e-Tips Newsletter

Issue 54

March 2006

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

Quote of the Month:

I expect to pass through this world but once; any good thing therefore that I can do, or any kindness that I can show to any fellow creature, let me do it now; let me not defer or neglect it, for I shall not pass this way again.

Ettiene De Grellet—

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

Using an "Editing Font" in Total Editing
by: Wil Wilcox

WIL WILCOX

Total Eclipse offers exceptional versatility, and this is especially true when it comes to fonts and screen display.

There are two main types of fonts.

1. **Proportional fonts**. The skinny letters like "i" and "l" do not take up as much of the line as wide letters like "w" and "M". This e-Tip is written in a proportional font, Times New Roman. You can zoom in on text that's displayed in a proportional font, which makes it an ideal choice for your "Editing font."

2. **Monospaced fonts** give each character the same width. So the "i" is just as wide as the "M". As an example, just look at Courier New or **Dark Courier**. These produce text that **looks like it was prepared on a typewriter**. By default, Total Eclipse uses Courier New as your "Main Font" for printing. This is because court reporters typically bill by the page and so a monospaced font is quite standard.

There is an excellent Visualizer entitled "Editing Font vs. WYSIWYG" that illustrates the difference between using a proportional editing font versus a monospaced font for What-You-See-Is-What-You-Get display of how your transcript will look when printed.

*For printing your transcript, I think **Dark Courier** is the best monospaced font to use. It is not a standard font on Windows computers, but it is easy to download and install, as I explained in e-Tip #53.*

You can set the font for your entire document or for specific portions of the text. To change the font for your entire document, go to the "Document" section of your User Settings and use the "Main font" button.

Continued from page 1— (by Wil Wilcox)

To change the font for a just portion of your text, highlight the text, and then press Shift-Control-F. The font dialog box will open up to let you make your selection. Courier New, Size 13, is standard.

For editing and proofreading, I think it's easier to spot typos in a proportional font. So go to the "Display" section of your Total Eclipse User Settings and use the "Editing font" to select Times New Roman or Arial or any other proportional font that you like. Your text will probably seem to take up less space to display, so you'll have room to Zoom in and make the letters quite large and easy to read. This will not affect how your transcript prints or the number of words on a line. You're just adjusting your display, not your paragraph margins or document settings.

One last note. Using a proportional editing font makes your text easier to read, but text that is lined up in columns may display incorrectly. Don't worry about those zigzaggy columns. They will print just fine. In fact, you can quickly switch to a WYSIWYG preview so that you'll see your columns properly displayed. The speedkey to switch to WYSIWYG Preview is Shift Ctrl F12. You can learn more about this speedkey by reading e-Tip #23. That e-Tip and all the others we've shared are available as PDF files that you can read and print from our archive. Just visit www.KVincent.com and click on the e-Tips button. ■

Total Eclipse 4.0 1-Day e-Power Workshop
Presented by: Wil Wilcox

Saturday, May 27, 2006

Holiday Inn—Media Center
150 E Angeleno
Burbank, CA 91502
818-841-4770

Hands-on format, Classroom seating
Bring your laptop computer (or just watch and take notes).
Steno machines are not required.
Paperwork for .6 NCRA CEUs available upon request.

Registration: 8:30 — 9:00
Morning Session: 9:00 - 12:00
Lunch Break: 12:00 - 1:30 (on your own)
Afternoon Session: 1:30 –4:30

AGENDA:

• Making the Transition to Total Eclipse 4.0

• New/Improved Features in Total Eclipse 4.0

• The New Total Eclipse 4.0 Dictionary Editor

• What's coming in Total Eclipse 4.1

Registration fee: $195 for Reporters / $150 for Scopist, Students, and Groups of 3 or more.
(group registrations must be submitted at the same time) Limited Seating Available!

Contact Robert at e-CourtReporter, LLC—818-766-7346 for registration.

Time Insertion from the Steno Keyboard
By: Keith Vincent

Keith Vincent

When a break occurs during proceedings, Total Eclipse 4.0 makes it easy to indicate when it began and when it ended. By the way, this feature is NOT just for realtime writers, as I'll explain in a moment.

At the beginning of the break, I write my "break" steno stroke two times. Here's how that is defined in my dictionary (the {P} just asks Total Eclipse to create a parenthetical paragraph):

> **{P}(Recess taken, from{TM:%#I:%M}**

When proceedings resume, I write my "resume" steno stroke two times. So here's how that is defined in my dictionary:

> **to {TM:%#I:%M}{.)}**

Using these dictionary entries, my transcript would contain a parenthetical that looks like this:

> (Recess taken, from 9:58 to 10:12.)

The **{TM:%#I:%M}** part of the dictionary entry tells Total Eclipse to insert the time. If you're translating your steno in real time, the time that would be inserted would correspond to the moment you wrote the strokes for a dictionary entry that uses the **{TM:%#I:%M}** syntax.

