élan Mira® A3 User Guide

Stenograph®

www.stenograph.com

Congratulations on the purchase of your élan Mira!

We strongly encourage you to read this User Guide and practice using your machine according to the instructions contained therein. This will allow you to become comfortable and familiar with your new writer before taking it on a job or into class.

The élan Mira is equipped with a non-glare liquid crystal display screen for easy read back of steno or text. The élan Mira provides text translation and searching, making it easier to provide "read back". The RAM-Lock feature assures you of dependable, worry-free maintenance of notes and text integrity.

Your élan Mira comes with rechargeable battery packs: one main battery and an internal backup battery. Advanced battery technology prevents the batteries from overcharging so you don't have to worry about leaving the batteries on the charger overnight or over a weekend. Be aware that batteries are consumable items and are usually ready to be replaced every twelve to eighteen months.

EasyLock™ tripod positioning with a positive-locking mechanism provides quick and easy setup. Simply open and set the tripod on the floor and place your machine on it according to the instructions in this guide. The design of the tripod assures a smooth, even writing platform for you to enjoy.

You'll probably notice how light the élan Mira is - - just over 6 pounds. The soft-sided carrying case also lightens your load.

Be sure to check the Stenograph® web site, www.stenograph.com, for updates to the élan Mira. The élan Mira was designed with you in mind. We know you'll enjoy using it!

STENOGRAPH, L.L.C.

The Importance of Working Comfortably and Effectively

Stenograph believes that the élan Mira shorthand machine, when used in compliance with the enclosed instructions and information, is safe. Certain sources, though controverted, suggest a relationship between injuries of the hands and forearms with prolonged use of any type of keyboard or other equipment involving repetitive movements of the hands. At the same time, other sources indicate that there is no such cause and effect.

Because the safety and well-being of persons using Stenograph equipment is of paramount concern and because we recognize that these medical and scientific questions are not definitively resolved, Stenograph encourages all users of our writers to carefully review the following Work Area Checklist and to use appropriate work habits.

Remember, personalizing your environment so that it is comfortable for you, promotes a healthy physical and mental work lifestyle.

The following Work Area Checklist is not intended to be all inclusive but a guideline for you to use. Only you can determine what is best for you. Use the checklist to assess and adjust your work area to suit your own needs. Personalizing your environment so that it is comfortable for you promotes a healthy physical and mental work lifestyle.

Work Area Checklist

At Your élan Mira

✓Use a comfortable chair conducive to correct posture.

✓Adjust the height of the shorthand machine appropriately for your body.

✓Position the shorthand machine comfortably close to you.

✓Place the tripod between your knees. Do not sit "sidesaddle".

✓Minimize the use of the shorthand machine on surfaces other than the tripod stand.

At Your Computer

✓Place the monitor screen perpendicular to the window to help avoid glare.

✓Adjust or close window coverings.

✓Arrange materials such as reference books or a telephone close to you to help avoid excessive reaching or twisting.

✓Clear the area under and around the desk to leave room for your feet and legs.

✓Remove sources of distraction around the monitor.

✓Keep noise to a minimum.

✓See accompanying materials provided by the computer keyboard manufacturer.

Your Body

✓Take frequent breaks to stretch or exercise.

✓Maintain a straight wrist position.

✓Avoid resting your wrists while writing.

✓Keep your hands level with your forearms.

✓Let your fingers curve naturally.

✓Let your forearm go up and down a little when you write, pivoting at the elbow, not at the wrists.

✓Pull your steno machine comfortably close to you.

✓Keep your feet on the floor or supported by a footrest.

✓Support your lower back.

✓Assure that your knees are bent at an angle of 90° or more and your thighs at an angle of 90° or greater in relation to your torso.

✓Adjust the chair position and your posture throughout the day.

✓If you experience any aching, numbing, or tingling in your arms, wrists, or hand, consult a qualified health care professional.

Contents

Introduction

Congratulations on the purchase of your élan Mira writer. Read this user guide to familiarize yourself with your writer's components. Chapter 1, *Introduction* highlights the features of your élan Mira and outlines the organization of this guide.

Package Contents

Your new élan Mira writer comes with the following items:

- élan Mira

- Soft-sided carrying case

- EasyLock™ T2 tripod

- 1 Main battery pack

- Internal backup battery

- 110/220 AC adapter/charger

- 1 Data SD card, (256 MB)

- 1 Backup SD card, (256 MB)

- SD USB Flash Drive reader

- USB cable (6 ft.)

- Stenograph Writers Utilities CD with USB drivers and
  RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion program

- élan Mira User Guide

élan Mira Features

The élan Mira provides you with the following features:

- Translated text displays on a color, non-glare tilting LCD screen.

- View text, steno notes or text and steno notes simultaneously.

- Realtime ready through USB or serial port.

- Backup SD card for steno notes.

- Audio record and playback.

- Adjustable digital clock with month, date, and time.

- Format and use Data SD card for steno notes and audio.

- Adjust beeper volume, LCD contrast, colors, and font size.

- Update élan Mira software from Internet download via USB.

- Date and timestamp note files.

- Automatically load main and job dictionaries.

- J-Define entries from the élan Mira to a job dictionary.

- A/An resolution.

- Search for and display the previous or last Question, Answer, untranslate, StenoMark, or steno string.

- Scroll forward and backward in a file.

- International Continental keyboard and serial protocol options.

- Auto-Conflict for readback.

- Reopen an existing file for readback.

- Suffix Handling for readback.

- Wireless WiFi or Bluetooth ready capabilities (optional).

Setting Up Your élan Mira

To use your élan Mira you must set it up on the tripod and charge the battery. Although you can use the writer with the
AC adapter/charger, it is recommended that you charge the battery so that it is ready when you need it.

Refer to the *Hardware* chapter for detailed information about setting up your tripod, charging your battery, and making adjustments to the élan Mira to suit your personal writing needs.

How This Guide is Organized

This élan Mira User's Guide contains chapters and sections. A chapter is built around a specific topic and a section is a component of the chapter.

Chapter 1: Introduction

Introduction acquaints you to the élan Mira features and explains this user guide.

Chapter 2: Hardware

Hardware explains the various components of the élan Mira and how to use them.

Chapter 3: Writing on the élan Mira

Writing on the élan Mira explains all the software features of the used for setup before you begin writing and while writing a job. These includes features such as loading dictionaries, setting audio options, creating J-Defines and searching.

Chapter 4: Maximizing Key Contact Performance

Maximizing Key Contact Performance discusses the key contacts adjustments that are necessary to initially customize the élan Mira to your personal writing style and to maintain maximum performance.

Chapter 5: Troubleshooting

Troubleshooting suggests possible solutions to some common situations that you may encounter when using the élan Mira.

Appendix A: Installing the USB Driver

Installing the USB Driver instructs you how to install the USB driver required for USB cable connection between the élan Mira and Case CATalyst®.

Appendix B: Updating élan Mira Software

Updating élan Mira Software instructs you how to download available updates for your élan Mira from the Stenograph web site.

Appendix C: Converting RTF/CRE Dictionaries

Converting RTF/CRE Dictionaries explains how to convert Rich Text Format/Court Reporting Extensions (RTF/CRE) dictionaries into élan Mira format.

Hardware

Chapter 2, *Hardware*, provides information about the hardware components of your élan Mira. This includes details on battery charging and use; communication ports and setup; function buttons for accessing menus; adjusting the tilting LCD and LCD icons; resetting the writing machine; and assembling and attaching the tripod.

élan Mira Ports

Batteries

The élan Mira comes with one main rechargeable battery, an internal backup rechargeable battery, and an AC adapter/charger. You can operate your writer using only the batteries, using only the AC adapter/charger, or using the AC adapter/charger while the main battery is in the writer charging.

The main battery, fully charged, operates all the features on the élan Mira for approximately 12 hours. Charging time for the main battery is approximately 3 hours.

The internal backup battery provides a FailSafe mode if the charged level of the main battery becomes too low and you are not using the AC adapter/charger. In FailSafe mode, the tilting LCD and audio turn Off. Your steno notes continue to be stored in RAM, written to the Data and Backup SD cards and sent to the realtime screen if writing realtime. The backup battery operates for approximately 18 hours and charges, if necessary, when the main battery is charging.

Low Battery Warnings

As the main battery becomes progressively low, the élan Mira displays warnings using the battery gauge on the title bar of the LCD and messages on the LCD screen. Use the Diagnostic feature to check the specific voltage level. See *Viewing Battery Voltage Levels* on page 15.

Battery Gauge Display

The battery gauge on the title bar of the LCD provides a general indicator of the battery voltage level. It changes appearance as the voltage level of the main battery changes:

- - a full green gauge indicates the battery is fully charged. As the charge of the battery level drops, the green bar becomes smaller.

- - a partial yellow gauge indicates the battery is low.

- - a short red gauge indicates the battery is almost completely drained. The battery icon flashes on and off.

LCD Warnings

The LCD displays three different warning messages as the main battery level:

- Danger -- Battery Low

- Danger -- Battery Low Recharge Now

- Battery Dead -- Switching to FailSafe

LCD Warnings When Using a USB Cable

If the main battery becomes low when the élan Mira is connected to a computer with a USB cable during realtime, Bluetooth and WiFi communication is disabled. All remaining features continue to operate. See *Powering With the USB Cable* on page 17. The following low battery messages display on the LCD when using a USB cable:

• Danger -- Battery Low

• Danger -- Battery Low Recharge Now

• Battery Dead -- Recharge Now

Changing the Battery

To remove and replace élan Mira main battery:

1. Place the palm of your hand squarely against the side of the élan Mira on the battery. Grasp the back portion of the battery with your two middle fingers.

2. Pull the battery gently away from the élan Mira.

3. To replace the battery, slide it into the slot.

4. Press the battery firmly until it locks into place.

Charging the Batteries

When the élan Mira is powered by the AC adapter/charger, both the main battery and backup battery levels are automatically maintained. You can use your writer while the AC adapter/charger charges the batteries.

The main battery fully charges in 3 hours. The Lithium backup battery charges only when necessary. It charges first, when needed, and then the main battery is charged. Stenograph strongly recommends that the charging cycle is not interrupted when the Lithium backup battery is charging.

Use only the battery charger supplied with the élan Mira. Chargers designed for other Stenograph writing machines do not power the élan Mira. Although the Stentura® charger fits the élan Mira, it does not charge the élan Mira battery and may damage the machine.

élan Mira A3 User Guide

Charging Recommendations

To utilize the full capacity of the main battery, Stenograph recommends that you charge the batteries when you are not using your élan Mira. Continuous charging does not damage the batteries.

If you do not use your élan Mira for an extended period of time, recharge the batteries approximately every month. Stenograph recommends you store your élan Mira with the battery installed.

Battery Charging Procedure

To charge your élan Mira batteries, follow these steps:

1. Insert the main battery into the writer.

2. Plug the AC charger/adapter into a wall outlet.

3. Insert the small plug on the AC adapter/charger cord into the socket on the back of the élan Mira. The élan Mira turns On.

   A black dot in the corner of the LCD status screen indicates the élan Mira is On. A row of running blocks indicates the batteries are charging. If you plug your writer in to charge and only the black dot displays, the batteries are charged and no charging occurs.

   You can use the élan Mira while the batteries charge. When you begin writing, the running blocks do not display but the élan Mira continues to charge. See *LCD Status Screen* on page 22 for more information about LCD status screen indicators.

   To turn the élan Mira Off while charging the batteries, press the On/Off button. Although the tilting LCD turns off, the élan Mira remains On while charging as indicated by the black dot on the LCD status screen.

Viewing Battery Charging Status

The main LCD and LCD status screen provide charging status indicators for both the main and backup battery. You can check the specific battery voltage level of the batteries by using the Diagnostic feature. See *Viewing Battery Voltage Levels* on page 15.

Main Battery

When the AC adapter/charger is connected to the élan Mira charging the batteries, the battery icon displays with a flashing lightning bolt and the battery gauge displays running black and yellow stripes. When the battery is fully charged, a plug icon replaces both the battery icon and gauge until you disconnect the AC adapter/charger.

  Battery Charging   *Battery Fully Charged*

When the main battery is charging, the LCD status screen displays black bars in running sequence from left to right. When the élan Mira is finished charging, the bars move from each side of the screen to the middle of the screen in a "clapping" motion. If you leave the AC adapter/charger plugged in for a long time, the "clapping" motion stops, however the battery is fully charged.

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Backup Battery

When the backup battery is charging along with the main battery, the battery icon displays on the LCD status screen along with black bars in running sequence from left to right.

Viewing Battery Voltage Levels

The Battery Status screen displays the voltage level and charging history of the élan Mira batteries. This includes the main battery and the backup, Lithium, battery.

To view battery status for the main battery:

1. Make sure the charger/adapter is not plugged into the élan Mira. If you just disconnected the charger/adapter from the élan Mira, turn the élan Mira **On** and wait 10 – 15 minutes to get an accurate battery voltage reading.

2. From the Opening menu, press **More**.

3. Press **Diag** and then press **Battery**. The battery status screen displays.
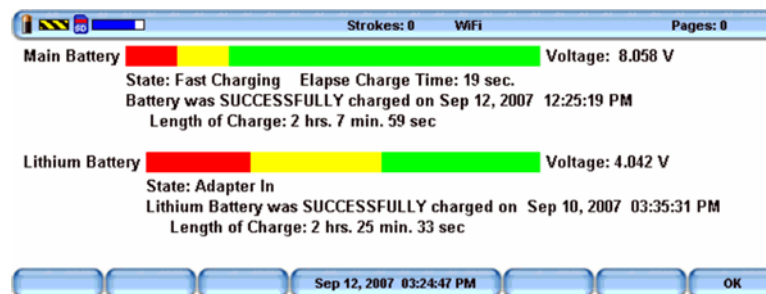
élan Mira Battery Status Screen

Main Battery

- *Indicator bar* - provides an approximate indication of the battery voltage level. Green indicates the battery is fully charged; yellow indicates it is charged and red indicates it is low.

- *Voltage* - the actual voltage amount. A reading of 6.6 volts or higher indicates the main battery is fully charged; 6.4 volts indicates the main battery is charged; and 6.1 volts or below indicates the battery is discharged.

- *State* - the most recent charging history. When checking battery status with the adapter/charger not attached, the message *Not Charging* displays. If the adapter/charger was removed before the charging is complete, an *INCOMPLETE* message displays along with a *Cause of Failure* message indicating the charger was removed.

Lithium Battery (Backup)

- *Indicator bar* - provides an approximate indication of the battey voltage level. Green indicates the battery is fully charged; yellow indicates it is charged and red indicates it is low.

- *Voltage* - the actual voltage amount. A reading of 3.9 or above indicates the lithium battery is charged and will not charge when the adapter/charger is attached; 3.8 or below indicates the lithium battery needs charging and will automatically charge when the charger/adapter is attached.

- *State* - the most recent charging history. When no charging history exists a *no lithium* message displays.

When checking battery status with the adapter/charger not attached, the message *Not Charging* displays. If the adapter/charger was removed before the charging is complete, an *INCOMPLETE* message displays along with a *Cause of Failure* message indicating the charger was removed.

4. When finished, press **OK** and then press **Quit**.

5. To return to the Opening menu, press **More**.

Communication Port

There are two types of communication ports on your élan Mira, a 9-pin serial port and a USB port. When using USB compatible CAT software, such as Case CATalyst version 4.0 or higher, you can use either of these ports to connect the writer to external equipment, such as a computer for realtime.

When using other CAT software that is not USB compatible, external communication is only accessible through the serial port with the Stenograph élan Mira/Stentura Fusion Serial Cable kit (P/N:35856). To use the serial port, the CAT software must have interface capabilities with the élan Mira, Stentura®, or SmartWriter® writing machines.

Powering With the USB Cable

When the élan Mira is connected to your Case CATalyst computer for realtime via a USB cable, the main battery continues to power the writer. The USB port can, however, power the writer if you have no battery power or want to run on USB power.

To run on USB power, turn the élan Mira On, remove the main battery from the élan Mira. The USB port provides power to run all the élan Mira features except for Bluetooth and WiFi communication. These features are disabled.

To use the USB cable, you must install the élan Mira USB driver on your computer. See *Installing the USB Driver* on page 101 for instructions on loading the driver.

