

# e-Tips Newsletter

February 2006

Vol. 53

Please keep in mind that because of the volume of e-mail we receive and the fact that we are volunteering our time and this free newsletter, we can't routinely answer individual questions by phone or e-mail, or consult on individual problems or purchasing decisions.

Friendship... is not something you learn in school. But if you haven't learned the meaning of friendship, you really haven't learned anything.

—Muhammad Ali

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ASI Tech Support 24/7/365:  
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Fonts: **Dark Courier** vs. **Courier New**

by Wil Wilcox



The default font for Total Eclipse transcripts is **Courier New**. It's generally found on all Windows computers, and it emulates the Courier font that was so popular on IBM Selectric typewriters. However, it's not a very dark font, so it can easily have a washed-out appearance when you print your transcript.

**Dark Courier** is not pre-installed on most Windows computer, but it's easily available and easy to use. It's definitely worth trying out.

Here's an example of **Courier New**:

```
abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMNOPQRSTUVWXY
1234567890-!@#%&*()_+{}:"?<>
```

**Dark Courier** is just a bit darker than Courier New. It is NOT as dark as **bold** Courier New. Also, it does not take a lot more toner to print with Dark Courier, but I hope you agree that it is a bit easier to read.

```
abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMNOPQRSTUVWXY
1234567890-!@#%&*()_+{}:"?<>
```

Of course, there are limits to what we can show in a small example. See the difference for yourself. Why not download it and give it a test drive today? It's easy.

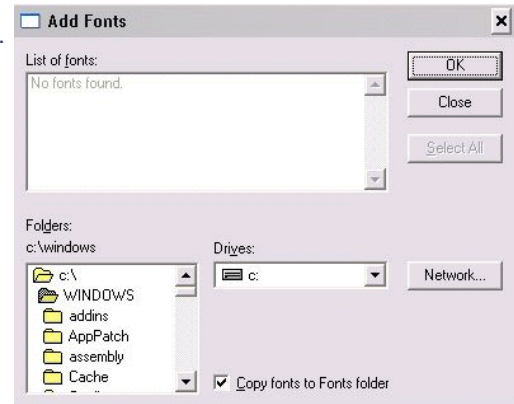
Instructions for installing the Dark Courier font in Windows 98, ME, NT, 2000 and XP.

1. You can download the fonts from the e-Tips archive of Keith Vincent's website: [www.KVincent.com](http://www.KVincent.com) and click on the Steno Tips icon.
2. Unzip the downloaded file. (The fonts are unzipped to C:\Lj611en)
3. Click Start, select Run, type in "fonts" (without the quotes) and press Enter. This will open the Windows Fonts Folder.

Continued on page 2

**(Wil Wilcox) Continued from page 1**

4. Click File. Select Install New Font. The Add Fonts window will appear.
5. Double click on the C:\ folder. Now double click on the Lj611en folder.
6. The font file names should soon appear under List of Fonts.
7. Make certain there is a checkmark next to Copy fonts to Fonts folder.
8. Click Select All button. This will highlight all of the Dark Courier fonts. Click OK. This will install the fonts to your Windows Fonts folder.

**Using Dark Courier within Total Eclipse**

Let's say you've installed the Dark Courier font on your Total Eclipse computer(s). Eclipse won't use it automatically, but it's easy to say that you do want to take advantage of it.

Go to the "Document" section of your User Settings. The "Main font" button will open a dialog where you can scroll through the list of fonts that are installed on your computer. Select "Dark Courier" and press Enter. Now your new documents will use "Dark Courier" instead of "Courier New."

What about documents that you have already created, such as block files? It's not too late to start using "Dark Courier" for these files, too. For instance, you would open your cover page file, go to the "Document" section of your User Settings, and use the "Main font" button to select "Dark Courier." Once you make that change in a file, Total Eclipse will remember it.

