

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

No. 15 – June 5, 2002

**Wil Wilcox: Rename Multiple Files**  
**Keith Vincent: One=Strokers for a Question with By-Line**  
**New Product: Form Fields and Automatic Indexing Tutorial**

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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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### **Renaming Multiple Files**

One of the things that I love about EclipseNT is that it is totally integrated into Windows. This is excellent for file management and for the all around usability of the program itself. You aren't stuck using a proprietary file manager that may be very limiting. While Windows Explorer has many strengths, it does lack an important feature--the ability to rename several files with a single command.

To rename files one at a time in Windows Explorer you RIGHT CLICK on a file and select RENAME and then type what you want the name to be changed to. This can get kind of tedious when want to rename multiple files. I oftentimes change my transcript file names to reflect whether it is the unedited realtime file, the same transcript proofread but not completed or the final transcript as submitted, so I searched for a file utility that would make this task much faster and more convenient.

I'm pleased to report that I have found a Windows utility that enables you to rename your EclipseNT transcripts including the text document, notes, job dictionary and WAV sound files all in just a few easy steps. This is done

using one of my favorite must-have file utilities named **MultiRen**. This is a freeware (no cost!) program available from PC Magazine that will take the individual files and rename them all at once. **MultiRen** can be downloaded from: <http://downloads-zdnet.com.com>. Search for **MultiRen**. I've tested **MultiRen** in Windows 98, WindowsME, Windows 2000 and WindowsXP and used it almost daily for several months with no problems.

You will need to download the **MultiRen** program and unzip it into any folder on your computer that you want. I recommend to either save it in the folder where you usually save files downloaded from the Internet or to create a new folder under the programs menu for it. Once you unzip the file and install **MultiRen**, it is very straightforward to use.

You won't get a program icon for **MultiRen** or anything. It's something known as a plug-in designed to enhance Windows Explorer which adds MULTIPLE RENAME to the right-click menu. To use **MultiRen**, simply highlight two or more files from within Windows Explorer, right-click on them for the context menu, and select **MULTIPLE RENAME**. To highlight multiple files, shift click. One way shift clicking can be done is by pointing to the file with the mouse and clicking the left mouse button. Next press a Shift key. Press and release the left mouse button. Repeat these steps to do this to highlight each of the files of the particular transcript you want to rename. Be sure to select only the .dix, .ecl, .not and .wav file of only one transcript at a time.

A "**Rename Multiple Files**" window will pop up. Where it says "Base Name Template" you will type the name you want the files changed to. Caution: It's very important to leave the asterisk (\*) under "Extension Template" or your files may get their file extensions such as .ecl, .not, etc., changed. The result would be that your files would not open for you in EclipseNT.

You can click the "Preview New Names" button to see how the files will be renamed and verify the expected result. Then, to be safe, put a checkmark under "Create Undo File." When you've done this, click on the "Apply New Names" button and your files will be renamed. Your renamed files will seem to disappear from your Windows Explorer. Scroll down to the bottom of the folder, and you will see your newly renamed files there.

We do not directly provide support for e-Tips. Help is available though. To obtain help for this freeware utility, visit PC Magazine's support forum, utilities help section, <http://discuss.pcmag.com/pcmag/start/> where you can post questions and get help with **MultiRen** directly from the program author.

### A One-Stroker for a Question with By-Line

Many people use STPHAO to designate a taking attorney in a depo or some other speaker who leads off in a proceeding. In my main dictionary, I have STPHAO defined as {S:Speaker1}, SKWRAO defined as {S:Speaker2}, AOFPLT defined as {S:Speaker3} and AORBGS defined as {S:Speaker4}.

EclipseNT is set up to use the first by-line format when an empty speaker paragraph is immediately followed by a question. There's also a second by-line format that kicks in for just the opposite sequence – that is, an empty question paragraph followed by speaker.

For a one-stroke way to insert a Question with By-line after a colloquy or parenthetical interruption, I have STKPWHR-F defined as {S:Speaker1}{Q}. I also have STKPWHR-P defined as {S:Speaker2}{Q} and STKPWHR-L as {S:Speaker3}{Q} and STKPWHR-T defined as {S:Speaker4}{Q}.

If you use the second by-line format when you return to Q&A after some interruption, just switch things around a bit. For example, STKPWHR-F would be defined as {Q}{S:Speaker1}.

## **New! 2-Day EclipseNT Realtime Power Workshop**

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Are you ready to take your reporting to the next level? Then consider our new 2-day EclipseNT Realtime Power Workshop.

Lots of reporters use realtime translation on every job because it makes the work more interesting and enables them to cut down on the amount of editing afterwards. However, many of these same reporters are uncomfortable with hookups for judges or attorneys.

With this in mind, we've structured Day 1 to include hookup and troubleshooting skills as well as a chance to actually use realtime viewing software as a judge or attorney might use it.

Day 2 is devoted to Keyboard Magic (the realtime editing kit) and Translation Magic (prefixes, suffixes, conflicts, misstrokes, etc.)

We'll be launching in Houston (April 27-28), Burbank (May 18-19), and Indianapolis (October 19-20). Maximum group size is 25-30. Wil and Keith will be presenting the workshops together. So you won't get lost in a crowd. We're very excited about this new format, and we hope you'll join us.

## **Upcoming 3-day EclipseNT e-POWER Workshops**

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**San Diego, CA      June 7-9, 2002 (SOLD OUT)**

**Houston, TX      August 23-25, 2002**

**Chicago, IL      September 20-22, 2002**

**Honolulu, HI      October 4-6, 2002**

**Burbank, CA      November 1-3, 2002**

## **New 2-day EclipseNT Realtime Power Workshops**

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**Indianapolis, IN      October 26-27, 2002**

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

## 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.

*e-Power Video Tutorials*  
*“Seeing Is Understanding”*

## Product Special

### *Form Fields & Automatic Indexing*

Created and presented by Keith Vincent

**\$59.95**

(Reg. \$69.95)

Offer ends June 30, 2002

#### **How to set up and use the Fill-in-the-Blanks process and automatic indexing within Eclipse**

Over 2 hours of video Demonstrations!

- Quick Document Setup
- Setting Up a Block Files Folder
- Form Fields that Remember the Exhibit Number
- Case Captions
- The Birdcage
- Pick Lists and Sorted Client Files
- Analyzing your Index
- Creating Paragraphs for Indexing
- Creating Heading Files for Indexing
- Form Fields within Indexing Lines
- Alphabetic and Numeric Sorting
- Using Wildcards within Indexing Lines
- Sample Files

**Keith Vincent** is a freelance court reporter in Houston, Texas. He’s been an Eclipse user, rep, trainer, and tester since 1992. In 1997 he wrote the Hyperkeys tutorial, which he’s rewritten and expanded for EclipseNT. He has also created the EclipseNT Realtime Editing Kit and the Prefixes and Suffixes Kit.

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*“Keith Vincent’s tutorials are detailed, thorough, comprehensive and above all, extremely easy to use. They put even the most complex features within reach of all users.” – Jeremy Thorne, Developer of Eclipse*

**Other titles are in preparation!**

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## Disclaimer

e-Tips are provided for informational purposes only. The information contained in this document represents the current views of Wil Wilcox and Keith Vincent and those who from time to time submit articles for publication on the issues discussed as of the date of publication. Because we must respond to changes in market conditions, it should not be interpreted to be a commitment on the part of e-CourtReporter, LLC and e-CourtReporter, LLC cannot guarantee the accuracy of any information presented after the date of publication.

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