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# e-Tips Newsletter

## In this Issue

Keith Vincent - p. 1

### Eclipse Auto-Brief Reminders and Suggestions

Wil Wilcox - p. 2

### Function Keys on New Laptops

Keith Vincent - p. 4

### Using New Visualizers on Total Eclipse 6

(reprinted from Tip 129)

### June 11th Webinar on Connection Magic

co-presenters: Keith Vincent  
and Michael Starkman

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### Keith's Seminars on Total Eclipse 6

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Keith Vincent

## Eclipse Auto-Brief Reminders and Suggestions

In **e-Tip #119**, I wrote about how you can add a short comment to Eclipse dictionary entries about which you want to be reminded and then set **Auto-Brief "Minimum Reminder Savings" at 0**. Then you won't be bothered with one-stroke entries that you've known since theory class but that you wrote out in multiple strokes because someone spoke slowly. This can also keep Auto-Brief from reminding you about entries that happen to use less steno only because of a stacking problem and, thus, not something you would do deliberately.

**Total Eclipse 6 offers several enhancements for reminders and suggestions.** It automatically creates REMIND.dix, which holds a copy of every dictionary entry that has appeared as a reminder. The "#" column in that dictionary lets you know how many times Eclipse has reminded you about an entry. **You can open REMIND.dix and click on the "#" column to see the entries sorted by how many times they occurred.** That would be a good way to see which entries you really need to get into your fingers.

**With Total Eclipse 6, you can also create SUGGEST.dix** and Auto-Brief will use that when it offers suggestions. Perhaps a colleague has given you a copy of her/his dictionary that has tons of one-stroke entries. You would not want to copy that into your own dictionary because then you might write some of those entries accidentally and when it's not appropriate. However, you could copy those entries into SUGGEST.dix. Then let's say you write "off the top of my head" in six strokes but SUGGEST.dix has TPOPD for that phrase. As soon as you write "off the top of my head" one time, Auto-Brief would suggest TPOPD. If the phrase comes up again, you could write TPOPD. Like all suggestions, you decide whether you use it or not.

**How does this differ from normal Auto-Brief suggestions? In two ways.** First, an Auto-Brief suggestion is normally offered only

*(continued on page 3)*

## Function Keys on New Laptops



**Many computer manufacturers are shipping new laptops and tablets with the function (FN) keys reversed.** So when you want to press F2, for instance, you have to press the combination of FN plus F2. Since we use the function keys so much in editing transcripts, this is a real hassle. These function keys are oftentimes referred to as hardware “hot keys” or “multimedia” keys and differ from computer to computer.

There are a few things that you can do to change this. First, and probably the best, is to **change the settings for the function keys in the computer’s BIOS or in the keyboard setup within Windows itself.** To find instructions for how to do this for your brand of laptop look in the owner’s manual online for your computer or contact the manufacturer’s tech support hotline for instructions. You may also find step-by-step instructions by a general search of the Internet by laptop brand as well.

**As an example, HP computer users could perform a Google search on this text: “Disable The Fn + Function Key Combination.”** You’ll find there’s a well-illustrated page on HP’s site which explains how to disable the “Action Keys Mode”.

**To change the function key behavior on some Dell computers,** press the F2 key while on the Dell logo screen during bootup. That will go to the BIOS settings page. Click on “Advanced” > Function Key Behavior. When you click on [Function Key] there is an option to select Multimedia key and function key. Change it from whatever option is enabled. Then click F10 to save the settings and exit.

To change the function key setup on the **Microsoft Surface Pro with Type Cover keyboard,** the latest firmware update is required. Press and hold the FN key for three seconds and then press the caps key. That should reverse the FN key behavior. It is said that on some other laptops, a similar thing can be done by pressing fn + num lock, fn + F11, and fn + scroll lock, etc.

**There are software utilities for this that you can also download. KeyTweak, AutoHotkey and KeyRemapper** are popular but designed for fairly advanced users. When you download software, it is always a good idea to be sure you are downloading from a reputable site and then to pay attention to whether it is showing that it is also downloading other software as well. Deselect any junk software options automatically selected before downloading. To eliminate the risk of installing malware or unwanted software along with the utility program, a change in your computer’s keyboard setup or BIOS would be the better way to go.

**On a Mac computer or a Mac running Windows that has been installed via BootCamp,** look for this keyboard option: “Use all F1, F2, etc. keys as standard function keys.” You may even see this little explanation: “When this option is selected, press the Fn key to use the special features printed on each key.” Exactly!

It just may require a little research and patience on your part to find out exactly how to do it, but there’s probably a way to get your new laptop to offer “standard function keys” that do not require you to always use the Fn key. Hopefully, these suggestions will be of some help.

## Keith’s Total Eclipse 6 Seminars in September

On **September 21st in Dallas** and again on **September 28th in Houston,** Keith Vincent will be offering **a small-group seminar devoted to Version 6 of Total Eclipse.**

The day is set up in two parts. The **morning and afternoon focus on the transition to Total**

**Eclipse 6,** and they offer .7 CEU. The **evening is about automatic indexing** and offers .3 CEU. The seminar completely fulfills the Texas reporter’s need for 10 hours of continuing education (including rules/ethics).

