



e-Power Video Tutorials presents:



e-Tips Newsletter

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Missed us?

Keith moved to a new house.
Just a few miles down the road
but a big disruption nonetheless.
Thus, our “Summer” issue...

October 8 Seminar in Houston

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Keith Vincent

“Sync to Cursor” Button in Total Eclipse 5

For reporter’s audio that’s synchronized with your text, the sound recording is typically made on your computer, but it’s also a good idea to record on an external device, if only to have a backup. I’ve needed such a backup when I thought I was recording on my computer and only later discovered that the battery in my microphone was dead.

An external recording device might be a small but excellent unit made by Olympus, Sony, Marantz, etc. Your steno machine may also be capable of sound recording. In any case, you may need to tweak the synchronization. An Eclipse user would adjust the “Timecode offset”. It may take a few tries to get the proper adjustment, but the process has been made much easier by a new button that is found in Total Eclipse 5.

Now, **I’ll suppose that you already have the sound file copied onto your computer** and placed in the folder where Eclipse expects to find your jobs. I’ll also suppose the sound file has been renamed, if necessary, to go with the text file. Thus, **if your recorder file was called DM-10197.WAV, you would rename it as Jones.WAV in order to relate it to the Jones.ECL file** that you are editing in Eclipse.

What next? **I’ll open the Eclipse text file to start editing. I’ll find a spot where I can give the playback command** and at least hear something, even if the sound is not yet synchronized with the text. **I’ll let the sound file continue to play, and I’ll search for some word or phrase that I hear.**

When I find the spot in my text that matches what I am hearing, I can now use the “Sync to cursor” button on the “Timecodes” dialogue. There are two ways to get to that dialogue.

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Evernote: Keep your Notes Forever



What if you wanted to have a **digital repository of all of the information regarding jobs you are working on**, including spelling lists, worksheets, emails, scanned documents, ASCII files of transcripts, and more? Well, this week I'm going to tell you about what I've found to be the perfect solution for this information storage overload.

I've been using **Evernote** for quite some time now. The price is right because **it's free. Plus, the information stored using Evernote will be available to you whenever you have access to a computer, tablet or smart phone.** Evernote stores this information online in the "cloud" similar to your web-based email, while at the same time **Evernote is also available to you offline as well on whatever device you've installed it on.**

Think of Evernote as the one place to store your notes and/or all the information you need about pretty much everything. The way it works is through an Internet browser and/or an application installed on your computer or other device. You just **sign up for your free account at evernote.com. You can then log on to it from any web browser.** The

free Evernote application is available to download and install for your computer, iPhone, iPad, Android phone or tablet, the Blackberry, Palm phones and even Windows Mobile phones.

Evernote synchronizes any notes you've made whenever the device you are using it on is online. Although you can then access it through a web browser without actually installing the application, I prefer to have it installed on my computer and use it that way, so I don't have to always be connected to the Internet. I can then make notes on my computer at work and when I get home pull up those same notes on my other computer. Also, if I find some important information on the Internet I can use Evernote to clip or save that info as well.

I have Evernote installed on two laptop computers and my Android phone. When I'm working on a transcript I use it for keeping and updating word lists. I use one computer for realtime

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Evernote – Wil Wilcox

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and another for editing the transcripts. With Evernote all of my job information including word lists, attorneys names and contact info, notes regarding due dates and special handling required for the transcript are available from either of my computers or my phone or tablet. Don't forget that this information is also available to you by logging on to your personalized website just the same, once again, as you do with your web-based email.

I'm not implying that you should use Evernote to actually store your steno notes, job dictionaries or WAV files. However, it will actually let you do this if you want to. You would just need to upgrade to a premium account. **The current cost for a premium account is \$5 per**

month or \$45 per year. There is a 50 megabyte limit per note file.

Some of the other cool things that I like to use Evernote for is **creating notes by taking pictures with my cell phone of exhibits I need spellings from and also photos of attorneys' business cards.** It's also extremely simple to keep spelling lists. I never have to worry about leaving a job without some important information that I will need later.

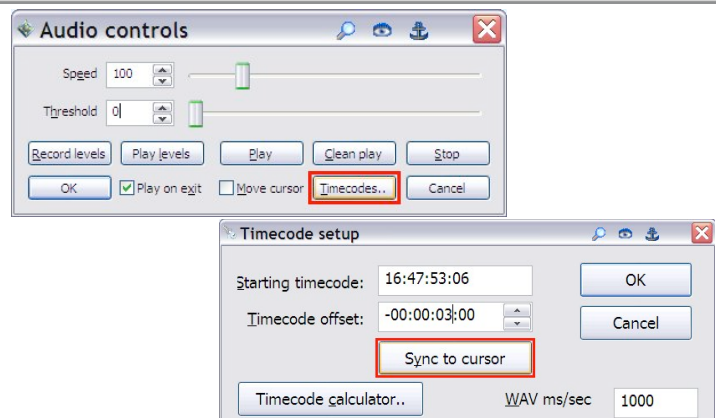
I have found Evernote to be an indispensable tool in my work as a court reporter. It's easy to use. Start by creating notes for each case or job you are working. You will discover more and more uses for Evernote as times goes on.

Audio: The “Sync to Cursor” Button in Total Eclipse 5 – Keith Vincent

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One way to find the “Sync to Cursor” button is go to the “Document” tab of User Settings and click on the “Timecodes” button. Another way, which I think might be a bit easier, is to **go to the Audio Control Panel (Shift+Ctrl+A)**. You'll find a “Timecodes” button there, plus several other helpful audio features that have been described in previous e-Tips.

So with your cursor positioned on the text that matches the sound you're hearing, just click on the “Sync to cursor” button. Eclipse will then adjust the “Timecode offset” for you. Nice and easy.



October 8th Eclipse Workshop in Houston – Keith Vincent

On October 8th, 2011, I'll be offering a one-day workshop in Houston that's designed to help you get the most out of Total Eclipse Version 5. This will be a small class so you won't get lost in a crowd. The program is split into two parts, both of which are eligible for NCRA continuing education units. The morning and afternoon offer 6.5 hours of instruction, focusing on what's new in

Total Eclipse 5. In the evening, I offer another 3.5 hours of class that focus on automatic indexing. If you're a Texas reporter, you'll be happy to know the program has been pre-approved by the state's Court Reporters Certification Board and fulfills all your CE requirements.

For more information and registration forms, go to KVincent.com and click on the “Workshops” button.

Disclaimer:

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