



Spring 2020 e-Newsletter edition

Important STARtech20 Information

At the guidance of the World Health Organization (WHO) and leading health authorities, we have made the decision to cancel STARtech20 in Northbrook, IL, in light of growing concerns caused by coronavirus (COVID-19).

The health, safety, and needs of our members are our utmost priority. After careful consideration, we have come to an overwhelming consensus that canceling the conference is the appropriate response to ensure the well-being of our exhibitors, attendees, speakers, and staff.

If you registered for STARtech20, you will receive a FULL refund. For details, please refer to the attendee email sent by STAR Headquarters.

Thank you for your understanding and support. We look forward to seeing you at STARCON20 in San Diego this October.



President's Message

By: Jim Connor, STAR President

In this edition of the President's Message, I wanted to share with you the story/saga of building our new house.

We purchased our new home 14 months ago with visions of doing renovations to make it our forever home. The neighborhood has 84 homes situated on a small lake, and is comprised of mainly older residents who had lived there since the early '80s when the development was first built. My wife and I at 62 years old are considered the "young couple" who are moving into "Faye's house." When asked what our plans are for the house, we have been excited to share with anyone who is willing to listen to our grand plan. Each time we have received a response similar to, "Oh, my. Faye would be so disappointed with all the changes. She loved those shrubs and was so meticulous about maintaining her home." So immediately we have been labeled as "rogue" for wanting to

change this 1984-built, meticulously maintained two-bedroom home. Little did we know what was in store for us.

If any of you are part of an HOA, you'll most likely understand the pain and suffering that can be inflicted by one of these volunteer boards. We began interviewing several possible builders to take on the task of revitalizing this vintage home with all of its wallpapered rooms and Elizabeth Arden smells. After narrowing the search down to "our builder," we then started with the architectural plans. "You do know the Architectural Committee, headed up by Mildred and the other eight committee members, has to approve your entire project since there are exterior changes, right?" We were already keenly aware that whatever we would do, it was going to be **our** vision for our long-term home. It took over eight months of back-and-forth to get our dream-home plans approved by the Architectural Committee, and subsequently the full board, mainly due to the old



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guard on the committee rejecting change within the community. And yet with each neighborhood change and improvement these gloom-doomers will benefit financially as their own home values will be significantly enhanced.

We are now a few months into construction as of this writing and we are so excited to see the changes taking place. We stop at the site each day looking to see the progress, but yet still endure the constant critique of the “gestapo” committee members who walk the neighborhood. We are always cordial because we know we have to get along with our future neighbors but yet try to sway them that we can’t live in the past and keep things the way they were like in the “good old days,” but rather keep advancing towards the new normal of today. Some people get it and others do not want to get it. There has to be some amount of trust that change is not a bad thing and we will do right by the community. It is in all of our interests to build a better tomorrow. We know we have to coexist with these people but, at the same time, we have to ultimately do what’s right for us and our well-being. Our projected move-in date is mid-June!

Thanks for listening. It’s a cathartic exercise for us to take a step back from the day-to-day to look at the big picture. Do any of you have any Mildreds in your daily or professional life?



Introduction to Case CATalyst Version 21

By: James Kuta, Stenograph QA and Documentation Manager

A new year brings with it the newest features of Case CATalyst. Case CATalyst V21 has been designed to increase your productivity and to make what you already do easier. Let’s look at just some of the great new features available in Version 21.

RealTeam Cursor Improvements

It’s safe to say that RealTeam, the simultaneous editing feature introduced in Case CATalyst Version 20, has been a big hit with reporters and scopists. Now, with Version 21, RealTeam allows reporters and scopists to quickly look at where the other team members are editing in the transcript. A quick glance at the team member’s RealTeam cursor will give you their page number location, and double clicking on their RealTeam cursor will switch the view to their location in the transcript. This is a great way for each RealTeam participant to quickly know where editing is already being done!

RealTeam Transfer to User Option

The new Transfer to User option allows the current host of a RealTeam session to make any of the currently connected participants the new host. It's now an easy process for the reporter to leave a RealTeam session when they are done writing for the day. The reporter can simply transfer the hosting of the RealTeam session to any member of the connected team members, then be on their way. Now, the scopists no longer need to invite each other to a new RealTeam session. Everyone just continues editing!

