



e-Power Video Tutorials presents:



e-Tips Newsletter

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Keith Vincent

How to Use Eclipse Auto-Brief Minimum Reminder Savings

In the "Realtime" section of Total Eclipse 5 user settings, you'll find a new "Settings" button right next to the checkbox for "Auto-Brief". That button brings you to a dialogue to control the way Eclipse will propose steno shortcuts for you during realtime transcription. I wrote about this in e-Tips #108 and #110, but there's more to be said about "Minimum Reminder Savings".

The default setting for Minimum Reminder Savings is 2. If you write something with multiple steno strokes but one of your translating dictionaries has an entry that would save you at least 2 strokes, then Eclipse Auto-Brief reminds you to use the entry that takes the fewest steno strokes. (If set at 1, then Eclipse would remind you about an entry if it saves at least 1 stroke.)

Of course, too many reminders would not be helpful. For example, when someone speaks slowly, I may indeed write out a phrase for which I already know a shortcut. Well, I don't want to be reminded about things that I already know. Also, I may have a one-stroke entry in my dictionary that I created to translate "stacked" or "shadowed" steno. I certainly do not want to be reminded about a machine error. I only want to be reminded to use good, efficient steno.

Recently, I've set my Minimum Reminder Savings to **zero**, meaning that Auto-Brief will only remind me about entries that contain a comment of some sort. Accordingly, I've gone through a number of my one-stroke dictionary entries and added a little "!" comment for the ones that I tend to forget.

Now, I am NOT asking you to go through each of the thousands of entries in your dictionary in order to find the ones that need a comment so that you could be reminded of them. Instead,

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Webinar Dates

June 13: Michael Starkman

"Eclipse Form Fields:
The Fill-in-the-Blanks Process"

June 19: Keith Vincent

"Eclipse Auto-Indexing 101"

Info and signup at EclipseWebinars.com.

Keith Vincent Workshops

Houston: September 22

Dallas: October 6

San Antonio: October 13

Info and signup at KVincent.com.

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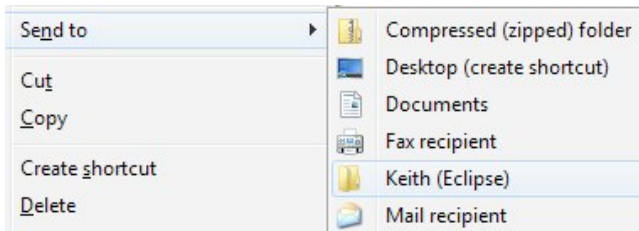
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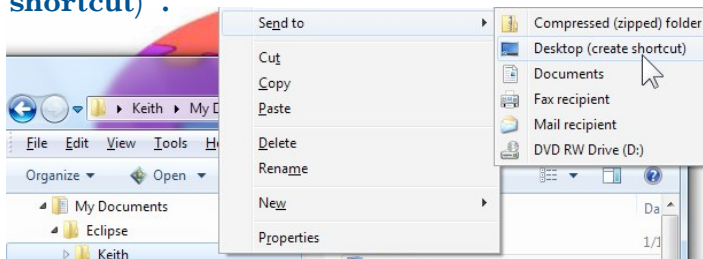
Customizing Windows “Send to” Choices

When you right-click on a file name in the Windows operating system, a context menu opens that includes the choice “Send to”.



Here “Keith (Eclipse)” is a folder that holds Keith’s Eclipse job files. Your “Send to” choices may have a folder that serves a similar purpose, but maybe it refers to your jobs for Total Eclipse 4 and you are now using Total Eclipse 5. Perhaps you’re not concerned with Eclipse at all. Let’s see how to add or edit your “Send to” choices.

First the process in Windows 7 or Vista. Click on your “Computer” icon and browse to the folder that you want to add as a “Send to” choice. Select that folder and right-click. You then want to Send to “Desktop (create shortcut)”.



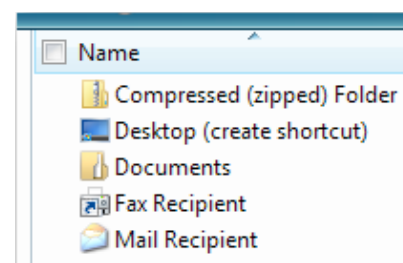
Here I chose the “Keith” folder. A “Keith - Shortcut”

is placed on my Windows Desktop. I can right-click on that new icon and “Rename” it if I want.

Next we want to open the folder where Windows stores the “Send to” choices. Here’s how. Open an Explorer window and click on its address bar. Type in the following:

%APPDATA%\Microsoft\Windows\SendTo

Then press Enter. You should see several shortcuts like these:



At this point you can drag the new shortcut icon on your Windows Desktop and drop it among the shortcuts that are used by “Send to”.

If you have an old shortcut for your Total Eclipse 4 jobs folder, you can delete it or you can rename it so that its purpose is very clear.

