

e-CourtReporter Presents:
e-Tips Newsletter

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Wil Wilcox: Find Dictionary Entries Faster
Keith Vincent: Filling Just Blank; Keeping Text Together

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

Find Dictionary Entries Faster

Got a second? That's probably all the time you want to spend searching for entries in your master dictionary. Here's a tip on how to find entries faster. Ever wonder why, when searching your dictionary for an English word, you are sometimes unable to locate that word until you click on "Go to steno" and complete your search by looking for the steno instead? **You will get the best results with "Text" searches if you will always click on the FIND ALL button** as opposed to FIND ANY. In addition, next time around try inserting a wildcard, which is the asterisk (*), before or after the English word, and it will take you to all words that either match or start or end with that same thing. Don't forget that you need to be on the top entry in your dictionary to be sure to find everything, so do CTRL/PGUP to make sure that it searches all entries.

Example: In your dictionary, press F5 for FIND DICTIONARY ENTRIES. Type in the English word for the entry you are searching for. Have ALL ENTRIES checked. Then click on FIND ALL, and it will take you there right away. Alternatively, for a wildcard search, do the exact same thing but put an asterisk before or after the word you are searching for.

One of the easiest ways to find an entry in your dictionary is to be in a transcript and put your cursor on the outline of that word and press F9 and then ENTER. It will take you there immediately.

Keith's e-Tip

Ctrl T as a way of Filling in Just One Blank

EclipseNT's form fields make it easy to fill in the blanks on your title and certificate pages. Once a field has been filled, you can scan to it again and correct it. That's handy, but it can slow you down when you want to skip the fields that have been filled and go straight to the next field that needs your attention.

Ctrl T (or Hyperkey **t**) – the trouble scan – will stop on a field that hasn't yet been filled. When you fill that blank, it will stop scanning.

Ctrl E (or Hyperkey **e**) scans to form fields only, even the ones that have already been filled. **Ctrl T** (or Hyperkey **t**) doesn't stop on a form field if it's already filled. Of course, the "trouble" scan will also stop on untrans and unresolved conflicts; but that probably won't be a problem if you're filling in opening and closing pages.

Using the ~ (Tilde) to Keep Text Together

Here's a tip that springs from our recent EclipseNT Power Seminar in Costa Mesa, California. A new user was trying to keep "Proposition" and "2" to occur on the same line, without creating a global. She put her cursor on the "P" of "Proposition" and pressed F8 to insert a "Fixed" paragraph. She wound up with "Proposition" and "2" on the same line, but then the rest of the paragraph no longer had the Q&A margins she needed.

The solution is quick, although perhaps not what she expected. She should place her cursor on the "2" and press the ~ (tilde) key. That will remove the regular space and replace it with a lockspace. The lockspace will pull "Proposition" down to the same line as "2" -- without affecting the paragraph margins.

It's a simple tip, but it's the kind of thing that can keep many reporters and scopists from pulling out their hair. (As you might imagine, neither Wil nor I own stock in the company that makes Rogaine.)

Upcoming 3-day EclipseNT e-POWER Workshops

Las Vegas, NV Feb 1-3, 2001

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:

e-CourtReporter@pobox.com or call (818)766-7346.

Disclaimer

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