CaseViewNet Browser Edition Link

It's safe to say that CaseViewNet Browser Edition has become a popular way for reporters to provide realtime viewing to attorneys and CART customers. Having the realtime customer go to caseviewnet.com on any device they want and just use your CaseViewNet Cloud Session Code and connection password to connect is a pretty easy method for making a realtime connection. Version 21 makes it even easier for you and your realtime customers. Now you can create a link for them to click on when they want to connect to your CaseViewNet Browser Edition realtime session. With a link, it's as simple as a click for the realtime customer and you won't need to explain about how to use a Session Code and password.

vCard Import

With Version 21, vCard files (Virtual Contact Files) can be imported when creating or modifying entries in the Fill In Field List. The ability to import vCard files speeds up the process of making attorney information available to the Fill in Fields feature. You no longer need to manually type the attorney information. Simply download their vCard from the law firm's website or from their email signature and import it directly into Case CATalyst!

Case Prep Alphabetical Heads-Up List

Case Prep is already a very fast way to prepare for an upcoming job and a great cheat to help you with brief forms for definitions and spellings while editing. Now you can have all the great Heads-Up List information in alphabetical format too! So, now the important Case Prep information can be presented to you in whichever way you find is most convenient.

Phrase Maker

The Suffix Drag feature of Case CATalyst has long been a great translation tool when you drag in common endings, such as /-S, /-D, /-Z, and /-G. Now the Suffix Drag translation feature has become the Suffix Drag/Phrase Maker feature. With Suffix Drag/Phrase Maker you can select whether dragged steno that you specify should be considered a suffix or a word. With the word option selected, you can write phrases in a single stroke even when there is not a single stroke definition for that phrase in your dictionaries!

PDF Hyperlinks

Case CATalyst has long had a built in PDF document printer with many great features, such as Digital Signatures, PDF/A compliant, and Attachments. The PDF transcript capabilities have been expanded in Version 21 to include hyperlinks. You can now add hyperlinks to words and phrases in your transcripts that will become clickable hyperlinks in the PDF transcript. You can even define words and phrases with hyperlinks in your dictionaries, giving you an automated way to produce PDFs with hyperlinks for your clients that point directly to relevant websites and email addresses!

And that's not all! There is much more waiting for you in Case CATalyst V21! Version 21 is available to anyone with an active Edge for CATalyst contract. To learn more about Case CATalyst and Version 21, visit Stenograph.com.



iPad Settings for Realtime

By: Merilee Johnson

(As originally published in the [Veritext Partner Community](#))

Just as iPads have become central to reporters' ability to provide real-time, they've become just as ubiquitous around the house and in our personal lives. Whether used as a digital babysitter, a message hub, or mobile gaming and entertainment center, our lives can get intertwined with these devices. iPads are impressive in their functions, but they are unable to distinguish when you're kicking back on a Saturday versus when you're in a room full of attorneys, all staring at your realtime



feed. If you'd like to keep your Candy Crush notifications to yourself and your private incoming messages private, the following checklist can help keep things focused on the professional.

iPAD CHECKLIST

Work your way down this list **Settings** list and your iPad will be realtime ready!

- Wifi**
Keep Wifi on (you'll need this to connect to your realtime)
Turn off **Ask to Join Networks**
- Bluetooth**
Set this to **Off**
- Control Center**
(Not required but is a helpful tool to make quick adjustments)
Access on Lock Screen – **On**
Access within Apps – **On**
- Do Not Disturb**
You can manually set your iPad to “Do Not Disturb” or you can set a schedule to do this automatically do this every day within a certain time period
Set **Allow Calls** to **No One**
Turn **Repeated Calls** to **Off**
Set **Silence** to **Always**
- General**
There are a host of settings in here to adjust or tailor your personal preferences, but the main features that can provide ease of access to the attorneys during realtime are:
Set **Auto-Lock** to **Never**
Turn **Lock/Unlock** off
- Display & Brightness**
Depending on your color settings, you can set brightness to low to preserve battery life
Turn **Off** Auto-Brightness
- Sounds**
Set all sounds (i.e. ring tone, text tone, new mail, etc.) to **None**
- Passcode**
Set to **Turn Passcode Off**. This allows attorneys quick access back into the iPad in case they touch something that locks the screen
- Messages**
Turn **Off**
- FaceTime**
Turn **Off**
- Battery Tip**
To preserve battery life, turn off **Background App Refresh** in each of your apps



Controversy in the Court Reporting Profession

By: Linda Fifield, Doris O. Wong Associates, Inc.

