

e-CourtReporter Presents:
e-Tips Newsletter

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Wil Wilcox: Right-Clicking
Keith Vincent: Speaker Table Setup for Realtime Startup

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. 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

Using the Right Click

When you click the right button on your mouse, it will bring up a list of options that relate to the item that you just clicked. The right-click menus are context sensitive. Instead of wading through long file menus at the top of the program, a right click cuts through the red tape and is much more direct. Think of this as like asking Windows what your specific options are RIGHT now. For instance, if you have your steno dictionary open, and you right click anywhere within the open dictionary Window, it shows you the different options you have with your dictionary.

For example, if you then left click on "properties," you will see a Window with information about the specific dictionary entry. This includes dictionary statistics such as 1-stroke entries, 2-stroke entries, conflicts, prefixes, suffixes and total entries. Similarly, right clicking on your notebars will allow you to close it or change the font.

Another good example would be if you right click on a conflict in a transcript it will show you the conflict choices. Sometimes with a long conflict such as a phrase conflict there isn't enough room to display the entire conflict choices in the bottom left-hand corner of your screen. You will see the complete

conflict choices for that word this way. If you don't care for the mouse, the keyboard shortcut for a right click is SHIFT F10. Experiment with using some right clicks and have some fun. Try it. You'll like it.

Keith's e-Tip

Setting up the Speaker Table at the Start of Realtime

When you press **F2**, the names on the Speaker Table are listed in the order in which they have been added through the translation or editing process. You may want the first name to be the primary speaker; but if a videographer or some other person makes a statement first, their name will start the list.

It's a good idea to have speakers appear on the Speaker Table in a specific order so that you can take advantage of several macros which change a paragraph from Q or A to colloquy by a specific person. For example, **Ctrl 1** would change a paragraph to colloquy by the first person listed on the Speaker Table.

In editing a deposition transcript, I want to press Ctrl 1 for the taking attorney, Ctrl 2 for opposing counsel, and Ctrl 3, Ctrl 4, Ctrl 5, or Ctrl 6 for other speakers. Ctrl 9 opens the Speaker Table, ready to select the seventh speaker or any other I might need. Ctrl 0 changes a paragraph to colloquy by the witness.

For realtime translation, here's an easy way to set up the order in which names appear on the Speaker Table – without adding a bunch of empty speaker paragraphs that transmit to the screens that a judge or attorney might see.

When you start realtime translation, place your cursor in the first line of your new document and press the **Home** key twice, then press **F2**. Use the **computer keyboard** to type the name you want to have in the first slot of the Speaker table (e.g., MR. SMITH). Press the **Enter** key, but *don't move your cursor yet*.

Press **F2**, type the next name, then press **Enter**. Repeat this process until you've finished adding your speakers. Then press **Shift F5** to change to a fixed paragraph. ***What was a speaker paragraph will now appear as a blank line***. Since all this was done from the computer keyboard rather than through the steno translation process, nothing has been transmitted to the judge or attorney screens.

You can then press Ctrl Page Down to force the cursor to follow along as you write from the steno keyboard.

Upcoming 3-day EclipseNT e-POWER Workshops

Las Vegas, NV Feb 1-3, 2001

San Diego, CA June TBA

Houston, TX August TBA

Chicago, IL September TBA

Honolulu, HI October TBA

Burbank, CA November TBA

New 2-day EclipseNT Realtime Power Workshops

Houston, TX April TBA

Burbank, CA May TBA

Indianapolis, IN October TBA

For more details: 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?

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:

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Disclaimer

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