If you decide to try Dark Courier, don't forget to install it on each of your computers. Dark Courier can also be selected as your "Editing font," in the "Display" section of User Settings; but that's the subject of my next e-Tip. See you then! ■

**By the Rules & "Simply Magic"****A Small Group Workshop by Keith Vincent and Amy Enberg**

**Dallas: February 24-26, 2006 (Intermediate)**

Radisson Hotel Dallas Love Field - 1241 W. Mockingbird Lane

**San Antonio: March 24-25, 2006 (Intermediate)**

El Tropicano Riverwalk - 110 Lexington

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## Using the Timekeeper to Check Examiners

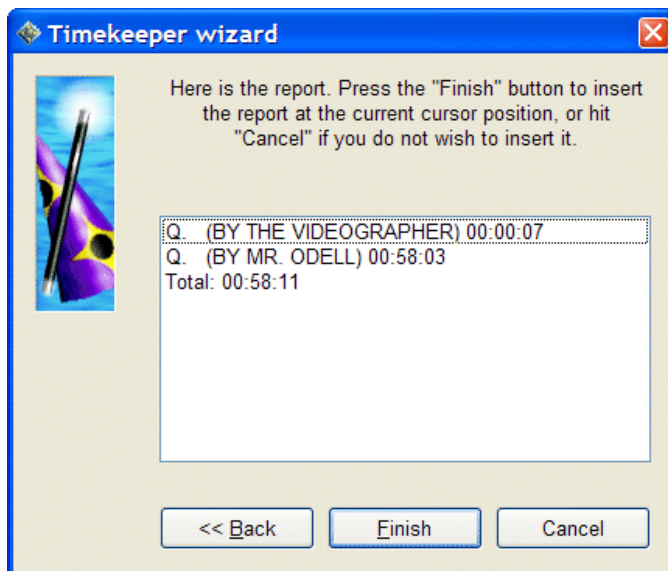
By Keith Vincent



Keith Vincent

The Timekeeper was originally added to Total Eclipse to help reporters in Texas, who are required to keep track of how much time each examiner uses during a deposition. The timekeeper checks your by-line paragraphs to calculate how much time a speaker has used for his/her examinations. A side benefit of the timekeeper is that you can use it to see if one of your by-line paragraphs is referencing the wrong speaker.

The Timekeeper is an item in the "**Tools**" menu column. The default speedkey is **Shift Ctrl K**. Here's a sample time report:



**A quick look at the time report can alert you to a problem.**

**Questions by the Videographer? Makes no sense.**

**Did Ms. Greene ask questions? If she's not listed, there's a problem.**

If you run the Timekeeper and you either see a speaker listed who did not ask questions (e.g., the Videographer) OR you don't see a speaker who did ask questions, then you'll want to search through your by-line paragraphs to correct the error.

So how do you find just your by-line paragraphs? You can use **Speedkey F5** or **Hyperkey f** to open the **Find/Replace dialog**. Press **Alt P** to search for specific types of paragraphs and then use the **down** arrow to scroll through the list of paragraphs until you find "By line (SQ)" or "By line (QS)".

If you want to find only the by-line paragraphs by a specific speaker, enter the speaker's name in the "Find text" field of the dialog. In the example above, I could search for just the Videographer's by-line paragraphs and change those to indicate Mr. Odell or Ms. Greene. Likewise, I could search for Mr. Odell's by-line paragraphs and change those, where appropriate, to indicate Ms. Greene. ■

## **e-Power Tutorials**

**Now with more CEU credits available**  
For a complete list of ALL e-Power Tutorials please visit  
**Keith's website at: [www.kvincent.com](http://www.kvincent.com)**

### **“Steno Tips”** By Keith Vincent

Looking for a fast way to write a common or not-so-common word? Check out the Steno Tips at [www.KVincent.com](http://www.KVincent.com). In addition to the highlighted tips, there are two downloadable files of free steno shortcuts that are now offered.

There's a PDF file that consists of 62 pages of one-strokers, arranged alphabetically.

There's also a 12,000-entry dictionary that you can open with either Total Eclipse 3.0 or 4.0. So you can select entries and just press Alt W to write a copy of them so that they're instantly available in your own dictionary.

We'd like to see the list continue to grow. To share a suggestion, send a message to [K1Vincent@Houston.RR.com](mailto:K1Vincent@Houston.RR.com). Thanks again to all who have shared steno tips with us!

## **Southern California Users Group**

San Diego based users group meets once a month at the Downtown Courthouse during lunch hour.  
Each meeting covers a different aspect of the Total Eclipse CAT Software.

Past meetings have included topics such as:

Fabulous Form Fields / Incredible Indexing / Pesky Paragraphs, and many open forums with invited guests.

Be sure to check in regularly because this group plans on expanding to include all of California. Some meetings will be held on weekends as well. CEU credits are available for each hour that you attend.

If you would like to be a part of this group and/or help it to expand throughout California please contact:

Steve Kosmata (619) 685-6041 or Email: [eclipse-sd@att.net](mailto:eclipse-sd@att.net)



Julie Samford

## Keys for the Hyper-Focused

By Julie Samford

I don't know about you, but I'd prefer to think of myself as hyper-focused rather than absent-minded.

