



e-Tips Newsletter

HouseCall



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 have often regretted my speech, never my silence."

- Xenocrates (396-314 B.C.)

"Good people do not need laws to tell them to act responsibly, while bad people will find a way around the laws." - Plato (427-347 B.C.)



ADVANTAGE SOFTWARE

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One of the worst calamities that can befall a computer user is to get a computer virus. Having an antivirus software program installed is a must. So is keeping your virus definitions up-to-date.

Adding even more firepower to your antivirus arsenal is the free Web-based service from PC-Cillin called HouseCall. For a free online virus scan go to: <http://housecall.trendmicro.com/>. HouseCall detects some viruses that even Norton and McAfee won't. In addition, if you are having an emergency and need to get rid of a virus it can save the day. If your computer is able to connect to the Internet, HouseCall just may be able to eliminate that pesky virus that is making life so miserable. The current version only works with Internet Explorer. HouseCall also will scan for spyware and security issues.

I love HouseCall and every week or so in addition to running my regular antivirus scans on my computer I go online and have HouseCall scan my computer. In addition, I've seen HouseCall save the day for others after getting a pesky virus that they just couldn't get rid of with their current antivirus software.

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- 6. Total Eclipse Overview

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

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Speaker Paragraphs for Jurors and Prospective Jurors

By Keith Vincent

If you've ever had to report the process of selecting jurors for a trial, or the polling of jurors at the end of a trial, you've probably wondered how to set up Eclipse to handle the identification of so many speakers, especially during rapid exchanges. "Can you apply the law?" "Yes, can." "Yes, I can." "Yes, I can." It can get pretty overwhelming.

Some reporters just write this as Question & Answer. Later, during editing, they turn the Q&A into Speaker paragraphs. The Questions get assigned to the Court or to an attorney. The Answers get assigned to Prospective Juror 1, etc. There are even a few speedkeys set up within Total Eclipse to make it rather easy to change Q&A to colloquy. Ctrl 8 will turn a paragraph into colloquy by THE COURT. Ctrl 1, etc., will turn a paragraph into colloquy by the speaker whose name is listed next to the 1 and other numbers on the Speaker Table. Ctrl 9 will open the Speaker Table, ready for you to select a new speaker, like Juror No. 7.



Here are two additional approaches.

One approach would be to use a set of one-stroke speaker identification entries in your dictionary. I'm sure there are officials in courts who have devised some ingenious entries along these lines. These might use the number bar and the middle finger of the left or right hand to indicate a juror. The "E" key could be included for a doubled digit (e.g., 1E = 11) or reversed digits (e.g., 12E = 21). Here are just a few possibilities.

1-B = {S:JUROR NO. 1}
 1-EB = {S:JUROR NO. 11}
 W-6 = {S:JUROR NO. 6}

You could add one more key to the stroke to identify a prospective juror. So you'd still be using the number bar and the middle finger, but you'd add an outlying key to the stroke. Still, it would remain a one-stroker.

1-BS = {S:PROSPECTIVE JUROR NO. 1}
 12-EBS = {S:PROSPECTIVE JUROR NO. 21}
 KW-6 = {S:PROSPECTIVE JUROR NO. 6}
 1KW-E6 = {S:PROSPECTIVE JUROR NO. 61}

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55 Oak Street, P.O. Box 99
 Bayonne, New Jersey 07002
 Tel: 1.800.631.6989 Fax: 1.800.631.2329



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An alternate approach would be to have a dictionary entry or two to bring in a block file with a form field in it. The block file would just say "JUROR NO. ___" (Here the underlining is just a way of representing a form field.) During editing, the juror's number could be inserted by means of the fill-in-the-blank process.

On the e-Tips page of my website, I'll put two sample files called "Add Juror" and "Add Prospective Juror." You can download them and use them if you like. These block files use the type of paragraph whose name is "**speaker Paragraph**". This is what Eclipse normally uses for continuation paragraphs within colloquy. (If you look at the left edge of the Total Eclipse document window, you'll see the "button" for such a paragraph has a small "s" instead of the capital "S" that indicates a speaker's opening paragraph.)

What's the advantage of this approach? You'd only have to memorize the steno for one or two dictionary entries, as in these examples:

SKWR-Z = {<Add Juror}

SKWR-PZ = {<Add Potential Juror}

Thus, SKWR-Z would be an "autoinclude" stroke that brings in a "speaker Paragraph" with the text "JUROR NO. ___" What about that form field? During editing, just press Ctrl E or Hyperkey "e" to scan to the blank. Then either type in the juror's number or, if the blank is not needed because the juror's number was inserted from steno, just press the Enter key on your computer keyboard. (The form field will delete itself if you press the Enter key without having typed anything in the fill-in-the-blank dialogue.)

If you're going to use this approach, it would be a good idea to put a colon or a period in your steno before writing what the juror says. That extra bit of punctuation could also be part of your dictionary entries:

SKWR-Z = {<Add Juror} {:}

SKWR-PZ = {<Add Potential Juror} {:}

You can download sample copies of such files at the e-Tips page of my website: www.KVincent.com. Just go to the description for e-Tip #46. There's a separate link for each file. Right-click on a link and then "Save Target" as a file in the folder that contains your cover page files and other Total Eclipse block files.

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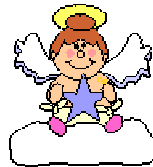
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e-Power Workshops

None scheduled at this time

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