e-Tips Newsletter

By Wil Wilcox

"Be nice to people on your way up because you meet them on your way down."

- Jimmy Durante

Share files. No Rocket Science Involved.

Now you can automatically synchronize transcript folders on two or more PCs and see just how much more work you can get done in a day.

Many of us use more than one computer for our court reporting work and regularly exchange files with scopists and proofreaders as well. A typical court-reporting scenario would be using a laptop computer for doing realtime on the job and then transferring these files to a desktop PC or even another laptop computer at home for editing the transcripts or e-mailing them to a scopist, so an automated method for accomplishing this task is very welcome in deed.

Let me back up just a step here. What I mean by "synchronize folders" is that the changes made to the files you've edited are automatically copied over to the other computer. Synchronizing folders will enable you to make sure that you always have the very latest version on all of your computers of any transcripts that you're working on as well as your master dictionary and job dictionaries and user settings as well. No more copying files back and forth from one computer to the other. It's all done for you as if by magic. Now that's a real time saver. One other very useful byproduct of synchronizing folders between computers is that it means that your work is always backed up on each of your computers.

I've long been a fan of using LapLink to synchronize folders between two computers by means of cables; serial, parallel or USB, but that requires that you take the time to plug the cables in between your two computers, which is not always convenient if your computers are not in close proximity to each other. Even still, Laplink is oftentimes more efficient at copying files from computer to computer than using floppies, CDs or USB drives. LapLink has an exciting just-released program called ShareDirect that does remote synchronization via the Internet or a Network which will be reviewed in the next e-Tip.

e-CourtReporter, LLC

Schedule of Events 2005

Total Eclipse e-Power Workshops
Speakers: Wil Wilcox & Keith Vincent

San Diego, CA (early June)

Houston, TX (October)

Burbank, CA (late October early November)
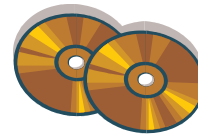Final dates and locations to be announced soon!

Maui, Hawaii — October 2006!

Total Eclipse e-Power Tutorial Training:

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."**

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A Total Eclipse Overview - **.3 NCRA CEUs approved**
Translation Magic: Prefixes, Suffixes, Conflicts & More - **.3 NCRA CEUs approved**
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Eclipse Automatic Number Conversion - **.3 NCRA CEUs approved**
Eclipse Form Fields and Automatic Indexing - **.3 NCRA CEUs approved**
AccuCap – Total Eclipse Captioning - **.6 NCRA CEUs approved**

You can order or view samples of all e-Power Tutorials at: www.KVincent.com

By Keith Vincent

A Quick Shift from Normal to Faster Playback

Transcribing videotaped depositions means a lot of listening. Anything that can reduce the time it takes to listen to your synchronized audio recording is worth knowing.

As you probably know, Total Eclipse allows you to set audio playback to be faster or slower. You can also raise the Volume Threshold to "squelch" or skip over silences and pauses -- much like a squelch control on an old CB radio would filter out the weak signals and background noise.

In the default Hyperkeys, pressing the open brace (Shift plus left bracket) offers a choice of several playback speeds and a way to quickly raise or lower the Volume Threshold. However, this amounts to one key to access the choices and a second key to select the choice. Changing both the speed and Volume Threshold means pressing four keys.

Recently I've set up two macros so that I can quickly shift from normal playback to slightly faster playback that raises Volume Threshold. I've assigned one macro to Hyperkey o and the other to Hyperkey u, since I wasn't using those keys very much. When I'm in a spot where the testimony was easy and I wrote well, Hyperkey o lets me listen faster, with less pauses. When I'm in a spot where the testimony was hard to understand and my writing was shaky, Hyperkey u plays back at the original recording speed without any squelching of pauses.

I hope you find these macros helpful. I certainly do, because real-world testimony constantly shifts from easy to hard to easy to hard.

```
        Macro: Play 100 Unsquelched
Cmd: Settings - Opens User Settings
Right
Right
Right - Goes to "Edit" tab
Shift Tab - Moves cursor to accept commands
Alt S - Moves to "Speed"
1
0
0 - Sets speed at 100% of original
Tab - Moves to "Volume Threshold"
0 - "Volume Threshold" is not raised
Enter - Closes User Settings
Cmd: Play - Audio playback
```

Wil Wilcox (continued from page 1)

I'm now testing a program called Groove Virtual Office 3.0 for this task, and I really do think it's Groovie. What Groove Virtual Office 3.0 does is perform the same synchronization function over the Internet. So if you regularly use the Internet on your various computers, you can set Groove up so that it will automatically synchronize the selected folders for you whenever you're online. In order to synchronize folders with sound files a high-speed Internet connection is recommended.

