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

The best way to keep one's word is not to give it.

Napoleon Bonaparte

Inside this issue:

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

Protect Your Transcripts by Backing up Online

by: Wil Wilcox

All your important files--your transcripts, along with the associated text documents, dictionaries, notes and WAV files, you name it--may start out sitting safe and snug on your PC's hard drive. But what if the drive goes belly up, runs out of room or something happens to that computer? And what if you'd like an easy way to share those files with scopists or proof-readers?

Web-based storage services let you back up your data, store your files on a Web server, or share them quickly and simply with anyone. **Offsite backups are considered the safest way to protect your data.** With the wildfires we've just had near my house, I'm a definite believer in off-site backups.

The reason I'm so excited about this topic right now is because I have some very exciting news to share with you. **AOL has purchased my favorite online backup service, XDrive, and is offering 5 gigabytes (GBs) of storage absolutely free to anyone who'll have it.** 5 GBs is over twice as big as the hard drive on my first laptop computer. To get the storage, all you have to do is create a free AOL Screen Name or use your current AOL or AIM Screen Name, and you can get access to this terrific free online storage facility. Just go to http://www.XDrive.com to get started.

XDrive supports file sharing and streaming of media files even to your cell phones. You can manage your files via the XDrive Desktop client, or in a Web browser via the service's Web interface. XDrive supports the ability to be mapped as a network drive opening up all kinds of possibilities for sharing WAV files. Xdrive allows users to upload files that will be accessible anywhere via a Web connection. On top of that, **XDrive also offers an automatic backup service** and tools to make the online storage act just like an external hard drive.

The "Brief" Finder: Text-Sorted Dictionaries
By: Keith Vincent

Keith Vincent

One of my favorite additions to Total Eclipse 4.1 is the way it helps me find faster ways to write things. It doesn't have a catchy name, but let me refer to it as the Brief Finder.

Here's what I mean. I have a dictionary that I call Steno Tips. It contains more than 12,000 entries, from a variety of writing styles, but each entry consists of just one steno stroke. You're welcome to a copy of it. Just go to the "Steno Tips" page of my website, KVincent.com. You'll find it available in three versions -- a PDF file, an RTF file, and a Total Eclipse dictionary.

Sometimes I use multiple steno strokes to write a word or phrase that's in my main dictionary. Then I'm thinking there's probably a one-stroke way to write the same thing and it's probably in my Steno Tips dictionary. Well, Total Eclipse 4.1 has a way of helping me find it.

If you have a dictionary open and you just click on the "Text" column, that will sort all the entries so that they are displayed alphabetically, from A to Z. Click on the "Text" column again, and the entries are sorted from Z to A.

If you have a dictionary open and sorted by text, then when you move your cursor in your TEXT window, Eclipse will track your text-sorted dictionary. So let's say my cursor is on the word "specialty," which I wrote in three steno strokes. If I glance at my Steno Tips dictionary, I can see a one-stroke way to write that. If that one-stroker is not yet in my personal dictionary, I can place my cursor on the entry in my Steno Tips dictionary and press Alt R so that copy of that entry is "read" into my personal dictionary.

Using text-sorted dictionaries this way is a great way to learn new steno. If a word comes up over and over again while you're taking a job, that's a great time to learn a faster way to write it. You're not only motivated to write it more quickly; you're also getting the perfect opportunity to practice your new steno. By the end of your job, the new steno will be in your fingers and feel very natural.

Of course, some of this is not new at all. Eclipse text windows and dictionaries have always tracked each other. This has been true for at least 15 years. When Total Eclipse Version 4 was released a year ago, its most important feature was a new dictionary structure that stores much more information -- not just steno and text but history, comments, and additional statistics. Total Eclipse 4.1 just expands on the usefulness of this new dictionary structure.

The Brief Finder has its own Visualizer in Total Eclipse 4.1. To find it, go to the "Help" menu to open the Visualizer Topics menu. It's the fourth topic in the section on "Dictionaries." Look for "Using Text-Sorted Dictionaries to Find Steno Shortcuts." However, you don't have to get your update disk to see this feature in action. It's shown at the end of a four-minute "What's New" demo in the Total Eclipse section of my website. Just look for the link to "FAQs."

New "Simply Magic" Total Eclipse Seminars
Dallas – Oct 13-15, 2006 / San Antonio – Oct 27-29, 2006

Presenters: Keith Vincent & Amy Enberg
And
Tupelo, Mississippi   October 20-21, 2006 — Presenter: Keith Vincent

Complete information at: http://www.kvincent.com/html/gen__workshops.html

A Macro for the "Brief" Finder

I've created a "Brief Finder" macro that you can import to make it easier to arrange your display to take advantage of the Total Eclipse features that I've been describing here.

The "Brief Finder" macro assumes that you have just one document open, the one you intend to edit. It opens the "Steno Tips" dictionary and sorts it by text. Then it arranges your screen so that your text-sorted dictionary won't steal much space from the window where you're editing your job.

You'll notice this macro references the "Steno Tips" dictionary. So I'm presuming that either you've downloaded the dictionary from the "Steno Tips" page of my website or that you've created an empty "Steno Tips" dictionary and read entries into it from some other source, whether it's Kislingbury's "Stenomaster" dictionary or Boucke's "Briefs Encountered" or any other dictionary. Here's the macro. The parenthetical comments are just to help you understand what's happening.

