# III-Stenograph.

New Computer Setup Guide

Student Edition

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Welcome to Student New Computer Setup Guide. This guide will help you get CATalyst installed along with all your files and get realtime working. Simply follow the directions and you'll be up and running in no time. If you have a question or need assistance, please contact Technical Support at 1-800-323-4247.

# **CATalyst Student Version Features**

CATalyst student version is for educational purposes. This version of CATalyst allows the user to access functions and features for the purpose of learning transcript production and dictionary maintenance. Certain features are limited or inaccessible. If you attempt to access a feature that is not available in the Case CATalyst Student Version, a message displays indicating the features unavailability.

The AudioSync, Cloud Backup, and Realteam features are not available.

#### Manage Jobs

All features are available.

#### Read

All features are available.

#### **Manage Notes**

Manage Notes capabilities are limited to printing steno notes.

#### **Translate and Edit**

All features in Translate & Edit and Edit are available. The CATalyst Student Version, however, limits the number of pages in a file to a maximum of 50 pages.

The following applies to the 50-page limit:

• If you write realtime, when the file reaches 50 pages, CATalyst saves the file, closes realtime and displays the following message:

#### Realtime exceeds the 50-page limit for Student Version. Your file is saved.

• If you translate a note file that results in a file greater than 50 pages, Case CATalyst saves the file and displays the following message:

# The pages exceeded the limit for the Student Version. Your file is saved. Press any key to exit.

 If you attempt to open a file that exceeds 50 pages or you are editing and, for example, make a layout change or copy and paste text which increases the number of pages to exceed 50, the following message displays:

# A Case CATalyst Student device limits the number of pages you may edit to 50. Any pages in excess of this limit will be deleted.

• If you open a file in error which contains more than 50 pages, exit without saving the file to keep the file unchanged.

#### Print

All features are available with a maximum print output of 50 Pages. Steno notes can be printed to PDF while writing realtime. Specific headers and footers which print on each page are embedded and cannot be changed.

They include:

#### Headers

- Case CATalyst Student Version
- By Stenograph

#### Footers

- Not for Official Transcript Production
- Educational Use Only

#### Layouts

All features are available. Specific headers and footers which print on each page are embedded and cannot be changed.

#### **Manage Dictionary**

All features are available.

#### Wordlists

All features are available.

#### Import

Import capabilities are limited to the following dictionaries: Stentura, RTF/CRE, and Case CATalyst 3.x format.

#### Export

Export capabilities are limited to:

- Exporting dictionaries in RTF/CRE, Stentura, and Stenograph Writer format.
- Exporting to ASCII in Page Image format with a 50-page limit and embedded headers and footers.

# System Requirements

#### **Operating System**

Windows 10

Windows 11

**NOTE:** Windows 10 will reach its End of Support on October 14, 2025, and will no longer be receiving updates from Microsoft. This can leave your Windows 10 computer vulnerable to security attacks. Stenograph cannot guarantee the compatibility of CATalyst on Windows 10 after that date. We encourage customers to update their computers to a supported version of Windows like Windows 11 to maintain compatibility.

#### **Computer Processor**

An Intel i5, i7, or i9 processor or AMD Ryzen 5, 7, or 9 processor.

**NOTE:** There is a processor type called an ARM Processor. This processor is commonly found on Microsoft Surface Pro and newer MacBook computers. This processor is <u>not compatible</u> with CATalyst so be aware of what processor is on the computer before purchasing.

#### RAM (Memory)

8 GB of RAM or more.

If using CATalyst VP with Dragon Naturally Speaking, 16 GB of RAM or more is recommended.

#### Hard Drive

256 GB hard drive or larger.

#### Ports

A USB port for the writer to write Realtime, update the writer dictionary, and update the writer software.

USB-C ports are compatible but require a USB-C to USB adapter.

