



e-Power Video Tutorials presents:



e-Tips Newsletter

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Keith Vincent

Setting up Realtime Client Computers? Auto-start “Bridge”

This past week I’ve been preparing for a multi-week arbitration. That included **buying a couple of computers for realtime transcription clients to use. Netbooks have become so affordable that I found a very nice 12” display for just \$400.** That means the client has one less computer to bring, and it also means that I do not have to waste time configuring someone else’s computer in order to start providing realtime transcription.

When I set up one of these computers, I strive for simplicity. So I’ll typically **turn off WiFi, Bluetooth, etc.**

I also do NOT want to allow the computer to turn off USB devices to save power. After all, I’ll probably have some wireless realtime devices plugged into USB ports. Thus, I go into the Windows Device Manager and find “Universal Serial Bus controllers.” There I right-click on each “USB Root Hub” and select “Properties” in order to turn off Power Management.

When you turn on a realtime client computer that I supply, it will automatically open the “Bridge” realtime viewer and it will open the Bridge Client Tips, a one-page cheat sheet that shows a client how to use the program’s icons and speedkeys. These things happen because I’ve added two items to the “Startup” folder that Windows uses when you start or restart the computer.

To set “Bridge” for auto-start, I selected the Bridge icon on my Windows desktop and I pressed Ctrl C to copy it. I then clicked on the “Start” button at the bottom-left corner of my Windows desktop. I selected “All Programs” and found “Startup”. I right-clicked and selected “Open.” **Having opened the “Startup” folder, I pressed Ctrl V to paste in the shortcut to the Bridge program.** I then left the Startup folder open because I had one more thing to add.

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Webinars:

“Holiday Gifts for Court Reporting Professionals”

Marybeth Everhart & Scott Friend
Thursday, Dec. 9th

For more info:

visit ReporterWebinars.com.

Max Out Translation Accuracy with Total Eclipse”

Part 1: Nov. 17 - Part 2: Jan. 19th
Michael Starkman

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visit EclipseWebinars.com.

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Microphone Monitoring within Windows 7



Many of us have been **monitoring with headphones the recording of realtime proceedings. It's a great tool if you can't hear a witness or a speaker particularly well.** The sound the microphone is picking up may be louder than the level of the audio in the room without your headphones.

When it is easier to hear what is said, you can write better, with less stress. It is also especially helpful to have a microphone at the sidebar to listen to and record bench conferences without having to run back and forth with your writer every time they go to sidebar.

We've had a few e-Tips in the past where we've discussed mic monitoring. Keith Vincent also has an excellent **Visualizer called "Mic Monitoring,"** which shows you step-by-step how to enable this with Windows XP. However, **within Windows 7, the sound recording and playback settings have changed quite a bit from Windows XP.**

Here's how it works. On your Windows 7 computer, open the Windows Control Panel and click on **Sound**. Select the **Playback** tab by clicking on it. Then click the **Properties** button or right click on **Speakers** and select Properties. Next click on the

Levels tab. Look to see if Microphone is listed there. If Microphone is listed, just click on the Speaker icon next to Microphone. You will be able to toggle listening to your microphone, on or off, by clicking on the Speaker icon there. When it is off, you will see a red circle with a slash through it.

If you do not find Microphone listed under Playback, Speakers, Properties, don't despair. First, **plug a microphone into the mic jack** on your computer, then turn it on and then see if microphone is listed. If it is not, what I call **the "Listen" method is another way to accomplish microphone monitoring.** This is not my favorite way to do this, as I will explain in just a moment, and should only be used if the above instructions do not work for you.

The steps necessary to use the Listen method are a little bit different. Open the Windows Control Panel and click on **Sound**. Select the **Microphone** tab. Click on **Properties** and you will see a **Listen** tab. Click on the Listen tab. Then click the "Listen to this device" checkbox. Now when you are recording audio, you should be able to hear through your headphones what you are recording.

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Microphone Monitoring within Windows 7

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Please note: **On many Windows 7 computers, the “Listen” method adds perhaps a 1-second delay before you hear the sound that’s being recorded, but it does not affect the quality of your audios recording.** This produces a pretty weird echo effect when you are listening live. It does not work very well to try to listen to the realtime proceedings this way other than perhaps to be sure that your microphone is working well, etc. However, if you are listening to a bench conference from across the courtroom, the Listen method is sufficient for that purpose.

Some people have reported problems with getting either of these methods to work. In that event, the best thing to do is to **be sure that your computer has the most updated sound card driver available** and to perhaps enlist the help of a knowledgeable computer technician or geek to assist you. If you are getting a delay in the playback, be sure that the Listen checkbox is not checked. If your computer freezes when playing audio after setting this up, disable it until you are able to resolve what is most likely a driver issue.

You may ask **how to plug more than one microphone into your computer at a time. A splitter or Y-adaptor** will let you do that. If the input on your computer is mono, you will need a mono Y-adaptor or the sound from only one of your microphones will be picked up in your recording.

If all else fails, remember that you can monitor the recording of realtime proceedings with many writers on the market these days. In addition, most recorders will enable you to hear what’s being recorded by simply plugging earphones into them. I think Keith sums it up best in his Mic-Monitoring

Visualizer. “You’ll be able to hear better, cut down your reaction time and maybe even writer faster.”

Auto-Start “Bridge”

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Within “Bridge”, I pulled down the “Help” menu and selected “Keyboard Chart.” When the PDF file called “Bridge Client Tips” opened, I opened the “File” menu and selected “Save a copy.” **I saved it on my Windows desktop** so that it would be easy to find.

Next, I **found the “Bridge Client Tips” icon on my Windows desktop and I pressed Ctrl C to copy it.** I then **moved to the “Startup” folder that I had left open, and I pressed Ctrl V to paste** in “Bridge Client Tips.”

Having done these few things, I restarted my computer. Bridge opened up automatically and then Bridge Client Tips opened up as well. Very friendly.

Available for Viewing in December: Total Eclipse 5 Webinars

On Oct. 21st and Dec. 1st, Jeremy Thorne and I presented a two-part webinar to help you prepare for Total Eclipse 5.

It’s not too late to view the recorded versions of these presentations, which are packed with helpful information. Just visit EclipseWebinars.com and click on the “Available Webinars” button. The recorded versions of this suite of webinars will be available for viewing until the end of December.

Disclaimer:

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