

e-Tips Newsletter

Issue 55

April 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

Number Converter

by: Wil Wilcox



Quote of the Month:

Love and kindness are never wasted. They always make a difference. They bless the one who receives them, and they bless you, the giver.

Barbara De Angelis—

The number converter is a quick way to change numbers from words to numerals or format phone numbers and SSA numbers, etc. Just mark the numbers you want to convert and press Ctrl+Shift+3 to open the number conversion dialog. I find this command easy to remember because typing Shift+3 gives you the number symbol #, and you just add the Ctrl key to that. In Version 4 if you don't first mark the number, the system will attempt to select the number for you. Then if it doesn't highlight all of the numbers you want, press escape and mark the numbers first.

Inside this issue:

Wil Wilcox- Number Converter	1
Keith Vincent- Microphone Monitoring, The Story Continues	3
Accidental Text Globals: A Big No-No!	4
Julie Samford- Is traveling this month and will be back next month.	*
Robert Denos- Hyperkeys Highlights	6

In the upper left corner of the number converter you will see the number input and the output. You can select from various formats such as "Quantity" which will include commas like 10,000, or "Generic" which is just a string of numbers with no punctuation like 10000, "Money" amounts with the dollar sign, "Ordinal," "Roman Numeral," "Phone," "Social Security," "Time" and "Date."

If you are selecting a "Money" number conversion, you are not limited to dollars and cents. The "Currency" drop-down list at the bottom of the converter allows you to select from every currency that's listed in the "Vocabulary" that's part of the Numbers section of your User Settings such as pounds and yen. The default vocabulary is set up to deal with about 80 different international currencies. Wow!

When you have selected the format you want, press Enter or click OK to select it, and your converted number will be inserted into your transcript. ■

ASI Tech Support
24/7-365
1-800-800-1759

Total Eclipse 4.0 1-Day e-Power Workshop

Presented by: Wil Wilcox

Saturday, May 27, 2006

Holiday Inn—Media Center
150 E Angeleno, Burbank, CA 91502
818-841-4770

Hands-on format, Classroom seating
Bring your laptop computer (or just watch and take notes).
Steno machines are optional.

***Paperwork & Certificate of Completion for .6 NCRA CEUs available upon request.
Individuals will be responsible for any NCRA Fees.***

Registration: 8:30 — 9:00
Morning Session: 9:00 - 12:00
Lunch Break: 12:00 - 1:30 (on your own)
Afternoon Session: 1:30 -4:30

AGENDA:

- Making the Transition to Total Eclipse 4.0
- New/Improved Features in Total Eclipse 4.
- The New Total Eclipse 4.0 Dictionary Editor
- What's coming in Total Eclipse 4.1

Registration fee: \$195 for Reporters / \$150 for Scopist, Students, and Groups of 3 or more.
(group registrations must be submitted at the same time) Limited Seating Available!

Contact Robert at e-CourtReporter, LLC—818-766-7346 for registration
or sign up on line at www.e-CourtReporter.com



Microphone Monitoring, The Story Continues

By: Keith Vincent



In **e-Tip #38**, (archived on my website: www.KVincent.com) I explained how you could use earphones to monitor what your microphone is picking up during realtime transcription. I also created a video demonstration that I've included in the Total Eclipse Visualizers.

Until recently, my understanding was that some computers just would not allow you to monitor the microphone while recording was taking place. However, a recent message posted by Cheri Mays in the Total Eclipse forum of CR-NET (www.eclipsecat.com) suggests there may be more to this story. Cheri found this information in an NCRA forum and shared it on CR-NET. With her permission, I'd like to share it here.

Some notebook manufacturers add lines in the Registry Editor that effectively hide the option to monitor your microphone. So you could open the Audio Properties dialogue, go to Playback volume, Options, Properties, and you would not see "Microphone," even though these computers really could let you monitor your microphone. Why would the manufacturers disable such a feature? To keep the average user from unmuting microphone playback and inadvertently creating the horrible screeching noise that comes from mic and speakers fighting each other.

Warning: It is possible to open the Registry Editor and make the microphone monitoring option visible. However, you must be very careful. You could accidentally delete an important line in your Registry and then your computer might not operate properly. So you may want to enlist the help of a computer technician and just pass on the following information.

To open the Registry Editor, go to your Windows desktop and click on the "Start" button. Next, select "Run." Type in "**Regedit**" (minus the quotes) and press the "Enter" key.

Once the **Registry Editor** opens, press Ctrl F to find "**disablemicfromplayback**". If it shows a value of **01**, change it to **00**. There may be more than one entry for "disablemicfromplayback". So be sure to look for this line until the search is complete. Also search for "**disablemicselect**". If necessary, change its value from **01** to **00**.

After the registry values are changed, reboot your computer, and the microphone volume control for playback should now be an option.

