e-Tips Newsletter

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.

Quote of the Month:

Nobody can make you feel inferior without your consent.

Eleanor Roosevelt —

Inside this issue:

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

Time Traveling

by: Wil Wilcox

It's happened to all of us. You've installed that software that you just had to have and found that your computer is no longer working like it used to, for instance, the upgrade from Windows Explorer 6 to 7 (which may still have bugs). Or maybe Windows XP Critical Update is going haywire on you, and you find out that that "Critical" Update that was so important can't be uninstalled

So what can you do? Windows XP has a powerful tool called the System Restore Utility. It lets you save Restore Points that allow you to restore your system files back to the point just before the software that brought your system down was installed. It's time travel for your computer back to when everything was working fine. System Restore doesn't affect user files, so there's no worry about losing that big transcript you've been working on.

The important thing to remember about System Restore is that you have to create Restore Points in order to take advantage of this. Windows does create them automatically, but not as often as you may wish. I create Restore Points before installing just about anything on my computer. The alternative could be reinstalling Windows and truly starting over from scratch.

So while you're smiling blissfully, capture that happy moment in time by creating your own Restore Point. Then if things aren't going particularly well, you can use that restore point to return to happier times. (If only we had this option in life!) If the Restore Point doesn't solve the problem, you can either revert to an earlier one or return to the present status. If you've got several Restore Points to work with, your chances of success will be greater.

Here's how:

1. Call up System Restore by going to the Start menu's All Programs menu. From there, pop open the Accessories menu and then the System Tools menu, where you will find System Restore. The Welcome to System Restore window appears.

2. Choose Create a Restore Point and then click Next.

3. When Windows asks you to describe your new Restore Point, type in something that helps you remember why you made the restore point. For instance, type in *Before Installing That Software Upgrade I'm Not Sure Of*.

4. Click the Create button and you're all set. Now all is right with the world once again. ■

Steno Keyboard Emulator Shortcuts

By: Keith Vincent

Keith Vincent

Recently I was helping a lady who's been using Eclipse for a number of years. At one point we pressed Ctrl D to quickly add an entry to the dictionary. The steno keyboard emulator opened. To indicate TK-FPLT, I just pressed the D key on my computer and then the period. TK-FPLT registered on the steno keyboard emulator. She asked, "How did you do that?" Apparently, she wasn't aware that she could use shortcuts in the emulator.

When the steno keyboard emulator opens, you CAN use the mouse to select the keys, but you DO NOT HAVE TO. Personally, the only time I prefer to use the mouse as opposed to keyboard commands is if my hand is already resting on the mouse. However, the mouse can be very handy for de-selecting keys on the steno emulator, without deleting a stroke and re-inputting it.

Left bank vs. right bank. If you press the "F" on your computer keyboard, it will register on the steno emulator as TP in the left bank of keys. If you press a vowel key and then press "F," it will register as the "F" in the right bank of keys. If there are no vowels in the stroke that you're trying to input, you can press the hyphen followed by the "F"; and that will register as the "F" in the right bank of keys.

A few more examples.

Press N to input TPH in the left bank of keys.

Press IN to input EUPB.

Press hyphen N to input PB in the right bank of keys.

Pressing the period will register as -FPLT. Pressing the comma will register as -RBGS. So pressing period followed by comma is a fast way to enter -FRPBLGTS.

Finally, here's a fast way to input STKPWHR. Go to the Programming section of your User Settings. Select "Phonetics Table" and then use the "Edit" button. Your cursor will start off in the first line. Press the Ctrl End (those two keys at the same time). That will place you at the end of the table. Add this line:

STKPWHR=/|

That's STKPWHR, followed by the equal sign, followed by the backslash, and then the vertical bar.

