

e-CourtReporter Presents:
e-Tips Newsletter

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Constant innovation is a hallmark of EclipseNT, so there's always something new to learn. It may be an explanation of an amazing new feature or just a faster way to do a familiar task, but Eclipse users have always been eager to help each other. In this spirit, we continue our FREE newsletter to anyone who wishes to receive it. Whether our **e-Tips** are a basic tip for editing efficiency or a challenging macro, we hope you'll find them helpful. Tell your friends to sign up for e-Tips at www.EclipseNT.com. We would like to thank all those who overwhelmed us by your positive responses to our first e-Tips newsletter. You will be able to find a complete archive of e-Tips at our website

Wil's e-Tip

Using Your Keyboard to Minimize & Maximize

Here is one of my favorite keyboard shortcuts that will make navigating EclipseNT and Windows faster. In Windows there are three little buttons in the upper-right corner of the screen. When clicked these buttons will, from left to right, MINIMIZE, MAXIMIZE/RESTORE or CLOSE that window. Tired of dragging the mouse pointer all the way up to click on those little buttons? Here's a secret for you. To minimize the active window with the keyboard, press ALT-SPACEBAR, N. To maximize the active window, press ALT-SPACEBAR, X. To restore the active windows press ALT-SPACEBAR, R. ALT-SPACEBAR C will close the active window, as will ALT-F4. (The "active" Window is the Window on top or the Window with the darkest title bar.)

When you have an EclipseNT transcript or dictionary open, there will be two rows with three little buttons in the upper-right corner of the screen. The lower row of buttons controls your open file within EclipseNT, not the program itself. When you have a transcript and/or dictionary open, and you want to Minimize/Maximize or Close that transcript or dictionary, press ALT-

SPACEBAR, and without letting go of the ALT KEY press the RIGHT ARROW key. You will notice that the menu drops down a line. Now if you select Restore, Minimize/Maximize or Close it will resize or close that transcript or dictionary and not the entire Eclipse program itself. So don't forget to use the ALT-SPACEBAR-RIGHT ARROW combination when you want to Minimize/Maximize or Close transcripts or dictionaries within EclipseNT.

Tip: It's not necessary to remember anything but to press ALT-SPACEBAR to see the command menu. Then you can arrow up and down to the item you wish to select or use the N, R and C shortcut keys as mentioned above. You can also click with the mouse in the upper left-hand corner of your screen on the icon up there to see this menu, but that would be as slow as clicking on the buttons in the upper-right corner. This will come in handy if your Window has slipped off the screen and you can't see the upper-right corner anymore. This also works great to close Web pages that won't let you close them and keep reopening.

Learning keyboard shortcuts is a bit like picking up new briefs. Practice the ones you like and then add them to your repertoire. Give this keyboard shortcut a try yourself and see how fast you can move Minimize, Maximize/Restore or Close that window without the mouse. Using ALT-SPACEBAR and its variations are a breeze. Check it out.

Keith's e-Tip

Access to Sound Files for Extracts

There is a way to extract just a portion of a long file without losing access to the WAV file that contains its sound track.

Let's say you're asked to transcribe just Mr. Liar's testimony from Day 666 of the Enron trial. If the text you need is in the "Enron666" file, then you can mark that text and press Alt W to Write a file which contains a copy of that text. When you're asked to name the new file, name it "Enron666_Liar." Then Eclipse will look for the sound in the file whose name is stated in the letters before the underscore character.

So if you want to listen to the sound file for your "Enron666_Liar" extract, you'll need to make sure that the parent file, "Enron666," is on your computer. Don't try to move just the extract to another computer. That won't move the sound track.

Sound files are inherently large. What I like about this approach is that you don't wind up with one big sound file and then multiple copies of portions of the sound file. You'd really use up a lot of disk space if that approach were used.

In effect, you're not actually extracting the audio track; you're just giving your extract a name that points to the parent file that has the sound you need.

BJ's e-Tip

Storing More Than One DEV Version on your Desktop

Whenever downloading a new development version from Eclipse's web page, I like to keep the old version intact, just in case there is a glitch that might prevent me from meeting a deadline or perhaps going on air. This is a very good policy if you have a good, "old" DEV version that is working and behaving well, yet, you would like to try a "new" DEV version, but aren't sure if you will encounter a difficulty. Remember, it is called a DEV version because it is still in development and is not 100% guaranteed to be flawless (although Jeremy does an exceptional job).

Here is a way to do this:

- 1) In the CR-net, go to UPDATES. Double click on the ECLDEVUP.EXE file which should say "NEW."
- 2) A dialogue box will open which says, "FILE DOWNLOAD" and it will ask you: "Would you like to open the file or save it to your computer"? Choose "SAVE."
- 3) You will then be asked: SAVE IN: and you will need to choose where you would like to save it. Personally, I toggle back and forth between saving it in MY DOWNLOADS, and saving it in BJ'S DOCUMENTS. I do this so that I don't overwrite the previous DEV version which I have been using and tweaking.
- 4) The next step will take a couple of minutes for the download to complete.
- 5) Once the download is complete, you will have to choose between: OPEN, OPEN FOLDER, CLOSE. Choose Close.

