



e-Power Video Tutorials presents:



e-Tips Newsletter

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MyCaseBuilder.com



Keith Vincent

A Few Proofreading Tips

At the April 2014 Eclipse Users Conference in Las Vegas, it was my pleasure to assist Jeremy Thorne in a major presentation entitled “Connection Magic and Collaboration.” The class did focus on unique Eclipse features like Shared Editing via Connection Magic, but it also offered tips that were not specific to any one CAT software.

Let’s look at proofreading. Within Eclipse, I find the **AutoMagic** suggestions extremely helpful. There are **Auto-highlighted typos**. Also, after marking text, it takes just one keystroke to do a **Quick Google Search** on a word or phrase. “**Watch Words**” keep me from glancing over sound-alikes like John, Jon, and Jhan. “**List Errors**” highlights inconsistent spellings, maybe “Greene” in one spot and “Green” in another.

Once I’ve scoped a job, I send an **ASCII file to my proofreader**. An ASCII contains only text and line breaks, and it does not require a CAT system to work with such files. They can be opened in Windows Notepad or any word processor. After proofreading, the job is returned to me as an ASCII file. Questionable spots are marked with a **^** or *****. **If a proofreader sends a list with page/line references, I implement changes from the bottom of the transcript and work upwards.** That way the page/line numbers do not get inaccurate as words get changed or inserted in a long job.

Another good proofreading tool: **PDF files with annotations**. I can send my proofer a PDF file. The **free Adobe Reader lets someone insert highlighting or make hidden comments**. The highlighting would be quite sufficient for pointing out obvious errors. As for the comments (what Adobe calls a “sticky note”), these would show up on right side of the screen when you click on the “Comment” button. **The original page and line numbers would not be disturbed by questions that the proofreader may want to ask.**

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Upcoming Webinar Suite:

Cloud Solutions and Productivity Apps for Court Reporters

October 1, 2014 - Michael Starkman

October 22, 2014 - Wil Wilcox

November 12, 2014 - Keith Vincent

Info and signup at ReporterWebinars.com

Keith’s Eclipse Seminars

Austin, Texas
September 27, 2014

Houston, Texas
October 4, 2014

Info and signup at KVincent.com.

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Microsoft OneDrive and Office 365



Microsoft announced plans last month for a massive increase in file storage with **free OneDrive accounts from 7 gigabytes (GB) to 15 GB**. What is really exciting, though, is that they are also including **1 terabyte (TB) of storage with a \$6.99 per month subscription to Microsoft Office 365**.



1 TB of online storage and Office 365
for only \$6.99 per month



The average laptop today includes a 500 GB hard drive. One TB is double what your average laptop computer can store. Microsoft wants you to store all your photos, videos, documents and other files such as transcripts in OneDrive in the cloud.

Microsoft Office 365 is the cloud version of Microsoft Office. You sign up for a “home” or “personal” account on the Internet at Office.Microsoft.com. “Business” in this case is meant for large businesses with IT departments and 25 or more employees; it costs \$60 per user per year. I’d stick with “home” or “personal.”

After you have your account set up, you are able to access Office on the Internet and also to download and install the full version of Microsoft Office. “Home” allows you to **install Office on any combination of 5 PCs or Macs and 5 tablets/iPads or Androids, up to 10 devices total. There are Office 365 apps for iPhones and Android phones as well.** You can share the “home” account with up to five members of your family which makes this a great deal. Each user of your “home” account gets the 1 TB of storage. The

“personal” account gives you access on up to two devices (1 PC or Mac and 1 tablet.)

The apps you get include Word, Excel, PowerPoint, Outlook, Access, OneNote and even Publisher. OneDrive is free. However, with the Office 365 subscription, your storage space will be bumped up to the terabyte level mentioned above.

Do you need Office? Well, I think the OneDrive storage provided makes it worth it right there. Word, for starters, is very handy for writing letters, creating invoices, making address labels and much more. OneNote is a great note-taking application along the lines of Evernote. I use OneNote to keep notes on all of my court reporting jobs and to keep organized. Excel allows you to create spreadsheets which will show you how much you are going to get paid for transcripts in production.

Why pay? There are free alternatives. Google Docs is the closest competitor to Office and is free. However, as an Office 365 subscriber, you get tech support from Microsoft by phone or chat at no extra charge, which can be invaluable.

To share your Office 365 subscription, sign in at Office.com. This is where you can add users to “share” Office (and also remove them, if it’s a messy breakup.) Your shared users get to manage their own accounts from Office.com as well. They also get the 1 TB OneDrive storage. They are not able to see your files or the details of your account.