**For more info, please visit [KVincent.com](http://KVincent.com).**

## Eclipse Auto-Brief Reminders and Suggestions *(continued from page 1)*

after you have written something that takes at least three steno strokes and if you have done that twice. However, **anything in SUGGEST.dix is not subject to the write-it-twice requirement.** Second, on a normal suggestion, Eclipse has to come up with steno that does NOT conflict with anything that's already in one of your translating dictionaries. However, the **steno in SUGGEST.dix comes from a person; it's not software-improvised.**

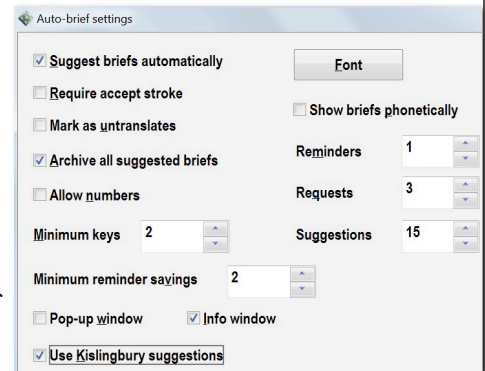
A few more things to note about entries in SUGGEST.dix. First, they **appear with your other suggestions in the color you have chosen for normal briefs.** Second, **you can reject a suggestion using whatever steno you've defined as {ABREJECT}.** Third, **any Auto-Brief suggestion that you use is added to your job dictionary** and has "AB" in its comments column.

**Auto-Brief in Total Eclipse 6 also offers the option to "Use Kislingbury Suggestions."** If you turn this option on, it is as if you had added over 80,000 of Mark Kislingbury's ingenious steno shortcuts to your SUGGEST.dix. In fact, Mark's dictionary is hidden in the Eclipse program, but there's a way to tell a Kislingbury suggestion. Let's say you write "supposed to be able to" and Auto-Brief proposes SPOEFBLT in the color of a normal brief. If you then wrote SPOEFBLT, it would be added to your job dictionary with a **comment of "MK AB"**.

Now here let me stress a connection between this article and e-Tip #119. **"Minimum Reminder Savings" has an effect on what you'll get from SUGGEST.dix and from Kislingbury suggestions.**

If you use the default setting of 2, then Auto-Brief will only suggest things that would save you at least two steno strokes. If you use a setting of 1, then you will see a lot more suggestions because Auto-Brief will be happy with anything that saves you at least one steno stroke. If you use 0 as your setting for Minimum Reminder Savings, then Auto-Brief will show less Kislingbury suggestions and it will also presume that you have deliberately added a comment to the entries in SUGGEST.dix that you want to see as reminders.

**For "Minimum Reminder Savings", most people should use the default setting of 2. However, if you have commented the important entries in your main dictionary and in SUGGEST.dix, then using a setting of 0 can give you a greater degree of control.**



## June 11th Webinar on Connection Magic

On **Tuesday, June 11, 2013, Keith Vincent and Michael Starkman will team up to present a special webinar on Connection Magic.** As always, you can attend the live presentation and participate in the question/answer process, but you can also view the recorded version that comes out about a week later. You can even do both -- watch it live and re-watch with the recording.

Connection Magic means many things. On one level it refers to a special server that Advantage Software has set up to offer Eclipse users the option of running their program without having to plug in a USB key. However, the same server is also used to make it possible for multiple Eclipse users to edit the

same document at the same time.

**It takes at least two presenters to show Collaborative Editing in action. Keith will be in Texas and Michael will be in Pennsylvania, but they'll be showing how easy it is enjoy team editing in real time or even long after translation has finished.**

**You'll also see how Bridge Professional and Bridge Mobile take advantage of Connection Magic.**

We're really excited about this webinar, and we hope you'll join us and earn 2 hours of continuing education credit in the process. **For more info, please visit [EclipseWebinars.com](http://EclipseWebinars.com).**

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## Using New Visualizers in Total Eclipse 6

Keith Vincent

**More than 260 Visualizers movies are now part of Total Eclipse 6.** These are integrated with the Help system and with the Efficient Editing Tutorial. Each movie is designed to show a lot in just a couple of minutes. The next time you're waiting for a job to start, check out a couple of movies. **You can even earn .6 CEU by watching the Visualizers and taking a test that is part of the "Total Eclipse Overview" tutorial.**

**This year I've repackaged all the Visualizer movies as .MP4 files.** The files are smaller, sound better, and take advantage of whatever screen size you have available, from the smallest to the largest.

I've had no problem playing .MP4 files in Quicktime and in newer versions of Windows Media Player. However, **if your computer has any problem playing an .MP4 file, let me recommend VLC Media Player, which is part of the Total Eclipse 6 installation disk.**

Here are some of the things that I like about VLC media player. First, the movies start up without

making you wait. Second, you can press the spacebar to pause or resume playback, which is the way the Visualizers have worked traditionally. Third, there are some great speedkeys that you can use:

**F:** Full screen (Press Escape to leave full screen)

**Shift Left/Right:** Jump Forward/Backward

**Alt Left/Right:** Bigger Jump Forward/Backward

**Ctrl Up/Down:** Louder/Softer

**+/-:** Faster/Slower

One small word of caution. On some computers, you may need to take one extra step to tell Windows to use VLC media player, even after it's installed. From the "Help" column of menus in Eclipse, you can select "Eclipse documentation", then click on the "Visualizers" folder and right-click on one of the .MP4 files such as "5thTutor\_Show\_Me.MP4". Then select "Open with" and "Choose default program." Select "VLC media player" and check the box next to "Always use the selected program to open this kind of file."

### Disclaimer

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