Updating With the USB Cable

Software updates for your élan Mira, when available, can be easily downloaded from the Stenograph web site. Once downloaded onto your computer, you can load the software update onto your élan Mira over a USB cable. See *Updating élan Mira Software* on page 105 for more information about updating the élan Mira.

Connecting for Realtime Writing

To connect your writer to your computer for realtime writing, you must have **one** of the following:

• a USB cable which is included with the élan Mira. You must be using USB compatible CAT software, such as Case CATalyst version 4.0 or higher.

• a serial realtime cable kit. You can order a Stenograph
élan Mira/Stentura Fusion Serial Cable kit (P/N:35856), including adapters, from Stenograph.

• a wireless communication kit. Stenograph provides élan Mira wireless support when the élan Mira Wireless Communication kit is used. Other wireless adapters and software are not supported.

USB Cable

You must be using USB compatible CAT software and have installed the élan Mira USB driver on your computer. See *Installing the USB Driver* on page 101 for instructions on loading the driver.

1. Be sure your writer and computer are turned **On** and are fully booted.

2. Each end of the USB cable has a different connection plug. Connect the appropriate end of the USB cable to the back of the writer and the other end to the USB port on the computer where you installed the élan Mira drivers.

3. Start Case CATalyst or your USB compatible CAT software.

4. Write a few strokes on the élan Mira before starting realtime. If you loaded a Case CATalyst dictionary onto your élan Mira, the translated steno displays on the LCD screen.

   If you leave the USB realtime connection active when you take a break, the realtime screen may not display the new steno strokes when you resume writing. This is a function of the USB port when it remains idle for a period of time. If this occurs, disconnect the USB cable from the back of the élan Mira and reconnect it. This does not affect your realtime file. Once you reconnect the cable, the new steno strokes display on the realtime screen.

5. When you are finished writing realtime using a USB cable, it is important that you complete the following steps in order. This ensures your computer shuts down properly.

   a. Press **End** on the élan Mira to close the file.

   b. Close and save the Case CATalyst realtime file.

   c. Unplug the élan Mira USB cable from your computer and the élan Mira.

Serial Cable

1. Be sure your writer and computer are turned **Off**.

2. Connect the purple male 9-pin adapter on the realtime cable to the 9-pin COM port on the back of the writer. The Stenograph élan Mira/Stentura Fusion Serial Cable kit (P/N:35856) including adapters is available from Stenograph.
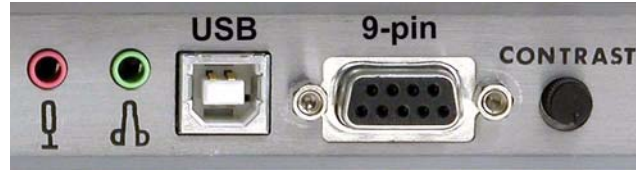
élan Mira COM Ports

3. Connect the female 9-pin adapter to the COM port of the computer.

4. Connect the realtime cable to the jacks on the back of the adapters.

5. Turn your élan Mira **On**.

6. Turn on your computer and start your realtime program.

7. Write a few strokes on the élan Mira before starting realtime. If you loaded a Case CATalyst dictionary onto your élan Mira, the translated steno displays on the LCD screen.

Wireless Communication

Refer to the wireless documentation included in your Stenograph wireless kit.

Function Buttons

On either side of the Status LCD are three oval shaped function buttons. The On/Off button is the far left button. This button is recessed to prevent the élan Mira from turning On during transportation or being accidentally turned Off when writing.

Each function button serves a special purpose for each of the different menus. The name of a function appears on a menu located on the large color LCD just above a button. Press the associated button to perform the function. For example, on the Opening menu, the word **Off** displays above the left most button, which is the button you press to turn the writing machine Off. Also on the Opening Menu, you press the **Dct** button if you want to select a job dictionary. When you press Dct, another menu displays, listing more menu choices related to using dictionaries.

LCD Tilting Color Screen

In the middle of the élan Mira is a tilting color LCD (Liquid Crystal Display). The LCD has a "non-glare finish" to reduce glare from overhead lights. To adjust the tilt of the LCD screen, gently pull up or push down on the tab in the back right corner of the LCD frame.

Depending on the selected function, the LCD screen shows:

- the title bar with a battery icon, battery gauge reflecting the approximate main battery level, audio recording status when audio is active, the number of steno strokes for the open file, WiFi signal strength when active, the élan Mira file number on the Data SD card and the estimated number of pages for the open file.

- the transcript text, steno, or file number messages.

- a menu from which you select options.

- warning messages, such as *Low Battery*.

You can adjust the contrast, background color, font size and brightness on the LCD screen. Adjusting the brightness can reduce battery usage.

Adjusting the LCD Contrast

To adjust the contrast between the characters and the background on the LCD color screen:

1. Locate the Contrast knob on the back of the writer. It is positioned to the right of the 9-pin COM port.

2. Do **one** of the following:

- *Increase Contrast -* facing the back of the writer, turn the Contrast knob clockwise.

- *Decrease Contrast -* facing the back of the writer, turn the Contrast knob counterclockwise.

LCD Status Screen

Located between the function buttons is a small rectangular LCD screen. The LCD status screen displays icons that indicate specific operations of the élan Mira. When battery power is low enough to turn off the large color LCD screen, this status screen continues to display information, indicating the writer is still functioning.
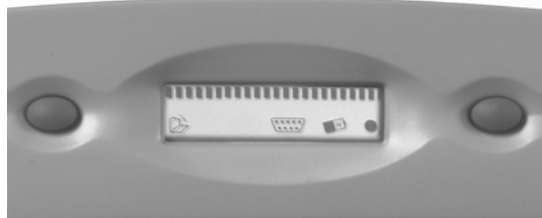
The LCD status screen provides the following information:

- A black dot (•) displays in the lower right corner of the screen indicating the writer is On.

- The file open (⍈) icon displays when you begin writing, indicating a file is open.

- The realtime indicator (⌨) displays when you are connected to a CAT system with either a USB or serial cable writing realtime. The icon only displays when there is an active realtime connection. When you end realtime or disconnect the cable, the icon does not display.

- The battery (🔋) icon:

  - flashes when the main battery is low. The writer also displays a message and beeps when the battery is low.

  - displays when the backup battery is charging. The backup battery is automatically maintained when charging the main battery, however, the backup battery charges only when necessary. This icon does not display during charging if the backup battery does not need to be charged.

- A row of rectangular black blocks (▮▮▮) display in running sequence from left to right when the main battery is charging. When the writer is finished charging, the bars move from each side to the middle of the screen in a "clapping" motion. If you leave the AC adapter/charger plugged in for a long time, the "clapping" motion stops, however the battery is fully charged.

- A single black rectangular block (▮) displays when you press a key. There is a corresponding block for each letter on the keyboard. Which block displays depends on the key stroked. A block displays for each key in the following order:

  # S T K P W H R A O * E U F R P B L G T S D Z

- Stroking the number bar displays a # sign on the left-most side of the LCD.

Reset

The Reset button is a small, recessed button located on the back of the élan Mira to the left of the SD cards.

Like other computer equipment, the élan Mira can seem unresponsive when it receives a series of commands it does not recognize. **If the élan Mira appears unresponsive, press the Reset button on the back of the writer.** When you press the Reset button, the élan Mira reboots and is then ready to use.

If you had a file open before pressing Reset, the élan Mira ends the job and the file closes. A new file opens when you begin writing. You can also press **More** and then **Reopen** to select an existing file, although the appended text and new steno notes are saved in a new file. Later you can merge the files together on your CAT system. For more information about Reopen, See *Reopen* on page 71.

Secure Digital Card

A Secure Digital (SD) card is a memory card that can hold large amounts of data. The élan Mira uses two Micro SD cards, one for Data and one for Backup. The Micro SD card inserts into a Micro SD card adapter. The Micro SD card remains in the adapter. Removal from the adapter is unecessary.

The Micro SD adapters containing the Data and Backup SD cards insert into the appropriate slot on the back of the writing machine. The Backup SD card is recessed when inserted.

The élan Mira requires a minimum 256MB Data SD card and supports up to 2 GB. The Data SD card stores steno notes, timestamps and audio files. The élan Mira also requires a minimum 128MB Backup SD card and supports up to 1 GB. The Backup SD card serves as a backup, storing steno notes and timestamps. **The Backup SD card is designed as a backup and is not intended for archiving steno notes.** See *Backup SD Card* on page 41 and *Data SD Card* on page 44 for more information about using Data SD and Backup SD cards.

SD Card Care

Stenograph recommends SimpleTech®, Kingston® or SanDisk® SD cards, although any high quality SD card is acceptable. SD cards are fast and durable yet still require basic handing care:

- Avoid excessive heat, cold, and moisture. Although vulnerable to static, airport security should not damage a card.

- Always insert your card properly. SD cards are "keyed" so that they can only be inserted in one direction.

- Do not attempt to remove a card while it is in use. SD cards are fast but still require a second or two to complete operations. **Using or removing a card while it is working may corrupt the data on the card. Stenograph strongly recommends turning off the élan Mira before removing a card.**

Enable Writing on a SD Card

SD cards have a write protect slide on the side of the card. If the write protect slide is moved to the protected position, no data is written on the SD card. If you insert a write protected SD card, a message displays on the élan Mira indicating the SD card is write protected.

To allow data to be written to the SD card:

1. Hold the SD card with the notched side up.

2. Move the write protect slide to the **Up** position.

Remove and Insert a SD Card

SD cards are "keyed" so that they can only be inserted in one direction. When inserted properly, the SD card easily moves in and out of the slot. Attempting to force a SD card into the slot on your élan Mira or USB Flash Drive reader could damage the card.

To remove either a Backup or Data SD card:

1. Use your index finger to gently push the SD card and then release your finger. You should feel the SD card release from the slot.

2. Remove the card from the slot. You should be able to easily remove the card from the slot. If you cannot easily remove the card, it is not released. Repeat Step 1.

To insert either a Backup or Data SD card:

1. Hold the card with the metal strip facing down.

2. With the notched edge facing the élan Mira, gently push the card into the SD slot on the élan Mira or into a Flash Drive reader on your computer as necessary. You may hear a soft click as you insert the card, indicating correct placement.

SD Card USB Flash Drive Reader

A SD card USB Flash Drive reader comes with your élan Mira. The USB Flash Drive reader holds the Data SD card and plugs into a USB port on your computer. This allows you to read steno notes from the Data SD card onto your computer, copy dictionaries and format Backup SD cards if necessary. If you have an SD slot built into your computer, you do not need to use the USB Flash Drive reader.

Sample SD Card Reader

Tripod

The EasyLock T2 tripod has one tripod leg brace shorter than the other two creating a slight, 8 degree tilt. The tilt provides increased stability when the élan Mira is attached to the tripod.

The EasyLock T2 tripod also has a pivoting action on the top of the tripod. This allows you to tilt the élan Mira forward or backward for improved viewing of the LCD.

Attaching the Tripod

On the bottom of the élan Mira is a positive locking mechanism that looks like a large, round keyhole. The top of the EasyLock T2 tripod fits like a key into the hole.

EasyLock T2 Tripod

To attach the tripod, follow these steps:

1. Fully extend each leg of the tripod, making sure the braces lock. One tripod leg is shorter to provide the tilt. The following picture shows the shorter leg of the tripod on the right with the brace in the fully extended position.

2. Set the tripod on the floor with the shorter leg between your feet.

3. Loosen the thumb-lock knob on the tripod base.

4. Extend the inner tripod tube to a comfortable height and turn the tripod head so that the flat side of the disk on the top of the tripod tube is facing you.

5. Tighten the thumb-lock knob.

6. Lift the élan Mira on both sides of the machine and lower it evenly onto the top of the tripod. Grasp the inner tripod tube with one hand and with the other hand, rotate the machine clockwise until you hear a solid click. The élan Mira should be firmly attached to the tripod tube.

Adjusting the Tripod Height

1. Position the short leg of the tripod facing you.

2. Grasp the tripod tube firmly, directly beneath the élan Mira with one hand.

3. Using your other hand, loosen the thumb-lock knob on the tripod. As you loosen the thumb-lock, support the weight of the writer with your hand.

4. Adjust the élan Mira to the desired height.

   The higher, EasyLock T3 tripod is available as an additional purchase from Stenograph if more height is desired.

5. Tighten the thumb-lock knob.

Tilting the élan Mira

Tilt Forward

To tilt the élan Mira forward, position one hand on the top of the steno machine and the other hand on the casing, just below the vowel keys. Gently lift the élan Mira with the hand placed on the top and push down with the hand placed on the casing.

Tilt Backward

To tilt the élan Mira backward, position each hand on the back corners of the élan Mira. Gently push down to the desired position.

Removing the Tripod

To remove the tripod, follow these steps:

1. Position the tripod firmly on the floor.

2. Locate the quick release lever on the left underside of the élan Mira.

3. Push the quick release lever towards the back of the writer, then rotate the élan Mira counterclockwise one quarter of a turn.

4. Lift the élan Mira from the tripod.

Writing on the élan Mira

Chapter 3, *Writing on the élan Mira*, provides an overview of the élan Mira menus and details élan Mira features. Some of the detailed features include loading dictionaries, setting audio options, viewing the Data SD card, creating J-Defines and searching steno and text on the LCD.

Installing the élan Mira USB drivers on your computer is necessary in order to write realtime with a USB cable, load dictionaries and install updates. The élan Mira USB drivers are located on the Stenograph Writing Machine Utilities CD, which comes with your élan Mira. See *Installing the USB Driver* on page 101 for instructions on loading the driver.

Before writing on your élan Mira, ensure there is a Data SD and Backup SD in the appropriate SD slots and charge the battery. The élan Mira uses a Data SD card to store steno notes, timestamps, audio files when the audio option is selected and the asciated job dictionary when J-Defines are created for the job.

The Backup Secure Data (SD) card that comes with your élan Mira is used as a backup for your steno notes, timestamps and audio. This card is formatted at the Stenograph factory. If you insert a different SD card in the Backup SD slot, it must be formatted in the élan Mira before you can begin writing. **The élan Mira requires a Backup SD card in order to operate.**

Although you can use the élan Mira with the AC adapter/charger, Stenograph recommends that you charge the battery in your élan Mira before using it for the first time. See *Charging the Batteries* on page 13 for detailed information about charging your battery.

Accessing élan Mira Features

When you turn the élan Mira On, the Opening menu displays. The Opening menu is the first of two setup menus accessible when not writing on the élan Mira.

Opening Menu

Setup Menus

From the Opening menu, you can:

- view Data and Backup SD card and RAM directories.

- format a Data SD card.

- copy and clear files from RAM.

- copy files from the Backup SD card.

- reopen a file for readback.

- set SmartStroke, audio, LCD appearance, LCD power usage, time, wireless, A/An and directory format options.

- Access Test Mode.

- load and select job dictionaries.

- create j-defines.

- access the second menu.

Second Setup Menu

Pressing **More** on the Opening menu displays the second menu.

Second Menu

The second menu includes functions which allow you to:

- display élan Mira data such as software version, number of RAM files and wireless information

- access keyboard type and serial protocol options for international customers.

- perform diagnostics.

- display battery status information.

- access the Opening menu.

Writing Menus

Once you begin writing on the steno keyboard, the First Writing menu replaces the Opening menu.

First Writing Menu

The First Writing menu includes functions which allow you to:

- close the file.

- insert electronic StenoMarks.

- search for the last question.

- create J-Defines.

- access the second Writing menu.

Second Writing Menu

Pressing **More** on the First Writing menu displays the second Writing menu.

Second Writing Menu

The second Writing menu includes functions that allow you to:

- toggle the LCD display between steno only, text only or text with vertical notes.

- scroll through the steno or text on the LCD.

- search for the last Q, A, untranslate, StenoMark, and steno on the LCD.

- display information about the current file.

- set audio options.

- change LCD text color, font size and background color.

- set LCD power usage.

- playback audio.

- access the First Writing menu.

Return to First Writing Menu

Continue writing or pressing **More** on the second Writing menu returns you to the First Writing menu.

Return to Opening Menu

Pressing **End** on the First Writing menu closes the current job and returns you to the Opening menu.

Writing Jobs

The élan Mira stores steno notes, timestamps, job dictionaries, audio files and J-Defines on the Data SD card. The élan Mira also saves steno notes, timestamps and audio files to the Backup SD card; and saves steno notes and timestamps to memory.