6) Remembering where you saved it to, open your Windows Explorer and go to that location. In that location you should see: ECLDEVUP.EXE and if your view in your explorer is turned on to DETAILS, you can verify that this is the correct download because it should show today's date. Also note that this file is still zipped and has the WinZip icon in front of it.

7) Here is the cool part now, this zipped file will remain in this location even after you have unzipped it. So if you have any difficulty with the "new" DEV version, you can go back to the previous location and unzip the "old" DEV version by re-opening this zipped file.

8) I take it one step further. I unzip it in the location I have saved it to. I do NOT UNZIP IT TO THE ADVANTAGE SOFTWARE directory. Once unzipped you should now see a file named EclDev.exe. This file will now have the EclipseNT icon in front of it. Right click on that file and rename it to either the date, for example 3-26DEV.exe, or rename it to the actual development version number, for example 2.1.1.17. exe. Always make sure you use the .EXE extension.

9) Then you can drag this renamed file over to your desktop for quick and easy access. When you double click on this item on your desktop, it will open that specific DEV version.

10) If you follow the same process the next time a DEV version comes out, but this time saving it to a different folder than the one referred to above, you will then have two similar icons on your desktop, but they are named two different things which should signify to you the "old" DEV version and the "new" DEV version. Once you have used the new version adequately and are happy and comfortable with the updates, you can delete the "old" DEV version from your desktop.

It is a good idea, right after download, to open the version and go directly to HELP and ABOUT ECLIPSENT to verify that you have, indeed, downloaded the newest DEV version. Just remember this method offers you an opportunity to always go backwards if you don't like something in the new DEV version.

New! 2-Day EclipseNT Realtime Power Workshop

Are you ready to take your reporting to the next level? Then consider our new 2-day EclipseNT Realtime Power Workshop.

Lots of reporters use realtime translation on every job because it makes the work more interesting and enables them to cut down on the amount of editing afterwards. However, many of these same reporters are uncomfortable with hookups for judges or attorneys.

With this in mind, we've structured Day 1 to include hookup and troubleshooting skills as well as a chance to actually use realtime viewing software as a judge or attorney might use it.

Day 2 is devoted to Keyboard Magic (the realtime editing kit) and Translation Magic (prefixes, suffixes, conflicts, misstrokes, etc.)

We'll be launching in Houston (April 27-28), Burbank (May 18-19), and Indianapolis (October 19-20). Maximum group size is 25-30. Wil and Keith will be presenting the workshops together. So you won't get lost in a crowd. We're very excited about this new format, and we hope you'll join us.

Upcoming 3-day EclipseNT e-POWER Workshops

San Diego, CA	June 7-2, 2002
Houston, TX	August 23-25, 2002
Chicago, IL	September 20-22, 2002
Honolulu, HI	October 4-6, 2002
Burbank, CA	November

New 2-day EclipseNT Realtime Power Workshops

Houston, TX	April 27-28, 2002
Burbank, CA	May 18-19, 2002
Indianapolis, IN	October 26-27, 2002

For more details: www.EclipseNT.com

Who Are We?

Wil Wilcox is a freelance court reporter in Los Angeles, California, and has been a technology consultant for reporters since 1995. Since 1998, he and Robert Denos have been the Advantage Software representatives for Southern California.

Keith Vincent is a freelance court reporter in Houston, Texas. He's been an Advantage Software rep, trainer, and tester since 1992. In 1997 he wrote the Hyperkeys tutorial for Eclipse users.

Robert Denos is the manager and event coordinator for e-CourtReporter, LLC.

Any questions on seminars or workshops should be directed to Robert at this address:

e-CourtReporter@pobox.com or call (818)766-7346.

Introducing: BJ Quinn

BJ Quinn is most famously known for reporting Gore v. Bush Presidential Elections, United States of America. She has given numerous seminars on realtime and has written many articles for the StenoCat and Eclipse Users Groups as well as for the NCR Journal. BJ is a CRR, employed as a broadcast captioner with Vitac Corporation. **We are very proud to have her as a part of our team.**

Product Special

Keyboard Magic: The Realtime Editing Kit

59.95

Regular price \$69.95

Offer ends April 30, 2002

This e-Power Video Tutorial is packed with approximately **3 hours** of video files. Designed for use with EclipseNT realtime translation. "Show Me" presentations are like having a personal software trainer ready whenever you are. See what EclipseNT can do and immediately try it for yourself. Learn how to edit from the steno keyboard. Includes dictionaries, keyboard settings documentation and more than 50 video files. e-Power video tutorials are an outgrowth of the POWER Workshops, these video tutorials let you see what EclipseNT can do and then try it out for yourself.

Disclaimer

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