#### **Other Information**

Many CATalyst editing commands rely on the Function Keys (F1 - F12), especially the F4 key when inserting format symbols. Computer manufacturers have changed the default Function Keys to Activity Keys (increase/decrease volume, increase/decrease screen brightness, etc.) and this can cause these editing commands to not function. If your computer's Function Keys are Activity keys, consult your computer's documentation or contact the manufacturer for assistance on changing the Activity Keys to Function Keys.

Laptop and Desktop computers are beginning to use higher definition displays which can cause applications like CATalyst to appear blurry. If CATalyst appears blurry, the following <u>article</u> can help resolve this issue.

While these are the minimum requirements for CATalyst, Stenograph cannot guarantee compatibility with all makes and models of computers. We recommend asking the store or manufacturer about their return policy just in case an issue arises.

# **Downloading CATalyst**

Depending on your web browser there are different methods to download CATalyst. We will cover the three most common web browsers, Microsoft Edge, Mozilla Firefox, and Google Chrome.

**NOTE:** The download of CATalyst is the same for all customers. What determines your access, Full, Edit, or Student, is your Product Key Code (PKC). Once the PKC is activated, then you will have access to CATalyst as well as the features associated with your PKC.

- 1) Click the following link to access the Stenograph Downloads <u>page</u>.
- 2) Click on the topmost version of CATalyst with IVT which is the latest version.

CATalyst Version 21 21.03 With IVT Size: 696 MB 21.03 Without IVT Size: 100 MB

#### **CATalyst Version 20**

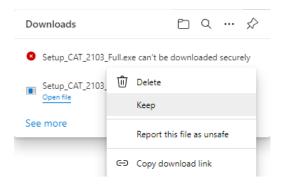
20.10 With IVT Size: 693 MB

20.10 Without IVT Size: 97 MB

# **Microsoft Edge**

1) A box will appear in the upper right corner of your screen showing the download progress.

You may receive a security warning from Microsoft Edge saying the setup *can't be downloaded securely*. Click the three dots next to the error and click **Keep**.



Another security warning will appear saying *this file can't be downloaded securely*. Click **Keep Anyway**.

This file can't be o securely	downloaded
Malicious attackers might change insecurely downlo	
Learn more	
Cancel	Keep anyway

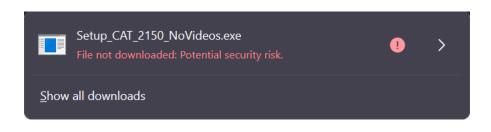
2) Once the download completes, click Open file to begin the installation



See more

# **Mozilla Firefox**

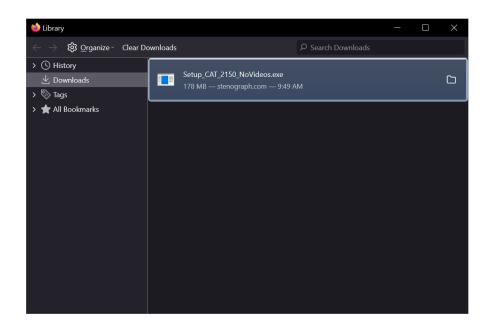
1) A message may appear in the upper right corner saying File not downloaded: *Potential security risk*.



2) Click the arrow on the right side and select **Allow Download** to download the file.

<	Download Details	
File not downlo	aded: Potential security risk.	•
The file uses an the download p	insecure connection. It may be corrupted or tampered w rocess.	ith during
You can search	for an alternate download source or try again later.	
	Allow download Remo	ove file

3) While CATalyst is downloading click on **Tools, Downloads (Ctrl-j)** to view the *Downloads* window. Once the download completes, **double click** on the setup file to begin the installation.



# **Google Chrome**

- If left clicking on the download does not work, right click on the download, and chose Save link as... A Save As dialog box will appear. Click Save to being downloading CATalyst.
- 2) Chrome will begin the download and display an *Insecure download blocked* message. Click **Keep** to continue the download.