The Backup SD card is not designed to be removed from the élan Mira unless, in a rare occurrence, it is necessary to locate a job that cannot be found in memory or on the Data SD card. The Backup SD card <u>must</u> be in the élan Mira in order for the steno machine to operate. Never remove the Backup SD card while the élan Mira is On.

To begin writing:

1. Turn the élan Mira On. Press the first function button on the left.

2. The élan Mira logo displays on the large LCD followed by the Opening menu.

   The status bar across the top of the LCD shows the following information:

   - - the horizontal gauge indicates the approximate amount of charge remaining for the main battery. When the gauge is completely green, the battery is fully charged. As the battery level changes or the élan Mira is charging, the gauge changes. See *Batteries* on page 12 for more information about charging the élan Mira batteries and battery status.

   - - the approximate amount of space remaining on the Data SD card. See *Managing Data SD Card Space* on page 45.

   - - the microphone gauge displays when you begin writing and indicates the audio is recording. The gauge shows the sound level for the recording input. **The default for audio recording is set to Off.** See *Audio* on page 37 for more information.

   - - the double bars display when writing and the audio is paused by AutoPause or by a realtime Pause Audio dictionary definition. Pseudo-" in this chapter.

   - - the no microphone icon displays when writing and no audio is recording. See *Audio* on page 37.

   - *Strokes* - indicates the number of steno strokes written for the open file.

   - - the WiFi gauge displays when a wireless WiFi connection is active. The gauge indicates the strength of the wireless signal. See *Wireless* on page 83.

   - *Pages* - indicates the estimated number of text pages in the open file.

3. The élan Mira menus allow you to perform a function or select to display another menu. The Opening menu is the first of two setup menus used to select options prior to writing.

4. When you write a steno stroke, the élan Mira opens a new file and replaces the Opening menu with the first of two writing menus.

    | End | Mark | 🔍 Last Q | Sep 12, 2007 03:44:50 PM | J-Defines | Mark | More... |

5. To close the job when finished writing, press **End**. The élan Mira finishes writing the steno and audio to the Data SD card and closes the current file.

    The élan Mira names files using a year, month, date and time format. For example: 20090716-142341 (July 16, 2009 at 2:23:41 p.m.). Job files are stored in folders identified by year and month. For example, 200907. By default, the newest file is listed first.

6. To turn the élan Mira Off, press the **Off** button on the Opening menu.

    Use the Reopen feature to reopen an existing file for searching and readback purposes. See *Reopen* on page 71.

A/An Resolution

A/An resolution automatically selects the correct word based on the word that follows "a" when you use the same steno stroke to write "a" and "an." The steno translates as "a" before consonants and as "an" before vowels and the numeral 8.

To use A/An resolution, the A/An resolution option on your élan Mira must be On and your dictionary must contain the entry for A/An defined as "a". If the dictionary entry is defined as a conflict, this feature does not work as described.

To turn A/An resolution Off or On:

1. From the Opening Menu, press **Set Up, More** and then press **Trans. Opt**. The current status of the A/An option displays on the screen.

2. Press the **Up/Down** buttons as necessary to select the A/An option.

3. Press **Change** to turn the A/An option Off or On.

4. To display the Opening menu, press **OK** and then press **Quit**.

Audio

The élan Mira allows you to record an audio file concurrently when writing a steno file. To record, you must enable the élan Mira audio option, *Record Audio During Job* and connect a microphone to the élan Mira. Stenograph recommends using a battery powered microphone.

The élan Mira saves the audio files to the Data SD card. When using the Classic file structure, the élan Mira saves the audio files, .wav and .sgapr in the Audio folder. When using the Date/Time file structure, the élan Mira saves audio files using the date and time of the job name along with the appropriate .wav and .sgapr extension. The files are located in the current year/month directory. See *Directory* on page 51 for more information about file structure.

There must be at least 24MB available on the Data SD card to begin recording audio. When there is less than 24MB, you can begin writing a job but no audio records regardless of the audio options selected. The following message displays: *Not Enough Data Card Space to Record Audio.* When only 1MB remains on the Data SD card while writing a job, the audio stops recording in 60 seconds. The following message displays: *Not Enough Data Card Space to Continue Recording Audio.* See *Data SD Card* on page 44 for information about changing the Data SD card while writing.

Enabling the élan Mira audio option, *Monitor Live Audio*, and connecting a headset to the élan Mira allows you to listen to the recording live. You can also use a headset for playback.

Set Audio Options

To set audio options:

1. Do one of the following:

    •   From the Opening menu, press **Set Up** and then press **Audio**.

    •   From the First Writing menu, press **More**, **Set Up** and then press **Audio**.

2. The Audio screen displays. Use the **Up** and **Down** buttons to move the pointer (>>) to identify a feature for selection.

    •   *Microphone Gain* - indicates the current gain setting for the microphone, **High** or **Low**. If your microphone is battery powered set the gain to Low. If it is not battery powered, set the gain to High. Press the **Mic Gain** button to toggle your selection.

    •   Headphone Volume - use the **Quieter** and **Louder** buttons to adjust the headphone volume. A volume bar displays indicating the adjustment.

    •   *Record Audio During Job* - indicates the audio recording status. Press the **On/Off** button to toggle your selection. The default is set to Off. This option cannot be changed once you open a file.

    •   *Monitor Live Audio* - allows you to listen to the recording live through a headset attached to the élan Mira. Press the **On/Off** button to toggle your selection.

    •   *Auto Pause Audio* - allows you to automatically pause the recording after a specific period of time, when no new steno is being input from the steno machine. Using this feature can help conserve Data SD card space when recording audio on jobs where long or frequent pauses occur. Use the **+** and **-** buttons to set the wait time before pausing the audio. The range is between 5 and 900 seconds.

When using Case CATalyst, you can use existing Case CATalyst dictionary definitions to manually pause and resume the audio. It is necessary to place these definitions into your dictionary before loading the dictionary onto the élan Mira. When you manually pause the audio using a steno stroke on the élan Mira, you must resume the audio with a steno stroke, regardless of the setting for the Auto Pause Audio option.

If you are not using Case CATalyst, please check with your CAT vendor to verify that your software recognizes pause and resume commands. If pause and resume commands are not recognized, it is recommended that you do not use the Auto Pause Audio option.

- *Audio Format* - allows you to set the audio recording. A higher compression rate (15MB) produces a better audio quality and requires more space on the Data SD card. A lower compression rate (6MB) produces a lower audio recording quality and requires less space. Press the **Change** button to toggle your selection between GSM (5.8 MB/hour) and ADPCM (14.7 MB/hour). This option cannot be changed once you open a file.

3. To display the Opening menu, press **OK**, **More** and then press **Quit**.

Recording Audio

To record audio while writing:

1. Plug the microphone into the red microphone jack on the back of the élan Mira.

2. If you are using headphones to listen to the live recording or for playback, plug the headphones into the green headphone jack on the back of the élan Mira.

3. From the First Writing menu, press **More**, **Set Up** and then press **Audio**. The Audio screen displays.

4. Make any necessary changes to the audio options. Use the **Up** and **Down** buttons using the pointer to select an option. See *Set Audio Options* on page 37 for audio option details.

5. To return to the First Writing menu, press **OK**, **Quit** and then press **More**.

Playback Audio

The Play feature becomes available when you use a Search feature while writing a job. The Play feature allows you to playback the audio portion of the file from the point of the highlighted text forward in the file. The élan Mira highlights the corresponding steno and text on the LCD during the audio playback. You can stop the playback at any time. A set of external speakers or headset is required for audio playback. The audio is not available for playback in a Reopened job.

To playback audio while writing a job:

1. Using a Search feature, look for any of the following: Last Q, Last A, Last Mark, Steno or Untranslate. See *Search* on page 73.

2. When you identify the position in the file from which you want to playback the audio, press the **Play** button. The élan Mira begins the playback and simultaneously highlights the corresponding text and steno.

   Use the **Quieter** and **Louder** buttons to adjust the playback volume. If applicable, you may also need to adjust the volume control on your headset or speakers.

3. Press **Stop** when finished.

Auto-Conflict Resolution

Auto-Conflict Resolution, when turned On, automatically selects the first choice of the conflict. This prevents the display of conflicts on the élan Mira A3 screen for easier readback.

To turn Auto-Conflict On or Off:

1. From the Opening Menu, press **Set Up, More** and then press **Trans. Opt**. The current status of the Auto-Conflict Resolution option displays on the screen.

2. Press the **Up/Down** buttons as necessary to highlight the Auto-Conflict Resolution option.

3. Press **Change** to turn the Auto-Conflict Resolution Off or On.

4. To display the Opening menu, press **OK** and then press **Quit**.

Beeper Volume

The élan Mira has a beeper to attract your attention to messages on the LCD color screen, such as "Low Battery". You can adjust the beeper volume.

1. From the Opening menu, press **More** and then press **Diag**.

2. From the Diagnostic menu, press **Beeper**.

3. Press **Loud** or **Soft**. The élan Mira emits a louder or softer tone indicating the volume level selected.

4. Press **OK** and then press **Quit**.

5. To display the Opening menu, press **More**.

Backup SD Card

The élan Mira uses a Backup SD card to store steno notes and timestamps as a backup to the Data SD card. **The Backup SD card is not intended for archiving steno notes.** The élan Mira uses the backup battery to save steno notes and timestamps to the Backup SD card in the event there is no main battery, not enough charge in the main battery or when there is no AC adapter/charger power.

Steno notes and timestamps on the Backup SD are stored in the steno.bak file. The size of the steno.bak file is 32MB. When the Backup SD card is full, the new steno files overwrite the oldest files. Although the élan Mira comes with a 256 MB Backup SD card, using a larger size Backup SD card does not change the 32MB size of the steno.bak file.

You can view and copy files from the Backup SD card to the Data SD card if necessary for steno note retrieval. The Backup SD card is also removable for steno note retrieval if the writer is not operable. To read the Backup SD card, you need to insert the card into a USB Flash Drive reader which plugs into your computer. If you have an SD slot built into your computer, you do not need to use the USB Flash Drive reader.

The élan Mira requires that a Backup SD card is inserted into the steno machine. If you remove the Backup SD card while the writer is On, the élan Mira beeps and displays the message: *Backup SD Card missing! Insert Formatted Card or turn Off.* You must reinsert the card to use the élan Mira.

Formatting the Backup SD Card

You do <u>not</u> need to format the Backup SD card before using it in the élan Mira. When the Backup SD card becomes full, the new steno files overwrite the oldest files. There may be times, however, when you want to remove all the files on the Backup SD card. Formatting the Backup SD card erases all the files and data. Confirm that all the files on the card are no longer necessary.

See *Formatting a Data SD Card* on page 44 to format a Data SD card.

To format the Backup SD card:

1. Turn the élan Mira Off.

2. Remove the Backup SD card. The Backup card sits above the Data card and is recessed. Using your index finger, gently press the Backup SD card to release it from the slot.

3. Insert the Backup SD card into the USB Flash Drive reader and insert the reader into an available USB port on your computer. If you have an SD slot built into your computer, you do not need to use the USB Flash Drive reader.

4. Using My Computer or Windows® Explorer, click the drive letter assigned to the Backup SD card. The computer usually assigns the next available drive letter.

5. Confirm the highlighted drive letter is for the Backup SD card. Right click on the drive letter and select **Format**. The Format dialog box displays.

6. In the *File System* field, verify the default selection is FAT32.

7. Click **Start** to begin formatting. A message displays prompting you to confirm the formatting.

8. When the formatting is complete, the Format Complete dialog box displays. Click **OK**.

9. Click **Close** to exit the Format dialog box.

10. Using the Windows Safely Remove Hardware utility located in the Notification Area of the Windows SysTray, remove the USB Flash Drive reader from the computer.

11. Remove the Backup SD card from the USB Flash Drive reader.

12. With the élan Mira turned **Off**, insert the Backup SD card into the Backup SD card slot on the writing machine.

13. Turn the élan Mira On. The first time the élan Mira boots up after formatting the Backup SD card it creates the steno.bak file. The message, *Checking for Backup Disk,* displays for an extended time while the élan Mira creates this file.

View Files on the Backup SD Card

The Backup SD card directory lists each file numerically, the oldest file listed first. The date and time the job was created, the number of strokes in the job and the estimated number of pages for the job displays along with each file name.

To view the Backup SD card directory:

1. From the Opening menu, press **Storage** and then press **Backup**. The Backup SD card menu displays.

2. Press **Directory**. The Backup SD card directory displays.

3. To display additional files, press **More**. If you press More when no additional files exist, the Opening menu displays.

4. When finished, press **Quit** to return to the Backup SD menu.

5. To display the Opening menu, press **OK**.

Copy Files From the Backup SD Card

You can copy files from the Backup SD card to a Data SD card. This Data SD card can then be read in any CAT system that can read from a drive other than A:\ or B:\.

To copy files from the Backup SD card to a Data SD card:

1. Insert a blank Data SD card into the Data SD slot on the back of the élan Mira.

2. From the Opening Menu press **Storage, Backup** and then press **Copy Files**.

    A progress bar displays as the élan Mira reads the Backup SD card directory. Depending on the number of files on the Backup SD card, it may take up to a minute to display the files.

3. The oldest file on the Backup SD card displays first in the list. Use the **Up** or **Down** buttons to move the pointer (>>) to the file you want to copy and then press **Select**. You can select multiple files. To deselect a file, press **Select** again.

4. When finished selecting files, press **Copy**. The élan Mira verifies there is a Data SD card in the drive and then copies the files to the Data SD card. If there is not enough Data SD card space, the following message displays: *Not Enough Disk Space for: JOB.xxx.* Reselect, choosing fewer files.

5. To display the Opening Menu, press **Quit** and then press **OK**.

Data SD Card

The élan Mira uses a Data SD card to store steno notes, timestamps and audio files when the audio option is selected. The élan Mira comes with a 256MB Data SD card.

The actual number of files a Data SD card holds varies according to the size of the SD card, the size of the each steno note, timestamp and audio file. For example, a 256MB Data SD card holds over 63 million strokes or the equivalent of about 287,000 pages without audio files. Depending on the audio compression option selected, audio files use about 6MB or 15MB for every hour of recording. When continually recording using the 6MB audio compression rate, a 256MB Data SD card holds about 463,000 strokes, the equivalent of about 2,100 pages.

The SD icon on the title bar of the LCD provides a general indication of the remaining space on the Data SD card. When the gauge is completely blue, the entire card is available. If no SD card icon displays, there is no SD card in the Data SD slot or the élan Mira does not recognize the Data SD card.

If the Data SD card is corrupt, full or missing from the Data SD slot, the élan Mira displays warning messages but allows you to continue writing. Steno continues to be saved to RAM and the steno and timestamps continue to be saved to the Backup SD card. Audio files are not saved.

Formatting a Data SD Card

You may want to format a previously used Data SD card. For example, you may want to format a Data SD card previously used to transfer dictionaries from Case CATalyst to the élan Mira.

To format a Data SD card:

1. With a Data SD card inserted into the élan Mira, from the Opening menu, press **Storage**.

2. Press **SD Card** and the press **Format**.

3. Choose one of the following:

    *   *Quick Format* - removes all data but does not do a surface check for readability.

        When you select Quick Format, the following message displays: *Ready to Quick Format Data SD Card. Are You Sure?* If a disk is unusable the message, *Disk Bad*, displays.

    *   *Full Format* - a low level format which checks the readability of the Data SD card. This option is recommended if you have added or removed several files from the Data SD card.

        When you select Full Format, the following message displays: *Ready to Low Level Format Data SD Card. Are you sure?* If a disk is unusable the message, *Disk Bad*, displays.

4. Press **Yes**. A message box displays indicating the progress of the format. To cancel the format, press **No** or **Quit**.

5. The Opening menu displays when formatting is complete.

Managing Data SD Card Space

If necessary, you can check the amount of free space left on a Data SD card. Once a Data SD card is full, steno and audio are no longer saved to the Data SD card. Steno continues to be saved to RAM and the Backup SD card. The élan Mira allows you to change the full Data SD card, but you must first close the current file before switching them. Files cannot span Data SD cards.

Checking Data SD Space

1. From the Opening menu, press **Storage, SD Card** and then press **Space**. The following message displays: *Disk Free Space: xx% of xxMB.*

2. To display the Opening menu, press **OK** and then press **Quit**.

Changing Data SD Cards

You can change Data SD cards any time during the writing process by first closing the open file on the élan Mira. When you insert a new Data SD card, a new file is created as you begin writing. You can merge the files together later on your CAT system. See *Working with a Full Data SD Card* on page 45 to change Data SD cards following a Disk Full message.