The "Insert time/date" dialog has been in Eclipse for a long time, but the ability to use a dictionary entry to insert times during translation is something new in Total Eclipse 4.0. Your metadictionary tells Eclipse what the TM syntax means. So if the time does not get inserted properly, your metadictionary probably needs to have this line added: **{TM:*}={/"%/?TIM}**

Can you use this feature if you're NOT using realtime translation? Yes, you can, **IF** you are using a steno machine that has internal timestamping available and **IF** that timestamping is turned on and **IF** your steno machine's clock is set to the correct time.

As far as I know, the StenoRAM Ultra, ProCAT Flash, and Stentura writers offer internal timestamping; and I may have inadvertently left a few names off the list. Again, the feature has to be turned on and the writer's internal clock has to be set to the correct time of day. Provided you've done that, you could pop in your disk or Flash card, then "Read Notes," and then translate. When Total Eclipse 4.0 would translate the steno stroke(s) that use a dictionary entry with the TM syntax, it would look at the timecode associated with that steno, which would provide the appropriate time to be inserted.

One last note about the time format: **{TM:%#I:%M}**. You can have the time (and date) inserted with precisely the format you prefer. To see all the time/date formats that are available, go to the "Edit" column of menus, then pick "Insert," then "Time/Date." When the "Insert time/date" dialog opens, click on the arrow in the bottom-right corner, next to the "Advanced" line. That will offer an extensive list of time/date codes that you can use in your TM dictionary entries. It's one more example of Total Eclipse versatility. Enjoy! ∎

Five-Second Spelling Finder!
By Julie Samford

Julie Samford

There's nothing that makes a court reporter rise to the challenge quicker than an unknown spelling!

Of course we've all used Total Eclipse's spellchecker to check for misspellings, but have you ever used it to FIND spellings? Sometimes especially doctors are known for spouting out a $100 word that you didn't understand well enough to even write helpful steno.

Here's a simple solution that is right at your fingertips. Just sound the word out as close as you can and type it in your transcript. Then press Alt-S to spellcheck that one word. If it's correct, Eclipse will tell you so, right in the status bar at the bottom of the page. If you're close but no banana, Eclipse will offer some suggestions.

Highlight one that seems like it just might be the word you're looking for, and then just click the Definition button to see if it's a fit. If it looks good, just press Change to replace your guess with the correct word in the transcript. You don't even have to worry about retyping it!

EXAMPLE:

The doctor says something that sounds like "fenalpropanolamean." Wow. Does that start with an "f" or a "ph"? I wonder if it's capitalized.
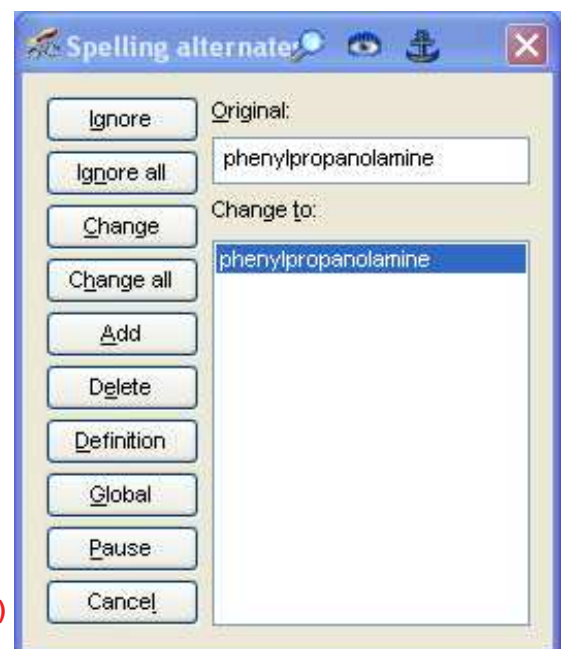
```
11
12                                              Let's just type that phonetically into the transcript.
13        fenalpropanolamean
14
```

Then just put your cursor on the first letter of the word and press Alt-S to get this screen showing "phenylpropanolamine" as a spelling alternative.

Looks like a good word to me, but just to make sure this isn't the medical term for male pattern baldness, let's check the definition to see if this is the drug the doctor was talking about.

