

# e-Tips Newsletter

Issue 57

June 2006

Please keep in mind that because of the volume of e-mail we receive and the fact that we are volunteering our time and this free newsletter, we can't routinely answer individual questions by phone or e-mail, or consult on individual problems or purchasing

**Quote of the Month:**

*Good advice is something a man gives when he is too old to set a bad example.*

*Francois de La Rochefoucauld  
(1613-1680)*

**Inside this issue:**

<b>Wil Wilcox-</b>	1
<b>Keith Vincent- Are You Sure You've Backed Up?</b>	2
<b>Julie Samford- The Witness in Colloquy</b>	4
<b>Robert Denos-- Hyperkeys Highlights</b>	6

ASI Tech Support  
24/7-365  
1-800-800-1759

## Jobs Folder a Mess? Conquer the Clutter

by: Wil Wilcox



By default Total Eclipse sets up one Jobs Folder per user where all of your dictionaries, text files, note files and audio files will be created and stored. If it seems like these files are piling up on you faster than ants at a summer picnic, perhaps it's time to consider new ways of organizing them.

I've been experimenting with ways to tame this transcript clutter by setting up jobs folders for specific cases. You can specify which jobs folder you want to use at any given time. Having all of the files for a specific case in one folder can be very helpful. Later on if you need to find a specific job dictionary or transcribe testimony from that case, you will have one place to go to find all of the associated files. This will prevent endlessly scrolling through one huge folder trying to find all of the pieces of the puzzle.

To see the folders for your cases, just press Alt-E or click on your Transcript icon. You will see the individual folders for your cases there. Then just click on the folder for the case you want to work with, and your transcripts will be there. It's important to note that the audiosync by default looks for the WAV file in the jobs folder. However, if the WAV file is not in the jobs folder, it will still play it as long as it's in the same folder as your text file.

In order to set up new folders for your transcripts or to change to another jobs folder, go to User Settings, and click on the Advanced Button and then click on the Jobs button and click to select the folder you want. I do recommend keeping them all under one user name. The default is C:\Program Files\Advantage Software\EclipseNT\Users\USERNAME. To expand the list to show all of the folders currently under your user name click the plus sign right next to it. Then if you have a separate Block Files folder you will also see it there.

(Continued on Page 3)

## Are You Sure You've Backed Up?

By: Keith Vincent



Long ago, reporters and scopists had no choice about backing up. It was quite common for CAT systems to require that you save your document to a floppy disk at the end of each work session. Total Eclipse stores your work to the hard disk each time you move from one paragraph to the next, so there's very, very little work that's "just in memory" and that you would lose if the power went off.

Today, of course, floppy disks are becoming just a memory. Computers now come with hard disks that store the equivalent of thousands and thousands of floppies. So it's not surprising that so many CAT system users go a long time without backing up their files.

External hard disks are becoming more and more common. They're great, if used properly. **Warning, warning, warning:** If you've started storing your important files on an external drive INSTEAD OF using your computer's built-in hard disk, all you've done is move the site of a potential crash from the inside of your computer to the outside. Hard disks can fail. It doesn't matter whether they're built into your computer or housed in an external device. The bottom line is this: You want your important files to be located in more than one place.

Here's the approach I take. You might call it obsessive, but I'll just call it prudent. When I finish taking a deposition, I copy it onto a flash drive (Jump Drive, thumb drive, whatever you want to call it). I do this BEFORE I turn off the computer and head home. I recommend putting the little flash drive in your purse or your pocket so that if your computer case is lost or stolen, you haven't lost your flash drive, too. Hey, in these days when computers are getting stolen from conference rooms and internet cafes, it just makes sense to protect yourself with good backup habits and with good equipment insurance.

As I work my way through the job, I'll copy it onto the flash drive from time to time, just to make sure that I don't have to redo my work if my computer starts giving me problems. Really, it takes only seconds to copy a file onto a flash drive. There's no reason not to.

When I finish working on a job, I zip up the whole thing, except for the sound file. That includes text, notes, job dictionary, ASCII, and my job card file. I then take that ZIP file and store it in several places.

First, I store the ZIP file in a backup folder on the hard drive of my desktop computer, since that's where I edit my jobs. That's what I call my "Vault" folder. That folder contains a folder for each year that I've been reporting.