To change Data SD cards:

1. Press **End** on the First Writing menu to close the open file.

2. Remove the current Data SD card from the Data SD card slot.

    The message, *Disk in use -- Put it Back!* displays when:

    •   you have not received a Disk Full message and you attempt to remove the Data SD card without closing the file by pressing **End**.

    •   you attempt to remove the Data SD card before the élan Mira has finished writing information to it.

3. Insert a new formatted Data SD card.

4. Continue writing.

Working with a Full Data SD Card

When the Data SD card reaches capacity while writing a job, the following occurs:

•   When the Data SD card is almost full, the élan Mira beeps and the following message displays: *Data SD Card Nearing Full. End Job Soon.*

•   When you continue to write and completely fill the Data SD card, the élan Mira beeps every 30 seconds and the following message displays: *Disk Full. End Job Now.*

•   When you continue to write after the Data SD card is full, the élan Mira stops beeping and displays the following message: *Disk FULL. Recording only to FLASH and RAM.*

    The steno and audio, if recording audio, are no longer saved to the Data SD card. The élan Mira continues to write steno to RAM and the Backup SD card.

If you are recording audio, the following occurs:

- When 1MB remains on the Data SD card, *Recorded Audio will be lost in 45 seconds, Please insert a usable card.*

- The message, *Recorded Audio will be lost in 45 seconds, Please insert a usable card.* continues to display every 15 seconds unless you replace the Data SD card within 45 seconds.

- If the Data SD card is not replaced within 45 seconds, the message, *Recorded audio has been lost.*, displays. The last 60 seconds of audio is lost and no further audio is recorded.

Change a Data SD Card Following Disk Full Message

To change Data SD cards following a Disk Full message:

1. Press End on the First Writing menu to close the current file.

2. Remove the current Data SD card from the Data SD card slot on the back of the élan Mira.

   If you attempt to remove the Data SD card before the élan Mira has finished writing information to it, the following message displays: *Disk in use -- Put it Back!*

3. Insert a new formatted Data SD card.

4. Continue writing.

Viewing the Data SD Card Directory

You can display the list of files on a Data SD card in the élan Mira and display the information on the LCD screen.

1. From the Opening menu, press **Storage, SD Card** and then press **Directory**.

   Depending on the Directory option selected, files display in classic or date/time order. The classic file structure displays files on the Data SD card in chronological order, the oldest files listed first. The date/time file structure displays the subfile types for the same file in one directory identified by the year and month. Files within the directory are identified by the year, month and date followed by the time; including hour, minutes and seconds. See *Directory* on page 51 for detailed information on directory file structure.

2. Do any of the following:

   - Press the **Up** or **Down** buttons to scroll through the list.

   - Scroll to a directory, <DIR>, and press **Directory** to view the contents.

   - Press **Back** to return to the previous directory.

   - Press **Quit** to return to the SD Card menu.

3. To display the Opening menu, press **Quit** from the SD Card menu.

Dictionaries

The élan Mira uses Case CATalyst converted dictionaries or an RTF/CRE dictionary converted by the RTF/CRE élan Mira/Stentura Fusion Dictionary Conversion program. This includes your personal dictionary, any job dictionary, and the Case CATalyst Power Define dictionary. You can also export the Spell Check Wordlist and Prefixsuffix.ini file when using Case CATalyst 8.05 or higher.

When using the RTF/CRE élan Mira/Stentura Fusion Dictionary Conversion program, only one dictionary can be selected and loaded onto the élan Mira. See *Converting RTF/CRE Dictionaries* on page 107.

The élan Mira can hold approximately 480,000 dictionary entries, depending on the size of the entries. The total number of combined personal and job dictionary entries cannot exceed 480,000.

Loading Dictionaries into élan Mira

Case CATalyst software users can load dictionaries via USB cable or by Data SD card. When loading dictionaries by Data SD card, you can load the dictionaries automatically or use the menus to manually load the dictionaries.

When you load a dictionary, it overwrites any other similar dictionary on your élan Mira. Loading a personal dictionary overwrites the current personal dictionary; loading job dictionaries overwrites all the current job dictionaries; and loading the Spell Check Wordlist and Prefixsuffixrules.ini file overwrites the current files of the same name on your élan Mira. Dictionaries remain on your élan Mira until you load another dictionary of the same type.

Loading Dictionaries via USB Cable

You must be using Case CATalyst software and have installed the élan Mira USB driver on your computer. See *Installing the USB Driver* on page 101 for instructions on loading the driver.

1. Be sure your writer and computer are turned **On** and fully booted.

2. Start Case CATalyst.

3. Each end of the USB cable has a different connection plug. Connect the appropriate end of the USB cable to the back of the writer and the other end to the USB port on the computer where you installed the élan Mira drivers.

4. In Case CATalyst, open the Export function and select the **élan/Fusion/Diamante** tab.

5. Select the dictionaries you want to load onto your élan Mira. The Personal Dictionary is selected by default to ensure the most recent version on your élan Mira.

   When using the Case CATalyst Power Define dictionary, Power Define entries take priority over other dictionary entries and over steno outlines used in the élan Mira Spell Mode feature. See *J-Defines* on page 57.

   To load the Export Spell Check Wordlist and the Prefixsuffix.ini file, if applicable, check the appropriate box for each option. You must be using Case CATalyst V8.05 or higher. See *Suffix Handling* on page 78.

6. Click the radio button next to the USB option and select **Export**. Case CATalyst displays the following message: *Transferring Dictionaries over the USB.*

   The élan Mira beeps twice and displays a progress bar along with a series of messages as the dictionaries load.

7. When the élan Mira finishes loading the dictionaries, it beeps twice and reboots, displaying the Opening menu. Case CATalyst displays the message, *Export Complete.*

Loading Dictionaries by Data SD Card

Load your personal and job dictionaries by Data SD card into the élan Mira automatically or manually, using the menus. The Personal dictionary is always selected by default. This ensures you have the most recent Personal dictionary on the élan Mira.

You can only use a Case CATalyst exported dictionary or a dictionary created by the RTF/CRE élan Mira/Stentura Fusion Dictionary Conversion program. See *Converting RTF/CRE Dictionaries* on page 107.

Export the dictionaries from Case CATalyst

Complete the following steps to export Case CATalyst dictionaries and then load them into the élan Mira.

1. Insert a Data SD card with enough available space for the dictionaries you are exporting into the USB Flash Drive reader. Insert the reader into an available USB port on your computer. If you have an SD slot built into your computer, you do not need to use the USB Flash Drive reader.

2. In Case CATalyst, open the Export function and select the **élan/Fusion/Diamante** tab.

3. Select the dictionaries you want to load into your élan Mira. The Personal dictionary is selected by default to ensure the most recent version on your élan Mira.

4. Click the radio button next to the **Drive** option and select the drive letter for the USB Flash Drive reader from the list.

5. Select **Export**. Case CATalyst displays the message: *Please insert disk number 1 into drive x:\ and press OK*

6. Press **Enter** (**OK**). Case CATalyst displays the message: *Transferring Dictionaries to Disk.*

7. When Case CATalyst finishes copying dictionaries to the Data SD card, the following message displays: *Export Complete.*

   If the élan Mira cannot validate a dictionary being imported, the following message displays:

   Encountered problems reading dictionary (s)
   Please retry exporting/loading dictionary (s).

   Review the selected dictionaries from Case CATalyst and reload the dictionaries into the élan Mira.

8. Using the Windows Safely Remove Hardware utility located in the Notification Area of the Windows SysTray, remove the USB Flash Drive reader from the computer.

9. Remove the Data SD card from the reader and continue by loading the dictionaries into your élan Mira. Complete the steps to load the dictionaires automatically or manually. See *Load Dictionaries into élan Mira Automatically* on page 49 and *Load Dictionaries into élan Mira Manually* on page 49.

Load Dictionaries into élan Mira Automatically

1. Turn the élan Mira **Off**.

2. Insert the Data SD card containing the dictionaries into the élan Mira Data SD slot on the back of the élan Mira.

3. Turn the élan Mira **On**. The élan Mira automatically loads the dictionaries from the Data SD card. A progress bar displays along with as series of messages as the dictionaries load.

4. When prompted, remove the Data SD card and press **OK**. The élan Mira reboots and is ready to use.

   If the élan Mira cannot validate a dictionary selected to load, an error message displays, *Encountered problems reading dictionary (s) Please retry exporting/loading dictionary (s).* Review the dictionaries selected for export from Case CATalyst and reload the dictionaries into the élan Mira.

Load Dictionaries into élan Mira Manually

1. From the Opening menu on the élan Mira, press **Dct** and then press **Load**.

2. Insert the dictionary Data SD card into the élan Mira Data SD slot on the back of the élan Mira and press **OK**.

   The élan Mira reboots and loads the dictionaries displaying a progress bar along with a series of messages as the dictionaries load. When the dictionaries finish loading, the following message displays: *Finished. Please remove the Data SD card and press OK.*

3. Remove the Data SD card and press **OK**. The élan Mira reboots and displays the Opening menu.

   If the élan Mira cannot validate a dictionary selected to load, an error message displays, *Encountered problems reading dictionary (s) Please retry exporting/loading dictionary (s).* Review the dictionaries selected for export from Case CATalyst and reload the dictionaries into the élan Mira.

Using Job Dictionaries

In addition to your main (personal) dictionary, you can use Case CATalyst exported job dictionaries for translation when writing on the élan Mira. You must load Case CATalyst job dictionaries onto the élan Mira in order to select them for translation.

You can set the priority of the job dictionaries on the élan Mira. When a stroke appears in more than one dictionary with a different definition in each dictionary, the job dictionary with the highest priority is used to translate the stroke. All selected job dictionaries have a higher priority than the main dictionary.

The élan Mira automatically selects the Power Define dictionary, when loaded. Power Define entries take priority over other dictionaries. You cannot change the priority.

To set dictionary priorities:

1. From the Opening menu, press **Dct** and then press **Select**. Job dictionaries loaded into the élan Mira display in the order they were loaded.

   The following information displays for each dictionary:

   • *Priority* - the translation priority for the dictionary. One is the highest and ten is the lowest.

- *Job Dictionary Name* - the file name of the job dictionary.

- *Date/Time* - the date and time the job dictionary was created.

- *Size* - the size of the job dictionary.

2. Use the features as necessary:

- *Up* - moves the pointer (>>) to the previous job dictionary in the list.

- *Down* - moves the pointer (>>) to the next job dictionary in the list.

- *Select* - select a job dictionary to use for translation and set it's priority. Use the Up and Down buttons to move the pointer (>>) to select a job dictionary and press **Select**. The dictionary priority is set in the order you select the dictionaries. To reorder the priority, press **Clear** and reselect the dictionaries.

  When the Case CATalyst Power Define dictionary is loaded, the élan Mira automatically selects it for use. The Power Define dictionary takes priority over all other dictionaries. You cannot change the priority.

- *Clear* - deselect all the dictionaries from priority. The dictionaries remain on the élan Mira for future translation.

3. Do **one** of the following:

- Press **Accept** to save the selections and return to the Opening menu.

- Press **Cancel** to exit without making changes to the existing job dictionary priorities. The Dictionary menu displays.

Directory

The élan Mira allows you to choose how to organize the files written to your Data SD card. You can use the Classic or Date/Time directory and file structure format. Classic directory structure is the default format. The Date/Time directory is compatible <u>only</u> when you use the élan Mira with Case CATalyst V7.02 or higher. Any other Case CATalyst version or CAT system does not recognize the steno on the Data SD card in Date/Time format.

If you have files on your Data SD card when you change the directory and file structure format, the existing files remain in the former structure. All new files written are stored using the currently selected directory and file structure format.

Classic Format

The classic file structure writes files to the Data SD card in chronological order, the oldest files listed first using the prefix, "File" followed by the next consecutive number. For example, File.001, File.002, File.003, etc. The Text directory stores timestamp (hms) information and the job dictionaries (sgdct) for each text file. The Audio directory stores the audio (wav) file and audio pause and resume (sgapr) information. A classic directory and file structure may display as:

AUDIO	*<DIR>*			
TEXT	*<DIR>*			
FILE.001		*09/28/06 04:37:42 pm*	*323*	*2*
FILE.002		*09/29/06 10:34:50 am*	*490*	*3*

Files within the Audio directory may display as:

FILE.001.wav	*09/28/06 04:37:42 pm*	*139.904*
FILE.001.sgapr	*09/28/06 04:39:06 pm*	*24B*
FILE.002.wav	*09/29/06 10:34:50 am*	*299.034*
FILE.002.sgapr	*09/29/06 10:36:17 am*	*168B*

Files within the Text directory may display as:

FILE.001.HMS	*09/28/06 04:37:42 pm*	*41B*
FILE.001.SGDCT	*09/28/06 04:39:06 pm*	*732B*
FILE.002.HMS	*09/29/06 10:34:50am*	*981B*
FILE.002.SGDCT	*09/29/06 10:36:17 am*	*946B*

Classic Subdirectories and File Type Details

Classic directory format uses the following subdirectories and files:

- *FILE.001* - the first steno file written to the current Data SD card. Each time you open a new file, the élan Mira assigns the next available number. For example, FILE.002, FILE.003, etc. Files display in chronological order, the oldest files listed first.

   The following information displays along with each file name:

   - date and time the file was created

   - number of strokes

   - estimated number of pages

- *AUDIO* - a subdirectory which contains the audio (.wav) files for each associated text file using audio recording.

- *TEXT* - a subdirectory which contains the timestamp (.hms) file for each text file and the job dictionary (sgdct) file associated with each text file using job dictionaries.

- *FILE.01R* - the first file written to RAM. Each time another file is written to RAM, the élan Mira assigns the next available number. For example, FILE.02R, FILE.03R, etc.The file name is retained when you copy files from RAM to the Data SD card. It may or may not be the same steno file as FILE.001. Which file it is depends on when the RAM was erased and what Data SD card is currently in use.

   If the same file, or one with the same file name, already exists on the Data SD card, the élan Mira saves the file under a different name, replacing "R" with a letter, beginning with "A". For example, if you copy file FILE.01R to the Data SD card a second time, élan Mira assigns the file name, FILE.01A. If you copy the file again, the élan Mira assigns the file name, File.01B, etc.

   It is strongly recommended you erase all the files from RAM once you copy them to a Data SD card. See .

- *JOB.001* - this is the first file written to the current Backup SD card. Each time another file is written to the current Backup SD card, the élan Mira assigns the next available number. For example, JOB.002, JOB.003, etc. When you copy files from the Backup SD card to the current Data SD card, the élan Mira changes the file name to FILE followed by the assigned number. For example, when you copy JOB.001, the élan Mira changes the file name to FILE.001 on the Data SD card. This file may or may not be the same as steno file as FILE.001. Which file it is depends on the Backup card in use, whether any files have automatically been overwritten on the Backup SD card and what Data SD card is currently in use.

   If the same file name already exists on the Data SD card, the élan Mira saves the file under a different name, replacing the first number of the three digit extension. For example, if you copy file FILE.001 to the Data SD card a second time, the élan Mira assigns the file name, FILE.101 to the file being copied to the Data SD card. If FILE.101 already exists on the Data SD card, the élan Mira assigns the file name, File.201, etc.

Date/Time Directory

The date/time directory structure is compatible <u>only</u> with Case CATalyst V7.02 and higher. The date/time directory structure displays all subfile types for the same file to one directory identified by the year and month. Files within the directory are identified by the year, month and date followed by the time; including hour, minutes and seconds. The file type extension, such as sgstn for steno notes is included in the file name. For example, a steno file written at on July 31, 2006 at 9:58:03 a.m. has the file name, 20060731-095803.sgstn. If audio was used, the audio file name is 20060731-095803.wav.

A date/time directory may display as:

200607   <DIR>

Files within the directory, steno note (sgstn), audio (wav), audio pause and resume information (sgapr) and job dictionary (sgdct) may display as:

20060731-095803.SGSTN

20060731-095803.wav

20060731-101100.sgapr

200607 - 102334.sgdct

Date/Time Subdirectories and File Type Details

The following subdirectories and files are written to the Data SD card when using the Date/Time directory format.

- *yyyymm <DIR>* - the directory which holds all the steno note, audio, pause and resume information and job dictionary files for the year and month indicated. Files display in chronological order, the oldest files first.

