Meet your new best friend

By Anissa R. Nierenberger

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.

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RULE ONE

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

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EXAMPLES

AEU/R*EUS/**KRALT**/EUBG – define the untrans alone as a word *crat.* Then define the root word, *aristocrat.* Your *^ic* 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

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RULE TWO

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

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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!

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RULE THREE

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

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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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