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e-Tips Newsletter

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(and earning .6 CEU, too!)

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Keith Vincent

SearchMaster 12 and Eclipse 6 at 21st Eclipse Users Convention

Mother always said, “If you don’t have something positive to say, just be quiet.” However, the converse is equally important: “When you do have something good to share, speak up!” It’s in that light that I’m happy to share a few things that I learned at the 21st annual Eclipse Users Convention in Las Vegas, April 26-28, 2013.

Riding in from the airport with Jim and Lynda Barker, I was talking about how **the new Analyze Documents feature in Total Eclipse (e-Tip #126) reminded me of SearchMaster’s powerful word indexing features.** Jim then pointed out two index options that I had not explored. The **“Titles & Proper Nouns Index” looks for capitalization and does not limit its results to individual words.** It shows “Adam Guidi,” not just “Adam” and “Guidi.” The **“Comprehensive Index” does not limit itself to capitalized text;** it contains lowercase words, too.

SearchMaster’s **“Occurrences Index”** offers the dialogue shown here. **When such an index is made, it’s in SearchMaster’s “Index” folder as an .IDX file, but you could rename it as a .TXT file and use it with the Eclipse Dictionary Builder.** An entry might appear as “Adam Guidi (127)” in the Dictionary Builder, but you could backspace over the “(127)” before you indicate your steno.



SearchMaster 12 is now being released and it offers some great tools for working with PDF files. **Let’s say you’ve gotten 50 PDF files to prepare for a huge case. SearchMaster, in conjunction with an OCR program, can**

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SugarSync 2.0

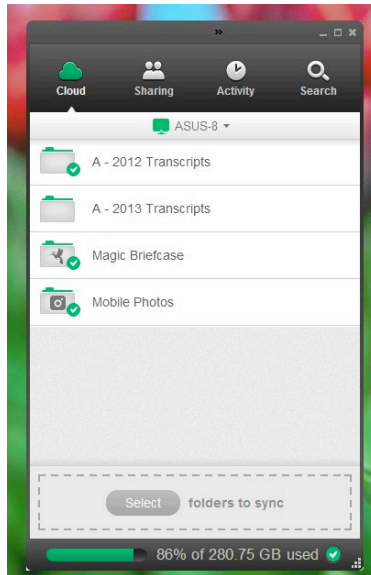
All New and Easier to Use



I use SugarSync for automatic online backup and to synchronize files and folders between multiple computers. We are so used to having our cloud-based email available to us on any phone or device. Why not have the same type of thing for our court reporting transcripts?

The reason SugarSync is my favorite service to use is because SugarSync allows me to select any folder to synchronize and it does not require that I use only a special Dropbox or SkyDrive folder. That way I can keep my transcript files that I want to have access to on any device in their original location in Eclipse. This is what sets SugarSync apart from the other services.

If I modify or add a file on one computer, it will be uploaded or downloaded to my other devices so that an identical file appears on all machines. When I am done with my court reporting session, as long as my computer has Internet access or just as soon as it does, it will be uploaded to SugarSync. This means it is practically instantly backed up for me. And then any other computer that I have SugarSync set up on will have that transcript on it ready for editing at any time. So, if I have my tablet at my kids' soccer



practice, I can get that expedited job done, no problem.

With Version 2.0, SugarSync has greatly simplified setup and use of the app. It now resembles an app for your smartphone. Adding a new folder to synchronize used to mean opening up a separate Add Sync Folders menu and changing the settings and was a little complicated. There is also a sharing tab that makes it easy to share folders with other users such as your scopist. It is very important to **remember that you are synchronizing. If you delete a file from a folder being synchronized on one computer, it will be deleted from the other computer too.**

So, how do you get started? **To sync your Eclipse jobs folder from one computer to a new one that does not have your Eclipse transcripts already copied over to the new computer is the best way to start. The reason for this is that if you set up synchronization between two computers that already have your Eclipse transcripts on both of the computers, it needs to merge the files for synchronization to take place. What happens is you may get duplicate copies of your files created.**

When you want to start synchronizing if you have a new computer with Eclipse already on it but that does not have your jobs folder with the transcript files copied over, these are the steps to follow. After you are finished, all of your transcripts in your old computer will be copied to the new computer and will be synchronized by SugarSync from then on. If

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Keith's Total Eclipse 6 Seminars in September

On **September 21st in Dallas** and again on **September 28th in Houston**, Keith Vincent will be offering **a small-group seminar devoted to Version 6 of Total Eclipse.**

The day is set up in two parts. The **morning and afternoon focus on the transition to Total**

Eclipse 6, and they offer .7 CEU. The **evening is about automatic indexing** and offers .3 CEU. The seminar completely fulfills the Texas reporter's need for 10 hours of continuing education (including rules/ethics).

For more info, please visit KVincent.com.

SugarSync 2.0 – All New and Easier to Use (continued from page 2)

you do not want to get a new computer to start using SugarSync, I suggest that you create a new jobs folder on one computer and then follow these steps to add that jobs folder to your synchronizing computer. Of course, you will then need to assign the new jobs folder in your Eclipse user settings.