So what happens to the files in your 1 TB OneDrive storage if you cancel your Office 365 subscription? Any files that were there previously will “always” be available even if your storage has shrunk back down to the free 15 GB. You just won’t be able to add new files until you delete some of the old files down to the size you are currently allotted.

You can see whether the “bonus” storage has been added to your OneDrive account by navigating to OneDrive.com on the web. You’ll see

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Cloud Solutions and Productivity Apps for Court Reporters

ReporterWebinars.com - Fall 2014

Save the dates! **Michael Starkman, Wil Wilcox, and Keith Vincent will be offering a three-part webinar suite on three Wednesdays in October and November 2014.**

On **October 1st, Michael Starkman** leads the way and focuses on cloud storage and useful apps that he's discovered to make you more productive on your various devices, not just your PC.

On **October 22nd, Wil Wilcox** takes reporters from before proceedings start to when they get back to home or office and how to tie all your technology together to enhance productivity and save time and money.

On **November 12th, Keith Vincent** takes a comprehensive look at Bridge Mobile. He'll show how

to use it with any CAT software (not just Eclipse), and he'll take special care to point out how your clients can save and access the notes and marks that they made during realtime proceedings.

As always, you can participate in the live presentations, which allow you to be part of the question-and-answer process. However, you can also watch the recorded presentations if that's a better fit for your schedule. You can take advantage of both ("live" and recorded).

Join us for 2 hours on each of these Wednesdays and earn up to .6 NCRA CEU.

For more information and registration, visit ReporterWebinars.com.

Proofreading Tips *(cont. from page 1)*

In this screenshot, you see the Adobe "Annotations" tools in the upper-right corner of the screen.

The first icon (a thought cloud) is for what Adobe calls a "sticky note", and it's used for inserting hidden comments. There are two hidden comments in this example. The first hidden comment is after the word "marked"; it points out the

discrepancy between "Exhibit 1" and "Exhibit S." The second comment is in the process of being inserted after "MR. MERLENO."

The second icon among the "Annotations" tools is for inserting highlights, which appear in yellow. This tool was used to point out three problem spots -- "Exhibit 1", "Exhibit S", and "dock".

The screenshot displays the Adobe Acrobat Reader interface. The document text is as follows:

21 have that marked as just Exhibit 1 for now.
 22 Exhibit S marked
 23 MR. MERLENO. Ms. Axelrod,
 24 please take a like at that document. Hav
 25 dock before?

A comment box is open over the text "MR. MERLENO." with the text "NOT Mr. MERLENO. It's MERLINO." The right sidebar shows the "Annotations" panel with a list of comments:

- Keith 7/29/2014 5:32:17 PM
- Keith Page 1 7/29/2014 5:31:09 PM
- Keith Page 1 7/29/2014 5:31:53 PM This should be Exhibit 1, NOT Exhibit S.

OneDrive & Office 365 *(cont. from page 2)*

your total allotment in the lower-left corner of the display. Or, you can click the "Get more storage" link to see where all your storage comes from. The 1 TB

will appear next to "Office 365 subscription."

Microsoft has been really kicking it lately.

e-Power Video Tutorials: e-Tip Special

Use this form to take advantage of discounted pricing (ends August 31, 2014).



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For more info on e-Power Tutorials, visit: www.KVincent.com.

Keith's Seminars – Fall 2014

On September 27, 2014 in Austin and then again on October 4, 2014 in Houston, Keith Vincent will present a **10-hour seminar on Total Eclipse**. This seminar is pre-approved by the Texas certification board and is also eligible for NCRA CEUs.

The **Morning/Afternoon session** (8:30 a.m. to 5:00 p.m.) covers **what's new in the latest version of Total Eclipse**. This is a hands-on seminar and participants should bring their notebook computers to try out features explained in practical terms.

The **Evening session is devoted to automatic indexing**. If you're indexing your depositions or court transcripts the old-fashioned way, you're definitely working too hard.

For more information and registration, visit the Workshops page of KVincent.com.

MyCaseBuilder.com

One way to lose a few pounds is to get a lighter steno machine case, but ready-made solutions may not appeal to you. If so, you can **find a case that you really like and then turn to MyCaseBuilder.com to create a custom foam insert that will protect your equipment.**



The website walked me through the design process. With my design submitted, I received the custom foam insert in less than 2 weeks. In my case, it cost about \$70 (plus \$9 for shipping).

For a mere \$8 more, there's also a **"FailSafe" option** that lets you get a second, revised design if you made a mistake on your first order.

Disclaimer

The information contained in this document represents the current views of Keith Vincent and Wil Wilcox and those who submit articles on the issues discussed as of the date of publication. Market conditions change and, thus, after the date of publication, e-Power Video Tutorials cannot guarantee the accuracy of any information herein.

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