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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 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.

**Welcome Julie Samford!**  
*We are happy to announce that Julie is now part of the e-Tips Team and will be writing articles for our e-Tips Email Newsletter. Be sure to let Julie know how much you appreciate her!*

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*An eye for eye only ends up making the whole world blind.*

~ M.K. Gandhi

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

## ***The Bold and the Beautiful*** by Wil Wilcox



Give your eyes a break and switch your screen text to ClearType in Windows XP. You may even find that you edit your jobs and proof them on screen faster and more accurately because it's so much easier to read. Many studies of people using computers have concluded that a more legible and easily readable font is one of the best things you can do to enhance your productivity editing documents on your computer. Increases in editing speed were reported of anywhere from 10% to 30% with improved accuracy as well. Typos be gone. People using ClearType also reported lower ratings of mental fatigue. Now that's a tonic I'm sure that we all can use.

Even though this is one of Windows XP's best features, it is turned off by default. Thanks Microsoft. The reason is that on some older computers it slows down refreshing of the screen and movement of the cursor to unacceptably slow levels. Picture your realtime screen display not keeping up with the speed of your writing. If you have a newer computer with lots of processing horsepower, you owe it to yourself to check out Microsoft ClearType. If you have any problems with your display refreshing or cursor moving in slow motion, change it back. In addition, ClearType fonts look better on some computer displays than others. It was primarily designed for flat panel LCD monitors, not the old CRTs that many older desktop computers have.

I've been using ClearTweak, a cool, free utility that lets you fine-tune ClearType, or turn it on or off in a hurry. You only need to use ClearTweak when you want to change your ClearType settings. It does not have to always be running when your computer is on. Download it from: <http://www.ioisland.com/cleartweak/>

Or Microsoft has a helpful online wizard (that only works with Internet Explorer) to help you change your display setting to ClearType at:

<http://www.microsoft.com/typography/cleartype/tuner/Step1.aspx>

You can also manually access the ClearType feature. Just right-click on a blank spot of your desktop and select properties. From there, select the Appearance tab and press the Effects button and then click the checkbox next to the words "Use the following method to smooth edges of screen fonts" and select ClearType from the drop-down menu.

I switched to ClearType on my notebook computer about a week ago, and the effects are amazing. Now my display is unbelievably sharp. When WindowsXP first came out I experimented with ClearType, but I didn't think the results were that dramatic on my computer monitor at the time. Well, with my newer computer, I can really tell the difference in how a document looks on screen, and I'm very impressed. Now I can really SEE what all the fuss was about. ☐

## **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](http://www.kvincent.com)**

### Introducing "Steno Tips" By Keith Vincent

Lately I've been making a special effort to find quick ways to write common words or phrases that "eat my lunch." For example, "reviewing" is a word that comes up all the time. I don't want to write it in three steno strokes if there's a one-stroker available. So on each new job I do, I look for words that slow me down. While I'm on the job, I create a new dictionary entry and start using it in real time so that it really gets into my fingers.

I think this is an area where steno writers can help each other. So I'm creating a "Steno Tips" section of my website for sharing shortcuts. Like the "e-Tips," the "Steno Tips" will be free; and I'll be happy to credit anyone who contributes. For example, "Great Medical Shortcuts from Sue Smith." (You can also contribute anonymously, if you prefer.)

Now, I'm not trying to sell any particular theory of steno writing. The point is to offer a place where reporters, scopists, captioners, and even students can share shortcuts. Perhaps a suggestion will just stimulate your creativity. Anything that helps us improve our writing and reduce finger fatigue is worth sharing.

I update the "Steno Tips" page of my website on a frequent basis. Each time you check that part of [www.KVincent.com](http://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.☐

### 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](mailto:eclipse-sd@att.net)

## User-Customizable Dialogs

By Keith Vincent

Have you tried the customizable dialogs that Total Eclipse 4.0 offers? You'll see several new icons on the far right edge of the title bar of most dialogs. **Each dialog remembers** the way you adjust each of these settings:

**Anchor:** Always open the dialog in your favorite spot.

**Eye:** Transparency adjustment.

**Magnifying glass:** Zoom in or out on the whole dialog.

**<< or >>:** Simplify. Show fewer controls.

Here I'd like to point out some keyboard tricks for accessing these features.



