

e-CourtReporter Presents:
e-Tips Newsletter

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Whether you're an Eclipse beginner or a power user, you can learn a great deal with e-Power Video Tutorials. With these easy-to-use training tools, "Seeing is Understanding."

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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4. Interactive Realtime Transcription - *.3 NCRA CEU*
5. Eclipse Automatic Number Conversion - *.3 NCRA CEU*
6. Eclipse Form Fields and Automatic Indexing - *.3 NCRA CEU*
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Houston, TX	October 3-5, 2003
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Honolulu, HI	October 2004

For more details: www.EclipseNT.com

Presenting Total Eclipse 3.1

We're attending the annual National Court Reporters Association convention in Reno, NV, July 31-August 3, 2003, where the release of Total Eclipse 3.1 is receiving rave reviews.

I thought I'd update you on one of my favorite features of Total Eclipse which is new and improved, the Visualizer Videos. These videos are Keith Vincent's contribution to the program. I must say that he's outdone himself this time. These are wonderful, explaining the various functions of Total Eclipse in a very easy to follow, step-by-step manner which you can view at your own pace. I suggest that all users take a look at these videos and see what they have to offer. No longer are you required to read a manual as the main source of information about the program. It's never been easier to master the various features of Total Eclipse.

What is the Visualizer? It's a multimedia Help system. As a start, he's prepared over 90 short movies that SHOW you how to use Total Eclipse. If you press F1 or any "Help" button, the online help system will include a "Visualizer" button wherever there is a movie that relates to the text. The "Help" menu column also features "Visualizer topics." That will take you directly to the list of movies which has been expanded to now include an introduction to the Efficient Editing Tutorial, a listing of Visualizer presentations by category, and an extensively cross-referenced alphabetical index of topics.

Viewing the Visualizer movies in sequence would give you a good understanding of how to use Eclipse. As Keith developed them, he tried to be as clear as possible for new users but also shows many aspects of Total Eclipse that even experienced users might not know. That was no small task (a 90-second movie could easily take six hours for him to create). These Visualizer presentations have definitely made Total Eclipse easier to use and the more advanced features of this wonderful software more accessible to people.

The complete set of Visualizer movies will be included as part of the Total Eclipse 3.1 installation disk, so new purchasers will automatically receive them. We understand that if you download the Total Eclipse 3.1 update from the Eclipse website (it will be available soon after the convention), the movies will be separate. Even short movies take space. The 90 Visualizer presentations are too long to be downloaded from the Web site. You owe it

to yourself to take advantage of this wonderful learning tool for our unparalleled CAT software program.

Keith's e-Tip

The File Manager's Info Search

A new File Manager is one of my favorite features in **Total Eclipse 3.1**, which is being officially released at the August 2003 national convention of the National Court Reporters Association. If you've been working with the development version of Total Eclipse, you probably know about the File Manager. Until now, Eclipse has used Windows Explorer as its file manager - not bad, but not always easy.

The new Eclipse File Manager is designed to make many Windows Explorer functions more easily available. However, for anything you might prefer to do through Windows Explorer, there's an "Explore" button. So you're not losing anything, and I think you'll love what you gain.

One of the first things you may notice is a group of buttons in the upper-left corner, where Explorer would display a directory tree. "Copy to," "Move to," "Rename," "Zip," "Unzip," "Translate," "Print," "ASCII" and "Revert" are just a few functions that are available right from the file manager. Keyboard lovers can use Alt plus the underlined letter that appears on any button. For mouse lovers, all functions are available with a simple left-click. For example, you could select several jobs, just press the Print button, then head for lunch.

I love the file listing. A single job might be made of up several files -- notes, text, dictionary, ASCII, sound, backup. The file manager organizes by job name. If you want to see the subfiles, just click on the "plus" symbol next to the job name or press the right arrow key on your computer keyboard. Renaming a job with Windows Explorer meant you had to rename each of the subfiles individually. With the Eclipse File Manager, renaming a job affects all its subfiles.

Now, here's what I really wanted to point out. In the lower-left corner of the File Manager, there's an **Information Pane**. Some of what you'll see is information stored by Microsoft Windows -- things like creation date. However, the file manager also looks into your file to provide extra information. So you'll see the number of pages for a text document, the number of strokes for a notes file, the number of entries for a job dictionary.

You'll also see information from the **Job Variables** dialog. So during the fill-in-the-blanks process, any form fields that were set up to remember variables (for example, a case number or an attorney's name) will be seen in the info pane of the file manager.

If you want to add notes that can be seen in the info pane of the file manager, just open your Eclipse text document and either right-click on any form field or press Shift Alt V to open the Job Variables dialog. There you'll find the info that has been stored by the fill-in-the-blanks process. You could just place your cursor at the top and press the Enter key to enter new lines of information -- perhaps the case name, a job number, a date of delivery. When you close your document, you'll see this information in the info pane of the file manager.

Nice feature, don't you think? Well, there's more to it. In the top-right part of the File Manager, there's a "Search" button. It can search for anything that displays in the info pane. So if you've opened a document's Job Variables dialog and added a note about the job number, you could press the file manager's "Search" button and use the job number to find a transcript. Now when my firm calls me and says they need a reprint of Job 89574, I can find it even without having to ask who the witness was.

The new File Manager is certainly not the only improvement in Total Eclipse 3.1. Among other things, there are now 90 Visualizers movies, including 10 devoted to the new File Manager. I hope you've got your support policy up to date. This is one version you'll want to have. We'll speak about more of its new features in subsequent E-Tips.

Who Are We?

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 or call (818)766-7346.

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