Second, I have an identical backup folder on my notebook computer. It's already happened to me several times that I've been out of town or even overseas and have gotten a frantic call from my office, asking if I have a backup copy of a deposition that's needed for a trial that's about to begin. I've been able to e-mail the transcript immediately because I keep backup copies of all my work on both my computers.

(Continued on page 5—Keith Vincent)

(Continued from Page 1) - By Wil Wilcox

Your master dictionary will still be in your main user name folder. It is probably best to go ahead and keep it there so it doesn't get lost in the shuffle.

You may say that I'm talking about clicking on a lot of menus to switch back and forth from various jobs folders before you start your realtime or to switch to different cases, so I've created a macro that makes this quick and easy. The macro is called New Jobs Folder. I recommend assigning the speedkey Ctrl-Alt-F or Shift-Ctrl-Alt-F to this macro. The macro is as follows:

**New Jobs Folder**

**Alt+U**

**Tab**

**Tab**

**Alt+A**

**Alt+J**

**Shift+Tab**

**Shift+Tab**

**Right Arrow**

These are the exact steps you would use to change your jobs folder from the keyboard. You may want to experiment with this macro and modify or adjust it.

To save you from having to create this macro yourself, we'll include it on the E-Tips page of Keith Vincent's Website, [www.KVincent.com](http://www.KVincent.com). Just go to the description for E-Tip #57 where it says: "To download macros, right-click here and 'Save Target' as a file on your Windows Desktop."

Once you've downloaded the macro from the website, don't forget to go to the "Edit" section of your User Settings and select "Macros." You'll want to import the macro that you've downloaded so that it will become part of your user settings. Your list of macros will then include "New Jobs Folder." Find this name in your list of macros and press "Edit" so that you can assign whatever Speedkey or Hyperkey you want. Again, I'm using Ctrl-Alt-F or Shift-Ctrl-Alt-F, which is very easy for me to remember as being for a new folder.

Unless changing jobs folders is quick and easy, you're probably not going to go to the trouble of doing so. Using this macro makes working with multiple jobs folders easy. I've found that I really like to organize my jobs in different folders this way. I'm sure that you will come up with your own system. If you're an official, you may organize your jobs by case. As a deposition reporter, you may organize your jobs by case, agency, law firm or month. As a captioner, you may organize your jobs by TV Station, TV Show or client. Either way, better file organization will help you get your transcripts under control. Total Eclipse allows you the freedom to use one jobs folder or many. The rest is up to you. ■

# THE WITNESS IN COLLOQUY

By Julie Samford



Julie Samford

Luckily, as reporters, we can pretty much just put our brains on auto-pilot and not have to think about every steno stroke. For instance, when the witness speaks, you naturally hit the answer bank.

But let's say the normal Q and A flow was interrupted by colloquy... it happens, right? And then when the witness speaks up in colloquy, you may just automatically hit the answer bank instead of thinking to write WEUT/WEUT or whatever stroke you use for "THE WITNESS."

2            **Q.**    Why did you kill your husband?  
 3                            **MR. GREEN:**    She didn't kill him.  
 4                            **THE COURT:**    Did you hear the  
 5            question?  
 6            **A.**        No, I didn't hear the question.

In this example, the witness was actually answering the judge and not the question posed by the attorney.

It's a very easy mistake to make, especially since the last 1000 times the witness has spoken, you've just hit the answer bank because it was in Q and A.

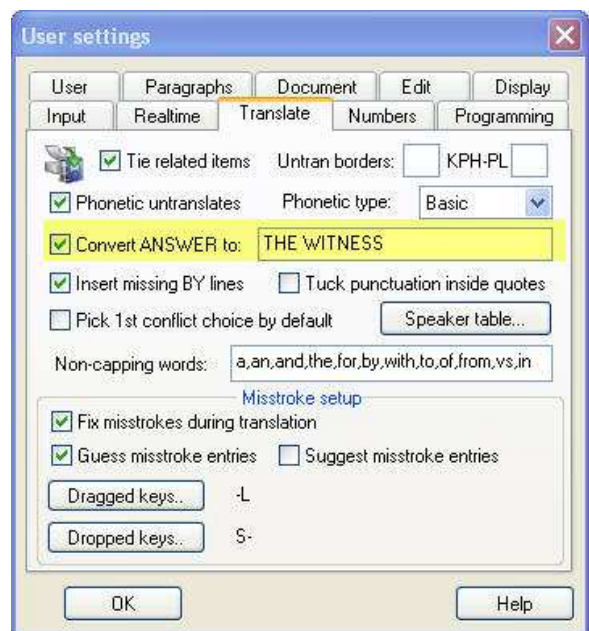
## Solution:

Press Alt-U for User Settings, and take a look at the Translate tab.

