



# e-Tips Newsletter

September 2005

Vol. 48

## American Red Cross Hurricane Relief Our Turn to Help!



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.

I don't know the key to success, but the key to failure is trying to please everybody.

—Bill Cosby

The measure of success is not whether you have a tough problem to deal with, but whether it is the same problem you had last year.

—John Foster Dulles



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As we sit here comfortably in front of our computers reading this e-Tip, we have fellow citizens that are in need of our help. We have over 2,100 subscribers to this FREE e-Tips Newsletter. If we all just donate \$25 each we can really help those in need. Please take time to go to the American Red Cross website and donate today!



Donating to the **Red Cross Disaster Relief Fund** enables the Red Cross to meet the critical needs of victims of this and thousands of other disasters each year.

Victims of Hurricane Katrina are attempting to recover from the massive storm. American Red Cross volunteers have been deployed to the hardest-hit areas of Katrina's destruction, supplying hundreds of thousands of victims left homeless with critical necessities. By making a financial gift to Hurricane 2005 Relief, the Red Cross can provide shelter, food, counseling, and other assistance to those in need.

Together WE can save lives!□

<http://www.redcross.org>

**e-Power Tutorials e-Tips Special**  
New Updated e-Power Tutorials

Total Eclipse Mini-Tour & Total Eclipse Overview

Updated e-Power Tutorials are \$20 each with the return of the old CD.

Total Eclipse Mini Tour

Total Eclipse Overview

Check which one(s) you would like.

**For more details on specific tutorials, visit Keith's website at: <http://www.kvincent.com>**

\_\_\_\_\_  
**Add \$5.00 for Shipping & Handling.**  
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## "Type in Text" and "Typeover Tracking" By Keith Vincent

Prior to Total Eclipse 4.0, it could be tricky to type punctuation at the beginning of a word because at that point Total Eclipse is accustomed to applying automatic punctuation rules. Likewise, if you needed to type a number in front of a conflict, it could be tricky because the system would assume you wanted to select a conflict choice.



of  
it

With Total Eclipse 4.0, if you give the command to "Type in Text" (Hyperkey n), what you type is inserted literally. You won't have to worry about how to get around automatic punctuation or conflict selection. "Type in Text" means type in text. Period.

This new behavior makes sense, but you might stumble over it if you have the habit of always pressing Hyperkey n, even when you're just typing in a comma or pressing a number to select a conflict.

Think of it this way. The purpose of "Type in Text" is to temporarily suspend Hyperkeys to allow typing. However, there are no Hyperkeys functions assigned to the punctuation keys. So if you want to take advantage of the automatic punctuation features, pressing Hyperkey n just adds unnecessary steps.

Typeover Tracking is another new feature that's tied into the "Type in Text" function. If you press Hyperkey n, type a word, and press the Enter key, Total Eclipse 4.0 will remember the word you typed over and the new word you typed in its place. (Note: This only works for single words. Phrases will be ignored.)

How does this help? Let's say you wrote POF (positive) instead of PROF (professor). You put your cursor on "positive", press Hyperkey n, type "professor", and then press the Enter key. The next time you place your cursor on "positive" and press Hyperkey n, you'll see something like this: professorpositive.

You now have two choices: 1) If you start typing something different from the "professor" suggestion, the suggestion will immediately disappear. This means you can still type over words exactly as you have in the past. (You do not have to use Escape or Backspace to ignore typeover suggestions.) 2) If you want to accept the "professor" suggestion, just press the Enter key and it will be inserted. Pressing Enter one more time would delete the original word (positive).

Until you know what "Typeover Tracking" is trying to do, you might find it distracting. If you're a really fast typist, you might type over the suggested replacement word before you even know it. You might wonder: What was that flash of text? A moment later, you might realize Eclipse was offering to save you some typing.

I hope you'll enjoy these new behaviors associated with "Type in Text." They actually make a lot of sense, can save you some steps, and you can get used to them easily. □

## **Total Eclipse 4.0 e-Power Seminar**

**By Keith Vincent**

Saturday, October 8, 2005 - 9 am to 4 pm  
Holiday Inn Select Hotel at Greenway Plaza  
(U.S> 59 South, just past Kirby Drive)  
2712 Southwest Freeway, Houston TX 77098

.5 CE units, approved by Texas Court Reporters Certification Board.  
Forms will be provided for NCRA credit applications.

Topics include:

Making the Transition to Eclipse 4.0  
New and Improved Features in Version 4.0  
The Dictionary Editor  
Texas Format Files and Automatic Indexing

Hands-on format, Classroom seating. Bring your laptop computer. Steno machines are not needed.

8:30-9:00: Registration

9:00-10:30: Session 1

10:30-10:45: Break

10:45-12:00: Session 2

12:00-1:30: Lunch (on your own)

1:30-2:45: Session 3

2:45-3:00: Break

3:00-4:00: Session 4

Before September 22nd: Reporters, \$150; Scopists, \$100; Students, \$50

After September 22nd: Reporters, \$175; Scopists, \$125; Students, \$75

(Advantage Software training certificates are welcome.) Seating is limited. To register, call Keith at 713-523-6345



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# Using Dictionary Comments in Total Eclipse 4.0

By Keith Vincent

For quite some time now, Total Eclipse has allowed you to attach a comment to any dictionary entry. Here's an example of such an entry:

**\understand\{^ed}in~stacking entry**

In such an entry, two tildes (~) keep what is used in translation separate from the explanatory text. In other words, what comes after the two tildes will NOT appear in your translated text; it will only be seen when you're looking at the entry in your dictionary.

With Total Eclipse 4.0, you can create exactly the same kind of entry when you're in the globaling window or the dictionary additions window. However, the comment that you write after the two tildes appears in the "Comment" column of your dictionary. That makes the comments easier to read because they don't run up against the entry text. In fact, you might have several columns of other information that appear before the comment -- for example, date created, date modified, date used, etc.

Remember that the various column headings of your Total Eclipse 4.0 dictionary act as "Sort" buttons. So you can use the mouse to click on the "Comment" column heading if you want to see the entries sorted by that category, A to Z. Click on the column heading one more time to sort by "Comments" from Z to A.

There are many ways you can use dictionary comments. In a deposition situation, you might add a comment next to an attorney's name, to indicate which party he/she represents and even an office telephone number. A captioner might add a comment next to someone's name that's currently in the news.

Personally, I'm adding comments to my conflict entries so that if I want to see all my "stacking" conflicts, I can do that quite easily. I'm also in the process of changing my writing style so that I can write faster, with fewer steno strokes. If a new entry is very similar to steno that I've been using for a long time, I add a comment to remind myself of the old steno. Here's an example of what you'd see as I'm globaling:

**S P - T =  
as opposed to~S-PT "suspect the"**

Here my new steno means "as opposed to." However, when I look at my dictionary entry in Total Eclipse 4.0, the "Comment" column reminds me that I have an old entry with similar steno that means "suspect the." □



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**Total Eclipse 4.0 e-Power Seminar**

**Keith Vincent, presenter**

**Saturday, October 8, 2005, 9 AM to 4PM**

**Houston, TX**

**To register, call Keith at 713-523-6345**

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**SUNSPOTS**

**If you refer a friend to 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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