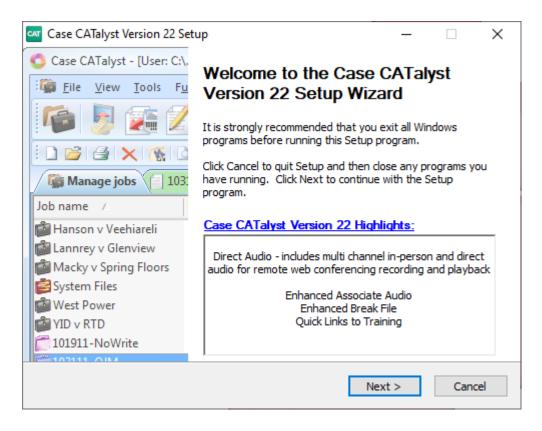
3) Once the download is finished, click on **Setup** to begin the installation.

# **Installing Case CATalyst**

Now that CATalyst is downloaded, it's time to begin the installation.

1) If you've clicked on the Setup file in the previous steps, you should already be on the first screen that says, "Welcome to the Case CATalyst Version 'X' Setup Wizard". Click **Next** 

**NOTE:** When you run the Setup, you may receive a message from Windows saying, "Do you wish to allow the following program from an unknown publisher to make changes to this computer?" Click **Yes** to continue.



2) At the *License Agreement* screen choose **I accept the terms of the License Agreement** and click **Next**.

Case CATalyst Version 22 Setup -		$\times$
License Agreement		
Please read the license agreement carefully.		CAT
Press Page Down to see the rest of the agreement.		
STENOGRAPH, LLC		^
CATALYST END USER LICENSE AGREEMENT		
TERMS AND CONDITIONS		
PLEASE READ THE FOLLOWING LICENSE AGREEMENT CAREFULLY. IT CO VERY IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIC WELL AS LIMITATIONS AND EXCLUSIONS THAT MAY APPLY TO YO CLICKING ON THE "ACCEPT" BUTTON AND/OR BY INSTALLING AND USIN	DNS, A	s Y
If you accept the terms of the agreement, select the first option below. You must agreement to install Case CATalyst Version 22. Click Next to continue.	t accept	t the
<ul> <li>I accept the terms of the License Agreement</li> <li>I do not accept the terms of the License Agreement</li> </ul>		
Nullsoft Install System v2.46		
< Back Next >	Car	ncel

3) At the Data Privacy screen, click **Next**.

Car Case CATalyst Version 22 Setup	_		×
Data Privacy			CAT
Read Before Proceeding.			CAI
Stenograph cares about your data privacy!			
This message is applicable only if you have Check It enabled on your PK	c.		
Phoenix ASR (Automatic Speech Recognition) engine is secure and encr Audio files uploaded to Phoenix are not retained and are deleted once ( are downloaded. No audio file processed through the engine is used to performance.	Check It	suggestio	ns
Nullsoft Install System v2.46			
< Back Next	t >	Can	cel

4) In the Case CATalyst Security screen, type in your Product Key Code (PKC) and click **Next**.

**NOTE:** If you do not have your PKC, click **Next** and you will be prompted to enter it the first time you run CATalyst.

Case CATalyst Version 22 Setup	- 🗆 X
Case CATalyst Security Read Before Proceeding.	CAT
Case CATalyst Version 22 is ex	clusively keyless!
Your PKC was e-mailed to you from Stenograph. Type or paste the PKC in the field below and click Next. Your PKC:	SAMPLE E-MAIL         Dear Case CATalyst Licensee,         This is the Product Key Code for your Case CATalyst8         license:         PRODUCT KEY CODE (PKC)         MPORTANT! Make a note of this number!         W557-1CMP-9E
Nullsoft Install System v2.46	< Back Next > Cancel

5) At the Choose Components screen click **Typical** and click **Next**.