### 1. Zooming

Move to the magnifying glass icon and then click and drag left or right to Zoom in or out. This can make everything on a dialog much easier to read.

**KEYBOARD TIP:** On some dialogs, if the cursor is on an edit box (such as while globaling), you can press **Ctrl+plus** and **Ctrl+minus** to zoom in and out.

### 2. Transparency

Move the mouse to the eye icon to adjust transparency. Click and drag left to make the dialog more transparent. Click and drag right to make it more opaque.

**KEYBOARD TIP:** If you're typing in an edit box, you can press **Ctrl+F** to toggle the "fading" on and off. So you can leave the globaling dialog opaque but occasionally "peek" under, without having to close and then re-open it.

### 3. Simplification

The << or >> symbol is a less/more arrow found on a few dialogs. For the globaling dialog, for example, you can click on the << to show only the text box where you type in the entry; but you can still use all available shortcuts like Alt C to Capitalize or Alt G to Guess.

**KEYBOARD TIP:** If your cursor is in a text entry field, **Ctrl left bracket** simplifies the dialog. **Ctrl right bracket** shows the full dialog.

Check it out. **Four short Visualizers illustrate User-Customizable Dialogs.** You'll find them in the "Display & Command Options" section of the Visualizer Topics menu. From within Total Eclipse, you can also press F1 to open the Help system and then "Search" for "Dialog Controls." □

**Hello!** My name is Julie Samford, and I live in Austin, Texas. I'm so excited that the boys have invited me to be a part of e-Tips! What an honor!

It must have been about five years ago when I attended my first Eclipse training seminar, and I was sitting in Wil's beginner class felling quite overwhelmed. I remember when he said, "This is a mouse," and I jotted down in my notes, "This is a mouse." I'm not kidding you! I've come a long way since then. That day was the very first time I did realtime, and I've loved this program ever since.

It is truly an honor to be able to work with Wil, Keith and Robert. They are like family to me, and I'm sure you appreciate them just as much as I do. I'm not a natural-born techie, but more of a late bloomer, so I hope my baby steps approach will be helpful to you!

My website is [www.realtimeready.com](http://www.realtimeready.com). Feel free to visit me and send me suggestions for what you'd like me to cover.

Have an outstanding day!

—Julie



**Julie Samford**

## Upgrading to 4.0—Safety Checklist

### By Julie Samford

#### Got Windows 2000 or XP?

If not, stop right here! 4.0 will not run on Windows 98!

Please upgrade to Windows XP and meet us back at Step 2.

#### 2. Got your settings and files backed up? Oops! Well, we can fix that right now.



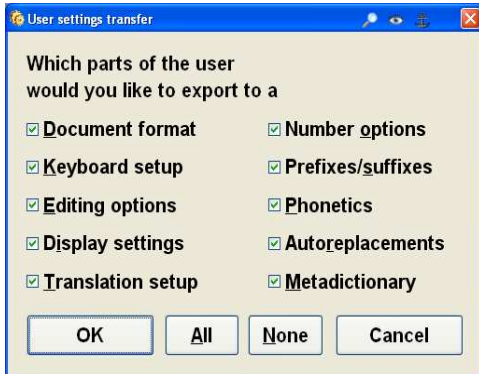
- At the very top of the Eclipse screen, find **Tools** on the file menu. Then choose **Backup**. You'll get a window that looks just like the picture to the left.
- Put a check next to **Main dictionary**, **User settings** and **Work files**.
- Click **Next**.
- You'll be prompted to choose what dictionaries, settings and work files you want to back up. It's fine to highlight everything if you're not sure what you need.
- Click **Next**.
- You will be asked, "Where would you like to store the backups?"
- One easy choice is a **Backup directory on the hard drive**. This will put a copy of your files on hard drive (C) in a folder called "**EclipseNT Backups**."
- Click **Finish** to back up the files.
- You can always check your backup folder without even having Eclipse open. Just double-click on the **My Computer** icon and choose **C** or the letter that the hard drive is assigned to on your computer. Then just look for the folder called **EclipseNT Backups**.—

