

e-Tips Newsletter

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Vol. 52

The Bold and the Beautiful Part 2 by Wil Wilcox



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.

All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence.

—Martin Luther King, Jr.

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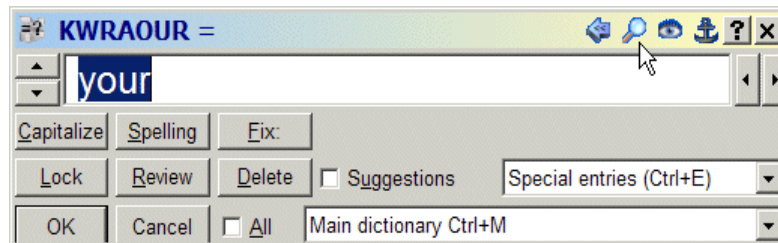
**ASI Tech Support 24/7/365:
1-800-800-1759**

In e-Tip #50 (Nov. 2005), I pointed out how you could use the Clear Type option in Windows XP. Today, I'd like to focus on how to take advantage of the **User Interface Font** option within Total Eclipse itself. This is also the focus of a Visualizer entitled, "Dialog Customization: Font". (It's Visualizer E in the group devoted to "Display and Command Options.")

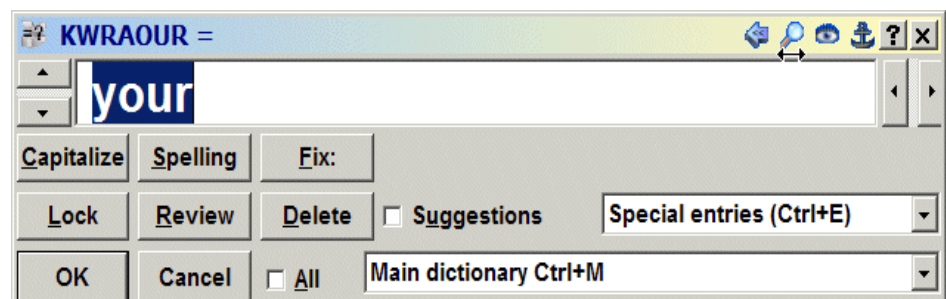
If you go to the "Display" section of User Settings in Total Eclipse 4.0, you'll notice a button labeled "UI Font." Changing your UI font or **just making it bolder** can make your dialogs easier to read.

Here's the globaling dialog

BEFORE selecting a Bold user interface font:



Here's the globaling dialog **AFTER** selecting a **Bold** user interface font. Notice how the text stands out on the buttons of the dialog now that a bold UI font has been selected.



Continued on page 4

e-Power Tutorials

New Updated e-Power Tutorials
Total Eclipse Mini-Tour & Total Eclipse Overview
Now with more CEU credits available

For a complete list of ALL e-Power Tutorials please visit
Keith's website at: www.kvincent.com

Introducing "Steno Tips" By Keith Vincent

I update the "Steno Tips" page of my website on a frequent basis. Each time you check that part of www.KVincent.com, you might find shortcuts for a totally different group of words. However, I'll also maintain a "Steno Tips" file in PDF format. You'll be able to download the PDF file, search for words, and print up all or part of the list. ■

SUNSPOTS

**If you refer a friend that purchases Total Eclipse or AccuCap,
don't forget to ask for a Sunspot! Sunspots are \$\$ credited
towards your support renewal. For more details/information, Call ASI at 1-800-800-1759.**