🗠 Case CATalyst Ver	rsion 22 Setup — 🗆 🗙
Choose Compone Select the type of (	nts Case CATalyst installation and click Next to continue.
Typical	Install Case CATalyst program files and the Integrated Video Training onto the hard drive. The Case CATalyst shortcut is created on the Desktop. (Recommended)
◯ Custom	Install Case CATalyst program files onto the hard drive and select the install folder name and location, select to install the Integrated Video Training and more. (Advanced)
Nullsoft Install System	v2.46 < Back Next > Cancel

6) At the User Information screen, type in your name in the **User Name:** field and click **Next**.

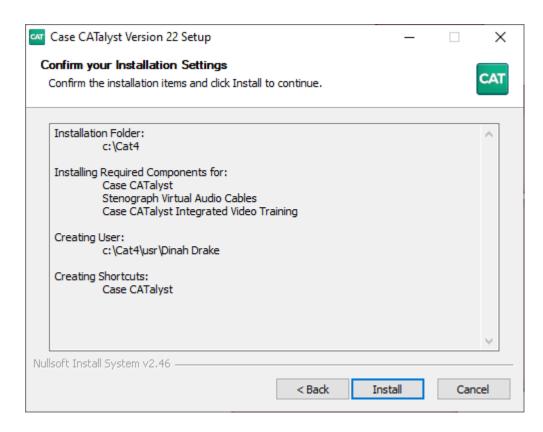
Case CAT	alyst V	ersion 22 Setup				_		×
Typical In								CAT
Please typ	e a use	r name and click Next to	o continue					CAT
User Info	ormatio	n						
User Roo	ot:	c:\Cat4\usr						
User Nar	ne:	Dinah Drake						1
								_
Nullsoft Insta	ll Syster	n v2,46						
				< Back	Next	>	Can	cel

7) At the *Remote Platform Recording – Virtual Cables* screen, select **I do not want to install Stenograph Virtual Cables** and click **Next**.

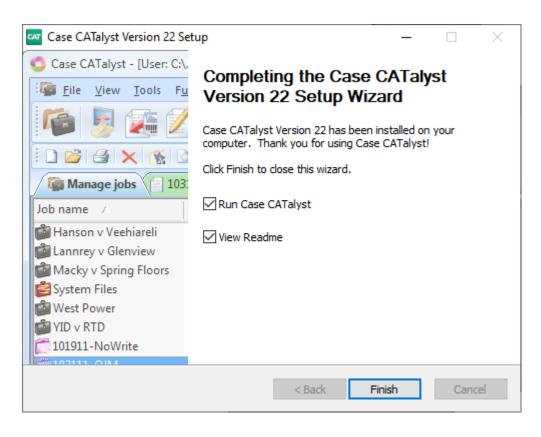
**NOTE:** If you are installing CATalyst 21 or lower, you can skip this step.

Case CATalyst Version 22 Setup	_		×
Remote Platform Recording - Virtual Cables			
Please read carefully before proceeding.			CAT
Virtual Cables are required for Remote Platform F	Record	ling!	
Installation of the Stenograph Virtual Cables is a requirement for using recording option in CATalyst. For example, the Stenograph Virtual Cab record the audio of participants attending proceedings via remote conf during realtime translation.	les allow	CATalyst	to
IMPORTANT: The Stenograph Virtual Cable installation will change the settings on your computer to be a Stenograph Virtual Cable. After inst remember to change your default audio settings for Playback and Reco audio devices.	allation,	please	
◯ I want to install Stenograph Virtual Cables.			
I do not want to install Stenograph Virtual Cables.			
Nullsoft Install System v2,46			
< Back Nex	t >	Car	ncel

8) Confirm your settings and click **Install**. CATalyst will begin installing on your computer.



9) When the installation is complete click **Finish** to close the Wizard.