Continued on page 5 —

### 3. Got your .set file backed up?

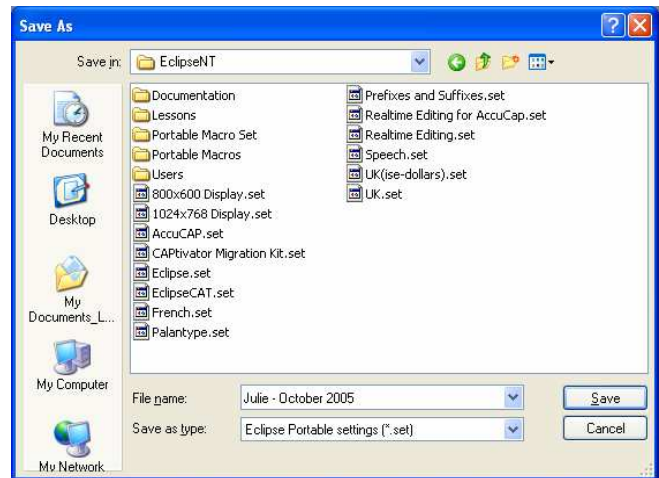
This is the settings file that you can use to easily access all of your Eclipse settings as well as the default settings from Advantage Software. The cool thing about the .set file is that it allows you to pick and choose which settings you want.

For instance, you may make some changes to your **Numbers** tab and then wish you could just get it back to the way you originally had it. This file would allow you to access only the Numbers settings from your backup, without overwriting other changes you've made that you want to keep.



- To back up your .set file in Eclipse, press **Alt-U** to open your User Settings.
- Click the **Export Settings** button, and you will get a window that looks like the picture to the left.
- With all of the items check-marked, you can press **OK** to make a complete backup of your settings.

- **Save in:** Eclipse just needs to know where you would like to store the settings file. Click the down arrow next to the default folder that's listed if you would like to save your settings in another spot, such as the **My Documents** folder on your desktop.
- **File name:** It's a good idea to use the date in the file name, so that later on you will be able to tell which file you need.
- **Save as type:** Just leave this as it is, Eclipse Portable Settings, (\*.set).
- Click the **Save** button



### Got your Eclipse 4.0 CD?

If not, you can request a CD from Advantage Software by sending your request to [shipping@eclipsecat.com](mailto:shipping@eclipsecat.com). The CD includes every previous update, so if you haven't updated in a long time, this will get you current. The CD will also automatically install all of Keith's awesome Visualizer movies, so you don't want to just update from the ASI website this time.

### Got Total Eclipse closed?

Don't forget... you should always close the program before loading an update.

### 6. Install the program!

Just put the Eclipse 4.0 CD into your CD drive and follow the on-screen instructions. It's that easy!

### 7. What's this Username3?

When you open Eclipse 4.0 for the first time, you may notice that you have a new user name. For instance, my user name is JSamford, and Eclipse created a backup of my Eclipse Version 3 dictionary and files and put them under JSamford3. The first time you open your own user files, Eclipse will ask permission to convert your dictionary to 4.0. Just answer yes. Any Version 3 dictionaries that Eclipse converts to 4.0, a copy of the old dictionary will be placed in your Username3 folder —

