

# e-Tips Newsletter

Issue 59

August 2006

Please keep in mind that because of the volume of e-mail we receive and the fact that we are volunteering our time and this free newsletter, we can't routinely answer individual questions by phone or e-mail, or consult on individual problems or purchasing

## Watchwords

by: Wil Wilcox



### Quote of the Month:

It may be true that the law cannot make a man love me, but it can stop him from lynching me, and I think that's pretty important.

[Martin Luther King Jr.](#)

### Inside this issue:

<b>Wil Wilcox- Watchwords</b>	1
<b>Keith Vincent- Total Eclipse 4.1 Global Magic</b>	2
<b>Richard May - Backing up to an external hard drive</b>	45
<b>Robert Denos- Hyperkeys Highlights</b>	6

The watchwords feature in Total Eclipse allows you to create a list of words that the system will highlight for you when you run the spellcheck. You can use this list to help look for common names spelled various ways. You could also put on your watchwords list words that are frequently confused due to mistrokes or even words you oftentimes invert. Just remember that if you make your watchwords list too lengthy that it could slow down your spellcheck process.

In a nutshell, if you have an "Alan" and an "Allen" in a particular case and you're afraid you might have mixed them up at some point, you can have the spellcheck stop on each instance of those words for you. All you have to do is add a line to the Job Variables dialogue (Shift Alt V) that looks like this:

WATCH=Alan,Allen,affect,effect,go to,to go

That's "WATCH" (all capitalized letters), the equal sign, and a comma between each item on the list. There are no spaces after the commas, although you could certainly have spaces within a phrase on your Watch Words list (e.g., WATCH=San Miguel,San Migel).

When you press Shift Alt S to run the spellcheck, Eclipse will highlight your watchwords by underlining them in red. Also, it will stop on each occurrence of a watchword. For the spellcheck to continue moving along, you'll just have to press the Enter key, which will "Ignore" that instance. For the highlighting to display properly, you'll want to use WYSIWYG Preview (Shift Ctrl F12). The red underlining is just a temporary display effect, and it disappears as soon as you get out of the document. In other words, if you printed a page while the red lines were visible on your screen, you would not see any of the highlighting on your printout. It truly is just a temporary display effect.

Also, what the Watch Words feature does is it forces the spellcheck to stop on each occurrence of the items that you've asked the system to watch for. The presumption is that these are words or names that could be properly spelled but just not the right word at certain spots. The computer would need you to decide if it's Alan or Allen. Obviously, you may not want to add "your" and "you're" to the Watch Words list because then it might take you forever to spellcheck your document.

The bottom line is that the Watch Words feature gives you an easy way to have the system highlight words that you are on the lookout for and is just one more way that Total Eclipse can help keep you out of trouble. ■

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# Total Eclipse 4.1: Global Magic

By: Keith Vincent



The 2006 National Court Reporters Association annual convention saw the release of Total Eclipse 4.1.

**“Global Magic”** is my favorite new feature in Total Eclipse 4.1. When you highlight your steno to say what it means, Eclipse uses a combination of tools to figure out what you wrote. I’d say it’s properly guessing at least 85% of what I want to global. That saves me a lot of typing.

“Global Magic” uses intelligent phonetics, looks at dragged/dropped keys, understands steno “stacking,” and sees when you might need to add another entry to your job dictionary. In terms of programming sophistication, I think it’s right up there with automatic number conversion and intelligent conflict resolution.

Have you ever had trouble figuring out what your steno means? It happens to me quite regularly, especially when I drag in the number bar. Then I get a mish-mash of letters and numbers like 150U78 instead of SAOUPL (“assume”). With “Global Magic,” Eclipse can read my slop faster than I can. This is something that expert writers can really use. Poor things, they write too well, so they lose the ability to read their misstrokes. I can’t quite relate to that, but I’m glad this feature will be helpful for them.

To tell the truth, I prefer to call it **“Global at a Glance.”** Eclipse generates a “glance list,” never more than 10 suggestions, and you just press the number for the choice that you need. You don’t need to scroll down the list or press the Alt key and you absolutely do not need to use the mouse. If you don’t see the right choice, just start typing. It never adds even one extra step to the globaling process.

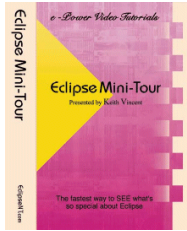
**Display Tip:** If you Zoom in on the globaling dialogue, the “Glance List” will appear larger and easier to read. The “Zoom” control is indicated by the Magnifying Glass icon on the globaling dialogue’s title bar. Use the mouse to hover over that icon, then hold down the left mouse button while you drag to the right. The entire globaling dialogue will get bigger and easier to see, including the quick globaling suggestions.