A while back, I was ten minutes into a phone conversation when the UPS man rang my doorbell. I politely asked the caller to hold on just a minute, and I put the phone down on my desk. I got so excited about the UPS delivery that I totally forgot about the person on hold, and even that awful noise the phone makes when you don't hang it up didn't jolt my memory as to the phone conversation I'd left so abruptly. Good thing it was my mom that I'd left hanging! She just teased me about forgetting to take my Old-Timer's pill.

Don't you have days like that sometimes? It's all you can do to make it to work with your steno machine and two shoes that match. It's not that you are slipping, really. It's just that you are so focused on getting those transcripts proofed, printed and out the door in time to make it to your 9:00 job that sometimes little things might fall through the cracks.

Like, for instance, keeping up with your Eclipse security key. If you have two computers that you work on, chances are that one of these days you'll forget to take the security key off of your home computer to take with you to work. Did you know that you can get an extra fully-functioning Eclipse key for your own use for 300 bucks?

Now don't confuse this with an edit key for scopists. This extra key can't be used at the same time as your main key, although you can have Eclipse open and just in inactive mode. This works out great for official reporters who want to be ready for realtime in the court room while they work on transcripts in the office.

Here's a brief explanation of the two types of keys you can get:

### Parallel Model



The parallel key fits on a large port on your computer, probably where you hook up your printer right now. You will be able to plug in your printer with this key attached, as it has an identical port on the end of it. Some newer computers are coming without parallel ports, so you may want to check to ensure that your laptop has a parallel port. Look for a rectangle a little over an inch wide with 25 tiny holes in it.

### USB Model



The USB key is very small and easy to take on and off of your laptop. It lights up when you plug it into the USB port. The USB key does not have a pass-through like the parallel key does, so you're not able to plug another USB device into it. Many people like to have this as their "to go" or convenience key, and they will leave their main key at home.

Both your main and "to go" keys are fully functional. Every once in a while you'll be asked to put a disk in to check the times on the computer to make sure you're not running Eclipse on two stations at the same time. When you run this little check, it activates the "to go" key for a few months. If you don't run the check when it asks you to, the "to go" key will eventually stop working until you stop and do it. Your main key will not be affected.

—Continued on Page 6

**(Julie Samford: continued from page 5)**

You'll want to get insurance or make sure that your valuable main key is covered under your homeowners or business plan so you'll have peace of mind in case you accidentally lose it. (The key, not your mind.) If you only want to put Eclipse on one computer, you can just put your main key in a safe place so you're not taking it back and forth to work and risking its little life.

Lastly, if the CSR after your name on your business card stands for Can't Seem to Remember, let me remind you of one great perk of having current tech support. If by chance you get to work one day and find that you've left your key at home, you can call Advantage Software for a temporary passcode to operate Eclipse without a key at all. With my track record, I've got them on speed dial! (800) 800-1759. You can also call this number if you want to get in touch with your local rep to get a convenience key. If they put you on hold, don't worry. It's just the UPS man. It'll only take a minute...■

***Correction by Julie:***

In last month's e-Tip, I put the dictionary entry for a print command as `{PRN:Comment}`.

The correct definition is `{PRT:Comment}`.

I'm sorry for the confusion.

Forgot to take my pill.



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## Hyperkeys Highlight

By Robert G. Denos

This month's Hyperkey highlight will be the letters **p**, **P/q**, **Q**

Lowercase **"p"** ends a sentence with a period (**.**).

Uppercase **"P"** changes your paragraph to an Answer paragraph. For example if you have two Q's in a row, **"P"** will change your Q to an A.

Lowercase **"q"** ends a sentence with a question mark (**?**).

Uppercase **"Q"** changes your paragraph to a Question paragraph. For example if you have two A's in a row, **"Q"** will change your A to a Q.

When changing Q's to A's or the other way around, be sure that your cursor is within the paragraph you want to change. Now get out there and start minding your **p**, **P's**, and **q**, **Q's**

### *Total Eclipse Workshops*

- Wil & Robert's website: [www.e-courtreporter.com](http://www.e-courtreporter.com)
- Keith's website: [www.kvincent.com](http://www.kvincent.com)
- Julie's website at [www.realtimeready.com](http://www.realtimeready.com)

The DRA will be having a 1-day training on Eclipse at their convention on Feb 24 , 2006, in Sacramento, CA.

Lucina Thomas will be teaching the class.  
For more details : [www.caldra.org](http://www.caldra.org)

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