- *yyyymmdd - hhmmss* - the file name identified by year, month date and time, including hour, minutes and seconds. The appropriate extension for steno note (.SGSTN), audio (.wav), pause and resume information (.sgapr) and job dictionary (.sgdct) is included in the file name. For example, 20061009-122240.SGSTN and 20061009-122240.sgdct.

  The following information displays along with each steno note (SGSTN) file name:

  - date and time the file was created

  - number of strokes

  - estimated number of pages

  Along with each audio (wav), pause and resume information (sgapr) and steno note (SGSTN) and job dictionary (sgdct) file name, the file size displays in bytes under the Strokes column.

  Files are placed within the appropriate year/month directory on the Data SD card. For example, file 20061009-122240.SGSTN is located in the 200610 <DIR>.

- *FILE.01R* - the first file written to RAM. Each time another file is written to RAM, the élan Mira assigns the next available number. For example, FILE.02R, FILE.03R, etc. When you copy files from RAM to the Data SD card, the élan Mira changes the file name using to the file's original date and time format and places it in a year/month directory within the RAM directory. For example, you copy FILE.01R from RAM. The élan Mira changes FILE.01R to original file name, 20060731-095803.SGSTN and places it in the RAMFile <DIR> located in the Root of the Data SD card.

  If the same file, or one with the same file name, already exists on the Data SD card, the élan Mira adds a letter to the file name, beginning with "A". For example, if you copy file FILE.01R to the Data SD card a second time, élan Mira assigns the file name, 20060731-095803A.SGSTN. If you copy the file again, the élan Mira assigns the file name, 20060731-095803B.SGSTN, etc.

  It is strongly recommended you erase all the files from RAM once you copy them to a Data SD card. See *Copy All Files in RAM to a Data SD Card* on page 70.

- *JOB.001* - this is the first file written to the current Backup SD card. Each time another file is written to the current Backup SD card, the élan Mira assigns the next available number. For example, JOB.002, JOB.003, etc. When you copy files from the Backup SD card to the current Data SD card, the élan Mira changes the file name using to the file's original date and time format and places it in a year/month directory within the Backup directory. For example, you copy JOB.001 from the Backup SD card. The élan Mira changes JOB.001 to original file name, 20060731-095803.SGSTN and places it in the BackupFile <DIR> located in the Root of the Data SD card.

  If the same file, or one with the same file name, already exists on the Data SD card, the élan Mira adds a letter to the file name, beginning with "A". For example, if you copy file JOB.001 to the Data SD card a second time, élan Mira assigns the file name, 20060731-095803A.SGSTN. If you copy the file again, the élan Mira assigns the file name, 20060731-095803B.SGSTN, etc.

Change Directory and File Structure

1. From the Opening Menu, press **Set Up, More, Directory**.

2. Do one of the following:

   - Press **Classic** to write files to the Data SD card in classic directory and file structure format.

   - Press **Date/Time** to write files to the Data SD card in date/time directory and file structure format. Date/Time is compatible only with Case CATalyst V7.02 or higher.

3. Press **OK** to exit the Directory setup menu.

4. To display the Opening menu, press **Quit**.

Electronic StenoMarks

Use the StenoMark function while writing to electronically mark locations in your steno notes. You can use the Search feature to locate the StenoMarks in the file.

To mark your steno notes:

1. From the First Writing menu, press either **Mark** button.

    The symbols, /! display in Vertical Notes to indicate the insertion of an electronic mark. If you have defined the StenoMark in your Case CATalyst dictionary, the text for the definition displays.

2. Continue writing.

Erase Reopen

Erase Reopen allows you to clear the Reopen files from Flash memory. This may be required in an unusual situation, such as secure proceedings.

It is not necessary to routinely erase Reopen files. Files are stored in Flash memory until the memory becomes full; then the oldest file not in use is automatically overwritten.

To clear the Reopen memory:

1. From the Opening Menu, press **Set Up, More, Test Mode** and then press **EraseReopen**.

2. The following message displays: *Are you sure? All Reopen Files Will Be Deleted*

3. Press **Yes**. If you want to cancel, press **No**.

    Erasing Reopen files permanently removes them from the élan Mira and they are no longer available for reopening.

4. While the élan Mira erases Reopen files from the Flash memory, the following message displays: *Erasing Reopen Files...Please Wait.*

    You can press any button to cancel the erase process, however some files may no longer be available.

5. The élan Mira beeps once when finished erasing the files.

6. To display the Opening menu, press **Quit**.

J-Defines

J-Defines are steno-based words or phrases that are specific to a job, such as names and technical terms. You can create J-Defines on the élan Mira before beginning or during a job. The élan Mira automatically uses the J-Defines, along with any other selected job dictionaries, when you write a job. J-Defines created during a job apply from the point you define them. They do not apply to text you have already written.

When using Classic directory format, J-Defines created while writing a job are placed into a dictionary (.sgdct) file when you end the job. The file has the same name as the steno file and is located in the Text directory on the Data SD card. When using Date/Time directory format, J-Defines created while writing a job are placed into a dictionary (.sgdct) file using the same date/time name as the job and is located in the current year/month directory on the Data SD card. Case CATalyst automatically transfers the associated job dictionary to the computer when reading the steno notes from the Data SD card.

All J-Defines created on the élan Mira are also stored in RAM. The élan Mira can hold approximately 50,000 J-Defines. You can copy J-Defines from RAM to the Data SD card. In Classic directory format, when you copy the J-Defines, the élan Mira places them in a file called "jdefines.sgdct" located in the Text directory on the Data SD card. In Date/Time directory format, the élan Mira places them in a file using the current date and time as the file name. Using My Computer, you can copy the J-Defines file to Case CATalyst and use it as you would any job dictionary. For example, you can use the file in translations, merge the file into your personal dictionary, or transfer the file as a job dictionary to the élan Mira. J-Defines remain in RAM until you clear them. See *Clearing All J-Defines* on page 59.

You can use J-Defines created on Case CATalyst by exporting the job dictionaries to your élan Mira. You can also export the Case CATalyst Power Define dictionary and use Power Defines commands when creating J-Defines on the élan Mira. See *Loading Dictionaries into élan Mira* on page 47.

Creating J-Defines

When creating J-Defines on the élan Mira, you can finger spell the text or you can stroke defined steno outlines to enter the text portion of a J-Define. Spell Mode allows you to use steno stroke equivalents for each letter to enter the text portion of a J-Define. When stroking defined steno outlines in the *J-Define Text* field, the élan Mira automatically enters the text portion of an existing definition from your dictionary. For example, you are defining a misstroke for a question bank. You write STKPW R in the *J-Define Steno* field and press OK. In the *J-Define Text* field you write STKPWHR. The élan Mira automatically inserts <Question> which is the existing definition in your dictionary for the steno STKPWHR.

If an entry in your dictionary conflicts with a steno outline used by the Spell Mode feature, the steno outline in the Spell Mode feature takes priority. It is necessary to finger spell any entry that conflicts with the Spell Mode feature. For example, you want to J-Define the misstroke for TKELG as "Dell." You write the steno stroke TKELG in the *J-Define Steno* field and TKEL in the *J-Define Text* field. Since the Spell Mode feature uses TKEL for <Delete Space>, the élan Mira automatically enters <Delete Space> in the *J-Define Text* field. It is necessary to finger spell Dell in order to define TKELG as "Dell."

Using the Power Define Dictionary

You can use Power Define commands from a Case CATalyst Power Define dictionary loaded on the élan Mira. Unlike other job dictionaries, you do <u>not</u> need to select the Power Define dictionary for use.

When you create J-Defines, the élan Mira automatically uses the Power Define dictionary. Power Define entries take priority over steno outlines used in the élan Mira Spell Mode feature. For example, you have KOL defined in your dictionary as "Colorado." The Spell Mode feature uses KOL to generate the format symbol, <Colloquy>. When you stroke KOL, the élan Mira translates the steno outline as "Colorado." To create a Colloquy entry when creating J-Defines on the élan Mira, it is necessary to include a Colloquy definition in your Power Define dictionary.

Before exporting a Power Define dictionary to the élan Mira, it is recommended that you create definitions for format symbols, such as <Colloquy>, that are not already defined alone, without any other text or formatting. To create Power Define dictionary entries in Case CATalyst, see the Case CATalyst Help. See *Loading Dictionaries into élan Mira* on page 47 for information about loading dictionaries.

Add a J-Define

1. Do one of the following:

    -   From the Opening Menu, press **Dct**, **J-Defines** and then press **Add**.

    -   From the First Writing Menu, press **J-Defines**.

2. The Add to J-Define screen displays. The total number of J-Defines entries and the amount of remaining space for J-Defines shows on the right side of the screen.

3. In the *J-Define Steno* field, write the steno strokes for the J-Define. If you make a mistake, press the * (**asterisk**) to delete the previous letter or press **Clear** to delete all the text and steno outlines.

4. Press **OK** or write the stroke defined as **Tab** or **Enter** if you are using the Power Define dictionary.

5. In the *J-Define Text* field, write the text for the J-Define using the élan Mira Spell Mode steno stroke equivalents. See *Spell Mode* on page 60; or write steno defined in your dictionary as the word or format symbol you are defining. Do any of the following:

    -   write a stroke that is defined in a dictionary, such as <Question>.

    -   write a stroke that is defined in a dictionary and use the Spell Mode letters to complete the word. For example, write the stroke for Peter and fingerspell "s" "e" "n" to make Petersen.

    -   use the Spell Mode letters to create a word that is not in the dictionary, such as "Kurkowski."

    If you make a mistake, press the * (**asterisk**) to delete the previous letter or press **Clear** to delete all the text and steno outlines.

6. When finished entering the text, press **OK** or write the stroke defined as **Enter** if you are using the Power Define dictionary.

7. Repeat the previous steps to add more J-Defines. When finished creating J-Defines, do one of the following:

    -   When creating J-Defines before beginning a job, press **Quit** twice to return to the Opening menu.

    -   When creating J-Defines while writing, press **Quit** and continue writing.

Copying J-Defines to a CAT System

When reading a steno note file, Case CATalyst automatically transfers the élan Mira J-Defines associated with the file. If you use another CAT system, contact the vendor for information about transferring élan Mira J-Defines to your CAT system.

Write All J-Defines to a Data SD Card

You can write all the J-Defines in the élan Mira RAM to a file on a Data SD card. In Classic directory format, the élan Mira places the J-Defines in a file named "jdefines.sgdct" located in the Text directory on the Data SD card. In Date/Time directory format, the élan Mira places the J-Defines in a .sgdct file using the current date and time located in the current year/month directory. Using My Computer, you can copy the dictionary from the Data SD card to your user name in Case CATalyst.

To write all J-Defines from RAM to the Data SD card:

1. From the Opening Menu, press **Dct** and then press **J-Defines**.

2. Press **Write**. The message "Ready to Write All J-Defines to Data SD card. Are You Sure?" displays prompting you to confirm copying the J-Defines to the Data SD card.

3. Press **Yes**. If you want to cancel, press **No**.

4. While the élan Mira copies J-Defines to the Data SD card, the following message displays: *Writing J-Defines to Data SD Card! One moment please.*

5. Press **Quit** twice to return to the Opening menu.

Clearing All J-Defines

1. From the Opening Menu, press **Dct** and then press **J-Defines**.

2. Press **Clear**. You are prompted to confirm the deletion: *Ready to Delete All J-Defines. Are You Sure?*

3. Press **Yes** to clear all J-Defines from the élan Mira. The élan Mira deletes the J-Defines and displays the message: *J-Defines Deleted.* If you want to cancel the deletion, press **No**.

4. Press **Quit** twice to return to the Opening menu.

Spell Mode

Spell Mode allows you to create J-defines on your writer, entering text using the following steno strokes equivalents:

Lower Case Letters

a	*/ARBGS or /AEURBGS or /A or /AEU*
b	*/PW-RBGS or /PW or /-B*
c	*/KR-RBGS or /KR or /-BG*
d	*/TK-RBGS or /TK or /-D*
e	*/ERBGS or /AOERBGS or /E*
f	*/TP-RBGS or /TP or /-F*
g	*/TKPW-RGBS or /TKPW or /-G*
h	*/H-RBGS or /H*
i	*/EURBGS or/AOEURBGS or /EU or /AOEU*
j	*/SKWR-RBGS or /SKWR or /-PBLG*
k	*/K-RBGS or /K*
l	*/HR-RBGS or /HR or /-L*
m	*/PH-RBGS or /PH or/-PL*
n	*/TPH-RBGS or /TPH or /-PB*
o	*/ORBGS or /OERBGS or /O or /OE*
p	*/P-RBGS or /P or /-P*
q	*/KW-RBGS or /KW*
r	*/R-RBGS or /R or /-R*
s	*/S-RBGS or /S or /-S*
t	*/T-RBGS or /T or /-T*
u	*/URBGS or /AOURBGS or /U or /AOU*
v	*/SR-RBGS or /SR*
w	*/W-RBGS*
x	*/KP-RBGS or /KP or /-BGS*
y	*/KWR-RBGS or /KWR*
z	*/STKPWHR or /SAOE-RBGS or /SE-RBGS or /SAOE or*
	/SOE or /SE or/-Z

Upper Case Letters

A   /AFPLT or /AEUFPLT

B   /PW-FPLT

C   /KR-FPLT

D   /TK-FPLT

E   /EFPLT or /AOEFPLT

F   /TP-FLPT

G   /TKPW-FPLT

H   /H-FPLT

I   /EUFPLT or /AOEUFPLT

J   /SKWR-FPLT

K   /K-FPLT

L   /HR-FPLT

M   /PH-FPLT

N   /TPH-FPLT

O   /OFPLT or /OEFPLT

P   /P-FPLT

Q   /KW-FPLT

R   /R-FPLT

S   /S-FPLT

T   /T-FPLT

U   /UFPLT or /AOUFPLT

V   /SR-FPLT

W   /W-FPLT

X   /KP-FPLT

Y   /KWR-FPLT

Z   /STKPWHR-FPLT or /SAOE-FPLT or /SOE-FPLT
        or /SE-FPLT

Punctuation

?	*(interrog)*	*/STPH*
.	*(period)*	*/-FPLT*
:	*(colon)*	*/-FPLT/-FPLT*
;	*(semicolon)*	*/-FPLT/-RBGS*
...	*(ellipses)*	*/-FPLT/-FPLT/-FPLT*
,	*(comma)*	*/RBGS*
-	*(dash)*	*/TK-RB*
'	*(apostrophe)*	*/AE or /AOE*
"	*(double quote)*	*/KW-T or /KWOET*
(	*(left parenthesis)*	*/STPH-FPLT*
)	*(right parenthesis)*	*/STPH-FPLT/STPH-FPLT*
$	*(dollar sign)*	*/-D or /-D#*
^	*(caret)*	*/KA or /KAR*
&	*(ampersand)*	*/APBD or /AFRP or /APL*
*	*(asterisk)*	*/AS*
+	*(plus sign)*	*/P-LS*
/	*(slash)*	*/SHR-RB or /SHRARB*
Space		*/SPAEUS*

Format Symbols

Question	*/STKPWHR or /KWE or KWEU*
Answer	*/-FRPBLGTS or /APB or /APBS*
Colloquy	*/KOL*
Paragraph	*/*P or /PAR or /PRAF or /PAUER*
Delete Space	*/TKEL or /TKHRET*
Sticky Space	*/KEP or /KAOEP*
Tab	*/TAB*
New Line	*/HRAOEUPB*
Glue	*/TKPWHRAOU or /TKPWHRU*
Cap Next	*/KAP*
Cap Previous	*/PRE or /PRAOE*

Numbers

1	/S-#
2	/T-#
3	/P-#
4	/H-#
5	/A-#
6	/-F#
7	/-P#
8	/-L#
9	/-T#
0	/O-#

LCD Appearance

You can adjust the text color, font size and background color from the Opening Menu or while writing a job.

Setting LCD Text Colors

The élan Mira LCD can display text in several different colors. You can set separate colors for untranslates, question symbol, answer symbol, text, and conflicts.

To change the LCD text colors:

1. Do one of the following:

   • From the Opening menu, press **Set Up**.

   • From the First Writing Menu, press **More, Set Up**.

2. From the Set Up menu, select **Appearance** and then press **Color**. The Color menu displays along with sample text showing the current color assignment for each text type.

