

Edit – Part 2 Webinar Agenda

- New toolbar icons
Multipag, Proofread, ASCII, Auto Index, more Zoom, colored icons
Status Line – RC=, INS/OVR, CAPS, NUM
- Setting Edit Preferences
Information File – Edit tab
Preferences icon on tool bar
- Showing time stamps
Actual time stamps
Printed time stamps
- Backspace key unhighlights.
- Home to check for any untrans
- Changing function keys.
- Ctrl and Alt + \
- Highlighting text with mouse cursor
Copying and Pasting highlighted text to/from other Windows programs
Deleting highlighted text
- Setting rt and lf margins
- Quoted text
- Redacted text

- Interruption of Q & A and Colloquy
- Recalling steno twice – E & R
- Join Paragraph
- Ctrl commands shown on menus
- Special characters
 - Trademark, copyright, etc.
 - Foreign accent characters
- Merging Files
- Endings