For Windows XP, the process to customize your “Send to” choices starts out as we already described. Click on the “My Computer” icon and browse to the folder that you want to add as a “Send to” choice. Select that folder, right-click, and Send to “Desktop (create shortcut)”. Windows XP creates an icon on your Desktop and its name begins with “Shortcut to”. You can right-click on that icon and rename it, as you wish.

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June 13 & 19 Webinars: Eclipse Form Fields & Automatic Indexing 101

Got your calendar ready? **The next Eclipse Webinars will be on June 13 (Michael Starkman) and June 18 (Keith Vincent).**

Two of the most efficient features within Eclipse are the Fill-in-the-Blanks process and Automatic Indexing. For these great features, a one-size-fits-all approach just will not do. Individual formats vary. That’s why we’re offering a two-speaker, two-part suite devoted to these topics.

On June 13th, Michael will show you how to set up and use the Fill-in-the-Blanks process, including new features added in Version 5 of Total Eclipse. On June 19th, Keith will build on that foundation to help you set up and use Automatic Indexing.

Visit EclipseWebinars.com for info and signup. You can earn a total of .4 NCRA CEU by participating in this two-part suite of classes.

Auto-Brief “Minimum Reminder Savings” *(continued from page. 1)*

I opened my steno dictionary and gave the command to “Find”. In the list of “Steno shortcuts”, I selected “1 stroke”. (If you do not see that as a choice, don’t worry. The choices have grown with time. Later in this article, I will describe how to add that choice and others as well.)

Eclipse showed me all my one-stroke dictionary entries. **At this point I clicked on the “#” column to sort the entries by how many times they had been used in translation.** Then I clicked on the scroll bar and moved to the entries that had been used at least one time. **I wanted to start by adding a “!” comment to entries for words that had at least come up in my work but for which I rarely used the most efficient steno.**

Eventually I added a “!” comment to about a thousand entries. Some I might have used a few times but obviously not enough to really memorize the steno. This review process did take a while, but I think it’s easier to re-learn than it is to learn for the first time. **The bottom line is that if a reminder shows up with the Auto-Briefs, I can now be sure that it’s something I want to see and remember to use.**

You may wonder **how do you add a comment to a dictionary entry?** It’s easy. **Press the Enter key to enter the entry.** Then you can press the Tab key to move to the line where you type in your comment. “!” works well. After that, click OK.

For this process, I think **it makes sense to have a macro that will let you add a dictionary comment with a minimum of steps. I’ve created such a macro and I will place it on the e-Tips page of KVincent.com.** You can

download the macro and then go to the “Edit” section of your User Settings. There you’ll use the “Macros” button and then, at the next screen, the “Import” button. You’ll need to browse to where you downloaded my macro. When you select it and press the Enter key, the macro will be added to your user settings.

At that point you’ll want to add a speedkey to activate the “Add dictionary comment” macro. You’ll scroll down the macros to find “Add dictionary comment”. Use the “Edit” button to open up the macro and then the “Speedkeys” button to assign a keyboard command. I used Alt+6 because it was not a command that was already in use on my computer.

What about the search for one-stroke dictionary entries? **If you’re in an Eclipse dictionary and the “Find” dialogue’s list of “Steno shortcuts” does not offer a choice for “1 stroke”,** there’s a way to add that. **In fact, at the e-Tips page of KVincent.com, I’ll add a list of dictionary searches.** It will be a small text file that you can download.

After you’ve downloaded my dictionary searches file, you can open it and use copy and paste. Thus, **you could highlight some line(s) from the steno filter regular expressions and then press Ctrl C to copy. Then you would go to the “Programming” section of User Setting, select “Steno filter regular expressions” and click “Modify”. You could then use Ctrl V to paste.** The same copy/paste process could be used for the “Text filter regular expressions”.

I hope this tip will help you get even more value from Eclipse Auto-Brief!

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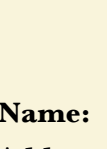


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Customizing Windows “Send to” Choices *(continued from page. 2)*

Next, click on your new shortcut icon. Windows will show a list of files in that, but **we also want to see some hidden files. Open the “Tools” menu (right below the title bar of the window). Select “Folder options”. At the next screen, click on the “View” tab. Then under the “Advanced settings”, click on “Show hidden files and folders”.** Click on the “OK” button to confirm that change and leave the dialogue.

At this point you should still be seeing a listing of files, but **we’ll need to browse a bit in order to find the folder that holds the “Send to” choices.** On my computer I found it by following this path:

C:\Documents and Settings\Owner\SendTo
(If this path does not bring you to the “SendTo” folder, you might also look in the folder that’s named “Default User” or the folder that has your user name.)

Once you open up the “SendTo” folder, you can do as we did on a Windows 7 computer: Simply drag your new shortcut into the “SendTo” folder. If you already had a shortcut to your Total Eclipse 4 jobs folder, you might want to delete it or else rename it so that its purpose is clear.

One last thing. After you have customized your “Send to” choices, go back to the “Folder options” and turn off “Show hidden files and folders”.

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