Use the "OK" button to close the Phonetics table. Once you've done this, the forward slash will be your key for quickly selecting the keys STKPWHR when you're in the steno keyboard emulator. ■

Importing and Exporting User Settings

Richard May, Advantage Software Support

How do you export your user settings so that they're available to be imported at a later time? Maybe you're attending a seminar or a convention and you'll be experimenting with settings and features that you haven't really used before. Export your settings first. That way if you decide you want to go back to your earlier settings, you'll easily be able to do so.

EXPORTING SETTINGS:

Exit out of all jobs, but stay in Eclipse and do the following:

Press ALT-U to open your User Settings.

Left click on "Export Settings" (middle right of the window that comes up).

A window will come up with several check boxes. It's a good idea to leave a check in all the boxes.

Left click on the OKAY button.

A new window will open. At the top left-hand side of this window, look for SAVE IN. The name of your "jobs" folder should appear. This is where your files are stored.

If you want to store your settings on a floppy disk or a Flash Drive or another external device, left-click on the down arrow to make your choice.

Once the floppy drive or other external device has been chosen, look down at the bottom of dialogue. Left-click in the box for FILE NAME and type the name that you want to give this file. (For example, in place of *.set, you might name it "Mary 11-6-06.set") Left-click on SAVE

Your user settings are now exported. You can import them later if something should go wrong.

IMPORTING SETTINGS:

Exit out of all jobs, but stay in Eclipse and do the following:

Press ALT-U to open your User Settings.

Left click on "Import Settings" (middle right of the window that comes up).

A new window will open. At the top left-hand side of this window, look for LOOK IN. The name of your "jobs" folder should appear. This is where your files are stored.

Left-click on the down arrow for that window and select the floppy disk or external device where your files are stored. (Example: Mary 11-6-06.set)
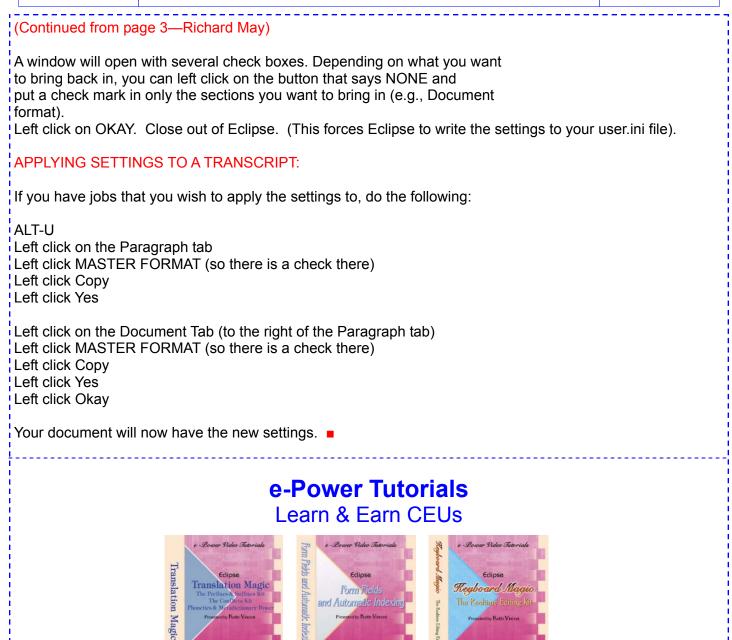
(Continued from page 3—Richard May)

A window will open with several check boxes. Depending on what you want to bring back in, you can left click on the button that says NONE and put a check mark in only the sections you want to bring in (e.g., Document format).
Left click on OKAY. Close out of Eclipse. (This forces Eclipse to write the settings to your user.ini file).

APPLYING SETTINGS TO A TRANSCRIPT:

If you have jobs that you wish to apply the settings to, do the following:

ALT-U
Left click on the Paragraph tab
Left click MASTER FORMAT (so there is a check there)
Left click Copy
Left click Yes

Left click on the Document Tab (to the right of the Paragraph tab)
Left click MASTER FORMAT (so there is a check there)
Left click Copy
Left click Yes
Left click Okay

Your document will now have the new settings. ■

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: 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.