

# e-Tips Newsletter

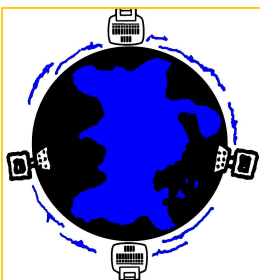
By Wil Wilcox

*Please keep in mind that because of the volume of e-mail we receive and the fact that we are volunteering our time to this free newsletter, we can't routinely answer individual questions by e-mail, or consult on individual problems or purchasing*



**"Be nice to people on your way up because you meet them on your way down."**

**- Jimmy Durante**



[www.e-CourtReporter.com](http://www.e-CourtReporter.com)

## Google Desktop Search



I've been testing new software by Google called Google Desktop Search. That's right. The best Web search engine just got even better. Now it can search your own computer to make your information much easier to find. You can get more details and download it at: <http://desktop.google.com/>. It is free and easy to install. It has a very quickly over the last few weeks become an indispensable tool to me.

This program runs in the background when your computer is idle and indexes data on your hard drive. When you search on Google's Web site, it also adds items found on your own computer to the Internet search results.

Google Desktop caches Web pages that you visit using Microsoft Internet Explorer. So, if you remember seeing a post on Eclipse's CR-Net, just type in an appropriate keyword to get it back again, even if it's scrolled off the CR-Net. Click on the "Web History" search results. Then if the message is no longer on the CR-Net or you are not currently connected to the Internet, be sure to click on the link in the search results that says "cached." Up will pop the information you're looking for. This will be perfect for those times when you remember seeing the exact answer to your question but can no longer seem to find it.

(continue on page 4)

## Schedule of Events 2005

The format of this workshop has been changed to a 2-day event. Int/Adv session only will be offered and taught by both Wil Wilcox and Keith Vincent.

Seating will be limited to no more than 50 people.

Register Early!!!

### Total Eclipse 2-Day e-Power Workshops

Speakers: Wil Wilcox & Keith Vincent

Houston, TX

San Diego, CA

Burbank, CA

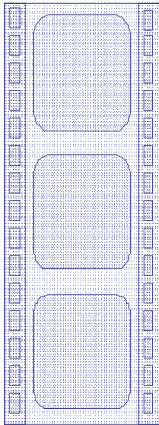
**Final dates and locations to be announced soon!**

***Maui, Hawaii — October 2006!***

### Total Eclipse e-Power Tutorial Training:

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.**"

**Total Eclipse Visualizers**, 100 short "how-to" videos that come with your Total Eclipse CAT software CD. Although each video lasts only 1 or 2 minutes, the Visualizers are too large to download. So if you have downloaded Total Eclipse and want to have the *Visualizers* too just call 1-800-800-1759 and ask for the Total Eclipse update CD from Advantage Software. A small shipping fee will apply.



### Complete list of e-Power Tutorials available:

Eclipse Mini-Tour

A Total Eclipse Overview - **.3 NCRA CEUs approved**

Translation Magic: Prefixes, Suffixes, Conflicts & More - **.3 NCRA CEUs approved**

Keyboard Magic: The Realtime Editing Kit - **.4 NCRA CEUs approved**

Interactive Realtime Transcription - **.3 NCRA CEUs approved**

Eclipse Automatic Number Conversion - **.3 NCRA CEUs approved**

Eclipse Form Fields and Automatic Indexing - **.3 NCRA CEUs approved**

AccuCap – Total Eclipse Captioning - **.6 NCRA CEUs approved**

**You can order or view samples of all e-Power Tutorials at: [www.KVincent.com](http://www.KVincent.com)**



[www.Pengad.com](http://www.Pengad.com)



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By Keith Vincent



## Dictionary Entries for Punctuation

Here are two ways in which a period could be defined in your steno dictionary:

Wrong way: {^}.

Right way: {.}

The right way tells Eclipse to insert a period to end a sentence, *with everything that implies*. A properly defined period can overwrite a comma, semicolon, colon, dash or question mark. It passes on a capitalization command for the following word. In addition, a properly defined period is one of the many things that Eclipse considers in the conflict resolution process.