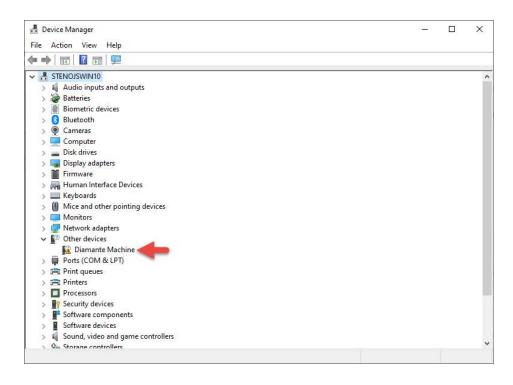
# **Installing Writer Drivers**

Now it's time to install the drivers for your writer so you can write realtime. This section applies to the Luminex family, Diamante, Wave, élan family, and Stentura Fusion writers. Make sure your writer is connected to your computer with a USB cable before you install the drivers.

1) Open CATalyst. From Manage Jobs click on Help, then Open Device Manager.

Help	)	
0	Case CATalyst <u>H</u> elp	F1
۲	Support Help Desk	
	Case CATalyst Manual	
	Command Summary Cards	•
	Personal Command Summary Cards	•
	View Readme	
	Integrated Video Training	
	Create Training User	
	Self-Study <u>G</u> uides	•
	Exceptional Extras	•
	Stenograph Home Page	
	Open <u>D</u> evice Manager	
	Open User in <u>W</u> indows Explorer	
	Check for <u>U</u> pdates	
	About Case CATalyst	

2) In Device Manager look for a category that says Other Devices. Below that you should see a yellow exclamation point that says Luminex Machine, Diamante Machine, Stenograph Elan Mira, or Stenograph Fusion. Right click on the yellow exclamation point and left click on Update Driver.



3) The Update Driver Software Wizard will appear. Click on **Browse my computer for driver software**.

	v do you want to search for drivers?	
$\rightarrow$	Search automatically for updated driver software Windows will search your computer and the Internet for the latest driver software for your device, unless you've disabled this feature in your device installation settings.	
<b>→</b>	Browse my computer for driver software Locate and install driver software manually.	

4) In the next screen type C:\Cat4\Drivers\Writer (or copy and paste this text) in the Search for driver software in this location field. Then click Next.

owse for drivers on your computer		
arch for drivers in this location:		
:\Cat4\Drivers\Writer	~	Browse
Include subfolders		
→ Let me pick from a list of available	e drivers on my co	nputer
This list will show available drivers compatib same category as the device.	le with the device, and a	ll drivers in the

5) The drivers will install. You may be prompted to verify whether you want to install the driver; click **Install**. When the driver has finished installing, click **Close**.

		×
~	Update Drivers - Steno Machine	
	Windows has successfully updated your drivers	
	Windows has finished installing the drivers for this device:	
	Steno Machine	
		Close

6) This will bring you back to Device Manager. You should see a new category that says **Stenograph USB Writer** with **Steno Machine** listed below it. You can close Device Manager.

🗄 Device Manager	7 <u>559</u>	×
File Action View Help		
> 🕃 Bluetooth		 ^
> 👰 Cameras		
> 💻 Computer		
> 👝 Disk drives		
> 🔙 Display adapters		
> 📓 Firmware		
> 🛺 Human Interface Devices		
> 🥅 Keyboards		
> II Mice and other pointing devices		
> 🛄 Monitors		
> 🚽 Network adapters		
> 💭 Ports (COM & LPT)		
> 🚍 Print queues		
> 🚍 Printers		
> Processors		
> 📲 Security devices		
> 📲 Software components		
> Software devices		
> J Sound, video and game controllers		
🗸 🏺 Stenograph USB Writer <table-cell-columns></table-cell-columns>		
🏺 Steno Machine		
> 🍇 Storage controllers		
> 🏣 System devices		
🔉 🏺 Universal Serial Bus controllers		
> 🏺 Universal Serial Bus devices		
N 🗎 USB Connector Managers		~

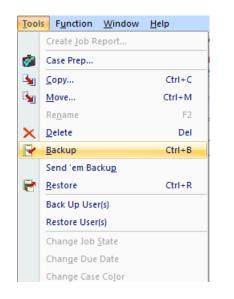
# **Setting Power Options**

To keep this guide as short as possible, the following link will show you how to set the power options on both <u>Windows 10 and Windows 11</u> computers.