To sync a folder from one computer to another:

1. Install SugarSync on each computer.
2. On the source computer, add the Eclipse jobs folder to SugarSync.
3. On the destination computer (new PC), launch the SugarSync desktop application.
4. Click the Eclipse folder you want to sync. The “Folder Info” panel displays.
5. Next to “Not syncing on this device,” click the toggle switch to change it from “Off” to “On.”
6. The “Sync folder to this device” window displays. Since the Eclipse jobs folder was already created when you installed Eclipse, click “Merge” and the “Merge with an existing folder” will display. Then click “Choose” and select your Eclipse jobs folder. If both folders contain Eclipse documents already, you

may get a warning about merging transcripts which could create duplicates.

The folder is fully synced with SugarSync when the syncing icon (two rotating arrows) no longer displays. Please note that it may take some time for this process to finish.

My favorite new thing about Sugarsync 2 is that it now has a search function. I've been using SugarSync for years and have tons of transcript files backed up; but if I ever needed access to one of those files from the SugarSync website, I had to scroll and scroll through the files to find the one I'm looking for. Now I can just search for the file and go directly to it.

Is SugarSync for you? I say go for it. Even if you already use DropBox, you can still use SugarSync. I will admit that I use DropBox for realtime dailies with my scopist. I use Microsoft SkyDrive too for other reasons. But if you want to keep all of your Eclipse files in sync and ready to be used on any device you want, SugarSync cannot be beat. **To download SugarSync, go to SugarSync.com. For further information, please see e-Tips 80 and 116 in the e-Tips archive at KVincent.com.**

SearchMaster 12 and Eclipse 6 (continued from page 1)

make one big PDF file that you can export as a .TXT file and then index.

I was sharing some of this info with Wil Wilcox just the other day, and he said the problem he has is that the PDF files that he gets have been “flattened” so that they’re not searchable text. Well, Jim Barker had a great recommendation for that, too.

OCR programs like **Nuance PDF Converter Pro 8** (about \$50 at Amazon.com) can perform optical character recognition on nonsearchable PDF files so the text can be exported into SearchMaster and indexed.

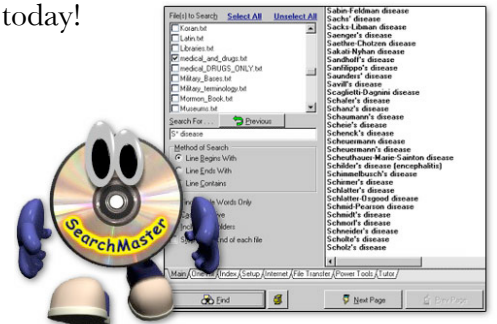
To make it easy to access SearchMaster from within Eclipse, I've created a macro that I've assigned to the Macro12 icon on my main toolbar. I've also created a macro file that you



can download from the e-Tips page of KVincent.com. After you import the macro, you can open the “Window” column of menus and pick “Customize toolbars”. I selected “Macro12” because it looks like the SearchMaster icon.



If you've purchased a copy of Eclipse, you probably received a CD that would allow you to try SearchMaster for a generous amount of time. If you never got around to using your SearchMaster disk, why not try it today!



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Using New Visualizers in Total Eclipse 6

Keith Vincent

More than 260 Visualizers movies are now part of Total Eclipse 6. These are integrated with the Help system and with the Efficient Editing Tutorial. Each movie is designed to show a lot in just a couple of minutes. The next time you're waiting for a job to start, check out a couple of movies. **You can even earn .6 CEU by watching the Visualizers and taking a test that is part of the "Total Eclipse Overview" tutorial.**

This year I've repackaged all the Visualizer movies as .MP4 files. The files are smaller, sound better, and take advantage of whatever screen size you have available, from the smallest to the largest.

I've had no problem playing .MP4 files in Quicktime and in newer versions of Windows Media Player. However, **if your computer has any problem playing an .MP4 file, let me recommend VLC Media Player, which is part of the Total Eclipse 6 installation disk.**

Here are some of the things that I like about VLC media player. First, the movies start up without

making you wait. Second, you can press the spacebar to pause or resume playback, which is the way the Visualizers have worked traditionally. Third, there are some great speedkeys that you can use:

F: Full screen (Press Escape to leave full screen)

Shift Left/Right: Jump Forward/Backward

Alt Left/Right: Bigger Jump Forward/Backward

Ctrl Up/Down: Louder/Softer

+/-: Faster/Slower

One small word of caution. On some computers, you may need to take one extra step to tell Windows to use VLC media player, even after it's installed. From the "Help" column of menus in Eclipse, you can select "Eclipse documentation", then click on the "Visualizers" folder and right-click on one of the .MP4 files such as "5thTutor_Show_Me.MP4". Then select "Open with" and "Choose default program." Select "VLC media player" and check the box next to "Always use the selected program to open this kind of file."

Disclaimer

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