

e-CourtReporter Presents:
e-Tips Newsletter

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“The future always comes too fast and in the wrong order.”
Alvin Toffler

Wil Wilcox: Changing the Windows Explorer Font; File Management Muscle (Updated)
Keith Vincent: Globaling Dialog Tips

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Whether you're an Eclipse beginner or a power user, you can learn a great deal with e-Power Video Tutorials. With these easy-to-use training tools, “**Seeing is Understanding.**”

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Honolulu, HI	October 2004

For more details: www.EclipseNT.com

Wil's e-Tip

How to Change the Windows Explorer Font

Total Eclipse makes it easy to use whatever font you would like, but have you ever wanted to change the font Windows uses to display file and folder names in Windows Explorer? Fortunately, doing so is easy. Windows Explorer uses the same font that Windows uses for icon titles on your desktop: MS Sans Serif. Therefore, in order to change the font in Windows Explorer, all you have to do is change the font used for desktop icons.

To do so, right-click on the desktop and select the Properties command. When you see the Display Properties dialog box, select the Appearance tab, and choose Icon from the Item drop-down list.

Next, click the Font drop-down arrow and select a larger font size from the list of available fonts. To preview your font changes as you're making them, open Windows Explorer and arrange the windows. You can see several icons on the desktop and the Windows Explorer window behind the Display Properties dialog box. Now, as you make a change, click the Apply button to see what the new font size looks like as an icon title and as text in Windows Explorer. I've found that a very small size change goes a long way. I changed mine by just one number larger to get much more legible text in the Windows Explorer.

Keith's e-Tip

Globaling Dialogue Tips

Have you ever been working in the Eclipse globaling dialogue and realized you needed to make a change right in the middle of a long phrase that you are defining? This might be a good time to use the mouse to click on the spot where you want to position your cursor. However, there's also a keyboard method for mouse-haters. Just hold down the Ctrl key to move left or right by words instead of characters.

What if the globaling window is open and you realize you need to add or subtract a steno stroke to be defined? Use the up or down arrows to add or subtract strokes BEFORE those that are currently highlighted for definition. Use Ctrl plus the down or up arrows to add or subtract strokes AFTER those that are currently highlighted.

Have you ever been creating a speaker entry like {S:MR. JONES} and realized you were typing {S:Mr. Jones} instead -- in other words, in mixed case instead of ALL CAPS? There's no need to backspace and retype. Use the "Capitalize" button instead. This button will respond to Alt C or Ctrl K, so there's no need to use the mouse to click on "Capitalize." This is a three-way toggle (capitalize, ALL CAPS, uncapitalize). So you'll need to give the "Capitalize" command twice to get ALL CAPS, but that's still faster than backspacing and retyping!

Here's a summary:

Left/Right arrows - move left/right, one letter at a time.

Ctrl plus Left/Right arrows - move left/right, one word at a time.

Up/Down arrows - add/subtract a stroke before those currently highlighted.

Ctrl plus Down/Up arrows - add/subtract a stroke after those currently highlighted.

Alt C or Ctrl K - "Capitalize"

Wil's Bonus Tip

File Management Muscle (Updated)

This article has been updated from the July 9, 2002, anniversary edition of our e-Tips newsletter to let you know that PowerDesk 5 has been sold to V Communications, <http://www.v-com.com/>. So if you're a fan of PowerDesk 5, you'll know where to find it.

By way of introduction, one of the best features of Total Eclipse 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 Total Eclipse 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. It's fast, fun and easy.

PowerDesk 5 comes in two flavors, a free version, without all the bells and whistles, that can be downloaded from this address:

http://www.v-com.com/product/pd_free_trial.html.

Better yet, you may also download or order on a CD the full version, PowerDesk Pro 5, for around \$39.95, 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 Total Eclipse. You won't constantly be scrolling through dialog windows anymore.

I've been using PowerDesk Pro 5 on a daily basis now for over a year 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 very user friendly. 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 for download or on CD from VCom's Web site at http://www.v-com.com/product/pd_ind.html or 800-648-8266.

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.

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