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# e-Tips Newsletter

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Please keep in mind that because of the volume of e-mail we receive and the fact that that we are volunteering our time for this free newsletter, we can't routinely answer individual questions by phone or e-mail, nor can we consult on problems or purchasing decisions.

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**Keith Vincent**

## Abbreviation Comma

**In January I presented the first of several webinars illustrating some of my favorite tips from almost 10 years of e-Tips. Part 3 will be offered on May 5.** “Inc.” came up in a sample sentence, and I wound up with either two periods or a comma that overwrote the period of abbreviation. Naturally, people asked how we could get this right.

After some consultation and experimentation, I'm happy to offer a solution. **Use {.,?} when an abbreviation should sometimes be followed by a comma.** Thus, my steno for “Inc.” is now defined like this: `{.,?}{|-}{~}Inc{.,?}` This does the following:

1. **{.,?} is a conditional or “soft” comma.** In other words, if I have already written a comma, this “soft” comma will simply not insert itself. Thus, I won't end up with two commas.
2. **{|-} capitalizes the previous word,** presuming a name. I can write “brown” and then “Inc.” and get the name “Brown.”
3. **{~} is a hard space.** If necessary, “Brown” will move down a line in order to keep together with “Inc.”
4. **{.,?} is a new syntax.** It includes a period of abbreviation. The comma will get inserted in case “Inc.” is occurring in the middle of a sentence. However, depending on the punctuation or paragraph command that follows, the comma will delete itself.

**This new {.,?} syntax requires a new line in your metadictionary.** `{.,?}={/ < /" [ . ] ; [ ] . [ ? ] . [ - ] . [ , ] . [ : ] . [ ] . [ : ] . [ ? ] / ? CPC }`

Punctuation is obviously important. So **I've created an “Eclipse Punctuation Summary” that you can download from the e-Tips page of KVincent.com.** Check it out and see if it doesn't help you get much better results for basic punctuation, conditional punctuation, spacing, capitalization, parentheses, and quotation marks.

# Two Screens Are Better than One



In the court where I work, everyone uses two monitors, except for the court reporters. We have to provide our own equipment. I haven't been using an

It's affordable and boosts productivity. Some articles claim that using a second monitor can increase productivity between 10% and 50%. I can now:

## Use your second PC as an extra monitor



external monitor because it's something extra you have to buy and it gets in the way of my multiple notebook computers, exhibits, and various gadgets.

I was thrilled to find **MaxiVista, a Windows utility that lets me use my little netbook or tabletpc as a second monitor via a network connection.** There's no other hardware required.

- \* Arrange Eclipse to edit a transcript on my primary PC and a job dictionary or other file on the secondary.
- \* Have two separate views of an Eclipse realtime file
- \* Show realtime on a netbook sitting on top of my writer in addition to the realtime display on my laptop
- \* Keep a job spelling list or list of briefs open on one

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**For more info on e-Power Tutorials, visit: [www.KVincent.com](http://www.KVincent.com).**

## 2 Screens Are Better *(continued from page 2)*

screen and run Eclipse in the other

- \* Play audio that may need transcribing from one screen and take it down in realtime in another
- \* Keep my e-mail or calendar open on the secondary
- \* Work on one computer and use the other to read the manual or follow step-by-step directions

Previously, I had just worked with a couple of different notebook computers running, but that isn't as efficient. I had to use a separate keyboard and mouse for each computer. **Now I can use one keyboard and mouse, the one that's closest to me.** Since I don't need to use the keyboard of my netbook, I can put it in a stand and raise it to the level of my notebook screen.

The installation program is easy to run. It will install MaxiVista for the primary and secondary machines. There is also a video tutorial at their website. If a firewall is running, you will have to allow MaxiVista access. **When your computers boot up, MaxiVista looks for the other monitor on your wired or wireless network and automatically links the two computers.**

MaxiVista runs very smoothly with good screen clarity, but there are some limitations. You may want to adjust your screen resolutions to find which is optimal. To make changes in the settings, just right-click the little icon on the taskbar that looks like two computer monitors and go into the configuration menu.

**MaxiVista also lets you remotely control the other computer. So you can have the computers running independently and use the same keyboard for both.** Just switch to Remote Control Mode and then use your external keyboard and mouse or the keyboard on the notebook computer to work with both computers. I am more efficient when I use an external keyboard and love having it work with both of my laptop computers at the same time.

It definitely takes getting used to using dual monitors. Working with the extended Windows desktop is also a little strange at first. See the e-Tip #79 about that, in the

archive at [KVincent.com](http://KVincent.com). If you're using the extended desktop to drag running programs to the other monitor, remember to move them back when you're done. Otherwise, the next time you try to open them without the other computer running, you won't be able to see because the second display is missing. After a little while you get used to this and know what to expect.

**MaxiVista has a free 14-day trial version of the program.** Give it a test drive. If you like having more screen real estate and being able to eliminate much of the minimizing and switching between windows, you'll want to upgrade to the full version.

**Visit [MaxiVista.com](http://MaxiVista.com) to download the trial version or see a video demonstration to get a better idea of how it works. It costs \$39.95, \$49.95 or \$99.95 depending on version and features you want.** It works with Windows XP, Vista or Windows 7. I've used it with great results with each of those versions of Windows.

You'll see for yourself that two screens really are better than one.

## Realtors' Numbers

**When a real estate agent says the price of a house, it's often not reporter-friendly. "Five ninety-five five" means 595,500.** So how can you ensure this number will translate properly within Eclipse?

One way is to write "five hundred ninety-five" and then, when you hear the final "five," go ahead and write "thousand five hundred".

Another way is to create a dictionary entry that basically tells Eclipse what you understand that final "five" really means. Here's an example:

**Steno: TPAO\*EUF**

**Text: thousand}{5}hundred**

With one entry, you can do the work of several, without having to interpret what you hear each time.

### *Disclaimer:*

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