“Global Magic” is such a breakthrough, that I imagine our competitors will try to imitate it as soon as possible. In fact, the software that I used back in 1991 had a crude feature that vaguely resembled it. I think they called it “Auto-Translate,” but it only compared your steno to the spelling dictionary, almost never guessed right, and took several steps to ignore. Most people just turned it off. You can go to the “Edit” section of Total Eclipse 4.1’s user settings and turn off “Global Magic,” but I don’t think you’ll want to. It works amazingly well, and it doesn’t even get in the way of realtime editing. On the contrary, it makes it possible to global from the steno keyboard with a lot less fingerspelling.

(Keith Vincent continued on page 5)

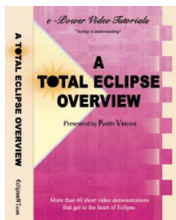
## 3 Updated e-Power Video Tutorials. The Golden 3.0 CEU!

To mark the latest release of Total Eclipse IV, Keith has been slaving away at those Eclipse training movies. So we're pleased to announce 3 new e-Power Video Tutorials – in addition to the more than 200 Visualizers that are now built into Total Eclipse 4.1.



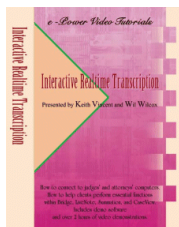
First, the Total Eclipse Mini-Tour has been updated. Remember, it's been approved by NCRA as a source of .1 CEU. So if you need just a little more continuing education credit, it's an excellent value at just \$19.95.

If you already have a copy of the Mini-Tour and would like to trade it in for the update, the cost is just \$10.



Second, the Total Eclipse Overview has been updated and expanded. Originally it offered .3 CEU. Last year it was approved for .5, and now it will offer .6 CEU! Remember, this is the tutorial upon which the Visualizers are based. So if you've watched all the Visualizers, you can order the Overview, take a test, and you're eligible for .6 CEU. Even though it now offers more CEU, the cost is still just \$69.95.

If you already have a copy of the Overview and would like to trade it in for the update, the cost is just \$20.



Third, the 2<sup>nd</sup> Edition of the tutorial on “Interactive Realtime Transcription” is now available. It's been completely updated and greatly expanded, so it too now offers more continuing education credit. It even covers topics like realtime scoping, Steno Link, TeleView, internet-based realtime, access to the reporter's audio. For a complete description of the tutorial, visit Keith's website: [www.KVincent.com](http://www.KVincent.com). You'll be impressed.

“Interactive Realtime Transcription, 2<sup>nd</sup> Ed.” will now offer you .4 CEU. The cost is still just \$69.95. If you already have a copy of the first edition and would like to trade it in for the update, the cost is \$20.

With these updates, you will now be able to get 3.0 CEU for the complete series of e-Power Video Tutorials. 3.0 CEU is all the points you need to retain your NCRA certification. The tutorials now offer a way to get great points from great information on great products, without ever leaving home. Of course, nothing says you can't leave home, take your tutorials with you, and earn your CEU in some vacation paradise. Whatever works! We're just happy to help. Please add \$5 shipping/handling for each CD.

## New “Simply Magic” Total Eclipse Seminars

Houston – Sept 29 – October 1, 2006 / Dallas – Oct 13-15, 2006

San Antonio – Oct 27-29, 2006

Presenters: Keith Vincent & Amy Enberg

&

Tupelo, Mississippi October 20-21, 2006 — Presenter: Keith Vincent

Complete information at: [http://www.kvincent.com/html/gen\\_workshops.html](http://www.kvincent.com/html/gen_workshops.html)

## BACKING-UP TO AN EXTERNAL HARD DRIVE (Windows XP)

**Richard May, Advantage Software Support**

As new versions of Total Eclipse are released each summer, it's good advice to say: Back up before you move forward! In other words, if you're experimenting with a new version that offers new options, back up first. That way, you can easily return to your normal settings.

It is becoming popular to buy USB External Hard Drives (not to be confused with Jump Drives or Flash Drives). A USB External Hard Drive that offers at least 140 gigabytes of storage space would make it easy to keep even large sound files.

Here's how to set up Total Eclipse to use an External Hard Drive for backups and storage. (Please note: "Click" means SINGLE LEFT-CLICK unless otherwise noted.)



**After connecting your USB External Hard Drive to your computer, verify that it can be seen in Windows Explorer.** Here's how:

- Close out of Eclipse totally (do NOT just minimize it.)
- Click: START
- Click: ALL PROGRAMS (or PROGRAMS)
- Click: ACCESSORIES
- Click: WINDOWS EXPLORER

A window will appear and it will have two panes -- on the left side, a list of folders; on the right, the contents of that folder. On the left side find MY COMPUTER and left-click once on the "plus" sign. Now you will see your drives. The USB External Hard Drive should have wording that denotes it as the external removable drive. **In my examples, I'll refer to it as Drive E, but your computer might use a different drive letter, depending on how it's equipped.**

DO NOT CLOSE WINDOWS EXPLORER YET.

