

e-CourtReporter Presents:  
**e-Tips Newsletter**

No. 14 – May 3, 2002

**Wil Wilcox: Print in a Flash**  
**Keith Vincent: Change Speaker Table or Re-Global Speaker?**  
**Announcing: 2-Day Realtime Workshops**  
**New Product: Eclipse Mini-Tour**

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Constant innovation is a hallmark of EclipseNT, so there's always something new to learn. It may be an explanation of an amazing new feature or just a faster way to do a familiar task, but Eclipse users have always been eager to help each other. In this spirit, we continue our FREE newsletter to anyone who wishes to receive it. Whether our **e-Tips** are a basic tip for editing efficiency or a challenging macro, we hope you'll find them helpful. Tell your friends to sign up for e-Tips at [www.EclipseNT.com](http://www.EclipseNT.com). We would like to thank all those who overwhelmed us by your positive responses to our first e-Tips newsletter. You will be able to find a complete archive of e-Tips at our website

## **Wil's e-Tip**

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### **Print in a Flash**

Have you ever wondered why with EclipseNT you need to have a transcript open in order to print it? Well, you don't. So if you occasionally want to print one or more transcripts without opening them first, you can save quite a few steps. Here's how: From within EclipseNT click on the File Folder icon or use the speedkey CTRL-F to open the Windows Explorer File Manager. Find your transcript and point to it with the mouse. Use the right mouse button to RIGHT CLICK on the transcript and then SELECT PRINT. EclipseNT will open the transcript, print the document and then close it.

If EclipseNT isn't even open, that's OK too. Just launch the Windows Explorer, find the transcript you want to print, RIGHT CLICK on it and SELECT PRINT. What will happen is it will open Eclipse and the transcript all at once, print it, close the transcript and exit EclipseNT all in a flash. To print multiple transcripts, simply hold down the CTRL key as you right click all the documents you want printed and then click print. It's that simple.

### Change Speaker Table or Re-Global Speaker?

How should you change the label of a speaker paragraph? It depends on how big a change you need.

Use the “**Change**” button on the **Speaker Table** (F2) dialogue if, for example, you need to change every colloquy paragraph for MR. SMITH to MR. SMYTHE. Just press F2, highlight MR. SMITH, press the “Change” button (or Alt C), and type MR. SMYTHE.

Use the **Globaling Dialogue** to change a speaker ID from a certain point forward. For example, at page 50 Mr. Davis may have been relieved by his defense colleague, Mr. Thompson. For a long time, he was silent. When he finally made an objection, you used your old steno for Mr. Davis. No problem. Just find the first line that was spoken by Mr. Thompson, press the Home key twice, and press Ctrl G (or Hyperkey g) to re-global the steno.

When EclipseNT sees that you’re changing MR. DAVIS to MR. THOMPSON, it will ask if you want to make the change globally. Since you don’t want the change applied prior to the page you’re on, answer “No.” If Mr. Davis returns to the room at page 190, you can re-global MR. THOMPSON to MR. DAVIS from that point forward.

## **New! 2-Day EclipseNT Realtime Power Workshop**

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Are you ready to take your reporting to the next level? Then consider our new 2-day EclipseNT Realtime Power Workshop.

Lots of reporters use realtime translation on every job because it makes the work more interesting and enables them to cut down on the amount of editing afterwards. However, many of these same reporters are uncomfortable with hookups for judges or attorneys.

With this in mind, we've structured Day 1 to include hookup and troubleshooting skills as well as a chance to actually use realtime viewing software as a judge or attorney might use it.

Day 2 is devoted to Keyboard Magic (the realtime editing kit) and Translation Magic (prefixes, suffixes, conflicts, misstrokes, etc.)

We'll be launching in Houston (April 27-28), Burbank (May 18-19), and Indianapolis (October 19-20). Maximum group size is 25-30. Wil and Keith will be presenting the workshops together. So you won't get lost in a crowd. We're very excited about this new format, and we hope you'll join us.

## **Upcoming 3-day EclipseNT e-POWER Workshops**

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**San Diego, CA      June 7-2, 2002 (Only a few seats left!)**

**Houston, TX      August 23-25, 2002**

**Chicago, IL      September 20-22, 2002**

**Honolulu, HI      October 4-6, 2002**

**Burbank, CA      November 1-3, 2002**

## **New 2-day EclipseNT Realtime Power Workshops**

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**Burbank, CA      May 18-19, 2002**

**Indianapolis, IN      October 26-27, 2002**

For more details: [www.EclipseNT.com](http://www.EclipseNT.com)

## Who Are We?

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**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.

**Keith Vincent** is a freelance court reporter in Houston, Texas. He's been an Advantage Software rep, trainer, and tester since 1992. In 1997 he wrote the Hyperkeys tutorial for Eclipse users.

**Robert Denos** is the manager and event coordinator for e-CourtReporter, LLC.

Any questions on seminars or workshops should be directed to Robert at this address:

[e-CourtReporter@pobox.com](mailto:e-CourtReporter@pobox.com) or call (818)766-7346.

## Product Special

### An Eclipse Mini-Tour

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Created and presented by Keith Vincent

\$19.95

Offer ends May 31, 2002

If you have about 30 minutes to spare, this presentation will let you see what's so special about Eclipse.

- The Quickstart Menu
- Copying & Pasting from SearchMaster, etc
- Repositioning Toolbars
- Synchronized Audio Playback
- Using the Fill-in-the-Blanks Process
- Using Automatic Indexing
- Full-Screen & Split Screen Displays
- Extreme Multitasking
- Intelligent Phonetics & Mistroke Translation
- Intelligent Prefix & Suffix Adjustments
- Intelligent Conflict Resolution
- Automatic Number Conversion

## *Keyboard Magic*

The Realtime Editing Kit  
Created and presented by Keith Vincent

**Designed for EclipseNT Realtime Translation.**

**It's a personal software trainer ready whenever you are.**

See what EclipseNT can do and immediately try it for yourself.

More than 50 "Show Me" files (about 3 hours), including:

- ◆ **Find previous Question or Answer**
- ◆ **Blank Screen, Pause Realtime Output**
- ◆ **Fix Distant Conflict**
- ◆ **Go Correct Untran or Mistroke**
- ◆ **Create Dictionary Entries on the Fly**
- ◆ **Add Speakers on the Fly**
- ◆ **Create Briefs on the Fly**
- ◆ **Global Capped Phrases on the Fly**
- ◆ **How Keymode Matters**
- ◆ **Making and Adopting Macros**

Keith Vincent is a freelance court reporter in Houston, Texas. He's been an Eclipse user, rep, trainer, and tester since 1992. In 1997 he wrote the Hyperkeys tutorial, which he's rewritten and expanded for EclipseNT. He has also created the EclipseNT Realtime Editing Kit and the Prefixes and Suffixes Kit.

## *e-Power Video Tutorials*

An outgrowth of the e-Power Workshops  
*"Seeing Is Understanding"*

**Other titles are in preparation!**

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## Disclaimer

e-Tips are provided for informational purposes only. The information contained in this document represents the current views of Wil Wilcox and Keith Vincent and those who from time to time submit articles for publication on the issues discussed as of the date of publication. Because we must respond to changes in market conditions, it should not be interpreted to be a commitment on the part of e-CourtReporter, LLC and e-CourtReporter, LLC cannot guarantee the accuracy of any information presented after the date of publication.

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