

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

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**Wil Wilcox: The Big Picture**  
**Keith Vincent: Editing Index Lines**  
**BJ Quinn: Multiple .INIs**

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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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### **Get the Big Picture**

To get the most spacious view of your EclipseNT transcript or Windows Explorer windows, just press F11 to enter full-screen mode. This view makes your EclipseNT document or Windows Explorer file manager fill the whole screen. It hides all toolbars except for the menu bar at the top. It makes the file manager window even bigger than maximized size. Even Windows' taskbar, by default at the bottom of your screen, is covered by this full-screen mode. This is referred to as "auto-hide." To pop the taskbar back into view, move your pointer to the taskbar's last location such as at the bottom of your screen if that is the location of your taskbar.

To make your Windows Explorer screen even bigger, right-click the toolbar at the top and choose AUTO-HIDE. This slides the toolbar out of sight when not in use, but it pops back when you move your mouse pointer to the top of the screen. If you have an Explorer bar showing on the left, you can hide it by clicking the Auto-hide pushpin button at the top of that panel (in some versions of Windows you have to slide the pointer away from the Explorer bar). The bar pops back when you move the pointer to the left side of the screen.

To exit full-screen mode, hit F11 again. **Note:** For EclipseNT transcripts, unlike the Windows Explorer, when you press F11 again it puts the screen into the restored view, which does not cover the entire screen. I like to either maximize the EclipseNT Window at this point or, better yet, drag the edges of the window with my mouse until it covers the exact portion of the screen that I like. One of my favorite things about using EclipseNT is that it is a full 32-bit Windows program and is so perfectly integrated into Windows that functions such as using the F11 key to go into full-screen mode are supported by EclipseNT as well. Just remember. To see the big picture, press the F11 key.

## Keith's e-Tip

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### A Macro to Quickly Edit an Index Line

When EclipseNT inserts automatic index pages, descriptions are easy to edit but index items are trickier. Index items are stored as paragraph labels. You can edit them, but it takes a few extra steps.

Here's a macro that opens an index paragraph label so that you can change the item name. For example, this would make it easy to change "Exammmmination by Mr. Smith{TR:1}{P6}" to "Examination by Mr. Smith{TR:1}{P6}".

Home (Twice)	Move to paragraph button
F8	Open paragraph data screen
Shift Tab	Move from typing field
Alt L	Label
Shift Tab	Move from typing field
Alt C	Change label
Home	Beginning of line

### Two quick tips for the “Please enter steno strokes” dialogue

A fast way to enter STKPWHR is to press **J** and then **?** .

A fast way to enter –FRPBLGTS is to press the **comma** and the **period** keys.

### As Many .INIs as You Want

As a captioner, it is necessary to deal with different captioning positions and formats for different shows and treatment sheets. It is possible within AccuCap to set up separate .ini files so that these formats and phone numbers and individual network preferences are set up ahead of time for you. This way you do not spend unnecessary time on this type of prep work every time you do a show. These steps can also be used by court reporters, as well as captioners, when there is a need for a different set of margins, fonts, footers, headers, et cetera.

Let's say you already have your user name set up: BJCAPTION. But you have very specific caption positions for "Headline News," then another set of guidelines on your treatment sheet for the "Home Shopping Network."

Before beginning, back up BJCAPTION.ini (or whatever your user name is). Always have a backup of your .ini settings in another folder on your computer, and possibly on a zip drive or on a CD.

Within the user: BJCAPTION (substitute your name), choose ALT/U, calling up your user settings. Choose "SAVE SETTINGS." A dialogue box entitled, **Information Requested** will appear. It is here that you will type in the name for your new .ini. Note this is different from creating a new user. This is simply creating new .ini file within your BJCAPTION user, to be used with specific programming.

Choose the new name, perhaps name it after the program you are going to caption, for example, "Headline News," then choose OKAY.

You have now named an .ini file "Headline News" with the same settings as BJCAPTION.

Still in "User Settings," choose LOAD SETTINGS. A dialogue box will open: **User Information Files** showing you all of your .ini files, and the newly created "Headline News.ini" file. If you select that newly created .ini file it will put you in that file, yet it will still say up at the very top left-hand part of your screen: EclipseNT: BJ Caption. It would be better if it showed which .ini file setting you are using within your main captioning .ini. This is easily accomplished by selecting ALT/U, again, and under the main "USER" tab, under the title: "User Name" type in: HEADLINE NEWS (or whatever program .ini you choose, but have it match the newly created .ini you did

above, i.e., have the same names), then say, OKAY. The name up at the top still has not changed, because you need to do one more thing.

Go to ALT/U one more time, select LOAD SETTINGS, now choose the new .ini file you have just created and say, OKAY. Now, the name, "Headline News" also appears in the top left-hand portion of your screen. And within your main caption user settings, you can now choose the individual .ini settings for each program you are going to caption. You can create as many of these as you choose.

So let's go into "HEADLINE NEWS" by choosing ALT/U, LOAD SETTINGS, highlighting the "HEADLINE NEWS" .ini that we wish to use, and say, OKAY.

Now that you are in the "HEADLINE NEWS" .ini you can do some setup that you will not have to change each time you want to caption this program, providing the network doesn't change the treatment sheet.

For example, your phone numbers. At the blank opening gray screen within "HEADLINE NEWS" hit CTL/F12 and add the numbers for your program from the treatment sheet you have been given. This way, every time you go into the .ini "Headline News" your phone numbers will already be there, and if new numbers are given to you to add or change, you simply hit CTRL/F12 and you can add, delete, change, and save them in this .ini file for the next time you caption this program.

Let's say that there are graphics requiring you to position your captions at the top two lines. Within "HEADLINE NEWS" choose ALT/U to open User Settings. Choose the REALTIME tab. Under OUTPUT FORMATS choose CHANGE. You will see a dialogue box that says "**Output Format.**" Make your STARTING ROW=1, and your TOTAL ROWS = 2.

The next time you get ready to caption "Headline News," you will merely have to select your "Headline News" .ini by going into your Caption User and then choosing ALT/U, LOAD SETTINGS, and choosing "Headline News," or whatever program you want to use this tip for.

This way you don't have to be fiddling with all the varying settings necessary for each program every time you get ready to caption a program. You can be using your time prepping the show instead.

One caution: Always review your treatment sheet, just in case something has changed! Don't just assume everything will stay the same forever. But it is easy enough to change these things infrequently, and then save the changes,

rather than having to do it before each program you caption, because you have never saved the changes under a specific name.

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

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**Las Vegas, NV Feb 1-3, 2001**

**San Diego, CA      June 7-2, 2002**

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

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

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

**Burbank, CA      November**

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

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**Houston, TX      April 27-28, 2002**

**Burbank, CA      May 18-19, 2002**

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

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

We'd also like to thank the great EclipseNT users who have joined us at one of our many workshops and we hope to see you again soon!

## 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.

### Introducing: BJ Quinn

BJ Quinn is most famously known for reporting Gore v. Bush Presidential Elections, United States of America. She has given numerous seminars on realtime and has written many articles for the StenoCat and Eclipse Users Groups as well as for the NCR Journal. BJ is a CRR, employed as a broadcast captioner with Vitac Corporation. **We are very proud to have her as a part of our team.**

## 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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