



e-CourtReporter, LLC  
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# e-Tips Newsletter

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Please keep in mind that because of the volume of e-mail we receive and the fact that that we are volunteering our time for this free newsletter, we can't routinely answer individual questions by phone or e-mail, nor can we consult on problems or purchasing decisions.

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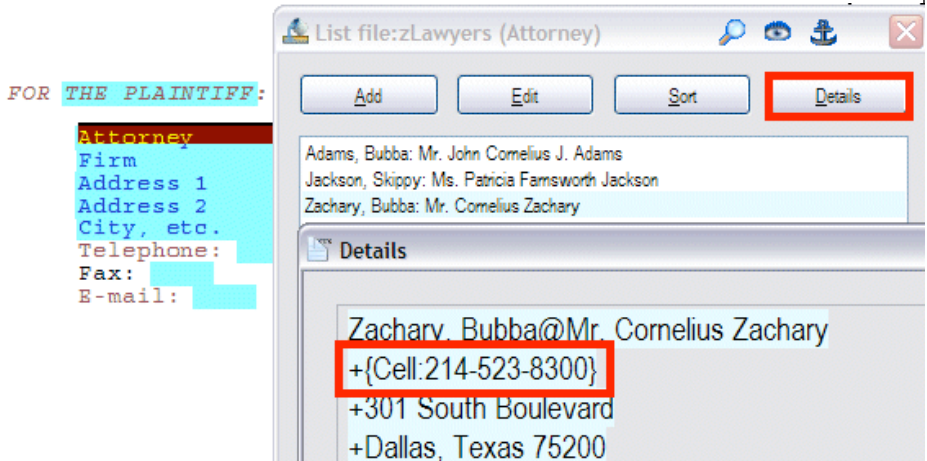


Keith Vincent

## Hiding Info in a List File

Let's say you're using the Eclipse fill-in-the-blanks process to edit the Appearances page of a transcript. You may have a list file that makes it very easy to insert a client's name, address, etc. Normally, you want all that information inserted when you select a client's name. However, **there may be some information like private telephone numbers that you want to store in a list file but do NOT want to insert as you're filling in blanks.** Can you do that? Yes, you can.

When you scan to a blank that uses a list file, a dialogue appears for you to make a selection. Placing your cursor on a name, you can use the "Details" button to see other information that goes with it.



In this example, I scanned to the blank for the attorney's name and selected Mr. Zachary. The dialogue's "Details" button then shows some information within curly braces, **{Cell: 214-523-8300}**. **In a list file, use curly braces to surround a line of information that you want to store but NOT insert as you're filling in blanks.**

(continued on page 4)

# Always Have a Backup Plan



As we start a new year, it's a great time to take a look at your backup strategy. This is another one of those resolutions, like exercise, that sometimes falls by the wayside and goes into the I'll-get-to-it-later file. Backing up as a court reporter is essential. It's important that you select the backup plan that is right for you. I use a combination of different technologies including online backup, backing up to an external hard drive, and backing up to DVDs and flash drives. One of these technologies alone may not do the trick, so it's a great idea to employ more than one method. I recommend to have at least two.

First of all, external USB hard drives are one of the easiest ways to go. External hard drives often are set up so that all you have to do is plug it in to your computer and the backup automatically starts. We've long recommended the Automatic Backup by CMS Products ([cmsproducts.com](http://cmsproducts.com)). Now there is a new kid on the block called **Clickfree Automatic Backup** ([goclickfree.com](http://goclickfree.com)). They claim that using the Clickfree is easier than making toast.

With Clickfree you don't have to install software, configure it or launch it. All you do is plug the drive in to your computer with a USB cable and the Clickfree backup automatically launches. It should be noted that for Clickfree to include your transcripts you will need to go into the option screen and tell it to add the folder containing your transcripts and master dictionary as files to be included in the backups. This is simple for any computer novice to use and something a real geek will also appreciate.

Something to keep in mind about external hard drives is that they are not offsite backups. In case of a burglary, fire, flood, etc., the external hard drive may be lost along with your computer. This is the reason that I also back up online.

I use two **online backup services**. I use **Mozy Online Backup**, ([mozy.com](http://mozy.com)). (Many people also use **Carbonite**, [carbonite.com](http://carbonite.com), which is another excellent choice.) Mozy is very reasonably priced at

only \$4.95 per month for unlimited backup. With Mozy, you sign up for an account, download and install the software, and select files to back up by putting checkmarks next to the folders on your computer that you want included. Then at specified intervals, as long as your computer is connected to the Internet and not in use, Mozy will back up these files to the Internet. All you need to do is be online and have your computer running.

Keep in mind is that, depending on your Internet service, online backups can take "a very long" time to do. If you have a lot of WAV files, you may need to leave your computer on all night to complete the online backups. If your hard drive is in the process of going out on you, an online backup service may not be fast enough at that point.

The second online backup system I use is **SugarSync** ([sugarsync.com](http://sugarsync.com).) SugarSync is more expensive than Mozy or Carbonite but in my opinion very much worth it. I believe SugarSync is the most powerful of all online backup services. It's pretty fast, too. With SugarSync you get very convenient online access to your files, get a great way to share files with a scopist or proofreader, and also get the ability to automatically synchronize the files between two or more computers. No more shuttling back and forth with a flash drive between your computer and desktop. Getting started with SugarSync is much the same as with Mozy and Carbonite; just set up account download, install and configure. To back up 60 GB with SugarSync, it will cost you \$9.99 a month.