3. Move the pointer (>>) to the item you want to change, using the **Up** and **Down** buttons.

4. Cycle through the available colors using the **Color Up** and **Color Down** buttons. The item displays in the selected color under the New Color Assignment column. Some colors display subtle differences and may be less noticeable.

5. Repeat steps 3 and 4 to change the color for other items.

6. When you finish selecting colors, press **Accept**. The color selection remains until you change them.

7. To display the Opening menu, press **OK**, **More** and then press **Quit**.

Selecting LCD Font Size

The élan Mira can display text in five different font sizes. Using a smaller font allows you to display more text on the LCD screen and using a larger font allows for easier viewing.

To change the LCD font size:

1. Do one of the following:

   • From the Opening menu, press **Set Up**.

   • From the First Writing Menu, press **More**, **Set Up**.

2. From the Set Up menu, press **Appearance** and then press **Font Size**.

3. Select a font size, **Smallest**, **Small**, **Medium**, **Large** or **Largest**, and press **OK**. The text on the screen adjusts to the selected setting.

4. To display the Opening menu, press **OK**, **More** and then **Quit**.

Selecting LCD Background Color

To change the LCD background color:

1. Do one of the following:

   - From the Opening menu, press **Set Up** and the press **Appearance**.

   - From the First Writing Menu, press **More** and then press **Appearance**.

2. Press **Background**.

3. Select a color, **Black** or **White**, and press **OK**.

4. To display the Opening menu, press **More** and then press **Quit**.

LCD Power Brightness

Adjusting the power brightness of the LCD allows you to decrease the power required to display the screen which can reduce battery consumption. You can adjust the brightness setting from the Opening menu or while writing a job.

The brightness setting does <u>not</u> affect the LCD contrast. Use the Contrast knob on the back of the writer to change the contrast of the LCD. See *LCD Tilting Color Screen* on page 21 to adjust the contrast.

To change the power brightness of the élan Mira:

1. Do one of the following:

    *   From the Opening menu, press **Set Up** and then press **More**.

    *   From the First Writing menu, press **More** and then press **Set Up**.

2. Press **LCD**.

3. Use any of the following buttons to move the Brightness control selector between Brightest and Dimmest.

    *   *Max.* - move the selector to the brightest level on the gauge.

    *   *Up* - move the selector to incrementally increase the brightness level on the gauge.

    *   *Down* - move the selector to incrementally decrease the brightness level on the gauge.

    *   *Min.* - move the selector to the dimmest level on the gauge.

4. To return to the Opening menu, press **Quit** twice.

New View

The New View feature allows you to change the LCD view while writing. The display toggles between steno only, text only and text with vertical notes. You can change the LCD view any time while writing a job.

To change the LCD view:

1. From the First Writing menu, press **More** and then press **New View**.

2. Press **New View** until the desired selection displays on the LCD.

3. Continue writing.

Options

The Keyboard Type and Serial Protocol options apply to international customers only. Keyboard Type allows international customers to switch between a Standard steno keyboard and a Continental steno keyboard. Depending on the type of serial protocol needed to communicate with your software, you can select Stentura or Continental.

To change the keyboard type:

1. From the Opening Menu, press **More**, **Options**.

2. Highlight the *Keyboard Type* option and press **Change** to select Standard or Continental.

3. Use the **Up/Down** buttons to highlight the *Serial Protocol* field.

4. Press **Change** to select Standard or Continental.

5. To display the Opening menu, press **Quit** and then press **More**.

RAM Storage of Steno Notes

The élan Mira uses Random Access Memory (RAM) to store steno note files for later retrieval and as additional backup to the Backup SD card and Data SD card. Steno note files stored in RAM remain in memory even when you turn the élan Mira Off. If the RAM becomes full, the élan Mira overwrites the oldest file.

You can save the steno notes stored in RAM to a Data SD card. You may, for example, want to give notes to your Scopist or make a copy of your notes for yourself. We recommend erasing the files in RAM once you copy them to Data SD card.

The RAM used for steno note storage is different than the RAM used for searching while writing a job. See *Search* on page 73.

Checking Available RAM Space

The RAM menu displays the total number of files in RAM along with the date and time of the oldest file. You can also view the current number of files in RAM on the Status Information screen. See *Status* on page 77.

To view the RAM menu:

1. From the Opening menu, press **Storage** and then press **RAM**. The RAM menu displays.

2. Press **Space**. A message box displays the total number of files in RAM along with the date and time of the oldest file.

3. To display the Opening menu, press **OK** twice.

View Files in the RAM Directory

You can view a list of the files in RAM. The files display in chronological order, the oldest file written displays first in the list.

1. From the Opening menu, press **Storage** and then press **RAM**. The RAM menu displays.

2. Press **Directory**. The files display in chronological order, with the oldest file listed first. Files in RAM are assigned a numeric file name followed by the letter "R". For example, the first file is FILE.01R, the second file is FILE.02R, etc.

    Information displays for each file and includes job date and time, number of steno strokes, and an estimated number of pages.

3. Do **one** of the following:

    •   Display additional files; press **More**. If there are no more files, the RAM menu displays when you press More.

    •   Return to the RAM menu; press **Quit**.

4. To display the Opening menu, press **OK**.

Copying RAM Files to a Data SD Card

When copying files from RAM to a Data SD card, you can select to copy individual files or all the files. The message, *Copying FILE.xxR to Data SD Card as file name xxxx.* displays as each selected file is copied to the Data SD card.

If the same file, or one with the same file name already exists on the Data SD card, the élan Mira adds a letter to the file name, beginning with "A". For example, in Classic directory format, if you copy file FILE.01R to the Data SD card a second time, élan Mira assigns the file name, FILE.01A. If you copy the file again, the élan Mira assigns the file name, FILE.01B, etc.

In Date/Time directory format, if you copy FILE.01R to the Data SD card a second time, the élan Mira assigns the file name, 20060731-095803A.SGSTN and places it in the RAMFile <DIR> located in the Root of the Data SD card. If you copy the file again, the élan Mira assigns the file name, 20060731-095803B.SGSTN, etc.

Copy Individual Files in RAM to a Data SD Card

To copy an individual file:

1. Insert a Data SD card, with enough space to copy the file, into the Data SD card slot.

2. From the Opening menu, press **Storage** and then press **RAM**. The RAM menu displays.

3. Press **Copy Files**. The list of files in RAM displays.

4. Do **either** of the following:

    •   Move the pointer (>>) to the previous file, press **Up**.

    •   Move the pointer (>>) to the next file, press **Down**.

5. Highlight the file to copy, press **Select**. You can highlight multiple files to copy. To deselect the file, press **Select** again.

6. When you finish selecting files, press **Copy** to copy the files to the Data SD card. A progress bar along with the following message displays for each file: *Copying FILE.xxR to Data SD Card as file name xxxx.*

7. To display the Opening menu, press **OK**.

Copy All Files in RAM to a Data SD Card

To copy files in RAM to a Data SD card:

1. From the Opening menu, press **Storage** and then press **RAM**. The RAM menu displays.

2. Press **Copy All**. A progress bar along with the following message displays for each file: *Copying FILE.xxR to Data SD Card as file name xxxx.*

3. To display the Opening menu, press **OK**.

Reopen

Using the Reopen feature, you can reopen an existing file for searching and readback purposes. You can search and scroll in a reopened file, however, audio is not available. When you resume writing, the original and new text appears as a single file on the élan Mira LCD. The original and appended text as well as the steno notes for each are saved in separate files. You will need to merge files together on your CAT system to create a single contiguous file.

J-Defines created after reopening a file apply only to new testimony. To use J-Defines previously created, it is necessary to select the job dictionary from the original file and any other job dictionaries previously used. See *Using Job Dictionaries* on page 49.

Text files available for Reopen are stored in Flash memory which holds approximately 2,400 pages of text. The text files remain in Flash memory until the memory becomes full or you erase the RAM. When the Flash memory becomes full, the oldest file not in use is automatically overwritten.

Flash memory stores only text files; it does not store steno notes. Steno notes are stored in RAM. The memory used for the Reopen feature to hold text files is different than the RAM memory used for steno notes and J-Define storage; and different than the RAM memory used for searching while writing a job. See *RAM Storage of Steno Notes* on page 69 and *Search* on page 73 for more information.

The Reopen feature on the élan Mira performs differently from the Stentura's Reopen feature. The élan Mira only appends text to the text file held in memory. It does not append steno notes on the Data SD card, RAM or Backup SD card.

To reopen a file:

1. From the Opening Menu, press **More**, then press **Reopen**. The most recently created file displays first. The following information displays on the élan Mira LCD:

   • *Last Time Reopened* - the date and time the file was reopened.

   • *Creation Time* - the date and time the file was originally created.

   • *Pages (Est.)* - the estimated amount of total pages in the file.

2. Press the **Up** or **Down** function button to select the file you want to reopen and press **Select**.

3. The élan Mira loads the file. The new translation displays on the LCD under the ---Reopened Section---. The élan Mira creates a new ---Reopened Section--- each time you reopen a file.

Scroll

Using the Scroll function, you can review testimony during a job by moving up or down the LCD screen one line at a time. When you resume writing, the élan Mira returns to the current spot in the testimony.

1. From the First Writing menu, press **More** and then press **Scroll**.

2. Use any of the following menu options:

   - **New View** - change the view on the LCD.

   - **Play** - playback the audio.

   - **Up** - move to a previous line.

   - **Down** - move to the following line.

3. To exit the Scroll menu, continue writing or press **Quit**.

Search

The élan Mira uses Random Access Memory (RAM), to hold steno notes and text, allowing you to search and scroll during a job. The steno note files remain in memory until you erase the files or RAM becomes full and the new file overwrites the oldest file.

When you select to search for an item, the élan Mira looks in RAM for the information. The élan Mira highlights the located item and displays it on the screen. You can search for:

- the last question

- the last answer

- the last untranslate

- the last StenoMark

- for one or more steno strokes

Searching for the Last Question

You can search for the last question from either Writing menu.

1. Do one of the following:

    - From the First Writing menu, press **Last Q**.

    - From the First Writing menu, press **More**, **Search** and then press **Last Q**.

2. The élan Mira highlights the last Q. If a question is not found or you reach the beginning of the file, the message, *Beginning of Document* displays.

3. Use any of the following menu options:

    - **New View** - change the view on the LCD.

    - **Play** - playback the audio.

    - **Previous Q** - search backward in the file for next question.

    - **Up** - scroll backward in the file.

    - **Down** - scroll forward in the file.

4. Continue writing or press **Quit**. The First Writing menu and your current writing position display.

Searching for the Last Answer

1. From the First Writing menu, press **More** and then press **Search**.

2. Press **Last A.** The élan Mira highlights the last A. If an answer is not found or you reach the beginning of the file, the search stops.

3. Use any of the following menu options:

    • **New View** - change the view on the LCD.

    • **Play** - playback the audio.

    • **Previous A** - search backward in the file for the next answer.

    • **Up** - scroll backward in the file.

    • **Down** - scroll forward in the file.

4. Continue writing or press **Quit**. The First Writing menu and your current writing position displays.

Searching for the Last Untranslate

Searching for the last untranslate can be an easy way to see what the steno is to make a J-Define.

1. From the First Writing menu, press **More** and then press **Search.**

2. Press **Untranslate**. The élan Mira highlights the last untranslate. If an untranslate is not found or you reach the beginning of the file, the search stops.

3. Use any of the following menu options:

    • **New View** - change the view on the LCD.

    • **Play** - playback the audio.

    • **Previous** - search backward in the file for the next untranslate.

    • **Up** - scroll backward in the file.

    • **Down** - scroll forward in the file.

4. Continue writing or press **Quit**. The First Writing menu and your current writing position displays.

Searching for the Last StenoMark

An undefined StenoMark displays as **/!** in Vertical Notes on the screen.

1. From the First Writing menu, press **More** and then press **Search**.

2. Press **Last Mark**. If the StenoMark is not found or you reach the beginning of the file, the search stops.

3. Use any of the following menu options:

    • **New View** - change the view on the LCD.

    • **Play** - playback the audio.

    • **Previous** - search backward in the file for the next StenoMark.

    • **Up** - scroll backward in the file.

    • **Down** - scroll forward in the file.

4. Continue writing or press **Quit**. The First Writing menu and your current writing position display.

Searching for Steno Strokes

1. From the First Writing menu, press **More** and then press **Search**.

2. Press **Steno**. The *Enter Steno To Search For* prompt displays.

3. Write the steno strokes for which you want to search. If you make a mistake, press **Clear** and then write the new strokes.

4. Press **OK**. When élan Mira locates the steno outlines, the text displays highlighted. If the steno outlines is not found or you reach the beginning of the file, the search stops.

5. Use any of the following menu options:

    • **New View** - change the view on the LCD.

    • **Play** - playback the audio.

    • **Previous** - search backward in the file for the next occurrence of the steno outlines.

    • **Up** - scroll backward in the file.

    • **Down** - scroll forward in the file.

6. Continue writing or press **Quit**. The First Writing menu and your current writing position displays.

SmartStroke

When writing on the élan Mira, the SmartStroke option can help eliminate overlapping of strokes (stacking). Overlapping of strokes usually occurs when the keys of one stroke do not fully return to the original position before you depress the keys for the next stroke.

You may want to turn the SmartStroke feature Off if:

- you experience an abnormal amount of strokes separated when they should be together. You can also adjust the key contacts. See *Maximizing Key Contact Performance* on page 85.

- your steno theory implements an asterisk pressed while holding down a stroke.

To turn SmartStroke On or Off:

1. From the Opening Menu, press **Set Up** and then press **SmartStroke**. The current status of SmartStroke displays on the screen.

2. Do **one** of the following:

    - Press **On** to use SmartStroke in helping to eliminate stacking.

    - Press **Off** to not use SmartStroke.

3. To display the Opening menu, press **OK**, **More** and then **Quit**.

Status

Status displays information about the élan Mira.
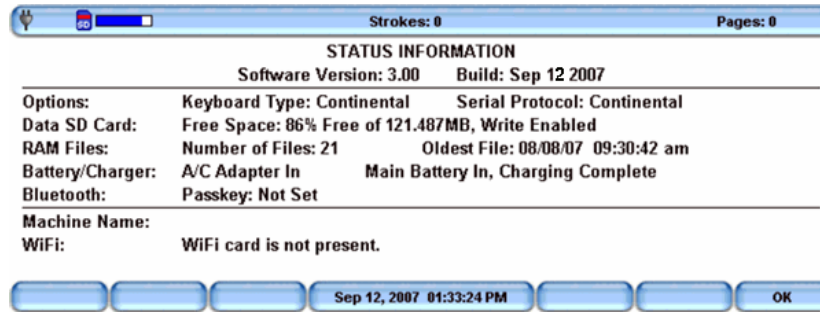
The status screen indicates:

- Software version.

- Keyboard type.

- The amount of space left on the Data SD card and whether or not the card is write enabled.

- The number of RAM files with the date of the oldest file.

- When the AC adapter/charger is charging.

- The assigned élan Mira machine name for the wireless realtime (WiFi) connection, when applicable.

- The connection status of the WiFi card when applicable.

Check Status

1. From the Opening menu, press **More** and then press **Status**.

2. To display the Opening menu, press **OK** and then press **More**.

Suffix Handling

The Suffix Handling feature uses the main Case CATalyst Spell Check wordlist and your Prefixsuffixrules.ini file, if applicable, to append root words with suffixes. This provides for easier readback on the élan Mira screen when using suffixes.

To use the Suffix feature, it is necessary to export your Spell Check wordlist and Prefixsuffixrules.ini file, if used, from Case CATalyst and import these files into your élan Mira. You must have Case CATalyst V8.05 or above. For more information about the Prefixsuffixrules.ini file, see the *Case CATalyst Help.*

To import the Case CATalyst spell check wordlist and the Prefixsuffixrules.ini files:

1. Connect your élan Mira to your computer via USB cable.

2. In Case CATalyst, select **Export** and then select the **élan/Fusion/Diamante** tab.

3. On the élan/Fusion/Diamante tab, check the box **Export Spell Check Wordlist**.

    If applicable, check the box **Export Prefixsuffixrules.ini File**. When the Export to Prefixsuffixrules.ini File option is grayed out, there is no Prefixsuffixrules.ini file in your System Case indicating you do not use it. A Prefixsuffixrules.ini file is not necessary to use the Suffix Handling feature.

    Case CATalyst remembers the status of these checkboxes the next time you select the Export élan/Fusion/Diamante tab.

