

e-CourtReporter Presents:
e-Tips Newsletter

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E-Tips One-Year Anniversary

Shoot for the moon. Even if you miss, you'll still land among the stars!

Wil Wilcox: PowerDesk 5 for Ultimate File Management
Keith Vincent: Multi-Line/Multi-Font Footers

Constant innovation is a hallmark of EclipseNT, so there's always something new to learn. It may be an explanation of an amazing new feature or just a faster way to do a familiar task, but Eclipse users have always been eager to help each other. In this spirit, we continue our FREE newsletter to anyone who wishes to receive it. Whether our **e-Tips** are a basic tip for editing efficiency or a challenging macro, we hope you'll find them helpful. Tell your friends to sign up for e-Tips at www.EclipseNT.com. We would like to thank all those who overwhelmed us by your positive responses to our first e-Tips newsletter. You will be able to find a complete archive of e-Tips at our website

Wil's e-Tip

File Management Muscle

This issue we are celebrating the one-year anniversary of our free e-Tips newsletter. I wanted to have something very special for this issue, so here it is:

By way of introduction, one of the best features of EclipseNT is its complete integration within the Windows operating system allowing the use of many standard Windows utilities to enhance productivity. I'm very excited to share the news with you that a file manager extraordinaire has been released called PowerDesk 5. This is the file manager program that Windows Explorer should have been and is superior to any other file manager I've ever seen.

Anyone using EclipseNT would greatly benefit by using PowerDesk 5 for day-to-day file management in lieu of Microsoft's Windows Explorer. PowerDesk 5 has got many features that make file management much easier for newbies and also has some great tools for power users all rolled up into one beautiful program.

PowerDesk 5 comes in two flavors, a free version, without all the bells and whistles, that can be downloaded from the following web site: <http://www.ontrack.com/freesoftware/>. Better yet, you may also download or order on CD the full version, PowerDesk Pro 5, for around \$35, which is very affordable considering all that this program does. The free version has reduced features and limited functionality. I recommend that you go for it and purchase the full version right off the bat. This is one utility program that is a must-have.

So what's it good for? You can move, copy, zip, label, color code, add notes to your files, search, view and prioritize your files the way you want to use them. This is a luxury file-management program to replace the Windows Explorer and everything that you would do with it.

Have you ever wanted to add notes to your files? Well, with PowerDesk 5 you can. Add notes of when the transcript is due, that it has been proofread or that it is a draft copy. These notes are displayed in the tooltip when your mouse hovers over a file or in the details view of your list of files in the column over on the right-hand side. I use these notes as kind of a sticky note for all my transcripts and to help me keep track of just where I'm at in the process of completing a transcript.

You can also color code your folders. It's so much easier to find the frequently-used folders on your computer such as the folder your transcripts and notes are stored in or your My Documents folder, among others, when you can color-code them. I can instantly tell I'm looking at the correct folder to open because of the colors I've been able to assign to them with PowerDesk 5 Pro. You can also make shortcuts to folders that you regularly use.

Have you ever tried to drag and drop files from one folder to another? It can be a little difficult and cumbersome using the Windows Explorer because you don't always easily see both folders side by side. PowerDesk 5 allows you to have dual file manager panes tiled vertically or horizontally that make this drag-and-drop process much easier. For beginners, there is a Move-To and a Copy-To wizard, which greatly simplifies moving or copying files.

Tired of WinZip nagging you every time you zip or unzip a file? PowerDesk 5 includes great zipping software. You will also notice shortcuts to your various drives. In addition, there is also a toolbar for launching your favorite programs. PowerDesk 5 also includes Dialog Helper which enables you to open and save files more easily. Dialog Helper allows you to resize Open and Save dialog boxes so that you can see more files when opening them. With Dialog Helper your dialog windows will remember the way you've

resized them until you exit EclipseNT. You won't constantly be scrolling through dialog windows anymore.

I've been using PowerDesk Pro 5 on a daily basis now for several months and just love it. Many users of Eclipse who have attended one of our recent seminars have also installed PowerDesk 5 and are reporting back that they love it, too. This is one powerful program that is also easy to use. I've only scratched the surface on all that PowerDesk 5 can do. Don't waste any time. Get your copy of PowerDesk 5 today and begin to flex your new file-management muscle. PowerDesk 5 is available from Ontrack at <http://www.ontrack.com/powerdesk/> or 1-800-645-3649.

