

**e-CourtReporter Presents:**

# **e-Tips Newsletter**

**No. 4 – August 15, 2001**

Wil Wilcox: The Recycle Bin  
Keith Vincent: A Quick Ellipsis

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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](http://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**

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### **The Recycle Bin**

Windows sends deleted files into the Recycle Bin on the desktop. Is your Recycle Bin the size of a dumpster?

Here's how you can make more room on your computer for those large audio-sync files and immediately increase the free space on your hard drive by up to 9%. By default the size of the Recycle Bin is set to 10% of the available hard drive space on your computer. I recommend that you reduce that 10% default to no more than 1% or 2% by right-clicking on the Recycle Bin, clicking on Properties and then dragging the sliding pointer left to 1% or 2%. It's important to note that this may not leave room in the Recycle Bin for very large files such as accidentally deleted audio-sync files. Smaller files such as notes and transcript files will still get sent to the Recycle Bin if free space allows. If the file you delete is larger than the available space in the Recycle Bin, Windows will delete the file and you can't recover it. As long as you are aware of that limitation you can decrease the default size that the Recycle Bin uses.

Don't forget that Windows will simply delete files larger than the available free space in the Recycle Bin, so before confirming deletion be sure to check that you've selected the correct file. You'll go from a huge and very wasteful dumpster to an efficient waste pan.

## Keith's e-Tip

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### A Quick Ellipsis

While the dash is a common indication of some interruption, the ellipsis or suspension points (...) can easily indicate that a speaker's voice has trailed off.

Here's a fast way to make a paragraph end with... Place your cursor somewhere in the sentence that ends the paragraph. Press Alt P (or Hyperkey p) to force the sentence to end with a period. The cursor is now at the very end of the paragraph, right at the point where you can hit the period key (the one located right next to the comma) twice.

Of course, you can also use cursor keys and/or the mouse to get where you need to add an ellipsis. However, the approach suggested here is often much faster.

## Upcoming 3-day EclipseNT e-POWER Workshops

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**Houston, TX Oct 26-28, 2001**

**Costa Mesa, CA Nov 9-11, 2001**

**Las Vegas, NV Feb 1-3, 2001**

**For more details:** [www.EclipseNT.com](http://www.EclipseNT.com)

We'd also like to thank the great EclipseNT users who have joined us at one of our many workshops and we hope to see you again soon!

## Who Are We?

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**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](mailto:e-CourtReporter@pobox.com) or call (818)766-7346.

## Disclaimer

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