4. Select **Export**.

5. When the élan Mira completes the export, remove the USB cable.

Test Mode

Test Mode allows you to take a test which requires steno notes recorded only to the Data SD card. You might use Test Mode when taking a test or writing in a secure location that restricts you leaving with any copy of the proceedings. When Test Mode is On, the Backup SD Card, RAM Backup, Reopen and Audio recording features are disabled. The élan Mira continues to write steno notes to the Data SD card.

The élan Mira remains in Test Mode until you turn the feature Off or turn the élan Mira Off. The Test Mode default is set to Off each time you turn the élan Mira On.

To turn Test Mode On or Off:

1. From the Opening Menu, press **Set Up**, **More** and then press **Test Mode**. The current status of Test Mode displays on the screen.

2. Do **one** of the following:

    *   Press **On** to use Test Mode. The Status and Menu bars display in red. The élan Mira remains in Test Mode until you turn the feature Off or turn the élan Mira Off.

    *   Press **Off** to not use Test Mode. The Status and Menu bars return to the normal display color, blue.

3. To display the Opening menu, press **OK** and then press **Quit**.

Test Steno

The Test Steno (TstSteno) feature puts the élan Mira in writing mode and simulates steno strokes for diagnostic purposes. This feature is generally used at the request of a Stenograph Technical Support Representative to test the Read and Writing features of the élan Mira.

Writing any steno stroke exits the Test Steno mode but keeps the file open. To close the file, press **End**.

Time and Date

The Time function allows you to change the time and date on your élan Mira. It is important to maintain date and time accuracy in the event you need to locate a file in RAM or on the SD Backup card.

1. From the Opening menu, press **Set Up** and then press **Time**. The Time and Date screen displays.

2. Press the button for the unit of time or date you want to change.

   • **Hour**

   • **Minute**

   • **Month**

   • **Day**

   • **Year**

3. Do **one** of the following:

   • To increase the unit of time or date, press **+**.

   • To decrease the unit of time or date, press **-**.

4. To apply your selection, press **OK**.

5. For each unit of time or date you want to change, repeat steps 2-4.

6. To display the Opening menu, press **OK**, **More** and then **Quit**.

Translate Options

The élan Mira has two translate options, A/An and Auto-Conflict. Using the Trans. Opt. menu, you can turn these options Off and On. See *A/An Resolution* on page 36 and *Auto-Conflict Resolution* on page 39 for more information.

To access the translate options, from the Opening Menu, press **Set Up, More** and then press **Trans. Opt**.

Wireless

Stenograph provides two optional wireless communication choices for realtime writing. Wireless communication is available using either a WiFi wireless network or Bluetooth technology.

The Stenograph optional WiFi wireless realtime kit allows the élan Mira to communicate with Case CATalyst version 8.05 or higher on your Windows XP/Vista computer using a SDIO WiFi card and a wireless access point. Your computer must be wireless enabled or have a network interface card (NIC). The kit includes the necessary wireless router and SDIO WiFi card. For information on setting up, configuring and using WiFi wireless, see the *élan Mira A3 WiFi Wireless Communication* instructions included with the WiFi wireless kit.

The Stenograph optional Bluetooth wireless realtime kit allows the élan Mira to communicate with Case CATalyst or a Windows based 32-bit CAT system on your Windows® XP/Vista notebook computer with Bluetooth technology. The kit includes the necessary élan Mira adapter and the software and drivers for your computer. For information on setting up, configuring and using Bluetooth wireless communication, see the *élan Mira/Stentura Fusion Wireless Communication* guide, included in the Bluetooth wireless kit.

Stenograph provides élan Mira wireless support when the élan Mira Wireless Communication kits are used. Other wireless adapters, routers and software are not supported.

Maximizing Key Contact Performance

Chapter 4, *Maximizing Key Contact Performance*, discusses the key contacts adjustments that are necessary to initially customize the élan Mira to your personal writing style and to maintain maximum performance. Customizing key contacts to your writing style and making occasional key contact adjustments help to ensure you get the most from your writing machine.

Your élan Mira is likely to require occasional key contact adjustments after the initial setting. This is simply a result of transporting and using the writing machine over time. Adjustments are necessary when you notice a change in your steno outlines, such as an increase in overlapping (stacking) or missing characters. To accurately perform key contact adjustments on your élan Mira, it is important to make the following adjustments in the order listed:

1. Set the keyboard tension which controls the feel of the keys to be soft, firm or somewhere in-between.

2. Adjust the depth of stroke to customize the height of the number bar and steno keys. This must be done as a preliminary step to adjusting individual key contacts.

3. Test and adjust individual key contacts.

Opening the Cover

To open the cover on your élan Mira, locate the small, gray oval levers above the initial "S" and final "D" keys. Using your thumbs, pull these cover release levers toward the front of the unit, and lift the cover open. Refer to the following graphic.

Setting the Keyboard Tension

The keyboard tension adjustment wheel controls how soft or firm the keys feel. The wheel has an extensive range of adjustment, allowing you to customize the tension to your particular writing touch. The extensive range of the keyboard tension adjustment wheel may allow you to continually turn the wheel without immediately reaching a stopping point.

Keystroke tension works in conjunction with depth of stroke. Adjusting the keyboard tension to the lightest setting with the depth of stroke to the shortest setting, may result in stacking.

To adjust the keystroke tension, follow these steps:

1. Locate the **white** keyboard tension adjustment wheel on the left inside rear of the writer. Refer to the following graphic.

2. Do one of the following:

    *   *To decrease the tension -* make the stroke softer by turning the knob clockwise, toward the right.

    *   *To increase the tension -* make the stroke firmer by turning the knob counterclockwise, toward the left.

Adjusting Depth of Stroke

The depth of stroke determines the height of the number bar and all the steno keys. This affects how far the keys go down when you press them. A short depth of stroke allows the keys to make contact sooner. A longer depth of stroke means the keys take longer to make contact.

The depth of stroke setting affects all the keys on the steno keyboard and plays an important part in making accurate key contact adjustments. Ensure your depth of stroke is set to your writing style <u>prior</u> to adjusting individual key contacts.

Keystroke tension works in conjunction with depth of stroke. Having the shortest depth of stroke setting when the keyboard tension is adjusted to the lightest setting, may result in stacking.

To set your élan Mira depth of stroke:

1. Locate the **red** Depth of Stroke wheel inside the writer, directly behind the left Cover Release lever. Refer to the arrow in the following graphic.

2. Using your hand, press the right bank of keys on the keyboard slightly about halfway so that they are not all the way up or all the way down. This makes it easier to turn the depth of stroke wheel.

3. Do one of the following:

   • *To shorten the depth of the keystroke -* turn the red wheel downward, towards the bottom of the Mira. If you reach the shortest stroke, the wheel no longer advances.

   • *To lengthen the depth of the keystroke -* move the red wheel upward, towards the top of the Mira. If you reach the longest stroke, the wheel no longer advances.
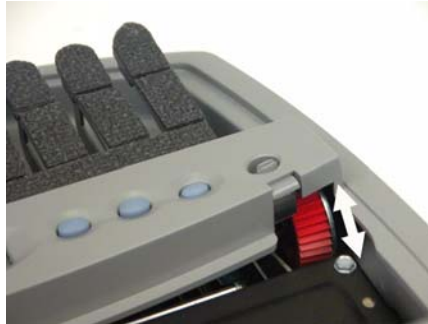
4. Write with your élan Mira and then check your key contacts for possible adjustments. See *Adjusting Individual Key Contacts* on page 90.

Adjusting Individual Key Contacts

Each steno key contact on your élan Mira writer connects to an electronic switch. The key contacts are preset at the factory. Your touch may be lighter or heavier than the factory settings. It is recommended that you initially customize the key contact settings to your writing style and make occasional adjustments to maintain optimal performance. An adjustment is necessary when:

- The character is showing up in your steno notes intermittently or when it seems that you did not strike the key.

- The character does not display in your steno notes.

The depth of stroke setting affects the accuracy of key contact adjustments. Prior to adjusting individual key contacts, be sure you have set the depth of stroke appropriate for your writing style. See *Adjusting Depth of Stroke* on page 88.

Understanding Key Contact

Before you press a steno key on your Mira, the key is considered at rest. Once you press the key to begin the downstroke, the key travels through a range or "zone" of no contact until it reaches the contact point.
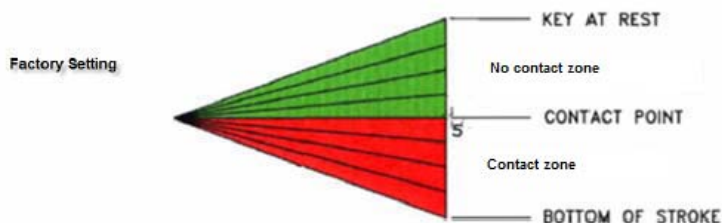
Key Contact Factory Setting

When the key reaches the contact point, it causes the character to display in your steno notes. Key contact is maintained on the downward stroke in a range beyond the contact point called the contact zone. If you press the key until it stops you have reached the bottom of the stroke. The bottom of the stroke is part of the contact zone.

As you remove pressure on the key, allowing it to move up to begin the upward stroke, the key remains in contact until it reaches the no contact zone. When the key reaches the no contact zone it is considered released. The key only needs to return to the no contact zone to be released. It does not need to return to the resting position to be released.

How Depth of Stroke Affects Key Contact

The depth of stroke, which determines the height of all the steno keys including the number bar, affects the range of the no contact zone. For example, the shorter the depth of stroke the smaller the no contact zone resulting in a sooner contact point. Individual key contact adjustments determine the range of the contact zone. The depth of stroke and individual key contact adjustment together are the optimizing factor in overall key contact performance. It is important to set the depth of stroke before making individual key contact adjustments. See *Adjusting Depth of Stroke* on page 88.

Overlapping Strokes and Missing Characters

Strokes that overlap or "stack" usually occur when the keys of one stroke do not fully return to the no contact zone, before the keys of the next stroke are depressed and make contact. All keys must return to the no contact zone and be released to complete the upward stroke. Carefully adjust each key to your writing style, as outlined in this user guide, to help reduce stacking.

Characters consistently missing from an outline mean the key has not made contact. The keys for these characters need to make an earlier contact point on the downward stroke. Carefully adjust these keys, as outlined in this user guide, to help minimize missing characters.

Testing and Adjusting the Key Contacts

The élan Mira has a Key Test mode, allowing you to test the position of the contact point for each key. It is recommended that you test each key as it is likely each key will require a different contact point to meet your writing style.

To adjust individual key contacts:

1. Turn the élan Mira **On**.

2. From the Opening Menu, press **More** and then press **Diag**.

3. Press **Key Test**. The menu displays numbers 1 - 6, one for each of the gray function buttons.

   Pressing a gray function button displays the corresponding function button number. For example, pressing the second button displays F2 on the LCD. The writer also beeps to verify the button is working.

4. Beginning with the initial S key. Press the key very slowly as you listen for the beep which indicates the contact point. The LCD also displays the corresponding block when contact is made.

   At the same time "feel" for the initial resistance or "stopping point" of the key on the downward stroke. The key may still be able to move beyond this stopping point.

5. Do one of the following:

   • If you hear the beep and feel the stopping point at the same time, the key is properly adjusted. Test the next key.

   • If you hear the beep before or after the stopping point, the key requires adjustment. Continue with the next step.

6. Open the cover of the Mira and locate the key contact assembly. The key contact assembly is a series of 23 black dials. There is one Accudial for each letter on the keyboard plus one for the number bar, each identified by the corresponding character below the dial.

Each Accudial is marked with a series of numbers from 1 - 8. The number that is in the topmost position, perpendicular to the writer, represents the point at which the key makes contact with the switch, as shown in the graphic below. The dial can be moved in either whole or half increments. The half mark is the line between two whole numbers.
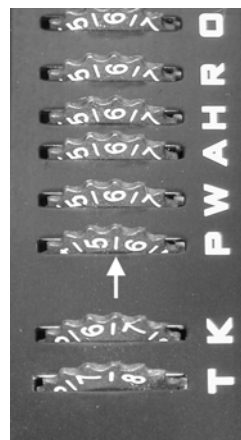
7. Do one of the following:

    *   *Beep Sounds Before Stopping Point* - When you hear the beep <u>before</u> you feel the stopping point, the key is making contact too early.
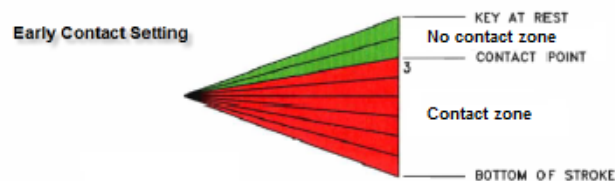
Set the key to make contact later in the downstroke. Increasing the number on the Accudial allows the key to make a later contact. For example, turn the dial from 4 to 5, or if necessary, set the dial between 4 and 5 which is 4½.

- *Beep Sounds After Stopping Point* - When you hear the beep <u>after</u> you feel the stopping point, the key is making contact too late.

Late Contact Setting

KEY AT REST

No contact zone

CONTACT POINT

Contact zone

BOTTOM OF STROKE
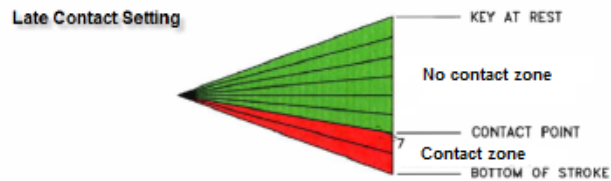
Set the key to make contact earlier in the downstroke. Decreasing the number on the Accudial allows the key to make an earlier contact. For example, turn the dial from 7½ to 7.

8. Once you have made all the adjustments, press **F1** twice to exit the Key Test mode.

9. Test the changes. Repeat the key contact adjustment steps if necessary.

10. Write on the élan Mira at full speed. Make additional adjustments as necessary.

Troubleshooting

Chapter 5, *Troubleshooting*, suggests possible solutions to some common situations encountered when using the élan Mira. Most users can remedy the following situations themselves. For more troubleshooting information, check Stenograph's web site, **www.stenograph.com**. If a problem persists, call Stenograph Technical Support at **1.800.323.4247 or 1**.**630.532.5100**.

Troubleshooting Tips

Audio - Does Not Resume After Pause

If you wrote a steno outline to pause the audio, you must stroke a steno outline to resume audio, regardless of the setting for the Auto Pause Audio option.

Audio - Feedback or "Squealing"

If audio feedback or "squealing" noises occur, check the following:

* If you are using a powered microphone, set the *Microphone Gain* to Low. See *Set Audio Options* on page 37 for more information.

* The microphone may be located too close to the speakers or headphones. Move the microphone further from the speakers or headphones.

* The playback setting may be set too high. Try a lower playback setting.

élan Mira Appears Unresponsive

If the élan Mira appears to be unresponsive, press the **Reset button** to reboot the Mira. The Mira is ready to use after rebooting. Using Reset does not affect an unresponsive CAT system.

If you have a file open at the time you press Reset, the file closes. To continue writing, reopen an existing file or begin writing to open a new file. You can merge the files together on your CAT system.

The Reset button is located on the back of the Mira.

Data SD Card - No Files in Date/Time Directory Format

When using the Mira Date/Time directory structure, no files display on the Data SD card when reading into a CAT system. To be able to read files through your CAT system with the Date/Time directory structure, you must be using Case CATalyst version 7.02 or higher.

If you are not using Case CATalyst version 7.02 or higher, you can use Windows conventions to copy the files onto your computer system. If necessary, contact Stenograph Technical Support for assistance in copying the file.

Data SD Card - Too Many files in the Root Directory

The message, "Too Many files in the Root Directory of the Data SD Card" displays when there are more 256 files in the Root directory of an SD card that was formatted using FAT16. The FAT16 format has a 256 file capacity. The élan Mira uses the FAT16 file format when formatting SD cards.

You can prevent file limitation by formatting SD cards on your Windows computer using FAT32 formatting. The FAT32 format does not have file number restrictions.

If you are using Case CATalyst V7.02 or higher, you can also use the Date/Time format on your élan Mira. The Date/Time format places files into folders, or directories, thereby eliminating the issue of exceeding the file limitation in the Root directory. The Date/Time directory is compatible <u>only</u> when you use the élan Mira with Case CATalyst V7.02 or higher. Any other CATalyst version or CAT system does not recognize the steno on the Data SD card in Date/Time format.

