

e-CourtReporter Presents:  
**e-Tips Newsletter**

No. 24 – February 25, 2003

"640K ought to be enough for anybody."  
- *Bill Gates (1955-), in 1981*

**Wil Wilcox: Regular Defragging Prevents Crashes**  
**Keith Vincent: A Macro for Editing Index Items**

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## **e-Power Video Tutorial Training**

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Total Eclipse Visualizers are short "how-to" videos that come with your Total Eclipse CAT software CD. Although each video lasts only 1 or 2 minutes, the Visualizers are too large to download. So if you have downloaded Total Eclipse and want to have the Visualizers too, just call 1-800-800-1759 and ask for the Total Eclipse update CD from Advantage Software. A small shipping fee will apply.

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## **Upcoming 3-day Total Eclipse e-POWER Workshops**

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<b>San Diego, CA</b>	<b>May 30 – June 1, 2003</b>
<b>Houston, TX</b>	<b>October 3-5, 2003</b>
<b>Burbank, CA</b>	<b>November 7-9, 2003</b>
<b>Honolulu, HI</b>	<b>October 2004</b>

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

### Regular Defragging Helps Prevent Crashing

Regular hard disk maintenance is important to the health of your computer. Many people don't realize that it's necessary to defragment your hard drive to make your system perform well. This is especially important if you use audiosync. Recording audio during realtime and playing it back during editing is asking a lot of your system. Help your computer out by defragmenting regularly. Once a week should be fine for most computers.

This is a maintenance procedure that you should use that many people either are unaware of or do not use often enough. If you feel it takes too long for your audio to start playing, then be sure you do not have a fragmented hard drive. If your computer freezes when you stop and start audio playback, one thing you can do to help prevent this is to be sure to defragment DAILY.

A little known fact is that even if you just defragmented your hard disk today, it still probably needs to be defragmented again. A hard disk may not be fully defragmented until it takes less than an hour to defragment it and on some computers as little as 5 minutes. The more you use your computer, the more scattered or fragmented files become as they get written and rewritten to your hard drive.

How do I defragment my hard disk?

First be sure there are no programs running.

- 1) Click on the START button.
- 2) Click on Programs
- 3) Click on Accessories
- 4) Click on System Tools
- 5) Click on Disk Defragmenter
- 6) Follow the prompts on the screen to defragment you hard disk(s).

**IMPORTANT:** Even if Windows says you do not need to defragment, tell it to defragment your hard disk(s) anyway. A little-known fact is that the Windows defragmenter does not accurately detect when a large hard disk needs to be defragmented. Many computer users do not defragment after being informed by Windows that it is not necessary. That is incorrect.

**IMPORTANT:** If it takes longer than 5 minutes to defragment your hard drive, run the defragmenter again (and again if needed). Sometimes it has to be run several times in a row in order for a complete defragmenting job to be done. Individual results may vary. Some computers will take as much as an hour or longer.

If you use audio sync and have experienced problems, you may need to defragment your hard disk DAILY. This is especially true if you turn the audio off and on a lot.

A common question: My computer will not defragment. It acts like it is running and goes up to 1% (this could be 2%, 5%, 10%, whatever) and then it restarts. What do I do?

If the defragmenter runs for a while, then starts over again at the beginning, this means you have a program running. All other programs must be shut down, or the defragmenter may never finish. Only two things should be running - EXPLORER and SYSTRAY. If any other programs are running, shut them down. If defragmenter still does not complete, you need to run Disk Defragmenter in Safe mode.

Clean up that clutter. Defragment your hard drive today.

## Keith's e-Tip

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### Alt F1 to Quickly Edit an Index Item

When EclipseNT inserts automatic index pages, typographical errors within exhibit descriptions (like "Lettttter from Smith to Jones") are easy to edit; but correcting index items (like "Noooo. 1" or "Examination by Mr. Jonnnnnnnes") are trickier. That's because Index Items are stored as paragraph labels, so you have to open the paragraph's label to make a change.

Here's a macro that opens an index paragraph label so that you can change the item name or location. It's assigned to Alt F1 in the default keyboard settings (more on this later). How does this work? Just place your cursor on a line of your index page that you want to change. Then press Alt F1. An "Information requested" dialogue will open. Your current label will be displayed, and the cursor will be at the end of the line.

**Opening Statement by Mr. Jonnnnnnes{TR:1}{P10}**

There you could easily edit the page number (e.g., change P10 to P11) or press "Home" to get to the beginning of the line to make some other change. You could also press Ctrl Left or Ctrl Right to move left or right, one word at a time, and then make your change.

### **Opening Statement by Mr. Jones{TR:1}{P10}**

After making your change(s), just press the OK button a few times to close dialogues and confirm your correction(s).

Here are the steps of the "Edit Index Paragraph" macro:

Step	Purpose
Cmd: Home	Move to paragraph button
Cmd: Home	
Cmd: New pgh	Paragraph data (F8)
Tab	Move from typing field
Alt L	Label
Tab	Move from typing field
Alt C	Change label
End	End of line

This macro is now part of the Eclipse.set file, and it's assigned to Alt F1. If Alt F1 does nothing on your keyboard, open the Edit section of User Settings and click on "Macros." Then look for "Edit Index Paragraph." If it's there, you can click on the Edit button and then press "Speedkey" to assign it Alt F1 (or any other keyboard shortcut you prefer). If not, you at least have the steps to create a new macro that performs these steps.

## 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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