Court reporting has changed in the traditional sense. Where we were a profession of steno and mask writers, we are now faced with electronic and digital reporters. Additionally, major court reporting firms are being purchased by conglomerates while at the same time the profession is experiencing a court reporter shortage. The profession as we knew it 20-30 years ago no longer exists.

STAR had a wonderful session that was moderated by Mike Miller called “Minne-Talks... Where Muy Caliente Meets Minnesota Nice” at STARcon19 in Minneapolis. Questions were created by Jan Ballman and Merilee Johnson, and participants were hand selected to give opposing opinions.

All participants were passionate about their opinion on a specific topic. The premise was to give some pretty controversial topics a platform where speakers could say their piece and then move on. We all have an opinion, right? The way this session was designed, we could all agree to disagree.

Topics of interest included:

Updates on Stenographic/Electronic/Digital/Voicewriting – what are the advantages/disadvantages, how are transcripts produced, perceptions

The court reporter shortage. Is it real or perceived?

Independently owned vs. selling to a conglomerate

Project Steno vs A to Z – What are the differences with these programs? Are they fighting and competing or on the same team?

My takeaway is that STAR is comprised of such an eclectic group of individuals who conduct business as only they know how. Whether it's adapting to the changing demographics, or staying the course, no one knows your market better than you do. To be judgmental over someone's choices gets you nowhere. However, to be informed of what's happening in your marketplace should give you pause to rethink your new reality.

There were a few takeaways that resonated with me that I'd like to share. The first deals with the court reporter shortage. Firms simply don't have enough reporters to cover their book. When no steno reporters are available, many have trained electronic and digital reporters to cover depositions which are then transcribed by remote court reporters. The operative word here is "trained." To give your client anything less is at your peril.

Then the discussion turned to, "Is there really a court reporter shortage?" Many of us receive daily email blasts from firms offering bonuses to cover assignments. Here's the problem: A firm who thought the book was covered gets a last-minute call from a reporter canceling because they got a "better" job. A chain of events ensues. First, the firm is now scrambling to get the book covered, and if they can't, they've just lost a client. On the flip side, how does this affect the court reporter's reputation for being reliable? Lastly, regarding bonuses, how long can a firm continue to be viable when paying these big bonuses? How is this affecting their bottom line? This is a no-win situation for everyone, lawyers included. It's just not sustainable.

As for firms selling to conglomerates, many may not like it, but it's their choice. It's their business. Period. It could be an exit strategy or they're looking for resources and stability that a conglomerate can provide. Whatever the decision, it's their decision. For those firms determined to remain independent, it means working harder to promote your firm and reporters as being the best in your region, with client satisfaction being a #1 priority. Again, it's your decision.

Lastly, kudos to those who work tirelessly for A to Z and Project Steno. Both programs benefit the growth of future court reporters. A to Z is a free six-week introductory program to machine shorthand where potential future students are given a course on writing the alphabet on an actual shorthand machine. This exposure to the steno machine will help attendees make a determination as to whether or not they want to pursue this career before they invest time and money in a program they may not do well in. Project Steno is a tuition assistance program that was started to help financially support students who are in school. Applicants are vetted, and if they meet certain criterion, they are given a scholarship to help offset the cost of their education. Both programs are the mastermind of Nancy Varallo and are largely supported by donations of time, money, and machines from fellow court reporters. It looks like their efforts are bearing fruit.

Many thanks to the many panelists who had the courage to stand up for what they believe in. Thank you, STAR, for having the courage to broach such tough, relevant, and somewhat controversial subjects.