What SugarSync does is the moment you make any changes to a file or save it on your computer, it immediately backs it up and synchronizes it to whatever other computer you chose. The only downside to this is if you edit a transcript or dictionary and then close it and want to immediately reopen it, SugarSync will not let you open it to edit it any further until it's been

## Backup Plans *(cont. from p. 2)*

backed up, just a momentary interruption. It's pretty fast and I don't mind this at all, but it may come as a surprise when you're unable to open a transcript because SygarSync is backing it up. I use SugarSync to back up the current transcripts I'm working on but not for an entire transcript archive with WAV files. That way I can save on the monthly cost and don't need that much storage. I love SugarSync and recommend it highly.

I also use software programs to back up to removable media such as flash drives, DVD, CDs, etc. The program that I use for this is called **Genie Backup** ([genie-soft.com](http://genie-soft.com)). I use GenieBackup primarily to back up my transcripts including the WAV files to DVDs and as an archive.

When you first launch Genie Backup, the program menu walks you through the process of deciding what kind of backup would you like -- normal, incremental or a full backup, sometimes referred to as a "mirror-image" backup. You will also select what you are going to backup to such as a DVD drive and what folders on your computer you want to back up.

The creators of Genie also have another software called Perfect Image Pro which is great for making an "exact" copy or mirror image of your hard drive and also is not complicated to set up and use but does not have all of the features GenieBackup does. GenieBackup also allows you to create mirror images, so just about any type of backup you'd like can be done. One of the benefits to a mirror-image backup is that it enables you to complete restore a trashed computer without the need to reinstall Windows or your software programs. With a mirror-image backup, if disaster strikes, you can be up and running once again relatively quickly.

All of these backup options are among the best in their class. No matter which of these solutions you choose, you'll have peace of mind in knowing that your files are safe and that you're taking the best steps possible to protect your precious work, photos or music. Many of us don't think about our backup strategy until it's too late. Make a resolution to adopt one or more of these backup strategies now.

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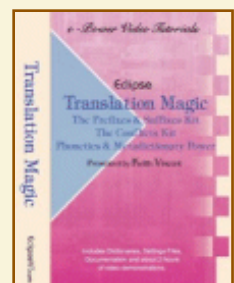
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## USB Sound Card: Follow-Up

In last month's e-Tip, I recommended an Andrea-designed Sound Professionals USB sound card with 2 microphones built into it. I'd now like to add a few tips to reflect additional experience and to also consider questions I've received since then.

1) Before you start using the USB sound card, it's a good idea to **download the latest software drivers**. [www.andreaelectronics.com/customer2.htm](http://www.andreaelectronics.com/customer2.htm). Thereafter, check the Andrea website from time to time to see if updated drivers have been released to improve the performance of your USB sound card. The folks at Sound Professionals are in contact with the Andrea designers to pass on to them our requests for improvements that we need as court reporters.

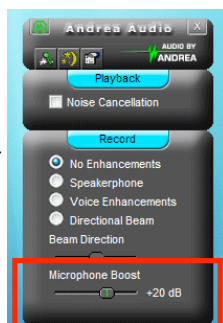
2) You should always **plug in the USB sound card BEFORE you start your court reporting software**.

3) It's a good idea to **double-check the Windows sounds/audio properties dialogue** to ensure you're using "Andrea PureAudio USB-SA" for recording. To reach the dialogue, you can right-click on the loudspeaker icon of your Windows taskbar. Windows XP will offer "Adjust audio properties," while Vista will offer "Sounds."

4) A quick way to adjust the sound card's Microphone Boost is to right-click on the Andrea icon in the task bar of your Windows desktop. On Windows XP, select "Noise cancellation." On Windows Vista, select "Microphone Enhancements." You should then see "Microphone Boost."

The Andrea Audio Commander dialogue lets you add **a maximum of 30 decibels of "Microphone Boost" during recording, but that can be too much**. I was happy with Microphone Boost set at 15 dB and even 25 dB. I had a bunch of loud talkers when I tried a 30dB setting, and I wound up with booming, distorted sound file that did me no good at all.

5) **No matter what you use to record audio on your computer, always have a backup recording**. I use a little Olympus digital voice recorder, and I used a cassette recorder before



that. If your steno machine can record sound, that can be your audio backup.

6) If you plug earphones into the USB sound card, then you will be able to monitor what is being recorded in real time. Now, keep in mind that the recording is using the USB device, NOT your computer's built-in sound card. **The earphones need to be plugged into the green earphone jack of the USB sound card, NOT the earphone jack of your computer** if you want to enjoy realtime mic monitoring.

7) There is both a microphone recording volume and a microphone playback volume. If your recording volume is too low, you won't be able to hear much during audio playback. If the recording volume is too high, you'll have a lot of distortion.

To enjoy realtime mic monitoring, you'll probably need to **visit the "Playback" section of volume levels to raise the level for "Microphone."** If it's set too low, you will think that the USB sound card does not support mic monitoring as you're recording. I have my microphone playback volume set quite high so that I can hear better as I write, but I do not have the microphone recording volume set too high because I do not want a distorted recording.

## Hiding Info in a List File *(cont. from p. 1)*

If I close the "Details" window and click on "Okay," **Mr. Zachary's name, address and other info will be used to fill his blanks, but his cell phone number will NOT be inserted because it is on a line that is surrounded by braces**.

Now, I won't walk through how to set up the Eclipse fill-in-the-blanks process and how to use list files. I'll refer you to the Visualizers and my video tutorial for that. You can also press F1 to consult Eclipse's excellent built-in Help system.

However, **here's a line that would NOT hide information: John B.{Brandon} Smith**. The entire line must be surrounded by curly braces. So as you're adding "hidden" information for a list file, do NOT use square brackets and do NOT put curly braces around just one part of a line.