# **Backing up files from CATalyst**

Now you need to back up your files from the old computer so they can be restored to the new computer.

1) On your old computer, from Manage Jobs click on Tools, Backup (Ctrl-b).



- 2) The Backup dialog box displays. In this example we will be backing up our System Files to a USB flash drive.
  - On the left-hand side, in the **Copy from:** box, place a check next to the files and cases to back up.
  - On the right-hand side, in the **Save in:** box, click the down arrow and select the USB flash drive.
  - At the bottom of the dialog box is the **File name:** box. Type a name for the backup and click **Save**.



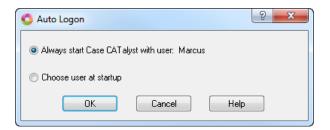
# **Restoring Files into CATalyst**

Now it's time to bring your files onto your new computer. We'll be using the Restore feature in CATalyst to bring the files in.

1) Open CATalyst on your new computer. You should be at the **User Level**. Double click on your name to go into the user. Your user will look like this.



**TIP:** If you would like CATalyst to automatically log into your user when open the program, click **Tools**, **Auto Logon**. In the Auto Logon dialog box, left click the radio button next to **Always start Case CATalyst with user:** *yourname*, then click **OK**.



2) Now click the Tools, Restore (Ctrl+r) to restore your files.



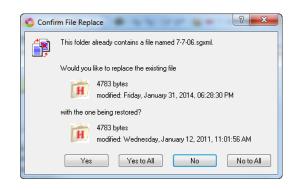
- 3) The Open window will appear. We need to browse to where our files are located. In this example we will be restoring our System Files from a USB flash drive.
  - First on the left-hand side choose the USB flash drive so that CATalyst displays the files on the flash drive on the right-hand side of the window.
  - Then select your file and click **Open**.

🗳 Open							×
$\leftarrow \rightarrow ~ \star$	🕳 > This	PC > USB Drive (D:	)	ע פֿ Sea	irch USB Drive (	D:)	Q
Organize 🔻	New folder					•	•
<ul> <li>Download</li> <li>Pictures</li> <li>Desktop</li> <li>download</li> <li>Old Comp</li> <li>Realteam</li> <li>OneDrive -</li> <li>This PC</li> <li>3D Object</li> <li>Desktop</li> <li>Desktop</li> <li>Document</li> </ul>	* outer The Hi s	Name Systemfiles	-2	nodified 2019 2:02 PM	Type Compressed		Size 6,371 K
<ul> <li>Jownload</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Windows</li> <li>USB Drive</li> </ul>	(C:)	H-1 ne		 → Ba	ckups (*.zip) Open	Cano	cel

- 4) The Restore window appears.
  - The left side of the window shows *Restore jobs* from and *Subfile types* panes. This pane shows what files you will be restoring.
  - The right side shows where your files will be restored to. Make sure that the Restore
    Jobs To option in the upper right corner is set to C:\Cat4\usr\yourname and that the
    Keep Case Structure box is checked. Then click OK.

O Restore	
BA C C C C C C C C C C C C C	ure usr
152 job(s) selected	Choose File Browse Cancel Help

5) A dialog box may open asking if you want to replace the existing file. This dialog box appears if CATalyst already has a file with the same name as the file you're restoring. Since this is a new computer, CATalyst only has the default files and not any of your backed-up files. In this case you will want to choose **Yes to All**.



6) Once the restore is finished, it will bring you back to the Manage Jobs screen. If there are other files you would like to restore, repeat this same process.

# **Testing Realtime**

 The last thing you need to do to with your new computer is to test realtime to make sure it's all working. To do this open CATalyst and from Manage Jobs click the Translate icon on the Function Bar or press Ctrl+t.



