e-Tips Newsletter

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"Write it on your heart that every day is the best day of the year "

Ralph Waldo Emerson" —

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

Just Scan It

by: Wil Wilcox

Court reporters deal with lots and lots of paper; captions, business cards, exhibits, receipts, invoices and on and on. One of the best ways to manage all of this paper is to just scan it into a computer. Then you can search and retrieve it at any time. This is so convenient and efficient that many court systems now require electronic filing. Let's jump on the bandwagon and get those documents scanned, electronically organized and leave the paper behind.

I've been using Visioneer scanners for almost 10 years. The latest is the recently released Visioneer RoadWarrior. It is priced around $199 direct from http://www.visioneer.com. It is lightweight, just 10 ounces, portable and powered via its USB cable, so you don't have a separate power brick to drag around. It's small enough to fit in your laptop bag alongside your computer, yet big enough to scan letter-sized documents. If you're using it with a desktop PC, it won't take up much space at all on your desk and would easily fit between your computer keyboard and the monitor.

What sets the Visioneer scanners apart is the bundled software that they come with. Court reporters tend to collect lots of business cards, so the package includes Preso!BizCard 5, which can scan cards, recognize text and export information to a PDA or a contact management program like Outlook. Scan receipts, and you won't have any trouble keeping track of them with the added benefit of no more paper scraps lying around. For this purpose, the package includes Nuance PaperPort 11, a document management program that is just the best.

The optical character recognition software which is included is OmniPage 14. This is what makes these scanned documents instantly searchable PDF files. I then use Google Desktop, another favorite program of mine, to search them for easy retrieval. The programs included with the RoadWarrior are the complete versions and enhance the value of the scanner since you don't have to go out and buy all of the software separately.

Probably my favorite feature about the RoadWarrior is its AutoLaunch feature which begins the scanning process as soon as a document is inserted into the scanner. So all you have to do is plug the scanner into a USB port, slide a document into the scanner, and the PaperPort software is launched. Then you can decide what folder to file it in, and you're done. It's so simple and easy to use. This is the best way I've found to clear out all that paper clutter.

So just remember, you "scan" do it! ■

Condensed Transcript Printouts and Word Indexes

By: Keith Vincent

Keith Vincent

One of the major improvements in Total Eclipse 4.1 concerns the printing of compressed transcripts. Whether you refer to this as 4-per-page or Multi-page or Minuscript or "Totes" or something else, here's how to do it.

Just open a transcript and give the command to print. There you'll find the options I'll describe below.

The "Print" dialogue defaults to "Full sized," but you can drop down the list for other choices -- Full size with index, Multipage, Multipage with index, and Index only. In each case, "Index" does not refer to an index of examinations or exhibits; it refers to an index of all the words in the transcript (with the exception of common words like "the" and "and.")

When a client wants quick access to the final transcript, I often select "Full size with index" and then I click on the "Setup" button to pick "PDF Creator." Giving the client a PDF file like that means they can use the free Adobe Reader program to see or print the final transcript immediately (including accents, italics, superscripts, subscripts and other things that may not look right in an ASCII file or an e-Transcript). Plus, the word index at the end facilitates text searches.

The "Options" button on the "Print" dialogue leads to the "Multi-page printout options." The dialogue offers many new features. It also offers improvements that make existing features much easier to use. The choices for "Borders" are a good example. "Use original" borders means your compressed transcript will keep the original boxes from your full-sized transcript. "None" will turn off all boxes. "Cross" will draw a cross in the middle of the four pages that make up each sheet. "Boxed" will draw a box around the whole page, divided into four equal segments.

In the category of simple new features, I'd point to the choices for "Page Order." There's "Left to right" and "Top to bottom," but there's also "2-page." Great for proofreading. Two pages per sheet means the text will be quite easy to read, yet a hard copy will still take only half as much paper as a full-sized version. Just remember to use the "Setup" button to adjust your printer for "Landscape" rather than "Portrait" orientation.

The default setting for "Left margin" is "Full-sized." That's probably what most people will use because it leaves plenty of room for hole punching and binding. If you're using a duplex printer, select "Full-sized Duplex." There's also "Compressed," which works well for left-margin timecodes or space for notes.

Font selection is a very important part of setting up your compressed transcript printout. In the upper-left corner of the "Multi-page printout options" dialogue, you'll see "Default font." It's the first of more than a dozen items for which you can select the font that you prefer. If you don't select any fonts at all, then your compressed transcript will simply be a miniature version of your full-sized printout. You can do better than that. Think of it. If you use Courier New 13 for your full-sized printout, it's going to look tiny when it shrinks down enough to squeeze four pages of text on each sheet of paper.

Using a proportional font as your default font for compressed transcript printouts means you'll have room for larger type. Proportional means each character will take only as much space as it needs. A lower-case "i" won't need as much space as an upper-case "W." I chose Arial 22 as my default font. Then I played with the font "Width" button. Great option. When I reduced the font width to 10, my text squeezed together a little bit. There was then enough room to switch to Arial 24. That just made each page of the compressed transcript easier to read.