Groove will even work with scopists so that there is no more e-mailing of transcripts or sending those huge WAV files via FTP, WhaleMale, XDrive, Instant Messaging, etc. You don't have to do anything. It's all automated. Your scopist will be able to download the files directly from your computer and then automatically send any updates back to yours. So if your scopist edits your transcript, any changes done during editing will be sent to your computer when the folders are synchronized. This means that you will always have the very latest version of the file as your scopist works on it. How convenient is that?

One important note is that it's very important that your scopist not have the file open, editing it at the same time as you open it on your computer. The synchronization software will then create two different versions of your file, and you'll have to choose which one is the latest, greatest edited version between the two. This could cause some confusion. In addition, Groove loads into your system startup folder and will run every time your computer boots up. I recommend either taking it out of the start folder so that it isn't always on when you're doing realtime or closing the Groove program before starting realtime. I must say that in locations where I've had Internet access that I have had Groove running during realtime sending the morning session to my scopist which is wonderful for dailies and expedites.

Here are the approximate directions to help you get started. Please use the Groove Online Help for further details, but here goes: First, you need to download and Install Groove on each of the computers you want to use it on. After launching Groove, you will be creating a File Sharing Workspace. From within the Groove Launchbar, Select File - New – Workspace. Select "File Sharing" as the workspace type, and click OK. When prompted to select a folder location, Select an existing folder, and click OK. Then browse to the folder your transcripts are in, typically C:\Program Files\Advantage Software\EclipseNT\Users and click on the specific transcript folder that you want to synchronize and click OK. You will now have a Folder sync icon when you open up this folder in the Windows Explorer. From there you can invite your scopist or your other computers to synchronize with this folder.

I found this very easy to set up. At the http://www.groove.netWebsite you will find excellent support tools including an online Forum you can post questions in. Groove Virtual Office 3.0 costs $70 for a copy that you can use on up to five computers, and there's no yearly fee. Download a free 60-day trial version of Groove today and see for yourself. If you have a further question about Groove, or need help getting started with the free Trial, send email to: trialhelp@groove.net or visit their Website. In our next e-Tip we'll have a review of LapLink ShareDirect, so don't make your purchasing decisions yet.
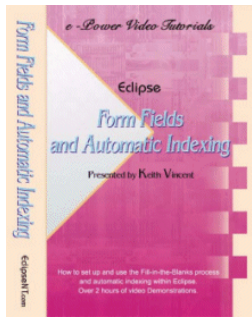
Keith Vincent (continued from page 3)

```
Macro: Play 125 Squelched
Cmd: Settings - Opens User Settings
Right
Right
Right - Goes to "Edit" tab
Shift Tab - Moves cursor to accept commands
Alt S - Moves to "Speed"
1
2
5 - Sets speed at 125% of original
Tab - Moves to "Volume Threshold"
1
5 - "Volume Threshold" is raised to squelch pauses
Enter - Closes User Settings
Cmd: Play - Audio playback
```

Feel free to adjust these macros so that they work well for your computer and your editing style. For instance, you might find the 125% playback speed a bit fast or a bit slow. Just change that number. Likewise, you can raise or lower the number for the Volume Threshold
adjustment if you find it's too aggressive and if softer text sounds are overly suppressed during playback.

To save you some trouble, I'll make these macros available on the E-Tips page of my website, www.KVincent.com. Just go to the description for E-Tip #43, where you see it says: "To download macros, right-click here and 'Save Target' as a file on your Windows Desktop."

Once you've downloaded the macros from my website, remember to go to the "Edit" section of your User Settings and select "Macros." You'll want to import the macros that you've downloaded so that they become part of your user settings. Your list of macros will then include "Play 100 Unsquelched" and "Play 125 Squelched". Find one of these names in your list of macros and press "Edit" so that you can assign whatever Hyperkey you want. The macros won't do you any good unless they're easy to access during editing. Personally, I'm using Hyperkeys o and u because they're right above the keys I use to move my cursor to the left or right. Feel free to adapt all this so that it works well for you.

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