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

Enhanced Automatic Paragraph Punctuation: A Total Eclipse 4.0 Update

By Keith Vincent

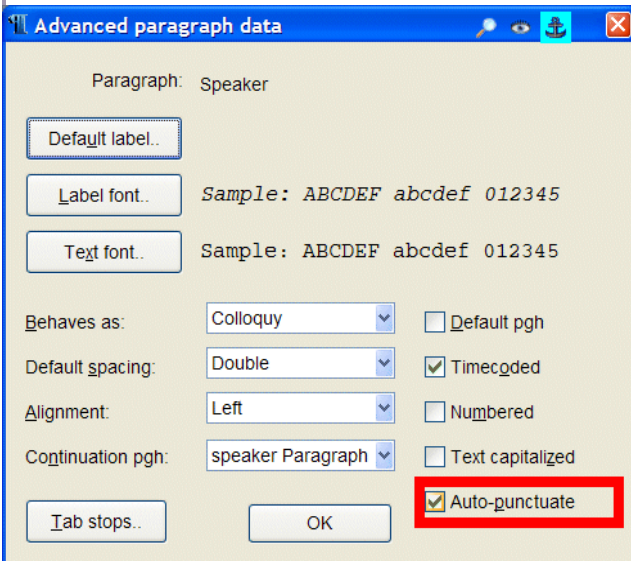


In e-Tip #40 (September 2004), I focused on the new enhanced automatic paragraph punctuation features that were introduced in Total Eclipse 3.2. **These features have been refined in Total Eclipse 4.0. They are now easier to control and easier to use.**

It should be no surprise that you don't have to write a question mark at the end of every question paragraph. By default, a paragraph that behaves as a question will end with a question mark, unless you deliberately write a period. Likewise, a paragraph that behaves as an answer or as colloquy will end with a period, unless you deliberately write a question mark. That's *basic* automatic paragraph punctuation.

So what does enhanced automatic paragraph punctuation do? It looks at more complex grammar patterns to decide whether a paragraph is ending with a question or a statement.

Now, for you control freaks out there – and you know who you are – don't worry. If you deliberately write a question mark or a period or a dash, etc., at the end of a paragraph, Total Eclipse will NOT overrule what you have written. Personally, I don't usually need the extra help with Q&A, but colloquy can get pretty harrying when speakers start arguing or just get an adrenaline rush.



So how do you control which kinds of paragraphs will use enhanced automatic punctuation, not just basic punctuation?

Go to the **Paragraphs** section of **User Settings**. Select a paragraph type, e.g., Speaker, and use the **"Advanced"** button. At the "Advanced paragraph data" dialog, put a check in the box next to **"Auto-punctuate."**

If you do NOT have a check in the box next to "Auto-punctuate," then the paragraph will only use basic punctuation.

Automatic paragraph punctuation in Total Eclipse 4.0 has also been made easier to use. You do not need to have `{>?}` or `{>.}` as part of a bunch of phrases in your steno dictionary and your metadictionary. However, if you have created such entries, they're harmless. So don't worry if you followed the advice I gave in e-Tip #40.

With enhanced automatic punctuation enabled for specific types of paragraphs, Total Eclipse 4.0 is capable of recognizing not only simple constructs such as "did you" and "he will" but also more complex patterns like "she slowly walked" and "would the building contractor," etc. Is it perfect? No, but then neither am I. So I take advantage of this feature for the kinds of paragraphs where I know I can use the extra help. Try it out, and see if you don't find it helpful for you, too. ■

(Wil Wilcox) Continued from page 1

What about font size? Ultimately, the text that uses the UI font will be made larger or smaller when you use a dialog's Zoom control. That's represented by the magnifying glass icon at the right edge of a dialog's title bar. Click-drag the magnifying glass to the left, and everything will appear smaller. Click-drag to the right, and everything will appear larger. (See Keith's e-Tip #50.)

One last note. Some fonts are unusually wide for their height. If you pick a font that happens to be too wide, some text may appear cut off (for example, "Print comman" instead of "Print commands.") This is why most programs don't allow you to pick your own user interface font. However, with the Total Eclipse, the emphasis is on flexibility. Experiment a little. There are plenty of fonts that will work just fine. ■

By the Rules & "Simply Magic"

A Small Group Workshop by Keith Vincent and Amy Enberg

Houston: February 10-12, 2006 (Basic)

Four Points by Sheraton - 2828 Southwest Freeway

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

Earn up to 1.5 CE units (Texas Court Reporters Certification Board)

Forms will be provided for NCRA applications



*For More Details visit:
www.KVincent.com
(713)523-6345*

Registration Form

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- Dallas (Intermediate): February 24-26, 2006
- San Antonio (Intermediate): March 24-25, 2006

(Please Print)

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Julie Samford

Vent Lines

By Julie Samford

Well, they're officially called Comment Lines. But you know how sometimes when the attorney has asked the same question ten times already, and he is really getting on your nerves? You just want to get a tiny word in, even as small as four little letters, so that you can get it off your chest. Perfect time for a Vent Line!