2) The Translate window will appear. In the lower left corner, click on **Options**.

Translate [LastUsedSettings.SGXML*]	×					
Saved Translation Options           Load Settings         Save Settings         Always Load Last Used Settings						
Steno Source:     Writer     ✓       Layout File:     Deposition format     ✓	Output To:     None       View or Change CVNet     Passwords       Use Session Code:     Image: Code code code code code code code code c					
Job Webinar ~ Show All Jobs	Record Audio:       Additional Dictionaries       Show Global Tables   Show All Users					
AutoArchive BARRY Beauvais Dictionaries Dooley Greenspan Includes Instructions S-Import File	Webinar         AutoArchive         BARRY         Beauvais         Dictionaries         Ooley         Greenspan         Instructions         Sikorski         StenoKeys					
Create EZ Speakers Speaker List Options Define Fields	RealTeam Invite       OK     Cancel       Help					

- 3) The Options window will open.
  - Click on the **Realtime** tab at the top.
  - Under the Realtime tab on the left-hand side is the **Realtime Writer** field. Make sure it's set to your writer. In this example we are using a Luminex II with a USB cable, so we are selecting **Stenograph Writer USB**.

Output to Spe <mark>ch</mark>	e Output to C	aption	Output to Other D	evices	Output	to StenoKey	
Input	Realtime	Outpu	t to CaseView	(	Output to AS	CII / ANSI	
Writer: Stend	ograph Writer USB	}	Connecti		DM3	~	
Auto Conn Audio Record To:	ect Last WiFi Write	er Browse	<ul> <li>Direct</li> <li>Mode</li> </ul>	t (Cabl			
Current Fo	older	~ ⊙ MB/hr ~		Call			
Audio Input Default		~	Number	1	8478031033	~	
Auto Pa	use After 30	Sec.	Realtime		Live Sugge	stions	
Work Units Create W Every 1	/ork Units	Save	To A Different Fol	ler	☑ With Aud	lio Browse	
Hold Strokes	tch plus 0 🛋 st	trokes	Voice Eng Drag	on Nati	urally Speakir	Ig	
Longest ma	Held for 3 se	econds	⊖ ViaVo	ice for	Windows 10		

- 4) Now you're back to the translate window.
  - In the top left-hand side next to **Steno Source**, you need make sure it says **Writer**.
  - You also need to click the down arrow next to **Layout File** and select your layout.
  - Then in the bottom left, type a file name in the **File Name** field and click **OK**.

Translate [LastUsedSettings.SGXML]	×
Saved Translation Options	
Load Settings Save Settings 🗹 Alway	s Load Last Used Settings
	Remember Setting
1 Steno Source: Writer V	Output To: None ~
2 Layout File: Deposition format ~	View or Change CVNet Passwords
Deposition format V	Use Session Code:
Job	Record Audio:
🛒 Webinar 🗸 🗸 🗸	Additional Dictionaries
Show All Jobs	Show Global Tables Show All Users
🛃 AutoArchive	U Webinar
BARRY	AutoArchive
📫 Beauvais	BARRY
Dictionaries	
Dooley 👘	⊡ ⊡ Dictionaries
🚰 Greenspan	
🚰 Includes	🗄 🚰 Greenspan
Instructions	
S-Import File 🗸 🗸	
< >	
3 File: Test	🗄 🗖 StenoKeys 🗸 🗸
Apex:	Dictionary Priorities
Create EZ Speakers Speaker List	RealTeam Invite
Options Define Fields	OK Cancel Help

The Translate window will go away and a new file will open. You should see a dialog box appear that says **Connected to Writer...Stroke a Key to Begin Writing**. Write a few strokes on your writer and they should appear in the CATalyst transcript window.

Realtime from Diamante - USB	
Connected to Writer	
Stroke a Key to Begin Writing	
Cancel	
	_)