We'll just press the spacebar to highlight "phenylpropanolamine" and then Alt-D to press the Definition button.
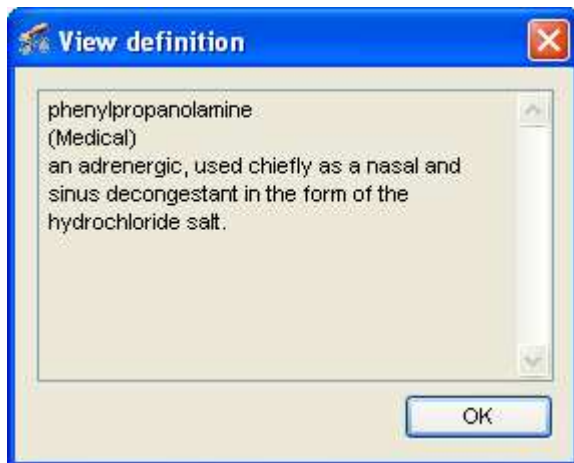

Spelling alternate

Ignore
Ignore all
Change
Change all
Add
Delete
Definition
Global
Pause
Cancel

Original:
phenylpropanolamine

Change to:
phenylpropanolamine

Revert settings..

by Keith Vincent

Doh! Ever had a Homer Simpson moment with your Total Eclipse user settings? Maybe you had your display settings perfectly adjusted, using a nice editing font and with the zoom level set to be really easy to read. Then you inadvertently hit the WYSIWYG button. Bye-bye editing font. **Doh!**

As long as you have not deliberately saved your settings and as long as you have not yet exited Eclipse (which would automatically save your settings), then you can **Revert Settings**.

Where is the "Revert Settings" button? When you open your User Settings, look for the "Advanced" button in the lower-right corner. Use that button and a dialog will open where you'll see "Revert Settings," right at the top. How's that for relief?

Continued from Page 4—(by Julie Samford)

View definition

phenylpropanolamine
(Medical)
an adrenergic, used chiefly as a nasal and sinus decongestant in the form of the hydrochloride salt.

OK

That's it! That's the word, and we found it in five seconds! Just do Alt-C to press the Change button to correct the spelling in the transcript.

Just think of Alt-S as "Alternative Spellings" so you can easily remember the command!

YOUR REFERRALS ARE ALWAYS APPRECIATED!

Kosmos Courtroom Corner
by: Steve Kosmata

A warm welcome to Steve Kosmata from San Diego, CA who will be writing quarterly articles for our e-Tips Newsletter.

Welcome to my first quarterly installment regarding issues that are unique to Courtroom Court Reporters.

This issue discusses a witness being called to the witness stand more than once during a trial. Your Chronological Index should always be fine, so I'm not going to discuss that in this issue. It's always the Alphabetical Index lines where the problems arise.

I recently completed an appeal transcript with 19 volumes. Amongst the 19 volumes, I had one witness who appeared in my Master Index five different times. How do you make all the examinations appear in their correct order?

Here's the solution to this perplexing indexing problem: You count how many times the witness is called to the stand, in my case five times; so I want you to think of it like this. The witness is called once and then recalled four times for a total of five; because when you fill in only your Alphabetical swear-in blurb lines and each examination blurb form field line, the very first time the witness is called you add one additional blank space (trailing space) for each additional recall.

Now, are you totally confused? I was the first time I heard it, but it really works. And here's an example from my swearing in alpha form field line of a witness being called the first of five different times by the Plaintiff to the stand. (The +Z-Line is my personal paragraph type for how I want my witnesses to appear in my index. Yours may be different.)

Example:

*In:ALPHASORT|**Smith, John(SPACE SPACE SPACE SPACE**) - PLAINTIFF WITNESS|+Z-Line*

The second next time recalled would appear*: "Smith, John(SPACE SPACE SPACE),"* and you keep reducing one space each time recalled until you get to the final time recalled, and you have only the name with no additional spaces. These spaces following the name are called "trailing spaces."

How does this work? The same name with trailing spaces following it quasi fools Eclipse into believe it's another person; and indexing-wise, all of your examinations appear in their correct order: Now, wasn't that easy!

In June I'll discuss how to correctly volumize each day's volume for your Master Index, and it's not Alt-N, New Volume. Any questions on this e-Tip please contact me at eclipse-sd@att.net

Hyperkeys Highlight
By Robert G. Denos

This month's Hyperkey highlight will be the letters d, D and z, Z

One of the easiest hyperkeys to remember and learn is the letter "d" which stands for "delete".

d: will delete the entire word

D: will delete a character at a time.

If you delete something you didn't mean to, just use the hyperkey "z". Or what I call the oops-z key. If you move your cursor and didn't mean to do so, the hyperkey "Z" is a movement oops and will return your cursor back to where you were before. Now, wasn't that dee-z?,... I mean easy?

Steno Tips: Looking for a fast way to write a common or not-so-common word? Check out the Steno Tips at **www.KVincent.com.**

e-Power Tutorials: An easy way to learn your software and earn CEUs at the same time. Purchase online at **www.KVincent.com** or call Robert @ 818-766-7346.

New Users Group Forming: Currently meeting monthly in San Diego. Will be expanding as more people get involved. If you wish to participate in the non-profit users group, please contact Steve at: **eclipse-sd@@att.net**.

Workshops/Seminars: Visit **www.e-CourtReporter.com**; **www.KVincent.com** or **www.realtimeready.com** for a list of workshops. ASI website **www.eclipsecat.com** will post events on their website too.

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