Who was your court reporting teacher?
Who was your mentor?
Who was your first boss?
Who taught you how to properly edit a transcript?

Chances are you can answer all of these questions except the last one because why would we need to be taught how to edit a transcript? However, this one skill should be the very first step in substantially improving your realtime.

Realtime skills for the CRR start at 96 percent TAR (total accuracy ratio). Realtime skills for captioners start at 98.5 percent TAR and should ideally climb above 99 percent.

I benefited from professional training a very long time ago that included one of the most valuable skills I know: how to properly edit. So if you want to increase your productivity by simply tweaking the way that you edit, keep reading!
I’d like to introduce you to your new best friend, SADA, which stands for Search, Ask, Define, and Add.

First, we put on blinders so that we’re forced to Search for the UPB/TRAPBS/HRAEUTS in our file.

Then we Ask the question, “What was this supposed to be?”

Next, we’ll Define that untranslate alone as what it was supposed to be, even if it wasn’t what you were trying to write. This is defined as a word, not a prefix or suffix.

Finally, we’ll Add that stroke with surrounding strokes to define the root word.

RULE ONE
I will enter every single untranslate, just like a word, into my main dictionary!

EXAMPLES
AEU/R*EUS/KRALT/EUBG – define the untrans alone as a word crat. Then define the root word, aristocrat. Your ‘tc suffix will hook up if defined correctly.
Brief idea for aristocrat: SKRAET
KOPL/PEBPLD/KWRUPL – define the untrans alone as a word pend. Then define compendium together.
Brief idea for compendium: KPAOUPL
KREUT/SEUFPL – define crit as a word and ^cism as a suffix.
Then define criticism together.
Brief idea for criticism: KREUFPL

RULE TWO
The less we write, the fewer mistakes we make. Shorten your writing! Need suggestions? I like briefpedia.com.

After SADA, we still have work to do! Go back to the top of your file and read word for word. Write down transposed words, stacking issues, wrong words, conflicts, etc. and let’s resolve all of these! They’re time suckers!

RULE THREE
Three strikes and it’s out! After seeing the same mistake three times, let’s resolve it and eliminate the time sucker.

Ready for better realtime? Stick to these steps, and you’ll see better translation in one week! This is your first step toward better realtime!

FACT
When your hands are on your steno machine, you’re making money! When they’re on your QWERTY keyboard, you’re losing money. Step up your realtime and your editing time will diminish, plain and simple.

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