Or perhaps they've been talking about Suzie Smyth all day, and you notice on a document that "Smyth" is spelled with a "y" instead of an "i." If you've got attorneys hooked up to you in realtime, you can't really write a bunch of notes to yourself without getting some funny looks. Or maybe the notes that you want to write, you are afraid that you might accidentally forget to take one out before sending out the transcript? Perfect time for a Comment Line!

Comment (Vent) Lines will not print out and will not be sent out to attorneys' screens. They are a fabulous way to communicate with your scopist or to put reminders to yourself in certain hot spots in your transcript.

Another use for a Comment Line is to try out that great new brief that you just made up. You want to make sure it's not already defined as "is" or "the" or something that's not going to work out. Think of it as your own private "off the record" space.

Comment Lines are actually print commands, so you'll want to have a checkmark next to "Print Commands" under the Display tab in User Settings. Otherwise they will not show up unless your cursor is on the line where they are written, and you may miss them.

Let's put an entry in your dictionary to bring in a comment line. I use TPHOET/TPHOET, so you can try that if nothing else jumps out at you.

With Total Eclipse open, press Control D to bring up the virtual steno machine. Just type

N-O-E-T, spacebar, N-O-E-T, and press Enter.

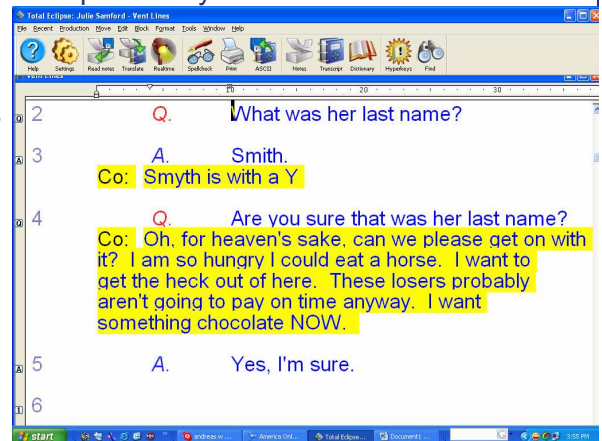
Then define it like this: **{PRN:Comment}** and just press Enter to add to your main dictionary.

When you're on the job and you've just finished writing a question or answer, try out your Comment Line. You can write your note to your heart's content. The moment you write the steno stroke for a Q or an A or a speaker identification or new paragraph, Eclipse will get the message that you're no longer talking to yourself, but we're back to the testimony now. Must be that artificial intelligence we're always talking about. Anyway, there is no need to write TPHOET/TPHOET again to end the comment. Just write like you normally would when the Q and A starts back up again.

To add a Comment Line while you're editing, press Alt-N to bring up the Print Command list. Then just press C, C, Enter to insert the line for your note.

You'll be surprised how nice it is to free your brain of all the mental sticky notes that you have to keep while you're writing. It just makes sense to put them in the transcript instead, right in the spot where you need them. And those annoying attorneys and witnesses? Vent away! They'll never know. It's our little secret!

Happy New Year to my Awesome Eclipse Family! ■



Hyperkeys Highlight

By Robert G. Denos



This month's Hyperkey highlight will be the letter g and the numbers 7, 8, 9 and 0.

All of these hyperkeys deal with globaling.

g = 1 stroke global

7 = 2 stroke global

8 = 3 stroke global

9 = 4 stroke global

0 = 5 stroke global.

That was easy! You can find more information on globaling in the Visualizer Topics in the Help menu. I would encourage you to take a couple of minutes and review those. Keith has done an awesome job explaining globaling!

Total Eclipse Workshops

- Wil's website: www.e-courtreporter.com
- Keith's website: www.kvincent.com
- Julie's website at www.realtimeready.com

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