

Commands in the PT StenoKeysV3 Job Dictionary

Entries in the PT StenoKeysV3 Job Dictionary have been specifically defined to control various aspects of the Microsoft Word program. Many of them work in other applications as well. As the Word program is updated from time to time, some of these commands may no longer work and may need to be redefined.

You should use the PT StenoKeysV3 Job Dictionary or another StenoKeys Command dictionary that you've created anytime you are using the StenoKeys features. Do not add StenoKeys commands into your Personal Dictionary as you may create conflicts. For instance, the R-RN entry (Return/Enter key) is in both the Phoenix Theory Personal Dictionary and the StenoKeys dictionary, but is defined differently in each. In the Personal Dictionary it is defined with Case CATalyst programming codes so that it works properly in the Case CATalyst edit screen. In the StenoKeys job dictionary it has been defined so that it will work in Windows applications.

If your computer keyboard has a separate numeric input section, turn ON the NumLock. Certain commands such as the Left, Right, Up, and Down arrow keys will not work properly from the steno machine unless the NumLock is on.

PT StenoKeysV3 Entries

NumLock should be "on" on your computer keyboard.

Cursor Movement Commands		P RBG w zyx	Selection Commands	
Left Arrow	*R		Select All	SLA* or SLAUL
Right Arrow	*G			
Up Arrow	*P		Editing Commands	
Down Arrow	*B		Cut	K*UT
Home	HO*EM		Copy	KA*EP
End	*END		Paste	PA*ITS
Word Left	WL*		Find and Replace	F*R or R*EP
Word Right	WR*		New Page/Page Break	P*B or P*J
Page Down	P*D		Find	FAO*IND
Page Up	P*U			
Beginning of Document	B*EG		Special Characters	
End of Document	#*ED		©	KRAO*IT
Go to	G*T		®	R*EJ
Tab	TAEB or TA*B		™	TRA*ID
Shift+Tab	STAEB or STA*B			
			Font Attributes	
		Bold On/Off	BO*ELD	
		Italics On/Off	TA*LS	
		Underline On	NO*N	
		Underline Off	NO*F	
		Document Commands		
		Open Document	O*EPD	
		New Document	NAO*UD	
		Save	SA*IV (SA*IFB)	
		Close Document	KLO*ED	
		Switch Windows (Alt+Tab)	A*ULT/A*ULT	
		Spell Check	SP*EL	
		Print	PR*INT	
		Unique to Steno		
		Select Conflict 1	SLUN	
		Select Conflict 2	SLAO	
		Select Conflict 3	SLOI	
		Select Conflict 4	SLOUR	
		Select Conflict 5	SLOIV (SLOIFB)	
		Select Conflict 6	SLIX	
		Select Conflict 7	SLAEFB	
		Select Conflict 8	SLAIGT	
		Select Conflict 9	SLOIN	
		Power Define	DOIF	
		Macro Commands		
		Macro Define (record macro)	KRO*ED	
		Macro Menu	KRO*E	
Delete/Undelete Commands				
Backspace	BAPS			
Delete Word Back	DW*B			
Delete Previous Stroke	*			
Delete Space	P-P			
Undo	D*U			
Justification Commands				
Full Justification	F*J			
Left Justification	L*J			
Centered Justification	S*J			
Right Justification	R*J			
Capping Commands				
Cap Next	KP-N			
Cap Previous 1 word	KPUN			
Cap Previous 2 words	KPAO			
Cap Previous 3 words	KPOI			
Cap Previous 4 words	KPOUR			
Cap Previous 5 words	KPOIV (KPOIFB)			
Cap Previous 6 words	KPIX			
Cap Previous 7 words	KPAEV (KPAEFB)			
Cap Previous 8 words	KPAIGT			
Cap Previous 9 words	KPOIN			
Caps Lock - mid-sentence	KP-L			
Caps Lock at beginning of line, paragraph, or tab	KP*L			
Uppercase all Selected Words	KPAUL			

Keyboard Commands	
Enter/Return	R-RN
Escape	SKA*IP
Space	SP-Z
Tab	TAEB or TA*B
Back Tab (Shift+Tab)	STAEB or STA*B
Indent	D*ENT
Indent Backward	B*ENT
Help	H*P
Insert/Overtyp	*INS
Page Break	P*B or P*J

Alt Keys	
Alt+A	A*LT
Alt+B	PW*LT
Alt+C	KR*LT
Alt+D	TK*LT
Alt+E	*ELT
Alt+F	TP*LT
Alt+G	TKPW*LT
Alt+H	H*LT
Alt+I	AO*EULT
Alt+J	SKWR*LT
Alt+K	K*LT
Alt+L	HR*LT
Alt+M	PH*LT
Alt+N	TPH*LT
Alt+O	O*LT
Alt+P	P*LT
Alt+Q	KW*LT
Alt+R	R*LT
Alt+S	S*LT
Alt+T	T*LT
Alt+U	*ULT
Alt+V	SR*LT
Alt+W	W*LT
Alt+X	KP*LT
Alt+Y	KWR*LT
Alt+Z	SWR*LT

Power Define

1. DOIF (or stroke for DEFINE)
2. Steno new word
3. TA*B or TAEB
4. Spell text
5. TA*B or TAEB
6. Select Dictionary (number bar)
7. R-RN (or stroke for ENTER/Return)

(Modify Power Define Table as necessary. Double-click System Files, double-click Power Define Table.)

StenoKeys Help

In Case CATalyst, press F1 for Help, click the Search tab, then type "StenoKeys" in the search field.

As with all dictionaries, the PT StenoKeysV3 job dictionary can be modified. Feel free to change the steno or definitions to better suit your needs.