



e-Power Video Tutorials presents:



e-Tips Newsletter

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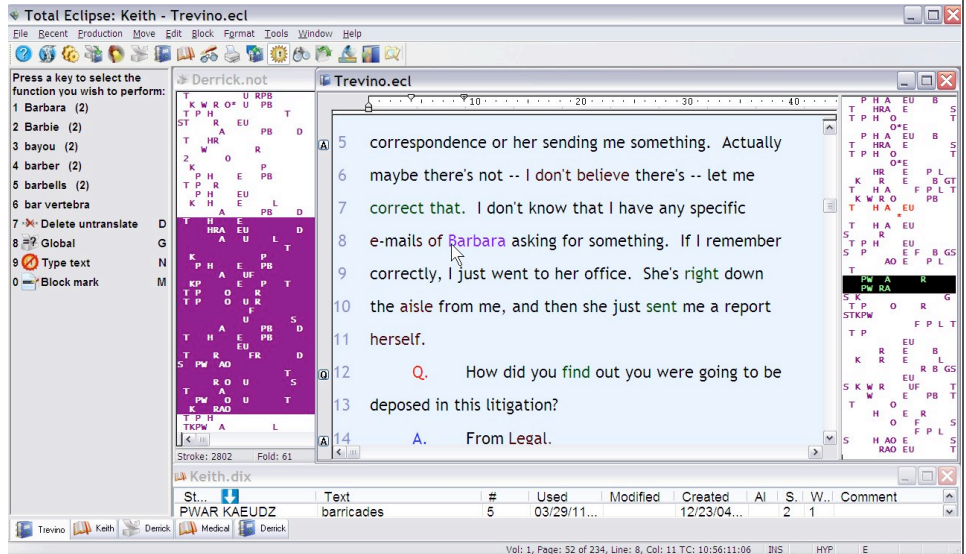
Editing Font Width



Keith Vincent

Arranging Multiple Windows

One of the main topics in my January 18 webinar on display options within Windows and Total Eclipse was how **you can have multiple types of documents open simultaneously and arrange them on screen for an efficient working environment.**



Here I'm showing an arrangement of three types of Eclipse documents. It's a bit complex, but most of the screen shows the **text** window while I'm editing the Trevino deposition. To the left behind that window is the Derrick **steno notes** file, where I've highlighted a small excerpt that I might want to copy. At the bottom of the screen is Keith.dix, my main **dictionary**, which is showing me one entry at a time but with all the columns of info that are available. At the bottom of the screen, the Document Tab Bar shows 5 icons for various documents that are open. Finally, to the far left is the Info Bar, which is offering me **AutoMagic** editing choices for the spot where the cursor is.

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Upcoming Webinars

February 8

Keith Vincent:
"What Can AutoMagic Do for You"

February 15

Michael Starkman:
"Auto-Brief
Revolutionizes Realtime"

Info and signup at Eclipsewebinars.com.

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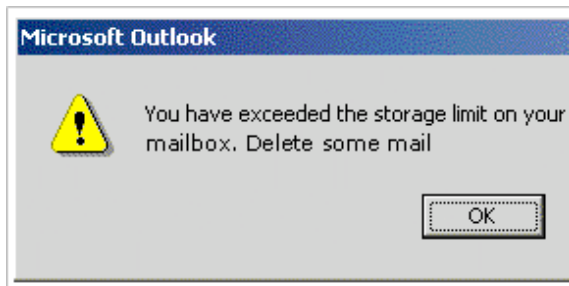
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Supersize your Email with Sugarsync for Outlook



Court reporters working with scopists and proofreaders are always dealing with issues regarding sending large files. Sending transcripts for editing including the WAV audio by email has many problems associated with it. There are lots of ways to get around this through Web-based solutions.

Save email storage space



Hopefully, you're already backing up your work with SugarSync, nudge nudge, wink wink. If not, read on and find out just one more of the many reasons for using SugarSync to back up and share your work.

SugarSync has a terrific new free plugin that solves this attachment problem

completely and allows you to send files of any size directly from your Outlook email. It's simple to set up and very easy to use. With SugarSync for Outlook, your email attachment issues will be a thing of the past. No more worrying about filling up your quota for email storage. No more email bouncebacks.

Once you've installed the SugarSync for Outlook plugin, just open up Outlook, create a new email message and attach a file the way you normally would. Then instead of actually attaching the huge file to your email, which might be blocked by your scopist's email server due to its size, a message pops up that says "Do you want to use SugarSync to send your attachment(s)?" Click "yes" and select the file you want to attach. Then you just hit send and you're done. **SugarSync for Outlook simply sends the attachment as a link that the recipient clicks on to download the file.**

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Sugarsync for Outlook *(cont. from pg. 2)*

You can even send files from the cloud that are not stored on your computer. Just create a new email in Outlook and instead of clicking on the attach button like usual, click on the SugarSync Plugin button that has the little hummingbird icon. Then you will be able to select any file that you have on any computer being synced with SugarSync. It shows you your list of computers, such as, home, office, laptop, etc. You just select the computer the file is on and pick the file from the list of files. This way you can attach something from your work computer, for instance, even when you are on your laptop traveling on the road.

You might be wondering what the emails look like to the person you've sent them to. The email has text inserted by SugarSync that says that you've shared a file with her and all she needs to

do is click the link to download it. She does not have to be a Sugarsync user and simply clicks on the download link to get the file or files.

SugarSync for Outlook lets you check and see if the files have been downloaded and if so how many times. This way you can make sure that your scopist got that daily transcript to work on. You can also disable a link on an email if you accidentally attach the wrong file -- oopsie.