Keith's e-Tip

Multi-Line, Multi-Font Footers

The "Document" tab of your User Settings (Alt U) contains a place for you to type the text that will appear as the "Default Footer" at the bottom of each page of an EclipseNT text document. You can have as many lines as space permits, but all lines will appear in the same font.

For a more interesting look, there's a way to have footers that use a different font for each line. First go to the "Paragraphs" tab of your User Settings. In the list of paragraph types that appears on the left side of this dialogue, find and highlight "Footer." We'll create new paragraphs that start off as a copy of "Footer." Now click on the "New" button and name the new paragraph "Footer2." Create a "Footer3" or "Footer4" if you need additional paragraph styles, each with a unique appearance.

Now highlight the paragraph name "Footer" and click on the "Advanced" button in the bottom right of the dialogue. Click on the "Text font" button. The fonts that are available on your computer will be shown with a Sample. Select the font, style (regular, italic, bold, etc.), and size you like. After you press the "Okay" button, click on the "Continuation paragraph" button and select Footer. Similarly the advanced settings for the "Footer2" paragraph should indicate that its continuation paragraph is "Footer3."

With your new paragraphs set up, you can add a Footer, Footer2, and Footer3 at the beginning of any transcript. Better yet, add them to the block file that contains your cover pages. How? Just go to the top of the file, press F8 and select Footer. When you've typed in the text for the first line, press

Ctrl P to add the continuation paragraph (Footer2). Type the text for the second line and press Ctrl P to add the text for Footer3.

Proportional fonts look especially nice in footers. If you use them, you'll just need to tweak the margin settings for your Footer, Footer2, and Footer3 paragraphs. For instance, the right margin for my testimony lines is 54. My footer paragraphs are all right-justified. My Footer paragraph uses Optim 14 for my name, with a right margin of 58. My Footer2 paragraph uses Bordeaux Medium 17 Bold for my firm name, with a right margin of 56. My Footer3 paragraph uses Optim 11 for my phone number, with a right margin of 63. After printing a few test pages, I achieved a look that I liked.

New! 2-Day EclipseNT Realtime Power Workshop

Are you ready to take your reporting to the next level? Then consider our new 2-day EclipseNT Realtime Power Workshop.

Lots of reporters use realtime translation on every job because it makes the work more interesting and enables them to cut down on the amount of editing afterwards. However, many of these same reporters are uncomfortable with hookups for judges or attorneys.

With this in mind, we've structured Day 1 to include hookup and troubleshooting skills as well as a chance to actually use realtime viewing software as a judge or attorney might use it.

Day 2 is devoted to Keyboard Magic (the realtime editing kit) and Translation Magic (prefixes, suffixes, conflicts, misstrokes, etc.)

We'll be launching in Houston (April 27-28), Burbank (May 18-19), and Indianapolis (October 19-20). Maximum group size is 25-30. Wil and Keith will be presenting the workshops together. So you won't get lost in a crowd. We're very excited about this new format, and we hope you'll join us.

Upcoming 3-day EclipseNT e-POWER Workshops

Houston, TX **August 23-25, 2002**

Chicago, IL **September 20-22, 2002**

Honolulu, HI **October 4-6, 2002**

Burbank, CA **November 1-3, 2002**

New 2-day EclipseNT Realtime Power Workshops

Indianapolis, IN **October 26-27, 2002**

For more details: www.EclipseNT.com

Who Are We?

Wil Wilcox is a freelance court reporter in Los Angeles, California, and has been a technology consultant for reporters since 1995. Since 1998, he and Robert Denos have been the Advantage Software representatives for Southern California.

Keith Vincent is a freelance court reporter in Houston, Texas. He's been an Advantage Software rep, trainer, and tester since 1992. In 1997 he wrote the Hyperkeys tutorial for Eclipse users.

Robert Denos is the manager and event coordinator for e-CourtReporter, LLC.

Any questions on seminars or workshops should be directed to Robert at this address:

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Disclaimer

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