As you're fine-tuning your font selections for compressed transcript printout, start by testing out your testimony pages. I did not pick specific fonts for Question symbols as opposed to question text, nor did I get picky about Answer symbols, Answer text, Speaker text, and parentheticals. So my default font will get used for those things. However, I found it helpful to pick a non-proportional (monospaced) "Speaker label font." I chose Lucida Console 24 and set its Width at 10. That's important. Speaker labels are usually completely capitalized. The label will take up more room if it uses a proportional font like Arial 24 as opposed to a non-proportional font like Lucida Console 24 or Courier New 24. Here's an example:

PROFESSOR WEITZMAN: Arial font (proportional)

`   PROFESSOR WEITZMAN:   Courier New font (non-proportional)`

You can also create custom headers and/or footers, as many as you need, that only appear on your compressed printout and/or word index. That's the purpose for the large field in the lower-left corner of the "Multi-page printout options dialogue." That field bears this reminder:

    H:Header / F:Footer (Left | Centered | Right)

Here's an example from my own settings.

      F:|Compressed Transcript - %N
      HI:Word Index|%T1|p. %N
      FI:|%F1

  H: indicates a custom header for my compressed transcript. In this example, I'm not using one, and the original transcript headers will appear on each of the reduced pages in my compressed printout.

  F: indicates a custom footer for my compressed transcript. In this example, the **|** vertical bar means I want the words "Compressed Transcript" to be centered rather than starting at the left margin. That footer will appear just once, toward the bottom center of each sheet of paper.

  HI: indicates a custom header for the word index. In this example, "Word Index" will appear in the top-left of each sheet of paper. The | vertical bar right before %T1 means that Eclipse should take whatever the first header line is in my original transcript and place that text in the top-center of each sheet of the word index. The | vertical bar before p. %N tells Eclipse that the right-center of each sheet of paper should indicate the sheet number. The effect of this custom header indicator would be something like this:

Word Index   Deposition of Tom Jones   p. 248

  FI: indicates a custom footer for the word index. In this example, the | vertical bar right before %F1 means that Eclipse should take whatever the first footer line is in my original transcript and place that text in the bottom-center of each sheet of paper.

As you can see, there are % shortcuts that ensure that the headers and footers of your compressed transcript pages and word indexes will automatically insert information that's needed. Here are some examples:

%G - insert the starting page number
%E - insert the ending page number
%N - insert the sheet number
       Example: p. %N (%G-%E)   results in p. 4 (13-16)
%T1 - insert Header 1 from full-sized transcript -- similarly, %T2, %T3, etc.
%F1 - insert Footer 1 from full-sized transcript -- similarly, %F2, %F3, etc.

In this last part, you might have wondered why "T" was used instead of "H" to grab header text from the full-sized transcript. The reason is because %H is part of the syntax from inserting the hour (military time). The same syntax that Windows uses for inserting times and dates can be used when you're setting up custom headers and footers for your compressed transcript printout and word indexes. For example, if you wanted your compressed transcript to have a header in the upper-right corner to indicate the date and time or printing, the shortcuts would look like this:

H:||Printed at %H:%M, %m-%d-%y

I hope you find these tips helpful. Don't forget that you can press F1 to quickly open the Help system pages that relate to these features. The Help pages also offer links to the relevant Visualizer movies. ■

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Total Eclipse CAT Spring Courses

Beginning & Advanced

Cypress College (Anaheim Campus)
Dates: Wednesdays, January 31, 2007 – May 23, 2007
Time: 6:00 – 8:15 p.m. (plus lab earlier - TBA) Room: 308
Anaheim Campus, located at: 1830 Romneya Avenue, Anaheim, CA 92801
714 808-4574 Anaheim Office

To Sign up:

Log onto the Cypress Web site http://www.cypresscollege.edu/~xoladmin/index.htm and click the 'New Student Apply Now Button' *Read the information carefully and then click on the button on the bottom to "Begin the application process" Next, click the New User button if you are new, so you can establish a User name and Password. Once you have completed your application, you will receive an Application Confirmation. Note: After submitting an online application, students will be informed within 24hrs regarding their admissions status via email. To allow notifications to be sent properly, please make sure your SPAM settings are set up to receive from www.cypresscollege.edu & www.cccapply.org .*

After you receive your application confirmation, you can go back to the Cypress College Web site and *Register*. You would then click on the button 'Current Students Register Now.' This will take you to Web Star where you click on the Register for classes and fill in your ID and password information.

Cypress Registration: http://www.cypresscollege.edu/~xoladmin/index.htm

Here is the information on the classes and Lab. (Everyone must sign up for the lab in addition to the course)

Beginning: CTRP 084 - CAT: Eclipse - CRN #23385 OR **Advanced**: CTRP 065 - Advanced CAT - CRN #24167

Lab: CTRP 030 C CRN #24138

If you have trouble registering, please contact:

Cypress Business office: 714-484-7211
My cell phone number is: 858-967-7599

Thanks so much!   **Linda Cardoza**

Court Reporters Forum under New Management

 Have you visited the Court Reporters Forum lately? It's now run by Jim Barker, whom you probably know as the guy behind SearchMaster.   Jim has brought in new folks to lead the various sections in the forum, including Karen Jones (Scopists), Anita Paul Johnston (Realtime & Writing Theories), Bill Weber (Reporting Interests), and Keith Vincent (Eclipse). Keith has been writing several messages each week for Eclipse users, so you'll probably pick up some good tips there.

 CRForum is hosted by Compuserve, but you do not have to subscribe to Compuserve to visit the forum. However, you should sign up for a **free** screen name in order to take full advantage of the information that's provided in the various sections of CRForum. You can use this link to "Sign up" for a Free Screen Name. (Don't worry. You're just signing up for a screen name. You are NOT signing up for a monthly bill from Compuserve.)

http://community.compuserve.com/n/pfx/forum.aspx?nav=myforums&webtag=ws-crforum

Once you actually enter CRForum, you'll find some helpful instructions by clicking on "How to Navigate This Forum." Check it out.