**Now you can copy your Total Eclipse USERS folder to your USB External Hard Drive for safekeeping.** In case of any system problems, you will have a complete backup of all your settings, dictionaries, and jobs.

- Click on the plus sign for your C drive
- Click on the plus sign for Program Files
- Click on the plus sign for Advantage Software
- Click on the plus sign for EclipseNT

Now right-click on the folder called USERS and then left-click on SEND TO. You should see your USB External Hard Drive. Left-click on your External Hard Drive. The whole USERS folder will now be on your USB External Hard Drive.

**Now you can set up Total Eclipse to access your USB External Hard Drive:**

- Open Eclipse and choose your user.
- Open your User Settings (ALT-U)
- Click on Advanced (bottom right-hand side of this window)
- Find the tab that says AUXILIARY and click on it once.

(continued on page 5)

(Continued from page 4—Richard May)

You'll get a new window (BROWSE FOR FOLDER). Scroll all the way to the top of this little window. You will see MY DOCUMENTS and MY COMPUTER. If you click on the minus sign next to your C drive, it will collapse the folder list and you'll see the rest of your drives more easily.

Now look for your external drive and click on the plus sign. You should see USERS. Click once on the plus sign. You should now see your normal user folder (for example, Richard). Click once on the folder name (not on the plus sign) so that it is highlighted.

Now click on OK to close "Browse for folder". Verify that the AUXILIARY says something like E:\Users\Richard. (Of course, you would see your user name, not mine.) You can then click on OK until you leave the User Settings.

Once you've followed these setups, you can easily copy or move files to your external hard drive from within Total Eclipse. Here's how:

Go to the Eclipse file manager. How? Either press Ctrl F or click on TOOLS and then File Manager.

Find the job that you want to copy or move to your external hard drive. To pick the whole job and all its associated files, just put a check mark in the job name. (Do NOT click the plus sign.) Then use either the "Copy to" or "Move to" button and select AUXILIARY FOLDER. Then left click on OKAY.

To verify that the file is in fact now on your external drive, just left click on the tab that says 4 AUX and look for the file name.

One last remark:

If you've copied your sound file to the external hard drive that Eclipse considers your auxiliary folder, then the system will know that's one more place to look for audio playback. In other words, your sound file does not have to be on the hard drive that's built into your computer. So if you have a job that you won't be editing anytime soon, you could free up some space on the hard drive of your computer, but you'd still be able to listen to your sound file when it's time to edit your job. ■

(continue from page 2—Keith Vincent)

One of my favorite things about "Global Magic" is that it's something that everyone can use. Eclipse offers amazing intelligent conflict resolution and automatic number conversion, but not everyone needs or wants these features. On the contrary, everyone needs to say want their steno means. So everyone uses the globaling dialogue, especially scopists. However, as great as this feature is, there are even more amazing features in store with Total Eclipse 4.2 and then Total Eclipse 5.0. Work on these versions is going on as speak. Stay tuned. It only gets better.

By the way, if you'd like to see some good examples of "Global Magic" in action, feel free to visit the "Total Eclipse" page of my website, [www.KVincent.com](http://www.KVincent.com).

As always, the latest version of Total Eclipse is available to all who are current subscribers to the Support & Updates program. In upcoming messages, Wil and I will be speaking of Version 4.1's many significant features. Improvements include now more than 200 Visualizer movies; an updated and expanded Help system; a breakthrough in Remote Scoping ("Steno Link"); a greatly improved Speaker List; easier, more powerful printing of 4-per-page or 2-per-page transcripts; a great Audio Control Panel; and much, much more. Stay tuned! ■





## Hyperkeys Highlight

By Robert G. Denos

Just a Reminder that you can find your HyperKey Chart in the Help section of your software.

Click on the **HELP** menu

Click on **Eclipse Documentation**

Open file: **Total Eclipse Hyperkeys**

Print this chart out and use it as a cheat sheet until you learn them.

If you take the time to learn your hyperkeys you will save more time than time spent on learning them.

**Steno Tips:** Looking for a fast way to write a common or not-so-common word? Check out the Steno Tips at [www.KVincent.com](http://www.KVincent.com).

**e-Power Tutorials:** An easy way to learn your software and earn CEUs at the same time. Purchase online at [www.KVincent.com](http://www.KVincent.com) or call Robert @ 818-766-7346.

**New Users Group:** Currently meeting monthly in San Diego. Will be expanding as more people get involved. If you wish to participate in the non-profit users group, please contact Steve at: [eclipse-sd@att.net](mailto:eclipse-sd@att.net).

**Workshops/Seminars:** Visit [www.e-CourtReporter.com](http://www.e-CourtReporter.com); [www.KVincent.com](http://www.KVincent.com) or [www.realtimeready.com](http://www.realtimeready.com) for a list of workshops. ASI website [www.eclipsecat.com](http://www.eclipsecat.com) will post events on their website too.

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