Talk Steno to Me

By: Donna Urlaub



ONE-STROKE OUTLINES – "C"

The last issue had one-stroke outlines for words frequently used in medical testimony **A-B**. Here are two of my favorites that I forgot:

SHOUS = anxious

ZAOIT = anxiety

ONE-STROKE OUTLINES for "C" words frequently used in medical testimony. While many of these words are not strictly medical, especially the "com" words, it's useful to have short outlines in your arsenal so you can be right on top of the testimony, affording you the time to write the words for which you don't have a brief, like cholelithiasis or cholecystectomy. And, remember, the "real" word gets the asterisk. Why deny yourself the opportunity to write "custom and practice" in one stroke just because "crap" **KRA*P** might come up once in a blue moon? If you don't like the asterisk, creating a conflict is an option.

K*REL
KR-Z
KR*IK
KRAOIRP
KR*IFT
KRAFK
KROTD
KROLG
KROIFT

cell
cc's (love this!)
chiropractic
chiropractor
cyst
cardiovascular
carotid
cardiology
cardiologist

KROKS
KMOX
KROEP
KRO*NG
KROENL
KRO*PD
KRA
KRON
KRAD

carbon dioxide
carbon monoxide
cardiopulmonary
chronic
coronal
COPD
criteria
criterion
coronary artery disease

| | | | |
|-------------------------|--------------------------|------------------------------|-----------------|
| KRAT(S) | coronary artery(s) | KPOEFD | composed |
| KRAP | custom and practice | KPUT | compute |
| KRAEMT | care and treatment | KPURT | computer |
| KRAERT | catheter | KPOENT | component |
| KRAIB | corroborate | KPOUND | compound |
| KRAIR | character | KPAGS | compassion |
| KRAIRZ or KRAOIZ | characterize | KPABL | compatible |
| KRAIRGS | characterization | KPARMT | compartment |
| KAORL | calorie | KPAFT | capacity |
| KRAIF | congestive heart failure | KPAOET | compete |
| KRAOIFS(Z) | crisis(es) | KPAIR | compare |
| KHUP | checkup | KPAIRBL | comparable |
| KLENG | challenge | KPAIRN | comparison |
| KHAI | chest X-ray | KPAOET | compete |
| KHAIN | chest pain | KPRES | compress |
| KHAOUB | child abuse | KPREND | comprehend |
| KHAO*S | chaos | KPRENGS | comprehension |
| KL-F | classify | KMAOUNT or KMUNT | community |
| KL-FK | classification | KMUN | communicate |
| KLUM | column | KMUNGS | communication |
| KLEKT | collect | KMENS | commence |
| KLEKS | collection | KMON | common |
| KLEJ | college | KMENT | comment |
| KLEFT | cholesterol | KMOED | commode |
| KRIFM | criticism | KMOEGS | commotion |
| KLING | clinic | KMAND | command |
| KLIL | clinical | KMAOE | committee |
| KLAPS | collapse | KPARMT | compartment |
| KLAR | collar | KPLAINT | complaint |
| KARJ | cartilage | KMAIR | customary |
| KLAFRP | clamp | KMAIRL | customarily |
| KLAOEG | colleague | KPLET(D) or KPLAOET() | complete(d) |
| KLAIT | calculate | KPLELT or KPLAOELT | completely |
| KLAIGS | calculation | KPLAOEGS or KPLEGS | completion |
| KLAOM | classroom | KPLEX | complex |
| KLAOUR | closure | KPLEMT | complement |
| KLAOITS | colitis | KPLIMT | compliment |
| KLAOIF | clarify | KPLAIT | contemplate |
| KUKT | conduct | KPLAOI | comply |
| KWENGs | convention | KPLAOINT | compliant |
| KWERT | convert | KPLAOINS | compliance |
| KWERGS | conversion | KPLIBGS(Z) | complication(s) |
| KWINS | convince | KBAOIN | combine |
| KWIKS | conviction | KB-NGS | combination |
| TAIN | contain | KR-BT | contribute |
| KWAI | convey | KRBGS | contribution |
| KWAOIN | confine | KBIS | cannabis |
| KPE | competent | KBAT | combat |
| KPENS | competence | | |