

➤ **SmartCAT:**

- Default location: C:/SmartCAT/Users/(user name)
- Steno notes file: ends in .job
- Transcript file: ends in .job

NOTE: Your transcript file must have a different name from your notes file.

➤ **Winner (ProCAT):**

- Default location: C: drive > Winner > [your user]
- Steno notes file: ends in .stn
- Transcript file: ends in .trp

### **Highlighting and Copying Your Final Transcript:**

Reopen your CAT file, highlight and **copy only the exam portion of your final transcript (no warmup materials, no headers, footers, page numbers, etc.)**. Please reference the highlighting and copying instructions for your particular CAT software program below.

#### **CaseCATalyst:**

**How to mark or highlight text:** Position the cursor on or immediately before the block of text you want to highlight. Press and hold the [Shift] key. Press an arrow key to the place where you want to quit marking.

If you mark too much, to unmark one word at a time, press [Ctrl] or [Shift] + ← . To unmark all the text and start over, click anywhere on the screen.

**How to copy text:** Standard Windows Keys: CTRL + C

**NOTE:** When copying and pasting, unconfirmed EZ Choice conflicts will appear in the original conflict form. Once you confirm an EZ Choice selected conflict, it will be pasted as normal text. To confirm all the EZ Choice selected conflicts at one time, use Resolve All Chosen Conflicts from the Special Edit menu.

#### **DigitalCAT:**

**How to mark or highlight text (multiple options):**

1. Highlight with your mouse (click and drag), or
2. Use *Select Document Beginning* (highlights from the location of the cursor to the beginning of the transcript).
3. Use *Select Document End* (highlights from the location of the cursor to the end of the transcript.)
4. Use *Select Down* (highlights text to the right of the cursor and down one line).
5. Standard Windows Keys: SHIFT + DOWN ARROW

**How to copy text (multiple options):**

1. Use the standard Windows Keys: CTRL + C, or
2. Use *COPY AND PASTE*, (This command will copy selected text to the clipboard for pasting. Please note that any previously copied text will be removed from the clipboard.)

### Eclipse:

#### **How to mark or highlight text (multiple options):**

1. Use Standard Windows Keys: Shift + arrow, or
2. Eclipse command F7
3. Eclipse hyperkey M

**NOTE:** The Eclipse commands may be repeated or used in conjunction with the arrow keys. Eclipse utilizes the term "mark block" meaning to mark or select a block of text. The "esc" key unselects or unmarks the text.

**How to copy text:** Standard Windows Keys: CTRL + C

### StenoCAT32:

#### **How to mark or highlight text:**

1. Highlight with your mouse (click and drag), or
2. Standard Windows Keys: Shift + arrow

**How to copy text:** Standard Windows Keys: CTRL + C

NOTE: Before copy/pasting:

- Accept conflicts by going to Tools > Accept Conflicts
- Accept fields by going to Tools > Accept Defined Fields

### SmartCAT:

#### **How to mark or highlight text:**

1. Highlight with your mouse (click and drag), or
2. Press Ctrl+S to place SmartCAT in "Select mode." Then use arrow keys to scroll to end.

#### **How to copy text (multiple options):**

1. Once highlighted, use Ctrl + C to copy, or
2. If in turbokey mode, just the "C" will copy.

**Winner:**

**How to mark or highlight text (multiple options):**

1. Highlight with your mouse (click and drag), or
2. Standard Windows Keys: Shift + arrow

**How to copy text (multiple options):**

1. Standard Windows Keys: **CTRL + C**, or
2. Use the icons for copy and paste.