

## Configuring Case CATalyst

1. Create a New User – *File, New, User*
2. In *User Name* call it *Ai-World*
3. Tick *Copy Default Files*
4. Click *Open* and your Ai Media user now appears open at the *Manage Jobs* screen
5. Click into the Ai-World User
5. If previously backed Personal Dictionary in Case Catalyst via the Back-up function, *Restore your Personal Dictionary* into the *System Files* folder.
6. In the *Keep Case Structure*, click on *Ai-World*
7. Go back up one level and click on *Translate & Edit* to set up some settings
8. Go to the *Input* tab
9. On the right-hand side go to *Show* and tick *Phonetic Translation*
10. Click *Apply*
11. Select the *Realtime* tab at the top
12. Confirm that the *Realtime Writer* listed is the brand/model of your writer and where multiple of the same model, choose the *USB* option; for example, *Diamante USB*
13. At the *Comm Port* setting enter a relevant comm port from the com0com pairing combinations. The other comm port will be used in Ai Stream. For example, if Comm Port 3 in Case Catalyst, Ai Stream will be the paired comm port
14. Ensure *Direct (Cable)* is clicked
15. Under *Hold Strokes*, please tick *Longest match plus* and change to 4 strokes and 2 seconds
16. Click *Apply*
17. Select the *Output to ASCII/ANSI* tab
18. Ensure the *Output over comm port* box is ticked
19. In the *Comm Port* directly beneath select the relevant comm port as per the Realtime tab as per the com0com guidelines. For example, Case Catalyst as Comm Port 3, Ai Stream will be the paired comm port
20. In the same tab at *Options* tick the *Longest match plus* and set it to 4 strokes and *Held for* to 2 seconds
21. Ensure changes are made, click *Apply*, click *OK*
22. Click on the *X* in the top right of the Translate box to exit that process
23. A Push/Transmit stroke needs to be created.
24. Click on *System Files*
25. Scroll down and double click on *Personal Dictionary*
26. If you don't already have a push/transmit stroke, press CTRL-I to bring up the *Insert* box. Type in a Steno outline that suits you, for example /P-RB
27. In the Text box type in a (space bar) \$\$TRANSMIT(space bar)<Cap Next>
28. Click *OK* and save changes – CTRL-S
29. If you already have a Push/Transmit stroke, press CTRL-F to open up the search box
30. Type in your steno outline, then click OK and on the relevant entry enter the new text definition of (spacebar)\$\$TRANSMIT(spacebar)<Cap Next>
31. CTRL-S to save
32. Close the Personal Dictionary and ensure changes are saved
33. Create a *Test* file
34. Click on *Translate & Edit*
35. At *Steno Source* change to *Writer*
36. Change your *Output to ASCII/ANSI*
37. *Record Audio* should be unticked. Tick remember settings on both Output to and Record Audio
38. Click on *Options* in the bottom right corner
39. At *File* create a name, for example *Test*
40. Tick other relevant dictionaries required other than Personal Dictionary, for example a job dictionary or update area
41. Ensure steno writer is turned on and Click *OK*
42. You can now write and log in to open Ai-Stream and the appropriate session