(Open the Steno Tips dictionary)	(Sort Entries by Text)
Cmd: Open Dictionary	**Cmd: Display Properties**
Shift+Tab	**T**
Alt+B	**Tab (5 times)**
Steno Tips.dix	**F**
Enter	**Tab**
	Enter
("Tile" arrangement for dictionary and text window.)	(Resize the dictionary window)
F10	**F10**
W	**Spacebar**
T	**Right**
	S
	Down
	Up (24 times)

Power Options Checklist (for Windows XP Users)

Richard May, Advantage Software Support

To ensure that Eclipse runs smoothly during real time, the following steps can be very helpful.

1) Turn off Antivirus. A lot of functions within Eclipse are controlled by macros, and antivirus software out there today can view this as a threat and try to stop the software from running macros. Norton Anti-Virus seems particularly intrusive in this regard. This can cause the Eclipse software to lockup, possibly ruining any Real Time and/or Audio sync that you may have going.

To resolve this issue, at the bottom right hand side of the screen where you should see the time, put your mouse over each icon. One of the icons should say something like Norton Auto Protect or shield or something close to that, if you have installed other antivirus software. To disable the anti-virus or turn it off, right click on the icon and then left click on EXIT or DISABLE. Also, ensure that you are not running spybot programs. These are programs that prevent spyware from infecting your computer. The most widely used is Spybot Search & Destroy. Right click on that once (bottom righthand side of your screen near the computer time) and then left click on Exit.

2) Turn off Screen Savers. Out of Eclipse, right click on empty spot of your Windows Desktop. Your mouse should NOT be hovering over an icon. Then left click on Properties. Left click on the tab that says Screen Saver and ensure that it is set to none. A screen saver coming on during Real Time can lock up a system.

3) Turn Off All Power Options. There are several steps to this, but it is relatively easy to fix. This will ensure that no ports are being turned off and that the Hibernation function of the Windows XP system is not enabled.

First check your Power Options in Control Panel. To get there, left click on Start, then left click on Control Panel and then left click on Power Options.
Find where it says Power Schemes on the first window that comes up. Every box in that window should say NEVER.

(NOTE: The drop down menus for RUNNING ON BATTERIES should be left alone if they have a time in there. This will notify you that you are running on battery power. This usually indicates that the power cord for the laptop was not plugged in, giving you ample time to plug in the power cord before the system shuts itself down).

Left click on the Tab for Hibernation. Ensure that the box that says Enable Hibernation is un-checked. When you've done all this, Click Apply and then okay.

(Note: Toshiba uses a program that overrides Windows Power Options. Check your user's manual or contact Toshiba support for Power Options help.)

AOL is offering for a fee more storage to users who find 5 GB just isn't enough. The storage alloca-tion can be increased to 50 GB for $100 per year. Wow, such a deal! I'm betting that many people will find that they love this service so much that they'll decide to upgrade to the 50 GB account. And I'll bet that AOL is banking on people filling up the free 5 GBs of space fast and upgrading to the for-pay service to get the extra storage so that they'll be able to make money on this service as well. 50 GBs could possibly be enough to back up your entire Eclipse folder with everything in it. Even still, 5 GBs is nothing to sneeze at and extremely useful indeed.

For more information on XDrive and a demonstration of how it works, there is a Visualizer in Total Eclipse in the File Management category called "Sending Large Files" that will show you how to upload and share files using XDrive.

There are also a few things to keep in mind. It is not a good idea to rely on one backup source for your important files. In other words, keep a backup of your files at your home or office as well as online. Sometimes Websites come and go, but with the Web giant AOL now backing XDrive I'd say that it's going to be around for a long time to come.

AOL XDrive makes it easier than ever to back up and share your files by giving you access to a vir-tual hard drive online. What have you got to lose? ■

4) More on Power Options.   Left click on "Start" and find MY COMPUTER.   Right click on My Computer, then left click on Properties. Then left click on the "Hardware" tab, and left click on "Device Manager."

Within Device Manager, scroll all the way down until you see Universal Serial Bus Controllers. Left click on the plus (+) sign. You should see anywhere from one or more instances of "USB Root Hub."

Left click on the first USB Root Hub and find the tab that says "Power Management."
You will see a checked box that says: "Allow the computer to turn off this device to save power." If there is a check mark in this box, left click on it to remove the check mark. Then click on click on OK to leave the dialogue. Follow this same procedure for all listings of "USB Root Hub." Once done, click on OK and close out all windows. ■

(Add or delete Ups if your dictionary window is too small or large.)

    Enter

(Resize the text window)

    Ctrl+Tab

    F10

    Spacebar

    Right

    S

    Up (24 times)

(Add or delete Ups if your dictionary window is too small or large.)

    Enter

You can download this "Brief Finder" macro from the e-Tips page of my website, www.KVincent.com. Just go to the description for e-Tip #60 where it says: "To download macro, right-click here and 'Save Target' as a file on your Windows Desktop."

Once you've downloaded the macro, don't forget to go to the "Edit" section of your User Settings and select "Macros." You'll want to "Import" the macro that you've downloaded so that it will become part of your user settings. Then your list of macros will include "Brief Finder." Find this name in your list of macros and use the "Edit" button so that you can assign a Speedkey to this function. Ctrl F5 or Alt F5 would probably be logical, since F5 is the default speedkey for "Find/Replace." ■