The wrong way tells Eclipse to insert . after deleting a space. It would look like a period, but Eclipse would not know it was a period that ends a sentence, as opposed to a period used as part of an abbreviation. So conflicts that occur immediately before or after the period would not resolve as well as they might if Eclipse knew that a properly defined period had translated. In addition, if you write an incorrectly defined period at the end of a question paragraph, you'd get something like this:

Q. Okay.?

In other words, if punctuation entries are not properly defined in your steno dictionary, you won't get the translation quality that Eclipse can offer. So here's a quick review of how punctuation entries should be defined. Some will be obvious; others might not be.

Comma: {,}

Semicolon: {;}

Colon: {:}

Period: {.}

Question: {?}

Exclamation: {!}

Delete space: {^}

Lockspace (keep together): {~}

Dash: {--}

Hyphen: {-}

or with number conversion commands: {#N}{-}{#N}

Slash: {/}

or with number conversion commands: {#N}{/}{#N} (continue on page 5)



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## Wil Wilcox (continued from page 1)

If you were doing a search for information on a transcript you're working on and then want to go back to that Web page again, just do a desktop search, and you're instantly returned to that Web page or a "cached" or stored version of it.

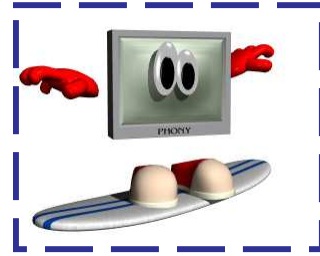
Another thing that I find myself using this for is to search through e-mails that I've received. All I have to do is enter a keyword from the e-mail into my Google Desktop Search, and it almost instantly displays the e-mail that I'm looking for.

You should be aware that people do have privacy concerns about letting Google search your computer, but I have confidence knowing that they will abide by their privacy pledge. If Google Desktop Search violates this pledge, this program will be doomed. They know that, as do I. Be sure to read the "privacy policy" before downloading the program to see if you are comfortable with it.

If the only thing you use Google Desktop Search for is to find Web sites again that you found useful or to search e-mails stored on your computer, etc., those features alone would make it worth the price. I've only scratched the surface of what Google Desktop Search can do. Why not test this program yourself and see what you like best about it. If it's not for you, it is simple to uninstall it.

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Keith Vincent (continued from page 3)



Toggling behavior is built into some Eclipse punctuation entries. For example, `{'s}` tells Eclipse to insert 's or simply ' (depending on whether or not the apostrophe is being added to a word ending in s.) However, here's the *wrong* way to define this: `{^}'s`. If you define it incorrectly, you'll lose the toggling behavior.

Parentheses, brackets, and quotes can also enjoy toggling behavior. Thus, the same steno could be used for an opening parenthesis and then for a closing parenthesis. Here's how these should be defined:

Open/Close Parentheses: `{()}`  
 Open/Close Brackets: `{[]}`  
 Open/Close Quotes: `{''}`  
 Open/Close Quotes,  
 Capitalize all non-capping words: `{''}{CAPTOGGLE}`

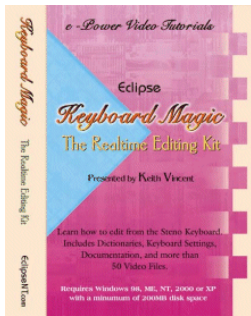
Of course, if you already write one thing for an opening parenthesis and quite another thing for a closing parenthesis, that's fine, too.

Open Parenthesis: `{(^}`  
 Close Parenthesis: `{^)}`  
 Open Bracket: `{[^`  
 Close Bracket: `{^}]`  
 Open Quote: `{"^{`  
 Close Quote: `{^"}}`  
 Open Quote, Start Capitalizing: `{"^{CAPON}`  
 Close Quote, Stop Capitalizing: `{CAPOFF}{^"}}`

Did you notice something common to all these examples? The correctly defined dictionary entries used braces to completely surround the punctuation marks. Here's an example: `{}}`

In contrast, the incorrectly defined entries – for example, `{^}.` – placed the punctuation mark after the `{^}` (delete space).

**Product of the Month: Keyboard Magic The Realtime Editing Kit**



**Sale Price: \$64.95 each** (Reg. Price \$69.95)

Offer Ends December 01, 2004

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