Email is great but it does have limits on the size of files that you are able to share. SugarSync for Outlook smashes this barrier. SugarSync is the easiest of cloud-based storage services to use. Free yourself from the file size limits of email. Download the free SugarSync for Outlook plugin. Your troubles with email attachments and sending large files will be over.

Editing Font Width – Keith Vincent

Adjusting the width of your Eclipse “Editing Font” is a way to use a generous zoom level on a small computer screen.

In the “Display” section of User Settings, click “Editing Font” and pick a proportional font like Arial. An “i” will take less space than a “W”, but only on screen. (It won't mess with your printouts or PDF files.) **In addition, you can adjust the “Font width” when you use a proportional font.**

With “Font Width” set at zero, Eclipse will not try to squeeze letters together nor spread them out.

With “Font Width” set at 12, Eclipse will spread letters out.

With “Font Width” set at 7 Eclipse will squeeze letters together.

Here's an example of a few different font widths.

Font width set at 0.

Font width set at 12.

Font width set at 7.

Thus, **you could reduce the font width and increase the zoom level.** Your text would appear larger, but it would still fit within the confines of a smallish computer screen.

Font width set at 7.

Total Eclipse 5 Webinars in February

February 8: “What Can AutoMagic Do For You”, a webinar by Keith Vincent. AutoMagic is an amazingly powerful and nuanced set of features within Version 5 of Total Eclipse. Knowing what it has to offer will help you use Eclipse with greater speed and efficiency.

February 15: “Auto-Brief Revolutionizes Realtime”, a webinar by Michael Starkman. Auto-Brief has been greatly enhanced in Version 5 of Total Eclipse. Let Michael show you how to take full advantage of it.

Visit EclipseWebinars.com for details.

Arranging Multiple Windows *(cont. from pg. 1)*

Here's a bit simpler arrangement that I use for realtime transcription. In the "Realtime" section of user settings, I have "Split window" set at 30. When translation starts, Eclipse automatically splits the window into two panes, with the bottom part occupying 30% of the text display.

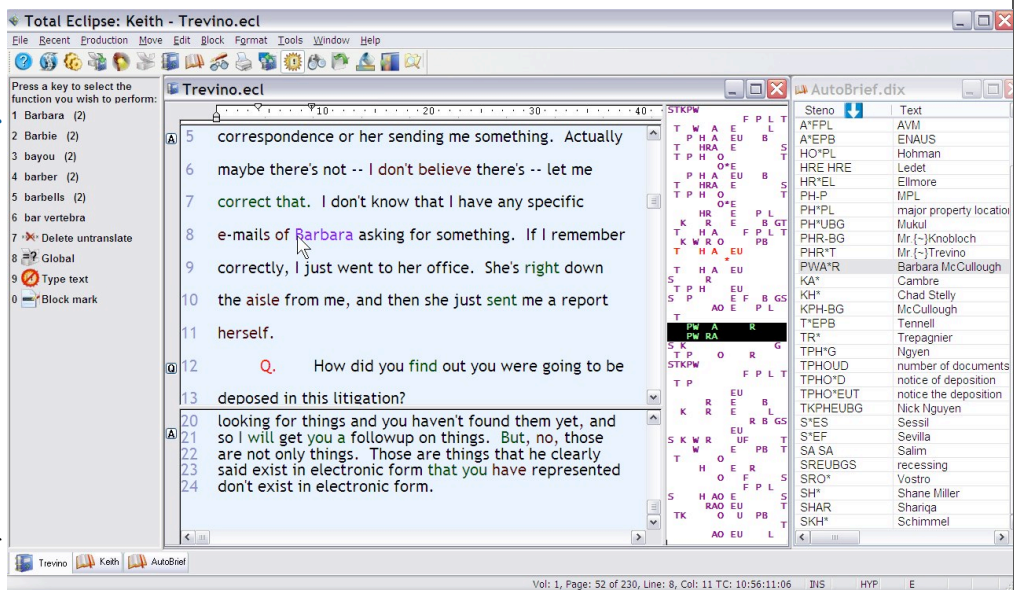
In the "Display" section of user settings, "Spacing" is NOT checked.

Thus, the text window starts off single-spaced and I have a macro that quickly changes the top pane to double-spaced. The top pane is where I edit during pauses, while the bottom pane follows along as I write.

You'll notice that **to the right of the text window, I'm displaying the contents of the Auto-Brief dictionary.** When there's a pause, I can review the steno shortcuts that Eclipse has been suggesting and I can quickly delete anything that I would not use. My main dictionary is also open, but it's actually in the background.

Now here are a few tips to keep in mind if you want to arrange your Eclipse screen for multi-document display.

First, **remember that when you maximize any of your document windows, it will cover all other windows** and they will be forced to the background. **If you close any document while it is maximized, then you're telling Eclipse that you like to work with maximized documents** and that would get in the way of multi-document display.



Second, **when you close a document, Eclipse memorizes its position and size.** The next time you open up that kind of a document, Eclipse will want to place it in the same position and at the same size.

Third, **Eclipse treats the position and size of your realtime transcription window as a separate item that it memorizes.** Thus, the left half of a captioner's Eclipse screen might show text that is translating in real time while the right half is used for a text file that contains pre-scripted material.

Having trouble getting your realtime window to remember its position and size? Try this. With a dictionary open, start realtime translation. Thus, you'll have two kinds of windows open (dictionary plus realtime text). Then **move or resize your realtime window** so it appears exactly the way you want it. **Finally, click the "Close" button on the realtime window** to stop translation. Each time a realtime window opens after that, Eclipse will know how you want it to appear.

Disclaimer:

The information contained in this document represents the current views of Keith Vincent and Wil Wilcox and those who submit articles on the issues discussed as of the date of publication. Market conditions change and, thus, after the date of publication, e-Power Video Tutorials cannot guarantee the accuracy of any information herein.

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