## 8. Get the updated Metadictionary!

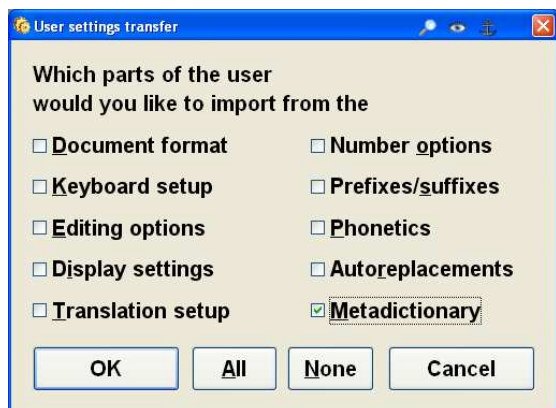
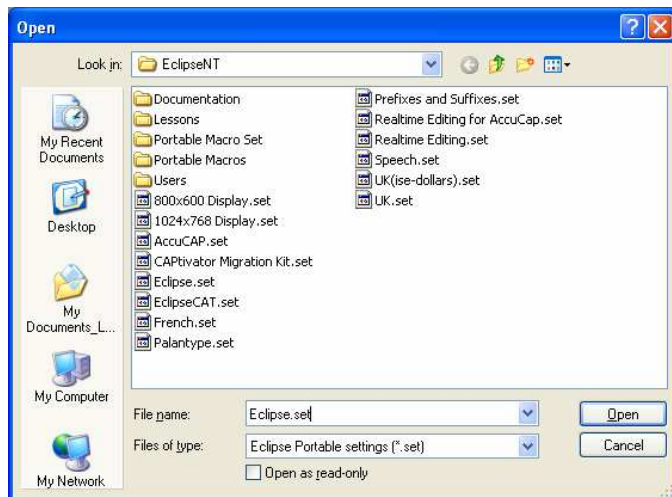
The Metadictionary is the spot under **Alt-U, Programming** tab where you can find some of the secret code that makes Eclipse do what it does so magically. Most of us won't ever go in there and tweak things ourselves. If you

have customized your Metadictionary, then of course you will want to skip this step so that your tweaks won't be overwritten. You can manually bring in the parts of the Metadictionary that you want to include.

For those of us who leave the tweaking to Jeremy, we can simply copy the updated default Metadictionary so all the new 4.0 features will work for us when we get ready to try them out!

Remember that .set file that we talked about in Step 3? This time, we'll import the settings instead of exporting them.

- To import the .set file with the 4.0 updated Metadictionary, press **Alt-U**.
- Click the **Import Settings** button, and you'll get a window that looks like the picture to the right.
- **Look in:** Eclipse just needs to know where to find the settings file. If it doesn't automatically come up as the **EclipseNT** folder, click the down arrow next to the default folder that's listed and locate the **EclipseNT** folder.
- **File name:** Choose **Eclipse.set**.
- **Save as type:** Just leave this as it is, Eclipse Portable Settings, (\*.set).
- Click the **Open** button.



- Don't get happy fingers on this screen! **VERY CAREFULLY**, click the **None** button to uncheck the items so that you don't overwrite all of your personal settings.
- Put a check next to **Metadictionary**.
- Click the **OK** button.

Hurray, that's it! You're all done! If you'd like to read what's new with Version 4.0, just click on Help at the top file menu. Then choose New Version Changes.

Good luck. See you next month! (Unless they kick me out, that is ... I was supposed to only take up one page here... oops!) □

Till then,

Julie

## HyperKeys Highlight

By Robert G. Denos



This month's Hyperkey highlight will be the letters **j k l i**. Moving around the transcript without pressing the up/down arrows or the left/right arrows or using a mouse. Simply put, when hyperkeys are on, there is no need to take your fingers off the main row of the keyboard to move your cursor.

Hyperkey "**j**" will move your cursor over one word at a time to the left and Hyperkey "**l**" will move your cursor over one word at a time to the right. Now if you haven't guessed already; Hyperkey "**i**" will move your cursor up one line at a time while Hyperkey "**k**" will move your cursor down one line at a time. If you are not taking advantage of Hyperkeys you should be. Total Eclipse has a shortcut to do many things right from the keyboard without using your mouse or arrow keys. We will be going over each hyperkey and its function in this new section of our monthly e-Tips Newsletter. □

## Total Eclipse Workshops

- Wil Wilcox is looking into conducting a 1-day seminar on Total Eclipse IV sometime in the beginning of 2006. More information later. [www.e-CourtReporter.com](http://www.e-CourtReporter.com)
- In the works: Julie is planning a 2006 training cruise, if you are interested please contact Julie or visit her website at [www.realtimeready.com](http://www.realtimeready.com)

## 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.**

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