Data/Backup SD Card - Card is Write Protected

SD cards have a write protect slide on the side of the card. If the slide is moved to the protected position, no data can be written to the card.

When a write protected SD card is inserted into the élan Mira, a message displays indicating the card is write protected. The Mira allows you to continue writing, however, if you Quit out of the file while the SD card is write protected, no new data is recorded on the SD card.

To enable writing on the SD card:

1. When a write protect message displays, remove the appropriate SD card from the Mira. The Backup SD card is recessed.

2. Hold the SD card with the notched side up.

3. Move the write protect slide to the **Up** position.

4. Reinsert the SD card into the élan Mira.

Encountered Problem Reading Dictionary

The message, "Encountered problems reading dictionary (s) Please retry exporting/loading dictionary (s)." displays when the Mira cannot validate a dictionary being loaded. It also displays when a valid dictionary is not found on the Mira.

If you experience this message while loading dictionaries:

1. Review the dictionaries selected for export from Case CATalyst, if applicable, and try reloading the dictionaries into the Mira.

2. When loading dictionaries via the SD Data card, make sure the computer has stopped writing to the SD Data card before removing the SD Card or the SD Card Reader from the computer.

If this message displays when you are not loading dictionaries:

1. Verify that dictionaries are currently loaded on your Mira.

2. Reload the necessary dictionaries.

Steno Outlines Overlap or "Stack"

The Mira keyboard is factory set at a very short (low) depth of stroke, contact adjustments of 5 and a medium tension. Depending on your writing style, you may experience excessive overlapping of steno outlines or "stacking" due to the short depth of stroke. If you experience stacking:

1. Adjust the depth of stroke to the longest stroke. See *Adjusting Depth of Stroke* on page 88, for step by step instructions.

2. After adjusting the depth of stroke, continue to write on the machine. Gradually shorten the depth of stroke and continue to practice writing between adjustments.

3. Once you begin experiencing the overlapping of steno outlines, adjust the depth of stroke a little higher.

4. If, after making the above adjustments, you experience specific keys in your steno outlines that should not be there, you may want to adjust the key contact for that specific key. Adjust the key contact to a higher number. See *Adjusting Individual Key Contacts* on page 90 for step by step instructions.

Unknown Device Message on Computer

1. Make sure the USB driver is loaded on the computer. See *Installing the USB Driver* on page 101 for more information.

2. Make sure the élan Mira is turned On before attaching the USB cable to the Mira and the computer.

USB - Cannot Update Software via USB Cable

To load the élan Mira software update via USB cable, you must first install the Mira USB driver on your computer. The Mira USB driver comes on the Stenograph Utilities CD with your Mira. See *Installing the USB Driver* on page 101.

USB - USB Realtime Connection Appears Unresponsive

If you leave the USB realtime connection active when you take a break, the realtime screen on the CAT system may not display the new steno strokes when you resume writing. This is a function of the USB port when it remains idle for a period of time. If this occurs, disconnect the USB cable from the back of the Mira and reconnect it. This does not affect your realtime file. Once you reconnect the cable, the new steno strokes display on the realtime screen.

élan Mira Technical Support

If you encounter a problem you cannot solve, an élan Mira Support Specialist is available to assist you.

1.800.323.4247 or 1.630.532.5100, touch 2, then 2

8:00 a.m. to 6:00 p.m. (CT) Monday through Friday,

Excluding Stenograph Holidays

To assist the Specialist, have the élan Mira with you, know your customer number and know your élan Mira serial number. The serial number is located on the bottom of the writing machine. Be prepared to describe your question or problem in detail.

Wireless Communication

Stenograph provides WiFi wireless support only when you are using the élan Mira WiFi Wireless Communication kit. Other WiFi routers may work but are not supported by Stenograph.

Stenograph provides Bluetooth wireless support when you are using the élan Mira/Stentura Fusion Wireless Communication kit. Other wireless adapters and software may work but are not supported by Stenograph.

Accessories

Accessory items for your élan Mira are available from the Stenograph web site. Visit www.stenograph.com.

Installing the USB Driver

Appendix A, *Installing the USB Driver*, instructs you how to install the USB driver required when using a USB cable to connect your élan Mira writer with Case CATalyst. The driver is located on the Stenograph Writing Machine Utilities CD, which comes with your élan Mira.

You can only use USB communications with USB compatible CAT software such as Case CATalyst version 4.096 or higher. If you have questions about installing the Mira USB driver, please contact Stenograph Technical Support at **800.323.4247** or **1.630.532.5100**.

To install the Mira USB driver onto your computer:

1. Turn your computer and the élan Mira **On**.

2. Insert the Stenograph Writing Machine Utilities CD into the CD-ROM/DVD drive on your computer.

3. Locate the USB cable. Each end of the USB cable has a different connection plug. Connect the appropriate end of the USB cable to the back of the writer and the other end to the USB port on the computer where you installed the Mira drivers.

4. When you plug in the USB cable, the Found New Hardware message bubble may display. In a few seconds, the first Found New Hardware Wizard screen displays.
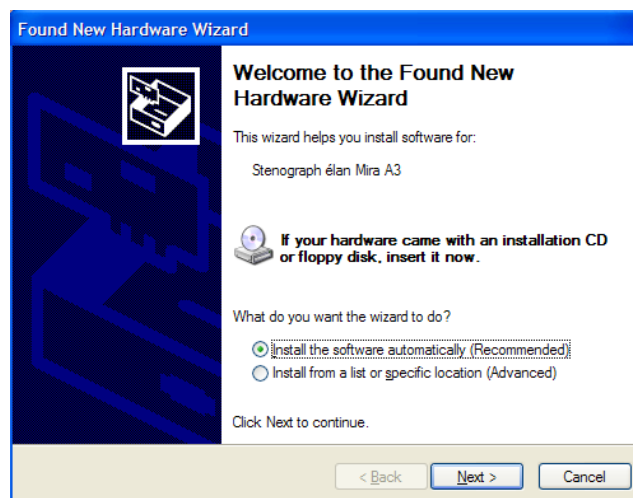
5. On the Found New Hardware Wizard screen, verify the option, *Install the software automatically (Recommended)* is selected and press **Enter** (**Next**). The second Found New Hardware Wizard screen displays.
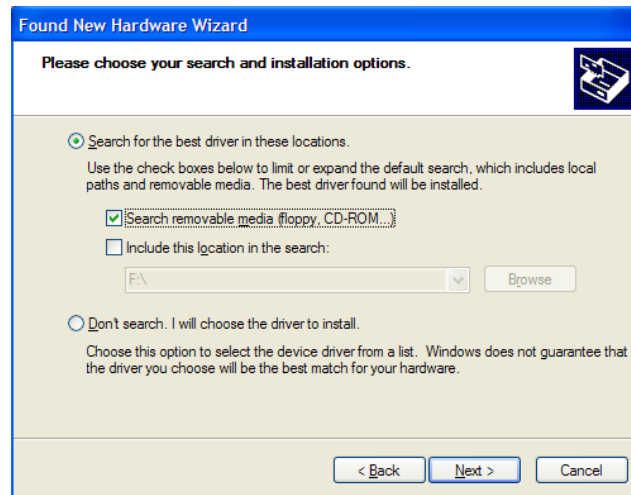
6. Verify the *Search for the best driver in these locations* options is selected and press **Enter** (**Next**). The wizard searches for and installs the driver.
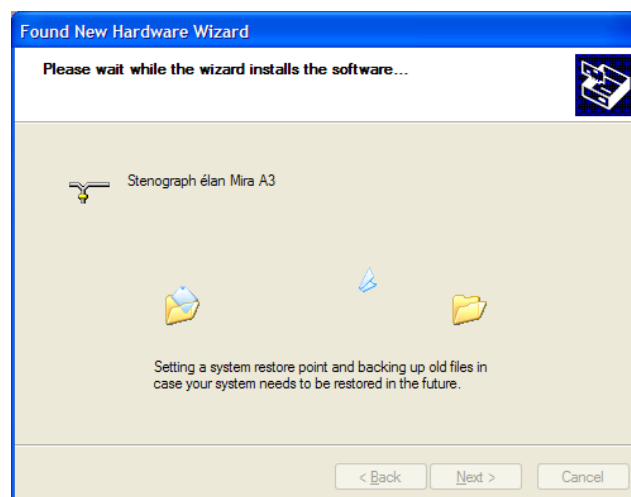
7. The Completing the Found New Hardware screen displays:
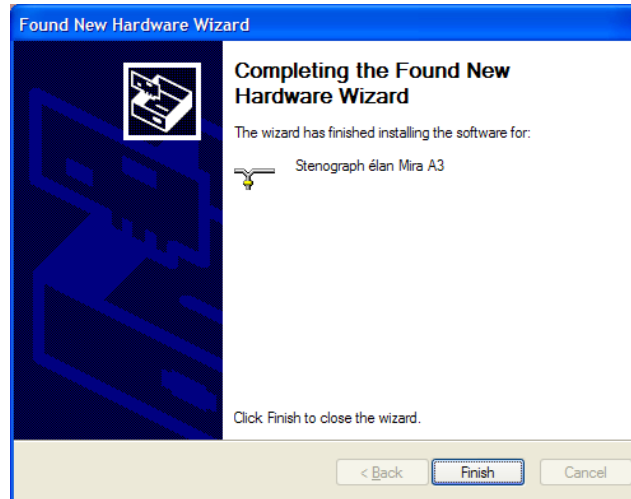
8. Click **Finish**. The Found New Hardware message bubble may display confirming the installation.

9. Confirm the driver installed correctly through the computer's Device Manager. Right click the **My Computer** icon on your Desktop.

10. From the menu, select **Properties**. The System Properties dialog box displays.

11. Click the **Hardware** tab.

12. On the Hardware tab, click **Device Manager**. The Device Manager dialog box displays.

13. Locate the Stenograph USB Writer:

   Stenograph USB Writer

   If you do not see the Stenograph USB Writer, it probably indicates your élan Mira is not plugged into the computer via USB cable and turned On.

14. Click the plus sign next to Stenograph USB Writer. The following heading displays:
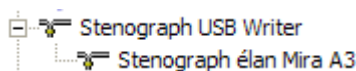
Updating élan Mira Software

Appendix B, *Updating élan Mira Software*, explains how to download available updates for your élan Mira from the Stenograph web site.

Once you download the software update onto your computer, you load it onto your élan Mira via a USB cable. To load the élan Mira software update via USB cable, you must first install the Mira USB driver on your computer. The Mira USB driver comes on the Stenograph Writers Utilities CD with your élan Mira. See *Installing the USB Driver* on page 101 to load the élan Mira USB drivers. All CAT systems users are able to update via USB cable.

To update your élan Mira software:

1. Download the update to your computer. Connect to the Stenograph web site, www.stenograph.com, and navigate to **Support/ Downloads**.

2. Select **élan Mira**.

3. Right click on the selected update file to download and choose **Save Target As**. The Save As dialog box displays.

   The *File name* field displays the name of the selected file to download. Do not alter this name.

4. Select a location on your computer where you want to place the download file and select **Save**. Stenograph recommends saving the file to your Desktop.

   The File Download dialog box displays until the download completes copying files to your computer.

5. When the download is complete, the file displays on your Desktop, if the Desktop was selected for the download location.

6. Load the update onto your élan Mira. Be sure your writer and computer are turned **On**.

7. Each end of the USB cable has a different connection plug. Connect the appropriate end of the USB cable to the back of the writer and the other end to the USB port on the computer where you installed the Mira drivers.

8. Using My Computer, navigate to the location on your computer where you downloaded the élan Mira update file.

9. Double click on the Mira update file. The Mira Loader dialog box displays.
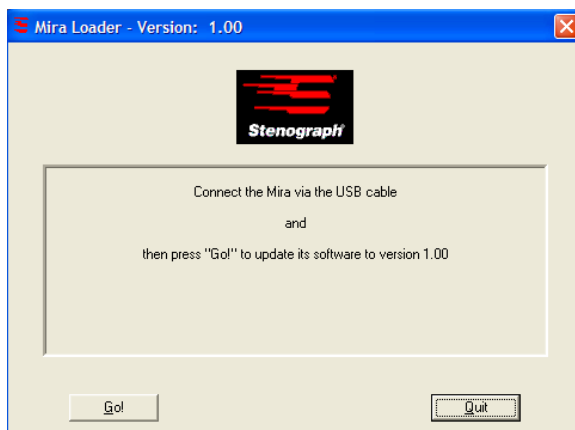
10. Select **Go**. The élan Mira beeps twice and then displays the message: *Usb: Programming Flash.* When the update is complete:

   •   the élan Mira reboots and displays the Opening menu.

   •   your computer displays the message:
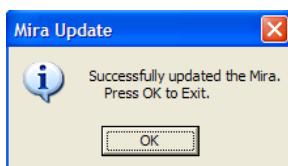
11. In the Mira Loader dialog box on your computer, select **Quit**. The Mira Loader dialog box closes.

Converting RTF/CRE Dictionaries

Appendix C, *Converting RTF/CRE Dictionaries*, describes how to use the RTF/CRE to élan Mira/ Stentura Fusion Dictionary Conversion program. To load your RTF/CRE dictionary into the élan Mira, you must: install the RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion program onto your computer; export your dictionary to RTF/CRE format; and run the conversion.

Install RTF/CRE to élan Mira Dictionary Convert

1. Place the Stenograph Writers Utilities CD into the CD-ROM/DVD drive of your computer.

2. From the Start Menu, select **Run**.

3. In the *Open* field, type **d:\setup** and press **Enter**. Replace the letter "d" with the appropriate letter if you are installing from a drive other than "d".

4. The setup wizard displays. Click **Install** to continue.

5. When the setup wizard displays the complete screen, click **Finish**. The RTF/CRE to élan Mira/ Stentura Fusion Dictionary Conversion, Rtf2Mira.exe, icon is placed on your Windows Desktop.

Export Your Personal Dictionary

Create a folder on your Desktop to temporarily hold your RTF/CRE dictionary.

1. On the Windows Desktop, place your cursor on an empty spot and right click. Select **New/Folder**.

2. Replace the default name *New Folder*. Type, **My Personal Dictionary** and press **Enter**.

3. Using your CAT system, export your dictionary to RTF/CRE format. Save the file to the *My Personal Dictionary* folder on your Desktop.

Convert the RTF/CRE Dictionary to Mira Format

1. Insert a Data SD card, with enough available space for the dictionary you are exporting, into the USB Flash Drive reader. Insert the reader into an available USB port on your computer. If you have an SD slot built into your computer, you do not need to use the USB Flash Drive reader.

2. Double click the **Rtf2Mira** icon on your Windows Desktop. The RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion dialog box displays.

3. Click the **Setup** button. The Select Source and Destination Drives dialog box displays.
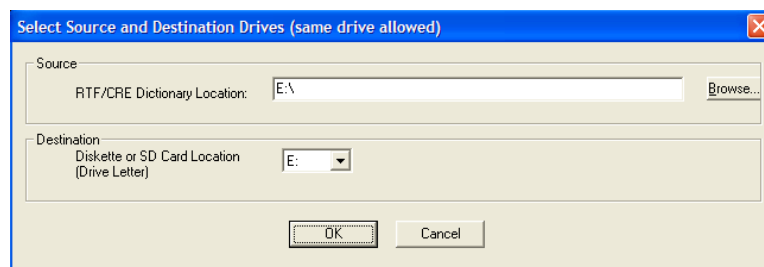
4. Click **Browse** and navigate to the *My Personal Dictionary* folder on your Desktop where your RTF/CRE dictionary is located.

5. In the *Destination Diskette or SD Card Location* field, select the appropriate drive letter for the USB Flash Drive reader.

6. Click **OK** to save your settings.

7. In the RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion dialog box, click **Start Conversion**. Depending on the location selected, the Open dialog displays.

8. In the Open dialog box, select the dictionary you are converting and press **Enter** (**Open**). You can only select one dictionary.

9. At the prompt, press **Enter** (**OK**). The dictionary converts and the RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion dialog box displays.

10. Click **Quit**.

11. Using the Windows Safely Remove Hardware utility, located in the Notification Area of the Windows SysTray, remove the USB Flash Drive reader from the computer.

12. Remove the Data SD card from the USB Flash Drive reader and load the dictionary onto the élan Mira. See *Dictionaries* on page 47 for information about loading dictionaries.

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