By the way, if your computer doesn't record very well, its built-in sound card just may not be very good. In that case, consider a USB sound card like the \$50 Turtle Beach Audio Advantage Amigo (www.turtlebeach.com/site/products/audioadv/amigo/) or the \$60 model by Sound Professionals (www.KVincent.com/html/microphones.html). These sound cards would get around the limitations of your computer's built-in sound card. ■

Accidental Text Globals: A Big No-No!

By Keith Vincent

This tip falls in the category of "Almost Obvious Reminders."

Recently a Total Eclipse user came to me for some training after being on the system for at least a year. She couldn't figure out why she kept having to create the same globals over and over again and why her steno translation did not seem to be improving.

*I asked her to let me watch while she edited. She saw some steno she wanted to define. Of course, I expected her to **highlight steno** by pressing **Ctrl G**. Instead, she used the command to **mark text (F7)**, then she pressed **Ctrl G** to global. Well, that explained it. She was creating text globals, not steno globals.*

Normally, Total Eclipse warns you when you attempt a text global, just in case you really intended a standard steno global. At some point, however, the user had clicked on the box that said "Don't show me this message again." So the warning was not showing up.

*If you're a former user of OZpc, Premier Power, or Case Catalyst, as this person was, you were used to marking text and then giving the command for a global replacement. That's more steps than Total Eclipse needs or wants. Remember, **creating text globals won't improve your steno translation.***

*To put it another way, use **F7 or Hyperkey m** to **Mark Text**; but if you want to **highlight steno and start globaling**, use **Ctrl G** (or **Hyperkeys g, 7, 8, 9, or 0**). It won't take long to see how it improves your steno translation.*

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.

e-Power Tutorials: An easy way to learn your software and earn CEUs at the same time. Purchase online at 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.

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

Total Eclipse: "Simply Magic"

*A Small Group Workshop
by Amy Enberg & Keith Vincent*



Lafayette, Louisiana: May 20-21, 2006

Courtyard by Marriott - 214 E. Kaliste Saloom Road - Tel. 337-232-5005

(5 miles south of I-10, just 2 miles from the airport)

10 rooms will be available at a special rate of \$79 per day.

Offer good until May 5th. (Save \$20 per day!)

Seating is limited. Register without delay!

For more info or to register, call Amy at 877-827-6900 or Keith at 713-523-6345.

Or visit www.Kvincent.com



Moved Recently? Be sure to notify ASI of any changes of address, phone # or email.

1-800-800-1759

You don't want to miss out on any updates, announcements or mailings!

Tell a Friend about our e-tips Newsletter!

Tell a Friend about our e-tips Newsletter!

www.e-CourtReporter.com



Hyperkeys Highlight

By Robert G. Denos

This month's Hyperkey highlight will be the letters **T** and **M, m**.

We all know by now that **Time** is **Money**. When it comes to this line of work, **mark** my words; the more **Time** you save, the more **Money** you can make. So if you aren't using your Eclipse Hyperkeys by now, you should be! We learned from this month's e-tip by Wil Wilcox how use the number converter. The following hyperkeys are used once you **mark** your text, and in some cases you need not mark them at all but just have your cursor on the text.

First: Hyperkey "**m**" will mark your text.

Hyperkey "**T**" turns your text into **TIME**.

Example: A: I left the office at **5** and returned by **six**.

The results: A: I left the office at **5:00** and returned by **6:00**.

marking your text or numbers is only necessary if there is a space between the text.

Example: A: I left the office at **5 thirty** and returned at **six 30**.

*In this example you would first need to **mark** your text before using hyperkey "**T**".*

Hyperkey "**M**" turns your text into **MONEY**. (your own **M**oney machine)

In the same way hyperkey "**T**" turns your text into **TIME**, hyperkey "**M**" turns your text into **MONEY**.

As you can see, using hyperkeys not only saves you **Time** but also turns things into **Money**!

Well not figuratively. (Wouldn't that be nice?) Hey Jeremy! I have a new feature I'd like you to add to the WISH list.

DISCLAIMER:

These e-Tips are provided for informational purposes only. The information contained in this document represents the current views of Wil Wilcox and Keith Vincent and those from time to time who submit articles for publication on the issues discussed as of the date of publication. Because we must respond to changes in market conditions, it should not be interpreted to be a commitment on the part of e-CourtReporter, LLC, and e-CourtReporter, LLC cannot guarantee the accuracy of any information presented after the date of publication.

INFORMATION PROVIDED IN THIS DOCUMENT IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND FREEDOM FROM INFRINGEMENT.

The user/reader assumes the entire risk as to the accuracy and the use of this document. This document or any portion thereof may not be redistributed without permission. All trademarks acknowledged.

Copyright e-CourtReporter, LLC 2001-2006