If you'll put a checkmark next to "Convert ANSWER to: THE WITNESS," any time you hit the answer bank during colloquy, Total Eclipse will automatically switch the "A." to "THE WITNESS" and will put it in the proper format for your speaker margins.

Don't worry. This will only come into play when you stroke – FRPBLGTS after a speaker paragraph. It will not turn ALL of your answers into colloquy!

This can really come in handy when the judge or another attorney gets into an in-depth discussion with the witness on the record.



By the way, if you want the wording to be "THE DEPONENT" or anything other than "THE WITNESS," just type that in the box on the Translate tab instead of "THE WITNESS."

I think you'll be able to write a lot faster if you're not having to think about whether the witness is speaking in colloquy or in Q and A. Hopefully this will also shave off just a bit of editing time and you can get outside and enjoy your summer! ■

Take care, Julie

(Continued from page 2—Keith Vincent)

Third, I have a backup CD that contains the same folders that are in the “Vault” on my desktop and notebook computers. I keep adding to that CD for a few months, then I throw it away and burn a fresh copy that contains all the folders in my “Vault.” It’s a bit humbling to realize that I’ve done a few thousand depositions in my 13 years of reporting, yet it still does not take up half of a CD.

It should go without saying that your dictionary should also be backed up. It’s your most important file. I set up my notebook computer for realtime transcription whenever I’m taking a deposition. Then I copy the dictionary and job files to my desktop to finish the transcription. Before I take the next depo, I back up my updated dictionary and restore it onto my notebook so that I have the benefit of all the new steno that I’ve defined. Because that’s the way I work, I always have a copy of my dictionary in two places. However, from time to time I copy my dictionary and user settings onto my backup CD.

Every now and then, I have to help a reporter whose hard disk has failed and who did not have a recent dictionary backup. Sometimes there’s no dictionary backup at all. It’s traumatic to translate steno and see so many things come up as untranslates or mistranslates just because you’re using an old dictionary. Worse yet is to have to build a totally new dictionary because you haven’t been backing up at all.

Maintaining more than one backup does not take much time. The best thing is to make it a habit. Sometimes a little obsessiveness is a good thing. ■



**Happy 4th of July!**  
**Celebrate Safely**



## Hyperkeys Highlight

By Robert G. Denos

This month's Hyperkey highlight will be the letters "W" and "w".

Hyperkey "W" will convert a digit to a Writen number.

**Example:** He had 6 dogs. He had six dogs.

Hyperkey "w" will allow you to add word endings. A Prefix/suffix list will appear and allow you to choose your word ending such as ^s or ^ing or ^ly etc...

**Example:** He had 6 dog. He had six dogs.

So if you need to change the number to be Writen out or add a word ending, Hyperkeys will help you do that on a Wwhim.

**Steno Tips:** Looking for a fast way to write a common or not-so-common word? Check out the Steno Tips at [www.KVincent.com](http://www.KVincent.com).

**e-Power Tutorials:** An easy way to learn your software and earn CEUs at the same time. Purchase online at [www.KVincent.com](http://www.KVincent.com) or call Robert @ 818-766-7346.

**New Users Group:** Currently meeting monthly in San Diego. Will be expanding as more people get involved. If you wish to participate in the non-profit users group, please contact Steve at: [eclipse-sd@att.net](mailto:eclipse-sd@att.net).

**Workshops/Seminars:** Visit [www.e-CourtReporter.com](http://www.e-CourtReporter.com); [www.KVincent.com](http://www.KVincent.com) or [www.realtimeready.com](http://www.realtimeready.com) for a list of workshops. ASI website [www.eclipsecat.com](http://www.eclipsecat.com) will post events on their website too.

### **DISCLAIMER:**

*These 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 from time to time who 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.*

**INFORMATION PROVIDED IN THIS DOCUMENT IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND FREEDOM FROM INFRINGEMENT.**

*The user/reader assumes the entire risk as to the accuracy and the use of this document. This document may not be redistributed without permission. All trademarks acknowledged. Copyright e-CourtReporter, LLC 2001-2006*